



**Queen's College**  
BOYS' HIGH SCHOOL  
Founded 1858

# **Boarding Information Guide**

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# Welcome to the Beswick Family

It gives us great pleasure to welcome you to the Queen's College Boarding Establishment. We trust that you will thoroughly enjoy your stay with us and that positive memories will be made.

Our aim is to create a home away from home, and as with any home we care deeply for our learners and provide a safe, structured and disciplined environment. We want our "boarders" to form the powerful backbone of our College. A healthy and strong boarding establishment will ensure a healthy and strong school.

At Queen's College we are blessed to have three hostels. Whitson House the home of Grades 8 and 9, Athlone House the home of Grade 9 and 10 and Connaught House the home of Grade 10, 11 and 12.



All houses have recently been upgraded and renovated for the learners comfort and ease. We strongly urge you to take extra special care of these facilities and be considerate towards all who make use of them.

Martin Luther King Jr. said "We must live together as brothers or perish together as fools."

The brotherhood in the Queen's College boarding houses has been the foundation of our success throughout the ages.

**BOARDING SUPERINTENDENT  
CLINT LÖEST**

# From the Hostel Matrons

Welcome to the Boarding Establishment of Queen's College!

You are about to enter a very exciting phase of your life. We hope that you will feel at home in no time. We will play our part in ensuring that you are well taken care of.

We trust that you will become an independent, caring and confident young man who participates with enthusiasm in all that our College has to offer. We also hope that you will reach your full potential in whatever you do.

If you are feeling scared, don't worry! This will soon feel like home. Within a very short period of time you will make new friends and enjoy the comfort of boarding life.

We have compiled this booklet to help you in this transition. Read it carefully and take your time. Make sure you adhere to the rules - they are there to help you and everyone in the hostel.

Best wishes as we start this journey together.

**VERONICA BARRAUD, MARIETTE LÖEST &  
AKHONA MJULENI  
THE MATRONS**





# Boarding

Queen's College has a vibrant and growing boarding establishment. Our three hostels, Whitson, Athlone and Connaught, feature proudly on our campus. Bisset Hall, our freshly revamped and upgraded communal dining hall and kitchen, is a real feel-good show-off. We have currently renovated and upgraded Athlone House to cater for the rapidly growing interest our surrounding communities are showing. Our boarding facilities are of the best in the land. Boys from all over South Africa and neighbouring countries are choosing to make the Queen's College Boarding Establishment, their home away from home.

Accommodation is divided into juniors and seniors, as we recognize that teenagers at different stages of development require different approaches in terms of care.

Our dormitories are shared. Each hostel has one or two common rooms/games room with access to DSTV and games such as snooker, table tennis, foosball and board games. There is also a coffee room or kitchen, which has a fridge, kettle and popcorn machine. Our kitchen provides milk, coffee, tea, sugar and a snack at night.

Wi-Fi access is available in the boarding houses and boarders may bring their phones, tablets and laptops with them. They must, however, take responsibility for the safety of their own possessions at all times.

Our dining hall and kitchen has recently been renovated and can seat over 200 learners. Capitol Caterers, an outside catering company, provide the learners with three balanced meals, a break time snack and an evening snack.

“ Camaraderie, ubuntu, friendship, loyalty, respect and life. You won't find camaraderie like you do at Queen's College especially in your formative years. Ubuntu is at the core of our existence at the school. You are certain to make loyal friends for life. You learn to respect others while also respecting yourself. And the lessons learnt in the classroom and sports field equips you on how to live life to your fullest potential.

