



THE MOUNTAIN CAMBRIDGE SCHOOL

Boarding House Information Brochure

2020



**Cambridge Assessment
International Education**

Cambridge International School

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Mountain Cottage School (Pty) Ltd

REAL WORLD READY

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2020 MCS TERM CALENDAR

Term 1

Start: Wednesday 15th January

Close: Thursday 9th April (11:00 closing time)

Half Term: Close: Thursday 29th February (normal closing time)

Return: Tuesday 3rd March

Public Holidays: Saturday 21st March (Human Rights Day)

Term 2

Start: Wednesday 6th May

Close: Friday 31st July

Half Term: Close: Friday 26th June (normal closing time)

Return: Monday 6th July

Public Holidays: Monday 15th June (Closed)

Tuesday 16th June (Youth Day)

Term 3

Start: Tuesday 1st September

Close: Friday 4th December

Half Term: Close: Thursday 15th October (normal closing time)

Return: Tuesday 20th October

Public Holiday: Thursday 24th September (Heritage Day)

School commences on **Wednesday 15th January 2019**

Boarders will be able to move in from 12:00 on Tuesday 14th January 2019.

(All boarders must be dropped off by 18:00)

ALL BOARDERS (new & existing) must attend an Orientation Workshop to be held on Tuesday 14th January 2019 at 19:00 at Haphororo (the Boarding House).

Boarding House Contact Details

- House Master: Matthew McDonald 072 861 0268
- House Matron: Toegieda Connelly 084 998 5248

BOARDING CODE OF CONDUCT

The following expectations have been drawn up to ensure mutual respect and appreciation amongst all our learners in boarding to ensure the dignity and worth of all individuals in the boarding houses.

Expectations of Boarders

1. All learners are to abide by the boarding house rules at all times.
2. Bullying of any form is strictly forbidden. Any learner found guilty of bullying, whether physical or verbal, will be severely dealt with and could be asked to leave the boarding house.
3. Senior learners play an important role in looking after the welfare of learners in junior forms: nothing that senior learners do must ever compromise that role.
4. While there is a hierarchy in boarding, respect is earned and is not automatically given. A culture of entitlement, no matter what grade the learner is in, is strongly discouraged.
5. A policy of transparency and open communication is encouraged to ensure that any parent or learner may speak openly or in confidence about any matter pertaining to the well-being of the learners in boarding. There are well-defined structures of reporting available to the learners and their parents to address concerns of any nature:
 - a. The boarding house prefect
 - b. The house master or matron
 - c. School teachers, counsellors or management
6. No learner is to be guilty of (or party to) any action that specifically:
 - involves any form of physical, verbal or cyber-bullying (or the threat thereof)
 - demeans or belittles another pupil
 - involves any form of punishment (for boarding house misdemeanours) that has not been sanctioned by the house master who must be present
 - deprives another pupil of any item(s) of property, including food (i.e. any action that can be regarded as theft)
 - intentionally tries to force a learner to leave boarding
 - causes any form of sleep deprivation after lights out
 - causes physical discomfort or emotional distress
 - forces a learner to break boarding house rules or school rules
 - tries to enforce a “code of silence”, particularly among junior learners
 - torments any individual or group
 - involves any form of disruption of another boarding space (locker, bedding etc)
 - involves borrowing any item from any other boarder, particularly clothing and/or money, unless permission has been expressly granted by the learner you are borrowing from.
7. The relationship between senior learners (AS- or A-level) and the junior learners (Primary, LSL and IGCSE) is meant to be a positive, two-way mentoring relationship. The junior learners should derive far more benefit from the relationship than the seniors.

8. The school will determine rules regarding minimum times for sleep, times for general cleanliness and times for meals. Under no circumstances is a learner to deprive or attempt to deprive another learner, either intentionally or not, of sleep, food, good hygiene or the basic human right of personal dignity.
9. The responsibility of running the boarding house lies with the house master and matron. Prefects are there to assist the masters with the running of the house. No other learner may punish or attempt to punish another learner in any way, manner or form.

