



2026

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We want to congratulate your parents with their choice to entrust you to our hostel. We trust that this will be the start of a long and happy relationship between you, your parents and us.

At all times be ensured of our commitment to maintain a moral and disciplinary system which will be to your advantage.

We sincerely invite your parents to become personally acquainted with us. Should the occasion arise, your parents can be at liberty to discuss any aspect of your stay in the hostel with us.

By choosing this progressive and quality driven institution your parents have clearly demonstrated their commitment to maintaining and improving the values expressed in this booklet.

The integrity of our Core Values and Aims is not negotiable.

Please take note of the following boarding and admission conditions.

The South African Schools Act herewith legally mandates the Governing Body and all stakeholders to enact the following stipulations in this booklet:

We want to be proud of our hostel. We want to practice values such as femininity, neatness, punctuality, diligence, respect, loyalty and belief. We want to be of service to our hostel and our school, and we want to work together, stand together and build together to keep up the proud tradition of our hostel. Therefore, every lady must promise to:

- * never speak ill of our teachers, matrons, HRC and friends, and always respect superiors.
- * endeavour to always be neat – ourselves, our rooms and the grounds.
- * care for all the furniture, even that in the lounge and dining room, and treat it as if it were our own.
- * use water and electricity sparingly.

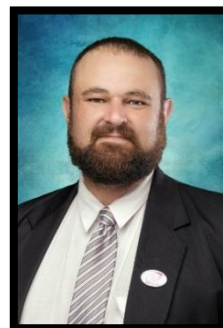
1. HUIS BASIE MANAGEMENT



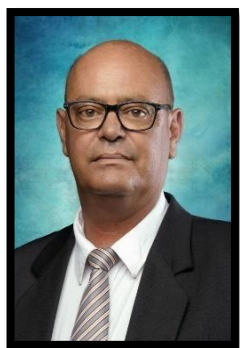
Email: huisbasie@rfhs.co.za
Duty phone: 071 930 2687



Hostel Father
Mr Rudolf Conradie



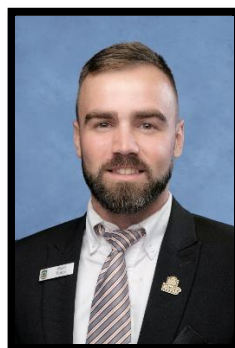
Hostel Manager
Mr Albert Booyens



Mr Chris Louw
Gr 8 Guardian



Mr Sizwe Mashele
Gr 9 Guardian



Mr Ruan Botha
Gr 10 Guardian



Mr Werdie Stoop
Gr 11 Guardian

Huis Basie Head Boy



Prosper Mkhonza
Gr 8 Guardian



Prince Nkuna
Gr 9 Guardian



Mahlori Ntimbana
Gr 10 Guardian



Niyanda Malinga
Gr 11-12 Guardian

Huis Basie Prefects 2026

2. HUIS BASIE VALUES



BROTHERHOOD – VICTORY – HONOUR

LOYAL & RELENTLESS

For Brotherhood. For Victory. Always with Honor.

In the heart of Basie van Wyk beats a spirit forged in unity and tested in competition. *For Brotherhood* speaks to the unbreakable bonds formed within these walls—friendships that transcend time, forged through shared struggle, laughter, and loyalty. It's a call to stand together, shoulder to shoulder, not just as hostel mates, but as a family.

For Victory fuels the relentless drive to excel—not just in sport or academics, but in character. It's about pushing limits, rising after setbacks, and striving for greatness with grit and determination. Victory here isn't just about winning—it's about earning respect through effort and resilience.

Always with Honor is the compass that guides every action. It's the quiet strength of integrity, the courage to do what's right even when no one is watching. It's respect for self, for others, and for the legacy of those who came before. Like the terrier—fierce, loyal, and unwavering—Basie van Wyk stands tough, but principled.

This motto isn't just a slogan. It's a way of life. A promise. A legacy.

Huis Basie van Wyk: Where loyalty is lived, victory is earned, and honour is never compromised.

3. PREFECT DUTIES

A hostel prefect's duties revolve around maintaining order, discipline, and a positive atmosphere within the hostel. This includes ensuring learners adhere to rules, promoting a sense of community, and assisting with daily routines and events.



Prefects act as a bridge between learners and hostel staff, addressing concerns and reporting issues.

Maintaining Order and Discipline:

NO disciplinary measures may be taken or executed by the prefects. They must merely identify and report problems and transgressions.



Enforcing rules:

Prefects ensure learners follow hostel rules regarding bedtime, noise levels, cleanliness, and general conduct.

Use the demerit slips available from the Head girl. Ensure that the student, the prefect and the teacher on duty signs the demerit slip. The teacher on duty will hand the slips in to admin.



Supervising routines:

They oversee daily routines like wake-up calls, morning inspections, shower times and lights out, ensuring learners are on schedule and maintaining a proper environment.

Inspections take place EVERY day. Cupboard inspection twice a week.



Reporting incidents:

They are responsible for reporting any disciplinary issues or rule violations to the grade guardian in the hostel or to the hostel mother.

Promoting a positive environment:

They help create a peaceful and respectful atmosphere by discouraging bullying, promoting positive interactions, and resolving minor conflicts.

