

St Harriet High School

ST. HARRIET SCHOOL POLICY

MISSION:

To produce a well rounded person, equipped with life skills to cope with life centered on Christianity, family values, transformation, leadership, global outlook and above all, God fearing.

MOTTO:

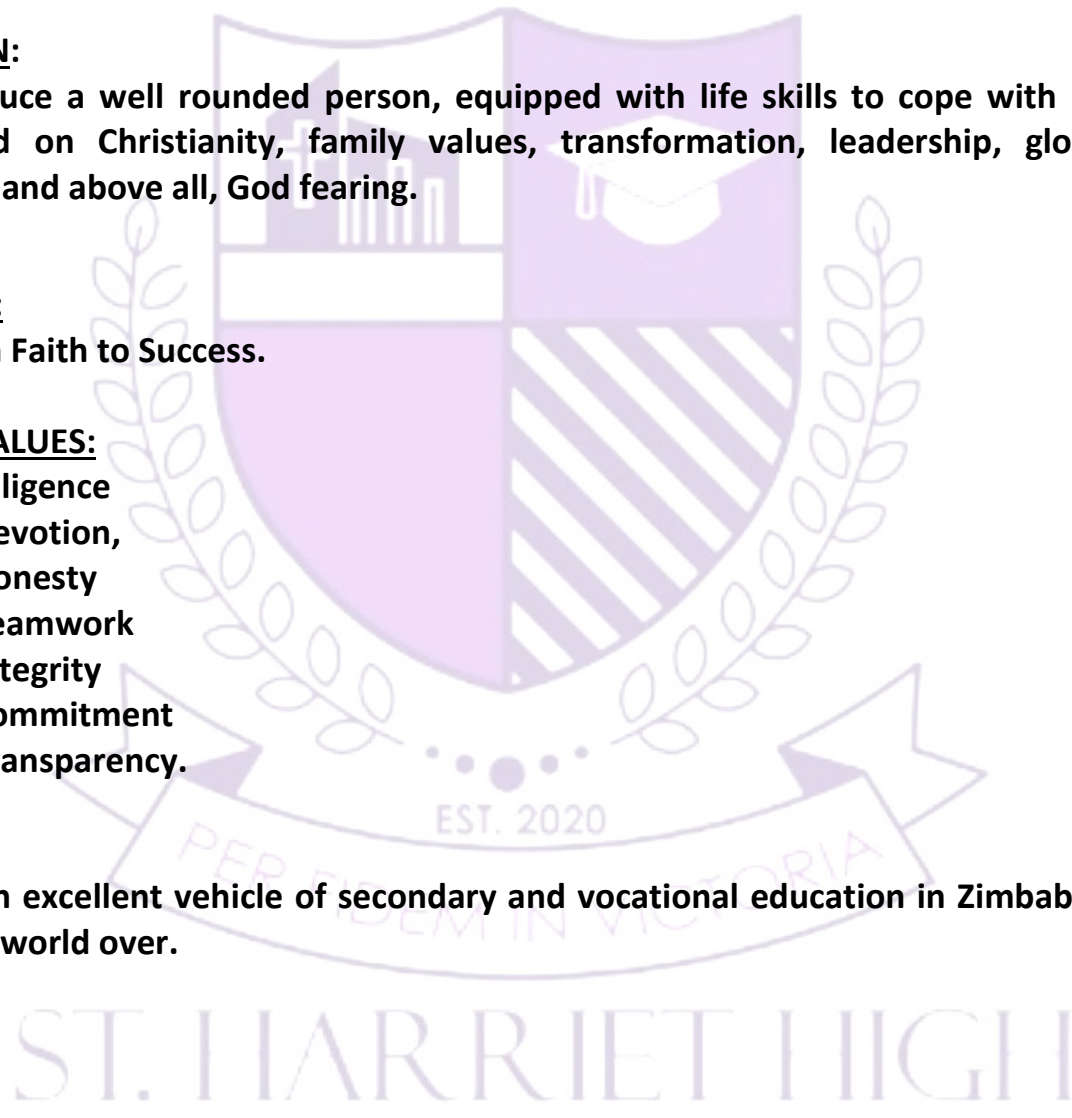
Through Faith to Success.

CORE VALUES:

- ✓ Diligence
- ✓ Devotion,
- ✓ Honesty
- ✓ Teamwork
- ✓ Integrity
- ✓ Commitment
- ✓ Transparency.

VISION:

To be an excellent vehicle of secondary and vocational education in Zimbabwe and the world over.



