



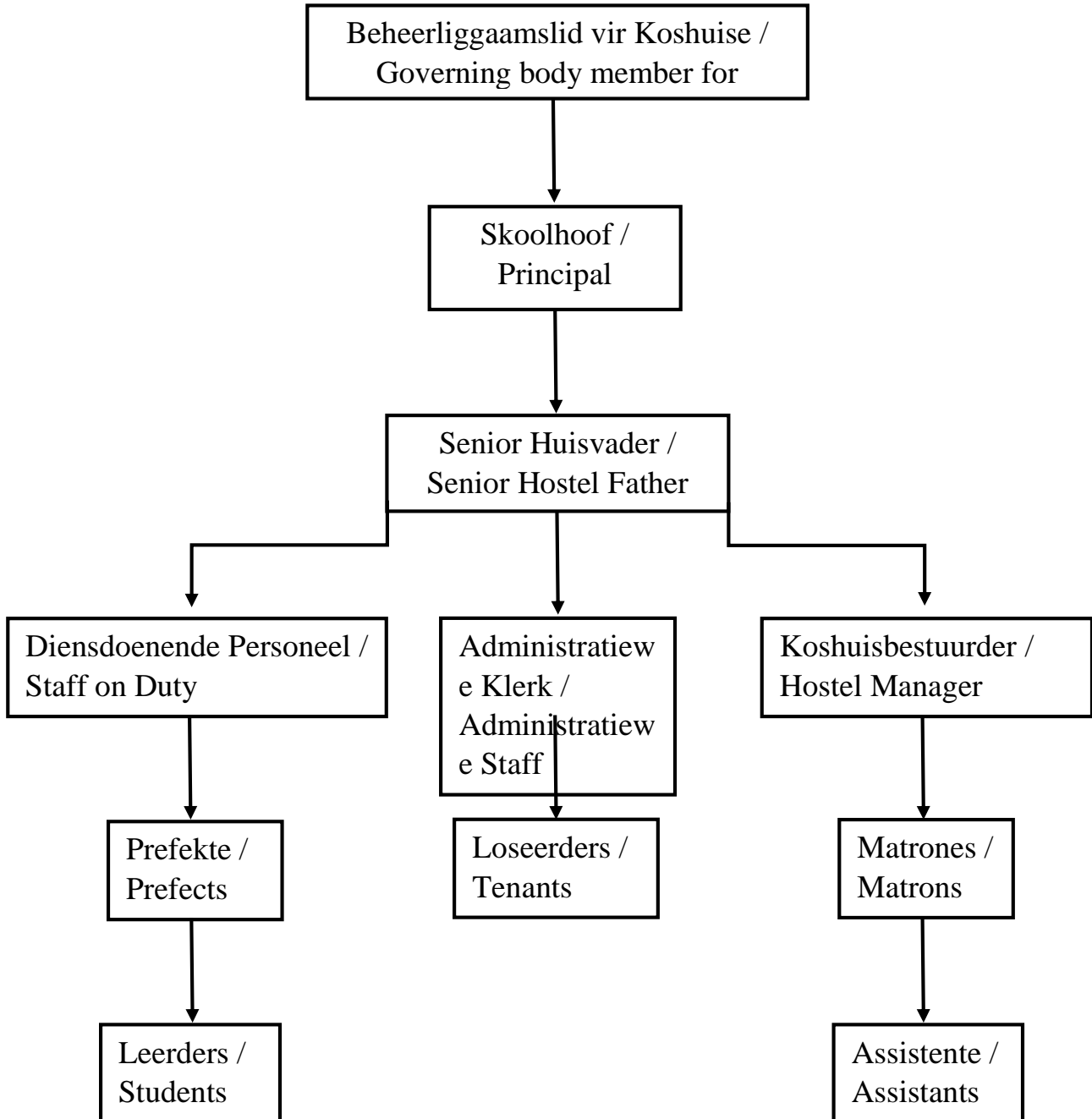
## HTS Tom Naudé THS

### Koshuishandleiding Hostel Guideline

#### Inleiding / Index

1.	Organogram / Organogram		2
2.	Omskrywing / Summary		
	2.1. Bestuursliggaamslid vir Koshuise / Governing body staff member for hostels	4	
	2.2. Skoolhoof / Principal		4
	2.3. Senior Huisvader / Hostel Father	4	
	2.4. Diensdoenende Onderwyser / Teacher on Duty	4	
	2.5. Prefekte / Prefects		5
	2.6. Administratiewe Klerk / Administration Clerk	5	
	2.7. Loseerders / Tenants		5
	2.8. Koshuisbestuur / Hostel Management		5
	2.9. Matrones / Matrons		6
	2.10. Assistentente / Assistants		6
3.	Pligte en Verantwoordelikhede / Duties and Responsibilities		
	3.1. Beheerliggaamslid / Governing body member	6	
	3.2. Skoolhoof / Principal		6
	3.3. Senior Huisvader / Hostel Father		7
	3.4. Diensdoenende Personeel / Staff on Duty		7
	3.5. Prefekte / Prefects		9
	3.6. Administratiewe Klerk / Administrative Staff	10	
	3.7. Koshuisbestuurder / Hostel Manager		11
	3.8. Loseerders / Tenants		11
	3.9. Matrone / Matrons		12
	3.10. Algemene Assistentente / General Assistants		12
4.	Beleid / Policies		
	4.1. Toelatingsbeleid / Admission Policy		13
	4.2. Losiesgelde / Accommodation Fees		14
	4.2.1. Leerders / Students		
	4.2.2. Loseerders / Tenants		
	4.3. Loseerders / Tenants		14
	4.4. Gedragskode vir Leerders / Code of Conduct for Students	15	
	4.5. Aankope en Voorrade / Purchases and Stock		15
	4.6. Verhuring van Fasiliteite / Rent of Facilities		17
	4.7. Salarisse en Toelae / Salaries and Remunerations		17
	4.8. Koshuiskomitee / Hostel committee		18
5.	Aanhangsel A: Koshuisreëls / Annexure A: Hostel Rules		20
6.	Aanhangsel B: Inligtingsbrief aan Ouers / Annexure B: Information letter to Parents		21

