



WATERFORD KAMHLABA
United World College of Southern Africa

GENERAL INFORMATION BROCHURE
for boarding and day students

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PO Box 52
Mbabane
Kingdom of Swaziland
Web www.waterford.sz

Tel +268 4220866/7/8
Fax +268 4220088
Cell +268 6021566
Email: principal@waterford.sz



WATERFORD KAMHLABA UWCSA

GENERAL INFORMATION BROCHURE for boarding and day students

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PO. Box 52, Mbabane, Swaziland, Southern Africa.

Telephones: Swaziland international code: ++268

Office: 4220866/7/8

Fax: 4220088

Email: principal@waterford.sz

Emergency contact at WK: 6021566 (principal's mobile)

Head of Elangeni: 4220135

Head of Ekukhuleni: 4220091

Head of Esiveni: 4220085

Head of Emhlabeni: 4220082

Elangeni Residence: 4220137

Ekukhuleni Residence: 4220136

Esiveni Residence: 4220095

Emhlabeni Residence: 4220077

For medical emergencies (ambulance): 6060911

ORIGINS

The emblem of WATERFORD KAMHLABA is the PHOENIX. The College was founded in 1963 as a response to the separate and unequal educational systems in South Africa.

The property on which the College is situated was originally a farm called "Waterford Park Estate".

When His Majesty King Sobhuza II, the former Ngwenyama of Swaziland, visited the College in 1967, he gave it the name "Kamhlaba", by which he meant both "of the world", a world in miniature, and also that we are "of the earth" and therefore without distinctions such as race or religion.

The College's aims were almost exactly the same as those of the United World Colleges Movement. In November 1981 Waterford Kamhlaba became a full member of this organisation.

MISSION STATEMENT

"We are of the earth, which does not see difference of colour, religion or race. We are 'Kamhlaba' - all of one world."
(King Sobhuza II, Ngwenyama of Swaziland)

UNITED WORLD COLLEGES

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future. (UWC Mission Statement, 2005)

Waterford Kamhlaba United World College of Southern Africa

Waterford Kamhlaba is a United World College whose primary identity and purpose comes from its location in Southern Africa.

We continue to strive to promote personal development including development of each individual's intellectual, creative and physical potential, spiritual awareness and moral integrity, and students' willingness to act responsibly according to their beliefs, abilities and opportunities.

We continue to strive to celebrate the richness and opportunity that comes with living, learning and serving in a community drawn together from a wide diversity of backgrounds. Through our recruitment policy we continue to include learners from different nationalities, cultures and religions including students who lack material resources and those who have experienced loss or trauma in their lives.

Strategic Plan, November 2005

THE UNITED WORLD COLLEGES MOVEMENT (UWC)



UNITED WORLD COLLEGES

There are at present twelve United World Colleges:

The United World College of the Atlantic in Wales (founded 1962)

The United World College of South East Asia in Singapore (joined 1972)

The Lester B Pearson United World College of the Pacific in British Columbia, Canada (founded 1974)

Waterford Kamhlaba United World College of Southern Africa in Swaziland (founded 1963, joined UWC 1981)

The United World College of the Adriatic in Italy (founded 1982)

The United World College - USA, (founded 1982)

The Simon Bolivar Agricultural United World College in Venezuela (founded 1982)

The Li Po Chun United World College in Hong Kong (founded 1992)

The Red Cross Nordic College in Norway (founded 1995)

Mahindra United World College, Judia, in India (founded 1997)

The UWC Costa Rica (founded 2006)

The UWC in Mostar in Bosnia and Herzegovina (founded 2006)

The UWC Maastricht in Holland (2009)

WATERFORD KAMHLABA INFORMATION

There are four boarding residences in the College:

ELANGENI ("the place of the rising sun") IB1 & IB2

EKUKHULENI ("the place of growing") Forms 1, 2 & 3

ESIVENI ("the place of the people of the nation") Forms 4 & 5

EMHLABENI ("the place of the people of the world") IB1 & IB2

For sports and games, students and staff are members of one of the three houses in the College: GUEDES, HENDERSON or STERN.

Academic Information

Forms 1 to 5

The academic programme is geared to the University of Cambridge International General Certificate of Secondary Education (IGCSE)

Form 1 & 2 Academic Programme

The Form 1 & 2 programme is an introduction to the core subjects of our secondary school curriculum: English, Mathematics, General Science, History, Geography and French. Students also study Music, Art, Drama, SiSwati and Information Technology, as well as attending Physical Education, Library and Guidance sessions.

Form 3 Academic Programme

In Form 3 the sciences are taught separately: Physics, Chemistry and Biology. In addition, students must choose two option subjects from groups consisting of Spanish, SiSwati, Afrikaans, Drama, Art and Music. During this year students make their choices of subjects to be followed in Forms 4 and 5.

Form 4 & 5 Academic Programme

During Forms 4 and 5, courses follow the internationally recognised University of Cambridge Local Examinations Syndicate IGCSEs, with a few subjects at GCE O Level. We expect that most students will begin this stage with 9 subjects, but it is possible that new students entering WK in Form 4 with a narrow background of study will not be able to fulfil this requirement and, therefore, may take fewer subjects.