St. Harriet team

1-1-2020

Revision date: 01.01.2021

PARENT/GUARDIAN COMMITMENT

SCHOOL RULES

1. Always speak in English.
2. Greet all visitors, teachers, your seniors and each other around the school.
3. Silence should be observed in the school, no shouting,
4. Always look smart, tuck in shirts, tie shoe laces, and brush your hair, no jewellery and make-up.
5. Always use pathways and corridors in the school.
6. Students should always be presentable in complete school uniform.
7. Be friendly to each other always i.e. no fighting, no bullying etc
8. Always be in correct and complete sports attire during sporting activities.
9. Always be punctual.
10. Always do your class work and homework.
11. Keep classrooms and school grounds clean, put all litter in the bin.
12. No stealing.
13. Always keep the toilets clean.
14. No chewing in class, especially bubble gum.
15. Be out of rooms during break and lunch time.
16. Always wash your hands before eating.
17. Take good care of textbooks, exercise books, reading books and homework books.
18. All students to abide by all Christian values.
19. No entering of laboratories except in the company of a teacher.
20. Love affairs, all indecent activities and pornographic materials are prohibited.
21. It is an offence to write graffiti on any school property.
22. Assembly, general work, sports and lessons are compulsory to attend.

CODE OF MANNERS FOR ST. HARRIET STUDENTS

- I will raise my hat to all staff and visitors. My greeting will be “Good Sir/Ma’am” by name.
- I will rise from my chair whenever an adult comes into the room. If I am sitting on the ground, I will stand.
- I will ask any visitors to the school if I can help them.
- I will ask any adult if I can help them to carry anything they may have.
- I will always thank the umpires and referees, and my opposition, for their part in my games.
- I will respect the property of others.
- I will step out of the path of adults in conversation.
- I will keep myself neat and tidy at all times.

All standard boarding conditions will be applied.

I parent/guardian of have read and understood the policy, rules and code of manners for St. Harriet High Schools.

Signature..... Date.....

AIMS

By joining us at St. HARRIET, we aim to work together to:

- Help to develop confidence, independence and teamwork.
- Provide academic activities by allowing students access to staff, resources and having structured study sessions to support study and learning.
- Develop a sense of community building and belonging.
- Encourage respect for others and for their property.
- Widen cultural experiences and understanding.
- Provide an extensive range of activities and experiences not normally available during school days and encourage students to engage fully in them.
- Encourage students to coexist civilly and respectfully.
- Provide opportunities to develop leadership roles and contribute to the wider community.
- Help develop good manners, personal organisation and self-discipline.
- Provide an ethos of support, understanding and kindness where bullying and harassment are not tolerated.
- Warmly welcome new boarders whenever they may join us and help them to settle into their new lives and understand the routines and customs of St Harriet High School.

ABSENCE

Only the school head can give permission for any absence from the school.

ACCIDENTS

All accidents and injuries in St. Harriet School, whether in the buildings, sports fields or anywhere else on site, must be reported to a member of staff and then to the Principal.

ALCOHOL

Students must not drink or possess alcohol on school premises and hostels at any time.

ASSEMBLY

Students are expected to attend Assemblies in the mornings as follows: Monday, Tuesday, Wednesday and Thursday.

BANK ACCOUNTS

The Boarding Staff do not keep pocket money accounts for students as we are keen for the students to learn to manage their own finances. However, we make special arrangements for first year students, if requested to do so.

If students withdraw money from the bank, they should lock it away in their wardrobes immediately. St Harriet High School will be not held responsible for money or valuables left lying about in bedrooms or communal areas.

BATHROOMS

Students are free to use the showers — except during mealtimes and study sessions. No showering after lights out. Students should remember to use a dressing gown and slippers when going to and from the showers. All facilities are communal; each student must leave the showers in a way that they would like to find them; good hygiene is of the utmost importance.

BEDDING

St. Harriet High School does not provide bed linen. Bedding can be changed on any morning or evening after supper or during break of Prep. If students wish to bring their own mattress they may.

BEDROOMS

Students are encouraged to personalise their own space within their rooms, so that it feels more like home. However, we ask that they should not put posters, photographs etc. on the walls. Please see the section on electrical equipment to confirm what is allowed.

BEGINNING AND END OF TERM

Term begins and ends as stated in the St. Harriet calendar and or government school calendar. Permission to either leave school early or return late can only be given by the school head. All boarders should be back in Residence by 4 p.m. on the day before the full term begins. Details of students' return travel arrangements should be included on the appropriate form or sent by email.