# Organogram



## 2. Omskrywings / Summary

### 2.1. Bestuursliggaamslid vir die Koshuise / Governing body member for the Hostels

Die BL-lid vir koshuise is 'n verkose lid van die skool se BL. Die BL-lid moet 'n koshuis ouer wees. Waar die koshuisouer nie tot die BL verkies word nie, mag die voorsitter van die BL 'n koshuisouer op die BL koöpteer.

The GB member of the hostel should be part of the school's GB. The GB member must be a hostel parent. If there is no hostel parent on the GB, the GB president may co-opt a hostel parent onto the school's GB.

### 2.2. Skoolhoof / Principal

Die skoolhoof ageer uit hoofde van sy posisie outomaties as hoof van die koshuise en tree op in "Loco Parentis" ... in die plek van die ouers ten opsigte van die beheer van die kontrole, versorging en maatskaplike welsyn van die koshuisleerders.

As the head of the school, the principal will automatically be the head of the hostels and acts as "Loco Parentis" ... on behalf of the parents with regards to the control, caretaking and wellbeing of all the hostel students.

### 2.3. Senior Huisvader / Senior Hostel Father

Die SHV word deur die skoolhoof aangestel. Die SHV is 'n onderwyser en deel van die beheerpersoneel van die skool. Die SHV moet ervaring hê van koshuisdiens. Die SHV woon in op die koshuisterrein. Die SHV tree op in "Loco Parentis" ... in die plek van die ouers ten opsigte van die beheer van die kontrole, versorging en maatskaplike welsyn van die koshuisleerders.

The SHF is appointed by the principal. The SHF must be a teacher and part of the managerial staff of the school. The SHF must have experience with hostel duties.

The SHF must live on the hostel premises. The SHF acts as "Loco Parentis" ... on behalf of the parents with regards to the control, caretaking and wellbeing of all the hostel students.

### 2.4. Diensdoenende onderwyser / Staff on Duty

Die diensdoenende onderwyser word deur die skoolhoof in samewerking met die SHV aangestel. Die aantal diensdoenende onderwysers word bepaal na gelang van die koshuisgetalle. Die diensdoenende onderwyser is 'n onderwyser van die skool. Die diensdoenende onderwyser woon in op die koshuisterrein.

The principal, assisted by the SHF, will appoint the teachers who will serve in the hostel. The number of appointments will be in accordance to the number of hostel students. The staff member must be part of the school staff. The staff member must live on the hostel premises.

### 2.5. Prefekte / Prefects

Prefekte is graad 12-leerders en koshuisinwoners. Prefekte word deur die koshuisleerders verkies. Hierdie verkiesing vind plaas aan die einde van die graad 11 jaar. Indien 'n leerder die koshuis gedurende sy dienstermyn verlaat, word die volgende leerder volgens die koshuisleerders se stemme in sy plek aangestel.

The Grade 12 Hostel students are selected as prefects. Hostel students vote for their prefects. Hostel prefect elections take place at the end of their Grade 11 year. If a student leaves the hostel during his term as a prefect, the next student on the voting list will be appointed.

## **2.6. Administratiewe Klerk / Administrative Clerk**

Die Administratiewe klerk is 'n lid van die skool se Administratiewe personeel en word deur die skoolhoof aangestel. Benewens koshuissake, doen die Administratiewe klerk ook ander algemene skool Administrasie.

The Administrative clerk is part of the school's Administration staff and will be appointed by the principal. Apart from the hostel Administrative, the Administrative clerk will also be responsible for the general school Administration.

## **2.7. Loseerders / Tenants**

Loseerders is enige personeel wat nie betrokke is by die koshuise nie, maar op die koshuisterrein woon. By loseerders word die gades en gesinne van die personeel ingesluit. Persone wat nie aan die skool verbonde is nie, maar op die terrein woon, word ook gesien as loseerders.

Any staff member living on the hostel premises but is not doing hostel duties, is a tenant. All family members and spouses are tenants. Any person who is not involved with the school or hostel but is living on the hostel premises, is a tenant.

## **2.8. Koshuisbestuurder / Hostel manager**

Die koshuisbestuurder word deur die skoolhoof en die BL aangestel. Die koshuisbestuurder is 'n voltydse werknemer van die skool. Die koshuisbestuurder moet verkieslik op die terrein woon.

The Principal and the GB will appoint the hostel manager. The hostel manager must be permanently employed by the school. The hostel manager should preferably live on the hostel premises.

## **2.9. Matrones / Matrons**

Matrones word deur die skoolhoof en die BL aangestel. Matrones is voltydse werknemers van die skool. Matrones moet verkieslik op die terrein woon.