**Vata Ngobeni (Queenian)** ”

# List of Requirements

1. School Uniform (see Information Booklet)
2. Sports Uniform (see Information Booklet)
3. 2 sets civvies for occasions
4. Pyjamas, slippers and a gown
5. 8 - 10 coat hangers
6. Linen requirements (see list below)
7. 1 x laundry bag, 1x sock bag and 1x laundry book (available at the matron's office)
8. 2x towels and 2x face cloths
9. Study lamp (MATRICS ONLY)
10. 1x torch/head lamp (with batteries)
11. Queen's school bag and prescribed stationery
12. **NB:** 2x strong locks with 2 spare keys and tags to mark them
13. Medication box (see Medication section)
14. Toiletries
15. Shoe polish and brush
16. Permanent black marker
17. Coffee mug and spoon
18. Lunchbox/tupperware with a lid and cutlery (for takeaway meals at Bisset)

## LINEN REQUIREMENTS

- 3x fitted sheets
- 2x top sheets
- 2x pillowcases
- 1x pillow
- 1x duvet inner
- 3x duvet covers (preferably black or orange or a variant)

## OPTIONAL ITEMS

- 1x Bedside mat
- Small sewing kit
- Cellphone/Laptop/Tablet
- Sunscreen and mosquito repellent
- Umbrella

After school hours, boarders may only dress in Queen's approved clothing (ie. black shorts, QC moisture management shirt (white or black). NO casual clothes is allowed to be worn at all on the hostel and school complex. Clothing bought at the QCOBA Office is not regarded campus dress or uniform - these items may not be worn to the Bisset Dining Hall or off hostel property.

When a boarder goes to town, full school uniform **MUST** be worn. Whenever school uniform is worn, it must be worn correctly and in its entirety.

The hair and jewellery rules outlined in the school policy apply to boarders for both school uniform and sport uniform.

## IMPORTANT

All clothing and possessions must be **clearly labelled**. Neither the school, nor the boarding establishment can be held responsible for the loss of any boarder's property. Purses, wallets, money and cellphones must be locked away in cupboards when not in use. If you have large amounts of money, hand it to the house master or matron for safe keeping.



# Daily Routine

The juniors in each hostel ring the bell for all events of the day. Boarders are encouraged to get used to the daily routine as punctuality is expected for all. Seniors who require extra prep time need to get permission from the master on duty.

**Note: Bell times and prep sessions are subject to change at the discretion of the Housemaster and varies from hostel to hostel.**

- 05:00 Rising bell (bell rings at 05:00, 05:30, 05:45 and 06:00)
- 06:00 Warning bell  
Dorm inspection and roll call
- 06:20 Leave hostel for breakfast
- 06:30 Breakfast at Bisset Hall
- 07:15 Leave for school
- 13:30 Roll call then lunch
- 17:15 Warning bell
- 17:20 Roll call at Bisset Hall
- 17:30 Supper
- 18:00 Shower time
- 18:45 Warning bell
- 18:50 Roll call in the prep room
- 19:00 Prep 1 (Interactive)
- 19:45 Break (snack time)
- 20:00 Prep 2 (Non-interactive)
- 21:00 End of prep sessions and dorm inspection
- 21:15 Quiet time
- 21:30 Lights out

## Signing Out

- There is a signing out system for every boarding house.
- It is compulsory that a boarder informs the duty master when they leave the hostel complex. This is then communicated on a boarding staff Whatsapp group.
- It is not necessary for a boarder to sign out if he is leaving for a school or sport activity.

## Weekend Planning

- Weekend planning must be done for catering purposes. Bisset Hall will need to know whether learners will be going home for the weekend or not.
- While boarders are in for the weekend, attendance at all meals is compulsory.
- Boarders not staying for the weekend need to state when they will be leaving and when they plan on returning to hostel.
- This information must be communicated by the parents to the respective house master by 19:00 on the Thursday by completing a link which will be shared with the parents at the start of the new year.



# Procedure for Sick Boarders

Please ensure that you complete the **Health Care Summary Form** and return it to the Matron.

## Medication

**It is against the law for schools to administer any form of medication.**

If your son is suffering from a minor illness that can be cleared up using “over-the-counter” medication, it is essential that he has his own supply of such medication, for example medications that can help treat:

- minor aches and pains
- fever
- diarrhoea
- cold symptoms
- sore throat
- allergies
- plasters for minor injuries
- straps/bandages for sports injuries

Please be aware of the codeine content of medication that you purchase. Purchasing of medication by your son must be communicated to the hostel matron.

