

Munro & Dickenson Trust
HAMPTON SCHOOL
BOARDING APPLICATION FORM

Name of Student: _____ Age: _____ DOB: _____

Year of Entry: _____ Term of Entry: _____

Grade: _____ Nationality _____

1. Name of Parent/Guardian: _____

Address: _____

Occupation: _____

Telephone #: _____ Email Address: _____

2. Name of Parent/Guardian: _____

Address: _____

Occupation: _____

Telephone #: _____ Email Address: _____

Food Allergies: Please list below the food items to which your daughter/ward is allergic to, or cannot eat due to religious reasons: _____

(Please note that a doctor's certificate confirming the above allergies should be attached to this form.)

Please disclose any health conditions that Administration/Boarding Staff of Hampton School must be aware of which may necessitate specialised care required by your daughter/ward:

Hampton School does not accept any form of responsibilities for the security and safety of the boarder after leaving the school compound or failing to conform to the given safety and security measures.

I hereby certify that the information given above is accurate and complete to the best of my knowledge. I pledge to provide the necessary support (financial and otherwise) to my daughter to ensure her compliance with the Boarding and School Rules.

Parent's Signature: _____ Date: _____

I hereby declare that I will comply with the rules and regulations listed in both the Boarding Rules and School Rules.

Student's Signature: _____ Date: _____

N.B.: It is your responsibility to update your contact information, as necessary, after submitting an application form.

FOR OFFICE USE ONLY

Remarks/Additional Information: _____

Approved By: _____ Date: _____

Principal/Vice-Principal

Date



**Munro & Dickenson Trust
HAMPTON SCHOOL
BOARDING COVID AGREEMENT 2020**

Name of Student: _____ Grade: ___/___ Age: _____ DOB: _____

1. a. For the purpose of possible contact tracing, indicate whether during the period from March 13, 2020 to present, your daughter/ward visited any quarantined communities? Yes: No:

b. State the visited Community/Communities: _____

2. Was anyone home quarantined in your daughter's/ward's immediate household for the period March 13, 2020 to present? Yes: No:

3. a. Has your daughter/ward travelled abroad since March 13, 2020? Yes: No:

b. Country(ies) Visited: _____

4. If you answered yes to 3 a. above, state the period of travel

From: _____

To: _____

Parent(s)/Guardian Information:

Name: _____

Name: _____

Address: _____

Address: _____

Parish: _____

Parish: _____

Occupation: _____

Occupation: _____

Telephone #: _____

Telephone #: _____

E-mail: _____

E-mail: _____

Health Disclosure: Please disclose any health conditions that the Administration/Boarding Staff of Hampton School must be aware of, which may necessitate specialized care for your daughter/ward:

Hampton School does not accept any form of liability for any boarder for her failure to conform to the given safety and security measures, outlined in the Boarding Rules, School Rules and Disaster Risk Management Act pertaining to COVID19 on the school compound or after her departure from the school compound.

I hereby certify that the information given above is accurate and complete to the best of my knowledge. I pledge to abide by all rules and will also provide the necessary support to my daughter/ward in order to ensure her compliance with the Boarding Rules, School Rules and Disaster Risk Management Act pertaining to COVID19.

Parent's Signature: _____

Date: _____

I hereby declare that I understand and will comply with all rules and regulations listed in the Boarding Rules, School Rules and Disaster Risk Management Act pertaining to COVID19.

Student's Signature: _____

Date: _____

Principal/Vice-Principal: _____

Date: _____



Dear Parent/Guardian,

It is with pleasure that Hampton School is offering a boarding space to your daughter/ward. We ask that you adhere to the following guidelines and procedures to allow the school to provide optimally for the well-being of your daughter/ward.

Please note that in accordance with the Security and Safety Policy Guidelines of the Ministry of Education (2.4 and 2.5.3) and the Hampton School Boarding School Policy and Practice (Standard 11.1 - 11.4), requests for permission to leave the school campus **MUST** be:

- submitted to the school by the Thursday (mid-day) just prior to the requested date
- signed (signature) and dated by the parent/guardian
- delivered by designated guardian/bus driver **or** scanned and e-mailed to the Boarding Manager at boarding.hampton@gmail.com

Accordingly, you may use the school's standard Boarding Release Form which may be filled out and sent back with your daughter/ward/guardian for the next time she will need to leave campus. **Parents are encouraged to make and keep copies for future use.** These should be handed in to Ms. P. Green (Boarding Manager) on your daughter's/ward's return to campus.

