



BOARDING AT MAX KROON HOUSE

A COMPREHENSIVE INFORMATION BOOKLET

*Three words that were
made to go together -
friendship, fun and
boarding.*

MEET THE MATRONS



MARNA VAN DER LINDE and **DEMI VAN DER RHEEDE** serve as matrons at Max Kroon House. They both live on the premises full-time and play a very important role in the lives of the boarders as they ensure the smooth running of the domestic side of school life. Between the two of them they create a happy and well-disciplined atmosphere throughout the hostel.



MARJORIE DU PREEZ serves as Homework Matron at Max Kroon House. She prioritizes the academic needs of the learners in her care in the afternoon and ensures that they are up to date with all their homework each day.



ELEANOR JOHAAR is well known to the learners, having taught at Union Pre-School for years.

She assists the matrons in looking after the health and well-being of the little learners in her care.

ABOUT THE HOSTEL

Max Kroon House is ideally situated in the centre of the Union Schools Campus.

From Monday to Friday this charming house serves as home-away-from-home to Grade 1-4 boys and girls who live too far from Graaff-Reinet to be able to commute to school daily.



Our dedicated matrons, domestic staff and high school prefects ensure that the children are well cared for in a comfortable, happy and loving environment.

Children bring their own linen, toys, books and activities which help them to settle in easily and contentedly.

Max Kroon House is above all a happy place.

Rules and regulations are in place to ensure that a stable and secure living space is created while allowing the children sufficient playtime for fun and relaxation.

CONTACT NUMBERS:

Hostel Superintendents

- Mr Jacques & Bronwyn Ferreira

049 891 0263

School Secretary

- 049 892 3848

Accommodation

Accommodation at Max Kroon House is a combination of dormitories and bedrooms.

Boys and Girls are accommodated separately. Each child is provided with a bed, bedside table and a cupboard.



Hostel Times

At the start of a year, children must book into the hostel before 17:00 on the day before school starts. Parents may then unpack their child's belongings and prepare his/her area in his/her dorm for him/her.

Pupils are expected to go to supper in a group with the matron at 17h30 in order for them to settle down and to familiarize themselves with their new surroundings.

Parents are expected to say their goodbyes by 17:00. All boarders in Max Kroon House are expected to sleep in the hostel that evening.

At the start of terms 2, 3 & 4, learners are brought to the hostel on the morning that school starts.

A receipt of payment for hostel fees is compulsory, as fees are paid in advance for the term.

The hostel caters for the learners in its feeder area. This means that the hostel operates from Monday morning 06:30 till Friday afternoon 14:00. All learners must go home over weekends.

Time of closure is to be respected by those concerned as matrons are not responsible for children after 14:00.

Meals

Max Kroon boarders eat in the Arthur Kingwill House Dining Hall, where they receive three balanced meals per day.

Meal substitutes are only allowed at breakfast and supper time. For example: cereal for breakfast or instant packet of soup or noodles for supper.

Children are encouraged to eat everything that is provided at a particular meal. Parents should inform the matrons of foods that their children may or may not eat. Special meals are not made for vegetarians. Children who make a habit of not eating their food will not be allowed to take tuck on that particular day.

Basic table manners are expected from the children:

- Correct use of cutlery
- Washing hands before a meal
- Not talking with food in their mouths
- Using a serviette when appropriate
- Passing items of food to others at the table
- Greeting and thanking kitchen staff

A packed lunch, consisting of a sandwich, is also sent to school daily with each child.

On a Friday, a takeaway lunch is provided.

Meal times are as follows:

Breakfast: 06:45

Lunch: 13:00 & 13:45

Supper: 17:40



Meal times may vary depending on the school times.

Tuck

At Max Kroon we have what we call “healthy” tuck, also known as table tuck, “unhealthy” tuck and fridge tuck.

At an allocated time, every afternoon the children are given the opportunity to have tuck.



“Healthy” tuck or table tuck is kept in a sealed 5l plastic container in a small locker in the common room. This is available to the children throughout the day, but is monitored.

The following is allowed to be kept in the table tuck lockers:

- Cereal
- Hot chocolate/Milo
- Condiments (Bovril/marmite)
- Healthy snacks (droëwors, biltong, Salticrax, bran muffins, rusks, Provitas, popcorn)

“Unhealthy” tuck is kept in a tuck box (utility box or 5l plastic container) in a locked cupboard and matrons will allow children to have some tuck on allocated days at allocated times. The children are encouraged to pace themselves with the tuck that they eat. The matrons do supervise the children with the allowance of tuck that they take.

“Unhealthy” tuck consists of sweets and chips, otherwise known as junk food.

Fridge Tuck is kept in the fridge in a narrow container for the children to enjoy the likes of yoghurt and fresh fruit. In the summer months the children enjoy an ice lolly which is kept in the deep freeze in a well-marked zip lock bag.