Our prime objective at this level is to continue providing a broadly-based education which will not place restrictions on future studies (whether this be at WK or elsewhere), or career possibilities. To ensure this we provide a core of compulsory subjects: English Language and Literature, Mathematics, a Science (although students may take all three), a Humanity, a Second Language and Guidance. Art, Music, Drama, Business Studies, PE Studies and International Computer Driver's Licence are also offered as examination courses. Additional Mathematics is offered to a few at Higher IGCSE level. Some students will take IGCSE Mathematics in Form 4, followed by HIGCSE in Form 5. The remaining students will take IGCSE Mathematics in Form 5.

Students and parents should refer to the Form 4 and 5 Subject Guide for further information regarding subject choices.

In Form 5, students may apply to enter the International Baccalaureate programme (IB). Entry is not automatic.

IB1 & IB2

Students in the last two years at WK follow the International Baccalaureate diploma programme. This is a two-year pre-university course, with continuous assessment and final examinations at the end of the IB2 year.

Students take 6 subjects, 3 at Higher Level and 3 at Standard Level. Students are also required to write an Extended Essay in one of the IB subjects, to take the Theory of Knowledge course, and to fulfil Creative, Active and Community Service requirements.

Students and parents should refer to the booklet entitled "The IB Programme at Waterford Kamhlaba" for further information regarding subject choices.

Effort

In addition to a 'grade' indicating the students' academic progress a "plus" and "minus" system is used to show a student's effort, using the following scale:

- + = Very Good effort
- = Not working as hard as might be expected

Cumulative Academic Record

This is the annual record of assessment for each student and, if desired, each student may obtain a copy of this at the end of each year on request.

Year Level equivalents in other countries:

Waterford	U.S. & South Africa	U.K.
Form 1	Grade 7	Year 7
Form 2	Grade 8	Year 8
Form 3	Grade 9	Year 9
Form 4	Grade 10	Year 10
Form 5	Grade 11	Year 11
IB 1	Grade 12	Lower 6
IB 2		Upper 6

DAILY ROUTINE

Daily College Teaching Timetable

Lessons begin at 8.00 each morning and continue until 2.40 p.m. for Forms 1 & 2, to 3.20 p.m. for Form 3 and 4.00 p.m. for Forms 4 to IB2, with two breaks of 40 minutes each. On Wednesdays, lessons end at 1.00 p.m.

This section needs to be read in conjunction with the separate Residence notes. The following is common to all sections of the College.

Attendance by all students is compulsory at

- morning assemblies (Wednesdays)
- all lessons including tutor periods
- timetabled study periods

In addition, attendance by all boarding students in Forms I to IB2 is compulsory at:

- all preps
- residence meetings

All students in the Forms and IB day students are required to register by 7.55am each school day.

On special occasions the Principal may designate a weekend day as a full school day. Day students are required to attend and boarding students will not be granted permission to exeat for that day.

Parents of day students are expected to inform the office by 8.30 a.m. if their child is going to be absent from College. Absence for any reason other than illness must be by prior arrangement with the Principal.

Meals

All boarding students in Forms I to 5 should attend all meals. No food, cutlery or kitchen equipment may be removed from the dining hall area.

Breakfast: Mon – Fri: 7.00 to 7.30; Sat: 8.00 to 8.30; Sun: 9.00 to 9.30

Lunch: Mon, Tues, Thurs, Fri: 12:00 to 12.40 and 13.20; Wed: 13.00;
Sat, Sun: 13.00 to 13.30

Supper : Mon - Fri: 17.30 to 18.15; Sat, Sun: 18.00

Day students are provided morning tea from Monday to Friday and lunch on Mondays, Tuesdays, Thursdays and Fridays (excluding the last day of term). Day students wishing to bring their own lunch and not have lunch in the dining room should make arrangements with the Bursar.

Prep Times

Prep takes place every evening from Monday to Thursday. On Friday evenings, quiet times are arranged by the residences. The times are as follows:

Elangeni : 18.45 to 20.45

Ekukhuleni : 18.45 to 20.15

Esiveni : 18.45 to 20.15

Emhlabeni : 18.45 to 20.45

Exeats From The College Campus:

Boarding students in Forms 1 to 5 may be allowed to leave the campus (exeat) on Wednesday afternoons and during weekends by arrangement with the Residence staff.

Emhlabeni and Elangeni students may go on exeat more frequently by arrangement with their Residence staff.

Wednesday afternoon exeats commence at 1.30 p.m. Weekend exeats begin on Friday when College commitments are over and end on Mondays at 7.45 a.m. Permission to leave early may only be given in special circumstances by prior arrangement with the Principal.

Parents' Permission Forms

When a student first arrives a parents' permission form for various types of exeats is retained by the Head of Residence, which governs the type of exeat a student is permitted.

Weekend exeats:

Students should sign up for weekend exeats by Thursday evening. Please note that the arranging and authorising of weekend and party exeats is done only by the Head of Residence or Deputy Head of Residence, not by the assistant tutor staff.

Weekend, mid-term or overnight exeats will be allowed to:

1. Your own home
2. Family members and guardians listed on your exeat permission form.
3. Link parents (IB students)
4. The house of a friend provided an invitation from the family and permission from your own parents is received by your Head of Hostel in time.
5. Private parties ONLY if you have a signed permission from on file and with the approval of your Head of Residence.
6. Guest houses where there is an appropriate level of security and supervision ONLY with parents' permission and the approval of your Head of Residence.