Important to note, boarders will not be given permission to leave the campus in order to attend any extra classes in the evenings or weekends.

Signed:

Mahvell Charlton-Brown
Headmistress



Hampton School Boarding Release Form

I _____ (Parent's Name) give
permission for my daughter/ward, _____
_____ (daughter's name), to leave campus
_____ (date) to _____ (date)
with _____ (Name of
Designated Custodian).

Daughter's/Ward's Information

Dormitory _____ **Room#/Letter** _____
Grade _____

I _____ (Parent's
Name) may be reached at _____ (telephone
number) or e-mail _____.

In the event that you are unable to contact me, please contact:

Emergency Contact Name: _____

Emergency Contact Phone: _____

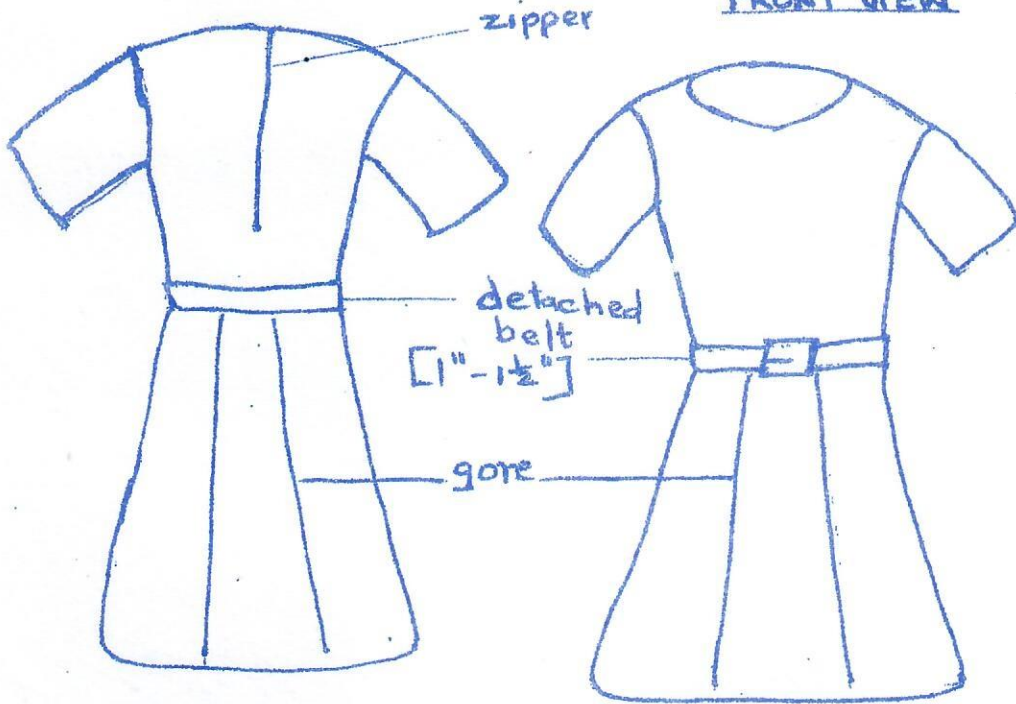
Parent's/Guardian's Signature

Date

SUNDAY UNIFORM [white]

BACK VIEW

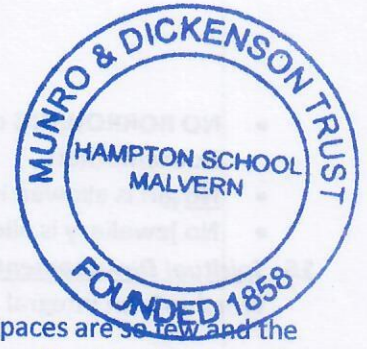
FRONT VIEW



NB Skirt length - below knee



HAMPTON SCHOOL BOARDING RULES



Guidelines for Boarding Students' Behaviour

The award of a place as a boarding student at Hampton School is a privilege as the spaces are so few and the demand great. Only those students who maintain the highest standard of behaviour will retain their boarding place. Students who do not conform to the rules of the boarding school will lose their place at any time during the year.

