



Cordwalles

PREPARATORY SCHOOL FOR BOYS

Your Son's Foundation For Life.

Boarding House Booklet **(Grades 4 – 7 boys)**

Handbook
2019

THE ANTHONY BROWN **BOARDING HOUSE HANDBOOK**

While many schools claim that their Boarding House is a “home away from home” we do understand that there is actually no place quite like home. However, with this in mind, we do endeavour to make our Boarding House as homely as possible. We are in the fortunate position of having many of our staff involved in the Boarding House and in the boy’s lives. Currently we have thirteen Boarder Masters (all accommodated on site), four lady interns, Mrs Sue Warr who is the Boarding House Sister and House Mother, five qualified teachers, Mr Michael Campbell, the Assistant Housemaster and Mr Brendan Bailey, the Housemaster actively involved in the boys lives.

The purpose of this booklet is to give you an idea of our daily routine and discipline so please take the time to study the contents carefully.

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COMMUNICATION

Communication forms the cornerstone of our success in running the Anthony Brown Boarding House effectively. In this regard the correct channels of communication need to be adhered to:

- Any grievances or correspondence needs to be addressed directly with Mr Bailey. You may contact him on 082 782 4187 no later than 18h00 daily or preferably via email at any time: baileyb@cordwalles.co.za. This is the most effective way of communicating and an informed response will be given.
- Responses will be dealt with either telephonically or via email, dependant on the nature and seriousness of the incident.
- If you feel your grievance has not been dealt with satisfactorily, then you may contact the Headmaster.
- Please keep in mind that sometimes the opinions of boys can become rather exaggerated in times of unhappiness. Every incident, however, is worthy of an ear and will be addressed.
- Please understand that our communication is in place to celebrate our boys successes and not only to address any concerns that may arise.
- We value the input of our parents and staff. This helps to make the Boarding House the success that it is. In this light we gladly accept constructive suggestions or criticisms in order to improve the quality of your son's stay with us.
- Any travel arrangements required for the start or end of a term or for mid-term breaks need to be clearly communicated in writing with Mr Bailey at least a month in advance so that the necessary arrangements can be made. The cost of an airport transfer to/from Durban International airport will be charged to the parents' accounts.

Our calendar card, term dates, weekly newsletters etc are on the school website: www.cordwalles.co.za and on the school App. We request that these resources are utilized before contacting our office staff. Please ensure we have your correct email addresses so that a reliable distribution list can be collated.

The Master on Duty can be contacted on the Boarding House cell phone 083 446 2580 before 21h00 each day.

WEEK DAY MORNING ROUTINE

- 06h00 Boys to make beds, get dressed, wash faces, brush hair etc.
- 06h25 Dormitory check.
- 06h35 Breakfast bell, line up at the Brick Quad, and lead into the Dining Hall.
- 06h45 Breakfast in Dining Hall (see MEALS)
- 07h20 Boys to pack and leave the Boarding House prepared for the academic day.

WEEK DAY EVENING ROUTINE

Grades 5, 6 and 7

Monday – Friday

ROUTINE:

- 16h30 to 16h45 Snack
- 17h00 – 17h30 Boys clean boots, shoes and sports kit in the grass quad/collect laundry/
ready for dorm check
- 17h30 – 17h45 Dormitory check and roll call
- 17h45 – 18h20 Supper in the Dining Hall (see MEALS)
- 18h30 – 19h00 Senior boys evening activity. (Phone time)
- 19h00 – 19h30 Senior prep session (Mon, Tues and Thurs)
- 19h30 – 20h00 Showers
- 20h00 – 20h15 Prepare for bed, brush teeth
- 20h15 – 20h30 Silence and reflection time
- 20h30 Lights out and silence

WEEK DAY EVENING ROUTINE

Grade 4

Monday – Friday

ROUTINE:

16h30 – 17h30	Boys clean boots, shoes and sports kit in the grass quad, collect laundry, shower and prepare for dorm check
17h30 – 17h45	Dormitory check and roll call
17h45 – 18h20	Supper in the Dining Hall (see MEALS)
18h30 – 19h00	Junior Prep
19h00 – 19h15	Prepare for bed, brush teeth
19h15 – 19h30	Silence and reflection time
19h30	Lights out for Grade 4

BEDTIME BEHAVIOUR

- Due to the present climate in South Africa, we have a firm stand on boys leaving the Boarding House after lights out. This not only places them at risk but also places those in the house at risk. Please assist us in this regard.
- Continuous disruptive behaviour will lead to denial of privileges and, if continued, parental intervention.



