

CODE OF CONDUCT

The aim of the Code of Conduct is to establish and maintain an ordered, disciplined and purposeful environment to facilitate effective teaching and learning. This Code of Conduct has been drawn up in order that the Governing Body of the school complies with Section 8 of the South African Schools' Act of 1996 (as amended). This Code of Conduct is informed by the Constitution of the Republic of South Africa, the South African Schools Act, 1996, and Provincial legislation.

It reflects the constitutional democracy, human rights and transparent communication which should underpin South African Society. The Code of Conduct informs the learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society. It sets grades of moral behaviour for learners and helps to equip them with the expertise, knowledge and skills they will be expected to evince as worthy and responsible citizens. It promotes the civic responsibilities of the school and it develops leadership. All learners enrolled at the school must comply with the Code of Conduct. Nothing contained in the Education Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by the learner.

All Queen's College pupils are subject to all the laws of South Africa, as stipulated in the South African Constitution of 1996. Any pupil who breaks any of these laws and is found guilty thereof, will be deemed to have brought the name of the school into disrepute.

COMPUTERISED CONDUCT RECORD

Queen's College utilizes a computerised conduct Recording System, the aim of which is to establish and maintain order and discipline within the school. The main focus of the recording system is **positive discipline**; it is not punitive and punishment oriented, but facilitates constructive learning. It gives equal recognition to positive attitudes, behaviour and contributions.

A complete list of all offences with the relevant points / penalties attached is obtainable from the school's Computer Administrator. A boy's complete conduct record is sent to parents at the end of each term (together with the academic report), and is obtainable from the Computer Administrator's office at any other time upon request of a parent.

THE PREFECT BODY

The Prefect Body has an important liaison function between learners and educators. Prefects have an important responsibility in the implementation of the Code of Conduct. Whilst a Prefect has no authority or right to punish other learners, they are given the responsibility to report all misdemeanours. Effective Prefects assist in maintaining effective discipline.

SCHOOL RULES

1. GENERAL

Each Queenian should behave in a manner which will not bring himself or the School into disrepute. He must, in public and in private, maintain that standard which is expected of a pupil of Queen's College. Each individual wants to be respected, he should therefore show the respect he wants for himself, to his peers, his juniors, his seniors, his staff and his environment. All boys shall behave in a responsible, sensible and tolerant manner; any action which is destructive, discourteous or dishonest is an offence.

2. SPECIFIC CONDUCT AND BEHAVIOUR

SECTION A (SERIOUS MATTERS)

To be dealt with at School Governing Body level.

In some cases a Governing Body Disciplinary Hearing might be convened to decide on behaviour which is not specifically included here. This will depend on the circumstances and the recommendation of the Headmaster.

SECTION A (SERIOUS MATTERS) (cont.)

A learner at a school who:-

- (a) has been convicted by a court of a criminal offence;
- (b) has distributed or used or had in his possession intoxicating liquor or social drugs or steroids of any kind on the premises or during a school activity; no Queenian has permission to use alcohol, drugs or steroids (Refer to the School's Drug Policy). No hotel or licensed premises may be visited by a Queenian. Licensed premises, which have as their primary function the serving of food, shall be exempt from this provision, on condition that no alcohol is consumed on such premises by a Queenian.
- (c) is guilty of assault, theft, gross insubordination or immoral conduct;
- (d) has been repeatedly absent without leave from school and / or classes;
- (e) intentionally and without just excuse:-
 - seriously threatens, disrupts or frustrates teaching or learning in a class;
 - engages in a conspiracy to disrupt the proper functioning of the school;
 - insults the dignity of a staff member;
 - cheats in a test or examination;
 - distributes any test or examination material
 - is found in possession of or distributes pornographic material;
 - supplies false information or falsifies documentation to gain an unfair advantage at the school;
 - is in possession of a dangerous weapon or uses it to threaten any person;
 - any boy found guilty of bullying may be suspended pending a recommendation for expulsion.
 - Engages in any act of public indecency;
- (f) endangers the safety and violates the rights of others;
- (g) fights, swears or falsely identifies himself;
- (h) Threatens fellow learners or educators;
- (i) uses hate speech, makes himself guilty of racism or applies harmful graffiti and homophobia
- (j) vandalises, destroys or defaces school property;
- (k) repeatedly violates school rules;
- (l) conducts himself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, or
- (m) is guilty of offensive or oppressive behaviour, may be found guilty of serious misconduct.

