



MICHAELHOUSE

**ROUTINES, RULES  
& REGULATIONS**

2024

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# MESSAGE FROM THE RECTOR

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Dear Parents and Boys

## **ROUTINES, RULES AND REGULATIONS BOOKLET**

This document has been drawn up to help you understand how Michaelhouse works and what our expectations are so that boys are able to feel that they are conducting themselves in line with those expectations.

Every organisation has its rules and procedures and a school is no different in this regard. It may take a little time for some to understand the Michaelhouse Way, but we are here to help those new to us and to welcome them. Courtesy, common sense and mutual support should underpin interaction between members of our community and, indeed, the relationship between parents and our staff.

I ask for the support of parents in our task of ensuring that our boys follow the expectations of Michaelhouse in all that they do; should parents have concerns or queries, they are, naturally, welcome to raise them with staff – usually their Housemaster is the most appropriate first port of call in this regard – so that all our relationships can be positive and productive.

With my best wishes

A handwritten signature in black ink that reads "Antony Clark". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

**ANTONY CLARK**

RECTOR

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# FOREWORD

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This extract is from the Senior Prefect's Speech on Speech Day 1997; Ben Parham said:

It was whilst thinking about all this that I came up with a few "ifs"

- **IF** a boy can make a victim of another who proves to be an introvert and less confident than he is, then he knows nothing of the spirit of Michaelhouse.
- **IF** a boy can partake in or even look upon bullying without regret and counter action, then he knows nothing of the spirit of Michaelhouse.
- **IF** a boy can look down on another less physical than himself, then he knows nothing of the spirit of Michaelhouse.
- **IF** a boy walks so tall that he cannot stoop to help those that have fallen, then he knows nothing of the spirit of Michaelhouse.

If I leave here without the spirit of Michaelhouse burning within me then the Rector and his whole team have failed me – and I can give you my solemn word that they have not failed.

## THE MICHAELHOUSE

**C** **INTEGRITY**  
We will do what is expected of us when no one is looking.  
We will earn trust by being honest.  
We will not compromise these values.

**O** **HUMILITY**  
We will understand that the world does not revolve around us.  
We will be grateful for the privileges we have been afforded.  
We will acknowledge our own flaws and shortcomings.

**D** **COMPASSION**  
We will aim to do for others what we would want to have done for us.  
We will do our best to integrate everyone into our community.  
We will seek to understand the perspectives of others.

**E** **COURAGE**  
We will not be afraid to stand up for what is right and good.  
We will not stand down when faced with adversity and challenges.  
We will be willing to lead for the sake of truth and justice.

**SERVICE**  
We will give to others and not expect anything in return.  
We will do for others the best of what was done for us.  
We will seek to embody these words: **"If a boy walks so tall that he cannot stoop to help those that have fallen, then he knows nothing of the spirit of Michaelhouse."**

**'QUIT YOU LIKE MEN'**

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**TO BE READ IN CONJUNCTION WITH APPROPRIATE SCHOOL POLICIES**

# **GOOD CONDUCT AT MICHAELHOUSE**

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**IT IS EXPECTED OF MICHAELHOUSE BOYS  
THAT THEY HAVE A HIGH STANDARD OF CONDUCT IN THEIR  
RELATIONSHIPS WITH OTHERS AND THE SCHOOL.**

**THE FOLLOWING UNDERLINE THESE STANDARDS:**

## **GOOD MANNERS**

- Greet staff and visitors cheerfully and confidently.
- Stand up to speak to staff or adults.
- Hands should not be in pockets when addressing staff or adults when in uniform.
- Tradition and good sense demand that there are no games played in the quads or cloisters (except Mackenzie Quad).
- Failure to keep an appointment, attend a meeting, practice or rehearsal is unacceptable.
- Late arrival at meetings, buses, class, games and practices is unacceptable.
- There is to be no eating or drinking in class, the theatre, the media centre or the computer rooms.

## **RESPECT FOR PEOPLE AND PROPERTY**

- At all times it is important to respect the School's and other peoples' property and belongings.
- Employees of the School are part of the community. They deserve our full respect at all times. Boys may not employ them for any service.
- School fire hoses, electrical and other equipment may not be tampered with.
- Each boy may only use his own tuck shop credit facilities.
- Cadac and other stoves present a possible fire danger and may not be used on School premises.
- Articles may be sold to boys and to School employees only with the permission of the manager concerned and the boy's Housemaster.
- Boys are expected to regard each other's beds and bed areas as sacred spaces, which must not be interfered with under any circumstances. Any violation of this rule will be subject to severe consequence.

## **STANDARDS OF BEHAVIOUR**

- All forms of initiation and bullying have no place at Michaelhouse. This includes physical, mental, verbal, racial or sexual abuse of any kind. 'Hustling,' bed flipping and 'Spine talks' are expressly prohibited.
- Bullying and any form of abuse of power by older boys towards younger boys is strictly prohibited within our School community. We uphold a zero-tolerance policy in this regard. Our commitment is to create a safe, respectful, and nurturing environment for all students, regardless of age. Any instances of bullying or abuse of power should be reported immediately for prompt and appropriate action.
- Team name tests may only take place with the Housemaster's permission.
- Social media is a very influential and powerful resource. Boys are expected to display the utmost discretion and caution when using social media platforms.
- Firearms, knives, catapults or any other dangerous articles are forbidden.
- Chewing gum, incense, tobacco, e-cigarettes, vapes, drugs and alcohol are forbidden.

## **VISITING GIRLS**

**THE FOLLOWING RULES APPLY WITH REGARD TO  
GIRLS VISITING MICHAELHOUSE:**

- No visiting girls are permitted to enter Boarding Houses and no boy is permitted to invite visiting girls into any rooms or Houses.
- Girls who are here with a school group, for example a play rehearsal, are also bound by the above and fall under the responsibility of both the staff member in charge of the function from the visiting school and the Michaelhouse staff member in charge.
- No boy at Michaelhouse may engage in any form of physical interaction with girls visiting him.

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# ROUTINES

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## ROLL CALL

Morning roll call : **06h45**

- E Block boys are required to have their meals prior to roll call.
- C Block boys must have their breakfast in the Junior Dining Hall.

## MAKAN AND MEDIA CENTRE

**THE MAKAN AND MEDIA CENTRE IS OPEN ON:**

Monday 07h15 – 17h00 and  
19h30 – 21h00

Tuesday 07h15 – 17h00 and  
19h30 – 21h00

Wednesday 07h15 – 17h00 and  
19h30 – 21h00

Thursday 07h15 – 17h00 and  
19h30 – 21h00

Friday 07h15 – 16h30

Boys may use these resources at other times by arrangement.

## MEAL TIMES

### WEEKDAYS

Breakfast 06h15 – 07h15

Lunch	13h00 – 13h25	B and E Blocks
	13h40 – 14h10	A, C and D Blocks
Supper	17h30 – 18h30	

### SATURDAY

Breakfast 07h00 – 08h00

Lunch 12h30 – 13h30

Supper 17h30 – 18h00

### SUNDAY

Brunch 10h00 – 11h00

Supper 17h30 – 18h00

## MISCELLANEOUS

- Boys who have attended authorised school related activities must be in bed by no later than 22:00.
- Those attending Christian Fellowship or Society meetings during Second Prep (19h30 – 21h00) are excused from this period.
- House Bounds - all boys must be in House Bounds from **21h30** on all nights except Friday night when House Bounds is at **21h00**.

## THE HIGH PERFORMANCE CENTRE

The HPC may only be used at the published times. This stipulation is extended to the Willows Gym.