CODE OF CONDUCT- RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

- St. Harriet High School is where the boarder students live for a large part of the year and we want them to feel as close to home as possible; this means we all have a responsibility to make the lives of others, both students and staff, as comfortable as we possibly can.
- We follow a Code of Conduct. The aim of this is to set down some guidelines that will make it easier to live together and would allow us all to live by the ideals of respect for ourselves, respect for each other and respect for the environment in which we live.
- The most important thing is that the boarders feel safe and happy. If the boarders ever feel unhappy, either for themselves or for someone else, then they should come and speak to one of the members of staff. There is always someone that the boarders can talk to. Living in a community is not always easy and there will be times when students want their own space and there is a quiet room within the Residence House.
- Part of our education at St. Harriet High School includes Personal, Social and Health Education. We encourage all pupils to ensure that their own standards of personal hygiene are high, that they shower regularly, that clothes are laundered weekly and that they are always well-presented, both in school time and in their own time. St. Harriet High School Cafeteria encourages healthy eating. If the students ever have questions about what they should be eating, there will be staff to talk to.

- All relationships within St Harriet High School must be consistent with our mission, beliefs and goals which place the dignity of the individual at the center of education.
- Students must be sure that they do not 'invade' someone else's space and privacy by being in a room at an inappropriate time.
- We are all here to help students. The staff and students of St Harriet are very supportive of each other and if there is anything that a student does not know or does not understand then (s) he should just ask.

BOARDERS' CODE OF CONDUCT

As a member of the St Harriet High School community we should be mindful of the Mission Statement and our motto. • I will do everything I can to make the lives of others within the boarding community bearable.

- I shall make every effort to keep the boarding environment pleasant for everyone. I will respect the Notice Boards, corridors and the Social Spaces in the Residence Houses.
- I will carry out instructions given to me by boarding staff without fuss or argument.
- I will not enter another person's room unless I am invited to do so. I understand that everyone has times when they need to be quiet or be by themselves and I will not disturb them if they wish to be alone or quiet.
- If I am in another person's room, I will respect their possessions.
- I shall use all my personal study sessions effectively.
- I will conduct myself properly and in accordance with St Harriet rules in all school activities and trips.

BUDDIES (Buddy/Mentoring System in Residence Houses)

- Younger boarders have a senior boarding girl or boy to help them settle into a routine of boarding and school life.
- Senior boarders will provide advice for younger boarders and be a listening ear.
- Senior boarders should be role models and show exemplary behavior in Residence Houses, this is a role of responsibility. They will have the opportunity to keep the House Mistress and/or Head of Boarding informed of how they are doing.

CARS

Students are not allowed to travel in a car driven by anyone other than their parents or guardians unless parents have given written permission in advance to the College. Boarders must have permission from the head to bring their cars on to the school grounds.

They must produce their relevant documents to the security before they do so and hand their keys to boarding staff when they are at school. Keys will be returned when they are leaving to return home.

CASE ROOM REGULATIONS

- All suitcases must be locked and put away in provided spaces, or as close to the students' beds as possible.

- Clothing not being used may be stored in suitcases until needed.
- All cases must have the student's name on them.
- No plastic carrier bags, black sacks or cardboard boxes are allowed.
- All items must be stored securely in a proper bag or suitcase.
- Belongings should be checked each term and any items which are no longer needed should be discarded.

CASH

All cash must be locked away in students' cases.

CANDLES AND COMBUSTIBLE ITEMS

Candles must not be brought into Boarding as they pose a serious fire risk. Combustible items put the community at risk. The following items are therefore NOT permitted: matches, lighters, candles.

CHURCHES (On Sundays)

CLEANING

Students are expected to keep their rooms tidy. Rooms are cleaned lightly every day and a thorough clean is given once a week.

COMMUNICATION

as advised by the head master and senior staff, all recommendations will apply.

Confidentiality: If a student tells a member of staff something that is critical to the health and welfare of the student, the member of staff may only pass this information to a more senior member of staff.

CORRESPONDENCE

All correspondence concerning Boarding matters, including change of contact details, should be sent to Head of Boarding. If parents or guardians are away from home whilst the boarders are at St Harriet School, the Head of Boarding must have a contact telephone number and details of an alternative guardian. This is necessary even for day students.

DINING ROOM

Boarders should not wear pajamas or nightwear to the dining room.

DOCTOR

If you need to see a doctor, please seek permission and obtain a valid pass.

DRIVING LESSONS

The head or senior teacher must give permission if you have a Driving Lesson.