SECTION B (GENERAL RULES)

1. **Smoking** is not permitted. Including e-cigarettes and electronic vapour devices.
Smoking in school uniform will be more seriously handled.
2. While he is under the school's supervision, a pupil may not be in possession of or distribute any pornographic **or offensive items** / material.
3. When a pupil has joined an **extra-mural school activity**, he shall fulfil his obligations and carry out his responsibilities in that connection, unless he is granted exemption by the Master in charge of Sport or Cultural Activities.
4. Boys are expected to behave like **gentlemen**: when adults pass them while they are seated they are to stand up.
Adults entering our campus are to be greeted courteously. We expect chivalry towards ladies at all times. (No whistling at girls).
5. No form of **coercion or intimidation**, political or otherwise, will be tolerated.
6. **DRESS**: The school uniform should be clean and neat at all times and must comply with the Queen's College dress regulations as set out in this Guide.
(The General Information Guide)

7. CELLPHONES:

Any boy found with a cellphone that is on during the course of the academic school day will have his phone confiscated for the duration of 6 (SIX) months. It will not be returned to either the boy or his parents for this period. NO Simcard swap will be allowed. No boy may borrow or lend a phone or Simcard or cell phone battery or charger or any other component or accessory of a cellphone. Should any member of Staff become aware of such an incident, the particular item(s) will be confiscated and the boys concerned will be severely punished. No boy may sell, buy or exchange any cellphone or component or accessory thereof.

THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY CELLPHONES AT ANY TIME.

8. HAIR:

Hair should be neat, clean and should not attract attention by being either too long, too short, tinted or treated in any way. Hair should be off the collar, away from the ears and the fringe should not be unnecessarily long. Side-burns should not be longer than halfway down the ear.

Facial hair to be regularly shaven. No beards / moustaches etc. Only a difference of one hair clipper number is allowed between top and sides.

9. JEWELLERY:

No bangles, bracelets, necklaces, rings, ear-rings, trinkets, coloured watches and/or watch straps and/or of an excessively large nature, or any other ornaments, other than Medic Alert insignia, may be worn -not even with casual wear while on the campus.

10. ASSEMBLY:

Boys must wait outside the Memorial Hall, in their Grade groups, until the staff member or Prefect on duty allows them to enter. On entering the Hall, silence must be kept and maintained until the Hall has been vacated by staff and boys. Boys may only leave the Hall when given permission to do so by the Master-on-duty. All boys must bring their Hymn Books to Assembly.

11. CLASSROOM AND CORRIDOR DISCIPLINE:

- Movement in the corridors must be done, orderly and swiftly. There must be no shouting, whistling, running or horse-play in the corridors.
- They must move to their classrooms as quickly as possible.
- If the teacher is not present, boys must line up and await the arrival of their teacher unless prior permission to enter his classroom has been given by the home room teacher. Silence must be kept in both cases.
- If the teacher does not arrive within 5 minutes, a boy (class rep.) must report this to the Deputy Headmaster.
- During the reading of notices over the intercom boys must remain seated in their desks and they must be quiet. Boys may only pack books away when instructed by the teacher. Boys may only leave the classroom when the bell (indicating the end of the period) has rung, and when the teacher has given permission. Physical Education Classes to listen to notices as well.
- Nothing may be eaten or drunk in the School buildings (passages included).
- Boys should only ask to "leave the room" (i.e. to go to the toilet) when absolutely necessary.

12. BREAK:

- All boys must leave the school buildings during first break except in the event of rain or organised meetings.
- Boys may remain on the ground floor during second break.
- No boy may remain in a classroom during breaks without the teacher's permission.
- Boys must return to their classes punctually when the three minute warning bell rings to indicate the end of the breaks.
- Boys wishing to see staff may only do so at second break – and wait outside the double wooden doors leading to the Old School Quad.

