



KING EDWARD VII SCHOOL BOARDING ESTABLISHMENT (B.E.) RULES

1. **Entry** Boys may enter and leave House grounds via the pedestrian gate only.
2. **Stairs** Seniors may use the foyer staircase. Juniors are to use the south wing change room staircase. **All other staircases are out of bounds.** Matrics may use the Matron's stairs as a privilege. (Buxton House ONLY)
3. **Upstairs / Dorms**
 - a) This is **out of bounds between departure for School in the mornings and supper. Exception:** boys may go upstairs every weekday between 13h45 and 14h30, after 17h00 (16h30 Wednesdays), after supper and to study in their dormitories. On Saturday's boys may go upstairs for half an hour after breakfast and for half an hour before lunch.
 - b) **Lights Out.** Lights out is at 21h30 and silence must be maintained. Matrics turn out their lights at 22h00.
 - c) **No visiting other dorms after lights out is allowed.**
 - d) The Grade 10 Wing and downstairs dormitory is out of bounds to Grades 11 and 12 at **ALL** hours. (Buxton House only)
 - e) **NO RUNNING** is allowed anywhere upstairs or on the staircase.
Showering Times:
Each House/Establishment may publish different times
Due to different operational issues.
Below are guidelines only:
Boys may shower (depending on House) between:
17h00 – 18h00, after supper between
18h15 and 19h00 and between 06h30 and 07h00.
 - f) There must be complete silence before the first bell in the morning at 06h00.
 - g) Dorm inspection will take place each morning prescribed at a time prescribed by the duty or Senior Housemaster.
 - h) No electrical appliances will be allowed in dorms, with specific reference to heaters, toasters and kettles, or the likes thereof, due to them being a fire hazard.
 - i) Dorms must be neat at all times.
 - j) Any breakages must be reported immediately to the Senior Housemaster.
 - k) Boys must make their own beds neatly every day **before breakfast.**
 - l) The gate between the new dorm and the old kitchen is out of bounds for ALL School House learners.
 - m) Each dormitory has a bin where all litter must be discarded.

4. **Dining Room:**
 - a) **Attendance at meals is compulsory.** Boys may miss a meal only if the Master on duty has given permission.
 - b) **Under NO circumstances may boarders miss lunch!**
 - c) Table manners must be of a high standard.
 - d) Trays are compulsory.
 - e) Dress must be appropriate: shoes must be worn, NO vests, caps or pyjamas may be worn at any meal.
 - f) Clearing of crockery and cutlery is compulsory.
 - g) Only boarders returning on Sunday evening will be catered for on Monday morning.
 - h) Packed lunch or late supper must be organised by the boarder himself through a system explained in his Boarding Establishment.
Mealtimes may vary during the Covid-19 Pandemic
 - i) **Mealtimes: Breakfast:** 06h30 daily and Sunday – 08h00.
(General) Lunch: 14h10 daily, except Wednesday – 13h10.
Saturday and Sunday – 12h30
Supper: 17h30/18h00
 - j) **Servery times: Breakfast** 06h30 to 07h10 (Dining Room needs to be cleaned at 7h15)
Lunch 14h10 to 14h45 (Dining Room needs to be cleaned at 15h00)
Wednesday Lunch 13h10 to 14h00 (Dining Room needs to be cleaned at 14h15)
Supper 17h45 to 18h10 (Dining Room needs to be cleaned at 18h30)

Although the Dining Room is open at specified times, please note the servery will only serve between the given times. Please adhere to these times.

*** Times are subject to change due to sporting and cultural events as well as examinations.**
*** Boarders are encouraged to raise any issues relating to food through the relevant Master-in-Charge of the respective boarding house. Communication is vital between the boarder and House master in order to deal with any issues raised. Issues raised by a 'third party', parent or guardian will only be recognised if the boarder himself has engaged with the duty or senior house master.**
5. **Dorm studies**
 - a) **Dorm Studying:** Boarders study in their own dorms. Failure to comply by prep rules (silence and constructive studying) will result in the boarder being sent to work in a suitable common area.

