

Durban Girls' College

Boarders' Handbook



Unwind



Make Memories



Express Yourself



Buckle Down

Arrivals

All girls are expected to arrive at College House between 15h00 and 17h00 on the day before school starts at the beginning of the year. Full uniform is to be worn by all girls when leaving, or returning to, College House and also those travelling by bus or plane.

Areas Out-Of-Bounds

(Unless permission is obtained from staff in charge of these areas). No Grade 8 to 10 girls are permitted in their dorms from 15h00 until 17h00.

Girls may not visit the staff in their quarters. The matric passage and grade 11 passage is out of bounds unless by invitation by a matric to her room. No girl may go swimming WITHOUT being under the supervision of a STAFF MEMBER.

Bedtimes

Bedtimes are as follows:

JUNIOR DORM: Grade 7, Grade 8 & Grade 9	GUILDFORD DORM: Grade 9 & Grade 10
Preparation for bed20h45	Preparation for bed20h45
Quiet – on beds21h00	Quiet – on beds21h15
Lights out21h15	Lights out21h30
FAN DORM: Grade 11	GRADE 12
Preparation for bed21h00	Lights out23h00
Quiet – on beds21h30	
Lights out21h45	

Breakages And Damage

All breakages and damage to property should be reported to the staff member on duty. We are very proud of the beautiful furniture that we have in College House and any girl wilfully damaging it will be dealt with severely.

Cell Phones

One cell phone and one iPad per boarder as well as any electrical game devices may be brought into College House.

Code Of Conduct

The code of conduct which applies at the school also applies to girls living in College House.

Computer Rooms & Prep Rooms

No eating, drinking or playing music loudly is permitted in the computer room or prep rooms.

Cubicles And Rooms

All girls are expected to keep their cubicles and cupboards and/or rooms neat and tidy and refrain from leaving shoes and bags lying under their beds. Cubicles and/or rooms may be decorated with suitable posters and cuddly toys are welcome. No food or drinks may be taken up to the dorms. Regular inspections of cupboards and rooms do take place.

Showering

All girls from Grades 8 – 11 must shower before dinner. Grade 12s have 15 minutes into prep to shower.

Dining Room

Food, cutlery and crockery may not be taken out of the dining room. No slippers or night wear is allowed to be worn in the dining room or downstairs.

Discipline

Discipline of the House falls under the control of the Head of Boarding and her staff although girls are expected to exercise self-discipline at all times.

Electrical Appliances

No heaters, kettles, hair-straightening tongs or fridges may be brought into College House.

Please Note: Matches, lighters and candles, even if only for show, are not allowed in the House.

Exeats

No girl may leave College House for any reason without first obtaining permission from the Head of Boarding, in the form of an exeat which is to be requested before school. No girl is permitted to go out on week nights to concerts or dinners with friends without permission. Should a girl be granted permission to go out on a week night she has to be back in College House by 21h00. Grade 11 and Grade 12 girls may go to Avondale or Cowey Centre in groups of three on special occasions after 14h30 but must be back by 16h45 and must have obtained a signed exeat. Grade 12 may go once a week and Grade 11 once every second week.

Girls leaving the House to go to sports activities or for any other reason are required to sign out in the register which is kept at the front door, and to check themselves back in again on their return.

Laundry

All items of clothing must be clearly marked and washing may only be done in the laundry from 06h30 until 19h00. The laundry is equipped with two automatic machines, as well as two industrial tumble driers and an iron. Bed linen must be changed every week and must be clearly marked with Week 1, Week 2 and their name.

Girls must ensure that the instructions for the use of the machines are strictly adhered to. Girls are to bring their own washing powder and to ensure that the correct washing powder is used. The laundry is to be kept tidy at all times.

Losses

Any losses should be reported without delay to the staff member on duty.

Make-Up

No make-up nor jewellery of any kind may be worn.

Meals

All girls are required to attend all meals unless excused by Management and no special meals may be ordered unless a letter is received from the parents, stating that their daughter has a medical problem or is a vegetarian. Full school uniform is to be worn for breakfast and lunch, whilst civvies may be worn for dinner. No slippers, pyjamas or head gear are to be worn to meals.

Weekday meal times are as follows:

Breakfast	06h40
Morning tea & eats in the school forum ...	10h10
Lunch	12h40
Afternoon tea and eats	14h30
Dinner	17h45

Late lunches and dinners will be provided if sufficient prior notice has been given.