GENERAL RULES

1. Recreation Room / Study Hall (Common Room)

- This is your area and use of it is a privilege not a right. Abusing it will result in it being placed out-of-bounds.
- Permission to use the common room must be obtained from the boarding house master or matron.
- Look after any equipment in the common room. You will be charged for repairs if you are found to have caused any damage.
- The TV may only be watched or used at the designated times.
- Any films or shows that are viewed must be appropriate in age rating (PG is the maximum), and may only be viewed with the boarding house master or matron's permission.

2. Sick report

- If you are sick please inform the boarding house master or matron at the morning inspection.
- The boarding house master or matron will then decide if you need to see a nurse/doctor, at your own cost.
- You may not stay at boarding if you are sick unless you have been specifically instructed to do so, or with the express permission of the boarding house master or matron.
- If you are ill at school and have to leave class, the boarding house master or matron will be informed and arrangements made to take you back to the boarding house.
- If you do not attend class you may not attend extramural activities.
- You may not make private arrangements to be taken home when ill. These arrangements must be made through the boarding house master or matron.

3. Meal Times

- All meals are compulsory. You may not miss a meal without permission from the boarding house master or matron.
- All learners staying in the boarding house over weekends are required to attend all meals.
- A prayer is said before meals during which learners must be silent and show respect.
- No crockery or cutlery may leave the dining area. All food must be consumed within the dining area.
- Clear up whatever mess you make.
- Dress must be appropriate. Footwear must be worn. No vests, pyjamas or slippers may be worn to any meal.
- Boarders are allowed to use their own food containers (e.g. one medium-sized plastic container) in moderation.
- **N.B. If you have special dietary requirements, it is your responsibility to make sure the boarding house master or matron know about them so that the kitchen can be informed.**

4. Laundry

- Laundry may be dropped off at the laundry next to the Dining Hall every week day.
- All items of clothing going to laundry must be **clearly marked** with the learner's name.
- Each learner is responsible for sending and collecting their laundry and accurately accounting for each piece.
- Laundry may be dropped off at breakfast, and must be collected before dinner.
- Each learner needs to get a marked laundry bag for smaller items. These are available from the House Matron.
- Learners are responsible for their **own bedding** and the cleaning thereof.

5. Clothes and clothing

- Full school uniform must be worn at school and all school functions, or whenever directed to by the boarding house master or matron (i.e. when leaving the boarding house for an excursion).
- After returning to the boarding house, you may change into casual clothes.
- Sport must be played in the correct kit.
- On leaving and returning to the boarding house, full school uniform must be worn, or a school tracksuit, when leaving directly to or from a sport's practice or fixture.
- Any excursions will require wearing full school uniform.
- All clothing **must be clearly marked**.

Jewellery

- No chains; only religious emblems are allowed.
- Only single thin regulation sleeper earrings or studs (round) may be worn.
- No nose rings, tongue studs or other body piercing may be worn, not even with civvies. Piercings may not be kept open with bristles.
- No bangles or bracelets, except Medic-Alert.
- Watches must be respectable size and of a neutral colour. No bracelet or charm watches allowed.

6. Valuables & Money

- **All belongings are the responsibility of the learner: lock them up to keep them secure.**
- All learners are responsible for their own pocket money or ATM cards.
- Please do not bring excessive amounts of cash to the boarding house; rather use an ATM card.
- Learners should plan ahead for their financial needs. **Visits to the ATM will be limited to once a week.**
- Do not bring any valuables into the boarding house. See the disclaimer below.
- You may not borrow anything from anyone without their express permission.
- You may not buy or sell anything from/to anyone without the house master's consent.
- **DISCLAIMER:** Neither MCS or Haphororo will be held liable for the loss, breakage, theft or destruction of any learners' belongings. All belongings are brought to the boarding house at the learner's own risk.

7. Use of electronic communication devices (ECD's) in the boarding house

- Learners may bring ECD's (i.e. phones, laptops, tablets, speakers, earphones, smart watches etc.) to the boarding house, but they must be kept in their personal lockers.
- **Learners are responsible for the safety and storage of their own ECD's at all times.** (See the

Disclaimer in section 6 above.)