The main focus of Huis Basie is academic performance within a safe environment where young men develop all talents they are blessed with.

A hostel event will take place in each term and lads that are living up to the Huis Basie spirit may attend the event. Prefects are responsible for organising the events. Permission from the hostel mother must be obtained before final arrangements are made

Supporting Learners and Building Community:



Mentoring:

Prefects mentor younger learners, offering guidance, support, and a listening ear.



Facilitating communication:

They act as a communication channel between learners and hostel staff, relaying important information and addressing student concerns.



Assisting with events:

They help organize and participate in hostel events and activities, fostering a sense of community.

Being a role model:

They are expected to lead by example, demonstrating good behaviour, academic effort, and a positive attitude.

Other Responsibilities:



Assisting with hostel upkeep:

They may report maintenance issues or damage to the appropriate staff.



Participating in meetings:

They attend prefect meetings to discuss issues, share information, and collaborate on solutions.



Representing the hostel:

They may represent the hostel at school events or functions.

In essence, a hostel prefect is a student leader who plays a crucial role in creating a safe, supportive, and well-managed living environment for all hostel residents.

4. CONDITIONS OF STAY

1) SECTION A: GENERAL CONDITIONS

The South African Schools Act, Section 20(l)(g) states that the administration and control of hostels fall under the jurisdiction of the SGB. Therefor the parties herewith agree to and undertake the following:

1. THE CORE VALUES

The Core Values form the basis for the Code of Conduct, and the rules and educational system at the hostel.

These Core Values are:

1. Respect, honour, integrity and loyalty.
2. Obedience and accountability.
3. Cooperation.
4. Masculinity, neatness, punctuality and respect.

2. THE AIM OF THE HOSTEL

The aim of the Code of Conduct, Hostel Rules and Intervention System is to make children successful in life.

Aims of the Hostel:

1. Striving towards core values, firm discipline and neatness.
2. The best possible accommodation and education for learners and staff.
3. Attractive buildings and grounds.
4. Maximum efficiency, innovation and involvement.
5. Harmony, order, progress and pro-activity.
6. To create a safe, supportive, and structured living environment that fosters academic success and personal growth.
7. To provide opportunities to learners for social interaction, which can improve overall well-being and a learner's sense of community.
8. Promote independence, responsibility, accountability and the time management skills to help them through their lives to come.

3. GRADES 8 – 11

The Governing Body will strive to create and uphold the best possible living and educational conditions for each child for the period of one school year or 4 terms.

NOTE: THE STAY OF LEARNERS SHOWING BLATANT DISRESPECT FOR AUTHORITY WILL BE TERMINATED.

4. GRADE 12

Accommodation is for 3 terms only.

Grade 12's who wish to stay in the hostel for 4 terms have to re-apply in term 3 for term 4.

Grade 12's who re-apply for the fourth term will do so under the following conditions.

1. Acceptable behavioural record.
2. No outstanding balances.
3. Paying the full outstanding amount of the fourth term before entrance
4. **GRADE 12 LEARNERS SHOWING BLATANT DISRESPECT FOR AUTHORITY DURING THE FOURTH TERM'S STAY WILL BE TERMINATED.**

5. GENERAL

- a) The SGB's aim is to create a "week home" in which a child will be safe and happy and develop his/her potential. Parents and guardians are requested to support us in this regard. The Core Values and Aims will be reflected in all aspects of management and education as far as possible.
- b) Accommodation in the hostel is always a privilege. When considering the dire consequences in the event of suspension or expulsion, finding suitable alternative accommodation is solely the challenge of the parent and not the Governing Body or hostel staff
- c) Children are advised to bring small amounts of pocket money to the hostel. Ensure that all your important possessions are clearly marked. The cameras in the hostel are for learners' safety and security and will not be used to find learners belongings in the cases where the learner was negligent. **WE DO NOT ACCEPT RESPONSIBILITY FOR ANY THEFT.**
- d) **The hostel will be closed each weekend from 17H00 on a Friday until 15H00 on a Sunday afternoon.**

On sporting weekends the hostel will close directly after learners depart for sport.

The closing time on Sunday evenings is:

**January – March and September – November: 18H00
April – August: 17H30**

Please organize your transport accordingly.

CHILDREN MAY NOT LEAVE FOR SHOPPING IN TOWN AFTER ARRIVAL ON SUNDAY.

- e) Learners must sign in for lunch on Fridays. If learners need to stay in over a weekend, permission from the hostel father/mother is needed. This permission is needed before Thursday morning prior to the weekend staying in.
- f) Parents or legitimate guardians who want to take their children (your own children only) from hostel during the week for any reason must inform the Housefather/Housemother or the teacher on duty and sign the register.
- g) Parents are requested not to phone their children during study hours or quiet time. (see hostel rules)
- h) Parents are kindly requested to promptly discuss any problems regarding your stay in the hostel with the Housefather/Housemother. Please make appointments for meetings during school hours.
- i) Special dietary requests regarding allergies, religion etc. can only be accommodated in exceptional circumstances and then at a higher tariff. **For food allergies only laboratory test results will be accepted – no letters from clinics or general practitioners.**
- j) Parents whose children are responsible for any damage, e.g. windows, mattresses, doors etc. **will receive a bill for it.**

NOTE: Learners' return to the hostel is on the condition of the financial settlement of said bill.