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WEEKEND ROUTINE

SATURDAY:

06h00	Boys get dressed, brush teeth and hair, make beds. (07h30 if no sport)
06h25	Dorm check
06h45	Breakfast bell, times may vary according to fixtures (07h45 if no sport)
07h00	Breakfast in the Dining Hall
08h00	Days when there is no sport. Breakfast bell, line up at the Brick Quad, and lead into the Dining Hall.
12h45	Lunch bell, line up at the Brick Quad and lead into the Dining Hall.
13h30 – 14h00	Polish shoes, neaten dorms. Afternoon activity
17h15	Dormitory check
17h30	Supper bell, line up at the Brick Quad and lead into the Dining Hall.
18h00	Evening activity
19h30	Senior and Junior showers
20h00 – 20h15	Prepare for bed, brush teeth
20h15 – 20h30	Silence and reflection time
20h30	Lights out and silence

SUNDAY: (Times may vary due to outings)

07h45	Wake up bell, get dressed, wash faces, brush teeth and hair and make beds.
08h05	Dorm check
08h10	Breakfast bell
08h15	Breakfast, line up at the Brick Quad, and lead into the Dining Hall.
12h45	Lunch bell
13h00	Lunch, line up at the Brick Quad and lead into the Dining Hall.
17h15	Dormitory check
17h30	Supper, line up at the Brick Quad and lead into the Dining Hall.
18h00	Chapel Bell and service.
19h30	Senior and Junior showers
20h00	Bedtime routine

NOTE:

Duty Staff may organize outings on Sunday mornings or on Sunday afternoons. Most Saturdays will involve school activities. Please bear in mind, transport could be problematic on some weekends and there are also times where the boys will need to entertain themselves and not rely on the staff to entertain them. The boys do, when given the chance, choose to remain on the campus.

DORMITORY ROUTINE

- Full bed and locker check every morning including weekends – 5 minutes before breakfast bell.
- Full bed and locker check every evening including weekends – 5 minutes before supper bell.
- General check of dorms and common room before boys have leisure time in the evening.

READY FOR THE START OF DAY ROUTINE:

Boys to be ready next to their beds with ALL lockers unlocked.

- No papers, clothes, books, shoes, sports equipment, bedding etc on the floor.
- Nothing hidden under beds and pillows.
- Top of side lockers to be neat and tidy.
- Lockers tidy – no dirty clothes, crumpled clothes (anything that is not tidy will need to be folded and put away).
- No food or drinks in dorms.
- No casual clothing in the lockers.
- Wet towels are hung in the drying racks in the bathroom or on the locker rail.
- All rubbish is in the bin.
- Bathrooms are tidy.
- Common rooms are tidy.
- Curtains and windows are open.
- Lights and fans are turned off when the boys leave for school.

READY FOR BED ROUTINE:

Boys in bed for quiet time:

- No papers, clothes, books, shoes, sports equipment, bedding etc. on the floor.
- Nothing hidden under beds or pillows.
- Top of side lockers to be neat and tidy.
- No food or drinks in dorms (except water beside the bed).
- Wet towels are hung on the drying racks in the bathroom or on the locker rail.
- All rubbish is in the bin.
- Bathrooms are tidy.
- Common rooms are tidy.
- Curtains are closed.
- Some windows to remain open.
- Cell phones locked away in the House Masters Office.

MEALTIMES

- Boys line up quietly in the Brick Quad and walk to the dining room.
- Boys line up quietly next to allocated tables in the dining room.
- Remain orderly while waiting to be served.
- Good manners are upheld during the meal.
- No elbows on the table or talking with mouth full etc.
- No getting up from the table without permission from duty master.
- Noise levels will be monitored.
- The boys must eat sufficient meat and vegetables.
- The boys may only fetch seconds once they have finished their meal.