Matrons are appointed by the principal and the GB. Matrons must be permanently employed by the school. The matrons should preferably live on the premises.

## **2.10. Assistentente / Assistants**

Assistentente word deur die skoolhoof in samewerking met die koshuisvader aangestel. Assistentente is voltydse werknemers van die skool. Assistentente moet op die terrein woon indien dit verlang word.

Assistants are being appointed by the principal with the assistance of the hostel father. Assistants should be permanently employed by the school. Assistants are required to live on the hostel premises.

### **3. Pligte en verantwoordelikhede / Duties and responsibilities**

#### **3.1. Beheerliggaamslid / Governing Body Member**

Die BL-lid tree op as voorsitter van die koshuiskomitee en hanteer alle koshuisverwante sake op die BL. Die BL-lid tree op as voorsitter van die koshuis se dissiplinêre komitee waar die leerders ernstige oortredings begaan het. In samewerking met die skoolhoof is die BL-lid verantwoordelik vir die aanstelling van die huishoudelike personeel (koshuisbestuur, matrones, assistente). Die BL-lid tree op as skakel tussen die ouers en die koshuispersoneel. Die BL-lid is oorhoofs verantwoordelik vir die finansiële bestuur van die koshuis.

The GB member will act as the head of the hostel committee and take care of all hostel related issues during governing body meetings. If students have committed serious offences, the GB member will act as the head with regards to the disciplinary committee. Assisted by the principal, the GB member will be responsible for the appointment of the household staff (Hostel management, Matrons, Assistants). The GB member will liaise between the hostel staff and the parents. The GB member will oversee the financial responsibilities of the hostel.

#### **3.2. Skoolhoof / Principal**

Die skoolhoof is uit sy hoofde posisie verantwoordelik vir alle sake rakende die bestuur van die koshuise. Die skoolhoof is lid van die koshuiskomitee. Die skoolhoof stel die Administratiewe personeellid aan as die koshuisklerk. Die skoolhoof stel die 'n doserende personeellid, wat deel uitmaak van die beheerpersoneel van die skool, aan as SHV. Die skoolhoof stel doserende personeel aan as diensdoenende onderwysers. In samewerking met die BL-lid is die skoolhoof verantwoordelik vir die huishoudelike personeel. Die skoolhoof skakel daagliks met die SHV rakende die dag-tot-dag bestuur van die koshuise. Die skoolhoof is lid van die dissiplinêre komitee van die koshuise.

As head of the school, the principal is responsible for the management of the hostel. The principal is part of the hostel committee. The appointment of the Administration clerk of the hostel is done by the principal. The appointment of a SHF, which forms part of the schools managerial staff, will be done by the principal. The principal will appoint the teachers on duty of the hostel. With the assistance of the GB member, the principal is responsible for the appointment of the household staff. Concerning management of the day to day activities of the hostel, the principal will work closely with the SHF. The principal forms part of the disciplinary committee of the hostel.

#### **3.3. Senior Huisvader / Senior Hostel Father**

Die SHV is deel van die beheerpersoneel van die skool. Die SHV is verantwoordelik vir die dag-tot-dag bestuur van die koshuise. Die SHV is lid van die koshuiskomitee en die dissiplinêre komitee. Die SHV tree as voog vir die koshuisprefekte op. Die SHV staan in beheer van die diensdoenende personeel en sien toe dat diens op 'n hoë vlak gedoen word. Die SHV is verantwoordelik vir die dissipline in die koshuise. Die SHV is die enigste persoon wat spesiale verlof aan leerders toestaan. (Vir 'n uiteensetting van wat met spesiale verlof bedoel word, verwys na die koshuisreëls Aanhangsel A). Die SHV moet toesien dat loseerders hulle neerlê by die voorwaardes van hulle losies. Die SHV rapporteer op 'n daaglikse basis aan die skoolhoof.

The SHF forms part of the management staff of the school. The SHF is responsible for the daily management of the hostel. The SHF is a member of the hostel and the disciplinary committees. The SHF acts as the guardian of the hostel prefects. The SHF is in charge of the staff on duty and is responsible for the management of duty control at a high standard. The SHF is responsible for the discipline in the hostel. The SHF is the only one that may grant special leave to any hostel

learner. (Refer to the special leave in the hostel rules in Annexure A). The SHF must see to it that all students abide by the conditions with regards to their accommodation. The SHF must report back to the principal on a daily basis.

### **3.4. Diensdoenende Personeel / Staff on Duty**

Die diensdoenende personeel is onderwyspersoneel verbonde aan die skool. Diensdoenende personeel doen diens soos vasgestel deur die SHV. Diensdoenende personeel is verantwoordelik vir goeie orde en dissipline in die koshuise.