ELECTRICAL ITEMS

A member of staff of the St. Harriet High School Maintenance Team carries out safety checks on all electrical equipment on the first day of term and at regular intervals. You may be notified of this visit. If during the year, you bring a new piece of electrical equipment into Residence, you must tell the Boarding Staff, who will arrange for it to be tested. This is to ensure that all equipment in the House is safe to use. If Boarding Staff are in any doubt as to the safety of an electrical appliance, it will be removed until it has been checked. The following are permitted in bedrooms, once tested and deemed safe:

- **Lamps.**
 - Battery chargers.
 - Mobile phone chargers.
 - Hairdryers and straighteners.
- **The following are NOT permitted:**
 - Cooking equipment.
 - Electrical adapters.
 - Kettles.
 - Electric fires/fan heaters.
 - Unauthorized appliances.

FIRE

IF A FIRE ALARM IS Sounded Students should leave the building IN SILENCE by the nearest available exit and walk briskly to the Assembly Point — on the green at the front of Res. When students arrive there, they should keep silent and join their Year Group, until all the registers have been called and they are dismissed.

- **FIRE SAFETY PRECAUTIONS**

The following are **STRICTLY PROHIBITED** on School and residential premises:

 - Candles.
 - Lighters and fuel lamps.
- **Matches.**
 - Aromatherapy lamps/burners.
 - Cigarettes, alcohol and drugs.

REMEMBER — ANY OF THESE ITEMS COULD CAUSE A FIRE

FLIGHTS:

**No student may leave residence house before 7.30 am or return after 10.30pm.
If a student has a very early flight, the student must go to their guardian.**

GUARDIANS

If parents live overseas they are required to have a Guardian who is resident in this country. The role of the Guardian is to act on behalf of parents when they cannot be present. A Guardian may be a close friend or relative over the age of 25 and ideally not an older brother or sister resident in student accommodation in a university or college. All overseas boarders require guardians to ensure that: They have somewhere in Zimbabwe where they can stay if they are not returning home for holidays. There is someone they can stay with if they are unable to remain at school for medical or disciplinary reasons.

There is a contact in Zimbabwe to whom the school may refer in the event of an emergency. Guardians are encouraged to attend St Harriet events, Parent's meetings, Concerts and Matches.

LANGUAGES

English is the preferred spoken language in ALL areas of the College.

(Infringement of this rule will result in sanctions).

MAINTENANCE ISSUES

If a student notices a maintenance issue they should report it to the Boarding Staff as soon as possible. House Staff will log it in the Maintenance Book.

MOBILE PHONES

First and Second Years will have their mobile phones collected by House Staff at bedtime and returned the next morning on their way out to school.

SCHOOL DAY

05.30a.m – Rising call.

0645am – 0700a.m – Breakfast.

0700am— lessons

1330pm – 1400pm. – Lunch in Dining room.

1400p.m. – Lessons.

5.30pm – 6. 00p.m – Supper in Dining room.

6.30pm – 7-45pm Study

Bed Times/Lights Out are as follows:

1st years 9.45pm

2nd years 10.00pm

3rd years 10.15pm

4th years 10.30pm

5th years 10.45pm

6th years 10.00pm

SCHOOL UNIFORM

Students should ensure that they wear correct uniforms on weekdays from breakfast onwards.

Uniform is also worn on all formal occasions for 1st to 4th years. The students may change out of uniform after school into home clothes and should be ready to study by Prep Time at 6.30p.m. Wardrobe space is limited so only a few items of clothing should be brought to school. All clothing, uniform and home clothes, should be clearly marked with nametags. Uniforms are available from the school shop.

SMOKING

Smoking and or substance abuse is not allowed within St Harriet School premises and in the immediate vicinity or grounds. Students will be disciplined if they are seen smoking, engaged in any form of substance abuse, if they cause concern to the local populace or bring the good name of the school into disrepute.

SIGNING IN AND OUT

Students will need to sign in and out with the member of Boarding Staff on duty each time they leave and return to the Residence.

STORAGE

Space in Boarding is limited, and the students should therefore restrict the number of possessions they bring.

TAKE-AWAYS

The students may order or collect take away meals after consultation with Boarding Staff. As a matter of courtesy, no one should bring a take away meal into the Dining Room during meal times or to their dorms.

TRANSPORT:

For safety, only the preferred taxi company of the Boarding House may be used as this company has had all its driver's security checked. The Boarding staff will make a booking for the students.

THEFT

We recommend that students do not bring valuable items to school. Students should not go into another pupil's room without their permission. If a student thinks that they have had something stolen, they should report it immediately to one of the House Staff.

TRAVEL ARRANGEMENTS

The Boarding Staff need to know the student's travel arrangements as soon as possible so please help them by passing on details in good time.