6. **Prep**
- Boys must take all the books and material necessary to do homework with them to their desks at the start of each session.
 - There will be no talking or walking around the dormitories or boarding establishment.
 - Any form of disruption during prep may result in a gating.
 - Reading is permitted as long as all homework and studying is completed.
 - Desks and chairs are the responsibility of the boarder. Any damage to the desks or the chair will be repaired at the expense of the boarder. Boarders may not sit on the desks.
 - Electronic devices in prep:
 - May be used for research, music (headphones compulsory) and as a calculator.
 - The use of electronic devices for anything but the aforementioned may result in its confiscation.
 - The privilege of listening to music while studying or as an educational tool may be revoked for poor behaviour.
 - Music must not be heard through the headphones.
 - Boarders must understand that electronic devices used during studying time is a privilege and can be revoked if the duty master deems it a distraction to oneself, others or if it's not conducive to effective learning or if a learner is not abiding to any of the House/School rules.

7. **Bounds**
- The following are out of bounds:**
- All areas outside the School boundary. The School boundary being the Boarding Establishments and the School campus itself (inside the palisade fencing, excluding the pavement). Boarders may only use the pedestrian crossing on St Patrick Road to move between the School campus and Boarding Establishments.
 - All staff gardens, and the koppie at Buxton House and Donald Gordon House in front of the staff gardens.
 - Tradesman's entrance and passages leading from it.
 - **Kitchen area**, laundry and staff quarters.
 - **Sasol** is out of bounds due to the area being a security risk. Boys found going to Sasol or any area deemed out of bounds WILL be gated.
 - **Ahmed's Café** across Louis Botha and subsequent areas in Yeoville are out of bounds.
 - **Burger King** at/near the Sasol garage is out of bounds.

8. **Laundry**
- Make sure that each article of clothing is clearly marked.**
- Please see the attached document from Squeaky Clean Laundry.
 - All laundry must be clearly marked with name tapes. **(Please see**

9. **Leave**
- separate sheet.)**
- All bedding will be provided by the boys. The boys are responsible for the cleaning and changing of their own linen.
 - Saturday as arranged per season. After call-over once the First Team's match has been completed.
 - On weekends with no sporting fixtures, boarders may leave at 12h30.
 - Exeats* as advised.
 - Boys "*staying in*" must be present at all meals and may not leave the School grounds without permission. Normal house rules apply for all boarders staying in over weekends.
 - Casual afternoon leave only with permission from the **Senior Housemaster**.
 - The School and the Boarding Establishment have over many years discussed and investigated the viability of allowing the Weekly Boarders the opportunity to elect that they go home on Fridays after extra-curricular activities. After much deliberation and investigation, the school would like to implement, on a **trial** basis that weekly boarders can elect to choose whether they return home on a Friday or Saturday after school commitments each week. This will be on a week to week basis.

Please be advised that the following guiding principle still applies:

All Boarders must be involved actively in the extra-curricular programme of the school in each term. Failure to be part of a recognised school sports team and/or a cultural activity (in which he is actively taking part in both practice and fixtures/competitions) means that the boarder will not be entitled to any Friday leave. They will, in turn, only be allowed to 'report out' on Saturday after the completion of extra-curricular activities - as it exists at present.

To continue with Friday leave, the school needs to emphasise the following points and/or rules that need to be adhered to effect a change.

- We encourage and recommend that Boarders 'stay in' on Friday nights, especially if there are Home sports fixtures on Saturday.
- Behaviour in the Boarding House will be a factor to consider when allowing any leave (Friday or Saturday) and leave may be revoked if a boarder cannot adhere to the rules of the 'House' or behave in the manner that the school expects of a King Edward VII learner.
- Parents/Guardians will have to inform the Senior Housemaster by Wednesday 18h00 of each week (as per the present rules regarding Friday leave). This is for control purposes as boarders' arrangements may change from week to week with regards to 'staying in' on a Friday night at the Boarding Establishment.
- The 'status' quo exists for termly boarders.

