



Boarding at the Drakensberg Boys Choir School

The boarding community aims to provide a second home in a communal environment, for the students at the school. A boarder should enjoy the friendships, the security and the care of his second home.

Boarding principles and practices DBCS

As a boarder at DBCS, you are expected to:

1. Make a positive effort to get along with others in the boarding house.
2. Work at living harmoniously with other boys by making reasonable allowances for personal differences.
3. Treat your cubicle or the dormitory and common areas with respect.
4. Understand that you are one of many living in common spaces.
5. Follow all school and boarding rules and procedures.

While we do not expect all boys to be the best of friends, we expect everyone to show respect for others in all that they do and say.

Rules are necessary to make it possible for the boarding house to run smoothly and to ensure that their lives will be happy and comfortable.

Prefects, the Duty Staff and the Head of Boarding will respond to and deal with disagreeable dormitory and boarding situations. If the need arises, the Head of Boarding and then the Executive Head will become involved with individuals who are incapable of or unwilling to adhere to the boarding and school's expectations mentioned above.

Boys are required to always adhere to school's Code of Conduct and Core Values.

Returning to Boarding Houses

Boys are not allowed in their respective Houses from the beginning of school or choir (whichever is earlier) until school has finished in the afternoons (This includes both tea break and lunch times). Boys may not return to the House unless permission is given by a member of the Boarding Staff. This is to curb the possibilities of theft, and to assist the Boarding Staff to control access to the House.

Free Time

This is the time when there are no planned activities, classes, concerts, choir or sport practices scheduled. Free time ends every day at silent time (after lights out is not free time).

The riding of skateboards, bicycles or scooters in prohibited areas (academic block, around the auditorium or any paved area) is not allowed and protective gear must be worn.

Trampolines are used at your own risk. No rough games and no more than one person is allowed on the trampoline. Shoes are not allowed on the trampolines.



All ball games must be played on grassed areas or in parking lots.

Chapel

In accordance with the Christian values of the school, boys who are not on leave must attend Chapel on Sundays. Boys attend chapel service at 10:00 each day. They also have the opportunity to attend denominational services held at churches outside the DBCS.

Whatever their religious views, boys are expected to show a respectful attitude towards worship.

Dress and Appearance

DBCS has a number of different uniforms that are available for boys to wear. Each uniform has its own purpose and will be required to be worn for certain events & functions. The purpose of the uniforms is to have a consistent dress code and changes must first be cleared with the Head of Boarding. These are:

Number Ones: When attending school functions, e.g. end and beginning of term, outside chapel services, interviews, meetings, when travelling on public transportation, doctor's appointments, etc. Concert shoes must be polished and must be in good condition.

Blacks: May only be worn at school, not on outings and not mixed with civvies, school or sports uniform. Strops are to be worn with blacks during supper (socks may not be worn with strops – medical reasons may exempt this rule temporarily). Hiking boots and socks are required to be worn during winter.

Leave Uniform: Group outings, tours, etc.

Concert Uniform: This is worn during performances. Boys must ensure that this is checked and taken out the day before performances take place.

Boys must ensure that they are well-groomed at all times.

These uniforms are set and may not be altered in any way. The staff member on duty will address any boy thought to be dressed inappropriately.

Wrist watches form a part of the daily uniform and must be black in colour.

One set of civvies is allowed at school for social gatherings. This is to avoid clutter and mess in the dormitories. Should more than one set of civvies be found during inspection, the clothes will be taken away and placed in a storage cupboard for the remainder of the term.

Hygiene

Personal hygiene is essential for each student. Boys must understand the importance of showering daily, brushing teeth, changing underwear and socks regularly, using clean linen and towels, the need for soap, clean hair and roll-on deodorant. It goes without saying that boys will be expected to be sensitive to the needs of others in the boarding house, to accept difference in personal interests and to be respectful of others' personal property.



Laundry

All clothes should be labelled and the laundry matron must be informed of any clothes that are new or unlabelled. All laundry is done centrally in the school laundry. Each boy is given a named shelf on which to store his clean clothes and linen. The laundry staff place clean laundry on the shelf.

Bed linen is changed once a week.

Daily Laundry Schedule

Laundry is processed daily according to the schedule below. Boys are required to hand dirty laundry in after breakfast line-up. This will be under the supervision of the duty prefect. Clean laundry must be collected after supper. This will be done systematically.