Daaglikse pligte van die diensdoenende onderwyser behels die volgende:

- Sien toe dat die leerders betyds opstaan en dat kamers en gange skoongemaak word.
- Doen inspeksie saam met die prefekte.
- Sien toe dat leerders stiltetye handhaaf.
- Woon alle etes tydens diensbeurt by en kontroleer afwesighede.
- Volg alle afwesighede onmiddellik op.
- Verwys siek leerders na die koshuisbestuurder.
- Sien toe dat die leerders betyds vir skool is.
- Hanteer middagverlof tydens middagetes.
- Verwys alle spesiale verlof na die SHV.
- Sien toe dat leerders studeer tydens studietye.
- Sien toe dat alle leerders in hulle kamers is en slaap na ligte uit.
- Tydens diensbeurt moet die diensdoenende onderwyser 24-uur van die dag beskikbaar wees.
- Dra sorg dat alle koshuisreëls nagekom word en rapporteer oortredings volgens die skool se gedragskode.
- Tydens studietye moet die onderwyser beskikbaar wees in die studiesaal.
- Die diensdoenende onderwyser moet ook beskikbaar wees vir uitteken (op Vrydae van 13:45 – 14:00) en terugteken (op Sondag van 20:00 – 20:10 en op Maandae van 06:40 – 07:00).
- Die diensdoenende onderwyser rapporteer enige ernstige beserings onmiddellik aan die SHV.

Aan elke diensdoenende onderwyser word 'n graadgroep/e toegeken. Die diensdoenende onderwyser sal vir al die leerders in sy/haar vooggroep 'n voogkaart voltooi en alle toetse en eksamenpunte aanteken en kontroleer. Die diensdoenende onderwyser sal ingryp waar 'n leerder se akademiese vordering nie na wense is nie.

The duty staff must be employed by the school. The SHF supply a timetable to each staff member on duty. The Duty staff is responsible for the behaviour and discipline in the hostel.

Daily duties and responsibilities for staff on duty:

- They are responsible for the waking of the students and to ensure that the rooms and passages are clean.
- Assist the prefects during the inspection.
- Ensure that all quiet time is respected.
- Attend all the meals during scheduled duty times and record all absentees.
- Follow up any absentees.
- Refer all sick students to the hostel management.
- Ensure that the students are on time for school.
- Keep register of all afternoon leave during lunch time.

- Refer all special leave to the SHF.
- Ensure that all the students attend study times.
- Ensure that all the students are in their rooms and asleep after lights out.
- The Staff on Duty are required to be available for 24 hours during their day of duty.
- Ensure that all the hostel rules are honoured and followed. Report any offences to the senior management team.
- The Staff on Duty must be present in the study hall during study times.
- The Staff on Duty must be available for signing out (on Fridays 13:45 – 14:00) and signing in (on Sundays 20:00 – 20:10 and Mondays 06:40 – 07:00)
- The Staff on Duty must immediately report any serious offences to the SHF.

Each Duty Staff member will be appointed guardianship of a grade or grades. They are required to open a file in which to record all tests and examination progress. If the academic progress is not satisfactory, the appointed guardian needs to intervene.

### 3.5. Prefekte / Prefects

Elke prefek is verantwoordelik vir goeie orde en dissipline in die koshuis. Van prefekte word verwag dat hul optrede deurgaans as voorbeeld kan dien en dat hulle daardeur die goeie naam van die koshuise sal uitdra en beskerm. Prefekte moet deur hul skakeling met die ander leerders toesien dat veral nuwe leerders gelukkig is in die koshuis en betrek word by koshuisaktiwiteite. Prefekte rapporteer enige oortredings van die koshuisreëls sonder versuim aan die diensdoenende personeel / SHV. Aan elke prefek word 'n gedeelte van die koshuis toegeken waarvoor hy verantwoordelik is.

Daaglikse pligte van koshuisprefekte:

- Sien toe dat die leerders betyds opstaan en dat die gedeelte waarvoor hy verantwoordelik is, skoongemaak word.
- Sien toe dat die leerders onder sy sorg stiltetyd handhaaf.
- Doen inspeksie op die aangewese gedeeltes.
- Kontroleer saam met die diensdoenende onderwyser afwesighede tydens etes.
- Sien toe dat die leerders onder sy sorg betyds vir skool is.
- Help met die goeie orde in die eetsaal.
- Beweeg gedurende studietyd ten minste een maal deur die gang en sien toe dat die leerders studeer.
- Sorg dat die leerders stiptelik op alle klokke reageer.
- Sorg dat die leerders onder sy sorg betyds in die bed is en slaap.

Benewens bogenoemde pligte, sal prefekte van tyd tot tyd gevra word om sekere pligte uit te voer, bv. skoonmaak van die terrein. Prefekte word aangemoedig om sosiale geleenthede te reël in oorleg met die SHV.

Each prefect is responsible for the good behaviour and discipline in the hostel. It is required from each prefect to maintain good behaviour in such a way as to represent and protect the good name of the hostel. Through the interaction with the other students, prefects are required to be guardians to new students and assist them to adapt to their new environment. Prefects need to need to report any mishaps and disregards of the hostel rules to the Staff on duty or the SHF. Each prefect will be responsible for a section of the hostel.

Daily duties for prefects:

- See to it that all the learners in their care will get up when the bell rings and that the part of the hostel they are responsible for, is clean.
- Ensure that the students in their care abide by the quiet times.
- Do regular inspection of their appointed areas
- Assist the Duty teacher by keeping register during meal times.
- Ensure that students in their care will be on time for school.
- Assist in the dining hall to maintain order.
- Patrol at least once in the passages during study time to ensure that all students are in their rooms and studying.
- Ensure that all the students react promptly to all bells.
- Ensure that all the students in their care are in bed and sleeping after lights out.

Apart from all the duties mentioned above, the prefects are required to do additional duties such as the cleaning of the premises. Prefects are also encouraged to arrange social activities with the SHF permission.

