



HUIS BRILL HOUSE

GREY COLLEGE BOARDING HOUSE FOR GRADE 9, 10 & 11 BOYS

GREY KOLLEGE KOSHUIS VIR GRAAD 9, 10 & 11 SEUNS

2024



“... but as for me and my house, we will serve the LORD.”
Joshua 24:15

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I. WELCOME

Welcome to Brill House, 2024. It is a privilege to receive all learners and parents/guardians. May you experience a blessed year and may we grow together.

I.1 Arrival

Proceedings: 16 January 2024

- Parents/Guardians bring their sons to the main entrance of Brill House, where they will be welcomed by the housemaster, prefects, matron and other staff members.
- All requested documents, including the hostel **medical form** (regardless of whether you belong to a medical aid or not) and **proof of HOSTEL payment** are handed in upon arrival at Brill House. *(Please make sure that all forms are FULLY COMPLETED, in order to save time.)*
- The medical forms from Murray House are transferred to Brill House. **It needs to be verified and updated, please.**
- Parents/Guardians and boys will only be allowed to enter the dorms after registration.
- Dorm/Room placements are done by the housemaster in advance. No beds will be reserved in advance and beds will be allocated on a 'first come, first serve' basis.
- At 14:00 there will be a parent meeting on the grass in front of the hostel. All parents are requested to please be present.

I.2 Hostel staff

HOUSEMASTER	Mr Stefan (Putu) Pretorius	082 044 4045
ASSISTANT HOUSMASTER	Mr Dixie Dykman	082 678 7688
MATRON	Ms Marlize Snyman	060 511 4079 / 082 575 1697
RESIDENT		
RESIDENT	Mr Voughan Casling	079 868 3504
RESIDENT	Mr Sechaba Matsoele	079 042 9955
RESIDENT	Mr Adolf Swiegers	083 595 0320

2. DAILY ROUTINE

A healthy daily routine leads to improved mental health, more time to relax and less anxiety.

2.1 Monday to Friday

TIME	ACTION	RESPONSIBILITY
06:00	<ul style="list-style-type: none"> Rising bell (electronic bell) Everyone must then be out of their beds Time to shower, groom and dress 	<ul style="list-style-type: none"> Staff member on duty
06:30	<ul style="list-style-type: none"> Hand bell rings – boys must sit on their beds PERSONAL SILENCE All beds must be made and the room must be neat and tidy 	<ul style="list-style-type: none"> Prefects House committee Staff member on duty
06:40	<ul style="list-style-type: none"> Hand bell rings SILENCE out Learners walk to Hamilton Hall for breakfast 	<ul style="list-style-type: none"> House committee
06:45	<ul style="list-style-type: none"> Breakfast commences 	
07:20 07:25	<ul style="list-style-type: none"> Electronic bell rings Learners walk to school immediately Matron locks the door of hostel 	<ul style="list-style-type: none"> Matron
07:30	<ul style="list-style-type: none"> School starts 	
13:45	<ul style="list-style-type: none"> School ends Learners walk to Hamilton Hall 	
13:55	<ul style="list-style-type: none"> Lunch commences 	<ul style="list-style-type: none"> Staff member on duty
14:30	<ul style="list-style-type: none"> After lunch, it is SILENCE until 15:15 During tests/exam, silence will be replaced by STUDY 	<ul style="list-style-type: none"> House committee
17:00	<ul style="list-style-type: none"> Hand bell rings Time to shower, groom and get dressed 	<ul style="list-style-type: none"> House committee
17:45	<ul style="list-style-type: none"> Supper commences 	<ul style="list-style-type: none"> Staff member on duty
18:30	<ul style="list-style-type: none"> 1st Study until 19:30 	<ul style="list-style-type: none"> Prefects Staff member on duty
19:45	<ul style="list-style-type: none"> 2nd Study until 20:45 	
21:00	<ul style="list-style-type: none"> 3rd Study until 21:30 	
21:30	<ul style="list-style-type: none"> Roll call Matron report Scripture reading and prayer 	
22:00	<ul style="list-style-type: none"> SHOWERS out Get ready to go to bed 	<ul style="list-style-type: none"> House committee
22:05	<ul style="list-style-type: none"> Hand bell rings PERSONAL SILENCE 	<ul style="list-style-type: none"> House committee
22:15	<ul style="list-style-type: none"> LIGHTS OUT After lights out, there must be absolute silence in the hostel 	<ul style="list-style-type: none"> Staff member on duty
22:20	<ul style="list-style-type: none"> LATE STUDY Learners who want to study late, must get the necessary permission from the teacher on duty 	

