

Watershed College



GUIDE TO NEW PARENTS & STUDENTS





Vision Statement

To be the leading, most preferred and Internationally acclaimed education institution in Zimbabwe producing world-class high school and agricultural graduates.

Mission Statement

Our mission is to provide world-class all round high school and agricultural teaching and training through qualified professionals using state-of-the-art resources and technology in a conducive environment.

Values

Our shared values are informed by Christian ethos and included among them:

Professionalism

Trust and Integrity

Commitment

Innovation

Discipline

Respect

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Watershed College is a member of the Association of Trust Schools in Zimbabwe and a member of CHISZ. We are dedicated to developing well qualified young people of excellent character using the principles of Christian education across all disciplines and activities.

Our education is holistic and premised on the following four pillars: Academics, Sporting, Cultural and Spiritual

Academics

The academic curriculum at Watershed College has been designed primarily to prepare students fully for the Cambridge IGCSE and 'A' Level examinations. The basic philosophy is to offer a broad range of subjects throughout the six years of study. In the first year, students will be expected to study all subjects offered and from this broad base, they will make choices each year which will narrow the range of subjects studied, according to their individual interests. In addition, subjects relating to Life Skills have been incorporated into the curriculum. Important amongst these subjects are courses related to Christian Education and Career Guidance which are both taught to all forms.

At Watershed College, we seek to provide our students with an opportunity to innovate and create. We teach them critical thinking and independent learning skills. We want students to question, explore and experiment independently and creatively. Our curriculum helps the students to explore the world around them and learn to apply knowledge. The students are offered opportunities to ask questions, look for answers, make choices, and learn to live with the consequences of their decisions. This is education at its best – equipping our students to face the future with confidence and fortitude.

**For full list of academic subjects refer to our website (www.watershed.ac.zw) under the academic section*

Learner Support Programme

We at Watershed College know that students walk into our classrooms with a wide range of abilities. Our goal therefore is to ensure that each student excels and produces results.

Our learner support programme offers individual tuition and attention to pupils with minor or severe learning difficulties and access accommodation in their writing of Cambridge examinations such as: extra time, up to 25% of the total examination time, enlarged print for those with low vision, reader, scribe and medical breaks during writing.

The College also has an eclectic counselling centre and discipline is based on restorative practices.

Boarding

The House System

There are three houses: Chinyika, Gombora and Nyakambiri, each with two hostels, one for boys and one for girls. Thus, in total, the College has six boarding hostels. In addition, there is also a Day Scholars common room, which caters for about 5% of our students, comprising mainly staff children and local boys and girls from in and around Marondera.

Hostel Design and Facilities

The hostels are almost identical in size and design. Each hostel is divided into four wings and there are eight cubicles in each wing. Each cubicle accommodates two students, each of whom has a bed, a desk, a chair, a locker and a bookshelf. Boys or girls of the same age group are housed together in a wing. Two wings share common bathroom and toilet facilities. There are a number of single and double rooms spread across the hostel and each of these accommodates one or two senior students. Separate showers and toilets are provided in each wing for the senior students.

Every hostel has a common room in which meetings and roll-calls are held and students can enjoy various forms of entertainment at prescribed times. Each common room will normally have a machine to dispense hot beverages and a large flat-screen television with full satellite dish facilities.

Hostel Life

The hostel is the centre of a student's life. Here learning continues long after the end of formal classes and co-curricular activities. Not only are there supervised prep sessions six days a week, but there is also the opportunity to develop character as the students learn to manage their time and studies, and to live responsibly and respectfully with each other in the College.

All students are expected to make their own beds, keep cubicles/rooms clean, take turns to sweep passages, empty litter bins and to keep their personal property secure. On Sundays, all borders are responsible for the general cleanliness of their hostels.

All students are expected to attend chapel services on Thursdays and Sundays. These services are mandatory for all students.

Watershed is a home away from home for the boys and girls, a place where self-discipline, tolerance, solidarity, loyalty, leadership and lifelong friendships are cultivated.

The hostels are manned by a reliable, professional 24 hour security service.

Hostel Staff

The College staff is guided by a child protection and safeguarding policy.

In the hostels, House parents, each supported by three assistants, have the responsibility of looking after the boys or girls under their care. They monitor the academic and personal development of each student and ensure that the environment is nurturing, safe and comfortable. Like the natural parents, the house parents talk to the boys or girls regularly, making sure that they are coping with the demands of boarding life and taking advantage of everything that the college offers. It is expected that a close relationship is formed between the student and the house parent and that the latter becomes a trusted adult who will listen to and advise the students as they deal with the problems associated with being a teenager.

For each hostel, students in a particular form are also assigned a tutor. The tutor is de facto parent who supports not only the work of the house parent, but also that of the classroom teacher, the sports coach and the club patron. He or she acts as a mentor and confidante to the students, monitoring their progress in all areas of school life, and supporting them as they work to meet the requirements of a full and exciting programme.