TUCK INFO WEEK DAYS

- Tuck will be collected from the tuck room under the supervision of an intern or boarder master.
- No tuck is to be eaten or stored in the Boarding House.
- The boarders have access to the Tuck Shop when it is open.
- No food or drinks are allowed in the dormitories, cupboards, classroom etc.
- Tuck is a privilege and not a right.

CELL PHONE USAGE

- Boys will be allowed to use their cell phones on Tuesday and Thursday evenings between 18h30 – 19h00.
- All cell phones must be returned to the cell phone Safe and will be kept under lock and key by the Housemaster when not in use.
- The Senior Boarder Master on duty will be responsible for the issuing and locking up of all cell phones.
- We encourage all parents to monitor the type of cell phones that they allow their son to have access to and to accept responsibility for any possible abuse experienced should they purchase their son data.
- Video and camera phones are discouraged.
- The primary use of cell phones is for contacting home and NOT for Web surfing/ MXit/emailing/chat rooms/distribution of video and images/music/ games etc. If use of these applications becomes apparent or problematic the cell phones will be confiscated and returned to parents at term end or mid-term break.

SECURITY

Boys to supply locks with at least two spare keys:

- Grades 4 and 5 boys: 4 locks
- Grades 6 and 7 boys: 5 locks

Please ensure the boys keep their valuables locked up. If a wallet, cell phone, watch or camera is left lying abandoned in the Boarding House, its safety cannot be guaranteed.

SIGNING OUT

Weekday (Use the covered book)

- All boys leaving the Boarding House must be signed out by a legal guardian or by the boarder master on duty and only if Mr Bailey or Mr Campbell have given permission.
- This is very, very important, as we are responsible for your sons safety while he is in the Boarding House and we need to know where he is at all times.

Weekends (Use the Weekend Arrangement printout)

- The signing out file is kept in the Boarding House reception and is available from 14h00 on a Friday for parents to sign their boys out.
- If your son is not signed out and a regular pattern is noticed, he will be required to remain in the House for a weekend.
- Every boy must be signed back in after the weekend.
- The final weekend arrangements will be emailed to all parents on Friday morning.

TV AND MOVIES

- The boys are not allowed to watch “soap operas” or other inappropriate broadcasts.
- TV is mainly for the weekends. This is limited too, particularly if the weather is fair.
- TV/Videos/DVDs will only be allowed if the dorms are spotless.
- Duty Staff will be present during the movie sessions.
- Age restricted movies are not acceptable.

GAMES

- Boys are allowed to bring games and toys that they are prepared to share. All games and toys will be locked away in the games cupboard when not used. The Boarding House will not be responsible for any games or toys.
- Duty Staff must ensure that all equipment is returned and locked away.
- Property of the Boarding House must be respected as such, and if any boy disrespects the property of the House, they will forfeit the privilege to use it.

BOARDING HOUSE DISCIPLINE

- Duty Book to be completed by the Senior Master at the completion of each duty.
- Behavioural Explanation Slips will be required to be completed by boys who are not adhering to Boarding House Regulations. Once completed, to the Duty Master's satisfaction, these slips will be filed to ensure that positive change in behaviour occurs.
- Repeat offenders will be dealt with by the House Master.

ACCOMMODATION ARRANGEMENTS

DAY BOYS STAYING OVER:

- Boys will be accommodated in dorms as per availability.
- If staying for more than 2 – 3 nights, boys will have a bed in an age appropriate Dormitory and will abide by all House Rules.
- A list will be up in the office of who is booked in for that particular night or week.

PLEASE NOTE THE FOLLOWING:

- No beds are to be moved together for the night.
- No sleeping with heads to the middle of the dorm.
- No sleeping in the Common areas.
- At weekends, if a boy is going to be alone in a dorm, he may move to another dormitory providing this has been approved by Mr Bailey or Mr Campbell, and that the boy uses his own bedding. If there are two boys in a dormitory they are to remain there.