- | |
|---|
| <p>k) Where there is a reasonable suspicion that a child has used ANY illegal substance or is under the influence thereof, we reserve the right to request such a child to undergo an analysing test.</p> |
|---|

Such learners can be sent home without delay for up to five school days.

- l) Parents who receive letters from the hostel are asked to return the signed letter with the learner or by email for the purpose of good communication and timeous intervention.
- m) Parents who do not receive accounts twice a term or hostel behavioural reports at the end of each term are to enquire at the offices to assist us to rectify the process.
- n) Parents are requested to download the D6 communication App. All other information can be sent by SMS/e-mail. Therefor keep the hostel informed of any phone number changes.

For direct contact to the person on duty, please use the hostel number as provided:

Huis Basie van Wyk: 071 930 2687
House Kazuri: 068 891 7742

- o) Learners suspended from school are automatically suspended from hostels too.

- p) **The moment a hostel learner sets foot on the terrain when returning from home, such a learner is not allowed to leave the terrain even if she/he has not signed back. Learners are still under the jurisdiction of all rules even if they have already signed out and are still on the terrain.**
- q) The Governing Body/staff is in no way liable for any negative experience/bodily harm that may result from public transport to and from the hostel.
- r) In case of serious misconduct, the SGB authorizes the hostel staff to suspend accommodation (as a temporary corrective measure) for less than 5 schooldays from the hostel, with prior notice to the parent.
- s) The SGB herewith appoints all educational staff as members of the hostel disciplinary system to sit in on disciplinary hearings or act as office bearers in such a committee with decision-making powers.
- t) Termination of stay must be done in writing. The form is available from hostel management.

6. LIST OF COMPULSORY NECESSITIES

1. Sufficient school wear, sport wear and casual wear.
2. Own Bedding: (NB 2 sheets if blankets are used with pillowcase, pillow and bedspread. If duvet is used, only 1 sheet with pillowcase and pillow.)
3. A separate bag for dirty laundry.
4. Broom and dust cloth and own dustbin
5. Padlock and tagged duplicate key
6. Sufficient toiletries.

2) SECTION B: FINANCIAL LIABILITIES

No children will be allowed back in the hostel if there are any arrears from the previous term.

CHILDREN WHOSE FEES ARE IN ARREARS CANNOT BE ACCOMMODATED, AND PARENTS WILL BE REQUESTED TO FETCH THEIR CHILDREN.

PAYMENT OPTIONS

1. The full annual amount in advance with a 5% discount before 31 January – thus R42 900 per child
2. The full quarterly amount IN ADVANCE BEFORE entrance each term:
R11 700 for Terms 1-3 and R7 800 for term 4
3. Monthly payments 11 x R3900 payable in advance. Last payment 7 November

BANKING DETAILS

BANK:	Standard Bank
BRANCH:	Nelspruit Crossing
BRANCH CODE:	051001
NAME OF ACCOUNT:	Rob Ferreira High School
ACCOUNT NUMBER:	202076113
REFERENCE:	[Family Code] followed by (H)

These 3 payment choices are dictated by all relevant labour legislation and payment requests of service suppliers such as food, water, electricity, 12-month fixed employment contracts with staff, fixed monthly expenses, etc.

1. There **are no discounts** for learners whose
 - 1.1.1. Accommodation is terminated at any time. The SGB enters into fixed term employment contracts with the staff at the hostel for 12 month periods. Therefore, the cancellation of stay during the course of the year does have a negative budget implication for the SGB.
 - 1.1.2. Stay is shortened as a result of situations beyond the SGB's control such as natural disasters, like Covid etc.
2. The correct student number must be submitted with all payments.
3. When using a stop order as a payment option it is the responsibility of the parent/guardian to ensure that there are adequate funds to ensure that the payment is actually deducted.
4. Hostel fee accounts will be given to your child twice per term for your information and there will be electronic notifications about accounts that are in arrears or if your child is asked to leave the hostel.
5. Parents must please attend to their hostel accounts, especially before the end of each term, to ensure that their accounts are up to date as the **principle of no pay no stay** is always applicable.

6. Outstanding accounts will lead to termination of accommodation and handing over for collection after 30 days after termination of stay.
7. Parents cannot therefore send their children to the hostel when accounts are not paid as agreed upon.
8. Children with outstanding balances will not be accommodated, therefore: -
9. If a child whose hostel account is not paid as per agreement is dropped off at the hostel, such a child's parent(s) will be called to fetch the child the next day before supper.
10. **ADMISSION TO THE HOSTEL WILL ONLY TAKE PLACE UPON PRESENTATION OF DEPOSIT SLIPS, PROOF OF PAYMENT OR PROOF OF AN ACTIVE STOPORDER WHEN REQUESTED.**

3) SECTION C: PROCEDURE FOR RE-APPLICATION

1. Admission to the hostel is always for 1 year only
2. Admission to the hostel for the next year can only take place after a re-application process
3. Forms for re-application for the hostel for the following year are issued **in the 3rd term** only to learners who comply with the following conditions:
 - a) No outstanding balance on **hostel fees** at the time of issue.
 - b) Acceptable **behaviour and academic** report.
 - c) Sport/ extra mural activities as agreed upon in application form.
4. Re-applications are evaluated, and applicants are informed during **November**. Re-applications are also evaluated against a demerit system.