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# ACADEMIC

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## ACADEMIC INTEGRITY AND HONOUR CODE

- All boys are to familiarise themselves with both the Michaelhouse Academic Integrity Policy and the Michealhouse Honour Code, which they pledge to each year. The consequences of not adhering to these guidelines will result in an Academic Disciplinary Meeting with the Deputy Rector: Academic who will hand out the relevant sanction.
- Michaelhouse is committed to maintaining the highest standards of academic integrity. To preserve the reputation of the school, as well as the credibility of the academic achievements of its students, it is essential that all members of the school community abide by the principles of academic integrity. Michaelhouse takes a firm stand against any academic dishonesty, including cheating, fabrication and plagiarism committed by students in completing their work. The use of AI tools e.g. ChatGPT for assessments is not permitted unless specifically stated in the assessment requirements.
- In essence, anything submitted for assessment by a Michaelhouse boy, unless clearly cited or stipulated otherwise, such as in the case of collaborative work, will be assumed to be **his own work** and, therefore, that boy will be automatically required to take ownership and be responsible for what he produces.

## CLASSES

If a member of staff does not arrive at the beginning of a lesson, boys must get on with work or read a book. After 10 minutes the Staff member's absence must be reported to Deputy Rector: Academic or the academic administrator.

## EXAMINATIONS AND FORMAL TESTING AT MICHAELHOUSE

For all exams at Michaelhouse, we prescribe to the rules and regulations as set out in the IEB Manual for Examination Invigilation, National Senior Certificate Assessment Policy (IEB, REVISED 2022). We also use these regulations as a guideline for formal testing.

## MISSING LESSONS

Any boy who has to miss lessons e.g. medical appointments, interviews, etc. must obtain his Housemaster's written permission and inform the relevant teacher. The Housemaster will mark a boy 'out of school' on iSAMS.

## PREP

There is to be silence, no movement, and no absence from the first two Prep sessions, except by those using the Makan/Media Centre.

Boys may only go to bed early for a legitimate reason with the permission of the duty Prefect and with permission of Housemaster or Tutor on duty.

Under no circumstances are students allowed to leave the boarding houses on weekday evenings wearing casual attire.

## SCHOOL BOOKS

All school books must be clearly marked with the owner's name in ink. All boys are expected to use a book bag for carrying their books about the school.

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# CLOSED CIRCUIT SECURITY CAMERAS AND ACCESS CONTROL

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The School's Management believes it has acted reasonably in following trends of schools in South Africa and worldwide in installing security cameras and access control in public areas of the estate to ensure the security of Michaelhouse boys and resident staff and their possessions.

## BIOMETRIC SCANNERS:

The primary objective of implementing biometric scanner access control is to keep unwanted/unauthorised persons out of our buildings rather than to keep our boys inside them.

- Fingerprint recognition access controls have been placed on the entry/exit points to the Houses and the other buildings such as the HPC.
- Locking mechanisms can be disengaged automatically in emergencies (eg: fire).
- Fingerprint data will remain private and will be deleted from the system when a boy or staff member leaves the school.

## CCTV CAMERAS:

Closed circuit television cameras are installed in various locations on campus as a security measure in order to identify the perpetrators of criminal activities or serious transgressions of the Disciplinary Code, without intruding on individual privacy.

- CCTV cameras have been installed at places such as the entry/exit points to Houses, corridors of Houses, in each quad, at the main gate, the transport/fuel depot and the area across the Oval toward the railway line and the gym.
- Whilst boys' discipline and the scrutiny thereof is not our prime objective, there may be times when footage may assist in disciplinary matters.
- Signs notifying persons who are legitimately entering our premises have been erected notifying them of the fact that there are security cameras in operation on the estate.
- Unless compelled by law to make data available to appropriate authorities, all security data will remain private and will be periodically deleted from our system.

# DRESS

## SCHOOL UNIFORM

TYPE	UNIFORM	WORN FOR
<b>N01S</b>	<ul style="list-style-type: none"> <li>• School blazer</li> <li>• White shirt and charcoal longs</li> <li>• Charcoal socks and black shoes</li> <li>• The school tie (or Prefects / Colours / Honours)</li> <li>• White school jersey</li> <li>• Blue Jacket (may only be worn over the blazer except at special events, or when traveling to and from school when it is not permitted)</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival or departure from school</li> <li>• Opening and closing Chapel Service and Formal Assembly</li> <li>• Representing the School and visits to other schools</li> <li>• Full School Eucharist</li> <li>• Special occasions (Speech Day etc.)</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>• Only normal, regular shoes that may be purchased from the Trade-Inn are permitted.</li> <li>• A and B Block boys may wear slip-ons</li> </ul>	<ul style="list-style-type: none"> <li>• Worn for all occasions when black shoes are required</li> </ul>
<b>DAY UNIFORM</b>	<ul style="list-style-type: none"> <li>• Blue golf shirt with red trim with either:</li> <li>• Khaki shorts, brown belt, Green Cross sandals</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Chinos (A Block – Charcoal longs), brown belt, grey socks and black shoes</li> <li>• Blue school jersey (except school prefects)</li> <li>• Blue jacket</li> </ul>	<ul style="list-style-type: none"> <li>• During school</li> </ul>
<b>AFTERNOON WEAR</b>	<ul style="list-style-type: none"> <li>• Black, navy or white shorts</li> <li>• House vests or MHS T-shirts</li> <li>• Sports kit</li> <li>• Tracksuits</li> <li>• Closed shoes, slops</li> </ul>	<ul style="list-style-type: none"> <li>• After lessons</li> </ul>
<b>CASUAL DRESS</b>	<ul style="list-style-type: none"> <li>• On Saturday evening after supper and throughout the day on Sunday, boys are permitted to dress more casually, including wearing MHS memorabilia, as long as they maintain a respectful appearance. However, it is important to note that any school-related events or outings must be attended in the appropriate attire. Additionally, boys are not allowed to leave boarding houses if they are not dressed in a respectful manner.</li> </ul>	

<p><b>DINING ROOM WEAR</b></p>	<ul style="list-style-type: none"> <li>No1s or day uniform except on weekends from supper on Saturday till supper on Sunday when Casual Dress may be worn</li> </ul> <p><b>Note: Closed shoes or slops must be worn at all times. NO slippers are permitted in the dining rooms</b></p>	<ul style="list-style-type: none"> <li>Meals</li> </ul>
<p><b>SATURDAY OR SPECTATOR DRESS</b></p>	<ul style="list-style-type: none"> <li>Day uniform for general</li> <li>No1s when specified</li> </ul>	<ul style="list-style-type: none"> <li>Saturday and spectating sport</li> </ul>
<p><b>GENERAL DRESS</b></p>	<ul style="list-style-type: none"> <li>All boys in any Michaelhouse uniform are expected to appear neat and well groomed. Clothes should be neat, clean and hygienic.</li> <li>Scarves may be worn: white for A and B Block, blue for C, D and E Block.</li> <li>Gloves and beanies may be worn in winter until 1st break. Never away from school.</li> <li><b>Tour kit</b> – is classified as memorabilia</li> <li><b>Tracksuits</b> – only the MHS tracksuit may be worn</li> <li>There shall be no mixing of categories of uniform</li> <li>Hoodies are considered as part of Casual Dress</li> <li>Jewellery, hair and general appearance rules as per School Rules. There may be one lapel badge on a blazer</li> <li>Hats and Caps – only MHS hats and caps are allowed. No tour kit allowed</li> <li>Specific sport requirements are described in the Sport Rules</li> <li>Boys may only leave the boarding house in the evenings in Day Uniform or No1s</li> </ul>	

