



Est. 1910



GIBSON HOUSE

HANDBOOK

FOR

BOARDERS AND

PARENTS

GIBSON HOUSE

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STAFF

Superintendent: Mr A D Pinheiro
Assistant Superintendents: Mr T Stone & Mr M Scott
Pastoral Care: Mrs A Barnes
Admin Manager: Mrs C Rautenbach
Matron: Mrs V Wilesmith

INTRODUCTION

Boarding is a different and challenging way of life for the new student. As a Boarder you will live in a community with 280 other boys at Glenwood High School's Boarding Establishment, Gibson House. Inevitably a precise set of rules has to operate to ensure the smooth running of Gibson House. These rules ultimately protect your rights and also maintain high standards of personal conduct. As in the case of society, it is essential that citizens know the rules; thus parents and students are requested to read these regulations thoroughly.

Primarily the objective of Glenwood's Gibson House is to provide a suitable atmosphere in which learning personal growth and development can take place. There is much more to it, however. You will have to ensure full participation in the sporting and cultural life of the school; to be part of the school life, and to make new friends - friendships which often will last a lifetime.

Boys from different backgrounds and religions reside together in Gibson House. This is where the real education takes place: learning to be tolerant of others, learning to appreciate other people.

Boys enter Glenwood High School at a crucial stage of emotional and physical development. We aim to develop the whole person, imparting skills, ensuring that students who depart are responsible young men in the community. That is our challenge as resident staff and the individual boy's challenge.

HISTORY OF GIBSON HOUSE

Gibson House, the School Boarding Establishment, was completed in 1934 and has served Glenwood High School ever since. Originally the House had a capacity of only 60 boys but was enlarged in the early 1970s to accommodate 151 boys. It has recently expanded to accommodate 280 boys.

The House was named after one of the first boarders, Roy Gibson, son of Durban's "Lady in White" Perla Siedle Gibson. Roy had a distinguished military career during World War II until he met an untimely death while serving with the Black Watch in Italy.

Gibson House takes part in all School activities as a single unit, and, it is a credit to the fine spirit and enthusiasm of the Boarders that it is able to compete very favourably with the four day scholar Houses.

One of the key features of life at Gibson House is the friendly spirit of camaraderie which exists. This has been built up over the years and the homely atmosphere which prevails is as a result of the conscientious effort to minimise the institutional atmosphere which exists in many other school boarding establishments. Naturally, a high standard of politeness and good manners has always been emphasised and the Boarders are always a credit to the School.

Gibson House has a fine tradition of sporting and academic achievement and this is reflected in the many well-known names appearing on the Honours Boards in the Dining Hall.

SUPERINTENDENT, ASSISTANT SUPERINTENDENT AND BOARDING MASTERS

The resident Staff will take the place of the parents while the boys are at school. As parents, the resident Staff will ensure that a Boarder acts according to the rules and regulations; the staff will also take a real interest in the Boarder's personal development. The Staff do care, and the reason why they are resident Staff is because of their interest and concern for young people.

The Superintendent, along with the Assistant Superintendents, is in overall control of the House. There are also Boarding Masters who assist in the day to day running of Gibson House. These men are tasked to do various daily duties ranging from overseeing meals, supervising after School activities and study. It is important to note that during all study or "Prep" sessions, there is always a designated Master on duty in every venue. These Staff are nominated on weekdays and weekends twenty-four hours a day to ensure active supervision of boys in their care. You should get to know these people quickly as the term progresses. Boys should turn to the Staff if they have any trouble or difficulty. They will always feel better if they confide in someone. These people will always respect a confidence and will be able to help. As the staff live in close proximity, don't hesitate to contact them if you have genuine needs. You will note over the years that the staff adapt to each boy's developing maturity.

Normal daily requests should be directed to the Senior Master on Duty. Special requests should be directed to the Assistant Superintendents who can be reached either at the School during School hours or at Gibson House after hours. All requests to leave the House must be made in good time, in writing by fax or via e-mail **at least 3 working week days before the required date.**

GIBSON HOUSE CONTRACT



Gibson House, Glenwood High School's boarding establishment, runs as a completely separate entity from the School. There is a separate Gibson House budget and all funding for the running of the boarding establishment is generated from the fees.

There is no subsidy of any sort. In order to better manage this business entity, a separate Gibson House

Contract has been drafted and must be signed by the parents of all residents. Compliance with the conditions of this contract is of paramount importance. Non-compliance will lead to expulsion from Gibson House.

PAYMENT OF MONIES

Fees are payable **QUARTERLY IN ADVANCE**. They must be paid on or before the day the boy returns each term. **REGULATIONS REQUIRE THAT ADMISSION BE REFUSED IF FEES ARE NOT PAID.** All amounts (School and Gibson House) may be paid with one cheque/EFT, payable to Glenwood High School but when making payments, **mark clearly whether payment is for SCHOOL and/or GIBSON HOUSE.**

Boarder accounts are posted monthly and it is requested that they be returned with payment. Parents are encouraged to send cheques directly to the School office if possible to facilitate the collection of fees at the commencement of the term.

Banking Details: Glenwood High School Bank: FNB Davenport Centre	Account: 50710175338 Bank Code: 220226
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STUDENT LEADERSHIP AND SENIORS



Three Matrics are chosen as student leaders each year: The Boarder Head Prefect and two Deputy Head Prefects.

