



# 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.). All dates and times specified are to be adhered to. Boarders who arrive after 6:00 p.m. **WILL NOT** be admitted.
2. On Outing Weekends and Half Term holidays, boarders are expected to **leave** at the times specified, (**2:30 p.m.**).
3. **Under no circumstances should a boarder exit the campus without the expressed 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 holiday break must sign out the student. Students who are to travel with person(s) not stated on record must have written permission if named 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 provide your daughter/ward with a **Land Line** calling card or encourage her to call home collect.
11. **Gadgets** (android, iPhone, windows, tablets with SIM cards) and other electrical gadgets are forbidden, **EXCEPT** for 4<sup>th</sup> to 6<sup>th</sup> 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 - NOT in classrooms or under the Gazeboes. 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.**
14. **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.
15. **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, but OTC medication must be verified by nurse and if alright, will then be administered by her.
  - 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.
16. **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.
17. ***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 compulsory.

### TIMETABLE FOR BOARDERS

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

<b>WEEKEND:</b>	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
<b>BREAKFAST:</b>	Weekdays	6:15– 7:25 a.m. ( <b>Serving ends at 7:15 a.m.</b> )
	Weekends	7:30 – 8:30 a.m.
<b>LUNCH:</b>	Weekends	12:30 – 1:30 p.m.
<b>SUPPER:</b>		5:00 – 6:00 p.m.
<b>DEVOTION/QUAD</b>		6:30 p.m.
<b>PREP TIME:</b>	Weekdays	7:00 – 8:30 p.m.
	Saturdays	9:00 – 10:00 a.m.

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

<b>REST PERIOD:</b>	Weekends	2:00 p.m. - 3:15 p.m.
<b>LIGHTS OUT:</b>	Weekdays	9:00 p.m.
	Saturdays	9:45 p.m.
	Sundays	8:30 p.m.
<b>VISITING TIMES:</b>	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 uniforms until 2 p.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 3ft tall, 20 inches wide and 2 ft 6 inches long/deep
- 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 advice 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 ...)**

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

• <b>Pornography</b>	Dorm Points Deduction Confiscation/Essay Writing and possible loss of boarding space
• <b>Forgery of Parent(s)/Guardian(s) Signature/Documents</b>	Loss of boarding space
• <b>Lying</b>	Essay writing and Public Apology
• <b>Acts of Vandalism</b>	Loss of boarding space/Payment for Damages
• <b>Theft/Extortion</b>	Replacement of objects and/or loss of boarding space
• <b>Exit from campus without Permission</b>	Loss of boarding space
• <b>Bullying (eg. Cyber, physical, social, verbal etc)</b>	Gating/suspension/Loss of boarding space
• <b>Disruptive Behaviour/Insolence</b>	Detention/Gating/Apology/ Dorm Points Deduction
• <b>Improper Attire</b>	Sent for proper grooming/Attire confiscated
• <b>Disruption of Prep</b>	Detention/Dorm Points Deduction
• <b>Out of Bounds on Campus</b>	Detention/Dorm Points Deduction/Fatigue Duty
• <b>Unauthorized Entry to Dorm</b>	Detention/House Points Deduction/Suspension
• <b>Vulgarity/Indecent Language/Verbal Abuse</b>	House Point Deduction/Suspension
• <b>Contraband Items</b>	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 and Resident Mistresses.**
- **AT NO TIME SHOULD A DAY STUDENT VISIT ANY DORMITORY WITHOUT PERMISSION FROM Principal, Vice Principal in charge of boarding and Resident Mistresses.**
- **AT NO TIME SHOULD ANY STUDENT SELL ANYTHING e.g. FOOD ITEM/CONFECTIONERY/TOILETRY etc. TO ANY OTHER STUDENT WITHOUT PERMISSION FROM Principal, Vice Principal in charge of boarding and Resident Mistresses.**

**\*Subject to the Headmistress' discretion.**