2.2 Weekend schedule

SATURDAY / SUNDAY	
07:30	Rising bell
08:00	Breakfast
12:15	Roll call
12:30	Lunch
17:15	Roll call
17:30	Supper
21:00	Roll call
22:00	Lights out

2.3 Dress code

School uniform with grey shirt	<ul style="list-style-type: none"> • For everyday school attendance • School blazer – as school dictates • Hostel – breakfast, lunch and supper
School uniform with white shirt and blazer (step outs)	<ul style="list-style-type: none"> • At all formal functions • When boys enter or leave the school grounds, e.g. weekend leave, city leave, etc.
School tracksuit (full)	<ul style="list-style-type: none"> • Boys may only wear a track suit to school with the permission of the staff member on duty. • When boys leave the school grounds for sport, medical appointments and pre-arranged extra classes • Sport • Supper at hostel
School tracksuit with grey 'klokhemp' (golf shirt)	<ul style="list-style-type: none"> • Supper at hostel
Casual clothes (civvies)	<ul style="list-style-type: none"> • In the afternoon on the school grounds • While practising sport • In the evenings at the hostel

3. PERMISSION / LEAVE

3.1 Boardwell

- All requests for leave have to be done on the *Boardwell* app. Please download this application as soon as possible to register on it.
- If parents have any problems with loading or using the app, please contact the hostel master immediately.
- All leave is a privilege and not a right! Only good work and behaviour can ensure that this privilege be granted.
- All leave applications should reach the hostel master by 19:00 on the WEDNESDAY prior to the request.
- The matron may not grant any leave.

Weekend leave

- A learner may leave the hostel every weekend. A weekend starts just after school on a Friday and ends on a Sunday evening at 21:00 or just before school on a Monday.
- Compulsory 'out weekends' or 'in weekends' will be communicated by the school.
- All leave is granted by the hostel master ONLY on the Wednesday before the requested weekend.
- Parents are requested to provide full details of the learner's residence during the weekend, as well as the adult responsible. The leave cannot be granted, if the details are not complete.

City leave / Day out / Appointments

- Parents/Guardians are expected to use the *Boardwell* app to request all types of leave for when boys exit the school grounds – specifically when a learner will not overnight outside of the hostel.
- It sometimes happens that a learner needs to leave the premises on short notice and in such instances the staff member on duty may grant permission.
- Instances such as:

Day out (during weekend)	Saturday / Sunday (07:15 – 21:00)	Leave on Boardwell
City leave (midweek)	Monday – Friday (14:15 – 17:00)	Leave from staff member
Quickshop	Monday – Friday (14:15 – 17:00)	Leave from staff member
City leave (during weekend)	Saturday / Sunday (18:00 – 23:00)	Leave from housemaster
Extra classes (midweek)	Monday – Thursday (before 20:00)	Leave from school
Medical appointments	As needed	Matron will accompany

- When confirming a medical appointment for your son, parents/guardians are requested to notify the matron AT LEAST ONE DAY IN ADVANCE.
- Alternatively, parents can request permission by sending an email to brill@gc.co.za

3.2 Extra classes

- Learners must obtain special permission from the school to attend extra academic lessons outside of the school grounds.
- The receptionist of Grey College issues a form that requires the details (day, time, place, adult responsible) of each lesson.
- The form must be signed by the educator responsible, as well as the housemaster.
- The learners stay in possession of this form, in order to be granted access by security staff.

4. DORMITORIES

4.1 Dorm placements

- The placement of residents in Brill House is handled by the housemaster and will take place at his discretion.
- Changes may only be made with the permission of the housemaster and are allowed only with effect from the second term.
- In case of a fundamental issue inside a dorm, the housemaster may, at his discretion, make changes during the first term.
- We urgently request the assistance of parents/guardians in this regard – please encourage your son to make new friends, have a positive attitude and be open and responsive to getting to know other boys.