### **3.6. Administratiewe Klerk / Administrative Clerk**

Die Administratiewe Klerk is lid van die Administratiewe personeel van die skool. Die Administratiewe Klerk is deel van die koshuiskomitee en tree as sekretaris op tydens maandelikse vergaderings. Die Administratiewe Klerk dra sorg dat alle koshuiskomitee lede betyds in kennis gestel word van vergaderings en agendas ontvang. Die Administratiewe Klerk hou notule van vergaderings en sorg dat alle belanghebbendes 'n afskrif van die notule ontvang. Die Administratiewe Klerk is op 'n dag-tot-dag basis verantwoordelik vir alle koshuis Administrasie.

Die volgende afdelings ressorteer onder die Administratiewe Klerk se pligte:

- Koshuisfinansies: Alle rekeninge van leerders en loseerders, sowel as naweek- en vakansieverhuringe.
- Betalings van alle rekeninge.
- Salarisse van diensdoenende sowel as huishoudelike personeel.
- Toelating tot die koshuise in samewerking met die SHV.
- Opvolg van alle debiteure.
- Byhou van koshuisregister.
- Ontvang aansoeke van loseerders en hou alle versoeke / waglyste by.

The Administrative Clerk forms part of the Administration staff of the school. The Administrative Clerk forms part of the hostel committee and acts as the secretary during monthly meetings. The Administrative Clerk notifies all the hostel committee members with regards to the upcoming meetings and ensures that everyone receives an agenda. The Administrative Clerk keeps a copy of the minutes of the meetings and ensures that each party concerned receives a copy. The Administrative Clerk is responsible for the daily hostel Administration.

The following duties are part of the Administrative Clerk's responsibilities:

- Hostel finances: All accounts for the students, tenants as well as the rent during weekends and school holidays.
- Payment of all the accounts.
- Salaries for the duty and household staff.
- Assisting the SHF with admission to the hostel.
- Follow up on all debtors



- Keeping the hostel register.
- Receiving applications of tenants, keeping record of all requests and or the waiting list.

### 3.7. Loseerders / Tenants

Aangesien daar van die veronderstelling uitgegaan word dat HTS Tom Naudé Koshuis 'n opvoedkundige instelling is met die primêre doel die huisvesting aan leerders van HTS Tom Naudé te bied, kan geen loseerder hom of haar losmaak van die opvoedkundige sy van die koshuis nie. Loseerders sal ten alle tye 'n navolgenswaardige leefstyl handhaaf. Waar 'n loseerder opmerk dat leerders op enige wyse oortree, sal die loseerder nie skroom om die betrokke leerder aan te spreek nie. Alhoewel loseerders versoek word om nie in te meng met huishoudelike aangeleenthede nie, word die loseerders tog aangemoedig om enigiets buite die normale aan die SHV te rapporteer.

Due to the fact that Tom Naudé THS Hostel is an Educational institution and its primary goal is to provide a home for all Tom Naudé students, no student or tenant will disregard the educational side of the hostel and therefore all students and tenants will maintain this code. If a tenant finds a student disregarding this code, he/she should not hesitate to intervene, although it's requested that the tenants should not interfere with the hostel activities but immediately report any transgressions to the SHF.

### 3.8. Koshuisbestuur / Hostel management

Die Koshuisbestuurder staan aan die hoof van die huishoudelike personeel. Die koshuisbestuurder is 'n lid van die koshuiskomitee.

Die koshuisbestuurder is verantwoordelik vir die volgende aspekte:

- Alle sake rakende die spyseniering, ingesluit die aankoop van voorrade.
- Beheer oor alle koshuiseiendom.
- Die instandhouding van alle geboue en gepaardgaande gebreke.
- Die instandhouding van die tuine.
- Die diensrooster van matrones en algemene assistente.
- Die skoonmaak van koshuise op 'n daaglikse basis.
- Die opstel van die jaarlikse begroting in oorleg met die huiskomitee.
- Die hantering en versorging van ongestelde leerders wat deur die diensdoenende personeel / SHV na hom/haar verwys is.
- Alle aspekte rondom die verhuring van die koshuis gedurende naweke en vakansies.

The Hostel manager is responsible for all the household staff. The hostel manager is a member of the hostel committee.

The hostel manager is responsible for the following:

- All aspects concerning the menu, including the purchase of all stock
- Management of all hostel equipment.
- The maintenance and upkeep of the hostel, including the breakages.
- The maintenance of the gardens.
- The duty timetable for the matrons and general assistants.
- The daily housekeeping of the hostels.
- The yearly budget for the hostel in accordance with the SHF.
- Caretaking of all the sick students referred by the Staff on Duty or SHF.
- All matters regarding the rent of the hostel facilities during weekends and school holidays.

### **3.9. Matrones / Matrons**

Matrones vorm deel van die huishoudelike personeel en rapporteer aan die koshuisbestuurder. Matrones se werksure word bepaal deur die koshuisbestuurder. Matrones is verantwoordelik vir die voorbereiding van maaltye sowel as toesig in die kombuis. Matrones is verantwoordelik vir die daaglikse skoonmaak van die koshuise sowel as toesig van die assistente.

The Matrons form part of the household staff and report to the hostel management. The Matrons time table is drawn up by the hostel manager. The Matrons are responsible for mealtime preparation and the supervision of the kitchen. The Matrons are responsible for the supervision of the General Assistants and the daily cleaning of the hostels.