VALUABLES/PERSONAL BELONGINGS

Students should deposit passports, tickets and any large quantities of money in the Res Office. It is not advisable to bring valuable items, especially jewelry and expensive watches into boarding as these can easily be mislaid. Students are not neither allowed to borrow money from each other nor sell

items amongst themselves. If they urgently need money for any reason they should speak to the Head of Boarding.

VISITORS

Visitors should not be invited into the School or Boarding Houses without permission. For security reasons staff need to know who is on site. All visitors however, whether relatives or friends, are welcome. Visitors should enter Residence House through the ‘Link’ door and be introduced to the House Staff member on duty. They must not go out into the Grounds to meet visitors, or show them around, without staff knowledge and permission.

WAKING UP

The wake up bell will be sound at 05.00am. the bell for leaving dorms will sound at 06.00a.m. Boarders are expected to leave their Residence House and be on their way to school. All rooms must be left tidy and beds made neatly. Another bell will sound at 07.00a.m. for lessons to begin.

WEEKEND OUTINGS

Outings are organised for boarders and pupils and all are encouraged to participate.

Fifth- and Sixth-year pupils may have an Exeat Form signed by their parents.

Sample exit Form:

I give permission for..... to leave the College on Saturday or Sunday after breakfast and return before supper.

Signed.....(parent/guardian)

St HARRIET HIGH BOARDING WEEKEND PROGRAM

SATURDAY	EVENT	FACILITATOR
TIME		
0630 – 8:30	Wakeup, personal laundry, thorough cleaning and bathing	Boarding Staff
0830 - 0900	Inspection as they leave for breakfast	
0900 - 0940	Breakfast for seniors	Kitchen staff
0940 - 1020	Breakfast for juniors	Kitchen staff
1030 - 1300	Study/ Lessons	Subject teachers/Teachers on duty
1300 - 1400	Lunch	Kitchen Staff
1400 - 1630	Sports	Teachers on Duty & Sports Director &Team
1630 – 1730	Hostels	Teachers on duty & hostel staff
1800 – 1830	Supper for senior students	Kitchen staff
1830 - 1900	Supper for juniors’ students	Kitchen staff
1900 – 2030	Entertainment (hostel based)	Hostel staff
2130	Bed time& lights out	Hostel staff
SUNDAY		

Proposed St Harriet boarding policy. (2020).

0630 – 0845	Wake up, bed making, bathing program and inspection	Boarding Staff
0900 – 0940	Breakfast for seniors	Kitchen staff
0940 - 1000	Breakfast for juniors	Kitchen staff
1015- 1100	Bible Study	Class chaplains & Teachers on duty
1100 – 1230	Church Service	Pastor, Music Department & teachers on duty
1300 – 1330	Lunch for seniors	Kitchen staff
1330 - 1400	Lunch for juniors	Kitchen staff
1400 – 1630	Study	Teachers on duty and prefects
1630 - 1715	Headmaster’s time (by stream)	Headmaster
1800 – 1800	Supper for seniors	Kitchen staff
1830 -1900	Supper for juniors	Kitchen staff
1930 – 2000	Hostel meeting	Hostel staff
2030	Bedtime & lights out	Hostel staff

PLEASE NOTE THAT TEACHERS ON DUTY ATTEND AND MAINTAIN DISCIPLINE AT ALL THE ACTIVITIES

DRESS CODE

DAY	BOYS	GIRLS
MONDAY		
TUESDAY, THURSDAY AND FRIDAY		
WEDNESDAY		
SATURDAY		Tracksuits are worn in cold weather.
SUNDAY		

2.

WINTER

DAY	BOYS	GIRLS
MONDAY		
TUESDAY, THURSDAY AND FRIDAY		
WEDNESDAY		
SATURDAY		Tracksuits are worn in cold weather.
SUNDAY		

A. OPENING DAY PROCEDURE

- I. Parents and students on arrival must be cleared by the Accounts office for school fees and groceries. They will be issued a clearance card.
- II. They then proceed to the relevant hostel.
- III. On producing the Accounts office clearance card at the hostels, they have the child’s clothing items and toiletries checked by the house parents.

- IV. Parents should complete the medical check form for their child at the nurse's desk. They are expected to inform the nurse of any medication the child may be taking and the child's medical history.
- V. Parents are then free to help their child make his/her bed before they leave.

B. CLOSING DAY PROCEDURE

- I. All boarders' parents to report to the relevant Admin office on arrival.
- II. They collect the child's report book.
- III. They sign out their child in the checkout form at the Administration office.
- IV. They are issued with a stamped clearance note.
- V. They can go to their child's hostel and on producing the clearance note can collect the child's belongings and leave.
- VI. They are expected to show and leave the stamped clearance note with the Guard on duty at the boom gate.