ITEM	MON	TUE	WED	THU	FRI	SAT	SUN
White Shirt				X			
Grey Longs	X	Every second week and after tours					
African Shirt				X			
Jabot	X	Every second week and after tours					
Blues	Twice a month					X	
Jeans	X				X		
Black T-Shirt	X	X	X	X	X	X	X
Black Shorts	X	X	X	X	X	X	X
Underpants	X	X	X	X	X	X	X
Socks	X	X	X	X	X	X	X
Jersey	Only when advised to do so					X	
Tracksuit	X						
Pyjamas					X		
Towel					X		
Duvet Cover	X(TH)	X(GH)					
Sheet/ P-Case	X(TH)	X(GH)					

Meals

Attendance at meals is compulsory unless permission is granted by the Duty Staff member in the case of an activity. When the final bell rings for a meal, boys are required to wait quietly outside the dining hall and stand in silence for announcements and grace.

Boys are to sit at their assigned tables with a Gr 9 as the head of each table. Grace is said before each meal.



No food may be removed from the dining hall.

All boys are expected to eat balanced meals – protein, fruit, vegetables, dairy, fibre, fat, carbohydrates, etc. Table heads are required to monitor this.

If a boarder has specific dietary requirements, the Head of Boarding, Caterer and San Sister need to be informed in writing before such concessions can be accommodated.

No condiments, food, cutlery or crockery may be removed from the dining hall.

Correct uniform must be worn at all meals. No boy will be admitted to a meal if he is incorrectly dressed or if his hair is untidy or unshaven. Shoes are to be worn at all times in the dining hall.

No cell phones are allowed in the dining hall.

Supper

When the bell rings to conclude supper, boys are to return to their tables immediately and sit quietly for grace. Once grace has been said, the duty prefect will announce in what order tables may leave and when boys may fetch laundry.

Table Manners

Boys are expected to conduct themselves accordingly in the dining hall and constantly be aware of table manners. Remember to have respect and consideration for others at your table.

- Elbows on the table are not permitted.
- Eating with one's fingers is not permitted, unless the table head deems it appropriate.
- Fiddling with cutlery, glassware or food in the dining hall is unacceptable.
- Food is to be eaten from appropriate dishes i.e. food on plates and pudding in bowls. No food (i.e. pudding or salad) is to be put in or eaten out of any cup, mug or glass or removed from the dining hall.
- Do not reach across other boys, and only pass items on request.
- Chew your food with your mouth closed and do not speak with your mouth full.
- Voices are to be kept down to a reasonable level during meals. No shouting, shrieking, loud laughter or banging on the tables is allowed.
- Staff members on duty are there to address any issues. Please direct queries to the staff member on duty and to no other staff members.
- Boys are expected to ask permission from the staff member on duty to be excused from the dining hall during meal times.
- Boys who are late are expected to report to the staff member on duty.
- Sit correctly on your chair. Do not lounge back and do not swing.
- Boys are to clear away their own plates after every meal.
- During the course of the meal, no boys may walk around and speak to boys at other tables.



Morning Tea / Afternoon Tea

Tea breaks are arranged according to grade. During morning tea, boys may not fetch additional foodstuff items from their boarding house. Evening snacks will be consumed under the supervision of the Duty Prefect who will be assisted by their grade monitor. The hall is expected to be clean after the evening snack.

Griffin House boys will be provided with hot water and may brew their own coffee/tea. Boys are required to bring their own coffee/tea, creamer and sugar. A plastic cup, of 250ml is recommended.

Tuck List

Boys are encouraged to bring healthy tuck for their tuck boxes at school. The school has a tuck shop with a few treats for the boys to have on the odd occasion. Please remember healthy tuck means fit healthy boys who will enjoy the food in the dining room more if they are not binging on tuck from home.

YES

- Biltong
- Rusks
- Healthy Biscuits
- Oat Bars
- Health Bars
- Nuts
- Dried Fruit
- Fruit Sticks, Squares or Dainties
- Powdered Juice or Fresh Fruit Drinks ONLY
- Super C's & Wine Gums ONLY

NO

- Chocolates (or any dairy products e.g. custard)
- Chips
- Fizzy Drinks
- **Bubble Gum**
- Cordial Drinks (e.g. Oros)
- Sweets or Suckers



Boys are allowed to consume tuck during their free time throughout the week, although this may be revoked should a boy abuse this privilege.

Illegal tuck means any tuck that is not listed as allowed.

Should a boy be found with illegal tuck, they will have this taken away, and it will be donated to charity.

Valuables and Security

We ask each boy to be very conscious of the security of his personal belongings. Boys are reminded to lock away valuables and ensure that all their belongings are marked. Therefore, each student should have at least two padlocks to secure their goods. Cupboards must be locked at all times.

