Boarding Handbook
Information for Parents and Students
## Contents

Guiding Statements ........................................................................................................................................ 3
Welcome from the Head of Boarding.............................................................................................................. 4
Principles and Practices of Boarding at Stonehill .......................................................................................... 5
House Organisation .......................................................................................................................................... 6
Key Contacts.................................................................................................................................................. 7
Types of Boarding ......................................................................................................................................... 8
School Calendar ............................................................................................................................................. 9
Living Away from Home ............................................................................................................................... 10
Homesickness ................................................................................................................................................. 11
Daily Routine ................................................................................................................................................ 12
Activities ....................................................................................................................................................... 13
Weekends ....................................................................................................................................................... 14
Leave and Exeats ........................................................................................................................................ 15
Holiday Travel ............................................................................................................................................... 16
Clothing and Equipment ............................................................................................................................... 17
General Issues .............................................................................................................................................. 20
Safety and Security ...................................................................................................................................... 22
Personal Property .......................................................................................................................................... 23
Food and Meals ............................................................................................................................................. 24
Support and Guidance ................................................................................................................................. 26
Study Times ................................................................................................................................................ 26
12. Homework and Study Times ...................................................................................................................... 28
Expectations/ Guidelines ............................................................................................................................... 31
The Medical Centre .................................................................................................................................... 32
Website/Map .................................................................................................................................................. 33
Guiding Statements

Our Vision

We are an internationally-minded community of spirited learners, dedicated to the development of knowledgeable, caring, confident and responsible global citizens.

Our Mission

Our mission is to provide stimulating, engaging academics integrated with enhanced opportunities for technological innovation, sports and the arts.

Our Values and Beliefs

Knowledgeable

• We learn through challenging, relevant, significant and engaging curricula.
• We create inspiring, innovative, differentiated learning experiences.
• We share our understandings and apply knowledge to real-life situations.
• We maximize our academic potential.
• We understand that balance is essential for a healthy, fulfilling life.

Caring

• We provide an inclusive, compassionate and caring learning environment.
• We nurture the social, emotional, physical, and intellectual development of our students.
• We encourage students to reflect and take risks in their learning.
• We create an environment where learners are happy, safe and valued.
• We build relationships founded on trust, empathy and respect.

Confident

• We are effective communicators who engage in collaborative and innovative learning.
• We are lifelong learners equipped with the skills to adapt and interact within a constantly changing world.
• We enable students to be resilient, happy and independent.
• We are critical, creative thinkers, confident in the application of a variety of approaches to learning.
• We nurture curiosity, developing skills for inquiry and research.

Responsible

• We are principled, respectful global citizens.
• We effect positive change in our relationships, our community, and the environment.
• We are open-minded to the views, cultures, values and traditions of others.
• We seek opportunities to grow and challenge ourselves.
• We are active participants in the learning process.
Welcome to Stonehill Boarding.

It is my pleasure to welcome all new families who will be joining our Boarding Community at Stonehill, and our returning families as well. We hope that each student enjoys their time in our boarding community, taking advantage of the many academic and co-curricular opportunities that the school and boarding provides.

Boarding students will discover that boarding (whether full, weekly or short term) is a most exciting and fulfilling experience. The excellent care provided by our boarding staff will enable students to flourish at school and enjoy the many activities that they are able to participate in.

Living in a boarding or residential setting requires boarding students to develop independence, taking care of their own personal space as well as contributing to the overall care of the house. Living in community also means being tolerant of others, helping and assisting where necessary, having fun but being bold enough to speak out when values are compromised. Stonehill Boarding promotes respect, integrity, honesty, fairness, empathy, humour and overall, trust.

As a boarder, each student will share their home with fellow boarders and boarding staff, who offer advice, guidance and support whenever needed. The residential environment is warm and supportive where students are supervised by caring, professional staff.

The boarding ethos at Stonehill encourages lifelong friendships and the chance to belong to an extended family, sharing and celebrating success academically, artistically and on the sports field.

The school is a growing, vibrant international community in which we encourage good manners, courtesy, honesty, compassion and tolerance through a fair and consistent framework of discipline and praise.

