

GIRLS' COLLEGE HOSTEL INFORMATION BOOKLET



Moulding Unique Women for the Modern World



Girls' College Hostel

Information Booklet

2018

CONTACT DETAILS FOR GIRLS' COLLEGE HOSTEL STAFF

Head of Hostel	Mrs. Aldridge	girlscolhostels@gmail.com	(029) 2250 104 Cell +263 775 560 497
Junior Hostel	Matron: Mrs. Jones Relief: Miss Dube	juniorhostelgc@gmail.com	(029) 2258 898
Lina Ferreira	Matron: Mrs. Gopal Relief: Mrs Granger WEEKEND SIGN OUT	signoutgchostels@gmail.com	(029) 2230 819
Walker House	Matron: Mrs. Reid Relief: Mrs. Granger	seniorhostelgc@gmail.com	(029) 2258 120
San Sisters	Sister: Sister Musendo Relief: Sister Sibanda	sickbay@girlscol.co.zw	(029) 2258 118
Front Office	Headmistress: Mrs Ross All other enquiries and contacting teachers.	headsec@girlscol.co.zw	(029) 2258 118 <i>(this number connects to sick bay direct at night)</i>

Please have the courtesy to phone hostel staff within business hours (7am-5pm) unless there is an emergency. The Front Office closes at 4pm.

DISCIPLINE

All Girls' College boarders have the right to privacy and security in the environment in which they live on the Girls' College campus. To ensure that this privacy and security is enjoyed and that their education at Girls' College is supported, it is the responsibility of boarders to conduct themselves with respect for the rights of other boarders and to adhere to the rules and regulations of the Hostels overall and the particular regulations of the hostel they find themselves living in.

Our rules and regulations are based on ensuring girls conduct themselves in ways that will stand them in good stead once they have left school and the family home, and enter society at large. We believe that in life:

1. You need to know how to work, and to work hard.
2. You need to know how to get to work on time.
3. You need to learn how to get on with other people; some who are vastly different to you. You need to respect the rights and needs of other people. You need social skills.
4. You need to know how to stay on task until the task is completed. You need to know how to persevere. How to overcome difficulty and obstruction. How to keep going and not give up too easily.
5. You need to know how to submit to authority. You will always have a boss/ a leader/ a set of regulations/ standards to meet.
6. You need to know how to keep yourself and your environment clean and yourself well groomed.

Every rule that we have in hostel will stem from one of these six points. Teenagers have a tendency to be quite insular at times and their inward looking can cause discomfort and even pain to others. Our task is to provide an environment where a large number of girls can live harmoniously, side by side, and still pursue their academic and sporting goals with vigour.

BOARDING HOUSE BEHAVIOUR

- Boarders shall, unless expressly excused by a person with the authority to do so, ensure that they are present at the boarding house or on the campus, as the case may be, at all times that their presence is compulsory.
- Boarders shall adhere to all procedures relating to the operation of the boarding house including, but not limited to, lights out, meals, registration, use of telephones and cell phones, use of all devices, visitors to boarders, visits by boarders to third parties, security, boarding house departures and arrivals, prep sessions and any other procedures or standards which may be published by the Head of Boarding.
- Boarders shall show respect towards the teaching staff of Girls' College, matrons, relief matrons and/or any other staff employed by Girls' College in the day-to-day running of the boarding house.
- Boarders shall adhere to all instructions given to them by persons appointed by Girls' College and duly authorised to give the instructions.
- The Head of Boarding may empower Upper Sixth boarders (Prefects) to carry out certain responsibilities, including the monitoring of behaviour and the administration of appropriate punishment for offences committed by girls residing in the boarding house.

GIRLS' COLLEGE HOSTEL BULLYING POLICY

Girls' College hostel believes that all students have the right to learn and live in an atmosphere that promotes respect for individuals and an ethos of concern and care for others; acceptance of others despite differences, and consideration for other people's convictions, cultures, and their right to privacy. Bullying in any form is unacceptable at Girls' College and action will be taken when any form of bullying is identified.

BULLYING BEHAVIOUR

- a. Behaviour that can be construed to be the systematic, uninvited, repeated and intentional abuse of another person over a period of time.
- b. Harming another person (or her/his belongings), hurting or embarrassing another person.
- c. Violating another person's right to friendship, freedom of thought and safety.
- d. Repeated threatening behaviour which is intended to frighten another person.
- e. Repeated misuse of power or creation of an unhealthy imbalance of power.

FORMS OF BULLYING

There are a number of forms of bullying:

Verbal bullying — involves saying or writing unkind things: for example, teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.

Social or relational bullying — involves hurting someone's reputation or relationships: for example, excluding someone, telling others not to be friends with the target, spreading rumours about the target and embarrassing the target in public.

Physical bullying — involves hurting a person's body or possessions: for example, hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking the target's possessions and making mean and/or rude hand gestures.

Personal bullying — involves saying or doing things to the target on the basis of his or her culture, personal attributes (a person's name; physical features; their accent; personality quirks,) religion and/or religious beliefs and race or nationality: for example, making racial slurs, writing offensive graffiti, mocking the person's culture and/or religion or race and making offensive gestures, calling them names.

Sexual bullying — implicit or explicit unwanted and uninvited verbal or physical behaviour of a sexual nature. Such behaviour is designed to make the target feel uncomfortable and confused and interferes with the individual's right to education and the ability to participate in extra-curricular activities. Examples of sexual bullying, which apply to members of staff, and girls, include:

- comments about the target's body
- spreading sexual rumours
- touching in a sexual way
- making obscene gestures of a sexual nature
- exposing sexual body parts
- passing around or displaying photographs of a pornographic nature
- passing unwanted notes, jokes, or taunts of a sexual nature

Cyber bullying — uses electronic technology; for example, text messages or emails, rumours sent by email or posted on social networking sites, embarrassing pictures, videos, websites or fake profiles.

Bullying does not only occur during school hours but also travelling to and from school, in the community (for example, social gatherings), on school tours, on the internet etc.

Random acts of unkindness or conflict between two people with equal power who share equal blame cannot be construed as bullying behaviour.

Bullying:

- Undermines confidence
- Reduces feelings of self-esteem and self-worth
- Leads to feelings of humiliation and deep unhappiness

It can result in:

- Stress
- Fatigue
- Anxiety
- Depression
- Impaired ability to work or concentrate

REPORTING BULLYING

It is very important that Staff, girls and/or parents report any form of bullying. Please do not suffer in silence. Staff, parents and girls are able to report incidents of bullying to the Head of Hostel, Matrons, Prefects, TIC Pastoral Care, Form Teachers, Year Head, Deputy Heads, Head of School, the San Sister, and any teacher. How this is to be done is discussed below.