The following rules are to be adhered to without exception:

1. **Registration:** Times of registration are stated on the calendar of each year; 2:00 p.m. – 6:00 p.m. on the specified days. All dates and times specified are to be followed. Boarders who arrive after 6:00 p.m. on these days **WILL NOT** be admitted.
2. On Outing Weekends and Half Term holidays, boarders are expected to **leave** at the time specified, (2:30 p.m.).
3. **Under no circumstance should a boarder exit the campus without the express permission of the Principal, Vice Principal or Resident Mistresses.**
4. The adult taking responsibility for the exit of a boarder on a weekend or a term break must sign out the student. Students who are to travel with person(s) not stated on record must have written permission from the named parent/guardian, if said parent/guardian is unable to collect her. Boarders wishing to visit another Hampton student's home, must have written permission letter/forms from:
 - a) Parent/guardian of boarder
 - b) Receiving parent
5. Boarders should leave and return from weekends and holidays in formal school uniform.
6. The boarding school areas are within the **Donna Parchment Complex** and other designated areas duly identified by the school. All other areas, including staff houses, are out of bounds. On weekends and after 4:45 p.m. on weekdays, boarders should be within the boarding complex.
7. **Visitors:** Boarders **ARE NOT** permitted to have visitors in their dormitories nor should they visit the dormitories of other students. **There should be no visiting during school hours which end at 2:30 p.m.**
8. **Speech:** Girls, must at all times, speak Standard English in a polite, moderate tone.
9. **Laundry:** Washing and ironing must be done in designated areas only. Weekdays 2:30 p.m. – 4:45 p.m., Saturdays 10.00 a.m. - 1:30 p.m. and 3:15 p.m. to 5 p.m., Sundays after chapel 12:30 p.m.
10. **Telephone:** There is a phone in the Housemothers' office. Students are allowed to call home between 2:30 p.m. and 5:00 p.m. daily. Parents, please note that your daughter/ward may have to call home using collect calls.
11. **Gadgets** (android, iPhone, windows, tablets with SIM cards) and other electrical gadgets are forbidden, **EXCEPT** for 4th to 6th formers who are allowed a lap top computer, tablet (non-SIM), reading lamp, small radio and hair dryer. All students are allowed to have an iron.
12. **Food:** Students are required to attend ALL meals.
 - Students are allowed to enter their Tuck Boxes everyday:
Weekdays: 6:00 a.m. to 7:30 a.m. and 3:15 p.m. to 5:00 p.m.
Weekends: 10:00 a.m. to 12 p.m. and 3:15 p.m. to 5:00 p.m.
 - Only non-perishable foods must be kept in tuck boxes
 - No glass bottles/containers are allowed.
 - Tuck must be eaten in the dining room or under the Gazeboes - **NOT** in classrooms. **No food must be eaten/kept in the dormitories.**
 - No girl must be found with food after 5:00 p.m., i.e., after tuck (with the exception of supper).
13. **Contraband:** Alcohol and all other dangerous drugs/sharp utensils and smoking are **STRICTLY PROHIBITED**. Use of these will result in loss of Boarding Space.
Personal Appearance:
 - Girls must be neatly and appropriately dressed at all times.
 - No rollers/setters are allowed outside the dormitory/building.
 - For church on Sundays, juniors – black shoes & socks, and seniors – black shoes & flesh coloured stockings.
 - **NB** – School uniform is required if proper Chapel Dress is not available.
 - Students must be properly attired for meals: No shorts above knee, tights, sportswear, slippers, headwear, hair rollers, etc.
 - No nail polish/acrylic/false nails etc. on fingers or toes.
14. **Health and absence from classes:**
 - All illnesses, slight or serious **MUST** be reported to the Nurse and Housemothers.
 - No medication of any kind is to be kept by boarders, and OTC medication must be verified by nurse.
 - Girls should obtain a pass from the Nurse if absent from classes due to illness.
 - Student who are ill should get a pass from Nurse to rest during quad\prep time.
15. **Care of Property and Possessions:** **All** clothing and personal items **must be carefully and clearly marked.**

- **NO BORROWING** or lending. In case of urgent necessity, permission must be obtained from the Housemothers.
 - **No girl** is allowed in the press or desk of another girl or in the prefect's cubicle.
 - **No jewellery** is allowed **EXCEPT** a pair of small gold knobs and/or a wristwatch.
- 16. Spiritual Development:** Hampton seeks to instil religious values and respect for God in our students. Worship is an integral part of school life and attendance at Chapel on Sundays is required.

