

RICHMOND PRIMARY SCHOOL

BOARDING ESTABLISHMENT



INFORMATION BOOKLET



Richmond Primary Boarding Establishment
P O Box 7
Richmond
3780

B.E Phone: 033 212 2160

Dear Parents

This information booklet has been compiled for your information and guidance. It will make you aware of the Boarding Establishment rules, the daily routine, clothing requirements and other relevant information.

If you have any queries, please direct them to the senior matron or me during School hours.

Best Wishes

Q.C. St.Leger
(Principal)

BOARDING ESTABLISHMENT FEES AND METHOD OF PAYMENT

These fees are set annually by the Governing Body at a budget meeting for all the parents. The Boarding Establishment fees are payable in FULL on the first day of each term. Insurance for your child/ren is available. It is not compulsory but advisable

This covers boarders in the event of any accident to, from or at School and the Boarding Establishment during the year.

There are no facilities for monthly payment of Boarding Establishment fees. Boarders who arrive on public transport without fees will immediately be sent home. Fees can only be paid to the Richmond Primary Hostel through a bank deposit. The deposit slip must accompany your child or be faxed (or posted) to the School (Fax 033 - 212 2423) before the term starts as proof of payment. Please ensure that your child's name and grade are clearly legible on the deposit slip. Failure to give these details will mean that your account cannot be credited.

BANKING DETAILS

FIRST NATIONAL BANK

BRANCH CODE: 221826

ACCOUNT NUMBER: 53560008486

REF: CHILD'S NAME AND GRADE

PROCEDURE AT THE BEGINNING OF EACH NEW TERM

Boarders are to return between 3:00 p.m. and 5:30 p.m. on the afternoon before the School term begins.

The Boarding Establishment and School gates will be locked after 5.30 p.m. and no late arrivals will be allowed in.

Deposit slips must be presented before learners are allowed into the Boarding Establishment. Separate deposit slips must be made out for Boarding Establishment fees and for School fees.

Please hand in any medication for your child to the Senior Matron making sure that his / her name and dosages are clearly marked on the containers.

FREE WEEKENDS / HOLIDAYS

Every third weekend is a compulsory free weekend (unless otherwise stated) and all boarders go home. Boarders must make their own arrangements with regard to traveling to and from home by the Wednesday evening preceding the weekend or holidays. The weekend begins on Friday after 1 p.m. and boarders may return on Sunday between 3:00 p.m. and 5:30 p.m. or on the Monday morning. These arrangements will also apply to long weekends when the Friday /Monday is part of the long weekend. Please ensure that your child is signed "out" when departing and signed "in" when returning to the Boarding Establishment. A weekend book is in the foyer for this specific purpose. You will be advised at the beginning of each term of free weekend dates. Boarders must leave and return to the Boarding Establishment in full School uniform. Closing time on break-up days is 12 noon. Please collect your child/ren before 4.30p.m.

POCKET MONEY

Pocket money must be provided. (R50-00 a term is a good guide). On arrival at the beginning of a term make sure that pocket money (sealed in an envelope and marked with your child's name, Boarding Establishment number and amount) is handed to the teacher on duty. A staff member is in charge of managing the pocket money and a strict record of all spending is kept in a book. Any balance will be carried over to the next term. At the end of the year the pocket money book is closed and any money remaining will be returned to your child.

DAMAGES

You will be charged for any damages caused through your child's negligence or misbehaviour. The cost of replacement and labour will be added to your account.

MEDICAL PROCEDURE

One of the matrons will contact you if your child is sick and request that you fetch him/her and make your own medical arrangements. A matron will assist and take your child to the doctor if YOU arrange an appointment with a doctor in Richmond. Prior arrangements for account facilities (at the doctor) is your responsibility.

Doctors and the chemist's phone numbers are listed below:

- ◆ Dr J Boulter - 033 - 212 2147
- ◆ Dr. Sosibo - 033 - 212 2088
- ◆ Chemist - Mr M Bhamjee 033 - 212 2427

PUBLIC TRANSPORT

A growing number of pupils make use (at their own risk) of public transport at free weekends. Please make allowance for fares when giving your child pocket money. Money will not be lent to boarders for public transport.

CLOTHING LIST

The clothing lists are as follows. The items marked with ** may only be purchased from the uniform shop at School between 8am and 1pm daily.