13. ABSENTEEISM:

- A dayboy who has been absent from school must, on the day that he returns, present a note from his parents explaining the reason(s) for his absence. A doctor's certificate is required if he has been absent for more than three days. Notes or doctor's certificates must be handed to the Systems Administrator in the office.
- Boys who feel ill during the course of the day must first report to the school secretaries, then to a Deputy Headmaster and a Housemaster before leaving school.
- A boy who arrives late must report immediately to the Deputy Headmaster's office before excusing himself from his subject teacher for being late.
- Boys who have been absent from a test or examination are to obtain a doctor's certificate, which is to be handed to the Deputy Headmaster.
- No pupil who is absent on a Friday may represent the school at sport the following Saturday unless there are exceptional circumstances.
- If a boy is on Friday DT, and is absent from school that Friday, he must present a Doctor's Certificate on the following Monday – failure to do so will result in 10 demerits being issued.

14. LITTER:

- No littering of any kind will be tolerated.
- If a boy sees a piece of paper or any other litter, he must pick it up and place it in one of the bins provided.
- Classrooms must be left clean and tidy at the end of each period.
- No suitcases/satchels, books or clothing may be left lying in school buildings or grounds after school.

15. VANDALISM

- Walls, doors, ceilings, pin-boards, black-boards, posters, desks and tables must be kept clean and clear of graffiti.
- The damaging and/or defacing of school equipment, text books, library and exercise books and stationery is unacceptable.
- No boy may force a door or climb through a window to gain access to any of the school buildings or classrooms.
- No boy may tamper with any vehicle, bicycle or motor-cycle which is not his own.
- All bicycles must be securely locked at the start of the school day.
- No boy may remove, tamper with, or use, without the permission of the owner, any suitcase, books, clothing, personal effects or equipment which does not belong to him.
- All books and personal effects MUST be clearly marked with the owner's name.

16. BOUNDS

- All offices, all laboratories and storerooms, computer rooms, book room, library, gym, Memorial Hall, Museum, Prefects' Study, are out of bounds unless a teacher's permission is obtained and, in most cases, a teacher is present. Teachers' desks and cupboards, as well as boys' schoolbags and blazers may not be tampered with.
- The Town Municipal Gardens are out of bounds to all Queenians. Red Guard Security and the Police have been asked to do regular checks on those premises and will escort boys to school for disciplinary action.
- All classrooms are out of bounds unless a master has given permission for the use of that classroom.
- Vehicles, bicycles and motor-cycles may only be parked in the designated areas: bicycles in the bicycle racks in the Quad outside the Secretaries office; motor-cycles on the Old School side of the car park and motor vehicles in College Avenue. Motor-cycles and bicycles may not be ridden on the school grounds, neither may motor vehicles be driven in this area.
- Pupils may not use any of the school's facilities and equipment, including those for sport, before or after school hours without the necessary permission. No loitering in the vicinity of the toilets after breaks.
- No boys, with exception of matrics (Grade 12), are allowed on any grass area within the vicinity of the hostels and school buildings.
- When on an away sporting (or other) trip to another school (or any other place for that matter) no Queenian may leave the premises of that school – except with his parents and with the permission of either the Headmaster or the Deputy Headmaster.

DRIVER'S AND LEARNER'S LICENCES

- All boys driving motorbikes or cars to school are to ensure that the secretary has made a copy of your valid driver's licence which will be kept on file. Pupils driving motor vehicles or riding motorbikes without a valid licence will be reported to the relevant Traffic Department and disciplinary action taken against them by the school.
- No Queenians may be given lifts in a vehicle driven by another Queenian.
- No hitch hiking while in school uniform or in school sport dress.
- The privilege to drive will be removed if driving is reckless.
- Vehicles are parked at own risk. The school will not be liable.
- Motor vehicles must be parked in College Avenue and may not be brought onto the school grounds.
- Motor cycles may be parked near the senior notice boards, but must not obstruct the flow of traffic in any way.

OPERATION OF THE COMPUTERISED CONDUCT RECORD

1. POINTS SYSTEM:

- 1.1 The Code of Conduct is based upon a points system, which recognises both positive and negative behaviour; it distinguishes between minor and serious misdemeanours and it provides learners with the opportunity to redeem themselves by fulfilling their obligations with regard to the consequences of misbehaviour. It ensures a high degree of consistency as each set of rules is followed by a list of the negative points allocated for contravention of these rules, while the consequences of this are clearly defined. It is a complex system, which is made workable by operating it in conjunction with a computer programme, which provides educators, learners and parents with a complete and up-to-date record of the child's conduct at school.

1.2 Merit Points:

Positive merit points are awarded for positive attitudes, achievements and contributions according to a pre-determined scale.