- Learners may not use ECD's during meal hours.
- No ECD's may be used during study sessions unless by express permission of the person supervising the session, and then only for research/study purposes.
- The school Code of Conduct must be adhered to with regards to ECD's.
- Laptop and tablet computers may therefore only be used during study sessions for word processing, spreadsheet work, preparing PowerPoint presentations and doing research. All of these activities should be done in silence or with headphones if sound is required.
- ECD's may NOT be used to watch movies, DVDs, play games or listen to music or CDs during study sessions or after lights out.
- There will be consequences for the misuse of ECD's which may include having these items confiscated for a period to be decided by the boarding house master or matron.

8. Visitors

- No visitors or day scholars are allowed into the house without the prior consent of the boarding house master or matron.
- No female learners are allowed into the male learners' dorms and no male learners' are allowed into the female learners' dorms, under any circumstances.

9. Communications

- Boarders may feel free to discuss anything that happens in boarding with the boarding house master or matron, their parents, a teacher or the school counsellor.
- Boarders should never feel they have anything to hide or be ashamed of.
- All boarders, parents and guardians acknowledge that:
 - They will communicate, using the official channels of communication, if there are any concerns that need addressing.
 - The school's electronic communications policy is binding in this respect.
 - They understand the expectations laid out here and regard them as binding.
 - They carry a responsibility to uphold the highest traditions of MCS.
 - The school will deal swiftly and seriously with any who do not live up to these expectations, particularly when it comes to any form of bullying or harassment.

10. Study session rules

- The study session is a time to study and do homework.
- Misconduct during this time will not be tolerated.
- There will be silence during study sessions.
- The use of ECD's (electronic communication devices) during study sessions is limited to laptops and tablets, and those only for the purposes stated in point 7.
- Group work is permitted during study sessions for limited periods and only with the consent of the person supervising the study session.
- Late study is only allowed if the boarding house master or matron gives prior permission. It is a privilege, not a right.

11. Boarding house out of bounds

- The boarding house is out of bounds during the school day.

- If they are signing out for any reason, boarders are not allowed off the school campus unsupervised or without the express permission of their parents or the boarding house master or matron.
- Boarders must be on the boarding house grounds from 18:30 every evening. Boarders may not be off the boarding house grounds after this time unless they have the specific permission of the boarding house master or matron.
- The boarding house is situated on a religious retreat. Excessive noise (running, shouting, loud music etc.) and unnecessary disturbance are not allowed indoors or on the grounds. Music may be played softly during free time only. Please be respectful of the other inhabitants of Haphororo at all times.
- If boarders need to be picked up from the boarding house or school by parents or guardians, especially during academic hours, notification must be sent to the boarding house master or matron AND the school principal at least 24 hours beforehand.
- Learners may only leave the boarding house by consent of their respective parents/guardians sent to the boarding house master or matron. This includes notification of the identity of the person picking them up, if this is not their parent/guardian.
- Failure to adhere to this will have strict consequences and MCS and the boarding house will not be held liable for any mishaps.
- If boarders leave or return to the boarding house at any time, or the school, they must be signed in or out (as needed). This can be done at the boarding house or at the school reception.
- Parents will be given a calendar at the start of each semester to inform them of important dates. It remains the learners' duty to inform his parents/ guardians of these dates and times.
- Lights out – No learner is allowed to leave their bed after lights out without permission.
- Hitchhiking is forbidden. The school and boarding house will not be held responsible for any mishaps that might occur as a result of breaking this rule.

12. Vehicles

- Senior learners (AS-2 & A-level) who are in possession of a valid driving license and a letter of consent from their parents or guardians may approach the Executive Head to request permission to keep a car/motorbike at the boarding house.
- Once permission has been granted, motorbikes/cars may only be parked in designated areas and the keys must be handed in to the house master. They will not be allowed to use their vehicles without permission.
- Motorbikes/cars are kept at the boarding house at their owner's own risk. Neither the school nor Haphororo will be held responsible for any damage caused to vehicles parked on the boarding house grounds. The disclaimer in point 6 is binding in this respect also.

