

PARKINSON HOUSE HANDBOOK 2010



The boarder and his parents should read the information contained in this Hand Book, in order that each is acquainted with the general administration and rules of Parkinson House Boarding Establishment.

MERCHISTON'S FIVE POINT CODE OF BEHAVIOUR

WE SHOULD

1. DO ONLY THAT WHICH IS SENSIBLE, RESPONSIBLE, AND JUSTIFIABLE, EVEN IN PLAY.
2. RESPECT THE RIGHTS, PROPERTY, WEAKNESSES AND FEELINGS OF OTHERS.
3. KNOW WHEN WORK AND PLAY ARE APPROPRIATE.
4. SHOW IN OUR WORDS AND ACTIONS THE PRIDE WE HAVE IN MERCHISTON.
5. HONOUR AND GUARD OUR TRADITIONS OF COURTESY.



Ready Aye Ready

<u>INDEX</u>	<u>PAGE</u>
1. INTRODUCTION	4
2. HISTORY	4
3. COMMITTEES & INFORMATION SHEETS	5
4. BOARDING FEES	6
5. RECEPTION DAY AND PARKINSON CLOSED WEEKENDS	7
6. CLOTHING LIST	7
7. CLOTHING STOCKISTS	8
8. SPORT - CORRECT DRESS	9
9. CLOTHING AND LAUNDRY	9
10. DAILY TIMETABLE	10
11. WEEKEND TIMETABLE	11
12. EXEAT	11
13. WEEK END EXEAT	11
14. FREE WEEKENDS	12
15. TRAVEL ARRANGEMENTS AND POCKET MONEY	12
16. SWIMMING POOL	13
17. LETTERS AND BORROWING	13
18. TELEPHONES	13
19. ILLNESS	14
20. TUCK	14
21. RULES AND BOUNDS	15
22. GENERAL INFORMATION	15
23. SILENCE	16
24. COMMUNICATION	16

1. INTRODUCTION

Our aim at Parkinson House is to win the co-operation of the boarder, in conforming to the rules, and he should pause and think before doing anything that would adversely affect the good name of the School and the Boarding Establishment, the safety of others around him and the welfare of all within the Establishment.

PARKINSON HOUSE ESTABLISHMENT

55 boys from all parts of Africa
1 resident Matron
3 resident Boarder Mistresses
6 resident Boarder Masters
1 Head of House
1 Laundry Matron
2 Cleaners
1 Kitchen Supervisor
5 Kitchen Helpers (includes chef)

TOP FLOOR: Grade 7 Classrooms
MIDDLE FLOOR: Boys dormitories
BOTTOM FLOOR: Staff Quarters

2. HISTORY

The School was founded in 1892 and has close associations with its parent school, Merchiston Castle School, near Edinburgh in Scotland. After its first few years as a private school, it moved to its famous site next to Grey's Hospital, where it was soon able to lay claims to being one of the foremost schools in Natal. After thriving for 70 years, it outgrew its facilities and the new buildings were erected upon its present site in Bulwer Street.



Old House



Present School

3.0 COMMITTEES

BOARDER PARENT COMMITTEE: Meets twice per term, at start of Free Weekend and at start of Term Break

FINANCE COMMITTEE: meet once quarterly as elected by Board of Governors

PARKINSON HOUSE BOARDER A.G.M.: 1st Sunday of the first term, at 10.00am.
Family Day commences thereafter



3.1 BOARDERS' INFORMATION SHEETS

These are completed on registration day one and then kept in the Head of House Office.

Please notify the Matron immediately of any changes (address, telephone number, Doctor, Email etc.) In the event of an emergency we must be able to contact you as soon as possible.



4. BOARDING FEES

Boarding fees MUST be paid on admission to the Boarding Establishment on the first day of each new term. **AS RUNNING EXPENSES AND SALARIES MUST BE PAID, THERE CAN BE NO EXCEPTIONS TO THIS RULE.**

PAYMENT OF BOARDING AND SCHOOL FEES AT PARKINSON HOUSE

We wish to inform you that a deposit box for **cheques** has been installed at Parkinson House for after hour's payment of both Boarding and School fees.