The enclosed information is to be used as a guide to provide practical information about Boarding at Stonehill. For further information, clarification or concerns please speak to Boarding Staff directly. We are here to help you.

Once again, welcome to boarding at Stonehill.

With very best wishes,

John Bussenschutt
Head of Boarding
Principles and Practices of Boarding at Stonehill

Boarding is primarily relationship based, reflecting care concern and support, balanced by firm expectations and guidelines framed by mutual respect.

- To provide a safe, open and stimulating environment in which each boarder can develop personally while learning to live in a close-knit international community.
- To support students in their academic studies.
- To inculcate a desire for truth and honesty in personal relationships.
- To create an atmosphere of trust in which each boarder feels able to approach any member of the community (staff or student), confident in the knowledge that he or she will be listened to and respected as an individual.
- To create an understanding that there is zero tolerance towards teasing, harassment and bullying.
- To provide the conditions for boarders in which to develop sound work ethic through a structured study programme.
- To provide accommodation that is comfortable and suited to the needs of boarders according to age and maturity and which offers adequate levels of privacy.
- To safeguard and promote the physical wellbeing of each boarder by providing the best nutrition, medical care and security.
- To provide appropriate facilities to support positive and balanced lifestyle.
- To develop in each boarder, a sense of responsibility for himself or herself and for their environment.
- To develop in each boarder, the ability to work as part of a team and to offer opportunities to practice leadership.
House Organisation

Boarding at Stonehill

Boarding at Stonehill consists of three boarding houses:

AMITY   (Senior Boys M1 – D2)
SERINITYA  (Senior Girls M1 – D2)
OHANA   (Junior Boarding M1 – M4)* *possibly from 2017/18

House Parents

House Parents are responsible for the pastoral care and well-being of each boarding student. They are also responsible for the daily management of the Boarding House and to ensure that the ethos of the House and the aims of boarding at Stonehill are upheld at all times. The House Parent is the first point of contact for parents regarding their son or daughter about Boarding House matters.

Resident Boarding House Supervisor

The Resident Boarding House Supervisor is an academic staff member who lives in the Boarding precinct. The primary role of the Resident Boarding Supervisor is supervision and pastoral care. The Resident Boarding Supervisor assists the House Parent manage the day to day running of the Boarding House. In the case of an emergency, they should be contacted when neither the House Parents nor the duty member of staff is available.

Non Resident Boarding House Supervisors

The Non Resident House Supervisors are academic teachers that are rostered on duty from 5pm to 10.30pm Monday to Thursday and on Sunday afternoons. The primary role of the Boarding Supervisors is supervision and pastoral care. They also provide an adult presence and academic support in line with their expertise and mentoring. The Boarding supervisor assists the House Parent in the daily management of the Boarding House.
For Boarding concerns or any information about Boarding at Stonehill including change of status – the **Head of Boarding** is the first point of contact.

For matters relating to the Boarding House, please contact the House Parent.

**Key Contacts**

**Head of Boarding**

Head of Boys’ Boarding

Mr. John Bussenschutt
joh.bussenschutt@stonehill.in

+91 7026612412

**Head of Girls Boarding**

Ms Robin Bussenschutt
robin.bussenschutt@stonehill.in

+91 7026612405

**House Parents**

Serinitya

Robin Bussenschutt
John Bussenschutt

+91 7026612405

**Amity**

Glen Johnson

Glen.johnson@stonehill.in

+91 90074 29474

Glenda Johnson

Glenda.johnson@stonehill.in

+91 99716 29411
TYPES OF BOARDING

Full boarding
Seven days a week during term-time. Students play a full role in the boarding programme and often return home only during the half term and end of term holidays. Usually a Guardian/relative is available for occasional leave on weekends.

Weekly boarding
Monday to Friday – 4 nights - going home after school finishes on Friday. Weekly boarders have the same facilities and study programme as full boarders, but do not take part in the full weekend activity program. Weekly boarders are usually residents of Bangalore and benefit from less daily travel, a structured study environment and a friendly social atmosphere.