All electronic equipment must be used in accordance with the DBCS IT Equipment Policy.

All doors are locked at the end of the evening by the Duty Staff member.

Security guards are on site at the school every night. The DBCS campus is routinely patrolled throughout the evening. During the day, no student may enter the boarding house without the permission of the Duty Staff member or Head of Boarding.

Students must vacate and remove all of their belongings from their rooms at the end of each year.

Any damage to the boarding house will be charged to the boy concerned. Each boy is responsible for his own area. Any damage needs to be reported to a boarding staff member immediately.

Passports must be handed in to the Operations Manager to be locked away in the safe. Money and personal valuables must be locked in the safe provided in your cubicle.

The school is not responsible for any losses/damages to any property belonging to a boy.

Cell Phones

Students are strongly encouraged to use their phones responsibly and always adhere to the school's cell phone policy.

Boys must ensure that the Head of Boarding has their cell phone number.

Cell phones may only be used in the afternoons (during free time) and in the evenings (between prep and silence time). These must be turned off at silence time.

Any contravention of these rules will result in the cell phone being confiscated for a period of one week, for a first misdemeanour – two weeks for a second misdemeanour. Confiscated phones will be locked in the boarding office safe. SIM cards may not be removed.

Continued misuse may result in a boy not being allowed a cell phone at all. In such a case the boys may keep in contact with their families via the pay phones.



All new boys may not make use of any telephones for the first three weeks of boarding in order to assist the boys in settling in. This includes their cell phones, which will be kept in the safe during this time. Parents are most welcome to contact any of the boarding staff to check on their boy's progress should they wish to do so. Alternatively, parents may email their sons during this period.

The DBCS accepts no responsibility for any stolen or misplaced cell phones & accessories.

Radios, MP4 players, IPODS, TV

Radios, iPods, etc, may only be played through headphones at the allocated times. Any contraventions will result in the equipment being confiscated until the end of term. Boys are not to listen to music on their cell phones on loudspeaker.

Boys may not walk around the school with earphones in their ears.

Boys (with the exception of Grade 9s) may not listen to music during prep.

Boys may not go to sleep listening to music.

Boys are allowed to play their own DVDs in the boarding machines – this will be at the discretion of the duty staff member.

No kettles, heaters, irons, fan-heater, mini fridges or electric blankets may be brought into the boarding house.

Laptops, Touchpads

Computers are a necessary part of a modern education and their appropriate use is encouraged. They may be used for both recreation and work.

However, if games are played during designated prep times or after lights out, the staff member on duty has the right to confiscate the computer.

Boys are responsible for the safety of the above equipment and are discouraged from lending them out.

Any boys found misusing the above privilege, will result in having his laptop or touchpad confiscated for two weeks.

Pocket Money

Each boy is encouraged to open a bank account with a debit card facility and parents are asked to provide a small sum of money to pay for sundry items and outings during the term. Boys may not have any cash on them and the Boarding Staff cannot be held responsible should a boy lose any cash whilst at school.

Fire Regulations and Emergencies

In the event of fire or any other emergency requiring evacuation of the boarding house, the signal for immediate evacuation will be the continuous ringing of the fire alarm. Fire drills will take place several times each year.

When the alarm is sounded, the following procedures must be followed:



- Each boy is to exit the building from the closest doorway or as directed by boarding staff.
- All boys are to assemble in the driveway at the front of the boarding house, where a roll call will be taken. The Boarding Housemaster, staff member on duty or resident staff member is responsible for bringing a house roll, which will accurately indicate the location of all boys.
- The Head of Boarding and staff member on duty or resident master co-ordinate the evacuation.
- The staff member on duty is responsible for ensuring all boys are out of the boarding house.
- The Head of Boarding is responsible to ensure that all new boys are fully briefed on the evacuation procedures.

Dormitories and Properties

We have a policy of “desk clear, floor clear, bed made” to enable cleaners to get on with their jobs, and out of courtesy to the other boys. Regular inspections are held.

Boys are encouraged to decorate their property to create a homely environment (pictures, ornaments etc.). Posters can be put up on the boards provided, using drawing pins. No Prestick or Scotch Tape may be used to stick pictures on the walls.

Posters or pictures displayed in a property should be of an appropriate nature. Any boarding staff have the right to ask you to remove posters at their discretion.

Boys may not hang clothing or underwear over or on the window ledge. No items, liquid or solids may be thrown out of windows.

At no time may boys enter the properties of other boys without the permission of the occupant.

Juniors may not visit the senior dormitories and seniors may not visit the junior dormitories. The dorm prefects are exempt from this rule.