Re-admittance is determined as follows:

- a. Academic competency levels 1&2 (0-39%) may not be accommodated and
- b. -50 demerit points may not be accommodated
- c. -40 demerit points may lead to conditional re-admittance
- d. Full financial compliance, meaning no outstanding fee balances in accordance with payment options.

This confirms that non-compliance with the above conditions effectively terminates accommodation for the next year.

5. Conditional re-admittance

- a. Learners who are admitted conditionally under 2.c will have their stay terminated in the following year when they reach -20 debit points.
- b. It is the responsibility of the learner to enquire why he/she did not receive a re-application form, in which case nos. 1&2 of Section C are applicable.
- c. Parents will be informed in writing of the results of re-application in November via letter, SMS or email.
- d. The **closing date** for re-applications is the last day of the third term
- e. The SGB can in certain cases require new applicants to submit a behavior record/testimonial from their previous schools before admission can take place.

RE-APPLICATION FORM AND ROOM PLACEMENT FOR 2027



Name and surname of learner: _____ **Gr in 2027:** _____

Parent 1 name and surname	
Parent 1 contact number	
Parent 2 name and surname	
Parent 2 contact number	

Item	Description	Educator signature
SBA end term 3		
Hostel demerits		
Sport activity 1		
Sport activity 2		
Culture activity 1		
Hostel fees paid		

Result: _____

No placement: _____

Reason: _____

OR

Placement in room _____

Hostel mother/father signature: _____ Date: _____

4) SECTION D: GENERAL HOSTEL RULES

- A. These rules are to be seen as guidelines that set positive standards of acceptable behaviour. The rules are a logical extension and formalisation of a parent's moral education by registered educators.

The results of the constructive education in the hostel are also to be seen in our school's enviable academic results and impeccable overall reputation.

The hostel can never be a rehabilitation centre for serious and habitual offenders.

- B. IT IS IMPOSSIBLE TO DESCRIBE EVERY LEARNER ACTION IN TERMS OF RULES.
- C. Therefor our staff will take decisions and issue orders that are not always described here but that are in the best interest of the learner, the Core Values and the hostel as a whole.

5. HOSTEL RULES FOR LEARNERS

1) DAILY TIMETABLE

TIME	ACTION	INFORMATION
05:00	MORNING BELL	When the morning bell rings, we must get tidy up the room.
05:50	INSPECTION	When the inspection bell rings at 05:45, the rooms, corridors, bathrooms and learners must be ready for school. During inspection, all learners must be in their rooms. The following must be ready for inspection. 1. Doors and windows open 2. Rooms swept (also under beds) 3. Bed neatly made 4. Windowsills, top of closets, skirtings, table and shelve surfaces cleaned 5. Closet neatly organized and cleaned 6. Dustbin emptied and washed inside 7. Passage swept 8. Stairs swept 9. Bathroom basins & shower taps closed 10. All litter picked up 11. Learners must be fully dressed and groomed.
6:05	SILENT TIME	There must be absolute silence. Learners must be in their own rooms. No talking, slamming doors or walking around is allowed. Everyone must be busy with Scripture reading and prayer.
07:00	GO TO SCHOOL	During school, a boarder may only return to the hostel with the permission of the House Mother or Father.

14:30 – 16:30	EXTRA CURRICULAR	1. Participation in extra mural activities is encouraged. 2. Boarders should not be in their rooms from 14:30-16:30 3. Seniors may ask permission for extra study in between activities. 4. NO WALKING AROUND THE SCHOOL BUILDINGS IS ALLOWED.
16:30 – 17:30	BATH TIME	1. No noise. 2. No bathing together is allowed 3. Bathrooms must be kept clean and tidy. 4. Keep the toilets clean. Prevent blockages. 5. Save water and electricity. 6. Gr 8-11 may shower before dinner. 7. Gr12 may shower between dinner and study.
17:30	MEETINGS	1. All meetings after supper must have ended by study. 2. Special permission is needed to deviate from this rule. 3. Only the Hostel Mother or Father may grant this permission. 4. Learner must sign out to attend any function even on the school grounds.
18:30 – 19:30	STUDY	1. Study is of the utmost importance – therefore there must be absolute silence during study. 2. No one is allowed to talk, walk around, discuss problems or be lazy – we always have work. 3. Cell phones must be switched off. No phone calls may be made or received during study. 4. Girls from grade 8-12 and Boys from grade 11 to 12 study in their rooms on condition that: a. the door is always open b. everyone is in their own room during study c. no radios are played and everyone must be constructively busy. Examination study times: 07:30-10:00 and 11:00-13:00
19:30 – 20:00	STUDY BREAK	Boarders should not be noisy during this time.
20:00 – 21:00	STUDY	
21:10 – 21:20	INSPECTION	Same as morning inspection.
21:20 – 21:30	SILENT TIME	Same as morning silence.
21:30	LIGHTS OUT	1. For late lights to study, a boarder must get permission. 2. No visiting other rooms, playing around etc. 3. Sleep in your own bed and room. 4. Total silence