1.3 **Demerit Points:**

Minor negative infringements and misdemeanors earn negative demerit points of up to a value of 4 according to a predetermined scale. Demerits do not necessarily lead to punishment as they can be balanced by merits.

1.4 **Penalty Points:**

More serious misdemeanors earn negative penalties to a value of 5 or more. Such misdemeanors are all punishable since penalty points are **not** balanced by positive merit points, irrespective of the overall total.

1.5 **Credit Points:**

Upon having fulfilled his obligations with regard to punishments allocated, a learner is awarded credit points equivalent to the number of negative points which placed him in that punishment situation initially.

1.6 **Points Aggregate:**

The overall total of points for each learner determines both the weekly Order of Merit for the Grade and also the Consequences of the learner's behaviour.

1.7 **Consequences:**

1.7.1 **5 Penalties or an Overall Aggregate of –5:**

Attendance at Friday afternoon Detention for 1½ hours. 2:30 – 4:00

1.7.2 **10 Penalties or an Overall Aggregate of –10:**

Attendance at Friday afternoon Detention for 3 hours. 2:30 – 5:30.

1.7.3 **15 Penalties or an Overall Aggregate of –15:**

Attendance at Saturday Detention for 4 hours, if deemed necessary.

1.7.4 **30 Penalties or an Overall Aggregate of –30:**

Suspension

1.7.5 **Consequences of Unacceptable Absence from Detention:**

10 penalty points for each incident.

2. **CREDITS AWARDED FOR COMPLIANCE WITH CONSEQUENCES:**

2.1 Attendance at 1 ½ hr Detention – 5 credits

2.2 Attendance at 3 hr Detention – 10 credits

2.3 Attendance of 4 hr Detention – 15 credits

2.4 Suspension – a maximum of 30 credits

2.5 **Habitual Offenders:**

2.5.1 Learners who contribute positively in many spheres earn many merit points. Some may become careless in their day-to-day behaviour so earning many demerits, which would otherwise go unpunished.

2.5.2 When a learner's Demerit Point total reaches 30, he is immediately put On Daily Report for 2 weeks by his Grade Head on returning from suspension.

QUEEN'S COLLEGE CODE OF CONDUCT MERIT POINTS:

Learners will be credited for positive attitudes, achievement in academics, cultural and sporting activities and also for doing additional duties at the School. Points may be earned in the following ways:

a) **Academics:**

Mid and end of term effort points will be awarded for each subject, based on class participation, work ethic and achievement in the respective learning areas. (up to 3 points per subject may be awarded at staff discretion).

Points are also be awarded for the top 25 positions in the Grade per term, and also for achieving A and B symbols in all subjects.

Points for achieving Academic Merit, Cum Laude, All Rounders and academic honours are also awarded annually.

Points may also be awarded at the discretion of staff members, for exceptional work in class.

b) **Cultural:**

Points are awarded bi-annually to all who participate actively in a cultural activity, based on attendance, attitude and performance, with a maximum of 30 points on offer per activity.

These points are determined by the staff member in charge of the respective activities.

Points are also achieved when cultural groups are involved providing a service or in a performance over a weekend, eg. First Aid, Debating, Chess, Choir. Performances in competitions and eisteddfods are also credited.

Points are also awarded annually after the Cultural awards have been made, eg. Scrolls, Colours, and Honours - and also for Provincial and National representation.

c) **Sport:**

Points are awarded when representing the school in all matches, competition or tournaments, in all sporting codes. A substantial number of points may be earned during a season for playing sport regularly, eg. 3 for first team representation, and 2 for other teams, per match.

Additional points are awarded for seasonal participation in both Summer and Winter sporting codes, based on attendance, attitude and performance, with a maximum of 30 points on offer for 1st teams and 20 for all other teams. (awarded at the end of the respective seasons).

Points are also awarded for Provincial and National representation.

Points are also awarded for obtaining first team blazers and annually after Sport awards have been made, eg. Colours, and Honours.

d) **General:**

Points may be awarded at the discretion of staff, for acts of service OR for going the extra mile in the interests of the school.

Boys who fall into the top 25% on the Code of Conduct ranking for each grade, will receive additional recognition at Prize Giving.