13. Breakages

- Any breakages of school/boarding house property or facilities must be reported at once to the boarding house master or matron and entered into the maintenance book.
- All property should be carefully looked after and respected by all residents at the boarding house.
- With regard to breakages of learners' belongings, the disclaimer at the end of point 6 is binding in this respect also.

14. Weekends

- **The boarding house is primarily a weekly boarding house which means that the majority of weekends in a given term will be "out weekends".**
- On these weekends, boarders must be collected on the Friday afternoon **before 18:00**, and return to boarding on the Sunday afternoon **by 18:00**.

- Staying at boarding on an out weekend is strongly discouraged, and can only happen with the consent of the boarding house master or matron with at least a week's notice of the need to remain.
- On "in weekends", a Weekend Programme applies, which will be communicated to learners beforehand by the boarding house master and matron.

CODE OF CONDUCT

Code of conduct, discipline and punishment

Mountain Cambridge School prides itself on maintaining of good discipline and upholding our Code of Conduct at all times.

- A high standard of manners, neatness and courtesy are expected to be adhered to at all times.
- At MCS we distinguish between the different offences.
- If you break the rules, you will be dealt with accordingly. If your offence is seen as serious you will be summoned to an internal hearing.
- If the offence is of a very serious nature, it will be handed over to the Executive Head and **you may be punished by suspension or expulsion from the boarding house** in line with school disciplinary procedures.
- The boarding house master and matron are responsible for discipline in the boarding house.
- Learners may be placed on detention by the boarding house master or matron if they break any of the boarding house rules laid out in this document.
- Boarding House prefects are responsible for general discipline and in turn answer to the boarding house master and matron.

Serious Offences:

- Serious offences will be fielded by the the boarding house master.
- Serious offences, such as bringing the name of the school into disrepute, could have serious consequences such as suspension, confiscations or a disciplinary hearing.
- Learners may be placed on Thursday detention or Masters detention (on a Friday afternoon) as punishment for misbehaviour, in line with the school's discipline system.
- The maximum length of a detention will be three hours.
- Parents will be informed of serious offences via a detention letter issued by the school's Master of Discipline.

The following serves as a **guideline** for offences that are not allowed.

a. Minor Offences

- Tardiness (being late, or lacking punctuality).
- Leaving before the permitted time from a study session, class, sports practice, club meeting or any other designated school or boarding house activity without an acceptable reason.
- Breaking study session rules.
- Carelessness, resulting in loss or damage to school property or the property of others.
- Not greeting staff or visiting adults.
- Not standing up when speaking to staff or visiting adults.
- Incorrect/inappropriate dress.
- Use of boarding house / Ha phororo facilities without permission

- Failure to have all the necessary books or stationery needed to complete homework.
- Disorderly behaviour at the boarding house.
- Insolence towards any member of staff, via demeanour, action or words.
- Being in the “out of bounds” areas during at the boarding house.
- Not being properly dressed for meals.
- Being late for meals.
- Using an ECD during study or after lights out, or without permission.
- Untidy dorm room, bathroom or cupboard.
- Engaging in dangerous horseplay, pillow fights etc. at the boarding house.
- Disorderly behaviour or behaving in an unacceptable manner in public.
- Inviting guests into the dorms, or the boarding house without permission.
- Failure to carry out, and/or refusal to obey, reasonable and lawful instructions.
- Not being signed in or out when leaving or returning to the boarding house.

Consequences

1 st offence	Warning
2 nd offence	Confiscation, banning from an activity or Thursday detention.
3 rd offence	Thursday detention (this may be allocated during “free time”)
4 th offence	Master’s detention on Fridays
5 th offence	Master’s detention on Fridays
6 th offence	Internal hearing
7 th offence	Disciplinary hearing

b. Serious offences

- Conduct which endangers the safety and violates the rights of others.
- Bunking/unexplained absence of any nature.
- Possession, threat or use of a weapon and/or firearm.
- Possession, transmission or visible evidence of pornographic material.
- Possession, use, sale, transmission or visible evidence of narcotic or unauthorised drugs, alcohol, cigarettes or intoxicants of any kind.
- Possession, use, sale, transmission or visible evidence of dangerous substances of any kind.
- Fighting, assault or battery.
- Immoral, sexual behaviour or blasphemy.
- Harmful graffiti, hate speech, sexism, racism.
- Theft or possession of stolen property.
- Unlawful action, vandalism, or destroying or defacing of hostel property.
- Disrespect, objectionable behaviour and verbal abuse directed at hostel staff or other school employees and learners.
- Repeated violations of school / hostel rules or the schools Code of Conduct.
- Criminal and oppressive behaviour such as rape and gender- based harassment.
- Victimisation, bullying and/or intimidation of other.

