
8. IMMOVABLE PROPERTY

TEMPLATE: SCHOOL HOSTEL POLICY

The following are aspects to be considered in compiling a School Hostel Policy:

LOGO AND NAME OF SCHOOL

Address

Contact details

CODE OF CONDUCT

1. Vision and Mission Statement.
2. General rules
 - 2.1 Know the rules – copy to parents
 - 2.2 No criminal offences
 - 2.3 No alcohol, drugs or intoxicating substances
 - 2.4 No weapons in whatever form
 - 2.5 No smoking
 - 2.6 No form of initiation
 - 2.7 No fighting, bullying or intimidation
 - 2.8 No form of pornography
 - 2.9 Valuables – cell phones, radios, cameras, monies or other valuable objects at the owner's risk
3. Weekly program
 - 3.1 Monday – Friday
 - 3.1.1 Getting up
 - 3.1.2 Inspection
 - 3.1.3 Time for prayers
 - 3.1.4 Breakfast
 - 3.1.5 Leave for school
 - 3.1.6 Lunch
 - 3.1.7 Study
 - 3.1.8 Supper
 - 3.1.9 Study
 - 3.1.10 Time for prayers
 - 3.1.11 Lights out
 - 3.1.12 Late study
 - 3.2 Shopping days
 - 3.3 Exam times
 - 3.4 Sundays
4. Study
 - 4.1 Rules on study in hall/s
 - 4.2 Rules on study in rooms

5. Rules on hostel rooms
 - 5.1 Neatness
 - 5.1.1 Neatness of room, shelves and cupboard/locker
 - 5.1.2 Doing laundry/ironing in rooms
 - 5.1.3 Pictures against walls
 - 5.1.4 Notices against doors
 - 5.1.5 Bedding
 - 5.1.6 Curtains
 - 5.1.7 Swept regularly
 - 5.2 Food in the room
 - 5.3 Code of conduct in the rooms
 - 5.4 Electrical apparatus in the room (heater, kettle, etc.)
 - 5.5 Vandalism
6. Rules in connection with the dining-hall:
 - 6.1 Dress code
 - 6.2 Punctual
 - 6.3 Rules on staying away, not attending or being late
 - 6.4 Complaints about food
 - 6.5 Taking food, cutlery out of the dining-hall
 - 6.6 Assist in clearing the tables
7. Dress code
8. Laundry
9. Bathrooms
10. Medical/Illnesses
 - 10.1 Responsibility of parents
 - 10.2 Responsibility of Hostel Master
 - 10.3 Responsibility of learners
 - 10.4 Rules on cases of emotional instability
11. Visitors
12. Visiting hours
13. Mail and correspondence
14. Disciplinary structure
 - 14.1 Category 1-transgressions
 - 14.1.1 Handling category 1-transgressions
 - 14.2 Category 2-transgressions
 - 14.2.1 Handling category 2-transgressions
 - 14.3 Category 3-transgressions
 - 14.3.1 Handling category 3-transgressions
 - 14.4 Demerits for transgressions