Short Stay Boarding
Short term boarding may be available on request to the Head of Boarding. Short term boarding is designed to cope with emergency / urgent issues which requires parents to be away from home. Short Term boarding is dependent on availability of rooms and is subject to the normal EXEATS/ School closures published in the school calendar. Short term boarding is normally offered as a weekday option only. We do not offer Boarding for the purposes of examination periods.
# Stonehill International School

## 2017-2018

### Academic Year Calendar

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Start Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td>1: Monday, 2: Sunday</td>
</tr>
</tbody>
</table>

### School Calendar 2017/18
(Available on the Stonehill Website)

**Events**

- **Orientation day for students**
- **PD days: no school for students**
- **First Day of classes for all students**
- **ELT and Coordinators report to work**
- **New staff orientation**
- **All staff orientation**

**Holidays**

- 3-5 Aug 2017 - New Teacher Orientation
- 7-12 Aug 2017 - All-staff Orientation
- 14 Aug 2017 - Orientation Day for new students
- 15 Aug 2017 - Independence Day (Student Holiday)
- 16 Aug 2017 - First Day of classes for all students
- 25 Aug 2017 - Ganesh Chaturthi (Holiday)
- 17-19 Sep 2017 - Deepawali (Holiday)
- 3 Oct 2017 - Gandhi Jayanti (National Holiday)
- 16-20 Oct 2017 - Diwali Break (Holiday)
- 23 Oct 2017 - First PD Day (No school for students)
- 3 Nov 2017 - Karva Chauth (Holiday)
- 3 Dec 2017 - Second PD Day (No school for students)
- 18 Dec 2017 - 5 Jan 2018 - Winter Break (Holiday)
- 24 Jan 2018 - Republic Day (National Holiday)
- 23 Feb 2018 - Third PD Day (No school for students)
- 18 Mar 2018 - Good Friday (Holiday)
- 26 Mar-20 Mar 2018 - Mid Term Break (Holiday)
- 1 May 2018 - May Day (Holiday)
- 14 Jun 2018 - Last day of school for Students (12:30 pm)
- 15 Jun 2018 - Last day of school for Faculty (Sign up for all teachers)
- 18 Jun 2018 - Last day of school for Coordinators
- 19 Jul 2018 - Last day of school for ELT
- 19 Jul 2018 - Last day for leaving teachers

Total 183 plus 3 PD Days

**2018-2019**

- 2 Nov-9 Dec 2018 - ELT and Coordinators report to work
- 2-3 Aug 2018 - New Teacher Orientation
- 7-12 Aug 2018 - All-staff Orientation
- 14 Aug 2018 - Orientation Day for new students
- 17 Aug 2018 - Independence Day (National Holiday)
- 18 Aug 2018 - First Day of classes for all students
Living Away from Home

For many new boarders, going to boarding school is the first time they will spend a significant amount of time away from their home, family and friends. There are also a number of independently motivated life skills in which a boarder must develop proficiency in order to make a speedy and pleasant transition to boarding, including:

- The ability to make a bed in a neat and tidy manner
- Picking up and putting away and organisation of one’s own belongings.
- Organising study times and developing efficient study habits
- Appropriate socialising and mixing skills with peers and other members of the boarding community
- Structuring of leisure time in such a way to avoid boredom – dealing with down time.
- Budgeting of funds
- Laundry
- Personal hygiene

It is equally important for some parents to make this transition as well. An important step is the establishment of a relationship with the House Parent who is the primary care giver.

First Day and Induction Procedures

Orientation
An Orientation programme for new boarders is conducted at the beginning of the school academic year. The details of this programme is announced and included in information sent home to new students.

Arrival time
Boarding Houses will open prior to the beginning of school year and school terms. Dates and times will be published ahead of time.

Meetings with House Parents
House Parents are always happy to meet with parents of boarders. We ask parents to arrange an appointment time directly with them in advance to ensure their availability.

