



## **MICTEC INTERNATIONAL SCHOOLS**

*\*CO-EDUCATIONAL \*DAY/BOARDING*

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### **HOSTEL GUIDE**

#### **INTRODUCTION:**

**MICTEC INTERNATIONAL SCHOOL HOSTEL** was established as an essential part of the school management's vision to build a monumental citadel where excellence in childhood education is of paramount importance.

#### **FACILITIES**

The **HOSTEL** has standard and decent separate accommodation for both boys and girls with modern conveniences, dining room, reading room\ e-library, furnished common room, clinic, reception, etc.

#### **OUR AIM/OBJECTIVES**

The management's vision is to create a professionally certified environment for building young minds through sheltering them from unnecessary distractions, vices and ills of the larger society.

To help students identify and appreciate the worth of unity, dignity in labour, also to develop in them a sense of discipline, self-confidence and self-identification, no wonder, the school management congratulates all students privileged to partake in this provision.

#### **REGISTRATION**

Students seeking for hostel accommodation in the school must indicate in the form provided by the school at the Administrative block and they are required to pay the hostel fees in advance.

Newly admitted students are expected to complete and submit the following on/before moving in.

- a. Students personal data form

- b. Medical form
- c. Students undertaking
- d. Evidence of payment

**FEES:** All payments must be made before resumption termly. No student will be allowed into the hostel without full payment of school bill at the beginning of each term.

**NOTE:** A child considered to be medically unfit may not be admitted.

### **GENERAL RULES AND REGULATIONS FOR STUDENTS IN THE HOSTEL**

There will be one on one orientation on arrival of hostellers and general orientation to guide them on the mode of operation in the hostel. This orientation shall cover the whole facet of the hostel activities, student's behaviour towards each other, prep, siesta, meal and other hostel life.

The house master and house mistress shall be in charge.

All students are subject to discipline, sanctions for breaking general rules and regulations of the school hostel.

- ❖ Students' luggage must be inspected by the house master/matron for clearance and confirmation before being allocated into the appropriate room/bed space.
- ❖ Once fixed up in a room, there shall be no exchange of room or bed space between learners.
- ❖ Student's personal belongings must be well marked/labeled for easy identification.
- ❖ Only the admitted students are allowed in the hostel i.e no squatting or loitering within the hostel premises by non-residents.
- ❖ The house and Sunday wears, bed-sheet and pillow slips, hats (for girls only) are expected to be purchased from the school.
- ❖ Other things such as nightgown, pajamas, coverlet, underwear, footwear, toiletries and other things like mattresses are to be brought from home.
- ❖ Students are not allowed to take any school property out of the hostel.
- ❖ Students are strongly advised not to touch, write/paste on, or abuse the walls of the hostel.
- ❖ Libelous writing and publications are not allowed in the school hostel.
- ❖ All students must compulsorily observe the siesta hour, no moving around.
- ❖ All students must do their assignment during assignment prep.
- ❖ All students must maintain the general prep rules which include no copying of note from other learners.
  
- ❖ Wake up time and light out must be duly obeyed by all students.

### **PROHIBITS:-**

- Mobile phones
- Computer games

- Hard currencies
- Other wears apart from hostel and school wears should not be brought into the hostel; such items seized will not be returned but sent to charity homes.

## **VIRTUAL CLASSES**

All learners are expected to come with their personal laptops for online classes which come up once every month. The laptops will be inspected/checked regularly by the school's IT officer for inappropriate contents or downloads.

## **NOT IN OUR CULTURE:**

Stealing/theft, fighting, smoking, drunkenness, night outings, homosexuality, lesbianism, immorality in any form and gambling are forbidden in the hostel.

**TIME:** Life in the hostel is well programmed. Every student is conditioned to obeying the set time for every activity. Therefore at the sound of the alarm which signifies time for a particular activity, the hostel prefect and house master/mistress must ensure all student adhere. No student is allowed to live a timeless life.

- ❖ Students are to wake up early at the sound of the bell and prepare for school, under the supervision of the matron.
- ❖ All students are expected to participate in the morning devotion.
- ❖ Students must lay their beds, maintain other personal hygiene. Hair, nails, teeth, etc, should always be well groomed, be kept clean and neat.
- ❖ All students leave the hostel for school by 7:30am.

