



Ridgeway College

www.ridgewaycollege.co.za

P.O. BOX 1705
LOUIS TRICHARDT
0920
SOUTH AFRICA
Tel: 015 151 0111

ADMISSIONS CONTRACT FOR RIDGEWAY HOSTEL

I/We _____ (full name), ID _____

and _____ (full name), ID _____

hereby confirm that I/We are the parents/legal guardians of _____

(name of student), DOB _____, I.D. _____ and as such agree to

abide by the following rules and terms and conditions as set out hereunder:-

1. BOUNDS

No boarders may leave the property, other than to go to school by signing out, without special permission. All boarders must be out of the school grounds by 5pm. No afternoon shopping allowed, except on Mondays. Boarders staying in on weekends may go to town, in pairs, with permission from the adult on duty.

2. CELLPHONES

Cell phones may be used daily. No students may use cell phones during prep time, at school or after lights out. In an emergency, your family can contact you by sms through 071 333 6241.

3. TRAVELLING

On weekends, boarders may go to their families, or those authorized in writing (request should have been made in writing by a parent or guardian the previous week). At weekends boarders on scholarship must collect bus fare and leave the hostel by 2pm or 1 hour after the completion of any extra activity (e.g. swimming lessons). Boarders must return to the hostel no earlier than 4pm and no later than 5pm on Sundays. If for some reason they are unable to return on a Sunday, the parent of the student, must phone the person on duty by 5pm on the Sunday.

4. SIGNING IN AND OUT

Boarders must sign in every day on return from school. They must sign in personally with the person on duty. On Sunday they must sign in with the staff member on duty. Exeats will be given to

leave the hostel grounds. Bunking out of the hostel without permission will result in one warning, any other occurrence will result in immediate dismissal from the hostel.

5. WEEK END LEAVE

Ridgeway will not be responsible for your child once they have signed out on a Friday and before they sign in on a Sunday. This also applies over holiday periods. The hostel is closed on weekends except when there are school functions or special permission has been given to stay in. Please complete weekend permission forms.

6. FOOD

NO food is allowed in the bedrooms. Lunch will be prepared at the hostel dining hall. Fruit will be available until 4pm and no one should eat after 4pm until supper. No food or drink allowed at the computers or at study tables.

7. MONEY

We are not responsible for any loss of pocket money. Do not bring more than you really need. Boarders on full scholarship do not need money. If a boarder is in possession of a large amount of money, it must be handed in for safe keeping.

8. SUPPLIES

Stationery, toiletries etc. will be available to boarders on full scholarship from 4-5pm from Monday to Thursday only.



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9. MEDICAL

Boarders may not keep medications in their bedrooms, except asthma medication. Illness must be reported to Mr. Clack and Mrs. Ravhuhali. Medical supplies are available to all boarders from the adult on duty.

10. ACCIDENTS/BREAKAGES/MAINTENANCE

Problems are to be reported immediately to the adult on duty. There is a panic button in the girls' house in case of a break-in or emergency. Any student that wilfully damages/destroys Ridgeway property will be invoiced for the full amount, and/or will have a disciplinary hearing that might lead to expulsion from the hostel.

11. LIBRARY

All students must make use of the school library.

12. HOMEWORK

During the afternoon, boarders may work in their rooms or on the lawn, and group discussions are allowed. During supervised prep (7:00pm -8:30pm) there must be silence. Requests for special material for projects must be made 5 days in advance. Prep on a Sunday will be optional.

13. LIGHTS OUT

From 9pm lights will be out in the bedrooms and there must be silence. Form 3s – Form 5s lights out is at 9:30pm. Before and during exam times Form 3 and 5's may study until 10.30pm and Form 1 – 2 until 9.30pm.

14. BATHROOM AND TOILETS

Leave the bathroom clean and tidy and as you would expect to find it.

15. PUNISHMENT

This may be written or manual work in the garden or hostel. It must be completed on the day in which it is given.

16. SCHOOL PREMISES

All boarders to be in hostel grounds by 5pm. Special permission is required to go to the school after hours.

17. GYM

Senior students may join the gym in town with a permission letter from his/her parent and no responsibility will be taken by the hostel.