PROCEDURES & SANCTIONS FOR HABITUAL OFFENDERS

GENERAL GUIDELINES

TEACHERS

"Form" issues (name badges/haircuts/uniform etc.): 3 Verbal warnings from form teacher, 2 x 419/Ignoring repeated instruction demerits (-5), then to grade head to call parents. If problem persists, to discipline office for meeting with parents.

Behavioral issues: after appropriate demerits have been issued to the same child twice, refer to grade head for a verbal reprimand, if problem persists and required demerits are issued grade head will call parents, if problem still persists, to discipline office for meeting with parents.

GRADE HEAD

STAGE 1

The learner accumulates -20 on his code of conduct.

- Grade Head calls the learners' parents and discusses issues / requests parental involvement in finding solutions.
- Grade Head meets with learner, explains that parents have been made aware of issues experienced and if the problem persists the learner's file will be handed over to the Discipline Department to take the matter further.

*Grade Head's record of the phone call and meeting with learner must be kept in learner's file. (Disciplinary Incident Report)

GRADE HEAD & MS SASS/MR LESSING

STAGE 2

The learner accumulates -35 on his code of conduct.

- Head of Discipline meets with learner and schedules meeting with parents.
- Head of Discipline explains to learner and parents that if the problem persists the learner will face internal (and possibly external) suspension.
- Learner is referred to the wellness department for further support.

*Head of Discipline's record of the phone call and meeting with learner must be kept in learner's file. (Disciplinary Incident Report)

MR BASSETT, MS SASS & MR LESSING

STAGE 3

The learner accumulates -50 on his code of conduct.

- Head of Discipline meets with learner and schedules meeting with parents.
- INTERNAL SUSPENSION for 3 days.
- Head of Discipline administers drug test.
- The learner may not wear a Queen's College blazer or tie during this suspension period (grey trousers and white shirt).
- During this time the learner will not attend lessons, no sport practices, report to Head of Discipline during both breaks and will attend Headmasters detention (1 week).
- All class and home work to be completed before returning to lessons.
- A learner who has served an INTERNAL SUSPENSION and accumulates -15 or commits an offence deemed serious within a decided period of time will follow due process and will be sanctioned and will appear before a Disciplinary Committee.

*Head of Discipline's record of the phone call and meeting with learner must be kept in learner's file. (Disciplinary Incident Report)

SGB & MR BASSETT

STAGE 4

The learner accumulates -60 on his code of conduct.

- Head of Discipline to arrange a meeting as a matter of urgency.
- EXTERNAL SUSPENSION should the learner be found in possession of any illegal drug, weapon or pornographic material, under the influence of any illegal drug or alcohol or should the learner be a threat to himself or others or a disruption to the learning and teaching environment.
- If the learner is a Boarder revert to internal suspension for an extended period.
- During this time the learner will not attend school and no sport practices.
- The matter will be referred to the Headmaster, the School Governing Body and Disciplinary Committee who will follow procedure and inform the learners' parents of the details for the FORMAL DISCIPLINARY HEARING.
- All class and home work to be completed before returning to lessons.
- A learner who has served an EXTERNAL SUSPENSION and accumulates -15 or commits an offence deemed serious within a decided period of time will follow due process and will attend another FORMAL DISCIPLINARY HEARING.

COMMUNICATION WITH PARENTS.

A school cannot function effectively in isolation. It cannot maintain good discipline without the involvement and co-operation of parents. When working together, the school and the parents will achieve a great deal more than when working in isolation.

The Code enables an absolute and complete record to be kept of every aspect of the conduct of each and every pupil. Individual Conduct Reports are immediately accessible and record every aspect of behaviour, counseling given, interviews held as well as any communications with parents.

DUE PROCESS AND APPEAL PROCEDURE

In assessing allegations of misconduct and determining sanctions, the School Disciplinary Committee will follow the stipulations and guidelines relating to due process (as contained in the relevant legislation). Any appeal against a finding by the School Disciplinary Committee must be directed, in the first instance, to the School Governing Body.

Conduct Reports will be made available to parents whenever possible and always on the following occasions:

- accompanying every academic report
- underachieving academically

The parents will also be notified by letter of the consequences of unsatisfactory behaviour or performance.

NB: Under exceptional circumstances boys may be exempted from certain requirements of the Code of Conduct (for cultural and religious reasons). Such exemption will be considered if the correct procedure is followed. Details of such procedure can be obtained from the Headmaster.