- Girls may speak to the member of staff directly, or write a note. Girls may also speak to a member of staff on behalf of another girl.
- Girls may also report bullying to a girl they trust who will pass on the report to the appropriate staff member.
- The girls will be given the confidence that they will be heard, listened to and that their report will be treated in confidence unless otherwise agreed to by the girl.

SCHOOL SUPPORT

Any girls who are identified as needing help and support, whether they have been bullied, have bullied others or have witnessed bullying, will be referred to counselling. A decision will be made by the staff involved with the counselling regarding what sort of support would be appropriate.

DISCIPLINARY PROCEDURE

Consequences for those found guilty of bullying may include the following (this is not a complete list and is dependent on mitigating and aggravating circumstances):

- a. Counselling so that the girl may be given the opportunity to confront issues that trigger bullying (this will be for the girl's parents' account).
- b. Removal of privileges.
- c. A verbal warning (which will be documented and placed on record).
- d. Suspension from boarding and/or school.
- e. Expulsion from boarding and/or school.

DINING ROOM

Girls' College outsources all their meal provision to the company Servcor. They aim to provide nutritionally balanced food in adequate volume to our boarders and staff. Three meals are provided a day and morning tea. Please see a sample menu below.

Special diets

Servcor endeavours to cater for as many dietary considerations as they are able. Sourcing specialised items however often proves difficult and costly. From time to time parents may be asked to supply or supplement with some particularly difficult items that you feel your daughter requires.

Because of the complications special diets create when trying to cater for such large numbers overall, special permission must be granted at the start of the year or term. The parent must apply, by way of completing the special diet form, for diet compensations. This request must be approved by the Head of Hostel.

Special diets that we cater for:

- No pork
- No beef
- No egg
- No fish
- Vegetarian
- Gluten free

Other special diets may be considered so long as a **doctor's letter** accompanies the special diet request and it is within the realm of the kitchen's capability.

Meal Times

- Boarders must attend all meals while they are in residence in the boarding house.
- Grace shall be said at all meals except weekday lunches.
- Silence shall be observed until the Head of Boarding, or a person assigned by her to do so, has said grace.
- Boarders may not eat in their dormitories and no cutlery, crockery or food may be removed from the dining room.
- Boarders must attend meal times in full school uniform/full sports kit or appropriate casual wear.
- Late or early meals and packed lunches must be arranged well in advance through the Head of Boarding, the matrons or the Sports Director.

- Form One's shall eat at one designated table and the adult on duty will sit with them to encourage good eating habits and manners.

PREP SESSIONS

- Prep Sessions are (save where indicated to the contrary in writing by the Head of Boarding) compulsory and all boarders shall attend the prep sessions applicable to their year group unless they have been excused from the prep session by the Head of Boarding or a person designated, in writing, by the Head of Boarding to do so.
- Unless a prep session allows for group work which necessitates communication between boarders and/or third parties, silence shall be observed during the prep session.
- Boarders shall not be allowed to bring food and drink into prep sessions. Neither shall mobile phones or any other electronic communications device, which may be used for social media access or to play music aloud, be used during prep sessions.
- The persons appointed by the Head of Boarding to oversee prep sessions shall, in their discretion, be entitled to prohibit possession of mobile phones or other electronic communications devices during prep sessions or confiscate them during the prep session and return them to the boarder immediately after completion of the prep session.
- Boarders shall arrive at prep sessions properly prepared and with all materials they require for the prep session.
- Boarders shall not be excused from the prep session in the normal course.

SECURITY AND PRECAUTIONS

- The burning of candles or incense in the boarding house is a fire hazard and is prohibited.
- Leaving/charging laptops and phones on the bed or pillow is a fire hazard and is prohibited.
- Boarders shall not use any plugs or electrical appliances until they are checked by Girls' College maintenance staff.
- Boarders shall not bring heaters, fans, or electric blankets into the boarding house. Hot water bottles are permitted.
- The Head of Boarding shall ensure that regular fire drills are held and all boarders shall participate in the fire drills.

ABSENCE FROM GIRLS' COLLEGE

- Boarders are prohibited from leaving the Girls' College campus without the authority of the Head of Boarding or the matron. The boarders must provide full details of their intended whereabouts, time of departure and expected time of return to the campus.
- Boarders shall not be permitted to leave the Girls' College campus with a person other than the boarder's parent/s or persons appointed by the parents, and indicated on the visitors list, without the prior written consent of the parent/s and the Head of Boarding.

REGISTRATION

- On arrival and enrolment at Girls' College boarders shall be subject to the registration procedures stipulated and published by the Head of Boarding.
- The Head of Boarding and persons assigned by her to do so shall establish and maintain a register of boarders.
- The Head of Boarding shall publish the procedures relating to the maintenance of the register and the grant of permission to boarders:
 - To be excused from being present at meals;
 - To be excused from being present at prep sessions;
 - To be excused from being present from the boarding house in the normal course;
 - To leave the Girls' College campus.
- Boarders who are absent from meals, prep sessions, the boarding house or the campus without permission shall be subject to disciplinary action.
- If a boarder is absent from a meal, prep session, the boarding house or campus without prior permission, or fails to return to the boarding house and campus, or report her arrival to the matron, the person responsible for keeping the register shall immediately report the boarder's absence to the matron.
- The matron shall make due enquiry as to the boarder's absence within a reasonable time period as may be appropriate in the circumstances.
- If, after making due enquiry as to the boarder's absence and a satisfactory explanation for the absence cannot be established within 1 (one) hour of the boarder's absence being established, the absence of the boarder shall be reported to the Head of Boarding.
- If the Head of Boarding is unable to establish the whereabouts of a boarder or an acceptable reason for the boarder's absence she shall, with due expedition, report the boarder's absence to the Head.

BOARDING HOUSE DEPARTURES AND ARRIVALS

The Head of Boarding shall establish procedures relating to the arrival at the boarding house of boarders at the commencement of a term, half-term, or week, alternatively the departure of a boarder at the end of a term, half-term or week.

The provisions of this policy or any procedures established under this policy, shall apply to the arrival and departure of a boarder from the boarding house. By agreeing to this policy, parents agree that staff, matrons or school drivers may transport their daughter as deemed necessary by the school management when necessary.

