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GREY KOLLEGE SEKONDÊR COLLEGE SECONDARY

A SOUTH AFRICAN PARALLEL MEDIUM SCHOOL FOR BOYS

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LEITH HOUSE

– The dwelling of legends

Welcome to Leith House in 2024! Thomas Leith House is commonly known as Leith House. We regard it a privilege to welcome each and every boy and his parents. Our wishes are for a prosperous year, that you will grow with us and that your son will feel safe and secure.

Leith House differs greatly from the other hostels. Here we accommodate approximately 106 grade 11s and 12s in harmony. During this time, we strive to prepare the boys for the adult world. Parents are required to cooperate and allow their sons to make decisions independently and take responsibility for their choices. Leith House is a very special place and, apart from the first day of school, no other persons are allowed in the hostel.

Arrival and programme for 16 January 2024

09:00–12:00:	Compulsory arrival time for boys in the foyer of Leith House.
12:00:	Compulsory meeting for parents with the housemaster and matron in the Lapa.
20:30:	Appèl

Important information for 16 January 2024

Below is a list of everything that needs to be ready on the first day upon arrival at Leith House.

1. The submission of the following four forms: PROOF OF PAYMENT of hostel fees (see **FINANCES** below), PUNISHMENT FORM (signed by both learner and parent/guardian), MEDICAL FORM (regardless of whether you belong to a medical aid or not – **completed in full** – and attached, a recent photo of the learner) as well as the PERMISSION AND INDEMNITY FORM FOR TRANSPORT of the learner.
2. A medical aid kit (see **Medical supplies**) with emergency medication, plasters and bandages. This is compulsory. **NB: Under no circumstances is the matron permitted to dispense medication!** Disposable razor (to shave the area around the wound) in the case of possible sports injuries. The matron has no additional stock available, and each learner must rely on his own.
3. All textbooks and stationery as required by the school.
4. All school attire (marked).
5. A pharmacy account (preferably MediBloem Pharmacy, Tel: 051-444 2311. Although the pharmacy account is not compulsory, it is highly recommended as it simplifies practical matters in the case of an illness or emergency. **Should any alternative pharmacy be preferred, the delivery of medication should be arranged personally.** Similarly, the use of the doctor on campus is recommended as it simplifies practical arrangements and allows for the learner to be assisted more adequately. Should an alternative doctor be preferred, transport must be arranged personally.
6. Bedding, curtains (optional) and toiletries (see **ROOMS**).
7. Cutlery, dishwashing liquid, cloths, and kitchen towels (see **FRIDGES AND KITCHEN**).

What follows is a list of information you should have please familiarised yourself with by the first day (the information is available on the Grey College website at www.greycollegesecondary.com/leith-house-leith-huis/):

1. School starts on WEDNESDAY 17 JANUARY 2024 at 07:30;
2. The amended hostel rules;
3. Rules regarding the possession and driving of vehicles on the Grey campus;
4. List of staff and their days of duty;
5. Rotation of matrons (on duty every third weekend); and
6. 'Rooms of Leith House' (see website).

Hostel staff

Housemaster: Mr Juan (Bobby) van den Berg, Cell: 083 406 9424, E-mail: leith@gc.co.za

Assistant housemaster: Mr Marcel Cronjé, Cell: 084 233 3033

Matron: Mrs Nina van den Berg, Cell: 083 362 1639, E-mail: nvdberg@gc.co.za

Resident staff member (Boardwell): Mr Marnus van Wyk, Cell: 076 187 2115

Resident staff member: Mr Herman Naudé, Cell: 076 941 5360

Resident staff member: Mr Martin J. van Rensburg, Cell: 079 042 9955

Domestic staff: Me. Lettie Phantsi & Me. Jeanette Mosebi

Delivery of packages to hostel boys

Regarding the delivery of packages to learners, the following:

1. Parents/guardians may deliver packages at the front door on Mondays and on Fridays (8:00-15:00). (We kindly request that you remain patient after ringing the bell as staff are sometimes far away from the front door, cleaning hostel rooms.)
2. Please arrange beforehand with your son. However, if your son is not available, you are welcome to leave the package in the hostel's foyer.