Catering

The College dining hall provides healthy, well-balanced meals for all boarders and ensures that boys and girls with special requirements are catered for. During the week, snacks and juice are provided for all students at break and day scholars also join the boarders for lunch. A food committee, comprising staff, representatives from the caterer and a number of student leaders meets regularly to ensure that the highest standards are maintained in the dining hall.

Special diets for medical or religious reasons only, will be given by San Sisters. 'Fads' are not catered for. A large portion of the food is "home" grown on the Watershed Farm, for example tomatoes, cabbages, onions etc.

NB*

TUCK

Students may bring tuck to school. The tuck should comprise dry goods only, such as sweets, potato chips and biscuits. Tinned foods, cereals, noodles, sauces, peanut butter - those that require some form of preparation are not allowed and should NOT be brought to school. These will be confiscated by hostel staff if found in students' possession. The confiscated stuff will be donated to charity organisations. Chewing gum and any form of energy drinks are not allowed.

TUCK SHOP

There is a tuck shop at the school from where students can buy soft drinks and other things.

What happens if you get sick?

A clinic registered with the Ministry of Health and Child Welfare, with qualified experienced nursing sisters, serves the students. There are daily consultation times. In case of an emergency, pupils are taken through to Borradaile hospital in Marondera. A doctor and a physiotherapist visit weekly. The clinic is also a member of a local private hospital and is covered by MARS ambulance.

External Doctors' and Dentists' Appointments

Please ensure that all doctors' and dentists' appointments (unless emergency) are made during the holidays and on exeat weekends.

The resident doctor in Marondera treats students. It is recommended that all parents register their children with a reputable medical aid society. Children without medical aid cover are expected to pay cash for consultations. The school will undertake to pay the bill for any medication required, on the understanding that the school is reimbursed immediately on receipt of an invoice.

UNIFORM LISTS

The following are the minimum requirements for Boarders and Day Scholars

GIRLS (F1-4) UNIFORM LIST

	NUMBER'S 1 UNIFORM		SPORTS WEAR
1	Blazer (Navy Blue)	4	White Golf Shirts
2	School Ties	2	Pairs Navy blue Boxer Shorts
2	Sky Blue Shirts (Long/Short Sleeved)	2	Pairs White Boxer Shorts
4	Beige Skirts	2	Pairs N/ Blue Long Socks & Garters (Hockey)
3	Girls Beige Slacks – Winter	2	Navy Blue Towels for Swimming
		4	pairs White Ankle Socks
	REGULAR UNIFORM (Number 2)	1	Tennis Racket and 1 Hockey Stick
4	Floral blouses	1	Navy blue / Turquoise Swimming Costume
2	Turquoise Jerseys & Sleeveless (1 single knit & 1 double knit)	1	Navy blue swimming cap
6	pairs Beige Short Socks	1	Pair “takkies”/ Track Shoes
2	pairs Dark Brown school shoes with buckles, or lace-ups	2	Standard School Tracksuits
2	White Floppy Hats	1	Golf Shirt (House Colour)
1	Navy Blue Fleece pullover(for winter)		
1	Navy Blue Small Fleece blanket, Gloves, Scarf & a beanie (winter)		

BOYS (F1-4) UNIFORM LIST

	NUMBER'S 1 UNIFORM		SPORTS WEAR
1	Blazer (navy blue)	4	White golf shirts
2	School ties	2	Pairs white boxer shorts
2	Sky Blue shirts (short/long sleeved)	2	Pairs Navy Blue boxer shorts
2	Pairs Beige Trousers	2	Sky blue rugby Jersey's
1	Pair Brown Shoes (Lace – ups)	2	Pairs Navy blue long socks & garters
2	Short Beige Socks	2	Towels for Swimming – Navy Blue
		2	Pairs white short Ankle Socks & 2 Long
	REGULAR UNIFORM (Number 2)	1	Tennis Racket, Hockey Stick & Cricket Bat
4	Pairs Khaki Shorts	1	Navy blue & Turquoise Swimming trunk
4	Khaki Shirts	1	Navy blue swimming cap
6	Pairs Grey Socks, 2 pairs Garters	1	Pair “takkies”/ Track Shoes
2	Turquoise Jerseys sleeveless(1 single knit and 1 double knit)	2	Standard school tracksuits
2	Pairs standard Beige Veldskoens / farmer's shoes	1	Golf shirt (house colour)
2	White Floppy Hats	1	1 pair Long White Trousers (Team Cricket)
1	Navy Blue fleece pullover (winter)		

1	Navy Blue Small fleece blanket, gloves, scarf & beanie (winter)		
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UPPER SCHOOL UNIFORM LIST (L6 & U6)