- The school will publish certain 'Closed Weekends' where **NO** Friday leave at all will be permitted. This will be for selected Saturday events such as large inter-house activities and certain sporting and cultural events. The selected 'closed weekends' are non-negotiable.
 - We expect our boarders at King Edward VII School to be involved in **ALL** aspects of the School. Academic commitment is the primary concern and a focus on as well as involvement and participation in the extracurricular programme at the School is a prerequisite of boarding. Involvement is the foundation or cornerstone of the Boarding Establishment at King Edward VII School and we expect that parents/guardians, as well as the boys themselves respect and uphold this aspect/expectation of our Boarding Establishment.
 - g) DO NOT approach the Master on Duty, Senior Housemaster, Deputy Headmaster Boarding or the Headmaster on a Saturday with a verbal request to leave early due to other external commitments.
 - h) During the Covid-19 pandemic boarders are required to return the night before school starts for screening and control purposes.
10. **Visitors**
- a) No parents, relatives or friends are permitted into the dorms.
 - b) No day scholars are permitted in the boarding establishment.
 - c) Boarders are entitled to visit one another in designated visiting areas. Dormitories and common rooms are **out of bounds** to the visitors. Please note that School House boarders may not visit Buxton House or Donald Gordon House or vice versa. Similarly, Buxton House boarders may not visit Donald Gordon House or vice versa, unless permission is granted or if visiting happens in the designated area.
11. **Phone/s**
- a) **No boarder will be called** to the Matron's or Housemaster's phone.
 - b) Cellphones are allowed; however, the Boarding Establishment **will not accept responsibility** for loss, damage or theft thereof or part thereof.
 - c) Cellphone lockers are provided; however, locks are to be provided by the boarder. Cellphones must be locked away when at school.
 - d) NO boarder may take his cell phone to school as this a breach of School Rules.
 - e) School House and Gordon House boarders must hand their cell phones in each evening for safe keeping after the last prep session. Phones are handed out at callover the following day. The use of cellphones at these Houses is strictly monitored and the boarders therefore have their phones for a limited period only.
 - f) Buxton boarders **MAY NOT** use their cell phones past 21h30 until the following morning 06h00.
12. **Call Over**
- All boys must attend call over:**
- Monday, Tuesday, Thursday and Friday at 17h00 and Wednesdays at

16h00.

- Saturdays as per arrangement and season.
- Any boarder missing call over without taking leave may be gated.
- Additional call overs may be arranged by each House for control purposes.

GENERAL

13. **Tuck** No boarder is permitted to sell tuck or goods in the boarding house.
14. **Keys** Every boy is responsible for the care of his keys, locks and for the state of his lockers.
15. **Breakages** All breakages must be reported to the Senior Housemaster. Should the damage be a result of a boy's own negligence, boys will be asked to pay for the repairs. This includes breakages in the dining room.
16. **Radios/music** **Radios/music must not be heard in the corridors:** If heard, the electronic device will be confiscated.
17. **Games** No ball games may be played in or within the grounds of the Boarding Establishment.
18. **Food**
- a) **No food may be taken from the dining room.**
 - b) **No crockery, cutlery or utensils may be taken from the dining room.**
 - c) **Chewing gum is not allowed.**
 - d) **The ordering of 'take-outs' or 'delivery' of take-outs is prohibited. This privilege can be used by termly boarders on a Saturday night with permission from their duty master.**
19. **Electrical**
- a) No electrical appliances may be connected to the house mains, except where permission has been granted.
 - b) The Boarding Establishment **will not accept responsibility** for loss, damage or theft (or part thereof) of any electrical appliance.
 - c) Boarders may not use electronic appliances or other devices past 21h30 until 06h00 the following morning.
 - d) Laptops, tablets, iPads and the likes thereof may only be used for official schoolwork and / or homework. All electronic equipment brought to the boarding establishment is the responsibility of the boarder who brought it to the boarding establishment. Safekeeping is the responsibility of that boarder.
20. **Boarder Dress**
- a) Full School uniform must be worn when boys go home or return to the Boarding Establishment, especially on Sunday evenings and Monday mornings.
 - b) On the School fields, when not in School uniform or Sports Kit, boys may wear King Edward VII Red "T" shirts and white shorts, or vice versa and **School caps/hats. Only School tracksuits may be worn. NO woollen tracksuits. NO black shorts.**
 - c) Only a King Edward VII School badge or crest is permitted on the shorts or shirts.
 - d) Running shoes or cross trainers **MUST** be worn with a tracksuit. Water polo players and rowers **MUST** leave for matches and regattas in full school tracksuit.
 - e) No civilian / casual clothes allowed. Boarders dress must be official school approved dress/kit.