No food of any description may be kept in the dormitories.

Homework

Supervised homework sessions take place in the Prep Room daily between 14h00 to 17h00. This is done in small groups and supervised by our Homework Matrons.

The homework schedule is arranged according to school sport and extra murals.

Some parents like to stay after school on a Monday to do homework with their children. This is permitted once the child has settled into the hostel routine. Please ensure you provide a small pencil case with a pencil, rubber, sharpener, ruler, tiny pritt and 3 or 4 colour pencils for homework. This is kept in their homework bags.

Extra-murals

A roster is drawn up with each child's extramural schedule for staff reference. Boarders may easily participate in extramural lessons offered outside the school i.e. Ballet & Private Coaching. Transport must be arranged by the Service Provider/Parent.

Visitors

Children may be taken out by grandparents or friends. Parents are responsible for giving written permission to the matrons for such outings. Signing in/out rules apply when children leave and return to the hostel. All children are to be back at the hostel by no later than 17:00. Parents and other visitors are most welcome. We ask that on arrival visitors get permission from the matron to enter the dormitories. This is both a courtesy and a precaution.

Dress Code

Full school uniform is to be worn when leaving or returning to the hostel. Whites or school uniform must be worn if boarders leave hostel premises during the week. Civvies may be worn at the hostel when boarders do not have sport or any other extra-mural commitments.

Hygiene

Boarders must adhere to the school's regulations for hairstyles. They must have their own hair brush and showering accessories at all times: soap, towel, face cloth or sponge, shower cap for girls, slip slops (one pair to be used only for showering).

Children may not share hairbrushes or toothbrushes, sponges, faceclothes or towels.



Bus Service

To assist Parents who live far from the school, the Union Schools offer a bus service to a number of surrounding towns on a Friday afternoon. Fees vary according to destination and routes are subject to demand. Current Routes: Jansenville | Middleburg | Cradock | Hanover. A list is available at the hostel on a Monday morning, where parents can indicate whether their child will be making use of the bus service. Alternatively, parents can contact Mrs Moos at the High School (by Thursday each week) on 049 891 0262. The fee for this is added to your termly account.

Laundry Facility

The Union Schools hostels provide an on-site laundry service for school uniform, sports uniform and bedding. This is done once a week.

All items of clothing must be visibly and clearly marked in an obvious place with a well attached label or a permanent ink pen. Please note - only bedding, towels, school and sports clothing will be washed - NO CIVVIES.

It is very important that boarders making use of the service must have the required amount of school and sport clothing.

Valuables

Dormitory cupboards must be kept locked at all times with a combination lock or padlock. (Should your child have a padlock, a spare key must be given to the matron for safe-keeping.

A padlock, however, is not advised) Any valuables must be kept in the locked cupboard and not in the bedside locker. Money must not be kept in the dormitories, but rather given to the matron or paid into the pocket money fund.

Cellular phones are not permitted.

No watches are allowed for Grade 1 and 2 learners.

Phone Calls

Parents may phone their child between 15:00-17:00 daily on the following numbers :

- 040 555 1001 (Boys VoIP phone)
- 049 555 1031 (Girls VoIP phone)

It is suggested that you do not phone your children too late during the afternoon or early evenings, as this tends to cause upset.

Recommended phoning times:

06:00 - 06:20

15:00 - 17:30



Matrons may be phoned on 049-891 0264. They will ***not*** be available for calls from:

07:40 - 08:00 (Matrons' breakfast)

09:00 - 12:00 (Matrons' off-time)

Please do not phone your child on the office number.

Illness and Medicines

Max Kroon House does not have a sickbay for children who are not well enough to be at school. If a child becomes ill during school time, the school secretary will liaise with the matrons to come fetch the sick child and take him/her back to their room at Max Kroon House. If, however your child becomes ill at home on the weekend, he/she should stay at home until he/

she is healthy and ready to attend class again.

If children require any sort of medication, i.e. vitamin pills or for a chronic ailment, parents must fill in the required information on the weekly medical request form and give the necessary medication to the matron.

This information is then transferred into a dispensary register. Verbal instructions from the children will not be accepted. Only telephonic or written instructions from parents will be accepted.

The hostel may not provide any form of medication, please can parents ensure that a small medical kit is available for their child's needs.