Substance abuse and prohibited items

- Possession of, dealing in or using alcohol or drugs/stimulants.
- A **zero tolerance** policy on banned substances will be adhered to.
- Possession of pornographic material (including digital format)
- Possession of or smoking cigarettes.
- No weapons of any kind may be brought to the boarding house (i.e. guns, knives) a zero tolerance policy will be adhered to.
- The Executive Head will bear responsibility and will do everything in her/his power to ensure that MCS remains a drug-free zone.
- Suitable education, guidance and monitoring programmes will be conducted at MCS.
- Appropriate actions will be taken in cases of infringements of this policy.
- The best interests of the school as a whole will be considered paramount.
- The above are just a few of many things that can go wrong in the hostel. You will be dealt with in a very serious manner.
- The boarding house master and matron are allowed at any time to search a room with or without you present.

Consequences

1 st offence	Internal hearing
2 nd offence	Disciplinary hearing

EXAMPLE DAILY ROUTINE

06:00 - 06:20	Boarders wake up, shower and get ready for school.
06:25	Room inspection. Boarders to load bags into the trailer and drop off laundry.
06:30	Breakfast
06:50	Boarders leave for school.
10:10	First break.
12:30	Second break. Boarders collect lunch from the GAP.
14:20 / 15:20	End of school day
15:00 - 16:30	Boarders return to boarding house (depending on after-school activities). Free time. Get ready for study
16:30 - 17:30	Study session 1 in the study hall
17:30 - 17:45	Free time. Gather in the dining hall
17:45 - 18:15	Supper / announcements
18:30 - 19:30	Study session 2 in the study hall
19:45 - 20:45	Study session 3 in the study hall
20:45 - 21:30	Shower time and free time. All phones and laptops must be handed in to the dorm monitors before lights out.
21:30	Lights out for all Primary, LSL, & IGCSE students.
22:00	Lights out for AS- and A-level students.

Please note: this schedule is for illustration purposes only. The Boarding House Master and Matron may amend the daily schedule at any time.

Please note: Phones and laptops should be handed in to dorm monitors before lights out.

DAILY ROUTINE EXPLAINED

- 1. Boarders wake up, shower etc.:** Boarders will rise, visit the bathroom and get dressed for school.
- 2. Room inspection:** The boarding house master and matron (and the boarding house prefect) will do the inspections.
 - The rooms are expected to be neat.
 - All clean clothing to be neatly packed into the cupboard.
 - All dirty clothing to be put into laundry bags and sock bags and dropped off at the laundry.
 - Shoes to be neatly packed into cupboard.
 - All towels to be hung over hook at the back of the door, or on drying racks.
 - All books to be neatly packed in school bags.
 - Locker must be open.
 - Bed neatly made.
- 3. Breakfast**
 - Breakfast attendance is compulsory. Boarders will assemble in the dining hall after inspection and before breakfast.
 - Bags may be deposited in the bus trailer en route to breakfast.
 - Laundry bags may be dropped off at the laundry.
 - Grace will be said before serving begins.
 - Sit down to eat.
 - After everyone has eaten, plates and cutlery must be cleared in the spaces provided.
 - The boarding house master or matron will make announcements.
 - After being dismissed by the boarding house master or matron, everyone leaves for school.
- 4. School day begins**
 - No boarder will be allowed in the boarding house during school time.
 - **Only** the boarding house master and matron can give permission for a boarder to remain at the house under extreme circumstances, such as illness.
- 5. First and Second break**
 - Lunch will be served at second break in the GAP.
- 6. Afternoon schedule**
 - Learners will be transported back to the boarding house.
 - Once a week, a stop will be made at the local outlet mall so learners may make necessary purchases.
- 7. Study Sessions 1, 2 & 3**
 - Primary, LSL, & IGCSE boarders are to study in the study hall.
 - Times and frequency of study sessions will be changed depending on academic circumstances and the time of year.
 - A study roster will be made available to all boarders. It should be followed to the letter.
 - Senior school boarders (AS- and A-level) may study in their rooms.
 - Senior boarders studying in their rooms must be seen as a privilege and not a right, when your academic performance is not up to standard this privilege will be revoked immediately.
 - Phones are to be handed in during study, and may only be used with the permission of the study supervisor.