MEALTIMES		
6:15	BREAKFAST	1. No one may miss a meal without permission. A boarder must arrange with the matron if he/she has to eat earlier/later due to a school activity. 2. Boarders must always be well dressed, hair and shoes especially neat and tidy. 3. Line up neatly and enter the dining hall in an orderly manner. 4. Allocated seats may not be changed in seating charts without permission from the hostel mother 5. Noise is not allowed in the dining hall. Don't drag the chairs when being seated or standing up. 6. Table manners must be impeccable. 7. Heads of tables must ensure that cleanliness and order is maintained during the meal. 8. No walking around in the dining hall. 9. No phone calls may be used in the dining hall. 10. DIRECTLY BEFORE AND JUST AFTER GRACE HAS BEEN SAID, NO ONE IS ALLOWED TO TALK.
Term 1 - 14:15 Term 2 – 4 13:45	LUNCH	
Term1 - 3 17:30 Term 4 - 17:00	SUPPER	

2) WEEKENDS:

- **All weekends are out weekends** which means learners may not stay in except for participation in sport.
- If a learner represents the school on a Saturday at a sports meeting or a school function, he/she may sleep in the hostel on the **Friday night**.
- Meals will then be provided until **Saturday morning**.
- **After the sport meeting the learner must go home.**
- In **exceptional situations** the learner may ask permission to stay in the **Saturday evening**
- Boarders must sign in for meals, if necessary, over the weekend and if these meals are missed, he/she will receive an invoice for the meals missed **AND WILL NOT BE ALLOWED TO SIGN IN ON WEEKENDS.**
- The hostel opens at 15H00 on a Sunday afternoon and close at 18H00 (Summertime) and 17H30 (Wintertime)
- **No learner is allowed to leave the school ground on a Sunday after arriving back from the weekend**
- Normal study on Sunday evenings.

3) SIGNING IN AND OUT (weekend and weekday)

3.1 WEEKEND

Boarders are responsible for signing out on a Friday morning or directly after school with the prefect on duty.

The moment the learner signs out, he/she is no longer the responsibility of the teacher on duty.

Sign in on Sunday at study or Monday after lunch.

3.2 DURING THE WEEK

IF PARENTS WISH TO SIGN THEIR CHILDREN OUT DURING THE WEEK, THE PARENTS/GUARDIAN NEEDS TO SIGN THEM OUT PERSONALLY.

4) TOWN LEAVE

For urgent matters on other days' permission will be granted by the teacher on duty **DIRECTLY AFTER LUNCH**. The senior house father/mother must be informed in writing of such permission for control purposes.

Learners must sign back at the teacher on duty when they return. Record of this will be kept. Learners must have written proof that they have an appointment at the doctor, dentist, etc.

SCHOOL UNIFORM COMPULSORY AT ALL TIMES.

5) MEDICAL PROCEDURES

During School hours:

- Should a learner become ill while at school, the hostel father/mother will sign a permission slip for the learner to go to the hostel where they can be fetched by their parents **ON THE SAME DAY**. The hostel father/mother will notify the parent/guardian of said illness.
- No ill learner may remain or go to his/her room without the required permission.

After school hours:

- Learners who become ill after school hours must report to the staff member on duty who will inform the learner's parents as soon as possible.
- The hostel father/mother will request the parents of the learner to meet them at the hospital to make decisions pertaining the treatment of the child.
- In the case of where the learner's parents are not reachable, the staff member will inform the hostel father/mother who will assess the condition of the learner to the best of their knowledge and call an ambulance if deemed a medical emergency.
- The school will be notified should the learner not be able to attend school.
- Parents need to update hostel father/mother regarding illness and treatment of their child. In the case where the hostel father/mother is unreachable, the staff member on duty should be notified.

- The parents/guardians of hostel learners are responsible for their own medical appointments, doctors etc., but should notify the hostel father/mother of all medical appointments.
- The parents/guardians of hostel learners are responsible for the arrangement of transport to the appointment as well as transport back to the hostel or to the learner's home. **Note:** Children not well enough to return to school may not return to the hostel until they are fully recovered.
- Should a hostel learner be seriously ill and require urgent medical attention, the staff member on duty or the hostel father/mother can call for an ambulance or medical officer for the parent's account. Parents/guardians should be contacted to get consent before an ambulance can be called unless the staff member or hostel father/mother deems it an emergency.
- Complete medical information must be given to the hostel head. The hostel head must be given written notice of any chronic condition/s.
- It is the responsibility of the learner to declare ALL medication, including vitamin supplements, in his/her possession in the medical register when signing in on a Sunday. In the case where a learner has prescription medication (Schedule 2 or higher), the parent/guardian must inform the Hostel father/mother before the learner is signed in on a Sunday and the medicine be declared in the medical register. Only the correct quantity of medication is allowed to be brought to the hostel for the duration of the week or as prescribed.
- No medication may be administered to any learner by the hostel head, matron or staff member on duty unless permission is granted from the parents/guardians.

Between the hours of 21:30 and 5:00

- If a learner suffers from a medical emergency during the night, he/she must inform their corridor prefect/head boy/girl as soon as possible.
- The corridor prefect will contact the staff member on duty on the **cell phone provided by the school**. The staff member on duty will alert the hostel father/mother in the case of an emergency.