Weekend, mid-term or overnight exeats will NOT be allowed to:

1. The homes of ex WK students who have recently been expelled or asked to withdraw for disciplinary reasons.
2. Households where the head of household is under 25 (with the exception of guardians listed by your parents on the exeat permission form).
3. To friend's houses at a time when the visit would coincide with an official school trip (e.g. sports trip) to the same destination for anyone not a member of the official schools group.
4. Any destination or event where the Head of Hostel or CMG perceives there to be an aggravated risk to you in the event you want to attend, the transport arrangements you propose or the overnight accommodation. This may include the house of a friend where the level of parental supervision gives cause for concern.

Checking out and checking in:

ALL BOARDING STUDENTS IN FORMS 1 TO 5 MUST CHECK OUT AND CHECK IN WITH RESIDENCE STAFF ON DUTY ON LEAVING AND RETURNING TO THE CAMPUS. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION.

Check-outs and check-ins by all students must be done in person, not by messages through other students.

Walks And Runs In The Vicinity Of The Campus

Only students in Form 4 and above may go walking or running off campus. There must always be at least three students going out together. Should an accident occur to one of them, the second student remains with the injured person, while the third goes for help. Students going off campus must check out and check in with the Residence staff on duty.

Sports & Recreation

The College offers a wide variety of sporting activities. Team sports include athletics, badminton, basketball, cricket, handball, hockey, netball, rugby, soccer, softball, squash, swimming, volleyball and tennis. Other recreational activities include camping, climbing, horse riding, kayaking and road as well as cross-country running. There are also regular opportunities for students to participate in educational and recreational expeditions, both locally and regionally.

Clubs and Hobbies:

Within the College a variety of clubs and societies are run by both staff and students. These are advertised on a termly basis.

Drama

Senior, junior and whole-school productions take place on a regular basis.

Individual Music

Individual tuition is available at the College in singing, piano and some other instruments. Lessons are offered on a termly basis and may only be taken up or discontinued at the beginning or end of a term. There is an extra charge for these lessons. Interested parents should contact the Head of the Music Department.

Community Service

Service to the community has been an ideal for WK students since the College's foundation. Since 1979, however, a commitment to community service has been formally recognized as an essential part of the College's policy, organisation and life.

A regular commitment of two hours a week to a service project is required of IB and Form 5 students. (For IB students, this is also a requirement for the diploma) The choice of project is, as far as possible, left to the individual student. Students in Form 1 to 5 are expected to participate in formal community service on specific designated days.

The forms of service undertaken are as widespread as possible and include planning and working with the local community. The projects likely to be permanent are various forms of involvement at the local hospital, work for the disabled, at local schools and preschools, and environmental awareness activities such as a recycling programme. A directory of Community Service projects is available.

MEDICAL

PARENTS ARE ADVISED THAT THE COLLEGE IS NOT RESPONSIBLE FOR MEDICAL INSURANCE COVER FOR STUDENTS, NOR FOR THE COST OF MEDICAL CONSULTATIONS, TREATMENT OR HOSPITALIZATION.

General:

Boarders:

A qualified nurse is available on campus from 7:30am to 4pm daily, and visits to doctors are arranged when necessary.

The College has a facility (the Sickbay) to accommodate a small number of sick students. However, in the event of the outbreak of an infectious disease (e.g. chicken pox), the College has no isolation facilities and parents or link parents are asked to take students home, where possible.

The medical report form sent to all applicants is to be returned to the College on arrival.

****Students in Forms 1 to 5 are not permitted to have their own drugs or medicines, except in special circumstances. Should a student require any such medication, it is to be handed in to the Nurse. The College Nurse and the Head of Residence should be informed if special treatment is necessary.**

Parents are asked to see to routine check-up visits to doctors, dentists and opticians during the holidays.

Students who wear glasses should have a spare pair with them at the College, because of possible delays in repair or replacement.

Day Students:

Parents are asked to inform the College if illness necessitates absence from the College or being excused from any activity by informing the Office before 8.30 a.m.

What To Do If Sick During Lessons:

1. Students who become ill during lesson time should ask the member of staff who is teaching them, or who is due to teach them the following period, for permission to go to the Sickbay.
2. They should then consult the Nurse at the Sickbay.
3. If the Nurse is unavailable, students should report to the Office.
4. After seeing the Nurse, students in Forms 1-3 will be either admitted to Sickbay or treated and sent back to class. Under no circumstances are they to go to their dormitories or cubicles when ill during class time. Students in Forms 4-IB2 may be sent to their cubicles by the Nurse. Students are permitted to miss classes only if they are listed on the "sick list".
5. If a student falls sick in the evening or over weekends, the student must report to the head of residence (or the teacher on duty over weekends) and they will be transferred to the clinic in the case of emergencies.

College Counsellor:

The College also offers a counselling service to students. A professional counsellor is available at specific times for confidential individual counselling sessions for which there is no charge to the students. There is also a team of trained peer group counsellors chosen from the I.B. students.

