

Pre-Primary School



Primary & High School

High School Boys Boarding Prospectus 2025

Hillside House



Academy Private School Boarding Information

Senior Boys Boarding: Hillside House

Welcome to Hillside House

As from **7 April 2025**, Academy Private School will open its Hillside Boarding House for senior boys. Hillside House will accommodate a limited number of boy boarders from Grade 9 to Grade 12. The boarding house is situated close to the school.

A Warm and Supportive Boarding Community

Boarding at Academy Private School offers a unique and enriching experience, providing students with a modern solution to the demands of 21st-century family life.

Each of the school's boarding houses accommodates between 8 and 16 students, fostering a close-knit, family-like environment where boarders support one another and celebrate each other's achievements. Houseparents and their dedicated teams ensure students feel safe, happy, and well cared for around the clock.

Students reside in comfortable bedrooms at Hillside House and Acacia House, each equipped with a personal pin-board for photographs and posters, helping them create a space that feels like home. Meals are freshly prepared on-site by appointed cooks, offering balanced and nutritious options. The boarding facilities also house resident Houseparents, providing additional support and guidance.

A structured program for homework and recreational activities is supervised by Hillside House Boarding staff, ensuring a well-rounded and engaging experience. Additionally, a shuttle service is available to boarders for an extra fee, offering added convenience for students and their families.

A shuttle service is also available to boarders and is booked at an additional fee.

Boarding House Contact Details:

Head of Senior Boys Boarding:

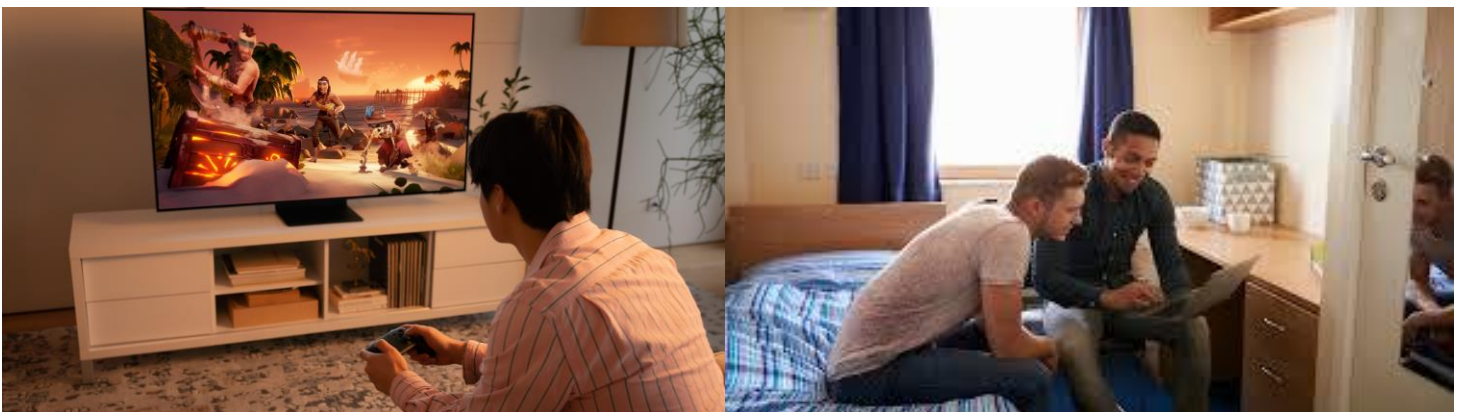
Mr Julio Cerqueira	Cell: 076 029 7776 Email: julio.c@mweb.co.za
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Shuttle Service:

Mr Julio Cerqueira	Cell: 076 029 7776 Email: julio.c@mweb.co.za
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Boarding Facilities:

- Rooms are 2-3 boarders sharing depending on the size of the room;
- Some rooms have on-suite bathrooms;
- A desk and a cupboard for each boarder;
- The communal areas of each boarding houses are cleaned daily. Boarders' bedrooms are cleaned several times a week;
- Accommodation for boarding house parent/s;
- A swimming pool;
- Lounge/TV room with Xbox and dining area;
- Wifi;
- Back up generator during load shedding;
- Laundry service is charged monthly together with the boarding fees. Laundry days are Mondays and Thursdays weekly;
- Laundry items which are not marked will not be washed!
- Laundry service is washing and ironing x 2 days per week. The laundry services cost is R800 per month;
- Healthy meals – Breakfast, lunch and supper;
- Shuttle service to and from the airport (at an additional fee);
- Safe and secure premises access control and CCTV;
- The Netcare Hospital is situated between 3,4km and 6,6km from the boarding houses;
- Zevenwacht Shopping Mall is situated 4km away from the boarding houses and Langverwacht Plein Shopping Centre is situated 3km from the boarding houses.