	SCHOOL UNIFORM		SPORTS WEAR
1	Navy Blue Blazer L6, Cream Blazer U6	4	White Golf Shirts
2	School Ties	2	pairs Navy Boxer Shorts
2	V-neck Jersey white for No's 1 & Navy Blue for No's 2	2	Pairs Blue Long Socks & Garters (Hockey)
4	Blue Shirts Form 5, White Shirts Form 6	2	Towels for Swimming – Navy Blue
4	Navy Blue Skirts or Slacks for girls	4	pairs White Ankle Socks
4	Navy Blue Longs for boys	1	Tennis Racket and 1 Hockey Stick/Cricket bat
4	Khaki Shorts	1	Navy blue / Turquoise Swimming Costume
6	Pairs black socks No's 1, Long grey socks No's 2 (for boys)	1	Navy blue swimming cap
2	Pairs black shoes, (flat shoes & 6cm court shoes for girls)	1	Pair "takkies"/ Track Shoes
2	White Floppy Hats	2	Standard School Tracksuits
1	Navy Blue Fleece pullover (winter)	1	Golf Shirt (House Colour)

STOCKISTS FOR THE COMPLETE WATERSHED UNIFORM: Enbee (Harare J.Moyo Ave 0242752696, Marondera 0652324553), Machipisa Stores Marondera (0652323313), Harare, 6 Honey Dew Lifestyle Centre, Greendale 0773532047/0772750627, Glen Abbey (Mt Pleasant, Harare 0242338351)

	OTHER ESSENTIALS FOR ALL STUDENTS (F1 - F6)		LINEN
6	Underwear	2	pairs sheets
6	Sets Civvies/ casual wear (Strictly 6 Only)	2	Pillow cases
1	School Suitcase or Bag	2	Towels
1	Kit bag		Blankets (more in Winter)
1	Laundry Bag		Bedcover/Throwover/Duvet /comforter
1	Mug (China/ Pottery)		Pillow(s)
24	Extra name tags		
3	Combination Keys		
	Mosquito Repellent		STATIONERY
1	500mls - Alcohol based Hand Sanitizer		Mathematical set
5	Washable Navy/Black Standard Face masks		Book Covers – Khaki & Plastic
		1	Pocket size English Dictionary
		1	Bible
		1	Library book Donation of your choice

SPORTS/ HOUSE COLOURS

Chinyika - Yellow; Gombora - Navy Blue; Nyakambiri - Red

NAME AND LAUNDRY TAGS

Chinyika Boys – Yellow; Chinyika Girls – Green; Gombora Boys – Blue; Gombora Girls - Orange
Nyakambiri Boys – Red; Nyakambiri Girls - Purple

Please mark all items with BOTH the name and laundry tags very carefully; unmarked items will not be laundered. We take no responsibility for unmarked lost items.

General Rules for uniforms

- School skirts should be knee length or slightly below.
- If skirts are above the knees or shorter, students will be asked to buy new skirts.
- Skirts should not be too tight such that they ride up.
- Sleeves on school jerseys, tracksuits and fleeces should not be rolled up.
- At no time should jewellery be worn.
- Only very small studs and earrings should be worn with uniform, no dangling or fancy earrings.
- Earrings should not be worn on the upper lobe of the ear, nose or eyebrows.
- Jewellery will be confiscated if worn, and only collected from the senior woman at the end of the term.
- No makeup may be worn at any time, except on special occasions e.g. dinners.
- Nail vanish is not allowed.
- The track suit, in particular, bottoms should be worn over the navy blue shorts at all times except when on the sporting field (for girls).
- Fleece is only allowed in winter 2nd term and only on very cold days in summer. In winter Fleece should not be worn with No.1 uniform.
- Always leave hostel with the correct combination of dress. School uniform and civvies/tour kit should not be worn together.
- Civvies and tour kits may be worn after 17:15hrs.
- Indecent or offensive civvies will not be tolerated e.g. short skirts, bare back, half tops and strapless tops.
- Leggings should be worn with dress tops of a decent length.
- No hats and slippers may be worn in the dining hall.
- Watershed floppy hats should be worn as from lunchtime. No dirty whites or off-whites.
- CAPS ARE NOT ALLOWED.

What to wear and when

Numbers one uniform to be worn by all students:

- When travelling to and from school
- At public functions outside the school
- At formal school occasions
- At the beginning and end of term
- At exeat weekends and when signing in and out of the school
- At chapel on Sundays – compulsory to attend chapel

In winter, both boys and girls will need the navy blue fleece pullover, trousers/slacks, navy blue gloves, scarf, beanie and small navy blue fleece blanket.

Dress code during weekend and after 1730hrs

On Saturdays the school tracksuit is worn

Casual clothes may be worn after 1730hrs Monday to Saturday and on Sundays after Chapel.

NB: White floppy hat to be worn by all students every day after lessons. No hats may be worn indoors i.e. in the dining hall, classrooms and chapel.

Sports clothing: As specified for individual sports

School Tracksuits – to be worn at matches. First team tracksuits are to be worn by students in first teams.

Tennis – navy blue shorts and white golf shirt for practice. The only foot wear allowed on tennis courts is tennis shoes or the equivalent.

Rugby – sky blue rugby jersey, white shorts and navy blue socks. A second rugby jersey is advisable for practice.

Cricket – White golf shirt, white shorts, white socks and cricket hat. Seniors will play matches in white cricket long.

Hockey – White golf shirt, navy blue shorts and navy blue socks.

Basketball - White golf shirt, navy blue shorts and white ankle socks.