SIGN OUT SYSTEM

While acting as loco-parentis we need to follow good, solid parenting practice. Because the boarders are not actually our own daughters, we need to follow your lead and trust your wisdom when allowing your daughters to leave our care with third parties or receive outside visitors. We cannot in good conscience let your daughter leave the Girls' College premises with someone you have not approved. And we cannot in good conscience allow visitors to collect your daughters without verifying that **they are indeed the same person that appears on her visitors list**. We will of course make an exception, but only if you, the parent or guardian, have informed us, *in writing via e-mail or letter*, that you are happy for someone who is not on her visitors list to pick her up. It is imperative too that your daughter is collected from her hostel by the approved **visitor in person**. Please add all extra family members on the visitors list such as the nephew who normally drives for example.

Please contact the Hostel Superintendent if you wish to add persons to your daughters' visitors list either permanently or temporarily.

We will under no circumstance, ever, allow your daughter to travel to and from school in a public transport vehicle or taxi **unless there is prior permission granted by you and we have the details of the driver's name, his/her ID and the name of the courier company that will be collecting her**. Please ensure you do provide us with these specific details. Her age and gender make her too vulnerable to travel in this manner unaccompanied. We will happily transport boarders to and from a known bus depot (Citylink, Pathfinder, Greyhound, SEABELO etc.), or the airport. You do need to advise us of such travel plans at least a week in advance so that we can draw up schedules. There will be a transfer fee charged to your account for these trips.

Some parents use the Falcon College bus service. All enquiries about this service and bookings must be made **through the Falcon College town office**. Girls' College does not facilitate these arrangements. Please inform the Head of Hostel if your daughter is travelling on one of these busses and approximately what time they need to catch this bus or will be dropped at school. Falcon buses will collect and drop off at Girls' College so long as the bus is passing through Bulawayo in the normal course of its journey.

STUDENTS TRAVELLING IN OTHER STUDENTS VEHICLES

No student is to travel in a motor vehicle with another student unless permission has been granted in writing:

- By the driver's parents in liaison with Head of Hostel/Senior Leadership.
- And the passenger's student's parents.

SIGN OUT PROCEDURE

IT IS IMPERATIVE THAT ANY GIRL COLLECTED FROM AND RETURNED TO GIRLS' COLLEGE IS **SIGNED OUT AND IN**. THE SIGNATURE PROVES CHAIN OF CUSTODY IS PASSING FROM LOCO-PARENTIS TO PARENT OR GUARDIAN AND BACK AGAIN.

Students who are not signed out or in correctly will be punished. Parents will be notified. They will be placed on hourly reporting for three days as an initial punishment. Second offences will be punished with hourly reporting and weekend gating. Further offences may incur removal from hostel for a period determined by school management.

<p>FULL WEEKEND LEAVE</p> <p>*Parent books out student with Mrs Gopal *Sign out slip</p>	<p>Weekend leave is granted provided it will not interfere with the student's sporting/ extra-curricular commitments and provided the student has not been barred from weekend leave for disciplinary reasons.</p> <p>Weekend leave runs from 1.10pm on a Friday to 7.15am on the following Monday. Any overnight stay away from Hostel at a weekend, even if it is only one night, is considered weekend leave.</p> <p>If you wish to take your daughter out for the weekend you need to phone Mrs. Gopal on (029) 2230819 before 12 Midday on the Thursday prior to the weekend in question. This is to ensure we can plan for meals in the kitchen and ensure our registers are correct over the weekend in case of emergency. You may also email Mrs Gopal on signoutgchostels@gmail.com</p> <p>Please phone Mrs. Gopal during normal business hours (8am-12.30pm,) (2pm-5pm) If you phone her later than 7pm in the evening you will be politely asked to phone again the next day in business hours. If you phone after the Thursday, midday cut off time, you will need to call Mrs. Aldridge, not Mrs. Gopal.</p> <p>If you wish your daughter to be a weekly boarder (goes home every weekend,) please inform us in writing at the beginning of the term and she will automatically be placed on the going out list every week without you needing to phone in each week.</p>
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	Whoever collects your daughter must come into the hostel and sign her out in the sign out book in her hostel. The matron will then give your daughter a 'slip'. The security guard will require the slip and will record visitors' vehicle registration number. The guard may require visitors to show their ID too. This is to verify visitors are legitimate and hopefully deter those who are not!
<p>DAY LEAVE OVER WEEKENDS</p> <p>*Parent books out student with hostel matron *Sign out slip</p>	<p>There are times you may like to book your daughter out for the day over the weekend, to attend an event, take her out to lunch, take her to Church, have her hair done etc., but you require her to still spend nights in the hostel.</p> <p>The Matron needs to be informed, preferably prior to the Saturday or Sunday, by you her parent. Your daughter must still be picked up and returned by a responsible adult on her visitors list. When she is collected, the person doing so must sign her out in the hostel; she will then be issued a going out slip, which will be collected by the security guard. The security guards are instructed to prevent any boarders leaving the Girls' College campus at weekends unless they supply a going out slip to prove permission.</p> <p>The sign out and in process helps us to keep track of your daughter's whereabouts and is for her safety.</p>
<p>FRIDAY BRADFIELD LEAVE</p> <p>*Matron informed by student *Sign out slip</p>	<p>The school provides transport for boarders to Bradfield shopping centre on Fridays after lunch so long as transport is available. The shopping centre has a large Pick N Pay, stationers, an Econet phone shop, chemist, cafes, ATM's, FEDEX facility and a variety of other stores.</p> <p>Students must sign up for Bradfield leave with their matron on Thursday nights and must sign out in the sign out book and obtain a slip. They need to sign in again too.</p>
<p>MEDICAL LEAVE</p> <p>*School nurse informed *Sign out slip</p>	<p>If your daughter needs to see medical practitioners outside of school, they will be given leave to do so preferably outside of school lesson time. This may take place through the school nurse or girls may be collected by family members.</p>
<p>CLASSROOM LEAVE</p> <p>*Headmistress's approval of leave requested by parent. *Signed out</p>	<p>If you need to take your daughter out of school lessons for any reason permission can only be granted by the Headmistress. Please phone the front office and speak to either Mrs Ross or Mrs Dube. The hostel must be informed too and your daughter signed out from <i>both</i> the Front Office and the hostel</p>
<p>EXTRA LESSON LEAVE</p> <p>*Head of Hostel to grant permission *Sign out slip</p>	<p>If you feel that your daughter requires extra lessons outside of the school, please consult with their teachers and school management first, and establish that they are really necessary. Please ensure you have explored every possible solution Girls' College has to offer first. Extra lessons can be very costly, cause complications for your daughter's schedule and often place students under undue stress.</p> <p><i>No students will be allowed to attend external extra lessons at the expense of a Girls' College commitment.</i></p> <p>FORM ONE TO FOUR'S ATTENDING EXTERNAL LESSONS</p> <p>All parents who wish their junior aged daughter to attend external extra lessons must write to the Head of Hostel and include the following details:</p> <ol style="list-style-type: none"> 1. Name and form of student. 2. Days and times the student will be collected <i>and returned</i>. 3. Which approved visitor from their list will be collecting and returning them. <p>All boarder students between Form 1 and Form 4 will need to be collected and returned by someone on their visitors list for extra lessons. Form 1-4 students are NOT allowed to travel to and from extra lessons by taxi or public transport.</p> <p>LOWER AND UPPER SIXTH ATTENDING EXTERNAL LESSONS</p> <p>All parents who wish their senior aged daughter to attend external extra lessons must write to the Head of Hostel and include the following details:</p> <ol style="list-style-type: none"> 1. Name and form of student 2. Days and times the student will be collected <i>and returned</i>. 3. Which approved visitor from their list will be collecting and returning them. 4. If you wish your daughter to attend lessons by taxi the following requirements must be met: <ul style="list-style-type: none"> • The name and phone number of the extra lessons teacher. • The address the extra lessons will take place. • Permission for your daughter to use the school approved taxi drivers, Mr. Phenias Sibanda, ID 08126930 T 41. Address 23968 Nketa 6. Taxi No A6501. OR Mr. Maxwell Macheke ID 04-109804 CO 4. Address 13227 Pumula South. • OR The full name and ID of the taxi driver you have chosen to use; the name of the taxi company and the registration number of the taxi. • The taxi driver will be expected to sign the student out in the hostel.