These young men have been chosen because of their leadership qualities and are usually School Prefects as well.

There are additional Prefects and monitors in Gibson House to assist with duties. Prefects assist the Boarder Masters by helping boys to adjust to boarding life and to help them wherever possible. Seniors are respected by other members of Gibson House. They usually have at least four years boarding experience so are pretty good to talk to if you have any problems.

A prefect is always on duty with the Duty Master. In some cases the Prefect will perform the tasks of the Duty Master if he is otherwise engaged. In the Term 4 the Form V's take over duty. This gives the Matriculants a chance to concentrate on their final studies, and it gives Staff an opportunity to train Form V's for the following year.

Prefects are an integral part of Gibson House administration. In reward of their service, you will note that seniors have extra privileges. This gives one something to look forward to in future years.

THE CODE OF CONDUCT

The Code of Conduct clearly defines the limits of behaviour. It has been designed to protect boys' rights as well as maintaining high standards of personal conduct. Gibson House, Glenwood High School's boarding establishment, runs as a completely separate entity from the School. As such, serious or Level 3 offences in the Gibson Code of Conduct meeting the sanction of expulsion may be immediately carried out at the recommendation of the House's Discipline Committee and implemented at the discretion of the Superintendent.

Stepping outside limits means trouble, so you are advised to study this carefully. Offences may result in reflections, gating, suspension or expulsion. A letter is always sent home to your parents and they may well be required to attend a formal hearing.

Examples of major breaches of discipline in the boarding house are:

1. Persistent disobedience to lawful authority
2. Theft of private or School property
3. Smoking
4. Substance abuse
5. Bullying
6. Bunking or having false exeats
7. Matches, cigarette lighters, knives, firearms, fireworks, aerosol cans and pornographic material as well as the instructions for preparation, or the actual preparation, of explosives, are strictly forbidden. Any form of substance abuse will be treated as an extremely serious offence.

These rules apply to day scholars as well, so the rules set the tone of the entire School.

N.B. Please refer to the official Glenwood High School 'Code of Conduct' document – this applies to both the School as well as the Boarding House.

Gibson House Code of Conduct
Discipline Code / Procedures – Categories of misconduct.

Learners of the Boarding Establishment fall under the School Code of Conduct. In addition, the following apply specifically to when they are in Gibson House. Continuous or more offences will result in a Disciplinary Hearing. Serious or level 3 Offences in the Gibson Code of Conduct meeting the sanction of expulsion may be immediately carried out at the recommendation of the House's Discipline Committee and implemented at the discretion of the Superintendent.

LEVEL ONE	ACTION	CONSEQUENCES
Inspection 1. Late 2. Locker neatness 3. Personal neatness	MOD	1 st Offence (Warning in Inspection book) 2 nd Offence (1x Reflection) 3 rd Offence (Refer to Level two)
Late 1. Meals <hr/> 2. Out of BE 3. For School 4. From Exeat (Davenport or Other)	MOD	1 st Offence – Eat last (Name in book) 2 nd Offence – Eat last for a week <hr/> 1 st Offence (1x Reflection) 2 nd Offence (2x Reflection) 3 rd Offence (Refer to Level two)
Meals Lists 1. Not filled in by Wednesday evening. 2. Incorrectly filled in. 3. Continuous booking of Meals not taken / eaten	MOD	Eat last for one week + 1x Reflection. Value of meal for Parent's Account
General Neatness 1. Prep room. 2. Bags outside dining room.	MOD	Reflection
Horseplay	MOD	Immediate reflection (1/2 hour) + 1x Reflection.
Noise after lights out/out of dorm after inspection.	MOD	Immediate reflection (1/2 hour) + 1x Reflection.
Disturbing prep/Late for Prep	MOD	Prep room clean up after prep + 1x Reflection.
Swearing	MOD	1x Reflection
Disrespect for Prefects	MOD	Immediate reflection (1/2 hour) + 1x Reflection.
Neglecting of duties. (Foyer/bell etc...)	MOD	1 st Offence – Warning on the board. 2 nd Offence – 1x Reflection. 3 rd Offence – Extras duties (Defined by Snr. MOD)
No extra-curricular participation	MOD	Gated until an activity is found/joined
Cell phone use outside of designated times (e.g. during meals/prep or after lights out). Cell phones left unattended.	MOD	1 st Offence – confiscated for 1 week. 2 nd Offence – confiscated for 3 weeks and parents contacted by MOD.
General Graffiti/cutlery etc. in rooms/upstairs	MOD	MOD to decide appropriate discipline measures. Maintenance squad for Graffiti and Snr MOD consulted for further action. (Level 2)

LEVEL TWO	ACTION	CONSEQUENCES
Repeated Level One Offence.	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Dish duty 2. Letter to parents. 3. Gated/suspended.
Fighting	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Immediate reflection for ½ hour. (Compulsory cool down period) 2. Statements from both parties. 3. Letter to parents/phone call 4. Disciplinary Hearing 5. Suspension and counseling
False Exeat	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Gated 4. Suspension
Possession of pornographic material, or use of computers to / procure pornographic material.	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Gating and counseling
Smoking	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Suspension and counseling