- Tardiness for study sessions will attract consequences.
- Cleaning of the study hall will be allocated to boarders each evening, according to the study roster.
 - The floor should be swept
 - The desks and chairs should be straightened
 - Litter should be disposed of and the bins emptied
 - Cups/water bottles should be cleaned, as should the tea/coffee station.
- The lights should be turned off and the doors locked upon exit.

8. Supper time

- Supper attendance is compulsory.
- The same routine will be followed as at breakfast.
- The boarding house master or matron will make announcements.
- After being dismissed by the boarding house master or matron, learners may leave the dining hall.

9. Free time & lights out

- During this time learners are allowed to use the television, laptops phones etc. Rules for using the study hall are binding in this respect. See point 1 of General Rules.
- At the designated lights out times, all lights will be turned off and learners are expected to go to sleep.
- No use of electronic equipment is allowed after lights out. Phones and laptops must be handed in to the dorm monitor.
- Doors must be closed, and security gates locked.

Privileges may be earned by boarders and taken away by the boarding house master and matron at any time. They are not rights and they are awarded to boarders who have met certain expectations. Privileges may be removed if the boarders to whom they have been awarded fail to behave in an acceptable manner or abuse the privileges given to them. These include: visits to the outlet mall, self-study in own dorms etc.

WEEKEND PROGRAMME

- The boarding house is primarily a weekly boarding house which means that the majority of weekends in a given term will be “out weekends”.
- On these weekends, boarders must be collected on the Friday afternoon before 18:00, and return to boarding on the Sunday afternoon by 18:00.
- Staying at boarding on an out weekend is strongly discouraged, and can only happen with the consent of the boarding house master or matron with at least a week’s notice of the need to remain.
- On “in weekends”, a weekend programme applies, which will be communicated to learners beforehand by the boarding house master and matron. An example Weekend schedule could be:

- 07:30 Breakfast is served
- 09:00 – 10:30 Study session 1
- 10:30 – 13:00 Free time / personal study time (encouraged) / mall and swimming / other activity.
- 13:00 Lunch is served in the dining hall.
- 14:00 – 15:30 Study session 2
- 15:30 – 18:00 Free time / occasional mall and swimming / other activity
- 18:00 Dinner is served in the dining hall.

- 19:00 – 21:30 Activities may be arranged on an ad hoc basis, including extra study time during exams.
- 21:30 Lights out at normal weekday times (excluding those with later lights out privileges).

Please note: this schedule is for illustration purposes only. The Boarding House Master and Matron may amend the daily schedule at any time.

Please note: Phones and laptops should be handed in to dorm monitors before lights out.

COMMON COURTESIES

a. All boarders:

- Should greet people older than themselves.
- Should expect to be greeted by the person they greet.
- Should refrain from using bad language.
- Should respect property, especially that belonging to other people.
- Should assist anyone in need or in trouble.
- Should respect the dignity of other people
- Should refrain from using your position or seniority to bully others.
- Should make any requests politely or courteously.
- Should expect to be spoken to in a friendly and courteous manner.
- Should give due recognition and respect to those who are your seniors.
- Should behave in a manner of which they and the school can be proud.
- Above all, should treat others as they wish to be treated.

b. AS- and A-level boarders

- Can expect to assist with supervision of junior boarders.
- Can expect some administrative duties.
- Get to dish up first at meals.*
- Get a later lights-out time: 22:00.*
- Will be regarded as a seniors in the boarding house and school.*

c. IGCSE boarders

- Get to dish up after senior boarders at meals.*
- Help organise the boarding house Christmas party.

d. LSL & Primary boarders

- Dish up last during meals
- Have the right to ask senior boarders for help in any situation.