	<p><i>Girls' College takes no responsibility for the safety of students who travel in any form of public transport including the school approved taxis or private cars arranged by parents.</i></p> <p>FOR SAFETY REASONS YOUR DAUGHTER WILL NOT BE ALLOWED TO ATTEND EXTERNAL EXTRA LESSONS UNLESS ALL CRITERIA HAS BEEN MET.</p>
<p>MEAL LEAVE</p> <p>*Permission granted by Head of hostel *Sign out slip</p>	<p>Students may go out for a meal with parents or other close family members between 4:45pm and 6.30pm on week nights, provided that these plans do not interfere with their sporting/extra-curricular activities.</p> <p>Leave for this must be applied for to the Head of Hostel prior to event so that permission can be granted and the school kitchen can be informed in advance.</p>
<p>STUDY LEAVE</p> <p>*Head of hostel informed of student's travel schedule. *Parent books student out with Mrs Gopal *Sign out slip</p>	<p>In Term Three students in Form Four, Lower Sixth and Upper Sixth, writing Public examinations at Girls' College, conclude their formal lessons at half term. Students will be officially on <i>study leave</i>. The hostels will remain open however until the conclusion of the term. Public exam candidates can choose to stay in hostel or spend time at home during this period. Many students remain and some travel back and forth.</p> <p>Students who travel back and forth need to inform the hostel of all travel plans and clearly indicate which meals they will be attending throughout this period. The Head of Hostel will request a travel schedule and meal request form from students travelling back and forth. Parents must inform Mrs Gopal, as per normal procedure, if their daughter will be going on leave. During study leave, Mrs Gopal can receive notification of girls coming and going during the week and the weekend.</p>
<p>DANCE LEAVE</p> <p>*Head of hostel informed. *Parent books student out with Mrs Gopal. *Alternatively student travels on School transport. *Sign out slip</p>	<p>Students, who have been invited to a school dance at a different school, must be signed out by Parents or an approved person from the students' visitors list. If transport is being provided by Girls' College then the parents must still give consent for their daughter to go to the dance and to travel to and from the dance with school transport.</p> <p>Students attending a Girls' College Dance may be offered Girl's College transport, or they may be signed out by their parents or an approved person from the students' visitors list.</p> <p>STUDENTS ARE NOT ALLOWED TO TRAVEL TO THE DANCE ON SCHOOL TRANSPORT BUT COME BACK IN PRAVATE TRANSPORT.</p>

PARENTS VISITING BOARDING HOUSES

It is imperative that parents take into consideration the privacy of all students when visiting boarding houses. Please remember the boarding house is the students' home and respect this as you would have others respect your home. Parents do not have the right to enter boarding houses at will. Normal courtesy must apply. Men are not allowed to enter the boarding houses unless accompanied by a matron and only when students are away in the main school during the week.

Boarders may receive weekend visitors on campus at the following times:

Saturday	9-12pm 3-5pm
Sunday	9-12pm 3-5pm

All visitors must sign in with the matron and visits must take place in the garden attached to the students' hostel, in plain view of the hostel matrons.

PLEASE ENSURE YOUR DAUGHTERS VISITORS LIST IS COMPLETED AT THE START OF THE YEAR. SHE WILL NOT BE ALLOWED TO LEAVE AT WEEKENDS IF IT IS NOT DONE SO.

CHURCH AND YOUTH GROUP

The Lower 6th and Upper 6th Girls have the option to attend Youth Group on a Friday night at Selbourne Park. Many of them take this opportunity to get out on a Friday night in a safe and controlled environment. It runs from 6pm-9pm. They must gain permission for this from their parents at the beginning of the year and sign up for it on a Thursday evening and receive a slip. Selbourne Park provides the transport to and from the church. **If you are happy for your daughter to take advantage of this offer, please complete the accompanying permission slip.**

Revival Centre is very welcoming to our Hostel girls too, and would like to transport any interested girls to and from Sunday morning services in 2018 and Youth group meetings on Friday nights. **If you are happy for your daughter to take advantage of this offer, please complete the accompanying permission slip.**

Both Selbourne Park and Revival Centre are local church congregations that Girls' College has a relationship with, and the Head of Hostel meets with representatives of theirs from time to time to foster and monitor these associations.

BOARDERS' CHAPEL

Pastor Wayne Nel, from Revival Christian Centre, and his associates, conduct the Girls' College boarders' Chapel service on a Sunday evening. This service is open to all the boarders and is held on school campus. It is not a compulsory service.