### **3.10. Algemene Assistentente / General Assistants**

Algemene Assistentente vorm deel van die huishoudelike personeel en rapporteer aan die koshuisbestuurder. Algemene Assistentente se werksure word bepaal deur die koshuisbestuurder. Algemene Assistentente is behulpsaam met die voorbereiding van etes, opruiming van die eetsaal en kombuis, skoonmaak van die koshuise en terrein en enige ander take soos aan hulle opgelê deur die koshuisbestuurder.

General Assistants are part of the household staff and report to the hostel manager. The hostel manager will draw up a timetable with regards to their working hours. General Assistants are required to assist with the preparation of meals, the cleaning of the dining hall and kitchen, the cleaning of the hostels and the premises and any other required duties given by the hostel manager.

## **4. Beleide / Policies**

### **4.1. Toelatingsbeleid / Admission Policy**

Die koshuis is primêr daar om huisvesting te verskaf aan leerders van HTS Tom Naudé wie se ouers ver van Polokwane woon en derhalwe as dagskoliers kan skool gaan nie. Enige leerder wat 'n voltydse leerder van HTS Tom Naudé is, mag aansoek doen om koshuisverblyf. Die SHV, in oorlegpleging met die koshuiskomitee, plaas leerders in die koshuis.

Die volgende prioriteitslys geld by die toekenning van koshuisverblyf:

- Leerders uit landelike gebiede wat nie toegang het tot openbare Dubbel medium skole nie. Hierby word ingesluit leerders uit tradisionele voedingsarea van die skool nl. Dendron, Vivo, Alldays, Tolwe, Swartwater, Soekmekeer, Zebediela, Atok en die landelike gedeeltes van Polokwane.
- Leerders wat in ander dorpe/stede woon en ingeskrewe leerders van HTS Tom Naudé is.
- Leerders wat in Polokwane woon en nie dagskoliers kan wees nie.
- Leerders met gedrags-, sosiale- en maatskaplike probleme kan in die koshuis geplaas word na deeglike oorlegpleging met die skoolhoof en SHV. Dit dien egter gemeld te word dat die koshuis nooit 'n toevlugsoord vir sg. "probleemkinders" mag wees nie.

Leerders doen jaarliks gedurende September heraanzoek om koshuistoelating. Voorkeur sal aan heraanzoekers gegee word alvorens nuwe aansoekers geplaas sal word. 'n Leerder se heraanzoek kan afgekeur word indien so 'n leerder se ouers die jaar in gebreke gebly het om sy rekening te vereffen of wanneer 'n leerder dissiplinêre probleme veroorsaak het.

The hostel is primarily used as a housing facility for students enrolled at Tom Naudé THS whose parents live far from Polokwane and won't be able to be brought to school on a daily basis. Any full time student of Tom Naudé may apply for accommodation in the hostel. The SHF, assisted by the hostel committee, will place students in the hostel.

The following are priorities to qualify for placement in the hostel:

- Students living in areas without public Double medium schools which, include traditional areas such as Dendron, Vivo, Alldays, Tolwe, Swartwater, Soekmeaar, Zebediela, Atok and the outskirts of Polokwane.
- Students who live in towns/cities and are enrolled at Tom Naudé THS.
- Students living in Polokwane but who can't attend school from home.
- Students with behavioural, social and socio-economic problems may be enrolled in the hostel under a serious scrutiny of the principal and SHF, although it is important to note that the hostel is not an escape for students with serious problems.

Students are required to re-apply every year for hostel accommodation during September. All re-applications will be considered prior to new applications for placement. Any student's re-application could be denied if the parents are in arrears with the hostel fees or if the student has a record of disciplinary problems.

## **4.2. Losiesgelde / Tenant Fees**

### **4.2.1. Leerders / Students**

Losiesgelde word deur die koshuiskomitee bepaal na aanleiding van die begroting, dit moet deur die BL goedgekeur word. Geen leerder sal tot die koshuis toegelaat word alvorens sy/haar koshuisingelde vereffen is, of alternatiewelik 'n reëling met die Administratiewe Klerk getref is nie. Losiesgelde is streng vooruitbetaalbaar en kan jaarliks, kwartaalliks of oor 10 maande betaal word. (Sien Aanhangsel B)

The hostel committee determines the hostel fees and must be approved by the GB. No student will be re-admitted to the hostel if his/her hostel account is in arrears, or if there was no alternative arrangement made with the Administrative Clerk to settle the account. Hostel fees are strictly paid in advance using the following options, yearly, quarterly or over a 10 month period (See Annexure B).

### **4.2.2. Loseerders / Tenants**

Alle inwonende personeel, hetsy personeel direk betrokke by die koshuis of personeel wat slegs van koshuisverblyf gebruik maak, sal as loseerders hanteer word en nie as huurders nie. Losiesgelde sal jaarliks deur die koshuiskomitee bepaal word en deur die BL goedgekeur word. Losiesgelde is strengvooruitbetaalbaar. Die skoolhoof en SHV word vrygestel van losiesgeld. 'n Loseerder se inwoning kan opgeskort word indien die persoon in gebreke bly om te betaal.

All the staff living in the hostel, whether directly involved with the hostel or only renting from the hostel, will be treated as tenants. The monthly rent will be determined by the hostel committee and must be approved by the GB. Rent is strictly payable in advance. The principal and SHF are excluded from the rental agreement. If tenants neglects to honour their rental agreements, their contracts will be revised and ended.