4.2 Necessities (**CLEARLY MARKED, PLEASE!**)

(Most clothes available at Kloppers.)

CLOTHES:	OTHER:	
2 x navy PT shorts 1 x Grey 'speedo' 1 x Grey sports bag 1 x school bag 1 x black belt 2 x school ties 1 x white Grey jersey 1 x grey Grey jersey 1 x Grey blazer 3 x grey trousers 3 x white long sleeve shirts 5 x grey long sleeve shirts 1 pair black school shoes 7 x pairs grey socks 5 x pairs white sport socks 4 x Grey 'klok' shirts 1 x Grey tracksuit top 2 x Grey tracksuit trousers Sport equipment & clothes (as prescribed) Casual clothes (the boys often wear their Grey tracksuits) Regular swimwear 1 x swimming towel 2 x shower towels 2 x sets of pyjamas Enough underwear Shoes Sneakers Sandals Plain socks	Toiletries Hairbrush / Comb Sjampoo Showergel Deodorant Roll on deodorant Toothbrush Toothpaste Mouthwash Razor and charger Nail clippers Body cream Sunblock Bible Coat hangers 2 x combination locks OWN toilet paper 2 x laundry bags (enquiries – laundromat)	Tuck box A tuckbox is not compulsory, but if you find it necessary to buy one, please buy one with the following specifications: 660 x 340 x 260. SIZE IS COMPULSORY (Kloppers) Please glue an old piece of carpet or something similar onto the bottom of the tuck box, in order to protect the flooring. Bedding 2 x pillows (as preferred) 4 x pillowcases 1 x singlebed mattress cover (compulsory) 2 x singlebed fitted sheets 1 x three quarter duvet inner 2 x three quarter duvet covers 1 x blanket

SELF-MEDICATION:

With regards to the medical aid kit, we urge you to use your own discretion. The following list of medication is strongly recommended, also keeping your son's chronic medications, allergic reactions, etc. in mind.

Immune booster :	Vita-Thion and Berocca
Pain and fever :	Panado / Mypaid Forte
Allergies :	Celestemine / Allercet (<i>nie-lomerig</i>)
Sinus :	Sinumax / Advil / ACC200 / Mucospect / Illiadin Nasal Spray
Nausea :	Valoid / Motilium
Diarrhoea :	Smecta / Tasectan / NO Immodiums
Abdominal spasms :	Scopex / Buscopan
Sore throat :	Strepsils / Anodolex C
Sore muscles :	Voltaren Gel / Transact / Rehydrate
Antibiotic ointment :	Bactroban / Germolene
Cleaning of wounds :	Saline / Wound disinfectant / Mercurochrome / 1 x gauze 10 x 10cm / 1 x bandages / 2 x boxes of plasters in different sizes

*A complete medical kit is available from **MediBloem Pharmacy**. They deliver on a regular basis to the hostels. Please contact André du Toit at 051 – 444 2311 for arrangements.*

4.3 Laundry

- Laundry is a private venture. Brill House does not handle any queries in this regard.
- Unfortunately, there are no facilities in the hostel for the boys to wash and iron their own laundry.
- The hostel staff also does not organise any other aspect of the laundry service.

NAAM	PERSOON	KONTAKBESONDERHEDE	OPLAAI / AFLAAI
Clean Queen Wassery	Sanet van Es Johan van Es	082 832 5832 sanetvanes@gmail.com	Maandag – Donderdag
Laundry Basket	Marié Coetzee	083 277 5613 laundrybasket.bfn@gmail.com	Maandag – Donderdag
Carma Wassery		083 357 3521	Maandag – Donderdag
Sipress Wassery	Zi-Mari Shaw	072 826 0575 sipress.was@gmail.com	Maandag – Donderdag
Clean-eeze Laundry	Bianca	065 239 5603	Gratis 1 x per week
The Laundry Studio	Renier	082 517 3373 laundrystudioibfn@gmail.com	Maandag – Donderdag

5. ORIENTATION

5.1 Principles

The following principles will apply according to the 2019 guidelines, as accepted by the hostel committee:

- "All the residences are subject to an in-depth process of self-examination and evaluation of existing residence traditions and the residence culture."
- Every housemaster, together with his staff, is subjected to this. They must decide what they want to keep, what is not going to be kept and what to phase out over a period of time. It would be good if they could also involve the residence learners, so that the purchase and acceptance of change would be 'softer'.