NO parent/guardian is allowed to move from the foyer further into the hostel. In other words, NO entry to the rest of the hostel.

MEDICAL – Letter from Matron

Dear parents/guardians

It is my privilege to be your son's hostel mother (matron). Please feel free to address any concerns, problems and thoughts with me, however insignificant they might seem. I myself am a parent and understand the hearts of mothers. My husband and I also have two beautiful children, Victor (grade 12) and Juanique (grade 8).

I worked as a nurse in the cardiology unit at MediClinic's Intensive Care Unit for 10 years, and I am passionate about touching the hearts of others. Thus, not only will I treat your son's medical condition, but it is also my wish to touch his heart. I used to be the matron of Murray House for 6 years and have been part of Leith House for 6 years now. I also act as school nurse.

I assist with medical practices such as the administration of injections, wound treatment and the removal of stitches and brackets, even if you the parents also have such a need. If no medical supplies such as bandages, disinfectants or medication need to be purchased, I will gladly do so for free.

I always ask that you as parents/guardians bring with a heart with your son's name on it. This I hang up in the foyer and make it part of my "heart project".

Regards

Nina van den Berg

Doctors

Grades 11 and 12 are probably the most important years in your son's school career. We can assume that your son has adapted to the hostel and school environment by now. Leith House values academics and school attendance is of extreme importance as your son may miss out on a lot of work if he is absent.

1. Illnesses should be reported to the matron between 06:00-06:45. If necessary, she will make a doctor's appointment.
2. We prefer making use of the services of Dr Richard Swanepoel. He consults with ill learners and staff in the treatment room at Leith House.
3. Should Dr Swanepoel not be available, we make use of the services of Drs Leon Marx and Lourie Henn (Mimosa Mall).

Pharmacies



We kindly encourage you to open an account with **Medibloem Pharmacy**. They are located near Grey College in the Bloemfontein Medi Clinic. They supply a wide range of healthcare products and medicine. Medibloem deliver free of charge and is open daily from 07:00 – 21:00.

Over the years we have built up a relationship that consists of trust, loyalty, and very good communication. We also know the team personally.

Kindly contact Andre and his team for your needs at:

Prescriptions: rx@medibloem.co.za

Enquiries: Whatsapp: 060-573 9306 or Tel: 051-444 2311

Accounts: accounts@medibloem.co.za

Transport during illness and/or medical appointments

Each matron is in charge of approximately 126 boys every day. Apart from her daily administrative duties, she is also responsible for transporting hostel boys to and from various medical appointments.

If you are already making use of someone's services to transport your son to other appointments, we kindly ask that you also make use of this person's services to transport your son to and from medical appointments.

In case your son needs to see a physiotherapist or other specialist, we ask that you schedule these appointments for early Monday mornings. In such a case we would appreciate it, if you could transport your son to these appointments yourself, if possible.

Ill learners

1. If your son falls ill at home and needs to stay home, please inform the matron immediately. She will then notify the housemaster and relevant staff members. Please also inform the school of this yourself. **We urge you to NOT send an ill learner to the hostel – treat them at home!**
2. If your son falls ill at the hostel, the matron will make the necessary arrangements for a doctor's appointment, order medicine from the pharmacy and make sure that your son knows how to take it.

A learner will only be allowed to be in the hostel during school hours if he has a valid doctor's letter. Ill learners are monitored strictly. It is compulsory for them to visit the matron after each meal so she can document their progress and, if necessary, adjust their treatment.

The boys are now young men. We urge you to encourage them to visit the matron themselves if they feel unwell or want to address an issue. In doing so, parents/guardians need not contact the matron directly.

(Please refer to the TRANSPORT POLICY and make sure your son's medical aid kit is complete. A medical aid kit, according to your son's needs, is also available from MediBloem Pharmacy. Feel free to contact them at 051-444 2311 or send a *WhatsApp* to 060 573 9306.)