GIRLS

- ◆ ** 1 School Tracksuit with badge
- ◆ ** 4 School dresses
- ◆ ** 5 Blue / Red School T-shirts (for sport and after School casual wear)
- ◆ 1 Navy Blue School jersey (optional)
- ◆ ** 1 Red/Blue golf shirt
- ◆ **1 Pair Sports socks
- ◆ ** 6 Pairs of long navy blue socks (winter uniform)
- ◆ Black swimming costume
- ◆ ** 1 Swimming cap (blue or red depending on School house)
- ◆ **5 Pairs of navy blue boxer shorts (for sport and after School as casual wear)
- ◆ **2 Pairs of white boxer shorts for sport
- ◆ 6 Pairs of short white socks (summer uniform)
- ◆ 1 Pair black School shoes
- ◆ 1 Dressing gown
- ◆ 1 Pair slippers or slops
- ◆ 1 Pair white tennis shoes (if playing tennis, plus shoe cleaner)
- ◆ 2 Swimming towels
- ◆ 2 Long sleeved play jerseys
- ◆ 2 Pairs of play shoes or slops
- ◆ 3 Pairs of pyjamas
- ◆ 1 Pair of hockey boots (if needed)
- ◆ Coat hangers, toiletries, black shoe polish, casual tracksuits (for winter). No casual multi-coloured play clothing is permitted after School or during weekends.

BOYS

- ◆ ** 1 School Tracksuit with badge
- ◆ 1 Navy Blue School jersey (optional)
- ◆ ** ** 5 Blue / Red School T-shirts (for sport and after School casual wear)
- ◆ ** 4 School shorts
- ◆ ** 2 Pairs of white boxer shorts for sport (cricket, tennis, athletics or rugby)
- ◆ 1 Black swimming costume
- ◆ ** 1 Swimming cap (blue or red depending on School house)
- ◆ ** 1 Red/Blue golf shirt
- ◆ **1 Pair Sports socks

- ◆ 5 Pairs Navy Blue boxer shorts (for sport and after School casual wear)
- ◆ **5 Pairs long blue socks
- ◆ 1 Pair white tennis shoes (if playing tennis plus shoe cleaner)
- ◆ **5 White shirts with School badge
- ◆ 1 Pair of black School shoes
- ◆ 2 Swimming towels
- ◆ 2 Long sleeved play jerseys
- ◆ 1 Pair rugby boots if playing rugby or soccer (2 practice jerseys for rugby/soccer)
- ◆ 8 Pairs underpants
- ◆ 1 Navy raincoat (optional)
- ◆ 3 Pairs pyjamas
- ◆ 1 Dressing gown
- ◆ 1 Pair slippers or slops
- ◆ Coat hangers, toiletries, black shoe polish, casual tracksuit for winter. No casual multi-coloured play clothing is permitted after School or during weekends.

MARKING OF CLOTHES

Many articles of clothing are not properly marked and cause a great deal of frustration and extra work for the laundry staff. Clothes become mislaid or mixed up as a result. It is very important that all items of clothing (and all personal belongings) are suitably and clearly marked. Clothing must be marked with a printed name tape (material) on which your child's name and laundry number are clearly visible. Marking with pens or adhesive labels are unacceptable as they do not stand up to commercial washing detergents. Clothing not properly marked will be put into the unmarked box and will have to be claimed. Articles not claimed within six months will be put into the uniform shop and sold or given to needy children.

EXAMPLE OF CLOTHES LABEL TO BE SEWN ONTO CLOTHING

JOHN BROWN 43

SWIMMING

No boarder is allowed in the pool area unless a duty teacher or other responsible adult is present. The girls are to hang wet costumes and towels on the windy drier in the quadrangle. Boys are to hang wet costumes and towels on the lines outside the laundry. B.E. towels may not be taken to the swimming pool.

SUNDAY SCHOOL

There is an inter-denominational Sunday School every Sunday morning which all boarders attend.