## SPORTING KIT (INDIVIDUAL SPORT)

### INTERHOUSE, PRACTICE, TRAVEL & MATCHES

ATHLETICS	BASKETBALL	CROSS-COUNTRY	GOLF
<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>MHS white short</li> <li>School or House vest</li> </ul> <p><b>MEETING</b></p> <ul style="list-style-type: none"> <li>MHS White short and vest</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>Tracksuit</li> <li>MHS bag</li> <li>MHS cap</li> </ul> <p><b>INTERHOUSE</b></p> <ul style="list-style-type: none"> <li>House vest</li> <li>White short</li> </ul>	<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>White t-shirt or basketball vest</li> <li>Navy blue shorts</li> <li>White socks</li> </ul> <p><b>MATCH</b></p> <ul style="list-style-type: none"> <li>Shorts &amp; vest stocked by the Trade-Inn</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>No1s</li> <li>Tracksuit at times</li> <li>MHS bag</li> <li>1st Team, first team jacket</li> </ul> <p><b>INTERHOUSE</b></p> <ul style="list-style-type: none"> <li>Navy blue short &amp; House vest</li> </ul>	<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>MHS white short</li> <li>School or House vest</li> </ul> <p><b>MEETING</b></p> <ul style="list-style-type: none"> <li>MHS white short and vest</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>Track suit</li> <li>MHS bag</li> <li>MHS cap</li> </ul> <p><b>INTERHOUSE</b></p> <ul style="list-style-type: none"> <li>House vest</li> <li>White short</li> </ul>	<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>All teams</li> <li>MHS navy cap</li> <li>MHS charcoal long/khaki short</li> <li>MHS navy school shirt</li> <li>White socks</li> </ul> <p><b>MATCH</b></p> <ul style="list-style-type: none"> <li>MHS charcoal long/khaki short</li> <li>MHS navy Cap</li> <li>White socks</li> <li>Teams – MHS red shirt</li> <li>First team – MHS striped shirt</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>Golf match attire</li> <li>1st Team, first team jacket</li> </ul>
CANOEING	CRICKET	HOCKEY	RUGBY
<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>Navy shorts</li> <li>White slops</li> <li>As supplied by the Trade-Inn</li> </ul> <p><b>MATCH</b></p> <ul style="list-style-type: none"> <li>As supplied by the Trade-Inn</li> <li>MHS cap</li> <li>Top 4 first team jacket</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>Tracksuit</li> <li>MHS bag</li> </ul> <p><b>INTERHOUSE</b></p> <ul style="list-style-type: none"> <li>Navy shorts</li> <li>House vest</li> </ul>	<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>MHS cap or MHS brimmed hat</li> <li>White shorts</li> <li>Red socks</li> <li>White MHS t-shirt</li> <li>1st blue shorts, white shirt &amp; white short socks</li> <li>2nd white shorts, white shirt &amp; white short socks</li> </ul> <p><b>MATCH</b></p> <ul style="list-style-type: none"> <li>Captain in Blazer at toss</li> <li>Lunch, whites with blazer but at times white rugby short, white short socks with running shoes</li> <li>Sport shoes at lunch</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>No1s</li> <li>Whites with blazer on occasions</li> </ul>	<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>MHS t-shirt</li> <li>Black, navy or white shorts</li> <li>Hockey shoes</li> </ul> <p><b>MATCH</b></p> <ul style="list-style-type: none"> <li>Red hockey shirt</li> <li>White shorts</li> <li>Red socks</li> <li>1st &amp; 2nd as supplied by the Trade-Inn</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>No1s</li> <li>Tracksuit at times</li> <li>MHS bag</li> <li>1st Team, first team jacket</li> </ul>	<p><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>Red, white or navy jersey</li> <li>Black or white rugby shorts</li> <li>Red socks</li> <li>Black boots</li> </ul> <p><b>MATCH</b></p> <ul style="list-style-type: none"> <li>Red, white or navy jersey</li> <li>Red socks</li> <li>White rugby short</li> <li>Black boots</li> <li>1st &amp; 2nd as supplied by the Trade-Inn</li> </ul> <p><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>No1s</li> <li>Tracksuit at times</li> <li>MHS bag</li> <li>1st Team, first team jacket</li> </ul>

## SPORTING KIT (INDIVIDUAL SPORT)

### INTERHOUSE, PRACTICE, TRAVEL & MATCHES

SOCCER	SQUASH / TENNIS	SWIMMING / WATER POLO	GENERAL
<p style="text-align: center;"><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>• MHS t-shirt</li> <li>• Black, navy or white shorts</li> <li>• Soccer boots</li> </ul> <p style="text-align: center;"><b>MATCH</b></p> <ul style="list-style-type: none"> <li>• Red soccer shirt</li> <li>• White shorts</li> <li>• Red socks</li> <li>• 1st &amp; 2nd as supplied by the Trade-Inn</li> </ul> <p style="text-align: center;"><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>• No1s</li> <li>• Tracksuit at times</li> <li>• MHS bag</li> <li>• 1st Team, first team jacket</li> </ul>	<p style="text-align: center;"><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>• White or navy shorts</li> <li>• White socks</li> <li>• 1st MHS white t-shirt</li> <li>• MHS navy cap</li> </ul> <p style="text-align: center;"><b>MATCH</b></p> <ul style="list-style-type: none"> <li>• Navy shorts</li> <li>• Red shirt</li> <li>• MHS navy cap</li> <li>• 1st Team, striped shirt</li> </ul> <p style="text-align: center;"><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>• No1s</li> <li>• Tracksuit at times</li> <li>• 1st Team, first team jacket</li> </ul> <p style="text-align: center;"><b>INTERHOUSE</b></p> <ul style="list-style-type: none"> <li>• As per practice</li> <li>• House vest over t-shirt</li> </ul>	<p style="text-align: center;"><b>PRACTICE</b></p> <ul style="list-style-type: none"> <li>• MHS costume</li> <li>• MHS towel</li> <li>• White slops</li> </ul> <p style="text-align: center;"><b>MATCH</b></p> <ul style="list-style-type: none"> <li>• MHS costume &amp; cap</li> <li>• 1st Water Polo as supplied by the Trade-Inn</li> </ul> <p style="text-align: center;"><b>TRAVEL</b></p> <ul style="list-style-type: none"> <li>• No1s</li> <li>• Tracksuit at times</li> <li>• 1st Team, first team jacket</li> </ul> <p style="text-align: center;"><b>INTERHOUSE</b></p> <ul style="list-style-type: none"> <li>• As per practice</li> </ul>	<p style="text-align: center;"><b>TOURS</b></p> <ul style="list-style-type: none"> <li>• As supplied by the Trade-Inn</li> </ul> <p style="text-align: center;"><b>COMPRESSION CLOTHING</b></p> <ul style="list-style-type: none"> <li>• Must be white</li> <li>• Shorter than the pants</li> <li>• Compression shirts, only to be worn on really cold days</li> </ul> <p style="text-align: center;"><b>PLAYING APPAREL</b></p> <ul style="list-style-type: none"> <li>• Players are encouraged not to play with ‘flashy’ or bright coloured shoes and ideally they will be black. Focus is on the team and not on the individual</li> </ul> <p style="text-align: center;"><b>MEMORABILIA</b></p> <ul style="list-style-type: none"> <li>• Hoodies etc. - only to be worn on Sundays</li> </ul>

**1****NUMBER ONES:**

- Black lace-up school shoes
- Grey ankle socks
- Charcoal longs
- White long sleeve button up shirt
- School tie
- White long sleeve jersey
- Navy blazer
- Headwear: Michaelhouse navy peak cap, cricket cap, sunhat

**2****DAY UNIFORM:  
SUMMER**

- Navy golf shirt
- Khaki shorts
- Green Cross sandals
- Brown belt

**WINTER**

- Navy golf shirt
- Khaki chinos
- Grey socks
- Black school shoes
- Brown belt
- Winter jacket
- Navy v-neck jersey or navy polo neck jersey

**3****AFTER SCHOOL  
– WEEKDAYS:**

- White t-shirt
- Black/white shorts
- Navy hoodie
- Navy tracksuit pants
- Headwear: Michaelhouse branded only

**SPORT:**

- White t-shirt
- Black/white shorts
- Michaelhouse tracksuit
- Match kit

**ON CAMPUS AFTER SPORTS SATURDAY & SUNDAY:**

Michaelhouse/House branded apparel mentioned in 1-3  
Michaelhouse memorabilia/supporters shirt available from the Trade Inn

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# GENERAL

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## SCOPE:

The rules set out herein apply during term time.