LEVEL THREE	ACTION	CONSEQUENCES
Repeated Level Two Offences	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Suspension 4. Expulsion (At discretion / authority of the Superintendent)
Bullying	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Expulsion (At discretion / authority of the Superintendent)
Bunking	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Suspension 4. Expulsion (At discretion / authority of the Superintendent)
Possession or use of banned substances, performance enhancing drugs, medication, narcotics / alcohol.	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Expulsion (At discretion / authority of the Superintendent)
Possession and / or use of dangerous weapons (as outlined in the school code of conduct)	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Expulsion (At discretion / authority of the Superintendent)
Theft	Assistant Supt. And Discipline Committee.	<ol style="list-style-type: none"> 1. Letter to parents 2. Disciplinary Hearing 3. Expulsion (At discretion / authority of the Superintendent)

DISCIPLINE

Discipline is the process of learning the values of society - in the case of a School, learning appropriate behaviour. Reward is as much a part of discipline as punishment. Often discipline will involve advice and counselling given to boys by Masters and seniors. It is expected that you will learn from the advice and not repeat the behaviour. Probably the biggest error you can make at Glenwood High School is not learning from your mistakes. We do accept that you are capable of making mistakes - everyone does, but as stated, we sincerely hope that you will, at all times, implement a stance of honesty and integrity in "owning" such mistakes, deal with the consequences and learn from the errors you make.

Glenwood High School is a non-denominational school. While religious instruction is not a part of the School curriculum, we do live by Christian principles. Probably the principle that is most applicable to Gibson House is the principle of treating other people as you would have them treat you. If you are able to achieve this you would hardly ever be in need of being disciplined.

Boys of the Boarding Establishment fall under the School Code of Conduct. In addition there are specific rules that apply to Boarders (consult pages 05 - 07). Ultimately human behaviour is judged as being right or wrong. If you ever have a complaint about a punishment you receive, see the Assistant Superintendent. The system has been designed to look after you. If your son complains about a punishment, please make sure that he has reported to the right people (Mr Urbach / Mrs Barnes) before coming to you.

DISCIPLINE COMMITTEE

The Discipline Committee consists of both, or either, two senior Masters. The primary tasks of the Committee are to review disciplinary procedures and forward suggestions; to deal with repeat offenders; and to deal with serious offences.

TOLERANCE

All of us have strengths and weaknesses and need to be accepted as an individual in our own right. Boys will need your friendship at Gibson House, so do the right thing and try to accept other people in Gibson House for who they are.

Bullying whether physical or emotional is a serious offence, and bullies may well lose their place at the Boarding Establishment.

STUDY

In the normal course of events, there will be two prep sessions for the whole House each weekday evening. Each prep venue is air-conditioned. Extra prep sessions are available for those boys who wish to do extra work or have assignments to do with the permission of the Senior Master on Duty. Extra prep sessions will be confined to the 2nd Floor / Grade 10 prep room for all boys wishing to make use of this facility.

Duty Masters supervise study. They move around the study areas and check that work is being done and homework books are signed. With the permission of the Master on Duty, you may consult fellow students in the second half of study, but only for a short period of time as it can distract others. Boys consulting each other may leave the room and work together in the foyer outside (with the permission of the Master). Please note, however, that this is a privilege and not a right. The Information Technology Centre is well equipped and is a useful source of information for assignments. Controlled Internet access is available and the room is further enhanced with air-conditioning.

Effective study can only take place in an atmosphere of silence. Boys found talking will be disciplined. Boys also study on a Sunday night commencing at 19h00 to ensure they are prepared for the new week.

Prep times:

15h00 – 16h00

School Library (optional)

18h45 – 19h45

Designated Prep Rooms (Compulsory and Supervised by Master)

20h00 – 20h45

Designated Prep Rooms (Compulsory and Supervised by Master)

SPORT AND RECREATION

A wide range of sports is offered at Glenwood High School. The School is well known for its expertise in sport. We compete in the 'A' Leagues and are known for our participation in Rugby, Athletics, Cricket, Swimming, Waterpolo, Hockey, Tennis and Squash.

Swimming and Cricket occupy boys in Terms 1; Rugby and Hockey in Term 2; Rugby and Soccer in Term 3; Cricket and Waterpolo in Term 4. Other sports played during the year are Basketball, Canoeing, Golf, Sailing, Softball, Squash, Surfing, Target Shooting, Table Tennis, Volleyball and many others.

As a Boarder you are expected to become involved in at least two sports and do at least one activity per term. You will meet many other pupils, including Day Boys, and you will also gain expertise at that particular sport. We don't really mind whether you play at 'A' level or 'E' level - the most important thing is to compete and enjoy it. Training and practice occur after School. Boarders have a special advantage here because nearly all training is done at School.

Public Speaking, Debating, Chess, Drama and a variety of other activities are also significant "after school" activities. The Debating teams participate in the Debating League. The School puts on an annual production which may be a play or a musical. Basically, if you're bored, it's your own fault.

We also have Masters who run social activities/hobbies and excursions. All the Forms go to various Leadership centres during the course of the year.

Sport and Recreation are vital for our physical and social development. You should never lose sight of the fact that your primary purpose in being at school is to develop academically and do your best, but there is a lot to be gained by being involved in sporting, cultural and recreational activities.