BOARDERS' THURSDAY NIGHT MEETING

On Thursday evenings the boarders have the option of attending a short Christian service, held between 6.30pm and 7.30pm. An itinerary of visiting speakers is invited to speak at these meetings.

MEDICAL CARE

- To facilitate the boarders' medical needs the school is contracted to a general medical practitioner ("Doctor") who visits the school every Thursday morning from 09h30 to 11h30 ("scheduled visit").
- Boarders requiring medical attention are free to consult with the doctor at no cost during a scheduled visit.
- Any medicines prescribed by the doctor shall be debited to the pupil's school account.
- Should parents not agree or consent to their daughter being free to consult with the doctor at a scheduled visit they are to notify the school by either indicating this on the boarding house information form provided annually for renewal or at any time during the year in writing.
- The school undertakes to notify the parents on each occasion that their daughter has requested to consult with the doctor thereafter it shall be the parents' responsibility to enquire with their daughter and / or the doctor as to the nature of the visit, diagnosis and the prescription of any medicine.
- The parents acknowledge and agree that Girls' College, in facilitating these medical visits for the convenience of the pupils and parents and cannot be held accountable or responsible for the scope and nature of the medical advice sought by their daughter or the advice or medication prescribed by the doctor as these are within the ambit of the patient / doctor confidentiality relationship and the school is not privy thereto.
- Similarly, the parents acknowledge and agree that if any medication is prescribed by the doctor and any matron or member of the school's staff is requested to assist with the administration thereof in compliance with the doctor's prescription, that any such involvement is purely administrative and neither the school, matron or staff member can be held responsible for any consequence arising from the pupil taking such prescribed medication.
- Should any pupil require medical attention outside of the scheduled visit or, in the event of a medical emergency, the school shall arrange transport to a medical practitioner or medical facility in accordance with the parents' instruction detailed in the boarding house information form.
- Any such medical attention shall be debited to the pupil's school account.
- We strongly encourage every pupil to be covered by a recognisable Medical Aid scheme in the case of medical attention required of practitioners and medical facilities and emergency. If your daughter is not covered by Medical Aid then a medical deposit of between US\$300 - \$500 is required. Parents acknowledge and agree that Girls' College takes no responsibility for any medical treatment that is not covered by Medical Aid or costs more than the medical deposit lodged with the school. The medical deposit is fully refundable.
- **It is imperative that all girls who have a recognised medical condition which may need immediate intervention if a problem occurs (severe allergies/ asthma/heart conditions/diabetics/rare conditions etc.) wear a MEDIC ALERT BRACELET.**
- **All medical records pertaining to your daughters medical concerns must be lodged with the school nurse at the beginning of the year, or as soon as a condition is diagnosed through the year.**

MEDICATION POLICY

Because of the potential for abuse, either through ignorance or intent, Girls' College has a zero tolerance policy regarding boarders possessing medication in the hostels. It concerns us that medicine is more freely available over the counter, without a prescription, than in previous years. **Its availability does not diminish its potency.** If your daughter does need medication however, please ensure that her prescriptions are up to date and that the School Nurse has all the relevant information regarding the health care of your daughter.

Boarders are not permitted to keep the following medications in the hostel or on their person. If you believe your daughter needs any of these they must be handed in to the school nurse. The School Nurse will dispense them according to the doctor's prescription or when she deems medically appropriate (*under certain circumstances individual arrangements can be made between the school nurse and parents*).

- Analgesics including Ibuprofen (Nurofen, Brufen) and Paracetamol (Panadol, Panado, Pamol, Regimol etc.)
- Antibiotics
- Antihistamines
- Antidepressants
- Anti-inflammatories (Diclofenac, Voltaren), Ponstan, Naproxen
- Cold and Flu medication including tablets, capsules, Lemsip, cough medicine
- Epilepsy medication
- Migraine medication
- Natural remedies for depression, anxiety or sleep
- Sleeping tablets

Students are permitted to hold:

- Acne medication
- Asthma inhalers
- Creams and ointments
- Insulin
- Nasal sprays
- Vitamin supplements and other natural remedies *excluding those for depression, anxiety and sleep.*

Matrons must be notified by parents/caregivers or students of any permitted medication brought in to the hostel.

Medication held without permission is unacceptable and disciplinary action will be taken.

The school nurse or staff members reserve the right to remove medication from a student if deemed necessary for any reason. This action will be followed up immediately with parents/caregivers.