Family Contact
Full time boarders who are living a long way from home, may feel the need to be in constant contact with their family. It may take some time to settle but eventually the daily routine will become normal. The first return visit by parents/ family to see students should ideally be about a month into the term. Up to this time new students will be busy finding their way around, making friends and fitting in. Of course, we strongly advise regular contact in the evenings via phone, Skype or email. It is advisable to allow students time to adapt to the boarding environment and to develop resilience in dealing with emotional moments that come with family arriving and leaving. The timing of phone/Skype calls should be arranged with the House Parent so that normal routines of study and sleep are not disturbed.
Buddy
Each new student will be assigned a buddy who will take care of them and show them around the school on their arrival. Buddies will be of a similar age (where possible) and will assist the settling-in process and help them to feel at home.

Homesickness
It is perfectly normal for young people living away from home in new surroundings and in a necessarily more institutionalised environment to feel strange, anxious and missing their normal lifestyle. It is usually short lived but can reoccur after weekend or holiday leave especially in the early stages of boarding.

Included below are some suggestions to deal with homesickness:
1. It is important to realise that homesickness is normal.
2. It is important for parents to emphasise the need for complete involvement in and outside of the classroom – to be busy and occupied.
3. For some students and families, a complete break from communications for about a week where telephone calls are kept to an absolute minimum. Allow for a settling in time.
4. Parents can hear of or experience the worst of their child’s homesickness – this is difficult to deal with from a distance. House Parents can deal with this issue and keep parents informed.
5. Allow time to adjust to school as well – this takes time and can add to the feeling of homesickness especially in the early stages.

It is also important for parents to be aware of their own “sense of loss”. Despite planning for a child to go into boarding, the sudden absence of a child can have an impact. Please feel free to speak to the Head of House of the Head of Boarding about any concerns.
Daily Routine (Guide only)

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>6.30am</td>
<td>Wake up/ Showers</td>
</tr>
<tr>
<td>7.00am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7.30am</td>
<td>Leave the House for the day</td>
</tr>
<tr>
<td>7.40am</td>
<td>Day School Home Room</td>
</tr>
<tr>
<td>3.10pm/ 4.10pm</td>
<td>Afternoon Sign In</td>
</tr>
<tr>
<td>3.15pm/ 4.15pm</td>
<td>Afternoon Snack</td>
</tr>
<tr>
<td>3.10pm - 4.10pm</td>
<td>Activities (Tues and Thurs)</td>
</tr>
<tr>
<td>5.00pm – 6.00pm</td>
<td>Study Session 1</td>
</tr>
<tr>
<td>6.00pm - 6.30pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30pm - 8.30pm</td>
<td>Study Session 2</td>
</tr>
<tr>
<td>8.30pm</td>
<td>House Supper</td>
</tr>
<tr>
<td>8.45pm</td>
<td>M1 Prepare for bed</td>
</tr>
<tr>
<td>9.00pm</td>
<td>M1 Lights Out</td>
</tr>
<tr>
<td>9.30pm</td>
<td>M2-M5 Lights Out</td>
</tr>
<tr>
<td>10.00pm</td>
<td>D1 Lights Out</td>
</tr>
<tr>
<td>10.30pm</td>
<td>D2 Lights Out</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
- Boarding Students do not return to the Boarding Houses during the day.
- If however, there is ever a need to override this rule, permission must be sought from the House Parent.

Bed Times
All students must go to own room and “lights out” at the following times, unless the duty staff member grants an extension:

<table>
<thead>
<tr>
<th>House</th>
<th>Bed Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1</td>
<td>8:45 pm (lights out 09:00 pm)</td>
</tr>
<tr>
<td>M2 &amp; M3</td>
<td>9:00 pm (lights out 09:30 pm)</td>
</tr>
<tr>
<td>M4 &amp; M5</td>
<td>9:00 pm (lights out 10:00 pm)</td>
</tr>
<tr>
<td>D1</td>
<td>9:30pm (lights out 10:00 pm)</td>
</tr>
<tr>
<td>D2</td>
<td>10.00pm (lights out 10.30pm)</td>
</tr>
</tbody>
</table>
After School Activities programme (ASA’s)

Students sign up for activities each term which take place after school and aim to expand their curriculum knowledge as well as to give them the chance to learn new skills, try out new hobbies and have a go at something new.