RECREATIONAL FACILITIES

Recreation facilities are extensive and no boy should ever find himself "at a loose end". The facilities include:

Television / MNET & DSTV (certain Programmes may be viewed)
Video / DVD Facilities
24 Station Computer Room – Internet linked
Trampoline
Snooker Tables
Fozz-Ball Tables
Gymnasium
Table Tennis
3m x 3m Chess Board
18 Hole Putt-Putt Course
Coffee Shop and Tuck-shop
Braai Facilities – Gas & Charcoal/Wood
Pianos
A Range of Magazines

In addition, Newspapers are available daily and the School facilities (fields, swimming pool, tennis courts, squash courts as well as others) are available for use by Boarders but only under the supervision of a Master.

CARE OF GIBSON HOUSE

Boisterous behaviour can result in damage to the buildings. We ask Boarders to treat the buildings with respect. Obviously repairs are costly and will ultimately end up in increased fees. We want to avoid that, so we ask all boys to treat the buildings as they would treat their own homes. Vandalism is a serious problem in our society. Anyone caught defacing buildings or causing wilful damage will be dealt with severely. Breakage must be reported immediately, and the boy concerned is expected to meet the cost of repairs. Not reporting a breakage may result in being punished as well as meeting the cost.

SAFETY - ELECTRICAL

Electrical safety is the responsibility of everyone in the School community. The School ensures that all electrical maintenance and testing are performed in accordance with Safety Regulations and that the School owned equipment is safe for normal use. When any electrical hazard is identified, action will be taken to isolate or remove the faulty equipment until proper repairs are completed. It is the duty of everyone to report faults in the electrical supply or in the electrical equipment at the School. Boarders are welcome to bring personal items with them to Gibson House. Electrical items permitted include radio/cd players. Please note that you are responsible for the safe keeping of any personal belongings including electrical equipment. Prefects are allowed televisions. Note that none of these items are compulsory nor are they a right but rather a privilege. Parents are responsible to ensure that all personal equipment is safe before bringing it to Gibson House. If uncertain then the item must be checked by a qualified electrician. Any equipment not considered safe by the School will be returned to the parents. Electrical equipment must be used safely and correctly in accordance with the manufacturer's instructions

It is important that everyone uses common sense. Electrical equipment should not be operated in bathrooms, apart from electric shavers.

SAFETY - GENERAL

Safety is the responsibility of us all. Everyone must strictly follow safe practices and procedures as well as adhering to any safety policies and rules of the School. Every person has the responsibility to himself and his fellow students to do his utmost in preventing accidents, and developing and maintaining a co-operative spirit of safety.

RADIOS, LIGHTS AND FANS

Radios are not to be left unattended and when lights and fans are not being used they should be turned off.

DORMITORIES - GENERAL INFORMATION

We are proud of the fact that at Gibson House we have taken the concept of a dormitory and created a Boarding House closer to a home situation.

Each boy has a locker for which he must provide a safe and secure padlock. He is responsible for the tidiness of the room, and while the cleaners are employed to clean, they will not tidy up after him. The following rules apply to the dormitories:

- Lockers must be kept locked at all times. We will not be responsible for any loss or damage to a locker that is open, or that other boys have had the code/key for and open the locker.
- The room must remain tidy at all times, especially when an inspection takes place. Other inspections are at the discretion of the Master on Duty.
- Rubbish bins are to be emptied every morning.
- Bar heaters, toasters and sandwich makers are forbidden. Also forbidden are lighters and matches. (See Code of Conduct)
- Food is not to be consumed in the dormitories.
- No posters are permitted.
- Wallets or personal gear of considerable value must be stored in the personal locker and kept locked.
- No coat-hangers, ropes, wires are to be attached to any fittings, for any purpose.
- Large amounts of money must be handed in to the Master on Duty for safe-keeping.

The rooms reflect our organisational skills, self-discipline and pride. We are not trying to create a military atmosphere, but do insist on a basic level of tidiness.

The school frequently has visitors, who often request the opportunity of visiting the dormitories. We are proud of our standards.

ROOM SELECTION

'What procedures are used for room selection?'

We usually try to match boys with common interest, and sometimes match boys with common backgrounds. Occasionally we receive requests where boys have been friends before coming to Glenwood High School.

'May I change rooms?'

Ultimately "yes" if there is a personality clash, yet part of the exercise of boarding is learning to cope and to be tolerant of others. Every effort will be made to ensure you cope, and in the following years you will be able to nominate your room mates.

SECURITY

To protect your personal property we advise you to lock your valuables in your locker. Keep your keys in your possession. It is also advisable to hand in your spare keys to the Matron for safe-keeping.

You will note that the Gibson House premises are fully fenced and on a security gate and alarm system. The alarm will be activated after lights out every night and de-activated at 05h40 each morning. There are also security camera's placed around the buildings as well as a 24hr Security Guard.

MEDICAL

An experienced sick bay Matron is employed by the Boarding Establishment. Her task is to attend to the sick parade of ill boys between 06h30 and 07h30 each morning. Consultation with the doctor and parents takes place, if the need arises, at the discretion of the Matron and not of the boy. The Matron is assisted by the Master on Duty.

Parents must nominate a Durban Doctor and Dentist who will attend to their son when necessary. Accounts will be rendered direct to the parents. In the event of the parent not knowing any Durban medical people, it is recommended that the appropriate form be filled in - "at the Matron's discretion".