Legal aspects

- **Rights:** Democratic values of freedom, equality and human dignity must be respected and promoted. No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation.
- **Equality:** Everyone is equal before the law and unfair discrimination cannot be tolerated. Everyone has the right to equal protection and the right to respect:
 - ✓ Race
 - ✓ Gender
 - ✓ Ethnic origin
 - ✓ Colour
 - ✓ Sexual orientation
 - ✓ Culture
 - ✓ Age
 - ✓ Language
 - ✓ Religion
 - ✓ Disability
- **Human dignity** must be respected and protected.
- **Freedom and security:** No one can be subjected to any form of violence. No shouting in a mean, degrading and/or inhuman way.
- **Slavery, servitude and forced labour:** No one may be subjected to this.
- **Privacy:** No search, seizure of personal belongings, free access to rooms and the ban on communication with parents/guardians, may be allowed.
- **Freedom of religion, belief and opinion:** Everyone has the right to freedom of conscience, religion, thought, belief and opinion. Religious events and hostel actions can be attended on a voluntary basis.
- **Language and culture:** No one may be forbidden to communicate in their language nor be prohibited/obliged to participate in cultural activities.
- In this regard, an orientation program must be set up. Specific actions must be considered.

The following guidelines must be observed:	The following actions are strictly prohibited:
<ul style="list-style-type: none"> • It must be positive, enriching and uplifting; • Ownership must be promoted – goals for the group of newcomers will be set; • Effective communication; • Values such as human dignity, personal growth, participation and pride must be taken into account; • Personal attention and sincere interest; • All are shaved continuously over the same comb; • Recognition – group/individual; • Gaining trust and respect; • Example of seniors; • Right to free association – no forced labour. 	<ul style="list-style-type: none"> • Physical contact – sweating sessions, forced backlash, etc.; • Personal service to seniors; • To pull slopes/bags over newcomers' heads; • Administering any remedy, including water in any form or shape; • Applying any remedy to bodies; • Withholding of food; • To change physical appearance; • Disturbance of night rest between 23:00 and 06:00; • To dress in ridiculous clothes; • Make insulting remarks and shout; • Depriving of privileges to which he is entitled to under normal circumstances; • Taking an oath of secrecy regarding welcoming.

5.2 Rules with regard to orientation

- Initiation (orientation) takes place at the beginning of each school year, until the day of the 'newies concert' – usually the first Tuesday after school has started.
- The prevailing idea is that senior boys should act as mentors to guide the 'newies' with the traditions at Grey.
- No physical initiation (such as running) is allowed, including throwing one another with water.
- No 'newies' may be shouted at.
- No clothing may be soiled or damaged.
- 'Newies' practice school songs on the Windmill fields in the morning from 05:00 and return to the residence at 06:00, with normal wake up time.
- 'Newies' may not use the lounges.
- 'Newies' may not use the main staircase.
- 'Newies' may not leave the school grounds for reasons such as shopping or recreational purposes.
- No orientation activities take place on Sundays.

Newcomers may perform the following services for the senior boys:

- Making of beds;
- Cleaning of shoes (shoe polish must be provided by senior);
- Sweeping of rooms;
- Organising of rooms and cupboards;
- Making of coffee, tea, etc. (must be provided by seniors);
- Send to Tuckshop;
- Washing dishes.

‘Oranje Meisieskool se sokkie’ (dance)

- No mixtures of any kind may be given to the newcomers to drink.
- Eating of garlic or the spilling of garlic, eggs, syrup, etc. on clothing, is strictly prohibited.
- Newcomers participate in the orientation program out of their own choice.
- There will be adult supervision at all times.