**LANGUAGE:** Students' language at all times must be English. Pidgin, vernacular, foul language; gossip, backbiting, slanderous words are highly prohibited and punishable.

**DAMAGE TO SCHOOL PROPERTY-** Students who damage any of the school property would be surcharged.

**POCKET MONEY:** Students in the hostel are not allowed to bring money/cash into the hostel, hence parents are to make payment for sundry expenses into a designated school account where the child/ward is expected to collect specified amount from the account officer on daily basis or as may be required such as haircut, hairdo etc.

## **LAUNDRY AND GENERAL CLEANING OF THE HOSTEL**

School has made arrangement for the general cleaning of the hostel premises, but students are responsible for their laundry and cleaning of their rooms. They are to ensure that the toilets are not abused and litters are

emptied into the waste basket. Students belonging especially clothes are to be kept in the wardrobe after usage and not on the bed, in the common room or any part of the hostel.

Indiscriminate dumping attracts punishment. Hostel rooms may be inspected/checked by the school management at any time.

### **PROVISION FOR MEDICAL ATTENTION TO RESIDENTS**

All illnesses must be reported at the school clinic for prompt attention but in the case of a serious illness students are either confined in the medical Centre or sent home for proper treatment.

### **RESPECT AND DISCIPLINE**

Rudeness to the House Master/Matron and other members of staff in the hostel will attract severe disciplinary action. Learners are to respect their hostel master/mistress and also respect one another irrespective of class (Junior to Senior, and vice versa).

### **THE HOSTEL BELL**

It is mandatory for students to obey Hostel bell whenever it is sounded, failure to obey is punishable.

All learners should be taken to the school at the same time. No learner is permitted to remain behind in the hostel; any student not ready while others are leaving will be punished.

### **VISITING/OUTING DAY**

- ❖ Visitors will only be allowed into the hostel reception (not rooms please) on the visiting/outing day, which takes place on the 3rd Saturday of every month.
- ❖ They are expected to pass through the normal clearance and identification at the reception, it should be noted that students would be held responsible for his/her visitors' behaviour.
- ❖ Students from single parents must always obtain clearance card from the Matron/House Master before they can be taken out.
- ❖ Except on the outing/visiting day, no student in the hostel should be seen outside the school/hostel premises. Students caught shall be severely punished or expelled from the hostel.
- ❖ Written permission (Exeat) would be required from the Group Head by any learner going out of the hostel on other days

### **MODE OF DRESSING WITHIN THE HOSTEL**

All learners are expected to be in their house wear within the hostel. The hostel management strongly discourages learners from wearing skimpy/transparent wears, pajamas, under wears and tying of towel outside their respective rooms. Learners must adhere to the school/hostel's dress code at all times.

## **DAILY MEAL**

All learners are expected to walk down into the dining hall at the sound of the bell; no learner is allowed to take food into the room. A learner must not take another learner's meal. Learners are to observe table manners at all times.

## **CO-CURRICULUM ACTIVITIES**

Learners engage in sports activities at weekends. Also, the school has provision for board games like monopoly, chess, scrabble, drafts and table tennis for relaxation and total recreational enjoyment.

## **MID-TERM BREAK/PUBLIC HOLIDAYS**

- ❖ Boarding students are all expected to go home during the mid-term break to enable them bond with their parents/guardians and also to recoup all necessary needs.
- ❖ Public holidays: It is not compulsory for students to go home for any public holiday, except where necessary. Students are given special treats on public holidays. This is to enable them feel homely and loved.

## **PASTORAL CARE**

- ❖ **Monthly Prayer Night:** Every Friday of the month, reputable pastors are invited. This is to build in them spiritual and godly attitude.
- ❖ **Counseling unit:** with the help of our professional counselor, the boarders are given counsel and guidance on moral, academic and spiritual issues.
- ❖ **Health care system:** The school makes provision for medical attention, but in case of serious illness, boarder(s) is/are confined in the approved school's hospital or taken home for proper treatment where necessary.

## **BOARDERS DAY**

This is a day to showcase the overall development of the students in the boarding house.

**DIRECTOR'S INTERACTIVE SESSION:** Boarders are privileged to meet and dine with the school's director, at least once every term. This is to enable them have a close relationship with the school's director and share their minds on how to move the hostel ahead positively.