Swimming – School navy blue & turquoise costume/trunks.

Matches – team kits

NB: Students must wear the appropriate clothes for each sporting discipline.

Travelling sports teams should be in sports kit and blazer or sports kit, full tracksuit and white floppy hat.

House T-shirts will be worn for house matches only.

Tour kit – only for touring teams.

Students must come with their own tennis racquets, hockey sticks, shin pads, cricket boxes and cricket bats as these are not provided by the school.

GIRLS HAIRSTYLES

- I. Braids must be black in colour (shade number 1), ginger, red or orange tints at the ends of braids are unacceptable. Any students found with such colours will have the braids cut off or they shall be asked to undo them.
- II. Dreadlocks and exotic hairstyles are strictly forbidden.
- III. Braids should be of shoulder length for F1-F4 girls and only L6 - U6 girls may extend braids to the mid back.
- IV. Hair or braids must always be tied up at the back or in a high pony with plain white or navy blue scrunches (hair elastic band). Alice bands should be navy blue or white and black for U6s only.
- V. Hairstyles should be renewed/redone on F/F/ weekends; a hairdresser will only be made available to correct wrong hairstyles at the House parent's discretion and will be charged to the parents account.
- VI. Cornrows - Should be neatly done.
- VII. Natural hair should be short and neatly combed at all times.

BOYS HAIRSTYLES

- I. Hair should be kept short at all times, preferably in a Basic English cut. It should be natural, free of curls and free of hair gels and dyes.
- II. Exotic hairstyles are not allowed.
- III. Boys should be clean-shaven at all times. Beard, moustaches and sideburns are not allowed.

Laundry

Laundry is collected and returned twice a week. **The clothes must be clearly labelled and have the appropriate laundry and name tags.** Only small items of clothing may be hand washed by the students and hung on the laundry lines that are provided in the hostels. Boarders use own washing powder/soap and pegs.

The Daily Routine

05:00	Morning fitness
05:30	Shower
06:00	Bell
06:25	Inspection
06:30	Breakfast
07:30	Chapel
07:40	Lesson 1 - 4
10:40	Break
11:00	Lessons 5 - 8
13:20	Lunch
14:00 - 15:00	Clubs Monday afternoons
15:00 – 16:00	Sports session 1 / Lessons
16:00 – 17:45	Sports session 2
18:00	Supper
18:45 - 20:45	Supervised Prep
21:30	LIGHTS OUT Forms 1 - 3
22:00	Late Study Forms 4 - 6

Weekend routine

Saturday

06:30	Breakfast
08:30	Sports Fixtures
13:00	Lunch
18:00	Supper

Sunday

07:45	Breakfast
09:00 - 10:00	Sunday Chapel
10:30 - 11:30	Study
11:35 - 12:30	Rest
12:30 - 1300	Lunch
17:20	Supper

Communication Channels

Effective communication is encouraged through the correct channels.

The parents' mailing list is managed through the Marketing Officer via email and broadcast lists. If you are not receiving any communication please send your details on email: marketing@watershed.ac.zw and WhatsApp: 0782996465 to ensure that you are on the mailing and broadcast lists so as to not miss any important information and updates from the College.

The school landline numbers are as follows: 065 2323172, 065 2323438, 065 2321466

Email addresses and cell numbers for the following offices:

Head's secretary – secretary@watershed.ac.zw - 0777 074092

Reception – enquires@watershed.ac.zw - 0786 557420

Bursars – bursar@watershed.ac.zw - 0782 864299

Enrolment – enrol@watershed.ac.zw - 0786 557421

The offices and boarding houses are linked by phone from the main switchboard. There are set times for pupils receiving incoming calls in their house common rooms. Students may have cell phones but have to follow the rules with regards to these.

*NB Form 1 in their first term are not allowed to use cell phones. They are only allowed from second term onwards.

Students should be encouraged to communicate with their House Parents first before calling home.

House Parents contact details are included below. They are the first port of call regarding your children should any concerns arise. Please do not hesitate to contact them, they are available for you.

Nyakambiri

Boys

Phone number - 0786 626 446

nyakambiriboys@watershed.ac.zw

Girls

Phone number - 0786 626 445

nyakambirigirls@watershed.ac.zw

Gombora

Boys

Phone number – 0786 626 441

gomboraboys@watershed.ac.zw

Girls

Phone number – 0786 626 440

gomboragirls@watershed.ac.zw

Chinyika

Boys

Phone number - 0786 626 443

chinyikaboys@watershed.ac.zw

Girls

Phone number – 0786 626 442

chinyikagirls@watershed.ac.zw

Visiting Lists

No children may be visited or taken from the school by anyone other than those designated by the parents/guardians on the list provided. No changes or additions to this list will be allowed except in writing by the parent/guardian.

- Visiting of students after 1800 hrs is not permitted
- Weekend visiting (other than by parents) is restricted to 0900 – 1200, after which security will not permit entry to the campus.
- Visitors to the College are requested to show consideration to the community by not using car radios to make excessive noise and by driving within the 20km per hour speed limit.
- No men are allowed in girls hostels.