### 4.3. Loseerders / Tenants

Enige personeelid van HTS Tom Naudé kan aansoek doen om koshuisinwoning. Nuwe aansoeke word skriftelik ingehandig by die Administratiewe Klerk wat dit sal voorlê aan die koshuiskomitee vir oorweging. Geen lid van die koshuisbestuur, hetsy BL-lid, skoolhoof of SHV, mag enige beloftes maak alvorens die aansoek voor die volle koshuiskomitee gedien het nie. Voorkeur sal gegee word aan die SHV en diensdoenende personeel. Doserende personeel sal voorkeur geniet bo nie-doserende personeel. Loseerders gaan 'n losieskontrak met die koshuiskomitee aan. Loseerders se koshuisinwoning kan gestaak word indien kontrakbreek gepleeg word. Wooneenhede word toegeken deur die koshuiskomitee.

Die volgende prioriteitslys sal geld by die toekenning van wooneenhede:

1. Senior Huisvader
2. Koshuisbestuurder
3. Diensdoenende personeel
4. Matrones
5. Doserende personeel volgens senioriteit
6. Nie-doserende personeel
7. Persone nie verbonde aan die skool

By die toekenning van die wooneenhede sal die grootte van gesinne in ag geneem word. Geen strukturele veranderinge mag aan die wooneenhede aangebring word nie. Wooneenhede mag nie self sonder toestemming uitgeverf word nie en geen spykers mag in die mure gekap word nie. Indien loseerders gaste ontvang moet die SHV daarvan in kennis gestel word. Loseerders is self verantwoordelik vir hul tuine. Loseerders se eiendom word nie deur die skool/koshuis versekering gedek nie. HTS Tom Naudé koshuis aanvaar geen aanspreeklikheid vir enige verlies of skade aan privaat eiendom nie.

Any staff member of Tom Naudé THS may apply for hostel accommodation. Written applications must be submitted to the Administrative Clerk who, in turn, will present it to the hostel management. No single member of the hostel management (e.g. the GB member, the principal or the SHF) is allowed to make any promises before the application has been presented to the entire hostel management. Priority will be given to SHF and Hostel Duty Staff. Staff employed at the school will receive priority above non-teaching staff. Tenants will sign a rental contract with the hostel committee. If any of the tenants neglect to keep the rental contract, the agreement will be ended. The hostel committee will select the accommodation for each applicant.

The following priority list for accommodation will be considered:

1. Senior Hostel Father
2. Hostel manager
3. Staff on Duty
4. Matrons
5. Teaching staff according to priority
6. Non-teaching staff members
7. People not part of the school

Accommodation will be appointed to applicants and the size of their families will be taken into consideration. No tenant is allowed to make any form of structural changes. No tenant is allowed to repaint the inside of their rental place without prior arrangement with the hostel management and no nails are allowed in the walls. When tenants are entertaining guests, they are required to inform the SHF. Tenants are responsible for their own gardens. The personal property of the

tenants are not covered by the school/hostel insurance. Tom Naudé THS will accept no responsibility for any losses or damages to any private property of the tenants.

#### **4.4. Gedragskode vir Leerders / Code of Conduct for Students**

Dieselfde gedragskode vir die leerders van HTS Tom Naudé sal ook by die koshuise geld. Daar word voorsiening gemaak vir 'n aparte kategorie vir koshuise wat voorsiening maak vir oortredings eie aan die koshuis. Wanneer 'n leerder inskryf by die koshuis, sal die Administratiewe Klerk 'n inligtingstuk (Aanhangsel A) aan die ouers en leerder oorhandig waarin die gedragskode vir die leerders breedvoerig uiteengesit word. Die kategorie vir koshuise sal jaarliks hersien word deur 'n komitee bestaande uit die SHV, diensdoenende personeel en koshuisprefekte. Veranderinge aan die kategorie vir koshuise sal eers aan die koshuiskomitee voorgelê word vir goedkeuring.

Tom Naudé THS code of conduct will also be taken into consideration for students in the hostel. An alternative category for the hostel will be incorporated regarding the disciplinary actions in the hostel. The Administrative Clerk will supply a copies which explains the code of conduct (annexure A) to the parents and students. A committee consisting of the SHF, Staff on Duty and the prefects will revise the category regarding the hostels on a yearly basis. All the changes will be presented to the hostel committee for approval.

#### **4.5. Aankope van Voorrade / Purchasing of Stock**

Geen aankope kan gedoen word sonder die magtiging van die Administratiewe Klerk nie. Dag-tot-dag aankope van bederfbare produkte word deur die koshuisbestuurder gedoen, waarna fakture na die Administratiewe Klerk gestuur word vir vereffening. Groter bedrae moet eers deur die koshuiskomitee goedgekeur word. Geen persone mag enige aankope doen namens die koshuis sonder vooraf magtiging nie. 'n Register van alle koshuisvoorraad moet deur die koshuisbestuurder bygehou word. Dit sluit alle kombuisware, meubels, ens. in. 'n Voorraadlys van alle kruideniersware moet daaglik bygehou word en moet klop met voorraad in die kruideniersstoor. Dieselfde geld vir alle bevrore kos, melk en eiers, kaas, vleis en ander bederfbare goedere. 'n Voorraadlys van alle skoonmaakmiddels moet ook bygehou word.