The School insurance operates in cases of injury on the premises and while the boys are engaged in School activities. Claims are made from the insurance company by parents on presentation of accounts. Details are posted every year to parents regarding medical cover amounts and excess amounts.

School insurance is only applicable to boys who attend Glenwood High School.

HYGIENE

You have definite responsibilities here and you won't have Mom or Dad to watch over you. Ensure that your clothes are sent to the laundry after each wearing. Beds should be changed every week. There are two allocated shower times each day. You should shower at least once a day, preferably twice. Always shower twice a day in summer or if you have been involved in any sports training or physical education. Always wear pyjamas to bed every evening. This is all part of personal hygiene. It is also asked to have a shirt on at all times, including inspection, and this may be removed before getting into bed.

LAUNDRY

ALL CLOTHES AND ALL OTHER EFFECTS ARE TO BE CLEARLY AND LEGIBLY MARKED, PREFERABLY WITH PERMANENT MARKER AND NOT NAME TAGS AS TESE COME OFF. Six inch tabs are to be sewn on the inside of each sock or stocking.

ALL BOYS MUST HAVE A LEAST FIVE (5) WHITE SCHOOL SHIRTS ALL CLEARLY MARKED WITH THEIR NAME.

Each boy should have two laundry bags and a sock bag, each clearly marked with his name.

MEALS

We eat three main meals a day and you are required to attend every meal. Meal times are as follows: breakfast at 06h45; lunch at 12h50; and supper at 18h00. Boys may make sandwiches at breakfast to eat up at School during tea break. Providing them with a labelled lunch box may be a good idea.

The dining halls are well equipped and all meals will be served there. You are responsible for fetching your food from the serving area and for placing your used dishes on a trolley. Once you have finished you may only depart after the Head Prefect's announcements.

Certain conventions should be observed in the dining room: no food, crockery or cutlery is ever to be taken out of the dining rooms. Appropriate table manners should be clearly displayed with overall noise at a minimum. Each table will have a 'Table Monitor' (senior boy) to ensure that proper etiquette is followed. The MoD moves around to ensure that boys are eating properly and observing the rules. Any complaints should be directed to the MoD.

To ensure that boys are catered for properly on the weekends, it is important that the Weekend Meals Lists are filled in. This should be done by Wednesday evening. Boys are also responsible for filling in the Late Meals list if they know they will be late for meals – generally because of sporting commitments. Failing to fill in meal lists correctly may lead to being punished.

LANGUAGE

People are often tempted to believe that rough language is a sign of maturity. We don't agree and while we accept casual language, we don't tolerate swearing at all. Always address all Masters and Prefects as 'Sir'. Show respect for the Masters and they will reciprocate by addressing you by your given name.

HOLIDAYS / COMPULSORY FREE WEEKENDS

During the holidays the boys must pack up and vacate the dorms. The BE will be rented out whenever possible during holidays or else renovations are undertaken. No responsibility can be taken for personal effects during these times.

FREE WEEKENDS, CLOSED WEEKENDS AND HALF WEEKENDS

There will be at least one compulsory 'Free Weekend' in each term. This will coincide with a long weekend should one occur.

Each boy is also expected to stay in over two weekends during the term. The first weekend of the term is a 'Closed Weekend' for the whole of Gibson House. Each Form is then also given a closed weekend later during the term. The purpose of these 'Closed Weekends' is to foster "House Spirit" and to enable the boys to get to know each other better. We therefore ask that you diarise these dates and not take your sons out.

School sports commitments are not cancelled over a 'Free Weekend' however, and boys are expected to fulfil their obligation to their School teams should they be a regular member of a team. Boys will normally only be allowed to go after lunch on Saturdays or after the last sporting activity, i.e. if certain 1st team matches are compulsory.

The above arrangements can, however, be changed at the discretion of the School Management. Boys have to ensure that the weekend lists are completed correctly. They are required to state the name, address and telephone number of their destination. Boarders are therefore expected to go home to their parents and not to people where little or no adult supervision occurs.

Boys going to other destinations other than home, have to:

- (i) Obtain prior consent, in writing, from his parents, via e-mail or Fax c/o Assistant Superintendent: 2054589
- (ii) Supply a written invitation from the host family.

On leaving for the weekend the boys must ensure that they sign out at the correct time. They must sign out to their parents and parents must ensure that they return at the stipulated time. Parents who want their boys to take part in a lift club should forward their consent, in writing, to the Assistant Superintendent at the beginning of each term, or the Wednesday before a free weekend is requested. Late comers could be 'gated' or required to come back earlier the following weekend. The resident staff cannot be held responsible for Boarders after they have left Gibson House for weekends or the holidays. It is therefore expected that the parents will assume responsibility for their sons once they have left the School premises.

Please note:

- a) Sporting commitments at School have strict priority.
- b) If you have some important family function requiring that your son comes home for the weekend, please see that a timeous request is placed with the Assistant Superintendent.
- c) Boys not fulfilling the duty on a closed weekend without permission will be dealt with severely as per the code of conduct.
- d) Boys not fulfilling their duty on a closed weekend with permission will be required to make up the next weekend without fail, and do the activities on that weekend.

COMPULSORY IN WEEKENDS

Part of Gibson House's rich and long heritage is our traditional stay-in weekends. These stay-in weekends are compulsory and perform a vital role in developing brotherhood and a sense of belonging to the House.