Please include an inventory list of medication in the medical box. Very few parents comply with this request and ultimately it is your son that suffers when he has a headache, cold etc.

## Medical Aid and Expenses

- **If you belong to a medical aid, please hand a hard copy of both the front and back of the card, main members ID copy and son’s birth certificate to the house master or matron on the first day of every year or when you first arrive.**
- If you do not have medical aid, the matron will call you if your child will need to go to the doctor or needs medical supplies. The average cost of a GP is R650, including medication (excludes x-rays and scans). Parents will have to arrange means of payment with the doctor/hospital or matron before the child is attended to.

## Feeling Sick When You Wake Up?

- Report to the duty master and matron by 06:00 (before breakfast).
- The matron will decide whether you need to go to the doctor or stay in bed.
- Once the matron has seen the boarder, she will contact the parents to discuss the situation.
- If you are writing a test or exam and are not sick enough for a doctor, you will be expected to go and write then come back to hostel after your test.

- The master on duty will organize for your breakfast and supper to be packed and delivered to you. The matron will organize for your tea and lunch to be packed and delivered to you.
- Spending the day in bed means SPENDING THE DAY IN BED. You may not get up and attend meals, play sports or visit friends all over campus or in the games room.
- Should the matron decide you need a doctor, she will make an appointment, inform you where and when to meet either her or the duty master and then transport you to and from the doctor. Please wear your school uniform or tracksuit to any appointments.

## Feeling sick during the night?

- See the prefect on duty who will contact the duty master or house master
- Call the master on duty on his cellphone number
- If you cannot reach the master on duty, call the matron.

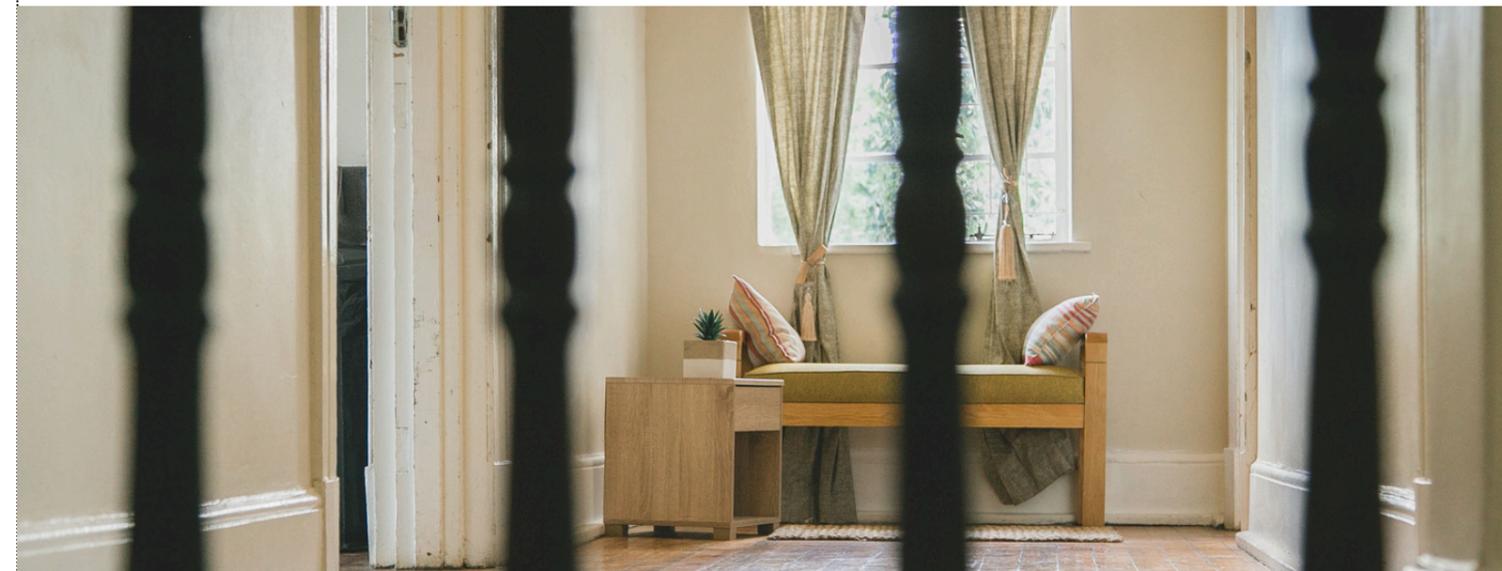
## Feeling sick after school?