CAREERS

A Careers Centre accessible to all students is sited next to the Assistant Bursar's office. The Head of Careers/University Admissions is available for individual consultation, and personal Careers Assessment Tests can be taken as part of the College Confidential Careers Advice programme. One of the functions of the Tutor system is to provide an informal forum for students to discuss their tertiary education and career aspirations, as they feel the need.

The College welcomes Admission Officers from a number of Southern African, North American Universities and Colleges and UK universities on an annual basis.

THE STUDENTS' REPRESENTATIVE COUNCIL (SRC)

The SRC consists of a Chairperson and a Secretary-Treasurer elected directly by the whole student body, as well as the delegate members of the four College committees described below, plus:

- an elected IB Duties officer
- an elected Public Relations officer
- an elected Student Liaison officer
- one representative from each year from Form I to IBI

The SRC provides a forum for discussions of student issues and serves as a channel of communication between the various committees, the student body and the College management.

Other Student Representation

Community Service Committee:

- one female and one male IB2 representative
- one female and one male IBI representative
- one female and one male from Form 5 Esiveni representative
- one female and one male Form 5 day student representative
- (one of the above on the SRC)

Academic Committee:

- one representative from each year group from Form 2 to IB2
(one of the above on the SRC)

Sports Committee: .

- female and male Captains of Guedes House
- female and male Captains of Henderson House
- female and male Captains of Stern House
- one female and one male IBI representative
- one female and one male Form 4 or Form 5 representative
(one of the above on the SRC)

Catering Committee:

- one IB2 representative ,
- one IBI representative
- one Form 5 Esiveni representative
(one of the above on the SRC)

The SRC structure is subject to change at the discretion of the student body.

CODE OF CONDUCT FOR STUDENTS

Any community regulates the conduct of its membership for the common good. Membership of that community entails the acceptance of certain restraints. The guiding principles of College community life are common sense, consideration, courtesy, respect and responsibility. Wherever possible, the College community aspires to relationships and discipline based on trust.

Furthermore, the College community aspires to behaviour consistent with upholding the dignity of the ideals of Waterford Kamhlaba and the United World Colleges. Behaviour which brings either Waterford Kamhlaba or the United World Colleges into disrepute may lead to sanction, whether or not the student concerned is formally under the jurisdiction of the College.

The disciplinary issues covering the general day-to-day life of the College are set out here in this General Information Brochure, given to all students when they arrive. In addition, each Residence has its own set of specific guidelines.

This Code of Conduct is designed to provide commentary on most school situations, but cannot be viewed as being exhaustive; the guiding principles remain paramount.

Sanctions in respect of breach of the Code of Conduct may include, but are not limited to: detention, daily report card, useful labour (regular service in and around the College), special service to the community, 'gating' (for boarders), suspension from Residence (either by the Head of Residence or the Disciplinary Committee), Principal's Warning (by the Disciplinary Committee), suspension from College (by the Disciplinary Committee) and expulsion (by the Disciplinary Committee).

When a student acts in a way that is unacceptable, members of staff investigate that particular situation and apply sanctions that seem most appropriate, with precedents being considered but not necessarily followed. In general terms, the range of sanctions for unacceptable behaviour is arrived at by management in consultation with staff and student representatives and within the framework of the College being a United World College in this part of Africa.

This Code of Conduct applies to all students under the jurisdiction of the College. It is as well to know what is meant by "jurisdiction of the College".

Day students are under the jurisdiction of the College at all times while on the campus, in College transport and on College outings and trips.

Boarding students are under the jurisdiction of the College in all circumstances and at all times except when off campus during published school holidays

(excluding public holidays during term time) and when on weekend exeat with their parents or their parents' authorized deputies.

The College does set down areas of discipline that are viewed most seriously, as well as the likely penalties for infringements. These are known as the Major Rules. Members of staff are required to report breaches of the Major Rules to the Deputy Principal who will consult with the Principal and, where appropriate, will call for a meeting of the Disciplinary Committee to consider the matter.

Disciplinary Committee

The Disciplinary Committee comprises: the Principal (Chair), Deputy Principal, the student's Tutor and the Residences (in the case of a residential student) and a representative from the SRC. In the case of academic or classroom discipline, the Director of Studies and/or the Academic Co-ordinator shall be present. The student concerned appears before the Disciplinary Committee and may have his/her parent or member of the Waterford community as a spokesperson and support.

The Major Rules

Drugs:

The College has a clear Drug Policy, available on request.

In brief, **students may not buy, sell, have in their possession, use or be under the influence of unauthorised drugs. This includes marijuana (dagga) and other substance abuse.**

Should the Disciplinary Committee find a student in breach of this rule, the student will be expelled immediately. The Disciplinary Committee will not consider mitigating circumstances such as the student's prior good academic or extra-curricular record or good record of behaviour.

If the Principal or Deputy Principal or the member of senior management on duty has grounds to believe a student is in breach of this rule, he/she may require the student to submit a urine sample for testing for the drug concerned. A positive result from such testing will be regarded as proof of the use of the drug concerned. Should a student refuse to submit a urine sample, the Disciplinary Committee will determine the student's breach of this rule on the basis of the 'balance of probabilities'.