When can you go home – and who can sign you out?

- Only adults on the signing out list can sign a pupil out.
- Signing out times are on Saturdays after all sporting and cultural activities have been completed. The signing out times will be detailed in the term diary.
- Signing out at weekends before the prescribed time is done only after a written request has been made to the Head by the parent/guardian at least a week in advance. Such requests must be followed up by a telephone call for confirmation.

When do you have to return to school after a weekend?

By 7:00 am on Monday OR by 5:30 pm on Sunday. The FIRST weekend of each term is closed for all boarders. The LAST weekend of every term is CLOSED for all pupils. Any special requests should be made in writing to the Head at least a week before the date.

What happens at a fixture free weekend?

There are two fixture free weekends each term; these usually begin at 10:40 a.m. on a Friday and end with Roll Call at 10:00 a.m. on a Monday.

There is a mid-term break each term; this starts on a Thursday at 10:40 a.m. and ends with roll call on a Tuesday at 10:00 a.m.

Buses for Fixture Free Weekends

Bus transport is provided to Harare OK MART. Only cleared students will be allowed to use buses. If you want your child to use the buses, make sure your child's name is on the bus list by Wednesday. No last minute requests will be entertained. Please encourage your children to be responsible for making their own bus bookings from the outset.

The bus waits at OK Mart for one hour, after which it returns to Watershed with any students who are not collected by an adult.

Bus transport to Mutare – Mozambique

The local Independent schools share transport to and from Mutare and Mozambique.

Dates for fixture free weekends are in the school term diary. You will receive an electronic copy of this from the enrolment office each term as well as a hard copy from the House parent. If you have not received one please email enrol@watershed.ac.zw.

The Buses will drop off and collect students from OK MART in Harare only during the fixture free weekends. Note: All students are to be back by the stipulated times. Failure to excuse a late arrival will elicit an email from the head.

You will be billed each time you use the bus.

COVID-19 SAFETY MEASURES

In line with World Health Organisation (WHO) guidelines, Ministry of Health and Child welfare and Ministry of Primary and Secondary Education Standard Operating Procedures(SOP) for the prevention and control of COVID – 19, Watershed College developed an Infection, Prevention, Control Plan (1PCP) that allows college business to run smoothly without placing learners, parents and staff at risk.

Basic principles

Recommendations for healthy schools adopted by Watershed College to keep students, teachers, parents and staff safe at school and help stop the spread of this disease are:

- Sick students, teachers and other staff should not come to school
- The College will enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces
- The College will provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures
- The College will promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)

General Rules and Regulations

The general rules and regulations are derived from the Watershed Students Code of Conduct which should be read in detail. Find it on page 17.

Discipline - The College has a counselling centre and discipline is based on restorative practices.

Every Watershed College student is expected to show common sense, and respect in their behaviour at all times, with proper consideration for other people, both young and old.

Consequently, students are expected at all times to observe the common courtesies of greeting, standing up, taking off hats, no hands in pockets, giving way to elders and offering to help when and where needed.

The Head or Acting Head, has authority, from the Board of Governors in terms of the Constitution, section 8, paragraph 3, to expel, or request the removal of a student for any cause judged by the Head to be sufficient. (There is a declaration on the entry form signed by parents at the time of admission).

Cases of bullying, or of a student being found in possession of alcohol, tobacco, drugs or weaponry of any nature are not tolerated and are always referred to the Head through the senior master or senior lady.

No student is allowed in term time to drive a car unless the Head has given permission and they have a valid driver's licence. This permission will not be given without prior written authorisation from parents and is a privilege confined to 'A' level and ADC students only. A copy of the valid licence must be submitted with the request for permission.

No student may travel in a car driven by another pupil without express written permission from **both** sets of parents.

No student, whether day or boarder, is allowed to leave the school during the day without a valid gate pass issued by the Senior Master, Senior Lady, Houseparent or Head and unescorted.

Hitch-hiking is strictly forbidden.

Students must ensure that all personal items are marked with their name and the serial numbers of laptops, tablets, and other gadgets are registered with the house parent.

Borrowing and lending is strictly forbidden.

Other people's property must be respected. Damages to school property will incur charges. Ruins must not be damaged or disturbed nor the rock paintings defaced in any way.

Students are expected to behave in the dining hall in a civilised fashion. Food, cutlery or crockery may NOT be removed from the dining room.

Every student is required to pick up litter whenever they see it and place it in a bin. Each hostel has a litter pick zone around it. There is **ZERO** tolerance for litter.