- Report to the master on duty that day. If that person is not available.
- If you can’t get hold of them, see the matron.

## Feeling sick during lesson time?

- Report to your house master and ask for permission to go back to hostel.
- If the house master approves your request to go back to hostel, report to the front office.
- The front office will contact the matron and advise of boarders coming back to hostel.
- You may **under no circumstance** decide to go back to hostel without following this procedure.

**If you are sick on Friday and cannot attend school, you will not be allowed to play sport on the Saturday and may not leave the hostel on Saturday or Sunday.**



# What You Need to Know

## Compulsory Out Weekends and Holidays

- Boarders' parents are responsible for their children's transport to and from the hostel before and after out weekends and holidays.
- Should a boarder need assistance in making his way to a transport service (bus, taxi, train), arrangements will need to be made by the parents with the house master or matron.
- Please note that no boarders will be accommodated on campus during out weekends or holidays.
- On the day out weekend or holiday commences, the hostel will be locked at 19:00 and no supper will be provided on this day.
- The hostel will open at **14:00** the day before school starts. Only supper will be served that day.

## Common Area Etiquette

- These rooms are shared on an equal basis by all the inhabitants of the hostel, and keeping it clean and tidy is therefore a responsibility shared by all.
- Please treat furniture and appliances with respect and report vandalism and/or breakages ASAP to the duty master or matron. **If your son is responsible for any breakages through vandalism, he will be charged for the replacement/repair.**

- Visitors may be received at the hostel on the grass area outside the front door.
- Boarders using the coffee room must clean up and clear away immediately to ensure others have access to a neat and clean environment.
- At the end of prep, the prep room must be tidied and all books, papers and stationery items must be removed.
- The duty master will make sure all lights and appliances are switched off and also ensure all common areas are locked before going to bed.

## Dorm Expectations

- Your dorm must be neat and clean at all times and your bed must be made every morning before inspection.
- All dorm bins must be placed outside your dorm door in the morning before inspection.
- All windows and curtains must be opened in the morning for hygiene and ventilation purposes.
- The duty master will inspect each dorm every morning before leaving for breakfast.
- Regular inspections of the dorms and lockers will be undertaken by the boarding staff to ensure that undesirable items do not go unnoticed.
- Lights and plugs must be switched off when you leave your dorm.
- **Chargers may not be left in the plugs.** If you are not using your charger please unplug it and store it away.

- You may listen to music in your room, but it may not disturb anybody else. No speakers allowed.

## Computers and Printers

- The boarding campus is covered by Wi-Fi so you are welcome to bring your laptop with you.
- The computer room (at Connaught House) is open after school until 17:30.
- All printing needs to be done in proper timing to your deadline.
- No assignments, projects etc. will be printed on the morning of their due date.
- All printing will go through the matron. Arrange a time of printing with her if she is not in her office.
- **Printing will only be done for school related matters.**

## Laundry

- Our laundry is done in-house. All articles of clothing **MUST** be marked with SEWN-IN name tags as marking pens and iron-on labels wash off at the laundry. **THE STAFF WILL NOT ACCEPT UNMARKED LAUNDRY FOR WASHING! IT WILL SIMPLY BE RETURNED TO YOUR SON - UNWASHED!**
- New boarders will need to get 1x laundry bag and 1x sock bag for their laundry.
- Laundry is done at least once a week. More information will be given by the matrons.