The only exception to the sanction of expulsion is when a student reveals his or her use of unauthorized drugs in the context of counselling with the Deputy Principal, and that the student is willing to enter into a contract with the College in order to stop the usage. The contract includes provision for ongoing urine

testing and for information to be shared with parents if the student is under the age of 18. The student needs to initiate the request for counselling and such a request will not be considered during a disciplinary enquiry involving that student.

Violence:

Physical violence and all forms of threatening, abusive or intimidatory behaviour are forbidden. Any form of intimidation or harassment (including sexual harassment) by one student or group of students towards another is not permitted. Offensive weapons (or toys which look like offensive weapons) may not be brought onto campus.

Breach of this rule may lead the Disciplinary Committee to expel, suspend or otherwise punish the student concerned. The Disciplinary Committee will consider the extent of the violence, threat, abuse, intimidation or harassment and the actual harm or potential harm caused by this.

Theft:

Students may not remove the possessions of others without their consent. Such removal is considered as theft. Students found in possession of stolen items will be assumed to have stolen them.

Should the Disciplinary find a student guilty of theft, in the absence of compelling mitigating circumstances the student will be expelled. The Disciplinary Committee will not consider as compelling, mitigating circumstances such as the student's prior good academic or extra-curricular record or good record of behaviour.

Sexual Relations:

Students are expected to show sensitivity and respect by behaving in a manner that does not cause offence to others in the vicinity. Given the wide range of views as to what is and is not appropriate behaviour for students in these parts, the following is laid down as the specific compromise which Waterford Kamhlaba upholds in a disciplinary sense: **Displays of affection and sexual relations beyond the holding of hands, hugging and simple kissing are not permitted.**

The Disciplinary Committee is likely to expel students that it finds have engaged (or were about to engage) in sexual intercourse or the giving or receiving of oral sex, and will not consider as compelling mitigating circumstances the student's prior good academic or extra-curricular record or record of good behaviour.

Residential Mixed Socializing beyond Common Rooms

Most parents from Africa would consider it inappropriate for students to be allowed to visit the corridors or rooms of students of the opposite gender. Other parents, including many parents from beyond Africa, would see this type of

contact as natural, especially students at an IB level where students can and should be expected to behave responsibly. The following is laid down as the delicate compromise which Waterford Kamhlaba upholds in a disciplinary sense: **Students may not visit the corridors or rooms of students of the opposite gender. The only exception to this is for IB students during those times allowed for mixed socializing in Emhlabeni and Elangeni, and in this instance for IB students, the door of a room in which there is a visitor of the opposite gender may not be locked.**

The Disciplinary Committee is likely to suspend (at least from Residence) and place on Principal's Warning students in the case of their first breach of this rule, and will not consider as compelling mitigating circumstances the student's prior good academic or extra-curricular record or record of good behaviour. In the case where a student is found in the room of a person of the opposite gender, both the visiting and host student are likely to receive the same sanction. The Disciplinary Committee will consider concurrent breach of the rules relating to alcohol and/or sexual relations as aggravating circumstances. Aggravating circumstances may lead to the Disciplinary Committee expelling a student found in breach of this rule.

Alcohol:

Students may not buy, sell, have in their possession, consume or be under the influence of alcohol while under the jurisdiction of the College. The only exception to this rule is when the Head of the IB Residence, in agreement with the Principal, permits wine or beer to be served to IB students as part of a formal school function.

Depending on the extent of the breach of this rule and other circumstances such as the attendant behaviour of the student, the Disciplinary Committee is likely to expel or suspend students found in breach of this rule. If the Deputy Principal is of the opinion that there has been a relatively minor (and for the student a first) breach of this rule, the Deputy Principal may, in the case of IB residential students, refer the matter to be dealt with by the Head of Residence

Unauthorized Exeats:

Students may not leave the College without appropriate permission or under false pretences. This includes attending a private party without declaring the intention to do so (regardless of whether a permission form is on file) and staying overnight in a location other than that indicated to the Hostel staff without first notifying them and requesting permission for the change.

The Disciplinary Committee is likely to suspend students found in breach of this rule. Aggravating circumstances may lead to the Disciplinary Committee expelling a student found in breach of this rule.

General Comments Concerning Breach of the Major Rules:

Should the Disciplinary Committee expel a student, the parents of the student shall be given the option of instead withdrawing the student from the College.

Any student expelled or suspended or his/her parents may request a review of the finding and/or sanction of the Disciplinary Committee by the Governing Council. The Chairman of the Governing Council shall appoint a committee of the Governing Council for this purpose.

The Disciplinary Committee may issue a Principal's Warning to a student found in breach of a major rule. It is usual to issue a Principal's Warning to a student who has been suspended from Residence or from the College. A Principal's Warning means that if the student is again found in breach of the major rules in the next twelve months, he/she is likely to be expelled.

Lesser Offences

Apart from the Major Rules, there are other areas of community life that, in this context, require regulation. The regulations in this regard are known as 'General Rules' whose breach is normally dealt with at a classroom, residential or activity basis. However, it is worth noting that should there be ongoing breach of the 'General Rules', or particularly aggravating circumstances surrounding a particular breach of the 'General Rules', the matter may be handed to a higher authority within the College for consideration and action. This could include the convening of the Disciplinary Committee. Sanctions in respect of 'General Rules' may include all those listed under breach of the Code of Conduct. **Detention and Useful labour** are sanctions that are used in most cases related to misdemeanours and minor offences that occur in the classroom or the residence.