CELL PHONE POLICY AT WATERSHED

1. Students are allowed cell phones at school.
2. Cell phones should **not** be used **for phoning or texting** in the following situations:
 - a) During lessons.
 - b) En route
 - c) In chapel.
 - d) In the dining hall.
 - e) During sports.
 - f) During clubs.
 - g) During prep.
 - h) After lights out.
3. Cell phones should not be used to access pornographic websites and sexting.
4. Cell phones may not be used for cyber-bullying.
5. Students are advised to keep cell phones on their persons at all times for security.
6. Cell phones should not be left unattended while charging.
7. It is the responsibility of the students to keep their cell phones safe. The school is not liable for any theft or other loss of cell phones.
8. Members of staff are authorised to confiscate a cell phone if the owner violates points 2, 3 and 4 above.
9. Confiscated cell phones are handed to the house parent for safekeeping and will only be handed back to the owner or his/her parent on the Thursday or Friday of the next fixture free weekend.
10. All cell phones should be submitted to houseparents after prep and will only be returned the next morning.

Out of Bounds areas

- a) The main road except when travelling officially to or from school
- b) The kitchen and workshop area
- c) All electrical and mechanical installations (boreholes, pumps, motors, valves, etc)
- d) Other people's property
- e) Railway line, including rock paintings
- f) Area beyond rugby fields
- g) "Witness Area"
- h) Workers' village
- i) Farm area South
- j) Staff houses and flats
- k) Girl's hostels for boys and vice versa

WATERSHED COLLEGE STUDENT CODE OF CONDUCT

Vision & Mission Statement

Our vision is to be the leading, most preferred and internationally acclaimed educational institution in Zimbabwe producing world-class high school and vocational graduates.

Our mission is to provide world-class, relevant all round high school and vocational teaching and training through qualified professionals using state-of-the-art resources and technology in a conducive environment.

Core values

Our shared values are informed by Christian ethos and included among them:

- Professionalism
- Trust and Integrity
- Commitment
- Innovation
- Respect
- Discipline

INTRODUCTION

The Code of Conduct defines the minimum standards of behaviour that are expected of all Watershed students. Compliance with this code will ensure that the rights of students, parents, staff and other stakeholders are respected so that effective teaching and learning can take place at all levels. Students who contravene the provisions of this code must understand that they face sanctions because they have threatened the security and safety of all members of the Watershed community and have prevented learning from taking place in a conducive environment.

It is imperative that every student takes the time to read and familiarise himself or herself with the full contents of this code.

SCOPE

This code of conduct applies to **all** students, Form 1 to Upper 6.

EXPECTED STANDARDS OF BEHAVIOUR

In line with the general rules and regulations of Watershed College, every student is expected to:

1. Show common sense and respect at all times, with proper consideration for other people, both young and old.

2. Greet staff, visitors and leaders cheerfully.
3. Stand up to greet or speak to staff and visitors.
4. Lift his hat to greet someone and remove it when talking to staff or visitors.
5. Ensure that hands are not in pockets when greeting or addressing people, or when in number ones.
6. Offer assistance when and where needed.
7. Respect other people's space and right to work. It is a selfish act to cause a disturbance when someone else is trying to concentrate, study or work.
8. Behave in a civilized way when in the dining hall.
 - a. Remain seated at your table unless you are collecting food or have been instructed to leave the dining hall.
 - b. Do not make noise but converse in a low volume with your table mates.
 - c. Do not take food, cutlery or crockery out of the dining hall.
9. Be punctual for all appointments. Arriving late for meals, chapel, class, meetings, practices, rehearsals and fixtures shows a selfish disregard for others' time and effort. Forgetting to keep an appointment is unbecoming of a world class student.
10. Show proper respect to everyone. Workers are part of the Watershed community who deserve our full respect at all times.
11. Respect school property and other people's belongings. Ruins must not be damaged or disturbed nor the rock paintings defaced in any way.
12. Assist in keeping the buildings and grounds neat and clean by picking up litter and placing it in a bin.
13. Ensure that all personal items are clearly labelled and the serial numbers of cell phones, laptops, tablets, and other gadgets are registered with the house parent.
14. Desist from all forms of bullying and intimidation. Physical, sexual, verbal, emotional and cyber bullying are not tolerated.
15. Desist from any form of romantic relationship and/or sexual activity.
16. Never bring firearms, knives, catapults or anything else which may be construed as a weapon to school.
17. Never bring alcohol, cigarettes or drugs to school.
18. Submit all medication to sisters at the sanatorium.
19. Adhere to all hostel regulations.
20. Adhere to the national and school covid-19 protocols.
 - a. Wear face mask.
 - b. Sanitise and wash hands regularly.
 - c. Maintain proper (one metre) social distancing.
 - d. Stick to the spaces allocated to you.
21. Adhere to the school cell phone policy.
22. Adhere to dress and hairstyle regulations.
 - a. Keep your hair neat and tidy.
 - b. Avoid all exotic hairstyles and stick to the ones allowed.
 - c. Do not wear necklaces, bracelets, wristbands or any such adornment. Girls only are allowed pierced ears, and only one set of studs.
23. Remain on campus unless a valid gate pass has been signed by the Head, Deputy Head, Senior Master, Senior Lady, houseparent or sanatorium sisters (on medical grounds).
24. Never go to any area designated as out of bounds. Girls hostels, bathrooms and toilets are strictly out of bounds for boys, and vice versa.