- f) Any festival, tour shirts or the likes thereof **DO NOT** constitute part of the School kit. They are/were designed for a festival or tour and as per the School Rules, may be used during that time period only while at the festival, on tour or at home. Tour, sponsored kit, warm up kit and the likes thereof is not part of the official sports or school kit and is therefore not permitted.
- g) Socks must be predominately white in colour. **NO** coloured socks or 'fashion' socks that follow the trend of the day are permitted.
21. **Sick Bay**
- a) For **emergencies** there is always a matron and/or staff member on duty at any time of the day or night. Boys wishing to see the matron in other cases are to report at the times displayed on the Sick Bay door.
- b) School is considered to start with Breakfast. If a boy feels sick after breakfast, he must then report to the Senior Housemaster.
- c) Boarders who feel sick at School must get permission from the Senior Housemaster before collecting an excuse check from the office.
- d) **Boys who are ill may only be sent home with permission from the Senior Housemaster.**
- e) **No boy may make his own arrangement to go home when ill.**
22. **Common Rooms**
- a) No food or drink is allowed in the common rooms.
- b) No watching of DVDs or films is allowed unless approved by the Master on duty.
- c) Breakages are to be reported to the Senior Housemaster. If negligent, boys will be asked to pay for the repairs
- d) No sitting on the pool tables, table tennis tables or soccer tables is permitted.
23. **School Grounds**
- a) Boys may **not** walk across the fields on the way to the swimming pool.
- b) Full School uniform is to be worn during afternoon leave/casual leave.
24. **Swimming Pool** **No boy may enter the swimming pool area unless there is a staff member on duty at the pool.**
25. **E.M.R.**
- a) Boys must report at 06h00 to the prefect who issued the punishment.
- b) Boys on E.M.R. will meet the Master on duty at 06h00.
- c) Boys on E.M.R. may not go upstairs until inspection.
- d) The writing out of House Rules, litter clean up, studying (during examinations) or dining hall duty will take place during E.M.R.
26. **Old Edwardians**
- a) Boys must take leave from the master on duty when travelling to Old Eds for Sport.
- b) Boys must wear the School red shirt and white shorts and running shoes when going to Old Eds.
- c) **Boys may NOT walk to Old Edwardians facilities**
- e) **No hitchhiking** is permitted.
- f) Boys must use the schools shuttle service to Old Edwardians.
- g) Boys may NOT use any gym off campus at any time while under the care of the school/boarding establishment.
27. **School Gym/Gym**
- a) Boys must wear the School red shirt and white shorts when training.
- b) A sweat towel is compulsory in the gym, and each boy must provide his own water bottle.
- c) Boys may not miss call over or breakfast due to training in the gym. The gym closes at 17h00. Boarders may NOT miss call over to train at the Rob Wray.
- d) As per the School Gym Policy the Rob Wray gym is for the enhancement of sports teams of the School and **NOT** for "bodybuilding".
- e) There are strict designated times to which must be adhered to.
- f) No learner / boarder may use the Rob Wray without supervision.
- g) **NO gym equipment** (especially weights) in dormitories or the House/Establishment.
28. **Casual Leave**
- a) Leave is granted by the Senior Housemaster only. (Email and / or written request.)
- b) Boys are to wear full School uniform.
- c) No boys are to walk to Killarney/shops.
29. **Emergencies**
- a) Panic buttons are only to be used in the case of emergencies.
- b) The duty master/ senior housemaster must be contacted immediately in the case of an emergency.
- c) The duty master / senior housemaster may be contacted at any time in the case of an emergency.
- d) Evacuations/emergency drills are practised a minimum of 1 x a term. Boarders must make themselves aware of the drill and consult notice boards where applicable.
30. **Private Coaching**
- a) This is at the discretion of the Senior Housemaster and in discussion and consultation with parents and learner.
- b) Boarders, parents and/or guardians are to meet with the Senior Housemaster and sign a copy of the private coaching/sport document.
- c) **NO external team sports** are permitted.
- e) Boarders are to refer to the 'Sport/private coaching sport policy' available on the school's website or D6 communicator.
31. **Transport**
- a) Boarders are only allowed to make use of formal School transport.
- b) No boarder may have or bring any mode of transport whatsoever onto the School or Boarding Establishment property. Furthermore, a boarder may not "house" his mode of transport at a third party for use when reporting out of the Boarding House.
- c) Boarders may only use official School transport, public transport, parents and / or guardians when "reporting out" at the end of the week or end of term.