HOSTEL RULES

A. ARRIVING AND LEAVING

- On arrival, boarders **MUST** proceed immediately to their hostels and report to their Housemasters. They **MUST** hand in all tickets, monies and travel documents. If school has commenced, boys must report to their classrooms within half-an-hour of the arrival of the public transport. At the end of the term, all boys **MUST** report to their Housemaster for a roll call before departure, and to say "goodbye" and "thank you".
- Boys must arrive and depart from their hostels in **full school uniform**.
- Misbehaviour on trains/buses will be regarded as a serious offence and disciplinary action will be taken where necessary.
- Boarders are expected to arrive by the first day and are only allowed to leave on the day when Queen's closes for the end of term.
- **School uniform is compulsory for boys travelling to and from school**, whatever the form of transport, except for boys who have written their Senior Certificate Examination. Boys travelling overnight on a bus may wear full Queen's tracksuits.
- If any boarder is not going home for his holiday, he is to report to his Housemaster and obtain written authority from his parent or guardian to spend his holidays elsewhere, together with an invitation from his host. The written authority must be handed to the Housemaster at least a week before the end of term.

B. BOUNDS

- The bounds of the school shall be taken as the school grounds, sportsfields and hostels. The roads and pavements bordering the campus are out of bounds – no loitering on roads or pavements will be tolerated.
- No boarder may leave these bounds without special permission or signing out.
- The following areas are out of bounds:-The Howard Glover Shooting Range, the Wilkinson Cottage and its grounds; the Cricket nets; the Cricket Hut ; the bus garages; the Parry Davies Grandstand Pavilion ; the Victor Maitland Cricket score-box, the Athletics kit room/first aid room; Memorial Hall; all school lawns; Berry Street ; the Old School Quad; Estate managers' workshop and enclosed yard at the Wilkie; the Recreation Grounds if permission has not been granted.
- Boarders who have special permission to be in town during the week must carry Exeats. No boy may go down town more than once per week. Exeats may only be signed by the Housemaster or Master on duty between 14:00 - 14:30 each day. Boys go down town in full school uniform.
- Breaking of bounds or leaving the hostels at night will be treated as a very serious offence and may result in a boy being expelled from the hostel.

C. VISITING

- No boarder is to visit any home in town without permission from his Housemaster. This permission may be obtained on receipt of a written invitation or telephone call before Thursday 21:00 at the latest.
- Boarders are allowed to go visiting on Saturdays/Sundays after roll call with the permission of the Housemaster, but only on an invitation from the host and with the consent of the parents.
- Boarders will be allowed to visit on Sundays, with the Housemaster's permission and must report back at 17:30pm. Boarders must leave and return in full school uniform. Written permission may be requested. General town leave is on Friday afternoons ONLY. No boy is allowed down town on a Saturday -he must support the sporting fixtures.
- Boarders are allowed 2 leave-out weekends a term and a 3rd with parents only. Written permission may be requested and a boarder must be signed out by the people he travels with.
- Parents may take their sons out for supper during the week but must return their sons by 21:00 pm. and sign them in (with the permission of the Housemaster only). Boys may visit the Girls' School on Wednesdays from 15:30 to 17:00, and on Sundays (after church) from 11:00 to 12:30. (Matrics only on Sundays 15:30 -17:00). Full school uniform to be worn.
- No boarder will be allowed to go motoring with anyone except his parents or other responsible persons who are approved of by the Housemaster and who are prepared to take full responsibility.
- Boarders must report back at 18:30 on the last day (or in time for school the following morning) after holidays or out weekends. At no other time may a boarder sleep out.
- No boarder may go out for the weekend immediately prior to exams and weekends during any exam, except with parents. For matrics this goes for the entire fourth term.