THE DAILY ROUTINE

◆ 6.15a.m.	Rising bell
◆ 7.00a.m.	Inspection bell
◆ 7.15a.m.	Breakfast bell
◆ 7.55a.m.	School starts
◆ 10.30a.m.	Tea and sandwiches will be supplied for boarders
◆ 12.50p.m.	Lunch

AFTER SCHOOL

◆ 2.35 p.m. - Boarders to change into sport or play clothes (blue shorts and T-shirts). All boarders to vacate hostel and play outside or take part in organised School sport. School buildings are out of bounds.
◆ 4.45p.m. - Boarders line up downstairs. Shoes are polished. Boarders to bath or shower in set groups controlled by the duty staff who will be in attendance. Please make sure that your child has an adequate supply of the necessary toiletries (soap, toothpaste, and toothbrush) plus a comb, black shoe polish and brushes and slops / slippers.
◆ 5.45p.m. - Supper
◆ 6.30p.m. - Pupils prep
◆ 8.00p.m. - Bed time
◆ 8.30p.m. - Lights out

CODE OF CONDUCT

- ◆ Classrooms are out of bounds after 14h35 unless there is a teacher in attendance.
- ◆ Full regulation uniform will be worn to and from School. Correct sportswear must be worn for practices and for matches. Any boarder in School uniform, whether at School, or after School hours, is subject to the code of conduct of the School.
- ◆ No elaborate hairstyles or extra plaits/ braids are allowed as problems arise when showering or swimming. The wearing of jewellery, earrings, necklaces and make-up are not permitted (unless special permission is granted).
- ◆ The use of bad language, verbal abuse, bullying or stealing is unacceptable and will be firmly dealt with. Our Boarding Establishment is co-educational and multi-cultural where all boarders have a right to be happy, respected and accepted. All boarders will enjoy equal treatment and must understand that action may be taken against them if rules are contravened. We will not tolerate racism, insubordination, cheek or insults from any learner.
- ◆ Boarders may not disrupt the Boarding Establishment procedure in any way and they must conform to the code of conduct. Failure to do so will necessitate finding alternate boarding.
- ◆ Breakages and/or damage costs will be charged to the responsible person if negligence is involved. Grounds and buildings are to be kept clean - littering or defacing of the Boarding Establishment and its grounds will not be tolerated.
- ◆ Library books are to be kept in material drawstring book bags unless being read.
- ◆ Boarders will be disciplined in the following instances :
 - repeated leaving of clothing lying about or for recurring untidy lockers and beds.
 - Poor or incomplete homework or for leaving books at School or in the Boarding Establishment.
 - Disruptive behaviour, bad language, verbal abuse and intimidation by individuals or groups.
 - Failure to comply with duty staff instructions.
 - If found at School or out of bounds after School hours without permission.
 - For not being punctual.
- ◆ A letter will be sent to parents advising them of suspension for up to a week from the Boarding Establishment for any of the following :
 - Bullying or fighting, intimidation by "groups" of learners and disruptive behaviour.
 - stealing from pupils, staff or from the Boarding Establishment.
 - Swearing or obscene behaviour, debilitating actions, sex-related misconduct or indecency.
 - Vandalism, and/or wilful damage to property and belongings.
 - Use of drugs, drinking alcohol or smoking cigarettes.
 - being in possession of pornographic material.
 - Gross insolence or actions provoking racism or gender harassment.
- ◆ Pupils excluded from the Boarding Establishment for bad behaviour must find alternate accommodation if they wish to continue attending the School.

RICHMOND PRIMARY SCHOOL

MISSION STATEMENT

OUR AIM IS TO PROVIDE A WELL
BALANCED QUALITY EDUCATION WHICH
EMPHASISES THE POSITIVE QUALITIES OF
ACADEMIC, MORAL AND SPORTING
DISCIPLINES.

WE ENDEAVOUR TO PROVIDE OUR
LEARNERS WITH AN
EDUCATION HIGHLIGHTING
CROSS-CULTURAL ENRICHMENT,
INDEPENDENT THINKING, RESPECT OF
OTHERS, COMMITMENT AND LOYALTY.

WE GIVE OF OUR BEST TO ALLOW
OUR LEARNERS TO ACHIEVE
THEIR BEST

VISION OF THE SCHOOL

WE AT RICHMOND PRIMARY SCHOOL ARE COMMITTED TO PROVIDING
EACH LEARNER WITH EVERY POSSIBLE OPPORTUNITY TO STRIVE FOR
EXCELLENCE IN ORDER TO ACHIEVE HIS/HER INDIVIDUAL POTENTIAL
THROUGH AN EFFECTIVE HOLISTIC EDUCATION AND TO PREPARE
HIM/HER FOR A SUCCESSFUL LIFE.