The ASA activities programme will be published in time for the start of the academic school year and will be published on the Stonehill website.

**All boarders** must sign up for after school activities.

Full time boarders will also have a Weekend Activities programme. (see Stonehill Website – Boarding)
School Library
The school library remains open until 4.30pm during the weekdays.
Types of Leave:

**Local Leave:**

**Overnight Leave.** An EXEAT is when boarders have overnight leave as the boarding house is closed, ie: for a long weekend. These are normally planned as part of the School Calendar.

**Holiday Leave:**

School closures due to calendared holidays (eg Diwali or Spring and Summer breaks/ end of school year) will mean that Boarding is closed. Full time boarders who travel home long distance or overseas by plane, train or bus must communicate travel plans to the Head of Boarding well ahead of time. This allows for the organisation of transport to and from airports and train/bus stations. Departure and Return times must be communicated.

**Parental Leave**

Parents may visit their son / daughter on site after school hours and sign them out for leave. Please do check that students are not involved in a boarding trip, activity or have homework / prep obligations before doing so. **Please inform the House Parent in advance as a matter of courtesy** – House Parents may already have a planned activity.

**Weekend Leave - Parents**

Leave is a privilege and not a right. All leave arrangements need to be communicated to the House Parent by no later than Wednesday pm each week by email. (REACH will be used from August 2017)

**REACH**

REACH is a Boarding Management programme design to assist Boarding Staff to manage all aspects of boarding including student leave.

Parents will be able to apply for LEAVE for their son or daughter via REACH either by computer or by a phone app supplied by Stonehill.

**Notification**

We ask boarders to plan and organise their EXEAT/ Leave in a timely manner as the coordination between House Parents and confirmation of details can take time. To avoid leave not being approved, we ask that:

- Friday and Overnight Sign Outs require written/email confirmation from parents (and host) by Wednesday 10pm
- Written confirmation and details of the EXEAT/ Leave must be received from parents in order to be authorised.
- Written request/ confirmation from Host other than parent. Host must be a Adult parent known to the House Parents and Parent.

Request for Leave during school term is made to the House Parent. Overnight leave and permission to leave campus, can only be given by the House Parent.

Nurses, Resident Tutors and non-resident staff members cannot sign out students without authorisation from the House Parent.
Students being signed out

- If the student is to be collected by a third party, such as a relative or driver (over 21 years of age), then this information, must be provided by the parent in writing/email.
- A host may not sign out more than 2 students for an overnight stay at any time. In special circumstances the host may make a specific request to the Head of Boarding.
- The person collecting the student must meet with the member of staff on duty, show ID (if a third party), sign the leave book, collect their exit pass and hand it to security as they leave via the main gate.
- A leave list will be generated and left with security. Students must present ID cards to security when leaving.
- A definite time of return must be set, should this change the host / parent must contact the House Parent that evening to change arrangements.
- The student must sign in and report to the staff on duty on their return.

Returning to campus

Once a student returns to campus, their leave will come to an end. A request for any subsequent leave needs to be applied for and granted by the House Parent. Leave application from August 2017 will be made via the REACH Boarding Student management system.

Regular arrangements

Many students regularly stay for a weekend with the same host. Please contact the House Parents to make these arrangements.

Holiday Travel

Parents/Guardians are asked to email their travel arrangements for EXEATS, Mid Term and End of Term Holidays directly to the Head of Boarding at least 5 working days prior to the relevant travel day. This will assist in the efficient organisation of arrangements. Parents will be asked to use REACH to provide details of dates, transport and flight times where required.

Please Note:

Permission to take leave from the Secondary School needs to be requested to the Secondary School Principal.
Clothing and Equipment

School Uniform
Boarders should be proud of their position within the community and we expect them to have high standards and represent the school by wearing their school uniform with pride. Please see the school handbooks for appearance regulations during school time. Upon leaving the Boarding House in the morning for school, Boarding Students must wear their school uniform in accordance with school policy and regulations. Boarding students must plan ahead with regard to sports uniform and planned casual days. Outside of school time, students are permitted to wear casual clothes as long as they are not too revealing or have inappropriate designs. Students must be fully clothed in common places within the Boarding Houses at all times.