Cash money **will not be accepted** at the Boarding Establishment without a counter signature of Matron or Head of House. We request that parents do not hand cash to B.E. staff - cash should be paid directly to the Bursar, Mrs. Sewram in her office at the School, where official receipts will be issued. **Mrs Sewram is at school, from 15h00 to 18h00, on the first day of the first term to receive payments.**

Boarding Fees for 2009 will be R5180.00 per term. R20, 720.00 for the year

Merchiston Preparatory School **will not be held responsible** for any discrepancies in cash unless parents are in possession of a receipt.

May we also remind you that direct payments can be made into our bank accounts, the details of which are as follows:

[PLEASE ENSURE THAT BOARDING FEES AND SCHOOL FEES ARE PAID INTO THE CORRECT ACCOUNT, THEY MUST NOT BE PAID TOGETHER INTO ONE OR OTHER ACCOUNT]

Parkinson House: (boarding fees)

Nedbank, Business KZN

Branch Code	164826
Account Number	1648065872

Merchiston Preparatory School: (school fees)

Nedbank, Scottsville Branch

Branch Code	134125
Account Number	1341006204

School Fees for 2009 will be R13, 550.00 (or R 1355.00 per month over 10 months)

Mastery class fees for 2009 will be R18, 400.00 (or R1840.00 per moth over 10 months)

GROUP ACCIDENT INSURANCE EXISTS AND MUST BE SUBSCRIBED TO BY ALL BOARDERS. THIS MUST BE PAID IN FULL WITH THE FIRST TERM'S FEES. To be confirmed for the year once premiums have been advised by Price Forbes in January 2010.

BOARDERS' ACCOUNTS (extras)

Various extras are not charged to accounts: haircuts, stationery, outings etc. Parents can make arrangements and negotiate with the Head of House.

5.0 RECEPTION DAY

On boarders' Reception Day each year, the day before school commences, the Head of House, Boarder masters, Matrons and Bursar are in attendance from 15:00 to 17:30 to receive boarders. All boarders must be in and parents left by 17:30. Supper for all boarders and Staff is at 17:45.

At the commencement of the 3rd term, boarders are to return by 19:30 the night before school reopens. At the start of the second and fourth terms boarders may return either Sunday Afternoon 17h30 or by 07h00 on Monday, the start of school.

No supper is served at the beginning of these three terms. Boarders are to have supper, Take-away etc before returning to the hostel.

5.1 PARKINSON HOUSE CLOSED WEEKENDS:

The 1st weekend of the first term is CLOSED.

The last 2 weekends of the 4th terms are CLOSED.

Boys are encouraged to spend **2 WEEKENDS PER TERM** at Parkinson House.

No one is permitted to visit pupils during the first week of the school year. This applies to all boarders' not only new boys. Parents may begin telephoning their son after the second full week.

Should new boarders be admitted during the course of the year, the same ruling applies.

PARENTS ARE ENCOURAGED TO ATTEND THE CRICKET TRIALS ON THE FIRST WEEKEND OF THE YEAR. YOU MUST, HOWEVER, LEAVE BY 12H00 AND YOU MAY NOT TAKE YOUR SON OFF THE PREMISES.

6. CLOTHING LIST FOR PARKINSON HOUSE B.E.

**(Please keep an eye on the state of your son's clothing and replace when worn)
This is the absolute minimum – another set of boarders' blues could be an advantage.**

- 6 pair's shorts, grey flannel
- 8 white shirts (short sleeved and buttoned at the neck)
- 6 pair's underpants
- 8 handkerchiefs
- 2 vests
- 3 pair's pyjamas (warm in winter)
- 6 pairs Merchiston socks
- 3 bath towels
- 2 swimming towel
- 6 pairs white shorts
- 6 pairs navy boxer shorts**
- 6 navy blue T- Shirts**
- 1 straw hat (white/basher)
- 1 Merchiston hatband
- 1 Merchiston blazer (Polyester Barathea) + badge