Medical supplies

As already mentioned, a medical aid kit is compulsory. With regards the kit or container, we suggest you use your own discretion. Apart from your son's chronic medication, we also suggest you include the following preventative medication (or similar):

1. Immunity supplement, e.g. *Vita-Thion* or *Berocca*
 2. Pain and fever, e.g. *Panado* or *Mypaid Forte*
 3. Allergies, e.g. *Celestamine* or *Allercet* (non-drowsy type)
 4. Sinus, e.g. *Sinumax* / *Advil CS* / *ACC200* / *Mucospect* / *Iliadin*-nasal spray.
 5. Nausea, e.g. *Valoid* or *Motilium*
 6. Diarrhoea, e.g. *Smecta* or *Tasectan* (NB: no *Imodium*!)
 7. Abdominal spasm, e.g. *Scopex* or *Buscopan*
 8. Sore throat, e.g. *Strepsils* or *Anodolex C*
 9. Muscles, e.g. *Voltaren Gel* / *Transact* / *Rehydrate*
 10. Antibiotic ointment, e.g. *Melcura's Honey Plus* (Important!)
 11. Mucus relief, e.g. *ACC 200* / *Amuco*
 12. Cough syrup
 13. Cleaning of wounds, e.g. *Saline* or any other wound disinfectant as well as gauze, bandages and plasters (two boxes of different size plasters) and a disposable razor. (Please ensure that there is a sufficient supply bandages and plasters, especially in case of sports injuries.)
- Boys must lock their medical kit in their cupboards and take it with on tours.
 - It is vital that your son knows he is NOT allowed to simply use medicine received from a friend.
 - He must also consider the expiry date of the medication.
 - Boys must NEVER assume that they can treat themselves. He must talk either to his mom or the matron before he resorts to any self-medication.

- If your son has a headache, for example, and does not have medication, the matron will contact you to make arrangements for medication.
- No large quantities of medication. Rather replace his medication on a monthly basis.

LEAVE

Boardwell

All requests for leave take place via the *Boardwell* app. We urge you to download this application as soon as possible for registration purposes. If parents/guardians have any queries with downloading the app, kindly contact Mr Marnus van Wyk (Cell: 076 187 2115). Any form of leave is a privilege and not a right! Good behaviour will ensure that requests for leave are accepted.

Weekend leave

All requests for weekend leave close promptly at **18:00 on a Wednesday**. NO late requests will be accepted. ONLY the housemaster may grant permission to sleep out. Make a note of this or set a reminder on your phone so as not to forget to apply for leave on time.

City leave / Day out / Appointments

- i. It is expected of parents/guardians to use the *Boardwell* app for any instances where your son has to leave the school premises – especially if your son is not sleeping out. However, it happens that something comes up which prompts a quick response. In such a case, the staff member on duty may grant permission.

Examples are as follows:

Day out (over a weekend)	Saturday/Sunday (08:00–21:00)	Leave on <i>Boardwell</i>
City leave (weekday)	Monday-Friday (14:15–17:00)	Leave from staff member
Quickshop	Monday-Friday (14:15–17:00)	Leave from staff member
City leave (over a weekend)	Saturday/Sunday (18:00–22:30)	Leave from housemaster

Extra classes (weekday)	Monday-Thursday (before 20:00)	Leave from school
Medical appointments	As necessary	Matron to accompany

- Parents/Guardians are requested to inform the matron AT LEAST ONE DAY IN ADVANCE when you have made a medical appointment for your son.
- Alternatively, parents may ask permission by sending an email to leith@gc.co.za.

Extra classes

Learners need official leave from the school if they have extra classes outside the school premises. Mrs Elsie Geeringh (receptionist at Grey College) will issue a form that requires the details of each lesson (day, time, place, adult responsible). The form is signed by the teacher as well as the housemaster. Learners keep this form in order to be granted entrance by the security staff.

ROOMS

- Rooms do have curtains, but learners are welcome to bring their own. Because boys share a room, we request that parents/guardians communicate with one another beforehand regarding the curtains. The measurements of the window are as follows:
Height: 1,30 m (from top to windowsill)
 2,14 m (from top to floor)
Width: 1,60 m (curtain rail)
The rail is suitable only for normal curtain track riders with which curtains are opened and closed. Please ensure enough track riders for the curtains.
- The hostel supplies no bedding. Learners must bring their own bedding (single bed), namely a **matrass cover** (compulsory!), fitted sheet, duvet inner with cover, pillow, pillowcase, blanket etc.
- Although the hostel does supply mattresses, learners are welcome to bring their own mattress of the same size.
- Learners must also bring their own toiletries, including toilet paper and towels.