18. ROUTINE

The timetable, rosters and notices displayed in each hostel must be followed strictly. Lateness is a punishable offence.

19. DRESS

Boarders must be clean and neat at all times. Hats may not be worn at meal times.

20. LAUNDRY

All laundry must be clearly marked with a number and placed in the laundry bins provided. All clean laundry must be collected by 7pm daily. Socks and underwear must be personally washed by each boarder before supper daily. Muddy hems of jeans must be washed by hand before putting them in the laundry bins. All pockets must be searched for tissues and other materials before sending them for washing. This is to make sure that the machine is not damaged in any way. Bed linen must be sent for laundry every fortnight on a Friday and bath towels weekly every Friday.

21. TIDINESS

Rooms must be swept, clothes stacked neatly, beds made and bins emptied before leaving for school daily. No one shall enter the house with dirty shoes on. Shoes must be cleaned and kept orderly, in bedrooms. Clean slaps or slippers should be worn in the house. In the event of spoilage of the floor, carpet or bedding, the boarder responsible must clean up their mess.

22. COMPUTERS, TELEVISION AND MUSIC

Students may use the computers between 4.30 and 6pm daily. There will be supervised internet access during prep time according to the roster if all homework is complete. T.V. may be watched on weekends. You may play music between 4.30 and 6pm. The volume must always be kept low to avoid disturbing the peace of fellow boarders.



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23. ELECTRICITY AND WATER

Do not waste water and do not leave lights on. NO electric appliances may be used in the bedrooms, i.e. heaters and kettles.

Please make sure that all taps are properly closed.
Please conserve this scarce commodity.

24. MEALS

All meals are compulsory for hostel learners. Under no circumstances may meals be skipped. Learners must behave in the dining room and no horseplay will be tolerated. Learners must be appropriately dressed for meal times – breakfast, lunch, and dinner in neat clothing.

25. BOARDING FEES

Hostel fees are payable monthly in advance and should be paid no later than the 4th of every month.

No student will be readmitted to the hostel at the start of term if fees are not up-to-date.

Interest will be charged on overdue accounts.

These fees are payable for 12 months of the year, but paid in 10 installments.

Non-SA residents will be required to pay two (2) months refundable deposit in advance
SA residents will be required to pay one (1) month's refundable deposit in advance

I/We agree in terms of Section 45 of the Magistrates Court Act 32 of 1944 that RC Education, shall, as its option, be entitled to institute legal proceedings for the recovery of any monies owing by me/us to them, in any Magistrates Court having jurisdiction in respect of such proceedings in terms of Section 28 of the Act.

26. BOARDING PERIOD

Please mark with an x which boarding your child requires.

Termly Boarding (Boarding 7 days a week only going on for holidays)

Weekly boarding (Boarding Monday to Friday going on every weekend)

27. GENERAL

No boys are allowed in the girl's hostel and no girls in the boy's hostel. No swearing in the hostel and on school grounds will be tolerated. No visitors, except parents are allowed after dinner. No hostel learner is allowed to be in the hostel during school hours except with permission from the principal. Hostel learners must obey prefects and all staff members. An offence in this connection will be regarded very seriously. Day scholars are not allowed in the hostel or kitchen. Pets in the hostel are strictly prohibited. Pregnancy disqualifies any learner from the residence, as in immediate effect. STRICTLY no smoking, alcohol or any addictive substances are allowed and any breach will result in immediate dismissal.

28. TERMINATION OF CONTRACT

The violation of any of the above mentioned rules can lead to immediate termination of contract. A terms written notice must be given by a learner's parent to terminate the contract. If such notice is not given, a full term's fees shall be paid in lieu thereof. Admission is renewable annually. Applicants will be considered taking into account: general behaviour, school report, attitude, fee paying, etc.



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I/We do hereby declare that the above information is full, true and correct and that I/we understood the contents thereof. I further agree to ensure that my child understands all the rules set out in this agreement and by his/her signature hereunder, agrees to abide by these rules.

SIGNED AT _____ ON THIS ____ DAY OF _____ 20_____

PARENTS SIGNATURE

PARENTS SIGNATURE

STUDENTS SIGNATURE

WITNESS