CLOTHING LIST FOR PARKINSON HOUSE B.E. (cont)

- 1 pair tennis shoes
- 1 Merchiston tracksuit
- 2 Parkinson House tracksuits
- 1 Merchiston cap + badge
- 1 navy blue "floppy" hat
- 2 Merchiston ties
- 2 Merchiston grey jerseys (pullover long sleeved)
- 1 Merchiston swimming costume
- 1 Merchiston Athletics Vest
- 1 pair of garters
- 1 pair black shoes
- 1 pr slippers/stokes/slops
- 1 navy blue raincoat
- 1 rug/blanket
- 12 clothes hangers
- Tooth, hair and shoe brushes
- 1 comb
- Boot polish, white shoe cleaner
- 1 single bed duvet and NO duvet cover (this is supplied)
- 1 pillow NO pillowslips [this is supplied] (Please no continental cushions)
- Sun-block / cream
- Toiletries (these must be replenished as soon as they finish)
- 1 sock laundry bag (available at the Mudrat Shop.)
- 2 padlocks with spare keys preferably not a combination lock (spares to be lodged with H.O.H. on first day)



7. STOCKISTS OF SCHOOL UNIFORM

The Mudrat Shop (Thrift Shop) - situated in Parkinson House, this is run by Chris Withers.

During the term opening times are as follows:

1. Wednesday 12:30 - 14:30
2. Friday 12:30 - 13:30
3. First Saturday of every month 07:30 – 11:00

All purchases for outfitting boys before coming to Merchiston are on CASH ONLY basis.

Accounts will be opened on completion of Credit Application Forms available from the Mudrat Shop. Accounts are 30 days settlement. Failure to pay accounts will result in the account being closed.

8. SPORT - CORRECT DRESS

CRICKET

For matches - white shorts, cricket boots or white cricket shoes, white sport shirt. School caps or navy "floppies" must be worn. Cricket helmets are **COMPULSORY**.

RUGBY

For matches - all teams wear navy blue shorts, Merchiston jersey and sports socks. For practices - navy boxer shorts, TWO red or other jerseys.

SOCCER

The light blue Merchiston soccer shirt available from The Mudrat Shop.

HOCKEY

As for soccer.

ATHLETICS

As for sports - BLUE running shorts and school athletics vests.

SWIMMING

Merchiston swimming costume ONLY (i.e. navy with light blue side trim).

TRACKSUITS

In buying a tracksuit, parents must obtain the uniform Merchiston tracksuit.

PARKINSON HOUSE TRACKSUITS

These are plain navy blue - round neck and long sleeves. These may only be worn for B.E purposes and not for school. Recommended especially if the weather gets cold.

9. CLOTHING AND LAUNDRY

ALL CLOTHING AND PERSONAL ITEMS MUST BE MARKED.

Clothing, shoes and sports equipment to be supplied and marked with a number and an X (e.g. 35X). The X indicates Merchiston when laundry is sent to Maritzburg College.

Any new clothing bought during the term must be marked

LAUNDRY

Clean clothes are collected from the linen room each evening - between 18:10 and 18.30 - on the way upstairs to shower. Boys will not be permitted to take washing home. Underwear and socks may be collected between 18.00p.m. and 18.30p.m. from Monday to Saturday.

No dirty clothes or socks are to be left in the Bootroom, Prep. Room, bathrooms or dormitories

Wet clothing must not be thrown into the laundry baskets, but must be hung on the drying racks at the laundry cage.

Apart from the time stipulated above, the laundry room is out of bounds.