LEARNER NEATNESS

1. Boys must always be clothed neatly according to Grey College requirements. NO school shirts with short sleeves are allowed.
2. All clothes and shoes must be labelled clearly.
3. **Beards and mustaches must be shaved at all times – no stubble is allowed.**
4. Boys must ensure they always have enough shaving equipment.

FRIDGES AND KITCHENS

Leith House is proud to offer a neat kitchenette on each floor. Boys who study late may use it to make themselves something to eat or drink. However, kitchenettes should be tidied up, and all dishes must be washed. Dirty pans, cutlery etc. will be confiscated.

ONLY prefects may have a fridge in their rooms at a cost of R500 per year. (However, based on merit, provision will be MADE for a limited number [five] bar fridges in the kitchenette on each floor. **Parents/guardians should apply for this in writing at nvdberg@gc.co.za.** Grade 12 learners receive preference to apply first. **NB! Fridges must be equipped with a lock to secure the contents.**)

Due to the high cost of electricity, an annual fee of R1 000 (R100 x 10 months) per fridge is required – to be paid in advance. Proof of payment must be submitted to the matron on 16 January 2024.

Banking details are:

NEDBANK Cheque account

Branch code: 198 765

Account number: 112 920 6815

Reference: Leith Ontspanfonds

Learners must bring their own cutlery, dishwashing soap, cloths and kitchen towels, and all items must be marked clearly. These items will also be used if a learner misses/has to miss a meal and subsequently asks the kitchen to dish up food for them. The kitchen provides NO takeaway containers.

ORIENTATION

Principles

The following principles (according to the accepted guidelines of 2019) will apply:

1. 'All hostels are subject to an intensive process of self-examination and evaluation of current hostel traditions and hostel culture.'
2. Each housemaster, along with his staff, are subject to this. They have to determine what they want to keep, what they want to get rid of, as well as that which has to be phased out over time. It is a good idea to include hostel learners in this decision-making to ensure that boys buy into this and that change will be more easily accepted.

Legal aspects

1. *Rights*

Democratic values of freedom, equality and human dignity must be respected and encouraged. No person should be subject to the abuse of power.

2. *Equality*

Everyone is equal before the law and unfair discrimination will not be tolerated. Each person has the right to equal protection and the following aspects can be considered:

Race

Gender

Ethnic origin

Colour

Sexual orientation

Culture

Age

Language

Religion

Disability

3. *Human dignity*
Each person's dignity should be respected and protected.
4. *Freedom and security*
No one may be subject to any form of violence. No shouting is allowed if done in a hurtful, humiliating, or inhumane way.
5. *Slavery and forced labour*
No one may be subject to this.
6. *Privacy*
No searching or taking into possession of personal items, free access to rooms and prohibition of communication with parents/guardians will be permitted. If a search is necessitated, ONLY hostel staff (no learners or prefects) have authorization to search rooms for, amongst others, vapes, tobacco etc.
7. *Freedom of religion, beliefs and opinions*
Everyone has the right to freedom of conscience, religion, thoughts, conviction and opinion. Religious opportunities and events initiated by the hostel may be attended on a voluntary basis.
8. *Language and culture*
Nobody may be prohibited to communicate in their language or be prohibited from or forced to take part in cultural activities.

Along with the above-mentioned, a welcoming programme must be set. Specific 'actions' must be stipulated.

DISCIPLINE

School's disciplinary code as foundation

Grey College's code of conduct serves as foundation regarding all hostel rules. The hostel rules are an expansion of the school rules. Kindly follow the link: <https://greycollegesecondary.com/discipline/>

Hostel rules and sanctions

1. Boys will never be punished without good reason. Depending on the type of infringement, learners' cell phones may be confiscated, or they might be punished with a 'weekend in'.
2. Our approach is based on values such as 'Grey gentlemen do not need rules' and 'Appreciate and there is more'. The 'Abuse and you lose' form has been a crucial part of Leith House for more than 30 years. May these traditions also be respected by the learners and parents in 2024.
3. Regarding alcohol and drugs, the Grey College campus maintains a *ZERO TOLERANCE* policy. Should your son be found guilty of drug use or possession of drugs, he will have to vacate the hostel immediately.
4. The use of cigarettes, e-cigarettes (vapes) and hubbly bubbly is also strictly **PROHIBITED**.
5. **NO BULLYING**, physically or emotionally, is tolerated at Grey College. Bullies will be dealt with severely.