- Unmarked laundry has been a major problem in the hostels. This is a major headache for matrons who then spend hours trying to find the owners of unmarked clothing that is returned from the laundry. As a result, the school cannot be held responsible for unmarked clothing that goes missing.
- Furthermore, some boys do not hand in dirty clothes and linen for washing, for fear of either getting into trouble or losing items. As a result they use the same bedding and wear the same clothes over and over, which is extremely unhealthy.
- *It is each boarder's responsibility to ensure that all dirty washing is sent to the laundry in a correct laundry bag (with an accompanying laundry book).*

## Make Sure of the Following When Handing in Your Laundry

- The laundry book is filled out clearly and it ties with the number of items for laundry
- **DO NOT** cross off anything in your laundry book. If you make a mistake, cancel the whole page and start a new page.
- Your sock bag should not be too full and should be tied securely
- All zips should be zipped up and any strings on clothing should be tied
- No bundling up of socks



# What You Need to Know

## Bus Service

- The school offers a bus service at the start and end of each term to the following destinations:
  - East London
  - Mthatha
  - Maclear
  - Lesotho boarder
- The booking of a seat for these busses need to be done and paid for through the school bursar, Mrs Cate Webber [debtor@queenscollege.co.za](mailto:debtor@queenscollege.co.za) or by contacting the school on 045 839 4188.

## Campus Leave

- No boy may leave the hostel campuses without permission of a duty master - this includes Pick 'n Pay and the Vicky.

## Flight arrangements

- If your son will be flying home or returning at the start or end of a term, please arrange the flight from East London to be as late as possible on the day they fly out and as early as possible on the day they land in East London. If you are unsure, please confirm with the house master before finalising the flight booking.



# Catering & Special Diets

- All catering is done in Bisset Hall through an outsourced company, Capitol Caterers. Our meals are healthy, balanced and delicious.
- Learners with special dietary requirements due to medical conditions or religious and/or cultural rules, are catered for if Capitol Caterers is informed. Please support this where applicable with a medical certificate.
- We do not encourage fad diets of any kind and cannot cater for them.

- Boarders **must** attend all meals while they are on campus. They may only be excused by the master on duty if they are sick or have extra curriculum activities in which case packed meals will be arranged.
- If boarders want to order take-away food from local restaurants, permission is needed from the master on duty and it will only be **allowed over weekends**.



# Boarding Rules

## Golden Rules

- **The Boarding Establishment Code of Conduct policy will apply at all times and must be signed each year.**

## General

- Money, cell phones and any personal belongings should be locked away and kept safe at all times. If a learner is in possession of a large amounts of money, it should rather be handed to the house master for safe keeping.
- Music being played should not disturb others.
- Hostel is locked at 19:00 and no visitors from other hostels are allowed thereafter.
- Windows must be opened every morning for ventilation.
- Lights and plugs are to be switched off when not in use.
- No pets allowed.
- Any problems or breakages in your hostel must be reported to your duty master or matron immediately. Breakages or damages due to carelessness or vandalism, will be for your account.
- No speakers are to be brought in to hostel - only earphones or headphones.
- No motor vehicles or bikes are allowed.

## Meals

- Attendance at all meals is compulsory.
- Cellphones are not allowed in the dining hall.

- Boarders who are late must report to the master on duty upon arrival.
- Closed shoes must be worn to meals. Pyjamas and or slippers may only be worn inside the hostel.
- Conversation at meals must be appropriate in both content and volume.
- No hats may be worn to or during meals.
- No crockery and cutlery may be taken out of the dining hall.
- Any problems or breakages at Bisset Hall must be reported to Capitol Caterers.

## Packed Meals

- Boarders who will miss a meal due to a school or sport commitment must make arrangements with the master on duty during breakfast at Bisset.
- Packed meals will only be supplied if meals are missed due to school, sport or medical related commitments.
- No boarder may ask another boarder to fetch meals for them. The master on duty will collect the meal or yourself.