10. DAILY TIMETABLE

WEEKDAYS

5.50 am	H.O.H meets with M.O.D and General Monitors
6.00 am	H.O.H meets with Head Matron Rising bell Morning ablutions Bed making (strip each day)
6.00 am	
6.30 am	Telephone calls are received
6.30 am	Dorm and locker inspection – NO TALKING
7.20 am	Boys proceed to breakfast line and hand in washing at laundry
monitors	
7.00 am	Breakfast - shoe inspection as boys lead into Dining room.
7.20 am	Sick parade
7.50 am	School Commences (7.45 on Fridays)
10.05 am	Morning tea and sandwiches (10.15 on Fridays)
12.20 am	Lunch (1.00 p.m. on Fridays)
12.45 am	Sick parade
2.15 pm	School ends. Boarders change into sports kit or blues
2.30 pm	Sports start. No boys allowed in the Boarding Establishment
4.00 pm	End of sport.
4.00 pm	Afternoon juice and fruit.
5.00 pm	Shoe Cleaning All essential exeats must be back and signed off in the Exeat Book.
5.20 pm	Supper bell. By this time all boys must have cleaned their shoes. Boys to line up in supper grade lines.
5.30 pm	Supper
6.00 pm	Shower time
6.00 pm	
6.45 pm	Telephone calls are received - boys are not to talk longer than 4 minutes a call
6.30 pm	Sick parade and T.V. at duty master's discretion
7.00 pm	Prep Time. Monday to Thursday (SILENCE FOR FIRST 30 Minutes) (Entertainment on Wednesday/Friday)
8.00pm	Upstairs (ready for bed. Read Bible or a novel between 8.10pm and 8.30pm)
8.30 pm	Lights out

WEEKENDS:

6.00 am	Rising bell (6.30am on Sunday)
6.10 am	Telephone calls are received (6.30am on Sunday)
6.45 am	Sick parade
7.00 am	Breakfast (Church – On Sundays)
10.00 am	Tea
12.00 pm	Lunch
4.00 pm	Tea
5.20 pm	Supper bell. By this time all boys must have cleaned their shoes. Boys to line up in supper table lines.
6.00 pm	Telephone calls are received.

6.05 pm	Shower time
6.30 pm	Sick parade
6.30 pm	TV at duty master's discretion.
7.00 pm	Boys out for the weekend must return-supper supplied by parents.
8.00 pm	Upstairs (ready for bed. Read Bible or a novel between 8.10 pm and 8.30 pm)
8.30 pm	Lights out

NOTE: after 6.30 pm on Sundays boys are not allowed upstairs. Those returning from exeats must go straight to the Prep Room.

11. EXEATS:

1. WEEKDAYS - (MONDAYS TO FRIDAYS)

Parents wishing to take their sons on weekday exeats in the afternoon may do so only if their sons **have no sporting commitments**, and only after the Matron or H.O.H. has been telephoned to this effect. The Matron should be phoned timeously, i.e. before 10:00 am on the day they wish to take their sons out.

It is the responsibility of the person taking the boarder out to sign the boarder out on exeat and sign him in on his return.

12. WEEKEND EXEATS

- a) Parents are requested to email or fax the Matron with the request to invite a boarder, other than their own son, out for the weekend. That boy's parent must at the same time email or fax the matron to indicate their permission for their son to visit. **If this communication has not been made, visiting rights may not be granted.**
- b) Please note that a boarder is to keep his commitments concerning sport even though he has been granted a possible exeat.
- c) The Matron then notifies the H.O.H. & master on duty.
- d) The person who has taken a boarder out must sign the Exeat Book **on his leaving and on his return.**

This keeps the boarding staff informed as to the whereabouts of the boarders.

You will readily understand that these rules are provided to clarify any ambiguity and are designed for the welfare of your sons. You will, I am sure, understand the need for the boarding staff and matrons to be aware of the exact whereabouts of the boarders at all times.

13. FREE WEEKENDS

- a) One compulsory weekend is granted per term. Parents and boys are informed of these dates.
- b) Other than the School Gala and Athletics Day, boarders leave at 11.00 am. on Friday, and return on Sunday evening between 4.00 pm and 7.30 pm or Monday morning by 07.15 am.
- c) No boarders may remain at Parkinson House during a FREE WEEKEND.
- d) No supper is provided on Sunday night of a Free Weekend, only sandwiches and a hot beverage for those who sign in before 4.30 pm.
- e) Boys must be collected timeously for Free Weekends (i.e. no later than 1 hour after school closes as it is the staff Free Weekend as well and they are off duty.)

