



MOTHER TOUCH GROUP OF SCHOOLS

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HARARE

MOTHER TOUCH GROUP OF SCHOOLS BOARDING POLICY

Enrolling a child at Mother Touch Group of Schools (MTGS) boarding provides learners with extra time and opportunities to achieve excellent results. Mother Touch boarding facilities were established in 2016 and has 2 wings "Bethel House" for the boys and "Gibeon House" for the girls. Our boarding facilities currently has a capacity to house 50 learners.

This boarding policy provides guide lines which concerned stakeholders are expected to adhere to, to enable the smooth running of systems for excellent results. The following conditions and other rules that the parent is expected to take note of when enrolling the child in our boarding facilities has been clearly laid out below:

- I) All school and boarding fees to be paid before opening of each schools term and parents or guardians should ensure they get a signed "admission form" from the bursar. No child will be admitted into boarding without a signed admission form from the bursar, and a boarding enrolment form.
- II) A non-refundable boarding enrolment fee of \$100 shall be paid by every parent/guardian.
- III) Parents/guardians are urged to indicate any special conditions of the child and this should be clearly highlighted on the admission form examples of special need may include bedwetting, allergies, medical conditions etc.
- IV) All boarders are expected to check in a day before schools open from 1400 hrs to 1800 hrs.
- V) Upon arrival the parent/guardian is expected to sign in the child, with the teacher on duty.
- VI) The child will be allocated a room, and this is done according to age, level or grade.
- VII) All clothing should be clearly labelled with the child's name and surname. If clothes do not have name tags, a charge of \$10 will be borne by the parent/guardian and used to purchase the tags. A check list will be used to ensure the child has all the boarding requirements needed ie:

School Uniform List:

- | | |
|-------------------------------|---------------------------|
| ● 1 Blazer | ● 1 tracksuit |
| ● 1 school hats | ● 1 sets sports short |
| ● 2 sets of uniforms | ● 1 house t shirts |
| ● 1 tie | ● 1 white golf shirts |
| ● 3 pairs of socks | ● 1 kitbag |
| ● 2 pairs of gutters for boys | ● 1 trunk/costume & towel |
| 1 pair of school shoes | ● 1 pair of tackies. |

Casual Clothing List:

- | <u>Boys</u> | <u>Girls</u> |
|-------------------------------|-----------------------------------|
| ● 4 sets of shorts & t shirts | ● 4 sets of dresses/skirts & tops |
| ● 1 tracksuit, 1 sweater, | ● 1 tracksuit, 1 sweater |
| ● 1 pair of casual sneakers | ● 1 pair of casual sneakers, |
| ● 1 pair bathroom sleepers | ● 1 pair bathroom sleepers |
| ● 2 sets of pyjamas | ● 2 sets of pyjamas |
| ● 1 morning gown | ● 1 morning gown |
| ● 2 Pairs sheets | ● 2 pairs sheets |
| ● pillow & small blanket | pillow and small blanket |

- VIII) All borders are expected to have adequate toiletries for the full month. The toiletries are tooth brush, tooth paste, sponge, wash gel, body lotion/gel, nail cutter, hair brush/comb, facial tissues.
-Laundry is done by the school, but the learners are given an opportunity to do their laundry on Saturdays to train them in life skills.
-No soap tablets allowed for hygienic reasons
- IX) Visiting will only be allowed on special request since boarders go home at month end/week end. If the parent/ guardian intends to visit their child before the end of the week/month they should first seek permission from the head, stating reasons for the visit, who will then grant them a signed pass.
- X) Bed covers are provided by the school, however we request that the boarder bring a pillow and a small blanket for cooler nights.

- XI) All weekly boarders should be picked up every Friday at 1430hrs and monthly boarders every last Friday of the month after lunch before 1430hrs. Failure to collect the child within the pickup times without prior arrangement will attract a penalty fee.
- XII) Parents/guardians will not be allowed to take their children out without a signed gate pass.
- XIII) Only guardians and parents who are on the boarding admission list will be allowed to sign in and check out the child or visit and no one else at any point in time, unless accompanied by the registered parent/guardian.
- XIV) Parents/guardians are expected to have collected the child and signed the gate pass latest 1500 hrs. Security will not allow any child to exit without the gate pass. N.B Please note that on all public holidays our boarding house will be closed, regardless of the day of the week and all parents/guardians are expected to have signed the child out a day before by 1530 hrs.
- XV) If a child is not well, the parents/guardians will be notified and asked to come and pick up the child as soon as possible to receive immediate medical attention. Sick or unwell children will not be accepted into hostel unless after treatment and showing some improvement. Parents/guardians are expected to submit all medication to the matron or teacher on duty who will administer the medication during the prescribed times.
- XVI) MTGS boarding facilities provides well appetising nutritious, well-balanced meals from seasoned, dedicated and well-qualified kitchen staff giving you value for your money. If the child is allergic to any food stuffs on the boarding menu the parent/guardian should indicate that on the enrolment form.
- XVII) Our boarding programme or activities aim to equip the child to become versatile, multi skilled, independent and develop social and life skills.
- XVIII) Learners are afforded the opportunity to have fun packed life skills activities which include domestic science (culinary arts, general cleaning, laundry) and innovative modern agriculture.
- XIX) Learners will also have extra time in several other sporting activities, as well as grooming & etiquette, appreciation of music & use of instruments, bible study & prayer.
- XX) Most importantly the learner gets an opportunity for quality study and supervision of homework by well qualified teaching staff. They also have access to the internet and a well-equipped library.
- XXI) No cell phones or sim-tablets are allowed into the Boarding House. However laptops may be brought in by seniors, lower and upper six to enable them to research. Laptops are brought at owners' risk.
- XXII) A limited amount of tuck may be provided for the boarders. However no cereals should be packed as they are provided with these at meal times.
- XXIII) We have a staff compliment of well qualified and experienced staff, who help in running the hostel, these include boarding superintendent, matron, resident teachers, kitchen staff and housekeeping staff to name a few.

I _____ ID No. _____
 have read and understood this boarding policy document and agree to be bound by the terms, conditions and agree to be bound by the terms, conditions and requirements in this boarding policy document.

 Parent/Guardian 1

 Parent/Guardian 2

 Date

 Date