Staff view these weekends as most important in fostering relationships with boys and extending their responsibilities and implementing important elements of pastoral care. It is noticeable that boys who frequently miss these weekends do struggle to cement close, lasting friendships and to find their own sense of belonging within the wider structures of the House and ultimately battle to appreciate the brotherhood that Gibson House fosters.

With these in mind we ask for Parents to support us in achieving our goals. Boys who are not able to attend a set weekend will be required to make up that time and must then choose another weekend to stay in with a different Form.

All boys are expected to be present for two (2) compulsory stay-in weekends per Term. The first weekend of every Term is designated a whole House stay-in weekend.

Thereafter the weekends, as far as possible, are designated as follows:

1 st Weekend of Every Term:	Whole House Stay-in
2 nd Weekend of Every Term:	Form II
3 rd Weekend of Every Term:	Form III
4 th Weekend of Every Term:	Form IV
5 th Weekend of Every Term:	Form V
6 th Weekend of Every Term:	Form VI

Any changes to the above scheduling will be published a Term in advance.

In weekends are an ideal opportunity for boys to develop and enhance friendships and foster pride in their respective Grades. As such they are designed with team building in mind and boys will be exposed to an exciting variety of activities. Masters responsible for each Weekend will meet with each Form and provide them with the details of the activity(ies) scheduled for that weekend.

Any request for a boy to miss a designated weekend must be made at least 1 week in advance in writing and should be directed only to the Assistant Superintendent. Only the Superintendent or Assistant Superintendent may grant permission for boys to miss and reschedule a compulsory stay-in weekend.

LOCKERS AND VALUABLES

All personal items of any value should clearly be named and locked in your locker. We also advise you never to borrow or lend gear. Problems usually occur if gear goes missing or is damaged in any way. Take care of your possessions. Your parents have usually paid for these and you owe it to them to be careful with your possessions. Locker keys should be on your person at all times. If you leave your locker keys on your bed or an obvious place, it's as silly as leaving your locker open. Make sure you lock all gear away if you are going on weekend leave. It's a useful safety precaution. **Never borrow anyone else's gear without permission.** We will not be responsible for any loss or damage due to an open locker or a locker that can be opened by another boy.

BANKING

It is suggested that the boys do not keep large amounts of money in their lockers; if a boy has an unusually large amount he must deposit it with the matron or one of the assistant superintendents if the matron is not available.

A good exercise in money management is to provide your son with a Bank Card, as there are facilities close at hand.

Boys ARE NOT permitted to have School purchases and expenses debited to their accounts. Provision should be made through their pocket money to cover such expenses as excursions, uniform shop, sports photographs, etc.

Any large amount of money lost while in the boy's possession will not be the responsibility of Gibson House.

ACCOUNTS

Boys ARE NOT permitted to have school purchases and expenses debited to their School Fee accounts. Provision should be made through their pocket money to cover such expenses as excursions, uniform shop, sports photographs, etc.

RESPONSIBLE REPORTING

There is an unwritten school boy code which states that you should not 'tell' on your mates. We try to promote "mateship" at school, but there is a time when the school boy code goes too far - when a boy is doing illegal acts which you know about. The real test of friendship means that you will do something to prevent a person making mistakes. Our aim at school here is not to inflict punishment all the time, rather to educate you about principles of honesty and decency.

If you are concerned about something which is happening, see a senior, the Duty Master or Assistant Superintendent. With quiet counselling, we've solved a lot of problems in the past, and no-one's integrity has been threatened. Also be aware that some boys might lose valuables and report them stolen.

TELEPHONE

There are three call boxes (031-2053197/2057991/2055116) and 'Card Phones' are available. Telephone cards can be purchased at any Post Office and from the Matron. There are also 3 phones available for incoming calls only (031-2055225, 031-2055226 and 031-2059870). It is requested that calls to boys are not made during prep times or after 20h45. Cell phones are not allowed to be used during meals/prep or after lights out.

To be fair to all, calls should be kept to a reasonable and considerate length. In addition parents are asked to remember that it is not always easy to find a particular boy who may be in any one of a dozen different places, including the School.

The staff phone is not for the use of boys at all except in the case of real emergency.

Any boy found using 'devices' of various types to avoid proper payment in the call-box will be banned from any use of the phone in addition to any other punishment.

RETURNING TIMES

Please note:

- a) Boys must return by 18h00 on the day before a school term commences. Parents are asked to assist us by returning their sons as early as possible in the afternoon.
- b) It is suggested that junior boys should be in by 15h00 and any new boys by 14h00.
- c) Boys must return by 20h00 on a Sunday or by 06h40 on a Monday morning. These times apply to both normal and free weekends.
- d) Free weekends – applications, in writing, must be made by Wednesday afternoons.
- e) Failure to abide by these times will result in punishment.

CHURCH

Although Glenwood High School is a non-denominational school you are encouraged to attend church. Parents should discuss church attendance with their son. We will always respect the opinions of parents and ensure that boys attend Church as the parents wish. Such wishes should be made known to the Staff in writing.