TIMETABLE FOR BOARDERS

Boarders are required to adhere to the following timetable, which is subject to change, by the administration:

WEEKEND:	Rising Bell	6:00 a.m.
	Quad	8:45 a.m.
	Chapel	9:00 a.m. (Sundays)
	Duties for SDAs after Chapel	11:00 a.m. Sundays
BREAKFAST:	Weekdays	6:15– 7:25 a.m. (Serving ends at 7:15 a.m.)
	Weekends	7:30 – 8:30 a.m.
LUNCH:	Weekends	12:30 – 1:30 p.m.
SUPPER:		5:00 – 6:00 p.m.
DEVOTION/QUAD		6:30 p.m.
PREP TIME:	Weekdays	7:00 – 8:30 p.m.
	Saturdays	9:00 – 10:00 a.m.

All sporting activities end at 4:30 p.m.

REST PERIOD:	Weekends	2:00 p.m. - 3:15 p.m.
LIGHTS OUT:	Weekdays	9:00 p.m.
	Saturdays	9:45 p.m.
	Sundays	8:30 p.m.
VISITING TIMES:	Weekends	3:15 – 6 p.m. (<u>No visitors</u> on the dormitories)

MEDICATION – All medicine **MUST** be handed in to the Wellness Center.

SATURDAYS – All boarders must be in school uniform until 10 a.m.

WEEKDAYS – All dormitories will be locked at 7:30 a.m. until 2:30 p.m.

DRESSES

- 4 – 6 blue tunics
- 1 set P.E. gear (as per pattern or as available at the *Magic Box (Supplies Store)*).
- 1 simple white dress for Chapel (as per pattern)
- 6 – 8 white school blouse (as per uniform pattern)
- 1 school monogrammed polo T-Shirt; long sleeve boarding jersey (optional)
- 1 warm plain navy blue sweater or tailored jacket (No pull-over/hooded jacket for school)
- Water Proof Jacket or Raincoat
- 1 sweater or cardigan for eveningwear
- 4 – 6 simple dress/shirts (with sleeves), pants (at least 2 inches below the knees), skirts (below the knees) for evening wear
- 2 pairs of white socks (grades 7 – 9)
- 6 pairs of brown socks

LINEN

- 2 – 3 bath Towels
- 2 – 3 Face Towels
- 2 large Laundry Bags
- 1 Blanket
- 2 Sheet Sets
- 2 Nightdresses and dressing gowns/pyjamas (**warm material for the cold season**)

SHOES

No high heels are allowed with the exception of seniors.

- 2 pairs plain, strong shoes (dark brown) for school, heel no taller than 1 ½ inches
- 1 pair black shoes (Chapel and Prize Giving); may be high heeled up to (2 inches) for grade 10 to 13
- 1 pair bedroom slippers
- 1 pair bathroom slippers (**rubber – to be worn ONLY to and from the bathroom**)
- 1 pair sneakers for Physical Education
- Closed shoes or sandals with back-strap for evening wear

MISCELLANEOUS

- Soap dish with lid
- Shoe bag with pockets (**THIS IS A MUST**)
- Holy Bible
- Toilet accessories
- Clothing pegs

- Coat/clothes hangers
- Basin for washing clothing
- Medium pail (in case of water shortage)
- Flashlight and batteries
- 1 umbrella
- Bedside cupboard (press) with dimension no larger than 40 inches tall, 24 inches wide and 16 inches deep (See last page for illustration.)
- 2 padlocks, with keys, for press and tuck box

Note: Selected items will be available at the *Magic Box*.

LETTERS:

Girls may mail letters via the Administrative Office at the cost of postage.

Letter/packages etc. are distributed at nights after Prep.

Letter/packages may be left, for a boarder, at the Guard Station during class time on weekdays.

All girls must display dignity and decorum at all times!