## Prep Time

- No borrowing or lending of stationery is allowed during prep.
- Grade 8-11 will do prep in the prep room and will be supervised by a duty master.
- Cell phones must be switched off unless allowed by the duty master.
- If you require extra study time, it must be arranged with the duty master.



- If your written homework is complete, you may ask permission to read a book.
- If anything needs to be signed, give it to the master on duty to sign at the start of the prep session.

## Duty Masters

- Are responsible for ensuring that a roll call register is in place for their boarding house.
- Ensure the smooth running of meals in the dining hall.
- Ensure the Code of Conduct is maintained.
- Do duty in the prep room during prep times.
- Do a daily room inspection before breakfast and in the evening before lights out.
- Ensure silence and lights out.

## Bathrooms

- No toiletries, towels or clothing may be left in the bathrooms.
- Toilet paper is handed out every week; make sure you keep yours in your locker for safe keeping.
- If you prefer washing your own underwear, you may use the sinks in the laundry and hang them in the washing line outside in the laundry area.



# Boarding Establishment Code of Conduct

- 1.1 shall, at all times, behave in a courteous, considerate and respectful manner towards all staff, visitors, prefects and my peers.
- 2.1 shall, at all times, abide by the rules of the Queen's College Boarding establishment and am aware that failure to do so will result in disciplinary action being taken against me.

- 3.1 am aware that the laws of the country guarantees and protects my right to an education. This does not include the right to be accommodated and my residence in the Queen's College Boarding establishment is a privilege and convenience, not a right.
4. At no time will I bring the name of Queen's College and its Boarding establishment into disrepute through my words or actions.

- 5.1 shall, at all times, respect the property of the Queen's College Boarding establishment and that of my peers who reside in the establishment. I am aware that it will be my responsibility to repair any damage or replace any breakages incurred by me.
- 6.1 shall, at all times, conduct myself in such a manner as to ensure a pleasant and safe environment for all at the Queen's College Boarding establishment. I shall respect the beliefs, cultures, dignity and rights of all at the Queen's College Boarding establishment.
- 7.1 understand that NO VISITORS, including day boys of Queen's College, may enter the hostel as this jeopardizes the safety and rights to privacy of all those who reside in the boarding establishment.
- 8.1 am aware that I may not allow or participate in any act or practice which involves initiation, or may cause or contribute to the humiliation, degradation, harassment, assault, crimen injuria, intimidation or maltreatment of ALL learners at Queen's College.
- 9.1 shall NOT bring in, or have in my possession or partake in the consumption of any alcohol, illegal drugs, smoking of cigarettes/Vaping (In possession of a vape) and consumption of codeine mixtures or associate myself with others consuming such substances. I am aware that failure to comply with this will result in my exclusion from the Queen's College Boarding establishment (Parents will be asked to fetch their son from the Boarding complex with immediate effect).

- 10.1 understand that theft and any form of bunking will not be tolerated and if I am found guilty of such conduct I will be faced with severe consequences which may include the exclusion from the Queen's College Boarding establishment.
- 11.1 am aware that any form of intimidation, bullying, extortion, assault or sexual activity, possession or transmission of pornographic material, either within the Queen's College Boarding establishment, or on the school premises is strictly prohibited and these actions will lead to disciplinary action being taken against me which may result in my exclusion from the hostel.
- 12.1 shall ensure that I adopt the correct and appropriate etiquette and dress pertaining to the specific activity at all times.
- 13.1 understand that it is the rules of the Queen's College Boarding establishment to always leave hostel and return to hostel in full school uniform only.
- 14.1 understand that certain weekends are compulsory in weekends and agree to abide by these dates (Reunion and last winter fixture, and any other dates communicated by the Hostel Superintendent).



# Disciplinary System

To ensure that all boys at the Queen's College Boarding Establishment are treated equally, the Disciplinary System has been established. Offences committed will receive the relevant punishment. Offences and suitable punishments have been graded from Level 1 (minor offences) to Level 4 (very serious offences). The boys of the Queen's College Boarding Establishment need to be conscious of the consequences of their actions.