Huis Basie van Wyk: 071 930 2687
House Huis Basie: 068 891 7742

- If the staff member or hostel father/mother are not reachable by phone the corridor prefect/head boy will knock on the staff member on duty's door or the door of the hostel father/mother who will treat the situation as an emergency.
- Staff members/hostel father/hostel mother will contact the parent as soon as possible and request them to come to the hospital as soon as possible to make decisions pertaining the learner's medical treatment.

NOTE: NO CHILD WILL BE ADMITTED TO THE HOSTEL PRIOR TO COMPLETING THE MEDICAL FORM AS GIVEN BY THE HOSTEL MOTHER/FATHER

6) VISITATION

No visitors (except parents) may be entertained without prior knowledge and approval of the teacher on duty. Visiting during study time will not be allowed.

Boarders may not get into any car, except if it is their parent's car.

No one, except the parents, may sign out or take a learner away from the hostel during the week.

7) RADIO'S AND MUSICAL INSTRUMENTS

May not be used during study, silence and after lights out and may AT ALL TIMES only be heard in the room in which it is being used.

8) ELECTRICAL APPLIANCES

Plugs in the rooms may only be used to charge cell phones and laptops.

Hair dryers, straighteners, etc., are also allowed. NO extension cords, heaters or electric blankets may be used.

Only approved appliances may be used in the passage plugs but must be removed after use.

Laptops and computers may only be used with the permission of the House Mother or Father.

9) TELEPHONE AND CELL PHONES

No calls may be made or received before the rising bell, during silence, mealtimes, study or after lights out.

Cell phones must be switched off during silence, study and mealtimes. **NO SPEAKERS OF ANY KIND ALLOWED IN THE HOSTEL.**

10) PETS

No pets allowed.

11) ORIENTATION:

The Importance of a Structured Orientation Program

A well-designed orientation program is essential for integrating new Grade 8 Huis Basie into House Huis Basie. It helps them transition smoothly from primary school to a high school hostel environment, which can be a significant change. By focusing on **traditions**, **procedures**, and the **natural hierarchy**, the program avoids harmful initiation practices while still ensuring that new boys feel a sense of belonging and understand their roles. The goal is to build a foundation of **respect**, **cooperation**, and **accountability** from day one, setting them up for success throughout their high school journey. This intentional approach helps to prevent misunderstandings, reduce anxiety, and foster a positive, supportive community where everyone can thrive.

-
- 🐾 Grade 8 boys will be referred to as **pups** for the first two months until the grade 8 concert.
 - 🐾 Thereafter they will become true **Huis Basie Terriers**
 - 🐾 Grade 8 boys **MUST** always wear a bib to meals until after the grade 8 concert. These bibs can be bought at PEP or any baby store. Please ensure that boys have back-ups. The choice of colour is up to the boys.
 - 🐾 Each grade has **compulsory responsibilities** in the Huis Basie-family **for the year**

Grade 8: Sweep passage every morning before inspection

Clear grade 12 table after every meal

Grade 9: Keep the area tidy and clean where boys assemble for meals.

Grade 10: Hostel-dinner fundraising and organization.

Grade 11: Always keep entrance foyer neat and clean.

Grade 12: Notice boards

Prefects: Hostel events, duty, room allocations

🐾 **Activities during orientation period**

The orientation program will include a variety of activities that are both engaging and educational.

To promote **cooperation** and **teamwork**, a "House Challenge" where new boys, guided by prefects, work together on a scavenger hunt to locate important places in the hostel and school. This also teaches them about the school layout.

For **punctuality** and **neatness**, a "Room Readiness" drill will be implemented. Prefects will provide checklists for morning routines, with a friendly competition for the neatest room, promoting good habits in a fun way.

Other activities will include a "Cleaning Olympics" where teams compete to clean common areas, reinforcing the importance of shared responsibility and maintaining a clean environment.



🐾 **A Note to Parents and Learners**

We want to extend our sincere thanks to all parents and new learners for their cooperation and trust as we embark on this exciting journey together. Your willingness to engage with the orientation program is invaluable. We are confident that by working together with our dedicated hostel management team and prefects, we will create a welcoming and enriching environment for all. We look forward to seeing your daughters grow into confident, respectful, and well-integrated members of the House Huis Basie family.

12) **BUILDINGS, FURNITURE AND GROUNDS**

- Keep the buildings and grounds clean.
- Respect the property of the hostel, the staff, and your fellow-learners.
- Furniture or supplies may not be moved or removed.
- **Beds may not be moved next to one another or out of the rooms.**
- The stipulated number of beds and mattresses **must remain in each room.**
- Each learner is responsible for the items in their room.
- Everything that you break or damage, must be replaced.
- Report damages, breakages, blockages so that maintenance can be done.
- **No posters, photo's, etc. may be stuck to the walls in the rooms.**
- No graffiti on the walls, desks or doors.
- No noise in the building.
- If you wish to have your floor washed, leave your door open during the morning.
- Visiting in other rooms, the bathrooms or passages is not allowed.
- The kitchen and staff flats are out of bounds, **AND SO IS THE SCHOOL BUILDING AFTER SCHOOL HOURS.**
- After supper, Huis Basie-boys are only allowed in circle the area in front of the entrance and on the A-hockey field.
- Smoking, drinking and the use of foul language is forbidden.