14. TRAVEL ARRANGEMENTS

Parents of boys, who wish them to travel on a train, bus or plane for any weekend or holiday, must notify the Head of House, either in writing or by telephoning the senior Matron and leaving a message.

15. POCKET MONEY

Any other private money, passports or valuables, **MUST** be handed to the Parkinson House, Head of House for safekeeping, as the resident staff cannot take responsibility for valuables that have been left lying around and not handed in to be looked after. Private pocket money may be drawn out of the Boarding Establishment safe, Wednesdays and Fridays before breakfast. No cash amount exceeding R10, 00 may be kept upstairs in the dormitories.

16. SWIMMING POOL

- 1. No boys will be allowed in the swimming pool enclosure while swimming classes are in progress.
- 2. Boys may only enter the swimming pool enclosure through the gates.
- 3. Throwing anything into the swimming pool e.g. stones, paper or any other rubbish, will be regarded as a most serious offence.
- 4. The swimming pool is strictly out of bounds unless under the supervision of a teacher or boarder master.
- 5. There is to be **NO** diving or horseplay in the swimming pool or in the enclosure.

17. BORROWING

THIS IS NOT PERMITTED, SINCE ALL BOYS ARE REQUIRED TO HAVE THE REQUIRED CLOTHING, SPORTS GEAR AND EQUIPMENT.

Any clothing or equipment that goes missing or is damaged while being lent or borrowed is the responsibility of the boys and parents concerned. Parkinson House and the Staff will not be responsible for, or become involved in any issues that arise as a result of the breaking of this rule.

18. TELEPHONE

Boys are permitted to use the telephone **if there is a valid reason**. Permission must be obtained from the Head of House or the Matron. The boys must be supplied with a phone card, as they are not permitted to use the office phone. **All boys must have a R20 phone card for phoning.**

Parents wishing to pass on messages to their sons may send a fax or email, all hours, or leave a message with the Matron between the following times:

6.00 am - 7.00 am [Head of House]

6.00 am – 4.00 pm [Matron]

4.00 pm - 8.00 pm [Boarder Master/ Boarder Mistress on Duty]

TELEPHONE NUMBER: (033) 3421177 or Cell: 0828000108

B.E. Fax Number: (033) 3453029, email: mpsboarding@merchiston.co.za ,

Website: www.merchiston.co.za

NO CELL PHONES ALLOWED

SPECIAL NOTE

Boys may receive phone calls **on their birthdays** at (033) 3421177 during scholars phoning times. (6.00 am till 6.30 am as well as 6.00 pm till 6.45 pm)

Please inform the Matron and School Secretary **immediately** of any change in telephone numbers, email or address.

PHONING OF BOYS

Parents may phone their sons from 6.00am to 6.30 am or from 6.00 pm to 6.45 pm daily at the call box, OR on the BE phones. **Please do not use the office phone to call your son.**

NUMBERS: Call box: (033) **3423602**, Hunting Group for all other phones: (033) **3421838**

19. ILLNESS

Minor illnesses will be treated in the sick bay. In the event of a serious illness, infectious disease, etc. where the child is likely to be off school for a lengthy period, parents are informed and may be expected to care for their sons at home.

Parents of boys requiring hospitalisation will be notified to this effect as soon as the staff of Parkinson House have been notified of the diagnosis. Parkinson House must be notified immediately if there are any changes to contact telephone numbers etc. as it is vital that we are able to reach parents in the event of an emergency.