LEVEL 1 OFFENCE	LEVEL 1 PUNISHMENT	LEVEL 2 OFFENCE	LEVEL 2 PUNISHMENT
Talking during prep, announcements, quiet time & lights out	Extra prep session or appropriate sanction	Untidy locker or dorm perpetually	Repack locker from scratch and phone confiscated for 24 hours
Excessive noise during shower times, meal times and prep breaks	Cleaning tables at Bisset	In the hostel without permission	Report - 7 days
Eating during announcements or in prep rooms	Clean prep room	Taking a day boy into the dorms without permission	Disciplinary report and community service - 2 hours and removal of privileges
Taking food or utensils out of the dining hall	Clean dining hall and hourly report	Robust play inside the hostel	Loss of privileges
Incorrect use of the Matric stairs	Extra prep	Insubordination	Removal of privileges and parents are contacted
Littering	Community service - 1 hour	Incorrect dress	Report - 2 weeks
Ball games inside the hostel	Confiscate item	Use of cellphone at the incorrect times	Confiscation (1st offence - 24 hours, 2nd offence - 3 days, 3rd offence, 7 days) Parents will be contacted
In the games room without permission	Report - 1 week and extra prep	Unacceptable hairstyle or unshaven	Report until this has been rectified and parents are contacted
Sleeping in prep	Extra prep	Contravention of hostel Code of Conduct	Removal of privileges as stipulated by Head of Hostel or Head of discipline

LEVEL 1 OFFENCE	LEVEL 1 PUNISHMENT	LEVEL 2 OFFENCE	LEVEL 2 PUNISHMENT
Ringling of the bell without permission	On bells for 1 week	Inappropriate behaviour after lights out (noise or in the wrong dorm)	Report for 5 days and phone is confiscated if deemed appropriate by the Duty Master
Walking across the grass	Community service - 1 hour	Inappropriate use of speaker	Confiscated until the end of the year
Leaving the dining hall or prep room without permission	Clean table after everyone has left	<b>*Repeated Level 1 offences (3 strikes)</b>	Sanction deemed appropriate by the Master on duty or Head of Discipline
Late for any hostel activity (Roll call, Bisset, etc.)	Discipline report and report for 1 week		
Showering at the incorrect times or incorrect bathroom and showers left on	Community service - 1 hour		
Contravention of hostel Code of Conduct	Removal of privileges or appropriate sanction		



LEVEL 3 OFFENCE	LEVEL 4 OFFENCE	POSSIBLE LEVEL 3 & 4 SANCTIONS
Bullying	Bullying/intimidation	Community service
Entering an out of bounds area or leaving campus without permission	Theft	Disciplinary hearing
Vandalism	Possession or the use of non-prescription drugs	Loss of privileges
Insolence	Possession of hostel keys	A phone call from the superintendent, Headmaster or Discipline Head to the parents
Gross insubordination	Indecent assault	Hourly or two hourly report
Forgery	Any offence punishable under common law	Bisset report (Full school uniform - 3 weeks)
Bunking/missing meals/missing roll call	Possession or the use of alcohol	Suspension from the boarding establishment
Possession of a weapon	Repeated missing of roll call	Saturday detention
Possession of pornographic material	Repeated missing of Bisset meals	Written warning
Racism	Bunking out of hostel	Financial fine
Lying	Smoking, vaping or in possession of	Expulsion from the boarding establishment
<b>*Repeated Level 2 offences (2 strikes)</b>	<b>*Repeated level 3 offences (2 strikes)</b>	

### LEVEL 3 AND 4 SANCTIONS

1. Level 3 and level 4 punishments will be determined by the Head of Discipline in each hostel as well as the Beswick disciplinary tribunal if deemed appropriate
2. Alternative punishment may be given if deemed appropriate by the Housemaster or Duty Master
3. in the case of a suspension, you will need to be fetched by your parent or guardian within 24 hours