PASTORAL CARE & ACADEMIC SUPPORT

Mentor system:

- Senior boys are dormitory captains in junior dormitories
- Big Brothers (Boarder Masters) and Big Sisters (Interns) mentor a group of 4 to 5 boys.
- They enjoy a ‘family’ supper every Monday evening in the dining room and meet each term for 2 special functions.
- Once a term Big Sisters meet with Mrs Warr, the House Mother
- Every Tuesday morning the Boarder Masters meet with Mr Bailey, Mr Campbell and Mr Hounsom.
- Each week Mr Bailey meets with the Headmaster, Mr Lance Veenstra.
- Dr Rob Pluke, counselling psychologist, meets with the boys and the boarding staff, during the course of the year, to discuss relevant issues to ensure the boys are being cared for in the best possible manner.

Academic support:

- Home work will be supervised by class teachers in register classes from 14h15 – 14h45 on Mondays, Tuesdays and Thursdays.
- Specialist teachers will be available to assist pupils who need extra assistance during this time.
- A reading and study period will be conducted from 19h00 until 19h30 on Monday, Tuesday and Thursday in the boarding house.
- Interns and Boarder Masters will not be available to provide homework assistance as this support is provided in the classroom.
- No written homework will be required to be completed in the evenings.
- A great deal of effort has been made to ensure that all boys at Cordwalles (boarders and day scholars) receive all the assistance they require during the school day.

LAUNDRY

Please note that Laundry Numbers are no longer used and each boy is required to mark all his clothing, shoes, bedding etc with his name. It is vital that all clothing is marked as unmarked clothing is virtually impossible to trace. All boys are to have 3 laundry bags which must be marked and these will be used for washing of socks and underwear. No underwear or socks will be laundered unless they are in the correct laundry bag. The whole bag is laundered and returned to the boarder concerned. All linen on beds is to be stripped and changed on Wednesday evenings, bundle night!

BED-WETTERS

To help the boys, no drinks should be consumed after supper and that they should go to the bathroom directly before bedtime.

Daily checks:

- Beds, if wet, are left unmade for the cleaning staff
- Wet bedding and pyjamas are to be placed on top of the bed.
- If a boy says his bed was not wet the previous night, it may still be checked as this is not always strictly true.
- Waterproofs to be used on mattresses for boys suffering from bedwetting.
- Cupboards will be checked as wet underwear etc. may sometimes be hidden at the back – this is often due to embarrassment rather than defiance.
- A shower will be taken before breakfast.
- Bed-wetters will be dealt with in a sensitive manner – NO boy purposefully wets his bed and accidents do happen!

HURTFUL BEHAVIOUR

No hurtful behaviour of any kind will be tolerated in the Boarding House.

All incidents of this nature will be dealt with as prescribed as in the homework book

Hurtful and unkind behaviour comes in many forms, including:

- Calling hurtful names
- Being picked on
- Deliberately punching, hitting, bumping
- Teasing
- Spreading rumours about someone
- Mocking
- Threatening
- Deliberately ignoring and avoiding
- Taking or damaging property
- ‘Dissing’– putting someone down
- Sending inappropriate messages on cell phones

What to do if you are being hurt

1. Tell the person to stop. State quite clearly that the behaviour is unwelcome, you don't like it and it is hurting you
2. Walk away and stay away from the person.
3. If it continues seek help. Talk about it to someone you trust. Report it to a member of staff, a Grade 7 boy or another boy.
4. Report it to a staff member.

What to do if you know someone is being hurt or if you are a bystander

1. Care enough to do something about it whether it affects you personally or not.
2. Early intervention can diffuse a situation before it gets out of hand.
3. Make sure the person being unkind or hurtful knows that you do not support his behaviour by:
 - walking away
 - telling him to stop
 - protecting the victim
 - reporting it to a member of staff, your parents, a Grade 7 or another boy

How staff deal with hurtful behaviour – the ‘No Blame’ approach

The school will use this approach when dealing with cases of hurtful behaviour:

1. Interview the victim and suggest strategies to deal with the situation
2. Arrange a meeting for all involved
3. Explore the problem without allocating blame
4. Share responsibility
5. Identify solutions
6. Let pupils take action themselves
7. Follow up

It should be noted that if a boy continues to engage in hurtful behaviour that more stringent sanctions will be imposed and counselling may be suggested.