‘Term-time’ is defined as the period of the term falling on and between the dates shown on the School calendar including the time spent on aeroplanes or buses and official School functions or tours during the holidays, but excluding the half-term, with the exception that where unacceptable conduct takes place outside of the term, and brings the good name of the school into disrepute or can in any way be associated with the School, the School reserves the right to take disciplinary action.

All School rules apply to boys who remain at the School over long weekends.

## ABUSIVE OR DISCRIMINATORY LANGUAGE OR EXPRESSION:

- Michaelhouse stands opposed to all forms of constitutionally defined Hate Speech, believing that ‘everyone has inherent dignity and the right to have their dignity respected and protected’ (Bill of Rights, S10)”.  
• Our school defends the constitutionally protected right to Freedom of Expression (Bill of Rights, S16) but opposes any language or expression that promotes discrimination or violence against individuals or groups based on their race, ethnicity, religion, gender, sexual orientation, or disability. This includes offensive slurs, derogatory remarks, or any form of bullying or harassment.

As a school, we strive to make all boys feel welcome.

## ALCOHOL

- At no time may a Michaelhouse schoolboy drink alcohol in public during term time.
- It is an offence to test positive for alcohol by breathalyser, or any other appropriate test.
- It is an offence to be in possession of alcohol whilst at school and or involved in school related activities.

## AUDIO EQUIPMENT

Audio devices must not cause a disturbance.

## AWAY FIXTURES

- Players must travel to the venue with their team on the bus.
- When fixtures are over, players may return to Michaelhouse

with **their own parents** provided permission has been obtained from the Master in Charge of the bus.

- Arrival back at School must not be later than that of the bus.
- Non-players may travel on the bus to away fixtures with Housemaster’s and the bus duty staff member’s permission.
- Boys may not leave the venue without permission from the Housemaster.

## BICYCLES

Boys must have parental permission to cycle. They must wear appropriate headgear and may not cycle alone. Bicycles are not to be ridden in the quads or corridors of the school building. When boys go cycling or walking outside the school they must be in groups of three - one to stay with a person in difficulty and one to go for help.

## BUS BOOKINGS – LEAVES AND HOLIDAYS

- Places on buses must be reserved at least one week before departure.
- Cancelled bookings will be charged for in full.
- No bus is allowed to depart from Michaelhouse without the Master in Charge’s permission.

## BUS STOPS

The Bus Stops for all trips are as follows:

### a) Durban Bus

Ballito	Virgin Active
Westville	Pavilion
Kloof	Maytime Café
Pietermaritzburg	McDonalds, Chatterton Road

### b) Bloemfontein Bus

Bloemfontein	Northridge Mall
Harrismith	Bergview

### c) Johannesburg Bus

Johannesburg	Wanderers Club
Harrismith	Bergview

### d) Kokstad Bus

TBC

- The School Transport coordinator is in charge of all bookings
- The bus will leave promptly at the advertised time, and

punctuality is strictly enforced. Latecomers will not be accommodated.

- To secure a spot on the bus, all boys must book their seats in advance through the designated booking system. Boys who have not booked in advance cannot be guaranteed a seat on the bus. In such cases, they may be accommodated based on seat availability, but priority will be given to those with prior reservations. Such late bookings will be charged at a higher rate as per the transport rates.

### **THE GENERAL RULES FOR TRAVELLING ON A BUS**

- Follow the instructions of the bus driver and Master in Charge at all times.
- Wear your seatbelt at all times.
- No horseplay.
- Do not allow anything to protrude from the vehicle.
- Do not throw anything from the vehicle.

### **CHAPEL**

#### **CHAPEL ATTENDANCE IS COMPULSORY AS FOLLOWS:**

- Wednesday School Chapel.
- Friday Congregational practice.
- Sunday services: either morning or evening service.
- There will be two Full School Eucharists per term.

#### **OUT OF RESPECT FOR THE NAME OF GOD AND OTHERS WORSHIPPING:**

- Boys are expected to conduct themselves with utmost respect at all times while in the Chapel.
- There shall be an orderly entrance and exit.
- Books must be kept tidy.

### **DINING HALLS**

- Grace will be said at each meal. All present will stand in silence for grace.
- Each boy is to remove his tray, crockery and cutlery from the table and place these on the conveyor belt before he leaves the hall.
- Boys are prohibited from removing any cutlery or crockery from the dining hall.
- A high standard of table manners is expected from all boys at all times.

### **DRESS IN THE HALLS**

- No1 or Day uniform.
- Tracksuits may be worn on Saturday, Sunday, or if playing in a team.
- MHS memorabilia and respectful clothing is permitted in dining halls on Sundays.

### **DISCIPLINARY PROCEDURES**

Our procedures for handling disciplinary matters are outlined in the 'Disciplinary Procedures' document. A record of minor offenses is maintained on iSAMS to support the ongoing pastoral care of

the students. Persistent minor offenses may result in sanctions, including Weekday Restrictions or Saturday Night Restrictions. In cases of repeated minor offenses, a Housemaster's Intervention Meeting and a Deputy Rector's Disciplinary Meeting may be convened, potentially leading to more serious consequences being imposed. Academic violations are addressed comprehensively within our Academic Integrity Policy, potentially leading to convening an Academic Disciplinary Meeting.

### **HAIRCUTS**

Rules regarding hair are intended to ensure that boys' appearance is in accordance with the school uniform policy and allow boys to express their individuality, but within the scope of the rules.

#### **GENERAL RULES:**

- Hair is to be neat and combed at all times.
- Facial hair must be cleanly shaven at all times.

#### **Hair must:**

- Be in its natural form
- Be easy to maintain
- Not touch the eyebrows, collar or ears

#### **Specific Rules:**

- There must be no steps or patterns in the hair
- No curling of hair is allowed
- No braiding is allowed
- Hair may not be relaxed or straightened
- Hair may not be bleached or coloured or highlighted
- The outline of a boy's hair may not extend more than 3cm from the scalp
- Brush cuts, buzz-cuts and fades are permitted, provided there are no steps, lines or patterns and the lowest clipper spacer used on the sides is a number one.
- Straight hair may not touch the eyebrows when styled forward and may not be longer than 4cm.
- Side burns may not extend below the middle of the ear.
- The length of a boys' hair will be determined by his Housemaster or academic staff member who will estimate the hair length. In the event of a dispute, the boy will measure his own hair length in the presence of the member of staff.
- Any cultural norm or ceremonial need, which requires a deviation from the rules (including uniform rules) will be communicated to the boy's Housemaster during the admission process.

If a boy's hair does not comply with these rules, the Housemaster will instruct the boy to have his hair cut in accordance with the rules. Hair will be cut by the school hairdresser or a hairdresser of the school's choice.

### **INDOOR CENTRE**

- No high heeled shoes, shoes with spikes or boots may be worn in the centre.
- Only equipment designed for an indoor facility may be used.
- The Indoor Centre may only be used outside of official practice times if boys have permission from the teacher in charge of the sport or the Management member on duty.

- It is the responsibility of the last team, or individual if it is after normal practice times, to ensure that all windows are closed and lights switched off.
- The riding of bicycles, skateboards, scooters etc. is prohibited.

### DRESS CODE:

- Only non-marking soled cross-trainers/running shoes are allowed.
- Boys to wear official Michaelhouse sports clothing at all times except on Sundays.

### LAUNDRY

- The laundry list is to be accurately prepared the evening before the House laundry day.
- Every boy will own his personal sock bag in which all dirty socks will be stowed, and this to be included in the dirty washing bag.
- Dirty laundry is to be placed in the House Dayroom on the normal House laundry day between 06h30 and 07h15.

