

File Name	Residential Life & Hostel Procedures - The SOBHA Academy
Reference	SKT - TSA PRO - III - 001
Date	13-05-2025

1. Introduction

This procedure outlines the operational structure of residential life at The SOBHA Academy (TSA). It ensures that hostel life is effectively managed, safe, and aligned with the school's holistic education goals. The procedure applies to all students residing in the hostel, hostel staff, and school administrators involved in the supervision and support of residential life.

2. Purpose

This procedure aims to:

- Ensure smooth and structured hostel operations.
- Promote personal discipline, safety, and academic consistency among boarders.
- Foster a supportive and inclusive community within the residential environment.
- Clarify roles, routines, supervision mechanisms, and disciplinary systems applicable to residential students and staff.

3. Procedure Details

3.1 Admission to Hostel

- Students must submit a formal Hostel Admission Form signed by parents/guardians.
- The Principal and Hostel Warden must approve all hostel admissions.
- Orientation is provided for students and parents on hostel rules and routines.

3.2 Room Allocation and Settling In

- Students are allotted rooms based on age, grade, and availability.
- Warden supervises the allocation process.
- A settling-in period is facilitated to support first-time boarders.

3.3 Daily Routine and Supervision

- A fixed daily schedule is followed, covering:
 - Wake-up and hygiene
 - Study hours (morning/evening prep)
 - Meals and recreation
 - Evening reflection and lights out
- Hostel Wardens, Resident Tutors, and Mentors ensure adherence to routines.

- Night roll calls and headcounts are conducted to confirm attendance.

3.4 Academic Support

- Dedicated Study Hours supervised by Resident Tutors or faculty.
- Peer study groups are encouraged.
- Teachers may visit the hostel for academic reinforcement sessions.

3.5 Extracurricular and Community Activities

- Students are encouraged to participate in:
 - Sports and fitness programs
 - Cultural and literary clubs
 - Weekend community activities
- Participation is logged and reported monthly to parents.

3.6 Health and Wellness

- Regular health check-ups arranged through the school's medical partner.
- Sick students are immediately referred to the school clinic or hospital.
- The Warden maintains a Health Log for each student.

3.7 Food and Dining

- Balanced, vegetarian meals are provided as per school nutrition guidelines.
- Special dietary requirements must be communicated in advance.
- The Mess Committee (Warden + student reps) meets monthly for feedback.

3.8 Leave and Visitation Policy

- Leave must be applied for through the Hostel Leave Form, approved by the Warden and Principal.
- Parents/guardians may visit during designated hours only and must report to the Warden upon arrival.
- Overnight outings or mid-term vacations require prior written consent.

3.9 Safety and Security

- Hostel premises are monitored with CCTV (if applicable) and physical rounds.
- Emergency protocols are displayed and rehearsed.
- Entry/exit registers are maintained for visitors and students.

3.10 Disciplinary Code

- Code of conduct violations include:
 - Bullying, substance use, vandalism, or curfew breach

- Minor infractions: Warning and reflection sessions
- Repeated or major offences: Escalated to the Principal and reported to parents
- A Disciplinary Register is maintained with incident records.

3.11 Roles and Responsibilities

Role	Responsibility
Principal	Oversight of hostel operations and disciplinary reviews
Hostel Warden	Day-to-day supervision, discipline, wellbeing, and parent liaison
Resident Tutors	Academic and pastoral support; monitoring study hours
Admin Officer	Supplies, maintenance, safety checks
Health Officer	Emergency response, medical record keeping
Student Leaders	Peer mentoring, feedback to staff, activity coordination

4. Review and Amendment

This procedure will be reviewed every two years or earlier if required due to student feedback, safety reviews, or policy changes. All revisions are subject to approval by the Trust Board.

5. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board