6. HOSTEL RULES

6.1 General

- It is expected of every Brill House boy to know and obey these rules.
 - The resident staff will revise these rules from time to time and the highest authority always rests with the headmaster and resident staff members.
 - If there is any doubt about the application of the rules, boarders must seek advice from the staff members about it, as well as in cases where the rules may not cover certain situations.
 - All problems must be discussed with the headmaster or resident staff. No one must burden their parents unnecessarily with their (hostel) problems, if they have not discussed it with the staff beforehand.
 - No one phones his parents/guardians about a problem if it has not been discussed with the housemaster or headmaster first.
 - Always consult the staff member on duty first. If he/she is not available, you may go to one of the other teachers.
 - Attendance of the church service of each boy’s own church bond is compulsory on Sunday mornings. Special permission from the teacher on duty may be obtained to attend the evening service.
 - The smoking of cigarettes, e-cigarettes (vapes) and hubbly bubbly, as well as consuming any alcohol, is strictly forbidden.
 - No electrical appliances may be used in the hostel, except for cell phones, radio’s and CD/ MP3 or 4 players. (Prefects may, with the necessary permission of the housemaster, use electrical appliances in their rooms.) Laptops may only be used for school projects or school related homework – no games may be played. No pictures, movies or DVD’s may be watched on laptops. In this case, if the laptop is used for anything rather than school projects, it will be confiscated for the rest of that specific term.
 - When a learner loses his property, it must be reported immediately to the staff member on duty. Please mark/tag your belongings clearly.
 - No playing is allowed in front of the hostel or in the quad and absolutely no playing inside the building.
 - No bedding, beds or cupboards may be damaged and/or vandalised.
 - No running in the corridors.
 - When using the toilets or bathrooms, you must make sure that the area is always neat and tidy. Leave the area in the same condition that you would wish to find it and always respect the privacy of others, especially in the bathrooms.
 - Radios, CD/MP players, PSP’s or cell phones may not be used during silence, study or after lights out. The use of laptops during study is only allowed with permission from the staff member on duty.
 - Nobody is allowed to use the TV without the permission of the staff member on duty.
 - No noise or unnecessary disturbances will be tolerated inside or near the hostel.
 - No windows in the hostel must be left open unnecessarily and also no doors inside the hostel should be slammed.
 - Nobody may be in the hostel during breaks or school hours. If it is absolutely necessary that boys must be inside the hostel, permission must be obtained from the staff member on duty or a prefect.
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- Illnesses/ailments must be reported to the matron before 06:30 in the morning. Any learner with any injury or illness or who even just feels bad (any time of the day/night), should report to the matron immediately.
 - If someone becomes ill during school hours, the following process must be followed:
 - ✓ First, the boy must collect a **sick note** from the school office;
 - ✓ With this sick note, he must then report to the **housemaster** or **staff member** on duty;
 - ✓ The housemaster will then issue another note of permission, for the **matron's** attention;

- ✓ The sick note from the school office is then handed over to the class captain, so that the register teacher can also be notified;
- ✓ With the permission note from the housemaster/staf member on duty, the sick son then goes straight to matron. Doctor's appointments will be arranged by the matron, if necessary.

6.2 Dormitories

- Rooms must be neat and ready for inspection at 06:30.
- Cupboards must always be neat and ready for inspection.
- Cupboards must always be locked when boys are not in their rooms. Tag/mark all personal belongings. The school/hostel cannot be held responsible for any personal items that get damaged or stolen.
- Combination locks are ESSENTIAL, please.
- No boy may enter another boy's room without permission.
- Any person committing theft and taking something that does not belong to him, e.g. cell phones or money, must note that his parents (and police, if necessary) will be contacted by the headmaster in order to punish this offence immediately. NO stealing will be tolerated.
- Hiding of other boys' stuff or items that do not belong to you (e.g. cell phones, money, bookcases, etc.) will be treated as 'an attempt to steal.' Do not take anything that does not belong to you.
- No fruit or other food that will mess up the floors, may be eaten inside the rooms.
- Boys are responsible for the neatness of their rooms.
- Nothing may be left lying on the floor or on top of the cupboards. All papers, peels, etc. must be thrown inside the bin, which is provided in every room. Each room has its own broom and scoop to use, in order to clean the floors.
- Property lying around in the rooms or study hall, will be impounded.
- Breakages must immediately be reported to the housemaster and matron.
- NO playing with balls inside the hostel, including throwing balls against any wall inside or outside.
- Beds are there for boarders to rest and sleep on – jumping on beds are not allowed. Respect the property of the school.
- Boys are not allowed to ever bully, beat or harass one another. NO other improper conduct and/or activities, which are against the laws of the country or school rules, may be committed against other boys.
- Any printed and/or digital material (e.g. cell phones) in a boy's possession must be of such a nature that it adheres to school rules and a staff member does not have to confiscate it. NO pornographic material of any kind is tolerated.
- NO person from outside the hostel will be allowed inside the hostel.