Monday	Founders, East and Tatham
Tuesday	Baines, Ralfe and McCormick
Wednesday	Farfield and Mackenzie
Thursday	West and Pascoe

- Collection of dirty laundry from Houses is daily at 07h20 from Monday to Thursday.
- The laundry staff will check each bag for accuracy of contents recorded on the list. If there is a discrepancy, a co-worker will witness the mistake, and the difference will be marked with a highlighter pen.
- All boys including A Block to collect their clean laundry from the laundry two days after it has been sent for washing.
- This must be carefully checked to ensure the list is accurate. If there are missing items, a checker must be summoned to witness the inaccuracy. The list is then attached to a House clipboard, to ensure the missing items are found.
- All checked lists must be returned to the hatch for safe keeping.
- All boys are required to use the biometric scanner when collecting laundry. It is prohibited for boys to send other boys to collect laundry on their behalf.

**During the First Week of Term** – Any boy who needs clothing washed, is to deliver it to the laundry himself on a Wednesday or Thursday.

**Week after Half-Term** – Founders, East, West, Baines, Ralfe and McCormick to place their dirty laundry out for collection on Tuesday at the usual time and place.

**Last Week of Term** – All Houses to place dirty laundry out for collection on Monday only at the usual time and place. Laundry is to be collected by 14h30 on Thursday.

### MOTOR VEHICLES (INCLUDING MOTOR BIKES)

No boy may bring a motor vehicle to be kept at school. Boys with valid drivers or learners licences may only drive motor

vehicles on the Michaelhouse Estate when accompanied by their parents and after obtaining permission from the Housemaster.

### SCHLESINGER THEATRE

- To use the theatre outside of lesson times, a booking must be made with the Theatre Director. Hourly sessions in the afternoon from 14h30-17h30 may be booked or the late prep session. Bookings are made online with the Theatre Director.
- A high standard of behaviour is expected at all times in the theatre.
- No food or drink may be brought into the theatre without permission.
- Do **not** stand on the chairs or rest your feet on them.
- You may **not** enter the control room or climb onto the catwalks backstage.
- The workshop area is out of bounds.
- You may **not** lower the lighting bars or adjust any of the spotlights. The equipment is costly and fragile.
- If the theatre is left in a mess or any of the above rules broken, permission to use the Theatre again will be withheld.
- No headgear or scarves may be worn in the theatre for assemblies, events, or productions.
- No cell phones may be used in the theatre for assemblies, events, or productions.

### SCHOOL TRANSPORT

Boys requiring transport to Pietermaritzburg for non-medical reasons must book with and hand in their Housemaster's permission slips to the School Transport coordinator the day before they wish to travel.

### SERVICE

Every boy must take part in the School's Service Programmes as laid down in the Service Regulations.

### SMOKING

- Smoking, using and/or being in possession of tobacco, cigarettes, e-cigarettes, vapes, hubbly-bubbly's or other related paraphernalia is **not** permitted.
- Please be informed that if any student is found in possession of the aforementioned items, it may lead to reasonable suspicion for a further comprehensive search and/or a drug and nicotine test.
- Being in the presence of a boy or boys who are smoking is an offence.

### SOCIETIES / CLUBS

Membership of at least one Club/Society is compulsory for all boys except for A Blockers after the end of the Second Term and New Boys during their First Term. Boys unable to attend a meeting, outing or activity are expected to excuse themselves beforehand.

### SUNDAY FREE BOUNDS

On Sundays between 09h00 and 16h30 boys may proceed on Free Bounds.

The area available for Free Bounds is the School Estate, including the MHS Nature Reserve, and the Hydro waterfall on the farm, Little Falls. If boys venture onto the MHS Nature Reserve or to the Hydro, they need to be in groups of 3 or more, and need to have permission from their Housemaster or Tutor on duty. The Free Bounds Book, in each House must be signed with the destination clearly written. No boy may go out alone on Free Bounds.

Between 13h15 – 16h15 quiet is to be observed in the buildings, in the quads and on the terraces. All boys except A and B Blockers, who may be in the School buildings during this time, must vacate the School buildings.

Boys wanting to go on Free Bounds before brunch must have their Housemaster's written permission for an early departure.

## SWIMMING POOLS

- The swimming pools may only be used at the published times.
- No boy may swim alone.
- There must be no horseplay at the pools.
- Pool equipment (including pool covers and rope-lanes) must not be tampered with.
- Only approved School costumes may be worn in the pools.
- Gates to the pools must be securely closed on departure.

## TAKE-AWAY FOOD ORDERS

Food may only be ordered from suppliers off the Michaelhouse Campus on weekends. Orders must be timeously made to ensure delivery before 21h00. Orders must be collected from the parking area near the Heritage Centre NOT at the main gate. No orders will be permitted for the purpose of re-sale.

## TELEPHONES

- Each house has a house telephone available for boys use.
- It requires a private pin code which is not to be disclosed. The pin code is obtained through your Housemaster.
- Boys may not make or receive calls during lessons (07h25 – 14h05); Prep (18h45 – 20h15) or after lights out (21h00). Housemasters may grant permission for a boy to phone during these times in exceptional circumstances.

## THE HIGH PERFORMANCE CENTRE

- All boys must complete the HPC Induction process before they are allowed to use the HPC.
- Equipment must not be moved around and weights may not be placed on benches.
- Weights to be replaced in the correct places.
- Free Weights may not be taken to the Circuit Area.
- No balls will be allowed in the HPC.

- The rowing machines are for warm-up purposes (5 minutes maximum).
- Doors above Vlei are to be kept closed on Saturdays.
- **No outsiders**, unless with prior permission from the Head of Sports Medicine, are allowed into the HPC.

### DRESS CODE:

- Only non-marking soled cross-trainers/running shoes are allowed.
- Boys to wear official Michaelhouse sports clothing at all times except on Sundays.
- Sweat towels to be used at all times.

## WEEKDAY RESTRICTIONS AND SATURDAY NIGHT RESTRICTIONS:

### WEEKDAY RESTRICTIONS:

- Boys may be placed on Weekday Restrictions by the Pastoral Office if they have committed minor transgressions.
- Boys must direct any inquiries regarding negative iSAMS record entries to their Housemasters.
- Weekday Restrictions take place every Monday and Tuesday. Boys assigned to these restrictions are required to attend one of these sessions, even if it means missing a school event.
- Failure to attend will automatically result in a Saturday Night Restriction and an additional Weekday Restriction.
- No electronic devices are permitted in the room under any circumstances.

### SATURDAY NIGHT RESTRICTIONS:

Boys may be subject to Saturday Night Restrictions:

- In cases of more serious incidents, as determined by their Housemasters.
- As a sanction from the Academic or Pastoral Office for more serious transgressions.
- Due to repeated minor offenses.

Saturday Night Restrictions are recorded in a student's overall Disciplinary Record.

- Boys must be dressed in No1s.
- No electronic devices are allowed in the room under any circumstances.
- Missing a Saturday Restriction is considered an offense and will result in the matter being escalated to the Deputy Rector: Pupil.

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# ILLEGAL DRUGS

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## CANNABIS

Cannabis, and any related substances, has been decriminalised in very limited circumstances.

- The use, possession, purchase and cultivation of cannabis by **a minor anywhere or an adult in public is not permitted and has not been decriminalised.**
- Under no circumstances may cannabis, or related substances, be brought onto the school's property.
- The school is a drug free area.
- It is unlawful for anybody including a staff member, boy or parent or member of the public to possess cannabis on the school property.
- Any boy or employee of the school found to be under the influence of cannabis or to test positive for cannabis will be dealt with in accordance with the appropriate disciplinary process.