Detention: (Form 1-IB2) is given for various misdemeanours, including missing lessons without permission or for failure to do homework. It is held on Friday afternoon in E1 from 4-5pm and is supervised by members of the Central Management Group, (CMG).

Useful Labour: is on Wednesdays 2pm – 4.30pm. (Form1-IB2) and is given for more serious offences or repeated offences, usually ones committed outside the classroom. Useful Labour is supervised maintenance of the campus, currently supervised by Anthony Pontuti.

The General Rules are as follows:

Guiding Principles:

The guiding principles of College community life are common sense, consideration, courtesy, respect and responsibility.

College programmes:

Attendance and full participation in whatever academic, sporting, cultural or Community Service programme a student may be enrolled in is required.

Smoking:

Students in Forms 1 to 5 are not permitted to smoke at any time while under the jurisdiction of the College. IB students may not smoke on school property or in school transport.

Aggravating circumstances, such as repeated breaches of this rule or smoking indoors or in a place where there is a threat of fire, may lead to more serious sanctions.

Noise:

Loud noise, particularly loud music, is not allowed within the College. Students may only bring low-output musical equipment. Headphones are recommended as there are long periods when music may not be played in the Residences.

Abuse of this rule and the bringing of inappropriately large and powerful machines will lead to the confiscation of that equipment.

Firecrackers are not permitted on campus.

Vandalism:

Students may not willfully damage the property and equipment of the College or of an individual. This includes graffiti.

Check-out procedures:

Should a student leave the campus at a time, for a duration and for a purpose that is regular, but fail to follow prescribed check-out procedures, this will be considered a breach of the 'General Rules' and considered at a Residential level unless in the case of repeated breach of the procedures.

School Facilities:

The library, IT centre, Centre for Creative learning and other school facilities have their own terms of use. Similarly, individual residences may have further internal residential rules.

CLOTHING AND EQUIPMENT

The weather is very changeable, and so both winter and summer clothes are needed in all three terms. WK is situated in the mist belt of the Highveld and receives an annual rainfall of about 1 500 mm, mainly in summer (September to March). Although there are many pleasant warm to hot days during summer, students must also be prepared for cold and wet weather during this time. Winters are bright and clear, temperatures seldom falling below zero degrees Centigrade.

Heating in classrooms is minimal; residence corridors are heated but not individual cubicles. Therefore students need plenty of sweaters and other warm clothing. Do not bring electric blankets or heaters because they overload the electrical supply in the residences.

Personal appearance and dress:

- There is no uniform, but the College retains the right to disallow items considered unsuitable.
- Students should not wear hats or caps or beanies in the classroom block, administration block or dining room unless this is required by religious practice. For reasons of safety and hygiene, students are required to wear suitable footwear.
- Chewing gum is not allowed on campus or in College transport.
- The wearing of earphones is strictly prohibited during college time.
- Mobile phones used during lesson time will be confiscated.

Clothes for daily wear:

Most students wear casual clothes such as skirts, jeans, T-shirts, sweatshirts, etc. and casual sports shoes. On special occasions students are required to wear a smart outfit and are encouraged to wear National Dress. Female students will need to bring at least one skirt or dress for two reasons: Community Service sometimes involves going into Swazi schools or communities; all female students have to wear skirts or dresses on these occasions out of respect for local custom. In Swaziland females are required to wear a skirt or dress if entering a government building. Boarding students are reminded that storage space is limited and laundry is done once a week.

Sports Clothes:

- Sports shoes (NB light coloured soles for indoor use)
- Required PE kit (available from the College PE Office): shorts, T-shirts in House colours, swimming costume, track suit.
- Team kit is provided by the College.

Laundry

Laundry is normally done for each residence on one day per week. Students are expected to wash their underclothes and socks by hand. All clothing must be clearly marked with name-tags. Unmarked clothing will not be accepted by the laundry. Unmarked, unclaimed and abandoned clothing will be disposed of at the end of each term. *WHILE EVERY CARE IS TAKEN, IT MUST BE STATED THAT ITEMS OF CLOTHING ARE SENT TO THE LAUNDRY AT THE OWNER'S RISK.*

Additional Equipment for Boarders

Students must bring two pairs of sheets and pillowcases. Blankets are provided but many students prefer to bring a duvet. Towels, toiletries, name-tags, needles and thread and a torch are also necessary. Candles are not permitted. It is recommended that students bring coat hangers, mug and teaspoon and a small padlock. A sleeping bag can on occasions be useful.

PERSONAL PROPERTY

Students are permitted to bring Travellers' Cheques or cash to cover necessary extra expenditure. These must be handed to the Head of Residence for safekeeping. Students should not have substantial amounts of cash in their possession. All boarding students start the term with a basic pocket money account, which is included in the fees. Mbabane and most towns and all cities in Southern Africa have ATMs which accept debit and credit cards: this is an easy way for parents and guardians to transfer funds to their children.

Valuables

PLEASE REALISE THAT VALUABLES ARE NOT COVERED BY THE COLLEGE'S INSURANCE POLICY AND ARE BROUGHT TO THE COLLEGE AT THE STUDENT'S OWN RISK.