25. Obtain proper authorisation if one wishes to drive a car on campus and qualifies to do so. One must never carry other students in the car unless permission of both sets of parents has been granted.
26. Behave properly when travelling on buses. There must be no standing, no shouting, no throwing of litter out of the windows, and no sharing of benches/seats between boys and girls.
27. Lift up the name of Watershed and never do anything that brings the school into disrepute.
28. Apologise when in the wrong. Sincerity is a mark of good behaviour.
29. Have a heart of forgiveness.

Sanctions

Discipline in the school is based on restorative practices. The sanctions in this code are applied in situations where they are deemed to be the most effective way of correcting the student. Once imposed, the sanctions take precedence over any other activities.

The person who deploys the punishment will generally be the one responsible for the area or activity where the transgression occurred. This person may refer the matter to a higher authority if its magnitude so warrants.

Detention is used for academic infringement and is imposed by the subject teacher.

Manuals take a variety of forms and are usually administered by servant leaders, teachers, hostel staff, senior master and senior lady.

Other punishment will take the form of **natural consequences**. These aim at discouraging tardiness, playfulness, fooling around, disruptiveness and other such behaviours. Such punishments can be quick and effective, and can be administered by leaders and staff.

Examples of natural consequences are:

- Physical exercise for lateness and sports-related misdemeanours.
- Separating students who are disruptive.
- Litter pick for littering or passing by litter.
- Meal in silence for making noise in the dining hall.
- Translating Shona passage into English, lines style, for Shona speaking.
- Getting food last for cutting the queue in the dining hall.

Demerits

1. These are issued by the senior master or senior lady for misdemeanours referred to them.
2. Parents are informed each time demerits are issued.
3. They are issued according to the seriousness of the offence as indicated in the various levels.

4. Accumulation of 12 results in a warning letter of suspension. Parents will be informed.
5. Accumulation of 20 demerits results in an immediate seven-day suspension.
6. Accumulation of 25 demerits may, at the Head's discretion, result in the retirement of the student.
7. Demerits expire after one term if less than 12.
8. Demerits expire after two terms if more than 12 but less than 20.
9. Students who have accumulated more than 4 demerits will not qualify for colours and/or service awards that term.
10. Senior leadership positions will not be available to Lower 6 students who have accumulated 8 or more demerits for the year up to the point voting is done in the hostels.
11. Servant leaders who accumulate 6 or more demerits will be deblazered.

Classification of Misdemeanours

It would be impractical to identify every single misdemeanour that may be committed by students. However, examples of transgressions against normal good conduct are categorised into four levels, depending on their seriousness. **Level I** is the least serious while **Level IV** is the most serious. Every situation is dealt with in its context, taking into account the circumstances of the transgression and the character of the person involved.

Level I

This consists of relatively minor transgressions which do not have a direct impact on school property, other students or other members of the Watershed community.

1. Eating in chapel, class, library or other places where food is not allowed.
2. Late arrival for chapel, meals, class, prep, sports and club practices, assembly or any other meeting without an acceptable excuse or reason.
3. Waking up late and being late for inspection and morning fitness sessions.
4. Leaving before the permitted time from chapel, class, prep, sports practices, club activities, assembly or any other meeting without an acceptable excuse or reason.
5. Talking in class, assembly and during meetings being held by staff or other people in authority.
6. Hands in pocket.
7. Disrespect of leaders which includes backchat, inappropriate gestures, not giving way, not greeting or listening to instructions.
8. Failure to carry out instructions given by a member of staff or a leader.
9. Not standing up or removing hats when talking to staff or adults.
10. Not greeting staff or visitors, or standing up and lifting hats to greet adults.
11. Contravening hostel and chapel rules.
12. Dress code infringements.
13. Not doing work assignments, homework or leaving the required books and/or work at home/hostel.
14. Littering or defacing the image of the college.
15. Arguing with referees or unsportsmanlike conduct.

16. Using earphones outside the hostel, using cellphone in the chapel, dining hall, playing music on cellphone.
17. Shona speaking
18. Any other petty transgressions.

Level 1 sanctions

- **Verbal reprimand**
- **Manual labour**
- **Detention (cubie gating)**
- **Community service**
- **Natural consequences**

1 demerit: first incident

2 demerits: second incident

4 demerits: third incident

Level II

This consists of transgressions which may negatively impact on school property, another student or another member of the Watershed community.

1. The selling of goods to school employees or fellow students without the express permission of the Head or Deputy Head.
2. Not being clean-shaven, unless specifically exempted for religious or medical reason with the permission of the Head.
3. Hair not neat and tidy. Sporting an exotic hairstyle. Tinted hair.
4. Piercing of body parts which is visible in the normal day to day uniform.
5. Engaging in dangerous horseplay in any built-up area in the school: including hostels, classrooms (particularly laboratories), corridors, change rooms, swimming pool area, dining hall and chapel.
6. Public displays of affection.
7. Dishonesty by misrepresentation, selective presentation or omission of the truth.
8. Unauthorized absence from academic lessons, college fixtures, cultural/club meetings, sports practices, assemblies or other official gatherings as deemed compulsory by the school staff.
9. Breach or disregard for safety rules or security regulations as set out in general, or those pertaining to a particular area, such as laboratories, library or swimming pool area.
10. Unauthorized possession or use of any school property or the property of others.
11. Playing ball games in hostels, on lawns, classrooms or on the wrong courts or fields.
12. Disorderly or disruptive behavior in the classroom, school area or on the sports field, which is unacceptable to the norms as indicated earlier in the code of conduct.
13. Willful disrespect of staff, employees, visitors, seniors and peers.
14. Refusal to obey a reasonable request and/or lawful instruction given by a member of staff or leader.