CLOTHING LISTS

GIRLS' UNIFORM

Summer

- 8 pairs of green panties/ green ski-pants (short -must not show)
- 4 school dresses
- 1 bottle-green V-neck jersey (with white stripes) (also in winter)
- 6 pairs of white socks
- 2 school tracksuits
- 3 pairs of green shorts (also in winter)
- 5 white T-shirts / Golf shirts (also in winter)
- 1 black regulation bathing costume
- 1 bathing cap (available at the clothing shop)
- 1 pair of regulation black school shoes
- 1 pair tennis shoes (predominantly white)
- Alice bands, ribbons, elastics - bottle green, white, black or brown

Winter

- 5 pairs of green bobby socks (*if wearing slacks to school*)
- 5 white long sleeved collared school shirts
- 3 pairs regulation bottle green school slacks
- Puffer jacket

OR winter skirt, with black tights worn with puffer jacket only

- UHS scarf & beanie (optional)
- 1 pair of green gloves (optional)

SUGGESTED GIRLS' LEISURE WEAR

Summer

- 5 pairs of coloured underwear
- 3 summer tops
- 3 pairs of shorts/ski pants
- 1 casual tracksuit (colder weather)
- 2 skirts or dresses
- 1 pair slippers
- 1 pair slip-slops
- 2 pairs summer pajamas / nighties

Winter

- 5 pairs coloured underwear
- 2 pairs long pants
- 4 warm shirts/tops/jerseys
- 3 vests
- 2 casual tracksuits
- 2 pairs winter pajamas
- 1 warm dressing gown
- 1 pair closed shoes / extra tennis shoes
- 1 pair warm slippers
- 1 pair slip flops

BOYS' UNIFORM

Summer

- 8 pairs of underwear
- 5 pairs of long grey socks (also in winter)
- 5 khaki shorts
- 5 white short-sleeve open neck school shirts
- 1 bottle-green V-neck jersey (with white stripe) (also in winter)
- 6 pairs of white P.T. shorts (also in winter)
- 5 white T-shirts / Golf shirts (also in winter)
- 1 school tracksuit (possibly 2 in winter)
- 1 black regulation bathing costume (speedo)
- 1 pair of regulation black school shoes
- 1 pair tennis shoes (predominantly white)
- 5 pairs of white socks (also in winter)

Winter

- 5 pairs of grey school socks
- 4-5 pairs grey slacks
- 5 white long-sleeved collared school shirts
- 1 UHS fleecy top
- Puffer jacket
- 1 rugby jersey
- UHS scarf & beanie (optional)
- 1 pair of green gloves (optional)

SUGGESTED BOYS' LEISURE WEAR

Summer

- 3 pairs of shorts
- 3 T-shirts
- 1 casual tracksuit (colder weather)
- 2 pairs of summer pyjamas
- 1 pair of slip-slops
- 1 pair of tackies



Winter

- 4 warm shirts
- 3 vests
- 2 casual track suits
- 2 pairs of winter pyjamas
- 1 warm dressing gown OR large tracksuit to use as dressing gown
- 1 pair closed shoes / extra tennis shoes
- 1 pair warm slippers
- 1 pair slip slops

HOSTEL REQUIREMENTS

Bedding

- 1 Inner duvet
- 2 duvet covers
- 2 fitted sheets
- 1 pillow
- 2 pillow-cases
- 1 waterproof mattress protector
- 2 flat sheets (optional)

Toiletries

- Toothbrush & toothpaste
- Shower gel & shampoo
- Body lotion
- Sponge & face cloth
- Hairbrush
- Sunblock
- Mosquito cream
- Tissues
- Lip-Ice & a nail brush

Miscellaneous

- 2 bath towels
- 1 swimming towel and bag for swimming kit
- 8 coat hangers
- 1 School tog-bag
- 1 Laundry bag
- 1 Shower slip slops
- 1 Bedside mat (Optional)
- 1 Teddy Bear (Optional)
- Colouring book/crayons/etc
- 1 Tuck tin
- 2 Combination locks
- 2 Small cereal containers (optional)
- 1 Lunch box (sized for a sandwich)
- 2 Water bottles (1 school & 1 hostel)
- 1 Plastic Cup and plate
- Vitamins
- Wallet for weekly pocket money

MONEY MATTERS

ALL HOSTEL FEES ARE PAYABLE BEFORE LEARNERS ARE BOOKED IN AT MAX KROON HOUSE FOR THE TERM.

You may be required to show a proof of payment before admission to the hostel.

2026 FEES

All relevant fees are available from the school's admin office. Please contact the school to enquire as to the costs for boarding and schooling at Union.

Annual Discount: 5% applies to school & hostel fees paid annually in advance

Methods of Payment: Debit Order, Electronic Payment and or Direct Deposit only. No receipting of fees done at school.

Annual Fee Changes: Budgets, and thus School Fees, are reviewed on an annual basis and are approved at the AGM in November of preceding year.

- Money to be given to the Matron at the beginning of the term:

MILK MONEY: Should your child want an extra 250ml bottle of milk on Tuesdays and Thursdays (in addition to that available to them), 'Milk Money' is payable at the start of the term. Amount depends on the number of weeks for the respective term.