A BREACH OF COMMON SENSE IS A BREACH OF THE HAMPTON SCHOOL RULES WRITTEN OR UNWRITTEN.

SANCTIONS FOR INAPPROPRIATE STUDENT BEHAVIOUR

In an atmosphere in which each student takes personal responsibility for the quality of her learning experience, the use of sanctions for misconduct or dereliction of duty should to be minimized. The following sanctions are applied as necessary:

- **Essay Writing:** Essay and other writing exercises are applied. Topics sometimes chosen to relate to the area of misconduct.
- **Dormitory Points** Points are deducted from the student's respective Dormitory.
- **Deduction:** Dormitory point deductions are read out in quad.
- **Public Apology:** Written apology read at an appropriate gathering of the school is required for certain misconduct.
- **Vandalism:** Act involving deliberate destruction of or damage to public/private property.
- **Clean-up Duties: (Fatigue Duties)** Light domestic duties performed at appropriate times in Boarding Complex.
- **Detention:** Normally served in 40 – 60 minute sessions in a designated area and under prescribed conditions on the day of, or following infraction.
- **Gating:** Students are forbidden to attend school functions/outings for a specified period.
- **Suspension:** Students may be suspended for a period not exceeding 10 school days (from Boarding Complex) for gross misconduct.
- **Expulsion:** The Board, with the recommendation of the Principal, may take the decision to permanently exclude a student, for gross misconduct, after due process is observed.
- **Forgery** Copy or imitation of a document/signature

INFRACTION

SANCTION *(NOT LIMITED TO ...)

- | | |
|--|---|
| • Fighting/Weapon Possession/Wounding/Gang Activities | Loss of boarding space and possible suspension/expulsion from Day School |
| • Substance Possession/Abuse of/Gambling (i.e. alcohol/illicit drugs/prescription medications etc.) | Loss of boarding space and possible suspension/expulsion from Day School |
| • Smoking/Drinking Alcohol/Gambling | Loss of boarding space and suspension/expulsion from Day School |
| • Lateness/Absenteeism | Gating/Fatigue Duties (perpetual – loss of boarding space)
Dorm Points Deduction |
| • Pornography | Confiscation/Essay Writing and possible loss of boarding space |

- Forgery of Parent(s)/Guardian(s) Signature/Documents
- Lying
- Acts of Vandalism
- Theft/Extortion
- Exit from campus without Permission
- Bullying (eg. Cyber, physical, social, verbal etc)
- Disruptive Behaviour/Insolence
- Improper Attire
- Disruption of Prep
- Out of Bounds on Campus
- Unauthorized Entry to Dorm
- Vulgarity/Indecent Language/Verbal Abuse
- Contraband Items

Loss of boarding space
 Essay writing and Public Apology
 Loss of boarding space/Payment for Damages
 Replacement of objects and/or loss of boarding space
 Loss of boarding space

Gating/suspension/Loss of boarding space
 Detention/Gating/Apology/ Dorm Points Deduction
 Sent for proper grooming/Attire confiscated
 Detention/Dorm Points Deduction
 Detention/Dorm Points Deduction/Fatigue Duty
 Detention/House Points Deduction/Suspension
 House Point Deduction/Suspension

Loss of boarding space and possible suspension/expulsion from Day School

NB

- CONFISCATED ITEMS MAY ONLY BE COLLECTED AT THE END OF THE SCHOOL YEAR.
- STUDENTS MAY NOT RELOCATE TO ANOTHER DORMITORY/ROOM WITHOUT PERMISSION FROM PRINCIPAL, VICE PRINCIPAL IN CHARGE OF BOARDING, RESIDENT MISTRESSES AND BOARDING MANAGER.
- AT NO TIME SHOULD A DAY STUDENT VISIT ANY DORMITORY WITHOUT PERMISSION FROM PRINCIPAL, VICE PRINCIPAL IN CHARGE OF BOARDING, RESIDENT MISTRESSES AND BOARDING MANAGER.
- AT NO TIME SHOULD ANY STUDENT SELL ANYTHING e.g. FOOD ITEM/CONFECTIONERY/TOILETRY etc. TO ANY OTHER STUDENT.

*Subject to the Headmistress' discretion.

Press/Cupboard Dimensions