20. TUCK

Limited Tuck is permitted. Any tuck brought back from the weekend etc. must be eaten before the boys go upstairs. **Under no circumstances may any food be taken into the dormitories.** This is a health regulation and tuck found upstairs will be confiscated and added to the Parkinson House Tuck Shop stock. **Limited Tuck may only be kept in the boot locker.**

Table Tuck: Boys are permitted to have **two bottles or tins** of peanut butter, marmite, honey, tomato sauce, Clifton etc. which is to be kept in the table tuck room and used at meal times during the week only.

Boarders may buy tuck from the school tuck shop each afternoon between 2.15 pm and 2.30 pm, to tide them over for sport. A suggested amount for a boarder is R20, 00 per week.

THE PARKINSON HOUSE TUCK SHOP will be open on Wednesday evenings and also on the weekend.

SPECIAL NOTE

On birthdays, special arrangements may be made with the Matron. Cakes can be ordered (Cash with order).

21. RULES AND BOUNDS

The following are OUT OF BOUNDS:

1. The school block - after school and during the weekend.
2. The area around the resident staff quarters, kitchen, school and Parkinson House offices, sickrooms, laundry room and staff room.
3. Parkinson House front foyer, unless seeing visitors or waiting to be taken out.
4. Boys coming downstairs must use the staircase next to the Prep Room, except when receiving a telephone call or coming to the office.
5. Boys may not climb onto or over the rails above the swimming pool enclosure.

6. The passage on the ground floor **may not** be used as a thoroughfare.
7. All staff housing is out of bounds.
8. Dormitories between 7.00 am and 2.00 pm, and 2.30 pm and 6.00 pm on weekdays.

Parents may **only** go upstairs at the beginning of a term to help their sons with their unpacking.

PARENTS AND VISITORS ARE NOT PERMITTED UPSTAIRS AT ANY OTHER TIME.

Trunks and all the boarders' possessions are packed up and taken home at the end of the second and fourth terms only.

Trunks will not be stored in the BE during the year. These must be unpacked and taken home on the first day of the year. They must be returned on the second to last weekend of Midyear and the end of the year to allow the boys to pack up. Parents are not obliged to use a trunk, but may use suitable containers or bags.

22. GENERAL INFORMATION

1. Boys being exeatd from Parkinson House **MUST** be dressed in FULL school uniform plus basher (i.e. their Number 1's). This is on all occasions; boys must always be correctly dressed when leaving the Boarding Establishment, even after sport and returning after the weekend
2. It is compulsory to open an account at a local Pharmacy, and indicate which doctor is to be consulted should your son fall ill.
3. School closes at the end of each term and for Free Weekends 11:00 am.
4. DORMITORIES: No boy is allowed into any dormitory other than his own and the dormitories must be vacated by 2.30 pm in the afternoons. Lockers must be locked, avoid combination locks, and a spare key to be kept in the office. Bolt cutters may be used at a cost of R20, 00 to be taken from pocket money.
5. No running in the corridors or on the stairways.
6. No boy is allowed off the school premises without an exeat or permission from the Head of House.

23. SILENCE

1. In the dining room, while standing and if the bell rings.
2. Upstairs in the morning during inspection.
3. During prep.
4. In the dining room foyer when lining up.
5. When the lights are flicked before lights out.
6. After lights out.
7. Downstairs corridor running between Prep Room and foyer.

24. COMMUNICATIONS

ALL COMMUNICATIONS SHOULD BE ADDRESSED TO:

The Headmaster or the Head of House

And the postal address for mail is:

P.O. Box 394
PIETERMARITZBURG 3200

TELEPHONE NUMBERS FOR OFFICIAL COMMUNICATION:

School: 033 - 3421838 / 3421862 (between 7.30am and 3.30pm)

Fax: 033-3426329

Email: mpsadmin@merchiston.co.za (school administration)

Parkinson House: 033-3421177

Mr. Grant and Mr. Torlage available for calls from 06:00 to 07:00 hours each day

Parkinson House Fax: 033 – 3453029 all hours

Email: mpsboarding@merchiston.co.za Head of House communications)

BIRTHDAYS ONLY: 033-3421177 (during phoning times)

WEBSITE: www.merchiston.co.za