CLOTHING

	FORM 1 - 4	LOWER 6TH AND UPPER 6TH
FORMAL UNIFORM (ALL YEAR)	<ul style="list-style-type: none"> • 1 School Blazer with embroidered badge • Candy stripe shirt • GC navy skirt • School regulation white ankle socks • Flat black school shoes • Black, navy or red hair tie 	<ul style="list-style-type: none"> • 1 School Blazer with embroidered badge • GC white shirt • GC navy skirt • School regulation stockings • Black court shoes • Black, navy or red hair tie
DAY UNIFORM SUMMER	<ul style="list-style-type: none"> • 4 GC candy stripe short sleeved shirts (minimum) • 4 GC navy skirts (minimum) • 6 pairs white ankle socks • 1 pair flat, black school shoes • 4 red school jerseys • 1 Rain jacket • Black, navy or red hair ties • Clips, headbands in school colours 	<ul style="list-style-type: none"> • 4 GC White short sleeved shirts (minimum) • 4 GC navy skirts (minimum) • 6 pairs white ankle socks • 1 pair flat, black school shoes • 4 red school jerseys • 1 Rain jacket • Black, navy or red hair ties • Clips, headbands in school colours
DAY UNIFORM WINTER	<ul style="list-style-type: none"> • 4 GC candy stripe long sleeved shirts (minimum) • 4 GC skirts and/or navy trousers • 6 pairs long navy socks and/or navy tights • 1 pair of flat, black school shoes • 4 red school jerseys • 1 GC anorak (optional) • Black, navy or red hair ties • Clips, headbands in school colours 	<ul style="list-style-type: none"> • 4 GC white long sleeved shirts (minimum) • 4 GC skirts and/or navy trousers • 6 pairs long navy socks and/or navy tights • 1 pair of flat, black school shoes • 4 red school jerseys • 1 GC anorak (optional) • Black, navy or red hair ties • Clips, headbands in school colours
SPORTS UNIFORM	<ul style="list-style-type: none"> • 1 House T/shirt • 2 white golf shirts with school logo • 2 pairs navy sports shorts • 1 school tracksuit • 1 pair track shoes (largely white in colour with no high soles) • 4 pairs white sports ankle socks • 1 GC school hat • 1 navy swimming costume 	<ul style="list-style-type: none"> • 1 House T/shirt • 2 white golf shirts with school logo • 2 pairs navy sports shorts • 1 school tracksuit • 1 pair track shoes (largely white in colour with no high soles) • 4 pairs white sports ankle socks • 1 GC school hat • 1 navy swimming costume
CASUAL WEAR	<ul style="list-style-type: none"> • Maximum x5 casual outfits including dresses/tops and skirts/jeans /jerseys or jackets. • 6 Bras • 6 Panties • Night dress/pyjamas (essential) • Pair of slippers (essential) • Dressing gown • Casual swimming costume • Clothing with slits and offensive logos or logos advertising alcohol/drugs etc. are prohibited and will be confiscated until the end of term. • Clothing that is too low at the neckline, too short on the legs and too tight or revealing is prohibited and will be confiscated until the end of term. 	<ul style="list-style-type: none"> • Maximum x5 casual outfits including dresses/tops and skirts/jeans /jerseys or jackets. • 6 Bras • 6 Panties • Night dress/pyjamas (essential) • Pair of slippers (essential) • Dressing gown • Casual swimming costume • Clothing with slits and offensive logos or logos advertising alcohol/drugs etc. are prohibited and will be confiscated until the end of term. • Clothing that is too low at the neckline, too short on the legs and too tight or revealing is prohibited and will be confiscated until the end of term.
TOILETRIES	<ul style="list-style-type: none"> • Sponge bag • Toothbrush • Toothpaste • Soap • Shampoo • Sanitary towels/tampons • Body lotion • Deodorant • Tissues • Comb/hairbrush • Other toiletries • Please note makeup is not allowed to be worn at school. 	<ul style="list-style-type: none"> • Sponge bag • Toothbrush • Toothpaste • Soap • Shampoo • Sanitary towels/tampons • Body lotion • Deodorant • Tissues • Comb/hairbrush • Other toiletries • Please note makeup is not allowed to be worn at school. Special permission may be granted for the leavers' dinner.

EXTRAS OTHER	<ul style="list-style-type: none"> • 1 Laundry bag • 2 Hand towels (marked with name) • 2 Bath towels (marked with name) • 1 Duvet • 3 Duvet covers • 3 Sheets • 1 Pillow • 3 Pillow cases • 1 Blanket for winter • 8 Coat hangers 	<ul style="list-style-type: none"> • 1 Laundry bag • 2 Hand towels (marked with name) • 2 Bath towels (marked with name) • 1 Duvet • 3 Duvet covers • 3 Sheets • 1 Pillow • 3 Pillow cases • 1 Blanket for winter • 8 Coat hangers
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All uniform items can be purchased new from:

FEMINA GARMENTS

11 Liverpool Road
Belmont Bulawayo

(029) 465 571

Open: 8am – 5pm weekdays and 8am – 1pm on Saturdays.

WEARHOUSE

Shop No. 8 QV House
9th Avenue/Fife Street
Bulawayo

(029) 880371/ (029) 880372/ (029) 880373

THRIFT SHOP

All Girls’ College House shirts (Red, Yellow or Blue depending on the House the student is allocated); Girls’ College swimming costumes and swimming caps can be purchased at the Girls’ College Thrift Shop. Other new items, as well as second hand uniform can also be purchased at the thrift shop.

The Thrift Shop is run by Mrs Stewart and she can be contacted on 0772 515 231.

The Thrift Shop is open at the following times:

- The Monday prior to every opening of term (lessons normally commence on the Tuesday)
- Every week day of the first week of each term: 10am-11am
- Every Monday of Term: 10am-11am
- Every Wednesday of Term: 10am-11am

LAUNDRY

All clothing and linen are sent to the laundry except for underwear and delicate clothing, with permission of the matron. We do not have sufficient sink space, line drying space or water to allow girls to hand wash any other laundry items. Laundry is sent out on a Monday and Thursday morning. The previous consignment is returned on these mornings too. All items sent to the laundry **must be labelled** with the pupil’s full name and they must have a **‘Flash’**.

Please ensure names are **sewn on** with a **printed name tag** purchased from one of the number of shops that provide this service. Please DO NOT write names on the clothes in pen. The names tend to wash off in one wash. The names should be attached to:

- The inside of the **collar** in the centre back
- The inside of the **waistband** in the centre back
- The bottom **corner** of duvet covers **on the outside**, sheets, pillowcases and towels.

Placing names in other places slows down the sorting and collating of laundry significantly.

Flashes are small pieces of fabric, in the hostels designated colour, sewn onto laundry items next to name tags. Junior Hostel has **red** flashes; Lina Ferreira has **green** flashes; and Walker house has **purple** flashes. Flashes ensure that items sent out to the laundry return to the correct hostel. Flashes are provided by Girls’ College.

There are a number of places that offer label facilities in Bulawayo. One that is close to the school is:

Syle Label (Mr. Zulu)
27A Heyman Rd, Suburbs, Bulawayo

sylelabel@gmail.com

029-2230787
0772 972 778

They accept SMS/WhatsApp orders and you can pay by Ecocash to 0772 972 778

They will also deliver to Girls’ College and they will even sew all the labels on.

Please liaise with Miss Banda in the Front Office and she can help facilitate this process.

If items are not named with a proper name tag and do not have a flash they will NOT be sent to the laundry, and the girls will be punished. Name tags will be ordered for your daughter at a fee, and charged to your school account.