C. VISITING OR COLLECTING THE CHILD DURING THE TERM

- I. On arrival parents/guardians/visitors are expected to report to the school office before seeing the child.
- II. During weekends, parents/guardians/visitors are expected to report to the Admin on duty before seeing the child.
- III. The school office or Admin on duty will first checkout from the boarder's data form if the visitor is on the authorized list.
 - a) If they are authorized, they will be required to enter their personal and contact details in the visitor's book.
 - b) If they are not authorized, they will be denied seeing the child or the parent may be consulted for advice.
- IV. For a visit the child will then be called.
- V. If the visitor/parent/guardian want to take the child out of the school campus, they complete the details in the collection book and then they are issued with a stamped clearance pass. Date, time issued and when the child should return will be indicated.
- VI. The clearance pass should be shown and left with the Guard on duty at the boom gate on their way out.

D. FIXTURE FREE ANND EXEAT WEEKENDS PROCEDURE

- 1) Beginning of Fixture Free/Exeat weekend
 - a) When collecting the child from school.
 - Complete the checkout form at the relevant Administration office.
 - A clearance pass will be issued.

- The clearance pass should be shown to the Guard on duty at the boom gate on the way out.
- b) **When collecting the child from Rainbow Towers**
 - The parent on arrival should sign out his/her child on the checkout form provided by the teachers on duty there.
 - The teacher will then call out the child from bus and handover him/her to the parent.
- 2) **End of Fixture Free/Exeat weekend**
- c) **From Rainbow Towers**
 - On arrival, the parent will sign in his/her child in the check-in form with the teachers on duty there.
 - The child will then board the bus and wait in the bus until departure time.
- d) **When the parent brings the child to school.**
 - On arrival, the parent should sign in the his/her child in the check-in form at the relevant hostel.

ST HARRIET HOSTEL POLICY

1. OPENING DAY

Hostel heads to meet with Headmaster a week before closing to iron out issues.

Hostel staff to ensure that:

- They have all the necessary hostel forms for checking in students.
- They have adequate furniture for parents as they check-in their children.
- The hostel environment has well swept floors, grounds, airy rooms and clean windows.
- They are smart and professionally dressed.
- To attend and assist parents and refer any queries to Admin or teachers in charge of the hostel.
- They are time conscious and not delay parents unnecessarily.
- To minimize social chit chat and to maintain a business approach in their conduct with parents.
- They physically count and check for name tags on all the clothing items for primary scholars, all new students and all form one students against the requirement list.
- Form 2-6 students fill in their check in forms and submit

2. CLOSING DAY

- Staff to ensure that parents' checkout their children's clothing items against the check-in list.
- Staff to attend to parents concerns and queries and refer accordingly.
- Staff to ensure that parents sign out their children on the checkout forms provided.
- Staff are discouraged to engage in any social chit chat and conduct themselves professionally.
- Staff to be time conscious and not delay parents unnecessarily.

3. WEEKENDS

- Staff will rotate to be on weekend duty and will ensure that there is adequate manpower always.
- Staff to ensure that the hostel grounds, bathrooms and cubicles are clean and airy.
- Staff to ensure that students clean their cubicles especially moving of bags from under beds and then clean thoroughly
- Staff to collect adequate cleaning materials and tissues from stores on Fridays to cover the weekend.

4. INCIDENCES

- Staff to record and report all incidences in the Hostel Diary, these include breakages, blocked drains etc.
- Bed wetters to be recorded as well in the incidences book together with the action of assistance being offered.

5. PARENTS

- Refer all parents' queries and concerns to the Headmasters always.
- All communication to parents concerning students to be done through the Headmasters' office e.g. Sick children, children's requests etc.
- When addressing parents whether over the phone or face-to-face, always maintain professionalism.
- Staff members should not ask for favors e.g. money, gifts etc, from parents.
- All parents to be given the same service which is satisfactory.
- When a parent is not happy about something and shouts, the staff member should keep apologising and refer them to higher authorities to calm the situation.

NB: When a staff member is appreciated by a parent, the authorities should be aware.

6. SICK CHILDREN

Staff members are expected to:

- Take note of all sick children from the time they wake up and prepare for school and report to the teacher in charge of the hostel who will give the information to the school nurse.
- To ensure that sick children resting in the hostel have their meals.
- Report to the teacher in of hostel the sick children's concerns.
- Not to leave sick children resting in the hostel unattended at any given time.
- Ensure that sick children take their medication as prescribed and instructed by the school nurse or doctor.
- Report to Administration should the child require medical attention.
- Report to the headmaster for authority to go for professional medication.