7. DISCIPLINE

7.1 School disciplinary code as foundation

The Grey College Code of Conduct serves as foundation for all hostel rules. The hostel rules build forth on the Code of Conduct.

Follow the following link: <https://greycollegesecundary.com/discipline/>

7.2 Hostel rules and sanctions

TRANSGRESSION: CATEGORY 1		SANCTIONS
1.1	<ul style="list-style-type: none"> Lights on after lights-out Music too loud in dorms Shoes dirty at breakfast Not shaved at breakfast Play and noise in passages Room door closed during study Wandering around after lights-out Talking during study Swearing/poor language Wandering around during study Playing with ball in hostel Waking up late Late for study Using cellphone during study Cellphone not in cupboard Missing roll call without permission 	Cellphone confiscated for 48 hrs
1.2	<ul style="list-style-type: none"> Room untidy Missing a meal without permission Incorrect clothing worn during meals at hostel Not signed out 	1 x Community service
1.3	<ul style="list-style-type: none"> Use of cellphone during study or even just switched on, without the permission from the staff member on duty Handing in a wrong cellphone 	Cellphone confiscated for 96 hrs
1.4	<ul style="list-style-type: none"> Unauthorised usage of electronic equipment 	R50 fine + item confiscated until the end of that specific term
1.5	<ul style="list-style-type: none"> Being in another hostel without permission Town boys/friend allow in hostel 	2 x Weekends leave denied
1.6	<ul style="list-style-type: none"> Misuse of vehicles on the school premises 	Forfeit vehicle keys and the usage of it for 2 weeks
TRANSGRESSION: CATEGORY 2		SANCTIONS
2.1	<ul style="list-style-type: none"> Disrespect and/or challenging figures of authority 	2 x Weekends leave denied 2 x 'Kortgang'
2.2	<ul style="list-style-type: none"> Drinking / being in possession / being under the influence of alcohol in the hostel or any other area of the school premises, while still under the jurisdiction of the hostel. (See Grey Code of Conduct) 	Will be investigated and if found guilty, forfeiting of right to accommodation in hostel and/or criminal prosecution.
2.3	<ul style="list-style-type: none"> Bullying – physically, verbal and cyber bullying (See Grey Code of Conduct) 	3 x Weekends leave denied 4 x Detention sessions
2.4	<ul style="list-style-type: none"> Fighting / Intimidation / Injuring others on purpose (See Grey Code of Conduct) 	1 x Weekend leave denied 3 x Community service
2.5	<ul style="list-style-type: none"> Slipping out of hostel (without permission), but remaining on the school premises. 	1 x Weekend leave denied 4 x 'Kortgang'
2.6	<ul style="list-style-type: none"> Slipping out of hostel (without permission), but leaving the school premises. 	1 x Weekend leave denied 4 x 'Kortgang'
2.7	<ul style="list-style-type: none"> Vandalism in the hostel or any other area on the school premises 	Pay for the damages 4 x 'Kortgang'
2.8	<ul style="list-style-type: none"> Theft or unauthorised borrowing of items from fellow residents in the hostel 	Will be investigated and if found guilty, forfeiting of right to accommodation in hostel and/or criminal prosecution.
2.9	<ul style="list-style-type: none"> In possession/use of any dangerous weapon/firearm 	1 x Weekend leave denied 4 x Community service
2.10	<ul style="list-style-type: none"> In possession of immoral material/pornography on cell phone or otherwise 	2 x Weekends leave denied 4 x Community service
2.11	<ul style="list-style-type: none"> Inisiation 	3 x Weekends leave denied 4 x Community service
2.12	<ul style="list-style-type: none"> Any tobacco products, hubbly bubbles and e-cigarettes (vapes) in the hostel or any other area of the school premises – owning, bringing, delivering or smoking, while boy is still under the jurisdiction of the hostel 	3 x Weekends leave denied 4 x Community service