D. DRESS

- The dress for Church on Sunday is:-normal school uniform.
- School uniform consists of:-College blazer, white shirt, College tie, grey flannels, greysocks and brown shoes. Only V-Neck pullovers will be permitted. Scarves may not be worn except with school blazers. V-Neck pullovers must be white, black or grey in colour. Boots, suede shoes or veldskoen type shoes are not permitted. (Shoes should be of the Grasshopper / Kangaroo type)
- Full school uniform is also compulsory when boarders are in town. School uniform is naturally compulsory for school.
- School uniforms must be worn for breakfast and lunch, and when other school teams are visiting, or full QC tracksuit and QC t-shirt.
- Casual wear: After school hours boys may only dress in Queen's approved clothing (i.e. black / white shorts, QC T-Shirt, or regulation Sport Shirt). Only one pair of casual clothes allowed to be brought to hostel. No casual / coloured clothes will be allowed to be worn at all on the hostel and school complex. On Friday afternoons and Saturday morning boys may wear representative colours, i.e. Border School's blazers and ties.
- Over Reunion and Prize Giving weekends full school uniform to be worn at all times.
- Only regulation QC peak caps may be worn as headgear.
- Boys attending "Johnny's Gym" must wear a full QC Tracksuit. They may not use this opportunity to go down town unless an exeat is signed and full QC uniform is worn.

E. GENERAL

- Initiation of new boys is **NOT** permitted.
The only duties a new boy may do are the following:-
 - * Tidy lockers
 - * Make beds
 - * Clean shoes
 - * Make coffee or mix cooldrink with matrics' own ingredients
 - * Do laundry bag. No duties may be done after "silence".
- The prefects of the various hostels are appointed to assist in the discipline at the hostel and to prevent damage to property and disorder of any kind. It will be considered a serious offence for boys to oppose their orders (subject always to the fact that any boy has the right to appeal to the Housemaster or Headmaster).
- There is to be no borrowing or lending of any personal effects of any description without special permission from Housemasters.
- All articles of clothing and watches must be clearly marked, with surname and initials.
- Lockers are to be kept tidy, and locked and may be inspected at any time.
- No boy is to leave his bed after "lights out" and no talking is permitted after "silence".
- Boys who have permission to be out after "Supper" are responsible for seeing that the Housemaster has their names and on returning must report at once to the Master on duty.
- Romping, unnecessary noise such as whistling and shouting, standing on beds and lockers, will NOT be permitted.
- **VOLUME OF MUSIC TO BE TONED DOWN IN AND AROUND HOSTEL.**
- Permission to enter another hostel may only be granted by the Housemaster, Assistant Housemaster, or Prefects of that Hostel.
- Punctuality in every detail must be strictly observed.
- Smoking is strictly forbidden. Persistent smoking may result in the boarder being removed from the hostel.
- Boys are warned against writing on, or defacing, school property. Any boy responsible for damage to property must report the matter IMMEDIATELY to the Housemaster or Headmaster. (He will be charged for the repair thereof).

- Boys feeling ill must report to the Matron of their respective hostels at fixed times, unless in an emergency.
 - Boys must inform parents that phone calls may NOT be made during prep times.
 - Stealing is considered as a very serious offence and a boy, if caught, may be asked to leave the school.
 - Any boy found guilty of BULLYING may be removed from the school.
 - Any boy found guilty of DRINKING or in POSSESSION OF ALCOHOL, MAY BE ASKED TO LEAVE THE SCHOOL.
 - Any boy found in POSSESSION OF, OR CONSUMING DRUGS and/or STEROIDS MAY BE ASKED TO LEAVE THE SCHOOL.
 - All boys shall behave in a responsible, sensible, and tolerant manner; any action which is destructive, discourteous or dishonest is an offence.
 - No electrical appliances may be used without the Housemaster's permission. No boy may tamper with electrical appliances or fittings.
 - Boys may not have literature or media containing undesirable content or dangerous implements (sharp objects, knives) in their possession. Haircuts -boys must have a regulation haircut each term BEFORE returning to school (see elsewhere in Guide pertaining to regulation haircut).
 - Prep times:

Monday to Thursday	18:30 -19:15
	19:20 -20:00
	20:30 -21:15
Afternoon prep : Before exams	14:20 -15:15
- Prep times will vary and be extended during exams**
- Team talks – before 19:00 on a Friday night.
 - Hostels are cleaned 1-2 times a week by the hostel staff. The boys need to ensure that they keep their rooms neat and tidy.

Uniform:

There is an “after hours” uniform required to be worn on campus.
This dress regulation entails:

- Queen's College Regulation white/black QC moisture management shirts
- Either Black or White boxer type shorts
- Socks and Training shoes.
- If it is cold – Black/Grey School Jersey and / or Queen's Tracksuit

All boys on the campus after hours must be either dressed in the above uniform or be in full school uniform.