## SEARCH AND SEIZURE OF ILLEGAL DRUGS

- Any boy may be subject to a search for illegal drugs if there is a fair and reasonable suspicion that illegal drugs may be found on the School premises, during a School activity, or that a boy is in possession of illegal drug(s).
- Such searches shall be conducted in accordance with the School's Illegal Drug Policy and Section 8A of the Schools Act and the regulations thereto.
- A search and seizure in terms of this policy may only be conducted after considering the following:

## TESTING FOR ILLEGAL DRUGS

- Testing for illegal drugs is to be conducted in terms of the

School's Illegal Drug Policy and the guidelines set out in Section 8A of the Schools Act and the regulations thereto.

- Testing for illegal drugs will be conducted where there is a fair and reasonable suspicion of use and/or possession of an illegal drug(s).

Drug testing at the School may be conducted by the South African Institute for Drug-Free Sport (SAIDS), who operate under the auspices of the World Anti-Doping Authority (WADA). Your attention is drawn to the possibility that a failed drug test conducted by SAIDS may be subject to a possible sanction enforced by WADA which could have consequences outside of the School environment as well as within it.

## USE OF ILLEGAL DRUGS

- The consumption, possession, distribution of or testing positive for any illegal drugs, is strictly forbidden by Michaelhouse.
- Any boy found in possession, distributing, selling, consuming, under the influence of or who tests positive for the use of and or presence of any illegal drug or substance including cannabis or found in possession of or using any drug related paraphernalia, shall be dealt with in terms of the School's Disciplinary Code.
- Any violation will be regarded by the School as an extremely serious offence, one for which boys should expect to be excluded, even as a first-time offender.
- No illegal drugs shall be permitted on School premises.
- The term "illegal drugs" is defined in the South African Schools Act, No. 84 of 1996, as amended ("the Schools Act") and includes cannabis (marijuana or dagga) and performance enhancing drugs.

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# INFORMATION TECHNOLOGY, PORTABLE DEVICE AND ACCEPTABLE USE POLICY

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## ELECTRONIC DEVICE / SOFTWARE ACCEPTABLE USE EXPECTATIONS

Boys are responsible for appropriate behaviour on the Internet just as they are in a classroom or sports field. Communications on the Internet are often public in nature and general School rules for behaviour and communications will therefore apply. The use of the Internet is a privilege, not a right, and may be revoked if abused. Boys are personally responsible for their actions in accessing and utilising the School's computer resources. Boys are advised never to access, keep or send anything that they would not want their parents or teachers to see. It is expected that users will comply with the standards and rules set out below.

## PORTABLE DEVICES

A portable device includes a cell phone, smart watch, laptop, tablet or other similar device.

- Boys may not make or receive calls, WhatsApp or other messages during lessons (07h25 – 14h05); Prep (18h45 – 20h15) or after lights out (21h30).
- With a portable device, comes responsibility. Boys are to act responsibly and in accordance with the values of the school when using their portable devices.
- Portable devices are powerful tools. They are to be used and treated in conjunction with the school's IT policy, and acceptable use policies.
- Using a portable device to circulate harmful material, personal information or spam mail is an offence and will result in disciplinary action.
- At all times, boys are to ensure that if they are using their portable device, this does not contribute to their tardiness, does not negatively affect their greeting of others or impact on the School's expectations of its boys in any way.
- Portable devices must be kept out of sight and silent when boys are in class, unless under the direct supervision of a teacher for academic use during a lesson. In particular, cell phones may NOT be used in class. If a cell phone is used in class it will be confiscated.
- Portable devices are strictly prohibited during tests and exams. All portable devices must be handed in to the teacher before a test or exam (including class tests).

- Please be aware that possessing a device during an exam constitutes an exam irregularity, as stated in the IEB examination regulations. Such an infraction will result in a minimum exam sanction of a zero mark.

## PORTABLE DEVICE FREE ZONES:

- The Schlesinger Theatre
- The Michaelhouse Chapel and Crypt
- The Memorial Hall and Junior Dining Room

## RESTRICTED PORTABLE DEVICE ACCESS:

- E Block boys only have devices from Term 3. They will have access to their phones between 14h00 and 18h30, and other devices upon request.
- D Block boys will have access to their phones between 14h00 and 18h30, and other devices between 07h00 and 21h00.
- C Block boys will have access to their phones between 14h00 and 21h00, and other devices between 07h00 and 21h30, up to the end of Term 3, after which they may keep their devices.
- A and B Block boys may keep their devices at all times.
- Outside of these times devices will be locked away in the Housemasters office.
- Any portable device found not locked away will be confiscated.
- In all of the above cases the penalty for first time transgressions will result in confiscation of the device which will be kept by the Housemaster.
- The inappropriate use of a portable device (pornography, swearing etc.) may result in a disciplinary enquiry and being banned for the use of a portable device for an extended period of time
- Boys are not to wander or walk around while using their devices and/or earpods, headphones etc.
- Boys must put their phones away when engaging with an adult.
- Boys are expected to maintain courtesy at all times while utilizing their devices on the school campus. Moreover,

boys should refrain from sitting and playing on their phones in public areas, as well as during school trips or fixtures.

While it may seem that these rules are severe and the free use of a portable device is discouraged, that is not the case. They are in place to assist boys to develop good device etiquette and improved responsibility.

## **SPECIFICALLY UNACCEPTABLE USES**

Specific examples of unauthorised use include, but are not limited to:

- Creating, storing, sending, or viewing pornographic material.
- Downloading, uploading and/or executing viruses.
- Using email user IDs other than one's own ID.
- Misrepresenting an individual's ID or source of communication or data.
- Illegally accessing or attempting to access another person's data or personal system files.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Requesting that inappropriate material be transferred.
- Violating safety and/or security measures when using email, and other forms of direct electronic communications.
- 'Hacking' or any other unlawful online activities.
- Taking part in the sending or re-sending of any sort of chain letters.
- Use offensive language or language which may be deemed

offensive (profane, abusive or impolite) in any written communication over the Internet or when sending email.

- Make use of any software/hardware which in any way attempt to cloak the identity of their computer or which bypasses/attempts to bypass the school firewall.

## **THE GUARDIAN APP**

The Guardian App is an anonymous reporting portal that acts as a safeguarding measure for all boys at Michaelhouse. We encourage boys and parents to download the app and use this should they feel the need to report any issues with the ability to remain anonymous should they wish. Michaelhouse has a zero tolerance on bullying and this app provides a safe method, among others, to report incidents or trends in circumstances where boys feel the need to remain anonymous.

## **USE OF SCHOOL INTERNET AND ACCOUNTS**

Boys must appreciate the following:

- All users are entitled to privacy of their work and therefore it is an offence to use or attempt to use another user's account or password no matter what the circumstances may be.
- The IT Department staff has the right to monitor files stored on boys' respective accounts.
- The IT Department staff has the right to examine any personal PC at the School.
- Any email, Internet or Teams activities may be monitored.

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# LEAVES

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## ADDITIONAL LEAVES

A Confirmation Candidate (and brother) may take an additional night leave with his parents on the weekend of the Confirmation Service.

## CLOSED WEEKENDS

- There will be one closed weekend for all blocks per term, however there will be an additional closed weekend for all D and E Block boys.

## FRIDAY DINNER LEAVES

- A maximum of **three** Dinner Leaves per term may be granted. **\*Please note** there are no Dinner Leaves permitted on the evening before the Michaelhouse/Hilton winter sports fixture.
- No preps will be remitted, a boy taking a Dinner Leave must ensure that he completes the prep set. Boys may go on leave at 17h30.
- A Dinner Leave extends until from 17h30 until 21h00.
- At least two Fridays will be designated as 'All In Fridays,' and no dinner leaves may be taken on those days. This information will be communicated in advance.