7.3 **Grey College drugs and dangerous weapons policy**

Please follow the link below to view the Grey College drug policy. <https://greycollegesecondary.com/drugs-dangerous-weapons-protocol-procedure/>

7.4 **Google Family Link**

- From the side of the hostel we would like to bring the *Family Link app* under your attention. You can download it from any *App Store*.
- This allows you to relate to the digital rules and help to monitor your son in this way with when he visits the internet, as well as with the time spent on his cellphone.
- This will then guide your son to maintain a healthy balance when it comes to using his cellphone.
- *Family Link* gives you access to the following:
 - ✓ Time spent on the cellphone;
 - ✓ Location of cellphone;
 - ✓ Access to websites;
 - ✓ Block device during study and after lights out.

8. **FINANCES (See attached)**

9. **HEALTH AND SAFETY**

9.1 **Medical information**

- Without any exception hospitals, doctors, dentists and other medical service providers need the following details from a patient upon the first visit:
 - ✓ Information similar to what is required for the hostel medical form;
 - ✓ Certified copy of the ID of the main member of the medical aid (or of the person responsible for payment);
 - ✓ Original membership card or certified copy of both sides of the medical aid card.
- Furthermore, we also request the following information:

FOR THE HOSTEL:	FOR THE FLIPFILE IN YOUR SON'S LOCKER:
<ul style="list-style-type: none"> • Completed HOSTEL MEDICAL FORM (NB! Please specify all allergies!) • ID PHOTO of son on the front page • Completed TRANSPORTATION INDEMNITY FORM <i>(attached)</i> • Extra ID PHOTOS of son for sport • 3 x copies of MEDICAL AID CARD • 3 x certified copies of son's BIRTH CERTIFICATE (not older than 3 months) • 3 x certified copies of ID of MAIN MEMBER or PERSON RESPONSIBLE FOR PAYMENT (not older than 3 months) 	<ul style="list-style-type: none"> • Copy of the HOSTEL MEDICAL FORM (updated) • Original MEDICAL AID CARD or copy of both sides of the medical aid card (not older than 3 months) • 4 x certified copies of son's BIRTH CERTIFICATE (not older than 3 months) • List of son's SELF-MEDICATION, with clear instructions for usage • List of son's CHRONIC MEDICATION, with clear instructions for usage

<https://greycollegesecondary.com/hostels/>

10. GENERAL EMERGENCY ACTION FOR HOSTEL RESIDENTS

ADMINISTRATORS

During any emergency situation, the following persons will be in charge alone and instructions must only be given by them:

Security officer: Housemaster

- The security officer is always in charge of the emergency and must be at the checkpoint at all times, from where he will give the necessary instructions.

Block leaders: Teachers and prefects

- On each block will be a block leader in command. He must take command of the immediate situation and provide the necessary information to the security officer.

Peer help: Three learners in each block

- These are specially trained senior students who know and practice basic first aid and firefighting measures regularly. They can also, if necessary, serve as security teams.

Gathering point control: One person from each block and the matron

- These persons must make sure that all hostel residents are present and must report directly to the security officer. The matron will be in charge of medical assistance, if needed.

Communication messengers: Appointed by the block leaders

- These persons will be responsible for communication.

PLEASE FIND THE FOLLOWING DOCUMENTS ATTACHED:

- *FINANCES*
- *HOSTEL MEDICAL FORM*
- *PURMISSION AND INDEMNITY FORM FOR TRANSPORTATION*
- *PRICE LIST FOR BREAKAGES*