TRANSGRESSION: CATEGORY 1		SANCTIONS
1.1	<p>Lights on after 'lights-out'</p> <p>Music too loud in rooms</p> <p>Shoes dirty at breakfast</p> <p>Not shaved at breakfast</p> <p>Playing and making noise in hallways</p> <p>Bedroom door closed during study</p> <p>Walking around after lights-out</p>	<p>Swearing/poor language use</p> <p>Not in his place during study</p> <p>Playing with ball in hostel</p> <p>Late for study</p> <p>Using mobile phone during study</p> <p>Mobile phone not in closet during study</p> <p>Missing roll call without permission</p> <p>Talking during study</p> <p>Cell phone confiscated for 48 hours</p>
1.2	<p>Room untidy</p> <p>Missing of meals without permission</p> <p>Wrong attire at mealtimes</p> <p>Not signed out</p>	<p>1 x community service</p>
1.3	<p>Use of mobile phone during study time or even just turned on, without permission from the staff member on duty</p> <p>Handing in an incorrect mobile phone</p>	<p>Mobile phone confiscated for 96 hours</p>
1.4	<p>Illegal use of electronic equipment</p>	<p>R50 fine + item is confiscated until the end of the term</p>
1.5	<p>Being in another hostel without permission</p> <p>Allowing city boys/friends in hostel</p>	<p>2 x weekends stay in</p>
1.6	<p>Misuse of vehicle on residential and school grounds</p>	<p>Forfeit vehicle keys and the use of it for 2 weeks</p>

TRANSGRESSION: CATEGORY 2		SANCTIONS
2.1	Disrespect and/or challenging authority	2 x weekends stay in 2 x 'Kortgang'
2.2	Drinking / being in possession/under the influence of alcohol, be it in the hostel or on any part of the school premises, while under the jurisdiction of the hostel (See Grey Code of Conduct)	To be investigated and if boy is found guilty, forfeiture of the right to stay in hostels and/or criminal prosecution.
2.3	Bullying – physical, verbal and cyberbullying (See Grey Code of Conduct)	3 x weekends stay in 4 x detention sessions
2.4	Fighting / Intimidation / Intentional injury of others (See Grey Code of Conduct)	1 x weekend stay in 3 x community services
2.5	Being outside the hostel without permission (slipping out), but remaining on the school grounds	1 x weekend stay in 4 x 'Kortgang'
2.6	Being outside the hostel without permission (slipping out) and leaving the school grounds	1 x weekend stay in 4 x 'Kortgang'
2.7	Vandalism in hostels or anywhere else on the school grounds	Pay for the repair of damage 4 x 'Kortgang'
2.8	Theft or unauthorised borrowing of any items from other hostel residents	To be investigated and if son is found guilty, forfeiture of the right to stay in hostels and/or criminal prosecution.
2.9	Possessing and/or using dangerous weapons/firearms	1 weekend stay in 4 x community services
2.10	Being in possession of indecent material, pornography on mobile phone etc.	2 x weekends stay in 4 x community services
2.11	Orientation	3 x weekends stay in 4 x community services
2.12	Any tobacco products, hubbly bubbles and e-cigarettes (vapes) in the hostel or any other area of the school premises – possessing, bringing,	3 x weekends stay in 4 x community services

	delivering, or smoking, while boy is under the hostel's jurisdiction	
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Grey College policy on drugs and dangerous weapons

Kindly follow the link with regards to the use of drugs:

<https://greycollegesecondary.com/drugs-dangerous-weapons-protocol-procedure/>

'Google Family Link'

From the hostel's side, we would like to make you aware of the *Family Link* app to be downloaded from any *App Store*. This allows parents to familiarise themselves with digital rules and help monitor their son with regards to when he accesses the internet, as well as the time spent on his cell phone. This will assist in guiding your son to a healthy, balanced lifestyle regarding the use of his cell phone. *Family Link* provides access to the following:

Time spent on phone;

Phone's location;

Access to websites;

Blocking of phone during study time or after lights out.