Full Boarding Fees (Includes weekends):

2025	Annual (Includes 5% discount)	Quarterly (Includes 2% discount)	Monthly
Boarding Grade 9 to 11	R141,325	R36,447 x 4 quarters = R145,788	R13,524 x 11 months = R148,764
Boarding Grade 12	R141,325	R36,447 x 4 quarters = R145,788	R14,876 x 10 months = R148,760
Laundry Service	R8,360	R2,156 x 4 quarters = R8,624	R800/month = R8,800

Please request fees for Weekday boarding only. Weekday boarding is from 16h30 Sunday afternoon to Friday afternoon up to 16h00.

Boarders are be required to pay a refundable deposit of R3,000 (Three Thousand Rand) in advance to secure a place in the boarding house and also serves as a breakages deposit.

Fees Payment Options:

The school offers 3 payment options. Please select one for the entire year.

Annual: 1 payment by 1st January 2025

Termly: 4 payments by the first day of each quarter, 1 January, 1 April, 1 July and 1 October 2025.

Monthly: 11 Equal payments/instalments, payable in advance, from January to November due by the 1st day of each month. All Grade 12 fees are payable from 1 January to 1 October, in 10 equal instalments.

Monthly Statements:

The following extra charges, but not limited to, will be charged to your school statement as and when they occur. These are payable upon receipt of your school fee statement. Boarding charges such as transport, laundry, medication and other ancillary costs applicable to boarding students.



Boarding Terms and Conditions:

- One term's written notice is required to be given to the Head of Boarding (Att: Mr Julio Cerqueira, email: julio.c@mweb.co.za) and the school's administration office when withdrawing a student from the Boarding House, to avoid being liable for a full term's fees.
- Late Payments:
A late payment charge will be levied at the rate of prime on all accounts not settled by due date. Annual fees not paid in full by 1st January, termly fees not paid in full by 1 January, 1 April, 1 July and 1 October and monthly fees not paid by the 1st day of each month, will be regarded as overdue.
- All payments received will be applied firstly to late payment charges, fees in lieu of notice, sundry charges and then outstanding tuition fees.

General Requirements:

Boarders need the following:

- Bedding for a single bed – a duvet and (at least two of each of the following, clearly labelled, if you are going to be using our laundry services): duvet covers, sheets, pillows and pillowcases.
- School clothes which can be purchased as indicated in the School Enrolment Prospectus.
- Comfortable clothes to change into after school and to wear over weekends, sleepwear and underwear as well as specialist sportswear and equipment. Please do not bring more clothes and equipment than can fit into a conventional single wardrobe.
- Toiletries (including 2 x towels).
- 2 laundry bags (available at Game or Mr Price Home stores) and 'delicates' bags. All clothing must be clearly labelled. Labels may not be iron-on as these tend to come off in the tumble drier. The laundry service fee is additional and be charged to your account.
- Electric fans may be used during the summer months.
- Electric blankets may be used during the winter months.
- No heaters, kettles, fridges or any other appliances, with the exception of those listed above, are permitted.
- Rechargeable Light – in case of emergencies.
- Multi-plug and a bedside reading lamp.
- Weekend bag.

- Coat hangers.
- Stationery.
- Snacks – optional (in a sealable plastic container to avoid attracting ants).
- We must have a COPY of a Medical Aid card or Medical Insurance. All boarders must have Medical Aid or Medical Insurance and have completed the School's Medical Consent Letter. All medication must be handed in for safekeeping.
- All students will have their own device/laptop as this is a school requirement. It is important that boarders ensure that their computers are compliant with our systems and boarders need to consult the IT Manager (itsupport@academyschool.co.za) before connecting to the school network. All users of computers at Academy Private School are required to sign a contract obliging them to behave according to our protocols.
- No pets are allowed in boarding.

The Boarding House operates on a system of trust but, from time to time, things go missing or are mislaid.

- Boarders are responsible for their own property and are expected to take due care of the Boarding House property.
- Passports and important travel documents should be signed in with the Principal for safekeeping.
- Money and valuables should not be kept in bedrooms they should be handed to the Head of Boys Boarding for safekeeping in the safe.
- No money is to be kept in Boarders' rooms.
- It is unwise to lend or borrow property, however, when it happens, the borrower has an obligation and responsibility to take due care.
- Students may obtain permission to keep a bicycle. Bicycles are the responsibility of the owner. You must have a bicycle lock.
- Rooms must be kept neat and clean.
- Personal items of value need to be covered by the family's insurance policy. Some boarders bring computers, devices, cell phones and other expensive equipment. It is up to the individual boarders to take responsibility for their belongings.

Leave Procedures:

As long as boarders are on the Boarding House premises, they are under the supervision of the boarding staff. No Boarder may leave the premises without permission and may not leave the Boarding House premises unless they have followed the correct signing out procedures.

Special midweek leave and overnight midweek leave:

- Spending the night out from boarding during the week is discouraged, however, parents may request occasional overnight leave during the school week. This is for exceptional circumstances only and will be granted at the discretion of the Head of Vineyard House Boarding.
- If the Head of Vineyard House Boarding has specifically approved such a request members of the boarding house staff will not be involved in transporting boarders to and from these destinations. A shuttle service may be booked if needed.
- If the boarder wants to attend a non-school function, then they need to have arranged their transport and somewhere to stay and have the full, informed consent of their parents expressed in a detailed email to the Head of Boarding House, email: julio.c@mweb.co.za. We need to know that parents know where their child will be and with whom they will be travelling. Students may not sign each other out.