## HALF-TERM RULES

- The Half-Term Break begins on Thursday 07h30, however, boys may depart **with their own parents** on the Wednesday at the separately advertised time after a school event. They must return by 19h00 on the last day of the Weekend.
- All **normal school rules apply** to all boys staying behind for the half-term.
- School transport for the Half-Term Break will depart on the Thursday at 08h30.
- All meals are **compulsory** and Roll Call will be taken at each mealtime: Brunch - 10h00, Supper - 17h30.
- **Lights Out** will be at 22h00. Roll Call will also be taken at this time.
- Beds will be made by 10h00.
- Boys may only leave the Estate with the duty Housemaster's permission.
- **Prefects** – The authority of all Prefects extends to all situations and times through the half-term.

## GENERAL

- All Leaves are granted at the Housemaster's discretion.
- Leaves may be withdrawn for errant behaviour or unsatisfactory academic performance.
- Should a boy wish to take a leave with anyone other than his parents (or legal guardians), his Housemaster must receive prior **written** permission from the parents which stipulates the adult(s) who are accepting responsibility for the boy for the duration of that Leave.
- Leave arrangements must be finalised and cleared with the Housemaster by 21h30 on the Thursday evening preceding the weekend concerned.
- Boys going on leave must leave and return to school dressed in Nols.

## SATURDAY DAY LEAVES

- Saturday Day Leaves are available at Housemaster's discretion and are subject to the stipulations in General above.
- A Saturday Leave extends from 10h30 until 21h30 and may not be taken until all school commitments have been fulfilled.

## SATURDAY SLEEP-OUT LEAVES

- All boys may have three Saturday Sleep-Out Leaves per Quarter.
- A Blockers may, at the discretion of their Housemaster, take a fourth Sleep-Out Leave.
- A Saturday Sleep-Out Leave starts after 10h30 or once a boy's sporting or other commitments are completed. He must return to the school for Roll-Call and Evening Chapel by 18h45 on the Sunday.

## SUNDAY DAY LEAVES

- Sunday Day Leaves are available at Housemaster's discretion and are taken subject to the stipulations in General above.
- Sunday Leaves extend from 06h30 until 18h45 (boys must attend Chapel either in the morning or the evening).

## SPECIAL LEAVES

Permission for a boy to be away from school for the night during term-time will only be given in special circumstances and with the Housemaster's permission.

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# MAKAN AND MEDIA CENTRE

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The Makan and Media Centre is a facility designed to ignite creativity, stimulate curiosity, and foster audacious thinking. This collaborative space serves as a haven for research, learning, and unbridled imagination. Each user bears the responsibility of upholding these values, coupled with respect and accountability, not only for the Centre itself but also for fellow users who share these remarkable facilities. Please adhere to the following guidelines, as failure to do so may result in disciplinary measures. Non-compliance with these guidelines may lead to restrictions on boys' access to the Centre for a specified duration.

## MAKAN CENTRE (MAKERSPACE, BREAKAWAYS, AND CLASSROOMS):

- Users are expected to keep the Makan Centre consistently neat. Proper disposal of all trash and the maintenance of orderly workspaces are imperative.
- Strict adherence to safety guidelines, especially those outlined by the Makan Centre staff, is mandatory, particularly when using technical equipment.
- Users must treat shared equipment and spaces with the utmost respect. Seek permission before utilizing spaces or equipment, exercise responsible usage, and, where necessary, adhere to the designated booking procedures.
- Users are responsible for the well-being of equipment and materials. Any damage should be reported promptly.
- Reserve rooms or spaces through the Outlook calendar and room finder, and use the allocated time judiciously. Efficient utilization of time is encouraged.
- Users are to acknowledge surveillance and hold themselves accountable for their actions. Unauthorized entry or usage outside of stipulated hours is strictly prohibited.

## MAKAN AND MEDIA CENTRE:

**FOOD AND BEVERAGE POLICY:** Consumption of food or beverages is strictly prohibited within the media centre premises.

**QUIET ENVIRONMENT:** A serene and quiet atmosphere must be maintained within the media centre to facilitate focused learning.

**NEAT AND TIDY EXIT:** Upon departure, users are required to leave the media centre in an orderly condition.

**RECYCLING PRACTICE:** Designated recycling bins are provided for the disposal of scrap paper.

**EXAM ETIQUETTE:** No movies or games are permitted during exam periods.

**PREP PERIOD CONSIDERATION:** Recreation activities should be reserved for post-prep times.

**FURNITURE CARE:** Kindly ensure that furniture remains free from footwear.

**BOOK BORROWING:** Adhere to the outlined rules for borrowing books.

## OPERATING HOURS:

Monday	07h15 – 17h00	and	19h30 – 21h00
Tuesday	07h15 – 17h00	and	19h30 – 21h00
Wednesday	07h15 – 17h00	and	19h30 – 21h00
Thursday	07h15 – 17h00	and	19h30 – 21h00
Friday	07h15 – 16h30		

Boys may use these resources at other times by arrangement.

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# OUT OF BOUNDS

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Respect for other people's property and privacy is important. In this regard boys are not allowed in the following places without permission from your Housemaster.

## 1. STAFF HOUSES.

## 2. THE STAFF PIGEON HOLE AREA.

## 3. SCHOOL WORKING AREAS:

- The grass in the Main Quad and Currey Quad (School Prefects may walk on the grass).
- The projection/lighting room in the theatre except for the projectionists and lighting crew.
- The Art School except during lessons and for members of the Art Club and for boys with a definite commitment there.
- The Music School, except during lessons and for those with a specific commitment there.
- Dormitories, bed-sitters or day rooms of a House other than one's own, except with the permission of the authorities of the House concerned.
- The kitchen.
- Both dining halls except at official meal times.
- The Schlesinger Theatre and KLT, except for those with a specific commitment there.
- The Science and Biology Laboratories, the Science Lecture Theatres, the Biology classrooms except during periods and for boys who have a definite commitment there. Certain areas in the Science and Biology Blocks are always out of bounds.
- The Staff Common Room.
- The Staff Photocopying Room.
- The climbing wall except under supervision of a Master.

- Roof tops and ceilings.
- Old Boys' Club.
- Centenary Centre.

## 4. SCHOOL SERVICE AREAS:

- All reservoirs.
- The filtration plant.
- The transport depot.
- The maintenance workshop except for boys with the permission of the Manager in Charge.

## VAN DER WESTHUYZEN DAM & ALEX DAM - THE FOLLOWING APPLIES:

- No boy may swim in the dam alone.
- There must be no interference with the overflow pipes.
- Trees must not be damaged.
- No mud-slinging, no littering and no sliding down banks is allowed.

## 5. OTHER AREAS:

- All cultivated lands.
- The Post Office, the Station, Annandale Farm House area which includes the entire treed area of Annandale.
- The Balgowan Clinic.
- Iansfield Dam.
- Restaurants may only be entered on Free Bounds with the Housemaster's written permission.

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# SANATORIUM

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In case of an **EMERGENCY**, boys may go to the Michaelhouse Sanatorium at any time of the day or night.

## ABSENCE

If a boy is absent from School for medical reasons the Sanatorium and the Housemaster must be informed. When the boy returns to School he must report to the Sanatorium on his return to the School if he has prescription medicine with him.

## MEDICAL APPOINTMENTS

It is the boy's responsibility to make follow-up appointments prior to leaving their dentist/doctor and to notify the Sister on their return to School.

## MEDICAL SAN TRANSPORT

Transport leaves for urgent medical appointments daily at 13h00 from outside the Sanatorium. Boys must wear No1 uniform.

Boys will be reminded via Teams as to their transport departure time.

No boy will be allowed on the bus without a permission slip from his Housemaster.

## MEDICATION

Sanatorium Sisters must be informed of any medication a boy is taking for record purposes. Certain medication may be kept in the dorm with permission from the Sisters and Housemaster. Boys will be given a day's supply of medication at any one time. Boys must remember to take their medication over the weekend.

