



## **Lüderitz Blue School Boarding House Policy**

### **1. BOARDING HOUSE STATEMENT**

- i) The 'Blue House' Boarding House, set up in collaboration with Lüderitz Blue School, welcomed its first students in January 2024.
- ii) This accommodation serves as an option for families who live out of Lüderitz and wish to send their children to Lüderitz Blue School.
- iii) The Ministry of Education, Arts and Culture has been formally notified of the school's intention to open the Boarding House in a letter on 5th September 2023.
- iv) This accommodation option is only available to students who are enrolled at Lüderitz Blue School.
- v) The Boarding House premises were declared fit for purpose by the Lüderitz Town Council in May 2024.

### **2. BOARDING HOUSE PREMISES**

- i) As of January 2024, the Boarding House premises are located at ERF 85, Lüderitz, Mabel Street.
- ii) This premises is located approximately 400m from the school premises.
- iii) When more space is required, an additional Boarding House will be opened at separate premises in Lüderitz.

### **3. BOARDING HOUSE ACCESS**

- i) The Boarding House premises may be accessed by the Boarding House Matron and Lüderitz Blue School Senior Management as well as enrolled boarding students (boarders).
- ii) With permission from the Boarding House Matron, the premises may also be accessed by Lüderitz Blue School staff members, other students, interns, visitors and other associates.

### **4. BOARDING HOUSE SECURITY**

- i) The premises are fitted with an alarm system which is set any time there is no one at the property.
- ii) The sets of keys to the property are handled by the Boarding House Matron and by Lüderitz Blue School Senior Management.

### **5. BOARDING HOUSE PRIVACY**

- i) All rooms of Boarding House staff are to be marked with a PRIVATE sign.
- ii) As far as possible, boys' and girls' rooms should be separated on different floors.
- iii) The Boarding House has a floor plan which clearly marks which areas and rooms are out of bounds for boarders.
- iv) A safe walking route to Lüderitz Blue School is also displayed in the house.
- v) If desired, boarders may bring along a lockable wooden box for their valuables.
- vi) In rare cases, it may become necessary for Boarding House Staff to search boarders' rooms for safety reasons. If this is deemed necessary:
  - the boarder should be present (if possible)
  - the parents/guardians of the boarder must be informed that the room was searched, and the reason for the search must be given
  - two staff members must be present for the search

## **6. CHECK IN AND OUT PROCEDURES**

- i) Boarders, staff and visitors are required to check in and out of the Boarding House when arriving and leaving the premises.
- ii) If boarders are permitted to leave to and from Lüderitz Blue School, as well as to other venues within the town centre, independently, an Independent Travel Form must be completed by their parents/guardians.
- iii) In general, this option is only available for students over 10 years of age.
- iv) Independent Travel Forms are available from the School Office.
- v) Boarders without an Independent Travel Form will be accompanied to and from the school, and around the town centre, by a member of the Boarding House staff.

## **7. FREE TIME AND PLAYDATES**

- i) Free Time at the Boarding House will be divided further into Study Time and other organised activities, depending on the ages and needs of the boarders.
- ii) Playdates and other activities may be arranged with the written consent of both the parents of the boarder and the parents of the child inviting the boarder for the playdate.
- iii) For the above, consent via WhatsApp may suffice.
- iv) In cases of regular (eg. weekly) playdates, parents may give permission for a whole term at a time.
- v) Playdates may also take place at the Boarding House with the permission of the Boarding House Matron.

## **8. CURFEWS**

- i) For all boarders, the curfew time to be back at the Boarding House is 18:00 on weekdays, weekends and public holidays.
- ii) The above may be amended, or exceptions may be made at the discretion of the Boarding House Matron.