No visitors are allowed in the boarding house.

Boys are allowed to keep tuck in their tuck boxes, according to the tuck policy

Borrowing is discouraged.

All boys are to be in their own properties when silence begins. Boys are not allowed into each other's properties or rooms between lights out and the rising bell.

All boys are expected to treat their properties with respect.

Cupboards are to be locked.

All properties must be kept neat and tidy.

Any maintenance issues must immediately be reported to a boarding staff member.

Windows and curtains are to be opened before leaving for school; lights should also be switched off.

Changing of properties, once allocated is not allowed. The Head of Boarding may use discretion to alter bed allocations.

Senior boys (Grade 8 & 9) may not visit the junior (Grade 7) cubicles and dorms in Griffin House.



Medicine and Sanatorium

The DBCS sanatorium is a fully equipped facility that caters for the needs of boarding students. At all times during the school term the sanatorium is manned by a registered nurse.

Duty boarding staff have a first-aid kit and basic medicine, for minor cases.

The school nurse also remains on campus during the night to tend to any emergencies that could occur. In the event of an emergency, the resident boarding staff will phone the school nurse to open the sanatorium for treatment or referral.

Should a boy require transfer to a general hospital, parents will be informed immediately, and the school nurse or a designated staff member will escort the student to hospital.

Boys attending off-campus medical appointments are to report to the school nurse before and after their appointment. The nurse will arrange all appointments for boarding students and will organise transport where needed. Where possible, appointments are made outside of class time. Transport costs will be charged to the student's account.

Boys who take daily medication are to report to the sanatorium for dispensing. All medication on campus must be stored in the sanatorium where a record will be kept of the administration. This record will show a holistic treatment plan and may also display patterns of non-compliance.

Ultimately, it is the responsibility of the student to ensure they visit the sanatorium to take medication as directed by their doctor.

All medication submitted to the sanatorium for an individual student must be in the original container with the pupil's name, medication details and doctor's name. Any pharmacy items ordered for a student will be charged to the student's account.

All medical incidents are recorded on the school's administration system and are accessible to the parents via the parent portal.

Please ensure all medical information is up-to-date (information can be updated via the parent portal).

The san sister can be contacted at: san@dbchoir.co.za.

Please refer to the daily routine for the sanatorium times.

School Leave Procedures

All requests for boys to leave the school campus must be addressed to the Head and to the Head of Boarding.

The Head reserves the right not to grant leave if he is not satisfied that all details have been completed, including exact pick-up and return times. The Head may also refuse leave if the boarder has been gated.



All leave is subject to a boy meeting all school commitments. Boys will only be allowed out for the weekend if there are no school commitments – these are usually on a Saturday. Should your son wish to go out with a friend over the weekend, then written permission will also need to be sent to boarding@dbchoir.co.za.

All boys must be signed out of and back into the House by an adult, who will be assuming responsibility for the boy during their leave period.

All boys leaving the school premises must ensure that they are correctly dressed (in #1s) and remember that they are representing the school for the entire time that they are out.

No staff member may take boys out without the permission of the Head / Head of Boarding.

Leave Types

Day Leave

This refers to boys being taken out and returned on the same day.

Boys whose parents are visiting during the week may go out in the evening with their parents, but must return before 20:00 to the boarding house. Prior permission from the Head of Boarding is essential.

Overnight Leave

This refers to a boarder being taken out from the house for an overnight stay and returned the following day. At least 24 hours' notice is required to be sent to the Head of Boarding in order to obtain permission for an overnight leave pass.

Weekend Leave

This refers to a boarder being taken out on Friday/Saturday and returned by 17:00 on a Sunday.

Leave can only be granted by the Head / Head of Boarding. Requests for your son to leave school over the weekend need to be sent, in writing, by Wednesday evening to boarding@dbchoir.co.za. This is to accommodate the kitchen staff and to monitor the movement of boys in the school. No exceptions to this will be entertained.

Special Leave

This must be applied for through the Head / Head of Boarding. The Head of Boarding will then consult with the school management team. Special leave is any leave given to a boarder to miss all or part of a normal school day. The Head of Boarding reserves the right to allow or deny any such leave based on the request.

Whereabouts List

The boarding house maintains a "Whereabouts List". Boys must sign this list when not in the house for extended periods of time. When boys are signed out on the Whereabouts List, they must indicate clearly where they are going and what time they expect to return. They must personally sign in, immediately upon their return. Boys may not sign out or in for others in their absence. Boys may only sign the Whereabouts List in groups of three or more. Boys may only leave the school property via the main gate, once all procedures have been followed.