Packed lunches are provided only for girls in Grades 11 and 12. Juniors are to come to College House or request a late lunch to be kept for them. Cell phones may not be taken to meals. Girls are to be suitably dressed for all meals.

Pocket Money

Pocket money, sealed in a clearly marked envelope, must be handed in to the Boarder Mistress on duty for safe-keeping and may be collected when required.

Roll Call

Roll call is held in the lounge at 06h40 and 17h45 daily and all girls are required to attend in a quiet and orderly manner.

Prep

- Prep is held in the prep rooms for all grades from 18h30 – 19h30.
- Grade 8 continues with prep from 19h45 to 20h15 and Grades 9, 10 and 11 finish prep at 20h45.
- Grades 11 and 12 may do prep in their own rooms.

Extended prep times will be allowed and girls should liaise with the Boarder Mistresses. No food or drink may be taken into the Prep rooms and strict silence is required at all times.

Telephone Calls

The College House office number is 031 268 7262. No calls may be made during prep and meal times.

Sick Bay

Pupils who become ill during the night may call the staff member on duty, who will attend.

Sick Bay Rules

1. Pupils who are ill are to report to the Head of Boarding who will inform their parents and give updated reports of their progress.
2. No visitors are allowed in Sick Bay.
3. No one may be discharged from Sick Bay without permission from the Head of Boarding.
4. ALL MEDICATION – be handed in to the Boarder Mistress on duty. ABSOLUTELY no medication is to be kept in the cubicles.
5. Parents – please inform the Head of Boarding if your daughter has been ill during the holidays/ weekends and if she is on any medication.

TV, Radios and iPods

TV viewing is restricted to the hours of 14h30 – 17h00.

Grades 8, 9, 10, 11 and 12 are permitted to have radios, iPods or CD players but they are to be played quietly between the hours of 14h30 and 17h30. (None of the above is to be played in the early morning or after dinner).

Grade 8 will be allowed to have a walkman or iPod in their dorms but it may not be played after lights out. Anyone who abuses this privilege should expect to have the device confiscated.

Tuck

All tuck is to be kept in the tuck lockers which are provided and it is strongly suggested that a small padlock be brought for the locker. No tuck is to be kept upstairs.

Valuables

No valuables may be brought into College House and no jewellery except a watch may be worn. Ear studs may be worn in the House after school **but not whilst wearing uniform**. All valuables should be handed in to the Boarder Mistress on duty for safe-keeping.

Visitors

Parents and immediate family members may visit during the afternoon between 15h00 and 16h30. Grade 12 girls may have visitors between 15h00 and 16h30, but not more than two males at a time. Grade 11 girls may have one male visitor on a Wednesday only between 15h00 and 17h00. Male visitors are to be entertained in the courtyard or in the little lounge next to the office should it be raining.

Only mothers may go up to the dorms except on the first day of the first term when fathers and brothers are permitted upstairs.

Visitors from school must first be introduced to the staff member on duty when they come into College House. They are to be entertained in the courtyard or on the veranda and they may not go upstairs.

Clothing List

No. Of	Items	
1.	Pillow	
2.	Pillow cases	
2.	Sheets	
2.	Bath towels	
1.	Swimming towel	
1.	Duvet	
2.	Duvet covers	
3 – 4	Casual units e.g. shorts, tops, skirts, jeans or dresses	
	Casual shoes	
2.	Coloured pullover or cardigan	
6.	Pairs of underwear	
3.	Pairs of pyjamas	
1.	Linen bag	
1.	Face cloth	
	Dressing gown	
	Slippers	
	Coat hangers	
	Toiletries	
	Green umbrella or school raincoat	
1.	Padlock for tuck locker	
1.	College House T-shirt	
1.	College House Teesav shorts	
1.	College House Hoodie (These are ordered from Mrs Small)	
*Everything should be well marked.		

Durban Girls' College

586 Musgrave Road

DURBAN 4001

SOUTH AFRICA

Telephone: 031 268 7200

Facsimile: 031 208 5916

E-mail: info@dgc.co.za

Web site address: www.dgc.co.za

College House Residence

Telephone: 031 268 7262

Facsimile: 031 209 8374

Bursar's Office

Telephone: 031 268 7233

Facsimile: 031 209 5562



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