32. **Road Running** a) As per point 7 (Bounds), boarders **MAY NOT** leave the School boundary.
b) Athletics and cross-country runners may be allowed to run on designated routes outside the school boundaries while under the supervision of a sports coach and / or educator.
33. **Gating** a) When a boarder is gated the following rules apply:
i) Boarders may not see their parents and may not leave the School grounds after their sporting/cultural commitment.
ii) ALL privileges are revoked during the weekend.
iii) Community Service will be performed to benefit the B.E.
iv) A gated weekend cannot be moved to accommodate the boarder.
34. **School holidays** a) The Boarding Establishments are closed during this period. No learner may return to the Boarding Establishment to pick up something.
b) All bedding, clothing, books, sports equipment and/or any personal items must be taken home during the school holidays. The Boarding Establishment cannot be held responsible for the loss, damage or theft of personal property during school holidays.
35. **Medical Leave** taken by boarders for any reason must be communicated with the Senior Housemaster / Duty Master. Boarders are to report out in full school uniform unless it is a medical emergency. Boarders must report back into the Boarding Establishment in full school uniform. **If an appointment is booked on a Friday afternoon the boarder will still be required to report back into the Boarding Establishment on the same day if he hasn't taken Friday leave.** No learner may stay at home after an appointment unless under special circumstances if it has been approved by the Senior Housemaster only.
36. **"Reporting in" / return to Boarding Establishment**
Boarders may elect to come back early on a Sunday and / or the start of a new term (well before the stipulated "call-over" time). Furthermore, a boarder after a long weekend, after or before a sports event or even during examinations may also come back early/before callover. If this is the case the boarder, by virtue of the fact that he has entered or been 'dropped off' at the Boarding Establishment or School, is now in the Boarding Establishment's care. Therefore, all rules pertaining to the School and Boarding Establishment are in place and take effect. The boarder must "sign in" and physically "report to" the duty master. Therefore, once a boarder enters the Boarding Establishment property or has been dropped off to return to boarding, even if it is to 'drop off bags', the boarder has to adhere to **ALL** the rules pertaining to the Boarding Establishment and is in the care of the Boarding House and School.
37. a) At the start of a new year and / or start of a new term **ALL** boarders are to arrive back the night before School opens. Call over / roll call will take place at 20h00 at each Boarding House.
b) Note that dinner / supper is not catered for on return to the Boarding Establishment at the start of the year and / or term.
38. During the term, boarders may 'elect' to return to boarding on either Sunday night (at 20h00 for call over / roll call) or Monday morning (times may differ slightly from each Boarding House). During Covid-19 boarders must return the night before for control and screening purposes.
39. Although there is E.M.R (Early Morning Report) as a sanction for poor behaviour, a breach of rules or a breach of the School Code of Conduct. There is **NO** such sanction as **L.N.R** (Late Night Report). **L.N.R** is **NOT** endorsed by the School, its management or Governing Body.
40. The undertaking of **ANY** initiation practices is strictly prohibited.
41. Boarders witnessing or having knowledge of any misconduct and, in particular Serious Misconduct, have a moral obligation to report this to the Senior Housemaster and/or School as a matter of urgency. If a learner has knowledge of misconduct/serious learners' misconduct must understand that a schoolboy 'code of silence' is **NOT** endorsed by the School, its management or Governing Body. Any person/s subscribing to this or failing to report misconduct/serious misconduct will also be charged along with the perpetrator as his action/s seriously disrupts the proper functioning of the school and similarly endorses the perpetrators behaviour.
42. Cameras are strategically placed within the grounds as well as the House for the learners' safety.
43. **All boys are subjected to the CODE OF CONDUCT (including the School Rules) of the School** and are required to adhere to **ALL** the School Rules/Boarding Establishment rules as given. **ANY** learner who transgresses and fails to comply with the School Code of Conduct, School Rules and/or the Boarding Establishment rules may be subjected to a **FULL** School Governing Body hearing.
44. With 'load shedding' and an increase in power failures, it is compulsory for every learner to have a headlamp, emergency lamp, torch, or the likes thereof for safety and studying purposes. Unfortunately, this is a non-negotiable item as the frequency of power outages for various reasons is on the increase.
45. As an extract taken from the school's mission statement, King Edward VII Learners/boarders must always subscribe and develop:
- enquiring minds
 - sound moral values
 - moral courage
 - a social conscience
 - a political awareness
 - respect for the rights and dignity of others
 - a sense of responsibility for the world we live in
 - self -respect, self-confidence, self-discipline and humility