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GREY KOLLEGE SEKONDÊR COLLEGE SECONDARY

A SOUTH AFRICAN PARALLEL MEDIUM SCHOOL FOR BOYS

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LEAVE IMPORTANT RULES REGARDING:

DRESS CODE WHEN LEAVING AND RETURNING TO THE HOSTEL

- It is compulsory for our boys to wear a white shirt when they leave the school campus for whatever reason. E.g., Going home for the weekend, going on vacation, going to the mall, doctor etc.
- It is compulsory for our boys to wear a white shirt when coming back from home, vacation etc.
- You never have to apply for leave for school vacations.
- Parents need not request permission for boys to remain in the hostel during weekends. If no request for leave has been received by wednesday evening, he will automatically be logged as “weekend-in.”

WEEKEND, DAY AND CITY LEAVE

Leave is a privilege and good behaviour will ensure that it can be used.

Only the Housemaster, and in his absence the delegated staff member, may approve any form of leave. The Matron is NOT allowed to approve any leave.

Subsequently, a few arrangements regarding the application of the rules:

- With the exception of circumstances as discussed later, either boys or their parents should request permission on BOARDWELL EACH TIME they leave the school premises. This includes leave to go to town, extra classes not offered on the premises or any sport’s training off campus.
- Only parents can apply for weekend leave.
- All requests for leave should reach the Housemaster on or before WEDNESDAY at 19:00.
- During the time that Boardwell is not up and running, requests via email will be accepted. (murray@gc.co.za) The reason for this is to grant you ample time to download the Boardwell application on your phone and familiarize yourself with it
- Once your Boardwell App is up and running, requests for leave must be done via Boardwell. We strongly suggest you put a reminder on your phone to apply for leave on Boardwell in advance, as no late requests will be approved. No verbal / telephonic requests or SMS/WhatsApp requests will be accepted.
- When requests for leave are sent via e-mail, it is more practical for us to receive it as part of the email TEXT and not as part of an attachment (murray@gc.co.za). We urge you to make use of the Boardwell system as soon as you receive your password via email from Boardwell.
- Depending on circumstances such as school obligations and behaviour, the FIRSTtime grade 8s may apply for leave is for the weekend of 9th February 2024. They may take leave in the form of a “weekend-out”, “Saturday day-out” or “Sunday day-out” on this occasion. Written requests from parents/guardians, for leave for any of these three options, MUST reach the Housemaster no later than 19:00 on WEDNESDAY, 7th February 2024.

- Once permission is granted on a Wednesday evening, there will be no exceptions to this rule. Leave granted may not be changed to a different type of leave for the same weekend. Anyone going home for the weekend without permission will forfeit any form of leave for the subsequent two weekends!

WEEKEND

1. A weekend starts directly after school on a Friday and lasts until just before school on the following Monday and/or school day (in the case of public holidays). Weekends are not stipulated by the school, except for \pm one weekend per term, when it is compulsory for boys to stay at the Hostel. In the case of the music festival during the third term, boys are permitted to take leave directly after the last performance of the weekend. There are also compulsory “exit-weekends”; these are usually long weekends as per calendar. You will be provided with dates.
2. Criteria that will determine whether you need to apply for permission for weekend leave on Boardwell:
 - Weekend leave – when your son goes home for the weekend.
 - Sports activities – when your son’s participation in a sports activity takes place anywhere off the school premises.
 - Sports weekend – when your son will be returning home with you after his sports participation.
 - Saturday “day-out” – from 08:15 to 17:15 Saturday afternoon – should you wish to spend the day with your son, or if he wishes to visit a city boy.
 - Sunday “day-out” – from just after the morning church service until 17:15 Sunday afternoon; same reasons as for Saturday day leave.
 - Sunday “long day” – from just after the morning church service until 21:00 Sunday evening; same reasons as Saturday day leave.
3. **IMPORTANT:** If son goes to visit someone else. The Housefather must also receive an e-mail from the boy's parent/guardian before Wednesday 19:00 with information regarding the person(s) with whom the boy will be staying.
4. The following information **MUST** be in a letter of invitation (If your child wishes to spend a weekend at friends): Learner’s name and surname, host’s name and surname, host’s address and telephone number as well as the date/duration of the leave. These invitations must be signed by the host in all cases. Furthermore, a letter of consent (via email) from the parents/guardians, must accompany the invitation on Boardwell (example to follow).
5. Boys should under **NO** circumstances leave the school premises without having applied for permission on Boardwell. This leave will not always be granted, yet we require the information to keep record of where boys are.
6. When boys attend special functions, the Headmaster requires a formal invitation from the school or institution who invited them. Granting permission depends on the Headmaster. Boys must report to the Teacher on Duty upon their return from attending these functions on weekend nights. This also applies to boys who receive special permission to leave the hostel during a certain evening during the week, for example: to attend extra classes.
7. No permission is needed in case of a school function or school activities on the school campus.
8. Boys may leave the school grounds without getting special permission on Saturday mornings and Saturday afternoons, but they must see to it that they are in time for every “appèl”(roll call) -session as well as every meal.
9. Boys may also leave the school grounds without special permission on Sunday afternoons, after lunch, but must be back in time for “appèl” at 17:15