BRING YOUR OWN DEVICE POLICY

Girls' College is encouraging all students to bring an appropriate electronic communication device to use alongside traditional learning mediums for academic studies. The advance in technology and the potential effectiveness of using it to enhance learning is truly astounding and exciting. As we are all aware however, the use of electronic devices extends far beyond the academic learning environment. Much of this is positive and even becoming a necessary component of our society. The potential for devices and Social Media in particular, to distract, disrupt and injure our children however, is also truly astounding. We have a grave responsibility to train them in appropriate, healthy, and courteous use of technology. Please read the attached, comprehensive boarder policies regarding electronic communication devices, and the use of Social Media. For now, please be advised of the following:

- Neither Girls' College nor Girls' College staff is responsible for any damage or loss which may be sustained in respect of an electronic device brought into the hostel by a student.
- Compulsory collection of ALL devices by Matrons will occur just prior to lights out each evening except for Friday and Saturday nights. They can be returned after breakfast the following morning, in time for use at school. Form Ones and Twos will not automatically be given their devices. They will need to prove that they are needed in a lesson that day. We have found the younger students particularly irresponsible with their time with regards to electronic devices.
- When electronic communication devices are given to a Matron or a member of the Girls' College staff for safe-keeping, neither Girls' College nor the Girls' College employee shall be liable for the possible loss or damage of the electronic communications device, the risk of which at all times rests with the boarder. It is only in instances of wilful default on the part of Girls' College employees that Girls' College will be liable for any claims for damages of loss or damage of the electronic communications device.
- When students are in possession of their electronic communication device, they must ensure they remain in their physical possession, be put away safely, or be given to a matron to be locked up. Students must not leave devices unattended and out in the open, in the dorms, during breaks, mealtimes, during lessons, during extra-curricular activities or at any other time.

SOCIAL MEDIA POLICY

Girls' College recognises that social media can be a very useful and integral mechanism of communication in education and in communication conducted during our daily lives. To ensure the responsible use of social media Girls' College encourages and expects that its staff, learners and parents use social media in adherence with appropriate and acceptable practises governing such use. While Girls' College champions the right to free speech, it also recognises the obligation of all citizens to ensure that communications are lawful and do not cause harm to third parties.

Girls' College employees, boarders and their parents shall:

- Not use the Girls' College logo or any other information which may link the user to Girls' College without the prior written consent of the Head.
- Adhere to the terms and conditions governing communications on the social media platforms that they may use;
- Not communicate unsolicited communications of whatever nature;
- Not impersonate third parties in a manner that is intended or does confuse or deceive acceptance of the communication originated by them.

Girls' College employees, boarders and parents using any social media platform that may in any manner link such use with Girls' College, shall:

- Not post content that may be used for any unlawful purposes or in the furtherance of illegal activities;
- Not post any person's private information (including video records, photographs or images of the person) of whatever nature, without the prior written consent of the person;
- Not post any threats of violence of whatever nature;
- Not post any obscene or pornographic images;
- Not post any communication or image which may be defamatory or violates the personality rights of any party;
- Not post any communication which is offensive, threatening, abusive, harassing, harmful or hateful;
- Not post a communication which violates the intellectual property rights of third parties;
- Not post information detrimental or harmful to Girls' College or any of its employees;
- Not post information detrimental or harmful to any learners or the parents of learners at Girls' College.

TUCK

Boarders are allowed to bring a reasonable amount of tuck with them to school. The dorms however, cannot accommodate an abundance of treat items due to size constraints. Please exercise caution and restraint when sending them back to school with extra food.

Guidelines regarding Tuck:

- One sealed, plastic box is to be provided for tuck to be stored in.
- All extra food items must fit into the box. No food or drink items are to be stored in the cupboards or bags, suitcases and trunks.
- No fresh food is allowed to be stored in dorm rooms. It encourages mice, ants and flies.
- Students may keep a small quantity of beverage condiments for making hot drinks in the evenings.
- Students may bring a preferred cereal and a sandwich spread, and store it in the dining room for use at meal times only.
- Parents and students agree that tuck items over and above those that fit into the 5litre container will be removed from the students and donated to a children's home for the disadvantaged. The students will choose which home to gift the extra food to on a term by term basis.

TUCK SHOP

Girls' College has a tuck shop which is open every week day at break time, and from lunchtime through to 4.30pm. Treat items and airtime may be purchased here. Occasionally the tuck shop will be open on a Saturday for a short period too. From time to time the tuck shop ladies also provide wonderful evenings of entertainment at the weekend for the hostel girls, which often includes an open air movie.

POCKET MONEY

You are welcome to leave pocket money for your daughter with Mrs. Jones. Girls usually use this money to buy airtime for their cell phones, school Wi-Fi time (\$1 for 2hrs,) purchasing stationary items for school, restocking toiletries and buying treats at the tuck shop.

Please be aware too that there may be added, unexpected costs your daughter may encounter such as purchasing correct uniform from the school shop. If this has not been done before term starts, or she desires to support fundraising events in the school or donate to charities as the opportunity to do so sometimes arises through class social projects.

Each student's money is kept in an envelope which is locked away. Girls can take money out every Monday, Wednesday and Friday after lunch.

We try and encourage them not to take too much at a time, and not to keep too much money on their person. Unfortunately, money that goes missing is very difficult to trace.

Please do not give your daughter money in large notes. She will have to break those notes. This is not always easy or safe.

Please ensure her money is given to us for administrating in \$1, \$2, \$5, and \$10 notes ONLY.

NEW STUDENTS

We are looking forward to meeting and getting to know our new intake of Form Ones and a number of new faces in various other forms. We trust that your association with us will be a long and happy one.

In order to help the Form Ones settle into this new environment, we do not allow any contact between them and family members or friends outside of the Girls' College school community, **for the first two weeks of the first term.** We have found that the perspective of time, often even a good night's sleep, can ease the intense emotions that sometimes arise from being in, what is initially, a completely foreign environment. We believe your daughters are far more resilient than we often give them credit for and this can be an important milestone on their journey to adulthood and eventual independence from you and us as an institution.

Any electronic communication devices the Form Ones bring at the start of term will be collected in and returned to them after lunch on Friday of the second week of term. Form One day scholar students will also have a ban on all electronic communication devices during this two week period, and teachers will not expect them to have them.

INTERNATIONAL STUDENTS

We welcome students from throughout the world to Girls' College.

Many of our students are Zimbabwean with parents living and working outside the country. We endeavour to provide a safe and welcoming Zimbabwean home for these students and do all we can to ease the concerns that arise when families are split over large distances. Although this choice is made in the best interest of your daughter, I would like to make an appeal to parents to maintain lines of communication with them and remind them frequently that they are loved and cared for. No person or institution will ever have as powerful an impact on your child's life as an interested and involved parent.

We have a number of non-Zimbabwean students too, who bring a vibrant diversity to our hostels. We love having them with us and do our best to accommodate their needs too. Students who do not hold Zimbabwe passports need to apply for a study permit if they wish to attend Girls' College.

STUDY PERMIT PROCEDURE

Initial study permits must be applied for from the Zimbabwe Department of Immigration, by the *Parent in person*. Thereafter, Girls' College can help facilitate collection and renewal of permits on a yearly basis.