HELPFUL HINTS FROM MOMS



1. Always have a permanent marker handy
2. Hide a small surprise in your child's cupboard at the beginning of the year - gives them something to look forward to when you leave
3. Monday mornings are coffee mornings in the common room. Here you get to know and catch up with other parents
4. If your child is crying when you leave them... chances are they are fine by the time you get to the front gate
5. Make little cards with telephone numbers on to stick in their cupboards
6. Stick a sports programme (with pictures of the sports) on their cupboards. Helps them to also know their routine
7. Make sure your child knows to wake the matron or prefects up if they are sick during the night
8. Have a picture of your family next to their bed
9. Children love to see their parents involved in school functions. Help out where you can.
10. Let your child "walk" their school shoes in before they start the school year, so as to avoid blisters
11. Speak positively about hostel life

FAQS

- Can I phone my child in the first week?

⇒ It is advised that no telephonic contact be made by the parents during the first two weeks. Should you want an update on your child, it is best to phone the hostel matrons during the allocated times.

- Hostel postal address?

All children like to get post at some stage. Should you wish to post something, the postal address to use is:

PO Box 53

Max Kroon House,

Union Prep School

Graaff-Reinet, 6280

- Who will help my child get ready for school in the mornings?

⇒ We currently have two very sweet domestic workers who are available in the mornings to help the matrons and prefects get children ready for school. They will help with dressing, teeth brushing, hairstyles etc.

- What happens on a child's birthday?

⇒ This is really up to each parent. The children, do, however like to have a cake/a treat to give to all the hostel kids in the eve-

nings. (i.e. cake or ice-cream)

- ⇒ Children are allowed to wear civvies to school on the day of their birthdays. Should their birthday be during the weekend or holiday, they can wear civvies the week prior to or following their birthday. Please confirm with their class teacher.
- ⇒ Many kids also take cake to school for their class.
- ⇒ A slab cake is best, as it is easier to cut evenly

- Where can I buy school uniform?

- ⇒ The clothing shop, that caters to all the school's uniform needs, is conveniently located on the high school's premises.
- ⇒ Run by Mrs Hestie Clegg, the shop sells new, and second-hand uniforms and sportswear, throughout the year.
- ⇒ The shop also stocks supporter gear and accessories as well as the new Centenary Clothing range.
- ⇒ The shop is open from Mondays to Fridays from 08:00 to 13:00.
- ⇒ Please note the clothing shop is closed on public holidays and school holidays.
- ⇒ If you would like to query prices or if there's anything you would like to see in the shop, please feel free to contact Mrs. Clegg on 082 825 1380, send an e-mail to clothing@unionschools.co.za or contact her via the school's switchboard on 049 891 0262.
- ⇒ PAYMENT with cash or credit/debit cards only.

AFTERCARE

At Max Kroon, our Aftercare programme provides a homely environment for learners from Monday to Thursday, from 13h00 to 17h00. Cared for by our matrons, this programme offers a seamless introduction to hostel life, allowing learners to experience the day-to-day rhythm of hostel living in a comfortable and structured setting.

While parents and guardians are busy at work, the Aftercare learners enjoy a balanced afternoon that mirrors the hostel experience. Each learner is assigned their own bed and cupboard in the dormitories, ensuring they have a personal space.

They start the afternoon with a nutritious lunch at Arthur Kingwill House.

During the course of the afternoon the learners will be assisted with homework by our homework matrons.

Depending on the learner's extra-mural and sport schedule, the matrons will inform each learner of the activity they need to attend. If learners are not too busy with extra-murals, they will have a quiet time from 14h00 to 15h00 to relax and recharge.

OTHER USEFUL INFORMATION

Communication

The primary way for day to day communication will be through WhatsApp. The UPS Facebook page is also updated continuously with happenings in the life of the school.

Phys Ed

On days when children have Phys Ed they may wear whites to school unless otherwise stipulated.

Special Assemblies

All parents are welcome to attend the Special Assemblies.

Fundraising

Fundraising is overseen by the School Governing Body and all Parents are encouraged to get involved where they can.

School Governing Body

In accordance with the SA Schools Act, UPS depends on a body of dedicated parents to govern and oversee certain functions at the school. Official notices and nomination forms are given to all parents when an election is pending.

Hostel & School Tours

Please contact the school secretary 049 892 3848 to arrange for a hostel tour. Alternatively contact Mrs Mariëtte Burger via email at uhsmarketing@unionschools.co.za for an appointment to view the hostel. A school tour will be arranged to follow this meeting.

Union Preparatory School Office

Secretary : 049 892 3848 | upssec@unionschools.co.za





**FOR MORE INFORMATION ON THE UNION SCHOOLS,
PLEASE VISIT WWW.UNIONSCHOOLS.CO.ZA**