7. MONEY

- All pocket money to be handed in the Accounts office on the day of opening and the student will be required to sign for the amount they need to use.
- Hostel staff should not keep students' money.

8. BATHROOMS

- The bathrooms should always be kept neat i.e. Morning, afternoon and evenings. No wet floors.

- Insure that the bathroom floors are dry to avoid slipping of students
- All repairs to be reported as soon as they have been noticed.

9. TOILETS

- The toilets are to be cleaned using detergents, toilet brushes and swabs.
- Toilet cleaning to be done thoroughly on the seat, tubing, chamber and handles.
- Staff to ensure that there are tissues always in the toilets.

10. WINDOWS

- To be opened and curtains to be drawn out every morning.
- To be cleaned every Wednesday using window cleaning detergent and cotton swabs.
- To be closed and curtains drawn in at 5pm.

11. DOORS AND WALLS

- To be cleaned every Friday using appropriate detergent and swabs.
- All doors to be locked whenever staff members leave the hostels
- Staff to report any repairs as soon as they are noted.

12. HOT WATER COLLECTION

- Staff members to monitor hot water collection always for safety of students.
- Students will line up in a single file to collect hot water from the boiler under the supervision of a House Parent and School Prefects.
- House Parent will open and close the hot water tap for every bucket. No student should play with the hot water tap to avoid water burning the student.
- Any burns should be reported immediately to relevant authorities.

13. BATHING

- Students to go bath according to streams
- Insure that all students bath every day in the morning
- Insure there is adequate amounts of water for bathing every day
- Insure all student bath wearing slippers
- Monitor all bathing sessions
- Insure all student bath with a towel and soap
- During shower time students are expected to be quiet to avoid wasting time and for hygiene purpose.
- wash and rinse method should be used to avoid water wastage and time.
- All repairs to be reported as soon as they have been noticed.

14. DRESSING UP

- Ensure students wear clean uniform
- Ensure students wear the appropriate uniform for the day
- Ensure students always wear their uniform properly and neatly
- Inspect all students dressing and appearance before they leave hostels

15. ROLL CALL

- To be done at 5pm and 9pm with the help of cubicle heads and prefects.

- Roll to be head count always.
- All absent students, reasons and their whereabouts to be accounted for.

16. SLEEPING

- Ensure all Bays are clean 20minutes before sleeping time
- Maintain the set time for sleeping everyday
- Students in every bay should pray before sleeping daily
- Ensure that every student is sleeping in their respective bays
- Ensure students sleep on their respective beds always
- Ensure all lights are off for all bays after lights out
- Run routine checks throughout the night on all bays at 12 midnight and 2am to check among other things sick children, any anomalies etc.

17. SANITARY POLICY

- All girls are taught monthly on how and why they should exercise and maintain hygiene when they are on their monthly menstrual cycle.
- The girls are taught and reminded of the above on a weekly basis and whenever need arises.
- Girls must put their dirty pads into small black packs provided by the school and are in the toilets.
- Hands to be thoroughly washed after disposal of pads and thereafter.
- They are to throw the black pack into the pad bins also provided in the toilets.
- Girls to ensure they always leave the toilets clean.
- The aunties empty and clean the bins every day.
- The dirty sanitary pads are burnt in the incinerator.
- The incinerator is cleaned off ashes often.

18. PUNISHMENT

- make sure that the student realizes why they are being punished.
- the form of punishment must be productive. For example, picking litter around the hostels and watering flowerbeds.
- the student on punishment must be recorded in the hostel log book to check on frequency and nature of offence.
- if a student becomes a habitual offender a report must be made to the Head who may in turn communicate with the parents so that the child may be helped.
- if all fail to help, the student may be withdrawn from boarding
- punishment must be supervised by hostel prefects to ensure that it has been done well to completion.
- NB no form of punishment must wear away the dignity of the offender since that may have psychological effects on our children.
- No corporal punishment must be administered at the hostels. If need arises that can only be done by the School Head.

19. PAVEMENTS

- Hostel staff to report to the Agric. Department to attend to the weeds to be sprayed every term start and whenever its necessary.
- Staff to sweep pavements daily and report any repair needs.