* As above, these privileges may be earned by boarders and taken away by the boarding house master and matron at any time. They are not rights and they are awarded to boarders who have met certain expectations. Privileges may be removed if the boarders to whom they have been awarded fail to behave in an acceptable manner or abuse the privileges given to them.

REQUIRED ITEMS FOR THE BOARDERS

Below is a list of items needed by each boarder for their stay in the boarding house. Please ensure that your child has the required amount of each item. Please note that this list may be subject to change.

PRIMARY, LSL, IGCSE, AS- & A-LEVEL

The formal school uniform (i.e. school tie & blazer) is compulsory during assemblies every Friday and also for school outings and all school events attended by learners. This should also be worn on boarding excursions.

PLEASE NOTE:

1. All clothing must be in good condition. Boarders must **have the minimum requirements** as shown under the **Boy's / Girl's Uniform List** as well as the **Compulsory Items List**. The items shown under 'Optional' may be obtained if and when required. Parents are earnestly requested not to exceed the total numbers given on the list as boarders have limited storage space and the boarding house master and matron cannot maintain control of excess clothing going through the laundry. A limited quantity of clothing (checked term by term and replenished when necessary) is preferable to a large initial supply.

2. As large quantities of clothing are sent to the central laundry from all of the dorms, it is **ESSENTIAL** that a boarders clothing is **clearly marked** with the **boarder's name** by means of clear, bold name tabs sewn on firmly, or marking ink applied in a conspicuous place. Please do not use iron-on labels as they do not survive hot washes. **The boarding house master and matron will not mark clothes themselves**. Shoes and hats (where applicable) should also be marked. Any item of clothing not marked will not be laundered.

3. When boarders return after the school holidays, **all items of clothing and kit should be in good repair**. All mending and reinforcement with patches etc. must be done at home. Kindly check boarders' clothing each holiday and decide what should be mended or replaced.

COMPULSORY AND OPTIONAL ITEMS

Compulsory Items:

- Laundry bag & Sock bag []
- 9x pairs underpants []
- 2x pairs pyjamas / sleep clothes []
- 2x bath towels []
- 2x swimming towels []
- 2x pairs slippers/beach thongs []
- 1x stocked toiletries kit (soap, toothbrush, toothpaste, comb, tissues) []
- 1x shoe polishing kit []
- 2x padlocks with spare keys []
- 10x coat hangers []
- 1x duvet and two covers (any colour) / blanket []
- 2x fitted sheets and pillows with pillowslips []

Optional Items

- 2x pairs of casual long pants or pairs of denim jeans []
- 4x pairs of casual shorts / skirts []
- 4x casual shirts []
- 1x sealable box/container for food items (clearly marked) []

***Please read our Boarding Rules and Routines Policy for our regulations on Money, Jewellery and other valuable items (pp 6-7, sections 5 and 6).**

UNIFORM REQUIREMENTS

PRIMARY SCHOOL UNIFORM

The school uniform is compulsory and the proper school uniform must be worn at all times.

GRADE 1 – 7

Girls:

- Skort
- Short-sleeve badged white fitted blouse (Summer)
- Long sleeved white shirt & tie (Winter)
- Navy striped anklet (Summer)
- Black shoes
- Skort & Navy stockings ('winter woollies') **or** McCullagh & Bothwell Girl's navy trousers (optional in Winter)
- Jersey - burgundy with white and navy stripes in neck plus badge
- Drimac- (optional)

- Baseball Peak- plain navy, badged

Boys

- Navy shorts (Summer)
- Navy long trousers (Winter)
- Short sleeve open neck badged white shirt (Summer)
- Long sleeve white shirt & Tie (Winter)
- Navy anklets
- Black shoes
- Pullover
- Drimac (optional)
- Baseball Peak

HIGH SCHOOL UNIFORM

The school uniform is compulsory and the proper school uniform must be worn at all times.

LSL, IGCSE, AS-A-level

The formal school uniform (i.e. school tie & blazer) is compulsory during assemblies every Friday and also for school outings and all school events attended by learners. This rule is binding for all boarding excursions also.