The College's insurance policy does not cover loss or damage to personal computers, including damage because of power fluctuations.

Passports and other valuable documents:

These must be handed to the Head of Residence on arrival. The College provides students with a copy of their Swaziland Students' Pass (Temporary Residence Permit).

Air Tickets

Students travelling by air are required to bring booked return tickets and these must be handed to the Head of Residence on arrival. The College will undertake to confirm the return flights.

USE OF STUDENT AREAS

Dormitory Areas

Students are responsible for the tidiness and cleanliness of their own cubicles and/or dormitory areas. Kettles, irons and ironing boards are provided in residences, and Elangeni and Emhlabeni have fully equipped kitchens for student use. Students should not bring their own kettles, heaters, toasters, or irons as these could lead to electrical overloading.

Common Rooms

The Ekukhuleni common room and games room are open to invited visitors from other sections of the College except during lessons, prep and meal times. Permission needs to be obtained from the teacher on duty before entry.

The Esiveni common room is open to invited visitors from other sections of the College except during lessons, prep and meal times. Permission needs to be obtained from the teacher on duty before entry.

The Emhlabeni and Elangeni common rooms are, in most normal circumstances, for the use of the IB students.

Ekukhuleni and Esiveni Residences

Students may not enter the dormitory areas or corridors of students of the other sex at any time. In addition, the dormitory areas of the three residences are for the exclusive use of boarders of that particular residence.

Elangeni and Emhlabeni Residence

Mixed socialising is allowed in Emhlabeni and Elangeni at specified times each day by IB STUDENTS ONLY. IB day students are permitted to visit IB boarders in their cubicles under the conditions of mixed socialising mentioned above.

Visitors To The Campus

Students are to inform the residence staff on duty of the presence of any visitors on campus. In order to avoid disturbances to the students' working week, it is convenient for visits to students on the campus to be only at the following times:

Wednesdays	1.00 p.m. to 5.30 p.m.
Weekends	9.30 a.m. to 6.00 p.m.

Visitors outside these hours must be cleared by the College management. Under normal circumstances, the college is unable to accommodate overnight visitors and staff will assist students in securing off campus accommodation for their visitors.

All visitors to the campus are expected to respect College regulations concerning alcohol and smoking.

Swimming Pool

The swimming pool is fenced. Students are encouraged to use the pool, normally at specified times during supervised sessions. The Physical Education department enables students to undergo a swimming proficiency test for students between Form 3 and IB2. Those who have passed this test may use the pool in groups of three or more without supervision. Students are expected to comply with the guidelines regarding correct and safe behaviour.

Use of the College Gym

The use of the College gym is strictly for use for students from Form 4 and above. Students from Forms 1 to 3 are not allowed in the gym.

TUCKSHOP

See display notices for times when this is open.

TRANSPORT

Air Travel

Before the start of each term parents are sent information about which flights to Manzini Airport will be met by College transport. All new students are met on their first arrival.

Queries and information about students' flights can be addressed to the Head of Residences at the email address travel@waterford.sz.

School transport into town

Before the start of each year, parents of day students are sent information regarding day student transport.

College transport makes a return trip to Mbabane city centre for boarding students on Wednesday afternoons and Saturday mornings.

Public Transport

The officially recommended taxi fares at the time of writing (2009) were:

Mbabane to WK E50

Matsapha Airport to WK E150

Motorised vehicles

Students may not bring a motorised vehicle on to the campus without having first obtained the Principal's permission in writing. This includes vehicles belonging to parents or friends.

A student who possesses a motorised vehicle may not give a lift to another student or allow him/her to drive it while either is under the jurisdiction of the College, unless special written permission has been obtained from the Principal.

Insurance does not cover accidents to passengers on the back of open vehicles, and therefore no student under the jurisdiction of the College may accept a lift or travel on the back of such a vehicle.

Hitchhiking

The College strongly discourages hitchhiking.

RESIDENCES

All residences have a public pay phone, card operated in Emhlabeni.

Ekukhuleni

Ekukhuleni, the residence for Form 1, 2 and 3 boarders, can accommodate just fewer than 90 students in pairs in cubicles (or "cubies"). Cubicles are small!. Each cubicle has a bunk bed and wardrobe. There are common areas for both sexes which includes the Games Room, where there is a table football table and the Common Room, with TV and video facilities.

Each day there is one male and one female residence tutor on duty. All wings have direct access to a staff house in case of emergency at night.

The daily routine in Ekukhuleni is focussed on encouraging students to begin to self responsibility, with the emphasis being on educating them on routine issues in preparation for greater responsibility in Esiveni. As in all the residences there is a chores rota in which all students are required to participate.

Esiveni

Esiveni accommodates up to 110 Form 4 and 5 boarders. There are separate floors for boys and girls with ablution blocks on each floor. Most students have their own individual "cubie". This is a compact, lockable room with bed, desk and limited storage space for clothes and other belongings. There is a common room with TV and video facilities.

Each day there is a residence tutor on duty and students have direct access to two staff houses attached to Esiveni. There are a number of residence rules which must be adhered to but, for the most part, students are given a good deal of independence and are expected to act in a responsible manner without constant supervision. In addition all students are required to take their turn in carrying out certain weekly chores.