CLOTHING

ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH YOUR SON'S NAME
(Preferably use a laundry marking pen as labels tend to come off)

SCHOOL UNIFORM Each boy is expected to possess at least:

NB:	1 Glenwood High School blazer
BOYS <u>MUST HAVE</u>	3 Regulation grey trousers (preferably machine washable)
FIVE (5) WHITE	1 Black belt
SHIRTS	5 Plain white, short sleeved shirts
	1 Pair black lace-up shoes (plain design)
	5 Grey anklets
	1 Regulation School tie (preferably machine washable)
	1 School jersey (dark green)
	1 School bag
	1 School sports bag
	1 School umbrella (optional)
	1 House Vest

GENERAL AND DAILY WEAR

- 4 Black quantec shorts with badge
- 2 Green quantec shorts with badge
- 5 Gibson House T-shirts
- 2 Glenwood High School Sports/Golf shirts (collared)
- 2 casual shirts (optional)
- 1 pair casual shorts (not baggies) (optional)
- 1 pair casual longs (not denim) (optional)
- 1 pair casual shoes (optional)
- 8 pairs underpants
- 2 pairs pyjamas (optional)
- 1 Regulation Glenwood High School tracksuit

ESSENTIAL personal items are:

- 3 Green towels
- 1 pair sandals or slops
- 10 coat hangers
- Toiletries
- Shoe polishing equipment
- 2 Laundry bags
- 2 Sock bags
- 2 Sheets
- 2 Pillowcases
- 1 Duvet and pillow and 2 duvet covers

PLEASE NOTE:

- Trunks are optional. All boys have a locker but must supply own padlock (with 2 keys)
- A small safe will be provided at a cost of R300.
- A blanket or rug may be required in winter.
- The wearing of casual clothes when boys go out is strictly controlled. Only respectable dress will be permitted. Cognisance will be taken of the boy's destination in deciding what dress is appropriate.

DRESS and APPEARANCE

School Uniform

Full School uniform is worn on the following occasions:

- a) Daily to School;
- b) On Saturday mornings when leaving and returning to the premises;
- c) To all School functions;
- d) On leaving and returning to the premises at free weekends and holidays.

Please note:

- a) Shoes must be plain black with laces.
- b) Jerseys, if worn with the uniform, must be dark green.
- c) No jewellery is permitted at any time.
- d) White shirts for school wear must have long sleeves and should be plain in style. Short sleeve shirts are permitted.
- e) School uniform socks are grey.
- f) Broad leather belts are NOT permitted.
- g) It is recommended that each boy has at least 2 pairs of grey flannels (preferably machine washable).
- h) Grey shorts and long grey stockings are permissible instead of flannels.

Casual Wear

Casual dress is permitted when boys go out on Sundays. The criterion to be observed is neatness and respectability.

Daily Afternoon and Weekend Dress

In order to lessen the load on the Matrons and the laundry, boys should have plain black or green quantec shorts and plain white Gibson T-shirts or the School T-shirt.

General

Boys must have some slippers or slip-on sandals that must be worn around the House at all times. They must provide their own towels and soap.

It is expected that each boy will polish his shoes daily.

The School insists on a neat hair-style which is short rather than long. Electric Clippers are available at Gibson House and there are several boys who are proficient in the cutting of hair.

Boys are expected to return to School at the beginning of each term with a regulation hair-cut.

CHANGE OF STATUS

Once boys become Boarders, we see this as a commitment. Also when parents enrol their son as a Boarder, it reserves a place in Gibson House technically for the year. While we appreciate circumstances can change, we require one term's notice of a change of status to Day Boy. Queries regarding this should be directed to the Superintendent and the Matron in writing and telephonically.

BOUNDS

You are in our care when you become a Boarder. We must know where you are twenty-four hours a day. Never leave the School grounds without the permission of the Master on Duty.

You cannot go back to Gibson House during the school day, other than lunch time, as it is locked for security reasons. Therefore all books and other materials you require during the day must be kept in your school locker or taken up with you in the morning.

During class times you should not move beyond the area of the school buildings and immediate grounds. On weekends, stay away from classroom buildings.

SENSE OF IDENTITY

Once you are a Boarder at Glenwood High School, you have a responsibility not only to yourself, and your parents, but also to the School. Your behaviour, good or bad, will reflect on all three mentioned above.

In particular you will reside in the community of Glenwood, in buildings able to be observed by the general public.

Excessive noise will result in people judging you. Similarly, never make comments to any members of the public as they pass Gibson House. If the general public ever make derogatory comments to you, never return the comment. If such comments are made, contact the Master on Duty immediately who will deal with the matter.

You should develop a sense of identity with the School over time, and be part of its high ideals. Standards in our society are essential.

HOMESICKNESS

Boarding is not a substitute for home; it is also vastly different as we have a community of 270 boys. Inevitably you will feel homesick when you arrive because it is so different. It is natural to feel homesick, and remember that some are better able to disguise it than others.

If you do feel really homesick and need help, talk to the Assistant Superintendent or any Master. Parents will also be missing you, so don't go phoning them if you are really upset - it will also make them upset. Only phone parents if you have something good to say. Some boys will use sickbay to help them overcome homesickness. Please discourage this.

Time is the best cure for homesickness with constructive help from the Boarding Staff. We also find that once boys interact with one another, homesickness starts to disappear.

IN LOCO PARENTIS

This Latin phrase means that the Boarding Staff and Teachers act in place of your Parents while you are at school. Just as at home, you cannot come and go as you please.