20. WATER TANKS & BOILER PROCEDURE

- House Parent or Guard on duty must make sure the boiler, all drinking, toilet water tanks are full of water before/after students' bath and use the sinks.
- Report any leakages, burst pipes to Maintenance as soon as they have been noticed.
- Guard/House Parent is the only allowed lighting up a fire in the boiler. Time: 11:00pm
- Constantly check the fire in the boiler and add wood when necessary.
- No student is allowed at the opening of the boiler whenever fire is lit.
- All lit up firewood should stay in the boiler; after all the students have showered the remaining firewood should be put out using water and put aside. No one is allowed to play with fire.
- Any burns should be reported immediately to relevant authorities.
- Regular updates should be done to Maintenance to avoid having the water tanks empty and students are in hostel.
- Water pumps to be operated by the House Parent/Guard/Hostel Staff.
- Water tanks should be checked using the following times:
 - 3:30am- before students wake up and bath.
 - 4:30am-When students are bathing
 - 6:00am-After students are done using the water.
 - 4:300pm-Students back from Sports/Extra Curricular Activities.
 - 9:00pm-After Lights Out.

21. WASHLINES

Staff to ensure that:

- Students have pegs to hang their personal laundry on the wash lines.
- Students' clothes are hung properly and pick any that may have fallen to the ground.
- Identify any clothes that have been hung out for too long and get them issued out to the students.
- To educate the students on the need to remove their clothes off the wash lines daily during lunch time and hostel time (from 4:30 to supper time)
- To report any repair needs of the wash lines.

22. GATE

Staff to ensure that the gate is locked:

- Whenever they leave the hostels
- During lesson times and only allow students into hostels if they have a pass from the Headmaster's office.
- At 9:05pm when all students come into hostels after evening study.

23. SPORTS

- Staff to ensure that students dress appropriately for sports.
- Ensure that students leave their rooms in an orderly state after changing for sports.
- Ensure that students do not waste time in the hostels when they come to change.

24. TRUNK

- Staff to check and ensure that students bring into the hostels only the correct food items acceptable by St. Harriet' standards.
- Staff to check randomly on the tuck items for any illegal food stuffs brought in to hostels by students.
- These checks to do a week after schools open, after every fixture free and after the exeat weekend and whenever it's necessary.
- Ensure that students have lockable food trunks and appraise Headmasters of any who don't have, to minimize theft.
- Staff to report any thefts to the Headmaster and make affected students write reports.

25. TAKKIES

- Staff to check that students have correct colored takkies as outlined on the dress code.
- Staff to check that students wash their takkies and dry them outside the hostels always.
- Staff to check during inspection on tracksuit day and ensure that students are wearing white takkies and white socks.

26. COUNSELING

- Staff members to refer all counseling related matters to the teacher in charge of the hostel who will in turn refer to the Counseling committee members.
- Student counseling needs both attended and referred to be recorded.
- Staff members to offer guidance in accordance to their IPA related tasks and qualification on the matter on hand.

27. TRIPS

- Staff members to ensure that students clothing requirements list for the trip is attended to and help students pack.
- Staff members to help students prepare and be punctual for departure.

28. HOMEWORK AND STUDY

- Resident hostel staff members to create and manage a quiet and conducive environment for students to read study and write their homework.
- Staff members to assist students with their homework whenever they consult.
- Staff resident in hostel to sign for the boarders' homework.

29. BOARDERS' DAILY SCHEDULE

TIME	CLASS	ACTIVITY
3:45am	Form 5 & 6	Wake up and go straight to bath
	Form 4	Wake up and make their beds before they go to bath
4:00am	Form 3	Wake up and make their beds before they go bath.
	Form 2	Wake up and make their beds before they go bath.

Proposed St Harriet boarding policy. (2020).

5am 4:30am	Form 1	Wake make their beds and then go to bath Wake up and make their beds before they go to bath.
4:45am	Form 3, 4 5 & 6	Inspection of their rooms and dress code as they leave for morning study
5am	Form 2	Inspection of their rooms and dress code as they leave for morning study
	Form 1	Inspection as they leave for Breakfast
5:30am	Forms 1 & 2	Breakfast
5:50am	Forms 3- 6	Breakfast
6:00 - 6:30am	Forms 1 -6	Breakfast
06:30- 10.00	All	Lessons
10:00 - 10:30	All	Break time
10:30 – 13:00am	Forms 1 - 6	Lessons
13:00 – 14:00pm	Forms 1-6	Lunch
14:10 – 17:00hrs	Forms 1 - 6	Lessons
17: 00 – 17:30hrs	Forms 1-6	Refresher
17:30 - 6pm	Forms 1&2	Supper
6:00 – 1930pm	Form 1-6	Evening study
20:30 – 21:00hrs	Forms 1,2 3, 4, 5 & 6	Hostel – roll call Gate is locked