To prevent unkind and hurtful behaviour

Each boy needs to:

1. Respect himself and others.
2. Work to create a pleasant school environment for all.
3. Learn to tolerate individual differences
4. Support the School policy on hurtful behaviour

The school will assist in the following ways:

1. The psychomotor programme
2. Life skills lessons
3. Cordies Families
4. The Big Brother and Big Sister programme
5. Consultations with Dr Rob Pluke

What is Bullying?

Bullying is any repeated behaviour intended to hurt, injure, threaten or frighten another person in such a way that the person feels that he cannot do anything about it. Bullying is:

- Abuse of power
- Continuous
- Randomly applied
- One party active, the other passive

What is conflict?

In conflict the participants are frustrated and unable to communicate in order to resolve an issue. Conflict happens when:

- There is perceived equal power
- Participants are all reactive
- Characterised by intense episodes with clear reasons for the conflict

Boarding House Goal

Cordwalles aims to establish a Boarding House in which everyone feels valued and safe, where individual differences are appreciated, understood and accepted. Every boy has a right to enjoy his time in the Boarding House.

We will not tolerate bullying or hurtful behaviour in the Boarding House .

Respect for others is expected.

- We aim to promote an atmosphere and ethos in the Boarding House of warmth and caring concern.
- We aim to promote an attitude of respect and empathy in each boarder for others and for the environment.

CLOTHING LIST

Uniforms

- 2 grey flannel shorts
- 2 long sleeve white shirts with collar
- 1 Cordwalles tie
- 2 Cordwalles grey jersey
- 4 prs khaki shirts
- 4 prs khaki shorts
- 4 prs grey socks and garters
- 1 pr dark brown lace up shoes (toughies)
- 1 pr Cordwalles dark brown sandals

Bags

- 1 library/homework bag
- 1 Cordwalles school bag
- 1 tog bag
- 1 barrel bag

Sport clothing and equipment

- 2 tracksuit tops
- 2 tracksuit pants
- 4 golf shirts
- 4 blue rugby shorts
- 2 match shirts (cricket and hockey)
- 3 prs white shorts (matches only)
- 2 Cordwalles wide brim hats
- 1 Cordwalles batting/tennis cap
- 1 athletic vest in house colour
- 2 Cordwalles swimming costumes
- 2 Cordwalles swimming towels
- 1 pr white slops (ream only)
- 1 Cordwalles swimming cap (teams only)
- 2 Cordwalles rugby jerseys (brown)
- 2 Cordwalles practice jerseys (red)
- 4 prs rugby/hockey socks
- 4 prs white long socks
- 2 prs tennis socks (tennis players)
- 1 pr white running shoes
- 1 pr rugby boots
- 1 cricket bat
- 1 hockey stick
- 1 pr shin pads
- 1 gum guard

Boarding

3 sock/undies linen bags	1 single duvet inner
1 lanyard	2 duvet covers
7 prs underpants	1 or 2 pillows
3 prs summer pyjamas	2 pillow cases
2 prs winter pyjamas	1 tuck box that can be locked
1 dressing gown	1 hairbrush/comb
1 pr slippers	1 tooth brush and toothpaste
2 sets 'civvies' (for weekends)	1 shower gel
1 pr casual sandals (slip slops/strops)	1 nail clippers
2 bath towels	1 brown shoe polish kit
1 swimming towel for weekends (coloured)	1 winter blanket
100 clothing labels, ordered at the school shop	
4 padlocks	

Kindly note:

- * No responsibility can be accepted for unmarked articles.
- * Parents are requested to regularly check their son's clothing to ensure that they have ALL the items that appear on the clothes list
- * Please also check that clothing still fits!

NOTE

Please do not hesitate to contact me, Mr Michael Campbell or Mrs Sue Warr should you wish to discuss anything. Also bear in mind that we will listen to any suggestions you may have that can help us make the Anthony Brown Boarding House a better place for all.

My contact details are

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Work: 033 342 3077

Email: baileyb@cordwalles.co.za

Brendan Bailey
HOUSEMASTER

CONTACT DETAILS

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