FINANCES

Hostel fees

1. Hostel fees are to be paid in advance and parents/guardians must provide proof of payment to the housemaster no later than 16 JANUARY 2024.
2. The last payment should be made at the end of the 3rd term, REGARDLESS of whether your son is living in the hostel or elsewhere.
3. Grey College has many sub-accounts. Thus, parents/guardians must please make sure to deposit the money in the correct account and use the correct reference.
4. For any financial queries, please feel free to contact Ms Chantelle Gordon at the finance office (051-444 1513).
5. Grey College also has a card facility where learners can use their bank cards to pay for tours and various sports clothing (e.g. cycling shorts and water polo swimsuits). <https://greycollegesecondary.com/hostel-fees/>

Banking details are:

NEDBANK Cheque account

Branch code: 198 765

Account number: 112 920 6815

Reference: *Learner number*

Hostel Financial Terms from Finance Office:

Please take note of the financial terms associated with our hostel accommodations to ensure a smooth and efficient operation. These terms pertain to equal quarterly payments the first three quarters of the year, and payment for each quarter on or before the first day of access to the hostel room. If there are any arrears on hostel fees, access to the hostel will not be granted until all outstanding accounts are current. Management may initiate legal action to recover arrears, including possible eviction from the hostel, depending on the severity of the outstanding amounts.

Statements for the various hostels will be sent out once every quarter. If you need a statement, please send a request to fees@gc.co.za. No payment arrangements will be accepted for payment of hostel fees. Quarterly payments must be made before access to the hostel will be granted.

- **Right of access to the hostel is reserved.** Please note that if any **school fees** are in arrears the school reserves the right to deny the learner access to the hostel. Written notice will be sent to the parents that their son will forfeit his place in the hostel if school fee payments are not up to date and in accordance with the school fees payment terms.

HOSTEL NOTICE: One full quarter notice period is applicable for all hostels. You will be held liable for a full quarter notice when your son leaves the hostel. **Grade 12 hostel learners** will also be liable to pay the third payment in full, regardless of notice being given at the beginning of the third term to vacate the hostel. Notice given to the hostel must be done in writing and sent directly to the housemaster and to the financial office – For attention: Chantelle Gordon – fees@gc.co.za

Hostel fee payments must be deposited directly into the **HOSTEL FEE BANK ACCOUNT** and NOT into the school's bank account.

BANKING DETAILS:

NEDBANK

Branch No: 198765

Account No: 112 920 6815

Reference: Your son's hostel account number

Please be aware that adherence to these terms is crucial, and failure to meet the outlined financial obligations will result in the abovementioned action.

For financial queries or assistance, do not hesitate to contact Chantelle Gordon:

Office: 051-4441724

Cell: 079 687 8209

Email: fees@gc.co.za

Karri app

The school prefers that parents/guardians install the *Karri* app on their phones to make payments. Boys can also use this app to purchase 'Papercut' tickets @ R20 per ticket in order to use the school's computers for research and to complete assignments as well as for the printing of these assignments.

'MOMS WHO CARE'

The group 'Moms who care' gather once a week in Leith House, under the guidance of **Joaline Uys**. In summer, we gather in front of the Leith House Lapa and in winter, in the hostel's foyer. Coffee, tea and rusks are always provided. This is by no means a gossip group, and no names are mentioned when stepping in for people who suffer.

IN CONCLUSION

Dear parents/guardians

You made the decision to place your son in the hostel. Our hostels have strict rules with which you are already familiar. Please support us and trust us to act in your son's best interest.

This is a crucial time in your son's life, especially with regards to the adult world that lies ahead. We rely on your full cooperation and support to assist us in this task.

Please feel free to contact us with any concerns you have, however insignificant they may seem. Also, please notify us of any incident in the hostel that upsets your son. All information is extremely confidential and will be handled in a sensitive manner.

Kind regards

Juan (Bobby) van den Berg

HOUSEMASTER

leith@gc.co.za

"PRAISE TO OUR HEAVENLY FATHER FOR ALL HIS KINDNESS AND FAVOUR."