Weekend leave:

All Boarders who are full time - **Boarders may go out for weekends (leaving Friday afternoon and returning either on Sunday evening or Monday morning), not portions of weekends.**

Apart from the Compulsory out-weekend, there are some weekends when outings are arranged for the boarders. These are usually day trips and all boarders who are staying in over these weekends are expected to participate in these outings. Prior notice of these weekends is given timeously so that boarders who do not want to take part in the activity can make arrangements to spend the weekend with friends.

To apply for weekend leave, the following requirements must be met:

- All boarders must be signed in and out by their parents or persons responsible for collecting them and bringing them back.
(The boarding staff member may ask the person fetching your child to produce his/her ID as a proof of their identity.)
- Should boarders have sport or a school function on Saturday morning, they may stay in Boarding until this is completed.
- Please note: The signing out file is, in effect, a legal document transferring responsibility for the child from the school during the week to a parent or third party over the weekend and is designed to protect your child.
- Returning after the weekend: All boarders going out for the weekend **must leave by 16h00 on Friday** (unless by prior arrangement) and return between 16h30 and

18h00 on Sunday. **Boarders may not return earlier than 16h30 on Sundays and no later than 18h00.**

- Signing in and signing out must be countersigned by a staff member.
- Boarders who take the option to return on Monday, need to be dropped off at the boarding house on Monday morning with enough time to prepare themselves for their day at school. Hosts/Parents are requested to sign them back into boarding.
- Should weekend plans change during the weekend, it is essential to inform the relevant Head of Boarding.

Procedures:

Procedure when going to own homes	Procedure when going to a host family
<p>All weekend plans must be communicated via email to the relevant Head of Boarding on the Wednesday prior to each weekend.</p> <p>It is presumed that at weekends, as a rule, boarders are going to their own homes and being signed out by a parent.</p>	<p>The School does not permit leave with young hosts. Parental supervision and a family environment are expected for all weekend leave.</p> <p>If the boarder is being hosted, then the parent/s and the host must give written permission by the Wednesday evening preceding the weekend in question stating by whom your child will be signed out and where they will be going.</p> <p>It is the responsibility of the parents and/or caregivers to decide the suitability of a host to supervise and care for your child(ren) and to communicate with the host what their responsibilities are while they are in the hosts care.</p> <p>It is important that the people who assume the role of host for a boarder are aware of the responsibilities while the boarder is in their care. A signed host agreement needs to be returned to the boarding house to acknowledge these responsibilities. It is expected that there will be parental supervision throughout the time that the boarder is in the host's care.</p> <p>Once a person signs a boarder out, they are legally responsible for them for the weekend and may not pass them off to a third party.</p>

Term Dates 2025

Term 1: 15 January to 27 March 2025, Term 2: 8 April to 26 June 2025, Term 3: 22 July to 2 October 2025 and Term 4: 13 October to 10 December 2025.

At the start of each school holiday the boarding houses close at the times indicated.

Diversity and Inclusion

The boarding community is fully committed to respecting diversity and achieving inclusion. There are different nationalities and cultures represented in boarding, and there are also boarders with different ages, outlooks and characters. The diverse boarding community is brought together during boarding outings. Respect is a key boarding value and is promoted at all times. Provision is made for boarders with particular religious, dietary, or cultural needs – these needs should be communicated to boarding staff who will then co-ordinate the provision.

Welfare

The safety, security, health and wellbeing of boarders are the primary focus of the boarding team. There is always a member of staff on duty who is easily contactable. There are regular roll-calls and meals and supervised evening prep and bed-times. Houseparents frequently communicate with parents, guardians and teachers to ensure the best possible outcomes for boarders.

Induction for New Boarders

Many students new to boarding arrive feeling excited and nervous. New boarders are welcomed into the boarding houses which open the Sunday before term 1 starts. By the end of the induction the new boarders will be fully familiar with their rooms, the common rooms, kitchens, dining rooms and the general boarding house facilities. Boarders will also take part on a trip to one of the many lovely natural recreational areas such as the beach or nature reserves in the area.

Communication between Parents and Boarders

All boarders must have a mobile phone and a smartphone is recommended. The boarding house provides wi-fi which allows boarders to communicate home using the internet for free. The boarding house wi-fi is switched off at night and there will be occasions when boarders hand in their phones overnight in order for them to stand a better chance of getting a good night's sleep. Parents can contact the Houseparent through e-mail or calling their mobile phone which is answered afternoons, evenings, overnight to 7:30am, and all weekend.

Boarding at Academy Private School is truly a fulfilling opportunity and rich experience, and we look forward to welcoming our new boarders into our boarding community.



Handwritten signature of Mr. Julio Cerqueira in black ink.

Mr Julio Cerqueira
Head of Boys Boarding
C: 076 029 7776