Girls:

- Summer: White short-sleeve school shirt, school skirt, white short socks, black school shoes, school blazer, school pullover. Drimac available.
- Winter: White long-sleeve school shirt, school skirt and navy lycra stockings, or McCullagh & Bothwell long navy pants, black school shoes, school tie, school jersey, school blazer, school pullover, school scarf. Drimac available.

Boys:

- Summer: White short-sleeve shirt, long / short navy pants, navy socks, black lace-up school shoes, school blazer, school pullover, school. Drimac available.
- Winter: White long-sleeve shirt, long navy pants, black lace-up school shoes, navy socks, school tie, school jersey, school blazer, school pullover, school scarf. Drimac available.

The boys' and girls' sport uniforms are compulsory for all sporting activities during our Personal Development Programme:

PE/ Sports: Primary, LSL, IGCSE, AS-A-levelGirls' compulsory sports attire

Attire	Description	Sports	Supplier
Multipurpose sport shirt	V-neck, sleeveless, sublimated MCS sport shirt (maroon and navy).	Netball, Athletics, Physical Education.	Available from Extreme Edge Active wear. Order form available at reception.
Netball skirt	Maroon and navy skirt to match multipurpose shirt.	Netball.	Available from the MCS uniform shop.
Quantec shorts	Navy shorts with a maroon and navy stripe.	Physical Education and Athletics.	Available from the MCS uniform shop.

Optional sports attire

Attire	Description	Sports	Supplier
Athletics shorts	Navy athletics' shorts.	Athletics (Formal events).	Available from the MCS uniform shop.

Boys' compulsory sports attire

Attire	Description	Sports	Supplier
Multipurpose sport shirt	V-neck, sleeved, sublimated MCS sport shirt (maroon and navy).	Soccer, Athletics, Physical Education.	Available from Extreme Edge Active wear. Order form available at reception.
Physical Education/ soccer shorts	Maroon short with navy stripe to match multipurpose sport.	Soccer, Athletics, Physical Education.	Available from the MCS uniform shop.

Optional sports attire

Attire	Description	Sports	Supplier
Athletics shorts	Navy athletics' shorts.	Athletics (Formal events).	Available from the MCS uniform shop.
Athletics shirt	Sleeveless, round-neck navy and maroon shirt.	Athletics (Formal events).	Available from the MCS uniform shop.

SCHOOL STOCKIST

McCullagh & Bothwell is the sole official supplier of MCS school uniforms on a consignment basis, and Susan Ackerman is appointed as the selling agent, at the premises provided by the school. Susan provides a friendly, efficient and professional service to the school community of MCS. **Susan Ackerman – 083 758 0455**

The MCS Uniform Shop will be open during the following days on the School grounds.

- **Every Monday from 12:00- 14:30,**
- **Every Wednesday from 8:00 – 14:30 and**
- **The first Saturday of each month from 9:00- 12:00,** throughout the term

* **Credit cards are welcome.**

ADDITIONAL INFORMATION

Girls' Hair:

Hair must be kept clean neat and tidy. Long hair must be tied back whilst near the food serving stations, during games or in Science labs, for hygiene and safety reasons. All hair bands and ties should be dark and discreet. Hair should not be visibly dyed or bleached; dramatic haircuts and use of colourants are not acceptable. Headgear may not be worn.

Boys' Hair

Hair must be kept clean and tidy while being short and out of the boy's face. Hair should not be touching the boy's ears or collar. Hair should not be visibly dyed or bleached; dramatic haircuts and use of colourants are not acceptable. Boy's hair should have no steps, patterns, undercuts or otherwise noticeable alterations cut into the style.

All boarders must follow the Mountain Cambridge School's Code of Conduct which covers all the regulations regarding the learners conduct in and out of Mountain Cambridge School.

Should you require a copy, please send a request to admin@themcs.co.za

BANK DETAILS

The Mountain Cottage School
Nedbank Brits
Account Number: 1469021153
Branch Code: 187646

NB! Proof of payment to: accounts@themcs.co.za , Reference on Payment: Oldest child in MCS's name and surname.