Emhlabeni and Elangeni

The IB residence, Emhlabeni, can accommodate up to 130 students. It consists of separate wings for males and females, a common room, computer centre, library, TV room and kitchen.

Most of the students have individual rooms (cubies) with a bed, desk and drawer and wardrobe. There is also storage space provided for suitcases and trunks etc.

Bathroom facilities are communal for each sex. The central common area consists of a large common room, computer room, TV room and equipped kitchen. Computers offering elementary word processing, database and spreadsheet software is available to students. Students are encouraged to bring their own personal computers but it should be emphasised that storage space is limited and individual insurance cover should be arranged. Access to fax and e-mail facilities is possible in Emhlabeni.

Elangeni provides accommodation for a maximum of 18 IB boarders in shared rooms and a further 48 students in new, single cubicles and in some instances shared accommodation. There are separate wings for boys and girls, with a common sitting room, games room, and kitchen/dining room. Each boarder has a cupboard with a limited amount of hanging space, and a desk. There is wireless access to the internet.

There are three teachers' houses attached to the Residence, so that students have access to teachers during the night, in case of an emergency. There is a comfortable family atmosphere in Elangeni.

The emphasis in Emhlabeni and Elangeni, as throughout the College, is to encourage students to develop their own sense of responsibility and self discipline and the organisation of the residence allows for a considerable degree of student involvement in the day-to-day administration.

IB students are allowed to leave the campus during the day and at weekends (after having followed the appropriate check-out procedures) but are required to attend all classes and activities for which they have registered and to be on campus by 6.45 p.m. during the week.

Holiday arrangements

Accommodation is not generally available at the College during the vacations; consequently, students who do not return home should be prepared to make their own arrangements (finances for board and lodging) during this time.

Some IGCSE and IB examinations in European languages are offered only during the May examination session, and sometimes the dates of these examinations falls during the school holiday. In this instance, boarding provision will be made for boarding students at the time of the examinations.

GLOSSARY

The following are terms which are in common use at the College and may not be familiar to people from elsewhere. Entries are arranged alphabetically.

ACADEMIC REVIEW - a meeting of a student together with his/her tutor and Academic Coordinator, chaired by the Deputy Principal, to discuss the student's progress.

ASSEMBLY - a gathering of students for notices and announcements delivered by the Principal, Deputy Principal, staff and students.

BAKKIE - small open backed pick-up truck

CASUAL EXEAT - permission to leave campus for part of the day when such exeats are allowed.

COFFEE BAR – small dances organised by student groups and residence staff usually catering exclusively to the residents of that hostel or a particular age group.

COMMON ROOM - student lounge/recreation areas attached to residences.

CUBIE - cubicle, student's room.

CUMULATIVE ACADEMIC RECORD - permanent record of student's marks.

CYCLE - period during which students are assessed; hence cycle grades.

EXEAT - (1) permission to leave campus (2) period of time to which this permission applies.

FORM - a student's year in the college - see Page 8 for equivalents in other countries.

GIB - abbreviation for General Information Brochure.

HIGCSE - Higher International General Certificate of Secondary Education.

HOLIDAYS - breaks between terms, vacations.

IB - abbreviation for the International Baccalaureate, the senior educational programme at the college.

IGCSE - International General Certificate of Secondary Education: the courses followed at Forms 4 and 5 level.

KIT - sports gear and equipment.

LONG WEEKEND - a weekend which is unusually long due to a public holiday or College holiday on the Monday or the Friday

MARKS - grades

POCKET MONEY - sum of money automatically entered in all boarding students' accounts which can be withdrawn on a weekly basis for everyday expenses. The Bursar, normally before Wednesday afternoon exeats at a specified time and place, hands out pocket money.

PREP - (1) work assigned in class, to be completed outside class (2) evening

study period set aside for completing this work (at which attendance is compulsory for boarding students).

PLAYGROUND – grassy area between the library and the dining hall.

REPORT - a report sent to parents at the end of each term of a student's most recent grades, together with a written assessment by teachers and tutor of the student's current standing.

REPORT CARD/DIARY - procedure by which a student who has not met his/her academic or behavioural expectations must report daily to teachers who monitor the student's progress. The card is initialled and commented on by each teacher during the course of this reporting.

RESIDENCE - building which houses boarding students. Sometimes referred to as hostel.

SD - a commonly used written abbreviation for Swaziland.

SOCIAL – a major school dance organised by the SRC. They can cater to the lower school, upper school or the entire school depending on the SRC social calendar.

SURGERY - nurse's (or doctor's) consulting rooms

TUCKSHOP - shop on campus selling sweets (candy), soft drinks and crisps (potato chips).

TUTOR - member of staff assigned to a group of students in a particular grouping of years, for their personal and academic guidance.

TUTOR PERIOD - scheduled meeting between tutor and tutees.

WEDNESDAY TOWN RUN - The College provides transport for boarding students to Mbabane and back on Wednesday afternoons.

A greeting conversation in SiSwati:

"Sawubona, Nkhosi!"

"Yebo, Nkhosi!"

"Unjani?"

"Ngikhona. Unjani wena?"

"Ngikhona nami."

"I see you, friend."

"Yes, friend"

"How are you?"

"I am well. How are you?"

"I too am well."