In order for you to go home or to any other venue, we must have written permission from your parents, and if applicable, the host family.

Young people are not allowed to write notes giving this permission even if they are 18 years old. We remind all boys that you are in our care until you arrive home. All boys must fill out appropriate leave forms. These regulations will be carefully explained to you once you become a Boarder.

EXEATS

Boys will be punished if they leave the premises without permission. They are required to obtain an exeat and sign out to the Master-on-Duty and sign back when returning.

Sundays

Sunday exeats may be taken by all boys. During the first term all new boys, however, have to stay at the Boarding Establishment for the first two weekends. Boys may go to Musgrave Centre on Sundays only.

Saturdays

Morning exeats may be taken and permission is granted for boys to go out on Saturday afternoons provided they are not required to watch sport at School. Attendance at certain 1st Team matches is compulsory for Boarders on Saturday afternoons. Exeats are only given to visit Davenport Centre, and no other shopping centre.

Weekdays

There should be little reason for a boy to go out during the week. However, exeats are granted to those who have an acceptable reason for doing so. Other than Davenport, permission must be given by the Assistant Superintendent to get an exeat for anywhere else. There is a specific routine for exeats to Davenport that your son will need to learn.

INSURANCE

No provision can be made by the School or the Boarding Establishment for insurance of boys' private effects, clothes or otherwise. It is strongly recommended that parents take steps to organise comprehensive all-risks cover.

TRANSPORT

For boys who fly to and from school, transport is made available to the bus depot in Durban from where an airport shuttle can be caught. The trip to or from the airport is about 40 – 50 minutes and the cost R100.00 per trip. Boys are also transported to the bus depot to catch inter-city coaches. Arrangements should be made for boys to arrive or depart from the bus depot during the day and not later than 18h00.

DAILY ROUTINE

MORNING

05h40	MOD & Duty Prefect to open Gibson House (Work through check lists)
05h45	Reflection (05:45–06:25)
06h00	Wake up bell (Bell boy) / LAUNDRY (06h00 – 06h20) SICK BAY (06h00 – 06h20) LIFTS AND EXEATS (06h00 – 06h30)
06h40	Inspection bell (Bell boy) Fill out 'Inspection / Breakages' book. Once inspected, move quickly down to the dining Hall for morning Roll-Call
06h50	Roll-Call
07h00	Breakfast – ALL boys to stand quietly in breakfast venues
07h25	1 st Warning Bell to leave Gibson and go up to school.
07h30	2 nd Warning Bell (Gate will be closed at 07h35 by MOD).

LUNCH

11h55	Boys in Sick Bay to report to the office before going for lunch (Tea & Toast)
12h18	2 Minute warning bell for leaving the house (Matron)
12h20	EVERYONE out of the BE (Matron)

AFTERNOON

14h55	Warning bell for leaving the house (Bell boy)
15h00	Bell for EVERYONE out of the BE (Bell boy) EVERYONE out of the BE (15h00 – 16h30) 1 st Foyer duty (15h00 – 16h45) 2 nd Foyer duty (16h45 – 18h00)
16h30	Boy on Foyer Duty to ring bell.
16h30 – 18h00	Free & Shower Time.

EVENING

17h00	Covers – before the boys shower. (1 st & 4 th term) (Covers List & Covers Prefect)
17h20	LAUNDRY (17h20 – 17h40)
17h58	2 Minute warning bell for dinner (Bell boy)
18h00	Dinner (Bell boy). Sit at allocated table only. (18h00 – 18h20)
18h20	Free Time / War Cry / House meetings / Tutoring.
18h43	2 Minute warning bell for 1 st prep session (Bell boy)
18h45	1 st Prep Session (Bell boy): (18h45 – 19h45) ALL boys to be standing quietly to greet Master and Prefects. JUNIOR Computer room time – Boys who have booked must wait quietly outside the computer room, MOD or POD will allow them in. Senior Master does breakages lists or daily administration.
19h45 – 19h58	Prep break (Bell boy).
19h58	2 Minute warning bell for 2 nd prep session (Bell boy)
20h00	2 nd prep (Bell boy). Roll call in each prep room. (20h00 – 20h45) Boys to be seated and quietly working. SENIOR Computer room time – Boys who have booked must wait quietly outside the computer room, MOD or POD will allow them in.
20h50	<u>QUIET TIME</u> (20h50 – 21h00) Prefect on duty to lock up. No Buddying to take place.
21h15	ALL Inspection & lights out. Check lists to be completed & signed by Master on Duty Duty prefects to roam the corridors.
21h30	Grade 12 lights out.
21h30	MOD do FINAL walk around.
22h00	Prefects lights out.

REMEMBER: ALTHOUGH IT SEEMS DAUNTING, DON'T BE SCARED TO ASK FOR HELP! MASTERS AND PREFECTS ARE THERE TO HELP YOU & MAKE YOU FEEL COMFORTABLE.

It's a lot to learn, and it may all seem a little daunting. You will be surprised how quickly you adjust, however. The experience of boarding is generally enriching and rewarding. You will quickly learn to be independent and be able to organise your own activities and meet your responsibility. Always ask if you have trouble. Resident staff will help you at all times. We all sincerely hope your time at Glenwood High School will be a rewarding and satisfying one.