## **9. HOUSE RULES FOR BOARDERS**

As well as all guidelines included in this policy, boarders are expected to adhere to the following rules and regulations at all times:

- i) **Quiet Hours:** Boarders must respect quiet hours to ensure a peaceful living environment. They must keep noise to a minimum between designated hours.
- ii) **Common Areas:** Boarders must keep common areas clean and tidy. This involves washing and putting away dishes, and cleaning up after themselves in shared spaces. They must adhere to any cleaning or maintenance rota put in place by the Boarding House Matron.
- iii) **Bathroom Etiquette:** Boarders must keep bathroom facilities clean and tidy and limit their time in the bathroom during busy hours.
- iv) **Guest Policy:** Boarders must discuss with the Boarding House Matron if they wish to invite guests to the Boarding House. They must be mindful of others' privacy and space.
- v) **Smoking and Drinking:** Boarders are prohibited from smoking and drinking alcohol at all times.
- vi) **Respect Personal Space:** Boarders must be mindful of others' personal space and belongings, and respect other people's privacy.
- vii) **Room Order and Cleanliness:** Boarders are expected to keep their rooms clean and tidy at all times to ensure good hygiene and discipline. This includes regular use of laundry services available at the house. The Boarding House Matron may carry out regular inspections to monitor room cleanliness and order.
- viii) **Communication:** Open and respectful communication is key to a healthy living environment. Boarders are encouraged to share any concerns or issues they have with the Boarding House Matron promptly so that issues may be resolved in a timely manner.
- ix) **Utilities Usage:** Boarders must conserve energy and water by turning off lights and appliances when not in use. They should report any issues with utilities to the Boarding House Matron promptly.
- x) **Safety First:** Boarders must follow safety guidelines and emergency procedures, and report any safety hazards or concerns to the Boarding House Matron immediately.

- xi) Behaviour Expectation: Boarders are expected to behave in a considerate and polite manner at all times. Instances of violence and bullying are forbidden. Any breach of house rules will be dealt with in line with the Lüderitz Blue School behaviour policy. Corporal punishment is strictly forbidden.
- xii) Use of technology and internet: Boarders are permitted to use mobile phones, laptop and other devices at designated times. Use outside of these times is forbidden.
- xiii) The Boarding House Matron will decide on a bedtime appropriate for the different age levels in the house. These bedtimes must be respected and adhered to.

## **10. USE OF BOARDING HOUSE FOR DAY STUDENTS AT THE LÜDERITZ BLUE SCHOOL**

- i) Parents of students enrolled at the Lüderitz Blue School as day-students may make occasional use of the Blue House if they need ad-hoc overnight care for their children.
- ii) Permission must be sought in writing (see form at **Annex A**) and sent to the Matron of the Boarding House and the Chief of Staff of the Lüderitz Blue School at least 5 days before the student comes to the Blue House. In medical emergencies or where prior notice cannot be given, permission can be requested at shorter notice. Permission will be granted depending on the availability of beds on the requested days and is at the full discretion of the Boarding House Matron and Chief of Staff.
- iii) The cost for exceptional overnight boarding at the Blue House is N\$250 per student per night.
- iv) Only students currently attending the Lüderitz Blue School are allowed to make use of this service. It is not available for siblings or other family members.
- v) This possibility only exists during term times. There is no extra care available at the Blue House during school holidays.

## **11. NOTE ON HOUSE RULES**

- i) Boarding House Staff are also expected to follow the rules outlined above, as well as any additional Codes of Conduct signed during their onboarding.
- ii) Additional rules and regulations may be added at any time at the discretion of the Boarding House Matron.

## **12. HEALTH AND SAFETY**

- i) An emergency evacuation plan is displayed in all rooms and corridors on the premises.
- ii) Emergency numbers are included on this plan.
- iii) Any concerns about the health and safety of the premises must be brought to the attention of the Boarding House Matron immediately.
- iv) The Boarding House Matron will then make necessary arrangements.