15. Unacceptable behaviour on buses.
16. Driving a motor vehicle on the school property without permission.
17. Driving a motor vehicle around the school in a discourteous manner.
18. Any form of initiation practice or ritual.
19. Any other such misdemeanor.

Level II Sanctions

- **Manual labour/community service**
- **Sending the student back to hostel to sort out the problem**
- **Withdrawal from classroom**
- **In the case of haircut offenses, the boy/girl will be sent to a hairdresser.**
- **A removal of the privilege associated with the offence.**
- **A written warning to the parents informing them of the misdemeanor and suggesting a suspension from the school if it should occur again.**
- **Natural consequences**
- **Immediate suspension from school.**

2 demerits: first offence

4 demerits: second offence

6 demerits: third offence

Level III

This consists of serious misdemeanours which may result in wanton damage to school property, physical harm to another student or member of the Watershed community.

1. The possession of fireworks or any other explosive device without the expressed permission of the Head.
2. Defiance of a member of staff, or insolence to a member of staff.
3. Smoking or being caught in the company of smokers. Possession of tobacco.
4. Unauthorized absence from the school or school grounds.
5. Being found in an area designated as out of bounds.
6. Cheating in an examination or class test situation.
7. Endangering by personal or group action the property, health or safety of self or others.
8. Dishonesty by omission, including lying to a member of staff.
9. Intentional damage to school, hostel or personal property, including tampering with science laboratory equipment, sound equipment, sports equipment, fire hydrants or other safety equipment.
10. Bullying and/or intimidation.
11. Repeated transgressions of all previous category offenses.
12. Any abuse of the school's IT infrastructure, wireless connectivity, email facilities and internet services.
13. Any more serious transgression which may result in wanton damage to school property or physical harm to another student, member of staff or the community as a whole.

14. The viewing of pornographic material.

Level III Sanctions

- **A written warning of suspension to parents.**
- **Suspension of the student for a period decided by management.**
- **Rustication of the student for a period of time followed by reapplication by the student to return to the school. Management will under these circumstances reserve the right to refuse the student re-entry to the school.**
- **Canning*** (if approved).**

4 demerits: first incident

8 demerits: second incident

12 demerits: third incident

Level IV

This consists of offenses that are so serious that the management may have to consider whether the transgressor should remain a student of the school.

1. Unauthorized possession of dangerous weapons such as firearms, knives, spears and ammunition of any sort.
2. Consumption, transmission or possession of alcohol, drugs, harmful, intoxicating or illegal substances.
3. An act or threat of terrorism.
4. Theft, fraud, plagiarism, forgery and/or possession of stolen property.
5. Willful sabotage of school property including tractors, pumps, classroom equipment, sporting equipment or other vehicles on the estate.
6. Assault, fighting and any disturbance of peace.
7. Sexual abuse or harassment or sexual assault of any kind of either a student or a member of staff.
8. Sex on school property and/or public indecency.
9. Being caught in a hostel, bathroom or toilet of the opposite sex.
10. Discrimination on the basis of race, gender, sexuality, religious affiliation, or association.
11. Any activity which may possibly result in a criminal conviction.
12. Repeated transgressions of the Level II and Level III offences.
13. Possession of and/or passing on of pornographic materials.
14. Any action or comment that brings the good name of the school into serious disrepute.
15. Taking inappropriate photos and videos anywhere on campus or during any school fixture or function.
16. Distribution of any inappropriate photos or videos on social media platforms.
17. Cyber bullying.
18. Any serious misdemeanor which, in the opinion of Senior Management, may place into question the appropriateness of the offender remaining at Watershed College.

Level IV Sanctions

- Immediate suspension pending a full investigation into the case.
- Possible retirement of the pupil from the school with the pupil having to reapply for entrance at the end of the stipulated period. The school reserves the right to refuse re-entry on such an occasion.
- Expulsion of the pupil from the school.
- If the transgression is of a criminal nature, the school reserves the right to take legal action against the transgressor within the legal framework as provided by the judicial system of Zimbabwe.
- Any abuse of devices (phones, tablets, smart watches or computers) on campus will result in their immediate confiscation for three calendar months over and above other forms of sanctions imposed.

10 demerits: first incident

15 demerits: second incident

I HEREBY ACCEPT THE CONDITIONS OF THE GUIDE AND THE CODE OF CONDUCT AS ABOVE

STUDENT'S FULL NAME

SIGNED..... DATE

PARENT/GUARDIAN NAME

SIGNED..... DATE