S4 to S6 daily medication is to be kept securely by either the Sisters or the Housemaster. Boys may not keep these in their dormitories. Morning doses will be packed weekly by the Sisters in pillboxes. The medication is collected daily in the hHouse from the Housemaster. Evening doses of scheduled medicine is to be collected in person by the boy from the Sanatorium and signed for.

## OFF SPORT

Boys who have been put off sport for health reasons will be put on the off-sport list that is updated daily. The school doctor or Mr James Fleming (Head of Sports Medicine) will assess any injury and decide whether that injury warrants the boy being put off sport. No boy put on the list may take part in the sport concerned. It is the boy's responsibility to make sure that he has been added or removed from the list. A boy may not return to sport after an injury without being cleared by his doctor or Mr Fleming, his physio or biokineticist.

If a boy has spent the night in the Sanatorium he may not play sport the following day. If a boy spends the day or part thereof in the Sanatorium he is not to play sport that day.

If a boy is ill or injured in the holidays and is advised by the

medical professional treating them not to do sport, the boy must obtain a sick note from that person and hand it in to the Sanatorium when he returns to School.

## SCHOOL ACCIDENT INSURANCE

All learners are required to have a locally-recognized Medical Aid Plan that, at the very least, covers emergency hospitalization and related expenses in the event of a medical crisis. It is the responsibility of parents to ensure that the Sanatorium possesses the most up-to-date information regarding the learner's medical aid coverage.

In the unfortunate event of an injury resulting from an accident during school-sanctioned and supervised activities, both on and off the sports field, while commuting to or from school, or during school trips, as well as post-operative care stemming from such incidents, it qualifies as a basis for claiming under the school's Personal Accident Policy. This is subject to the following conditions:

Claims must initially be processed through the learner's Medical Aid Plan and, if applicable, any Gap Cover insurance.

Evaluation for rehabilitative care must be carried out and approved by the Head of Sports Medicine at Michaelhouse.

The Sanatorium will be promptly informed of any medical emergencies and incidents, and they will oversee the correct procedures and claims administration, regardless of the payment method.

It's crucial to note that the Personal Accident Policy is not a substitute for Medical Aid. Rather, it serves to safeguard the school from substantial financial liabilities and provides learners with access to private medical care in the event of accidental injuries.

The policy features both overall and sub-limits, and all procedures will be covered up to the categorized cap as outlined in the policy. The complete policy details can be found on the parent portal.

## SISTERS

There is always a Sister on duty. During term time, if a boy needs attention late at night they are to ring the bell outside the front door.

## SURGERY HOURS

Monday to Friday	The hour before school. 45min at morning tea break.
Saturday	06h30 – 18h00.
Sunday	09h00 – 13h00 and 17h00 – 20h00.

Boys may only come to the Sanatorium during class time if it is an emergency and they must have a permission note from their teacher.

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# SOCIALS

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## THE GUIDELINES ARE BELOW:

- **Any Social** arranged at Michaelhouse may take the form of an evening affair with music and dancing or a morning/afternoon arrangement with lunch/tea/sporting activities.
- Michaelhouse boys may be subject to breathalyser tests (or any other appropriate test) before, during or after any social.
- Permission to stage socials at Michaelhouse must be obtained from the Deputy Rector: Pupils.
- A list of boys attending the social, as well as waiters and those helping with music, and details of expenses and costs per boy, will be placed on the socials noticeboard during the week preceding the social.

## SOCIALS AT MICHAELHOUSE

- An equal number of boys and girls should attend.
- No others may attend unless as replacements. A boy replacing another must obtain written permission from his Housemaster, which must be handed to the chaperone. The permission slip must indicate the name of the boy being replaced. The chaperone cannot give permission to anyone else to attend.
- Two School/House Prefects must attend. Their responsibilities, with the organisers, are:
  1. To ensure no intruders attend. Gate-crashers must be reported to the chaperone who will inform the Deputy Rector: Pupils.
  2. To ensure that the social ends promptly at the pre-arranged time.
- The lights must be switched on.
- Dress must be neat, i.e. meet the approval of the Deputy Rector: Pastoral.
- Shoes and socks must be worn.
- No one is to leave the building and quad cloisters, except with the permission of the chaperone.
- Those attending the social must clear up immediately afterwards, leaving the venue ready for use the next morning.
- As hosts, the Michaelhouse organisers and boys should, to the best of their ability, ensure that no one feels left out.
- The organisers are responsible for writing a thank you letter to the Headmasters/Headmistresses of the schools involved.

- The chaperone is to be thanked.
- The ladies cloakroom should be clearly signposted.
- The organisers of the social must introduce themselves to the chaperone of the girls' school upon arrival.
- The organiser is to make arrangements for drinks and eats for the chaperones.
- Nothing is to be attached to the portraits or portrait frames where applicable.
- The volume of the music must be acceptable to the chaperone.
- The organisers of the social must keep an account of all expenses, with receipts, for the attention of the Senior Housemaster.

## SOCIALS AWAY

- Any invitations for Michaelhouse boys to attend socials must be directed to the Deputy Rector: Pastoral for his consideration. The Deputy Rector: Pastoral working in conjunction with the rest of the Housemaster Committee will then make the necessary arrangements.
- On receipt of an invitation, the Deputy Rector: Pastoral, will, with the assistance of the House Representatives, collate a list of names corresponding to the number and blocks of boys required for the social. Once accepting to attend the social, boys may not allow other boys to attend in their place. If, for any valid reason, circumstances force any boy to withdraw from the social, he needs to personally inform the Teacher in charge of the social.
- Dress No1s. Boys must stay in school uniform throughout the social, and leave in school uniform.
- Boys making use of their own transport either to or from the function must obtain permission from the Senior Housemaster.
- Boys may not leave the dance/social before the end.
- At the end of the social those who have attended should make a point of thanking the staff of the host school.
- On return to Michaelhouse the staff member in charge should be thanked.

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# SPORTS

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## ATTENDANCE

Spectator attendance at matches is not compulsory (the Interhouse Gala and Sports Day are compulsory) though attendance in support of the School of certain 1st Team fixtures is strongly encouraged.

## GENERAL POLICY

- All boys choose one sport per season, which involves **two** practices per week. The exceptions being A Teams which may practice **three** times per week.
- Boys are permitted to do a second ‘minor sport’ should his schedule allow.
- A boy who wishes to be coached in another sport on one extra afternoon a week may opt to do so provided he can be accommodated in that sport.
- Boys must indicate their first choice of sport for each season.
- Every boy must play at least three different sports a year, one of which must be a team game.
- In the case of an over-subscribed sport, choice will depend on:
  1. Seniority
  2. Ability
- No boy may change his sport choice during a season without following the correct procedure.
- The age groups are: U14, 15, 16 and 19.
- There is no U15 Hockey. A boy is U14 etc. if he is 13

on the 31st December of the previous year. No U16 boy may play in a 1st Team without consultation involving the Housemaster, Senior Master Sport and the Rector.

## TIME ALLOCATION FOR PRACTICES

**Senior** practice days are Tuesdays and Thursdays. **Junior** practice days are Mondays and Wednesdays. Sports practices normally end at 16h45.

- Voluntary team practices are permitted on a Friday. On no account may they interfere with other commitments.
- In exceptional circumstances, extra practices may be held with the express permission of the Senior Master Sport.
- While pre-season practices will be necessary for many sports these practices must not take precedence over other commitments.
- First team squads may have pre-season sessions in the mornings from 05h30. If D and E Block boys wish to do early morning training they must only do so from 05h30 and with the permission of their Housemaster.

## MICHAELHOUSE SPORTS APP

We strongly encourage parents and boys to download the ‘Michaelhouse Sports’ app, which is readily available on both Apple and Google stores. This app provides weekly updates on fixtures, team sheets, and sports results at the school, ensuring easy access to vital sports-related information.

RECTOR

AUGUST 2023