13) **DISPENSABLE ITEMS FOR ROOMS**

Learners must provide their own broom, duster and dustbin for their room. Please mark clearly.

14) **CURTAINS:**

Only hostel curtains may be used. Learners are responsible for keeping them neat, clean and hanging properly. Costs incurred will be redeemed from the parents.

15) **BEDDING:**

Own bedding must be brought. **The mattress MUST be covered with a sheet.**

16) **WASHING:**

The hostel does not have a laundry. All washing must be done at home over weekends.

17) **VISITS TO THE SENIOR HOUSE MOTHER/FATHER AND PRINCIPAL:**

First confirm with the teacher on duty before you go to the Senior House Mother/Father. Normally the Principal is not consulted by learners regarding hostel matters. However, the Senior House Mother/Father and the Principal will always be available if there is a crisis.

18) **CLOTHING AND PERSONAL HYGIENE**

- School uniform is compulsory at all school functions according to school rules.
- Wear your best at a formal occasion.
- Clothes may not be exotic or gaudy.
- Pyjamas and slippers are not allowed in the dining hall or outside the hostel.
- Personal hygiene is important.

➤ Huis Basie:

- Huis Basie lads must have their hair cut regularly according to the school's dress code and shave daily.
- Huis Basie lads must be decently clad when walking down the passages.
- Normal clothes should be worn to the study hall. NO BLANKETS etc.
- No head coverings inside of the hostel may be worn.
- No clothing representing other schools.

19) **KEYS AND LOCKS**

Every boarder must pay R100 key deposit at the beginning of the year for his/her room key. The deposit will be refunded when key is returned at the end of the year. Padlocks must be placed on cupboard doors.

20) **VACATING OF ROOMS**

If the hostel is to be used during the holidays or over a weekend, all your personal belongings must be removed from the room and cupboards. Failure to clean out your room will lead to disciplinary action.

When leaving over a weekend, your room must be completely clean, with nothing lying around. Floors must be swept and dustbins thrown out.

21) **TRANSGRESSIONS**

Learners who show disrespect to the rules disturb the general order and will be held accountable. Therefore, be aware that every action and decision will have consequences.

Accept responsibility for your actions.

Learners must know the code of conduct as well as the disciplinary code of the school and hostel.

If a learner is not conversant with the disciplinary code, they must request a copy from the Senior House Mother/Father.

22) **USEFUL TIPS:**

- Be considerate
- Knock on a door and wait to be invited inside
- Don't lend or borrow articles
- Do not interfere with the cleaners
- Do not sell anything to the cleaners
- Do not make a noise
- Do not mess
- Do not get up before the rising bell
- Always believe that you are in the best school in the country
- Always make sure which teacher is on duty before you bother someone unnecessarily
- Treat members of the opposite gender with respect at all times
- Keep valuables locked away at all times
- Respect the privacy of staff members who stay on the grounds

23) DISCIPLINARY HEARINGS

The SGB herewith appoints all educational staff as members of the hostel disciplinary system to sit in on disciplinary hearings/appeal hearings or act as office bearers in such structures with all necessary decision taking powers.

Disciplinary hearings will be held as an administrative measure to give effect to the Code of Conduct in extreme cases of misconduct for suspensions, expulsions and final warnings. It is therefore regarded as an educational moulding instrument and not a cold, strict, labour/private sector matter.

The involved child(ren) will receive a letter and SMS before the hearing containing all the necessary information with regards to the hearing. Absence from hearings will have no influence on the outcome of a hearing.

Parents are advised to accompany their children as observers. However, hearings will be held in the absence of parents if considered to be of the utmost urgency.

Disciplinary hearings at the hostel is an internal household matter. No external representation will be allowed.

Appeal Process

1. The pupil's parents have the right to appeal against a decision of expulsion or suspension
2. The three grounds for such an appeal are:
 1. The sentence was too harsh and was not in accordance with the Code of Conduct.
 2. There is new evidence to the contrary.
 3. Procedural/substantive unfairness.
3. The parent wishing to appeal must motivate their appeal in writing, detailing in full their grounds for appeal. The request for appeal must be submitted to the school within 5 days of the Chairman of the Disciplinary Council's recommendation having communicated to the parents so as not to delay proceedings.
4. If the pupil has been suspended pending the completion of the hearing process, the submission of an appeal will not affect the suspension, which will remain in effect until the appeal process has also been concluded.
5. The pupil's basic right to an appeal against disciplinary action does not mean that all the matters raised at the disciplinary hearing will be " re-heard". The appeal procedure is generally limited to only reviewing the recommendation made, and is based on the grounds and motivations lodged in the appeal motivation.
6. A full appeal re-hearing is only necessary when the disciplinary hearing is considered to have been materially defective by people responsible for the appeal. The appeal panel usually considers the records of the initial hearing but may decide, at its discretion, to hear evidence.