EVERY EVENING THE Murray House DOOR IS LOCKED at 21:00.

ARRIVAL AT THE HOSTEL AFTER HOURS (AFTER 21h00)

If a boy arrives at Murray House after 21:00 on a Sunday or any other evening – due to a flight, train, bus or taxi – he needs to contact the Teacher on Duty to let him into the hostel. IT IS COMPULSARY TO notify the Teacher on Duty OR Housemaster in advance.

RETURNING AFTER A SCHOOL HOLIDAY OR LONG WEEKEND:

1. It is always the day before school starts and then boys must be back in the hostel before 21h00.
2. The kitchen is always closed the day before school starts. Please remember to supply your son with meals for that day.
3. When booking a ticket (bus/flights) for your son to return after the school holidays, please contact the housemaster for permission if your booking is earlier than the boys are allowed back into the hostel.
 - a. There might not be any staff at the hostel.
 - b. The kitchen only opens the day that the new term starts.

NO BOYS ARE ALLOWED TO STAY IN THE HOSTEL DURING SCHOOL HOLIDAYS AND COMPULSARY EXIT WEEKENDS!

NB!

- Boys should always ensure their personal safety and the safety of other boys at all times.
- Do not leave the school grounds unless you have ASKED FOR LEAVE ON BOARDWELL and you are part of a group of at least three other boys, especially as mentioned in numbers 6, 7 and 8 above.
- Always keep to familiar places, stay in groups and be alert of potential danger (even when using a restroom or crossing the road).
- When a boy (with the permission of a parent/guardian) is a passenger in a private car, he must ensure that he is buckled up and that the driver has a driver's licence.
- Also ensure that the driver is not under the influence of alcohol or any kind of drugs.
- He must always be able to wear a seat belt. Many fatal accidents occur when children are passengers on the back of a pick-up truck.
- Please warn boys not to get on the back of a pick-up truck without your permission, especially in the city.
- It is compulsory to wear a helmet when riding on a motorcycle/bicycle. Boys are strongly advised not to get on the back of a motorcycle without the consent of their parents/guardians.

For your son's safety, your own peace of mind, and in order to alleviate much of the adjustment anxiety, we urge you as parents and guardians to please go over this VERY important document with your son.

EXAMPLE: APPLICATION FOR LEAVE – When using email.

Please include the following details in the application for leave via email. Please bear in mind that the email system will only be used until your Boardwell app is up and running.

When sending an email, kindly do NOT make use of an attachment, but rather include the following in the message, itself.

Date of email: 7 February 2024
Residential address – parents / guardian: 8 Willows Street
Bothaville
9660
REASON FOR LEAVE: Weekend leave; day out; long day out
Your son's name & surname: Lesedi Mondeni / Grade 8
Grade & Dorm: Grade 8, Dorm 37
Departure: Friday, 9th February 2024, 15h00
Return: Sunday, 11th February 2024, 18h00
In care of: Parents / Hosts: Mr and Mrs Naile
Address & contacts details of person where the boy will be staying for the weekend:
29 Genl. Brink Street
Dan Pienaar
Bloemfontein
Tel. 082 000 0000 (Mrs Naile)
Parent / Guardian name and surname: Mrs Lenah Mondeni
Relationship with boy: Mother
Cell phone number / Contact number: 083 000 0000
Landline if applicable: 051 000 0000