Permit application requirements: (x3 copies of each)

- A letter of conditional authority to attend school in Zimbabwe from the Ministry of Education, Sports and Culture of Zimbabwe.
- A sworn affidavit or notarized letter from the applicant's parents appointing a local resident to be guardian to the applicant.
- A letter of confirmation from the parent's bank confirming that the parent can afford to pay school fees for the child in foreign currency.
- A valid radiological certificate confirming freedom from active pulmonary tuberculosis.
- Two full face passport size photographs of the applicant certified as the true likeness of subject by a Commissioner of Oaths.
- One residence permit application form to be completed in respect of applicant.
- A non-refundable statutory fee of US\$100.00 or the equivalent in acceptable currency must be paid on submission of application. *Note: the statutory fee is subject to review.*

Girls' College will supply a letter stating we have accepted the student and that we take responsibility of being their guardian, if she is a boarder. All of the above must be first taken to the Ministry of Education to obtain the conditional authority.

Ministry of Education, Sports and Culture
Mhlahlandhlela Building,
10th Avenue/Basch St.

Once the Ministry letter has been obtained, you need to lodge the application with the Department of Immigration. They are to be found on:

Corner of 11th St and Fort St, opposite TM/Pick N Pay Hypermarket.
They are open: 9am-12pm and 2pm-4pm

This process can take a long time, so we suggest you come early to Zimbabwe and give yourself a few days to ensure you complete the process with minimal stress. We also do not recommend you start this process on a Friday.

Once you have successfully lodged the application, your daughter's passport will be stamped indicating the date on which the permit should be issued and that we need to check for it. Girls' College will visit the Department of Immigration on your behalf to check for the permit issue and collect it when it is completed. The student's passport and very importantly, the **receipt of payment**, must be given to the Head of Hostel, for safe keeping. If the permit has not been issued by the time the stamp expires, Immigration will extend the temporary permit stamp until it is ready for collection. As long as there is a temporary stamp and the student travels with the receipt, they are free to travel back and forth across the border.

Once the permit is issued it must be kept in a plastic sleeve for safekeeping, but NOT laminated. The permit will be renewed each year by way of a stamp on the back of the permit. Renewal of a permit must be done three months in advance of the permit expiring. Girls' College will facilitate the renewing of permits, but parents will need to pay the US\$100.00 fee for a new permit every year.

UNHAPPY COMMUNICATION

As a parent of a boarder, regardless of their form, you may well receive some e-mails, text messages, letters or phone calls that may be sad or even angry. This is perfectly normal from time to time. If it continues, please don't hesitate to contact your child's matron or the Head of Hostel.

EMERGENCY SITUATIONS

From time to time some bad news may need to be passed on to your child. We encourage you to do this through the Head of Hostel so that they are completely aware of the difficulties or sadness your child is facing. If you are out of the country or out of town during your child's stay in boarding, please advise us of the names/s of a local relative or guardian who can act in your absence should there be any concerns.

It is a requirement of admission to and residence in the Girls' College Hostel that the contents of the Information Booklet are read, understood, agreed to and signed by the pupil and her parents/guardians before the pupil starts 2018 at Girls' College. No girl will be admitted to the Girls' College Hostel unless she and her parents/guardians have signed.

NAME OF PUPIL: _____

I, the undersigned, assisted by my parents/guardians identified below, hereby agree and undertake to:

1. Read the Information Booklet.
2. Behave in the manner expected of me as outlined in the Information Booklet and obey the rules of the Girls' College Hostel I reside in.
3. Accept that I will be disciplined if I fail to uphold the standards outlined above, and if I fail to obey the rules of the Girls' College Hostel I live in.
4. Agree that I may be asked to leave the Girls' College hostel if my behaviour is deemed unacceptable for inclusion in the Girls' College Hostel community.

SIGNATURE: _____

SIGNED ON THIS _____ **DAY OF** _____ **20** _____

NAME OF PARENT/GUARDIAN: _____

I, the undersigned, parent/guardian of the pupil named above, hereby agree and undertake to:

1. Read the Information Booklet and discuss it with my child.
2. Accept that my child will be disciplined if she fails to uphold the standards outlined above, and if she fails to obey the rules of the Girls' College Hostel she resides in.
3. Agree that my child may be asked to leave the Girls' College hostel if her behaviour is deemed unacceptable for inclusion in the Girls' College Hostel community.
4. I understand that there will be no refund of boarding fees should my child be asked to leave.

SIGNATURE: _____

SIGNED ON THIS _____ **DAY OF** _____ **20** _____

CONSENT FOR STUDENT TO ATTEND YOUTH GROUP AT SELBOURNE PARK CHURCH

NAME OF PARENT/GUARDIAN: _____

I, the undersigned, parent/guardian of _____, hereby agree that my daughter may attend Youth Group on a Friday evening at Selbourne Park Church. I also give permission for her to travel in the transport provided by Selbourne Park Church to and from Youth Group on a Friday night.

CONSENT FOR STUDENT TO ATTEND YOUTH GROUP AT REVIVAL CENTRE

NAME OF PARENT/GUARDIAN: _____

I, the undersigned, parent/guardian of _____, hereby agree that my daughter may attend Youth Group on a Friday evening at Revival Centre. I also give permission for her to travel in the transport provided by Revival Centre to and from Youth Group on a Friday night.

CONSENT FOR STUDENT TO ATTEND SUNDAY MORNING CHURCH AT REVIVAL CENTRE

NAME OF PARENT/GUARDIAN: _____

I, the undersigned, parent/guardian of _____, hereby agree that my daughter may attend Sunday morning church at Revival Centre. I also give permission for her to travel in the transport provided by Revival Centre to and from Revival Centre on a Sunday.

GIRLS' COLLEGE SPECIAL DIET REQUEST FORM

I, _____ being the Parent/Guardian of
_____ requests that my daughter receive a special meal plan.

Please indicate from our regularly supplied special meals:

NO PORK	
NO BEEF	
NO EGGS	
NO FISH	
DIABETIC	
VEGETARIAN	
GLUTEN FREE	

Any other special dietary requirements, please state:

Girls' College will do the best that it can to accommodate special diets but we cannot guarantee that the College will be able to meet the demands of all dietary requirements.

PARENT/GUARDIAN SIGNATURE: _____

SIGNED ON THIS _____ **DAY OF** _____ **20** _____