6. HOSTEL CODE OF CONDUCT

TYPE A OFFENCES

KA1	Late for inspection	5	KA14	Misconduct swearing + foul language	3
KA2	Bedroom untidy during inspection	5	KA15	Fighting	10
KA3	Disruptive behaviour during meals	3	KA16	Trespassing	5
KA4	Improper dress at mealtimes	3	KA17	Not performing duties (HRC)	5
KA5	Late for school/study/meals	5	KA18	Taking a bath / shower before or after scheduled times	3
KA6	Walk around/sleep during study	5	KA19	Messing in the hallways (toilet paper, water etc.)	3
KA7	Socializing/listening music during study/disrupt study	5	KA20	Kissing; necking	10
KA8	Bunking study or a meal	10	KA21	Unacceptable behaviour towards Other learners	5
KA9	Bedroom door shut during study	2	KA22	Bedroom not evacuated	5
KA10	Littering	2	KA23	Unacceptable behaviour/ lying towards teachers/HRC	10
KA11	Sign out under false presences	5	KA24	Loud music or noise in hostel	5
KA12	Not signing in / out	5	KA25	Moving beds together in room	5
KA13	Make use of transport provided by other learners	5			

TYPE B OFFENCES (20 DEMERITS)

KB1	In town without school uniform
KB2	Use of forbidden electrical appliances/Use of a speaker in or around the hostel.
KB3	Socializing, walk around after lights out

TYPE C OFFENCES (35 DEMERITS)

KC1	Theft / In possession of hostel keys / Removing cutlery from dining hall / Fraud.
KC2	Insubordination
KC3	Possession / spreading of pornographic material.
KC4	In possession of dangerous articles / weapons.
KC5	Sexual misconduct / Found in hostel of opposite sex / Inviting learners of opposite sex into room
KC6	Possession of / test positive / under the influence of alcohol.
KC7	A bystander or any proof that drinking of prohibited substances took place.
KC8	Satanic / occult activities.
KC9	In possession/ bystander of drugs / use of drugs / drug trafficking / test positive for drugs
KC10	Misuse / distribution of medication
KC11	Vandalism / graffiti / tampering with fire extinguishers / Removing taps from bathroom / Damaging any hostel property
KC12	Harassment of any nature / manhandling / bullying / initiation / threats / intimidation / racism / disorderly behaviour / incitement / provocation / escalation / retaliation / supporting spectator / deliberate taunting of staff members
KC13	Assault (physical as well as verbal) / Self-inflicted assault / Suicide attempts
KC14	Actions which bring the hostel's name into disrepute.
KC15	Possession of incriminating cell phone photos / videos. / Making of illegal recordings.
KC16	When a learner is found guilty of a criminal offense.
KC17	Smoking – on any part of the grounds or in school uniform outside the school grounds / in possession of cigarettes / e-cigarette / “hubbly” / vape / a lighter / in attendance where learners are smoking. Protect smokers.
KC18	Leave school grounds without permission from a teacher.
KC19	Remain in hostel without permission from a teacher.
KC20	Non-compliance with disciplinary action/hearing instructions.
KC21	Wearing of clothes or insignia representing any political parties or clothing with messages that are offensive or against the Code of Conduct.
KC22	Disrespect towards religion

Offences accumulate demerits until a learner earns a disciplinary action or hearing.

1) DISCIPLINARY ACTIONS

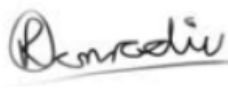
- 10 demerit points: Detention on Thursday afternoon from 14:00 – 16:45
- 20 demerit points: Suspension of two days from hostel
- 30 demerit points: Suspension of three days from hostel
- 35 demerit points: First disciplinary hearing
- 70 demerit points: Second disciplinary hearing
- 105 demerit points: Third and final disciplinary hearing

2) DISCIPLINARY HEARING PROCEDURE:

- Prior to a disciplinary hearing taking place, the hostel mother/father will contact the learners' parents to inform them of the hearing and provide all the needed documentation.
- If a parent/guardian is not present, the hearing will take place in absentia.
- Learners suspected of type C offences will receive an immediate disciplinary hearing.
- The punishment, if found guilty, for the abovementioned hearing is seven days suspension
- The punishment for a second disciplinary hearing is three months suspension
- The punishment for the third disciplinary hearing is permanent expulsion from the hostel.
- The first disciplinary hearing will be conducted by the house mother/father.
- The second and third disciplinary hearing will be held by a committee which will consist of at least two of the following.
 - The Principal
 - The Senior House-mother/father
 - The Corridor guardian
 - The Chairperson of the Hostel Committee



DP Oberholzer
PRINCIPAL



R Conradie
House Father



A Booyens
Hostel Manager



J Marshall
Chairperson Hostel Committee

7. YEAR CALENDAR 2026

January 2026						
S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
				01	02	
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
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06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Public and School Holidays 2026	
01 January	New Year's Day
21 March	Human Rights Day
03 April	Good Friday
06 April	Family Day
27 April	Freedom Day
01 May	Workers' Day
15 June	Special School Holiday
16 June	Youth Day
09 August	National Women's Day
10 August	Public Holiday
24 September	Heritage Day
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill

	Weekends
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	School days
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	Special school holidays
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	Days for administration
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	Public holidays
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	School holidays
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	Term 1	Term 2	Term 3	Term 4
	14/01 – 27/03	08/04 – 26/06	21/07 – 23/09	06/10 – 20/11
Theme	Brotherhood	Victory	Honesty	Gratitude
Activity	Evening scavenger hunt	House Olympics	Boys' night	Thanksgiving braai