Travel

An Airport Pick-Up and Drop-Off Service operates between Durban, Johannesburg and DBCS. Parents will be billed accordingly for this service.

Out-of-Bounds Areas

No boy is allowed off the school campus without permission.

The caravan park and The Oaks shop are out of bounds unless the boys are under the supervision of their parents or a staff member.

Only groups are allowed to swim in the river, after permission is granted by the staff member on duty.

If the boy wishes to go out to Third Bridge, Jelly-Baby, Moonies, play tennis, cycle or take part in any other off-campus sport or go for a walk/run in the direction of the mountain, they must obtain permission from the staff member on duty and sign out.

The control desk at the back of the auditorium is out of bounds.

The academic block is out of bounds, unless permission is granted from a staff member.

All musical instruments are off limits, unless lessons are being taken and practice is necessary.

The following areas are also out of bounds:

- The staff room, passageway and staff toilets
- The sport storeroom
- The organ chamber
- The boiler room
- The kitchen
- The photocopy room
- Staff houses and flats
- Auditorium

Discipline

Our primary aim is to create a positive, supportive and safe boarding environment where boys are able to work towards achieving their potential in all areas. We encourage and expect all boys to follow the rules of our community. To this end, our focus is on good behaviour. At times adolescent boys require sanctions as they must be taught that, when living in any community, they are accountable for their actions. Ultimately, we wish to enjoy our free time together and to support one another in all our endeavours.

DBCS encourages boys to assist one another, strive to achieve more, and exceed expectations in all spheres of school life.



Boys who behave above expectations will be rewarded at the discretion of the relevant staff member, who will issue a boy with a merit.

The merit system works as follows:

Each boy will receive a merit booklet, for which they will be required to take responsibility. After a certain number of merits, boys will receive a specific reward. Boys will be rewarded in increments of 10.

Demerit System

Misconduct in the boarding house falls into four levels and will be dealt with accordingly. Not all misconduct can be listed, but examples are set out below. Please refer to Annexure B for further explanation of the levels.

Level 1 and 2

- Boys will receive a warning for each misdemeanour
- Warnings will be listed on the parent portal, for parents to keep track of their son's behaviour.

Level 3 and 4

- Boy will be reported to the Head of Boarding who will issue a punishment accordingly
- Parents will be contacted
- Level four offences will incur a disciplinary enquiry by the Head of Boarding
- Each offence, together with the action taken, will be listed on the parent portal.

Disciplinary Procedures

- 1-2 demerits will constitute a warning
- 3 demerits will be a morning detention
- 4 demerits will constitute a morning detention and a half
- 5 demerits will be a double morning detention
- 6 demerits and above will result in the boy being placed on boarding house report.

Morning Detention

- Boys must be dressed and present in the Small Hall by 05:45 in the morning.
It is the responsibility of the boy to wake up on time.
- Boys are required to take their boarding house handbook with them, together with a pen or pencil.
- The prefect on duty will issue boys with paper, and sign each sheet before boys begin to write their punishment.
- Punishment is to be completed in silence.
- Once completed, the prefect on duty will dismiss boys.
- Boys must prepare their property for inspection the night before.
- Failure to attend a morning detention will result in the boy being placed on a boarding house report.
- The prefect on duty will dismiss the boys writing their punishment shortly before morning inspection – boys who have not completed their detention task will be required to have this completed and handed in to the prefect on duty by dinner that evening.



1 morning detention = 2 full pages (an average of 8 words per line is expected)

1 ½ morning detentions = 3 full pages

2 morning detentions = 4 full pages

Boarding House Report

- Early inspection at 06:00 by the dormitory prefect. Thereafter boys will be required to stand in the circle, in silence, until breakfast.
- Boys on boarding house report are expected to stand at the back of the line for meal times and will be sent last to collect their laundry.
- The boarding house report will be signed daily by the prefect on duty, the staff member on duty as well as the Head of Boarding.
- The length of the boarding house report will be at the Head of Boarding's discretion, but will not be shorter than one week.
- The punishment will be tailored according to the misdemeanours (e.g. constantly untidy lockers – repack and tidy locker in the afternoon).
- Should the boarding house report be signed in the negative at any time, the Head of Boarding will extend the punishment time.
- Leave will not be granted for any boy on boarding house report.

General

- Each boy will be given a fair hearing at the end of every week (Sunday evening, after chapel) to review their demerits and query them.
- Boys will be informed of their accumulated demerits on Sunday during dinner.
- Boys who would like to query any marks should inform the staff member on duty.