## **13. USE OF MEDICATION IN THE HOUSE**

- i) At least one member of Boarding House staff should be trained in dispensing medication safely. This is usually the Boarding House Matron.
- ii) This person will know how to dispense any prescribed medicines and know to store them correctly.
- iii) They will also be allowed to administer 'stock medicine' such as ibuprofen and paracetamol.
- iv) Upon joining the school and enrolling at the Boarding House, parents/guardians are required to disclose any medical conditions and give details of any medication to be taken by completing required forms and documentation.
- v) No medication may be kept in rooms at any time.
- vi) Boarders are not allowed to self-administer medication at any time.
- vii) There is a Medical Log in the Boarding House which details which medication has been given, by who and at which time.
- viii) Details of the Medical Log are the same as the log found at school. Please see Lüderitz Blue School Medicine in School Policy for full details.
- ix) If medicine has been given on or before a school day, details must be shared with Lüderitz Blue School to avoid missed, incorrect or overdose.
- x) A stock of toiletries is kept in the Boarding House at all times.

## **14. MEAL PLANS AND DIETARY RESTRICTIONS**

- i) Breakfast, lunch, dinner and additional snacks are provided for boarders.
- ii) Suggested meal times for school days are as follows:
  - Breakfast: 7:00-7:30
  - Lunch (at school - boarders bring with them or provided on site)
  - Dinner: 18:30 - 19:00
- iii) Suggested meal times for weekends and public holidays are as follows:
  - Breakfast: 8:00-8:30
  - Lunch: 13:00 - 13:30
  - Dinner: 18:30 - 19:00
- iv) Snacks such as fruit, bread and jam will be made available throughout the day.
- v) As far as possible, the Boarding House team will accommodate for boarders with dietary restrictions.

## **15. COMMUNICATION CHANNELS**

- i) Official communications with parents/guardians of boarders will be facilitated through email.
- ii) Day to day updates and news may be shared with parents/guardians in a WhatsApp group.
- iii) Information for boarders will be displayed on a communal notice board.

## **16. BOARDING HOUSE FEES**

- i) As of January 2025, Boarding House fees are N\$4,950 per month per student.
- ii) This amount includes food (three meals a day and snacks), as well as supervised after-school and weekend activities. Some after-school activities, e.g. swimming and sailing club, may incur an extra cost. Children may only participate in these activities with written permission from the parents.
- iii) The Boarding House fees are independent of school fees. For further information, please refer to the Lüderitz Blue School Fee policy.

iv) Boarding fee payments are paid monthly, in 12 instalments.

v) Boarding fees are to be paid into the following account. Please include the boarder's full name, the month, and the word 'BOARDING' as the reference for the payment.

*Account Name: Luderitz Blue School*

*Bank Name: FNB*

*Account Number: 64277187843*

*Branch Code: 280371*

*Swift/ BIC Code FIRNNANX*

*Branch Name: Luderitz*

vi) If boarding fees are not received on or before the 7th day of the month, then a reminder will be sent to parents/guardians.

vii) Should the fees remain unpaid on the 15th of the month, then a late payment fee of N\$500 will become payable.

viii) Parents/guardians are encouraged to speak with a member of Lüderitz Blue School Senior Management should a payment issue arise.

Written:	January 2024, Senior Management
Reviewed:	January 2024, Senior Management
Updated:	January 2025
Next Review due:	April 2026

## Annex A:

### Permission form for exceptional overnight stay by Lüderitz Blue School Student at the Blue House

I am writing to request permission to put my child, \_\_\_\_\_, in the Blue House as an exceptional boarder.

I would like my child to be in the care of the Blue House Boarding House from check-in date: \_\_\_\_\_ until check-out date: \_\_\_\_\_.

I will drop my child off at \_\_\_\_\_ time on day of check-in and collect them at \_\_\_\_\_ time on day of check-out.

- ☐ I understand that the cost of exceptional care at the Blue House is N\$250 per student per day (or part thereof).
- ☐ I will make this payment via EFT to the Lüderitz Blue School account before my child arrives at the Blue House.
- ☐ I have read and am familiar with the Boarding House Policy.
- ☐ I give permission to the Boarding House Matron to administer oral, non-prescription medications if deemed necessary ie. Panadol, Ibuprofen in case of fever.
- ☐ I understand that permission to grant exceptional overnight stays at the Blue House is at the discretion of the Blue House Matron and the management staff of the Lüderitz Blue School.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency contact during stay in parents' absence: \_\_\_\_\_

\_\_\_\_\_