No purchasing of stock is allowed without the authorisation of the Administrative Clerk. The hostel manager buys the day-to-day degradable products and the receipts are sent to the Administrative Clerk for payments. Larger amounts for any purchases must be approved by the hostel committee. No one is allowed to purchase anything for the hostel without prior authorisation. A register has to be kept by the hostel manager regarding all the hostel equipment, which include kitchen utensils, furniture, etc. A grocery register of all groceries in the storeroom also needs to be kept. A daily register of all frozen foods, milk, eggs, cheese, meat, etc. must be kept. A register must be kept of all cleaning equipment.

#### **4.6. Verhuring van Fasiliteite / Renting of Facilities**

Aangesien die koshuis selfonderhoudend is, moet die koshuis tydens naweke en vakansies beset word om fondse te genereer. Alle besprekings word via die koshuisbestuurder gedoen wat dit aan die koshuiskomitee voorlê. Alle betalings vir naweekverblyf (kontant of ander bewyse van betaling) moet in die koshuis joernale ingeskryf word. Indien besoekers geld aan die koshuisbestuurder/SHV/Diensdoenende onderwyser oorhandig, moet dit op die eerste werksdag daarna aan die Administratiewe Klerk oorhandig word wat die betrokke groep/skool van 'n kwitansie voorsien.

Personeel wat gedurende naweke en vakansies moet werk, sal ekstra vergoeding ontvang soos deur die koshuiskomitee bepaal. Die tariewe vir die besoekende groepe word deur die

koshuiskomitee bepaal in oorleg met die BL. Besprekings mag nie met HTS Tom Naudé se program bots nie. Die koshuis is primêr daar vir ons eie leerders. Leerders moet gedurende naweke hul kamers ontruim indien besoekers ontvang word. Alle leerders ontruim hul kamers gedurende skoolvakansies.

The hostel is a self-sustaining facility and therefore it is required to be made available during holidays and weekends to generate funds. All the bookings must be done via the hostel manager who will present it to the hostel committee. A journal must be kept of all payments of weekend accommodation (cash or otherwise). If visitors pay their fees to the SHF/ Staff on Duty, the money must be handed over to the Administrative Clerk on the first working day following the holiday/weekend so that the receipt can be sent to the school/group.

The hostel committee in corporation with the GB, will determine the compensation for all the staff working on weekends or holidays. Bookings may not clash with any of Tom Naudé's activities. The primary function of the hostel is to accommodate our students first. All the students need to completely evacuate their rooms during school holidays.

#### **4.7. Salarisse en Toelae / Salaries and Remuneration**

Waar koshuispersoneel nie deur die onderwysdepartement vergoed word nie, sal die koshuiskomitee (in oorleg met die BL) 'n salaris/toelaag met die betrokke personeel beding.

**Koshuisbestuurder:**

Die koshuisbestuurder vervang die tradisionele hoofmatrone en word deur die BL vergoed.

**Matrones en Algemene Assistentente:**

Indien 'n matrone of Algemene assistente nie deur die onderwysdepartement aangestel is nie, word sodanige persoon deur die BL vergoed.

**Skoolhoof, SHV en Diensdoenende personeel:**

Bogenoemde personeel ontvang 'n maandelikse toelaag van die koshuiskomitee. Benewens genoemde toelaag ontvang die diensdoenende personeel alle etes gratis ontvang op die dae wat hulle aan diens is. Die addisionele voordele van bogenoemde personeel word deur die koshuiskomitee bepaal.

In the event of the hostel staff not being paid by the department of education, the hostel committee (in accordance with the GB) will negotiate a salary or remuneration with that particular staff member.

**The Hostel manager:**

The hostel manager replaces the traditional head matron and is paid by the GB.

**Matrons and General assistants:**

In the event of the remuneration not being done by the Department of Education, the GB will pay a monthly salary.

**The principal, SHF and Teachers on duty:**

The abovementioned will receive a monthly remuneration from the hostel committee. The teachers on duty will receive free meals during their days on duty. The privileges of the abovementioned staff will be determined by the hostel committee.

#### **4.8. Koshuiskomitee / Hostel committee**

Die koshuiskomitee is die hoogste gesag rakende koshuise en funksioneer as sub-komitee van die BL. Die koshuiskomitee vergader maandeliks voor die finansiële komitee vergadering.

Die koshuiskomitee bestaan uit die volgende lede:

1. BL-lid vir koshuise (Voorsitter)
2. Skoolhoof
3. Senior Huisvader
4. Senior diensdoenende Onderwyser
5. Administratiewe Klerk (Sekretaris)
6. Koshuisbestuurder

Die BL-lid/Skoolhoof kan ander personeel op ad hoc 'n basis koöpteer op die komitee. Die koshuiskomitee is verantwoordelik vir die bestuur van die koshuise soos in hierdie handleiding uiteengesit. Die koshuiskomitee bepaal alle beleide rakende die koshuis.

The hostel committee is the highest authority concerning the hostels and function as a sub-committee to the GB. The hostel committee will have monthly meetings before the financial committee meeting.

The hostel committee is as follows:

1. GB member for the hostels (Chairperson)
2. Principal
3. Senior Hostel Father
4. Senior Teacher doing Duty
5. Administrative Clerk (Secretary)
6. Hostel Manager

The GB member/Principal may co-opt an additional member to serve on the committee. The hostel committee is responsible for the management of the hostel as laid out in this document. The hostel committee is responsible for all the policies regarding the hostels.