School uniform and sports uniform will be washed and ironed by the School laundry. Students place items needing to be laundered in the named laundry bag outside of their room either on Tuesday morning or Thursday morning. Return of clothing is on Thursday or Saturday.

Personal clothing, can be laundered by the student using the Boarding House laundry washing machine and dryer.

The House Parent will establish a laundry roster – priority is given to Full Time boarders as Weekly boarders can take laundry home for the weekend.

Remember too, that students have a single wardrobe, into which they must put all their clothes.

All clothing items must be clearly labelled with the student’s name.

PLEASE NOTE:
It is strongly recommended that students wear a hat for sun protection when outside during play / lunch.

The following clothing list gives a recommended quantity of clothes:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uniform</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Boys</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School shorts/trousers</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>School shirts (Teal for MYP, Maroon for DP)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Black socks</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Black (predominantly) shoes</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Stonehill swimwear plus cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Girls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School shorts/trousers</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>School shirts (Teal for MYP, Maroon for DP)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Black socks</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Flat-heeled, black (predominantly shoes)</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Stonehill swimwear plus cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Girls and Boys</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PE shirt</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PE shorts</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>House sports shirt</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
A limited number of small toys and entertainment items may be brought into the boarding house, e.g. iPods, mobile phones and game boys are acceptable.

Sports equipment, (e.g. balls, tennis racquets are acceptable).

Large electrical items, e.g. TVs HI-FIs, DVD players, play stations and bulky items, e.g. full sets of golf clubs are not permitted.

If parents have any special requests or enquiries about any item please seek clarification from the Head of Boarding before bringing them into school.

All items should be placed on the Valuables Register complete with a description/ serial numbers etc

All personal items must be clearly identified with the owner’s NAME.

**PLEASE NOTE:** All personal items such as items of technology (iPhones/ iPads/ laptops/ Tablets/ Android devices) are the responsibility of the owner. The rooms and the Boarding House are locked but maintenance and cleaning takes place during the day so it is advisable to make sure items of value are secured safely in the lockable spaces provided.
School Uniform Shop
The School uses a uniform provider – Poonams, which sells all uniform items. Items can be ordered via email and delivered to students, with the cost being added to the school bill. Please send all requests to your son/daughter’s House Parents.

What NOT to bring
Students should use common sense when deciding what items to bring to their boarding houses. Although we cannot provide an exhaustive list, forbidden items include:

- BB guns, air guns, laser pens, skateboards, throwing stars, knives, weapons of any other description, televisions, large stereo systems, refrigerators, irons, hotplates, kettles, microwaves, pornographic material, violent and other inappropriate movies, t-shirts with inappropriate slogans and pictures.
- Skateboards, roller skates and inline skates are not permitted.
- Bicycles – at the moment there has been no provision made for the storage or use of bicycles.
- Students must use the filtered WiFi system – a dongle to connect with an outside provider of internet is not allowed.
- There is ample food including snacks provided. Students can keep small amounts of other snacks but all food is to be kept in the Boarding House Kitchen Common room pantry cupboard. Food must not be kept in bedroom spaces.
- Vitamins, minerals and protein shakes (apart from with a medical certificate) are to be kept with the nurse.
General Issues

Student Rooms / Room Spaces
Each student has their own study room/space with en-suite bathroom. Rooms in the Boarding Houses are configured as double – this is subject to change at any time. Rooms are allocated by the House Parent and are generally set for the year. Rooms may be personalised but notices and posters must be restricted to the pin boards provided and not on painted surfaces, furniture must not be moved. Rooms are cleaned and bins emptied each day, but please note that the cleaners are not personal servants the general tidiness of each room and bed making is the responsibility of the boarding student. House Parents reserve the right to relocate students where appropriate and necessary. Parents will be informed if this occurs.

Air conditioning and lights must be turned off and blinds up being before leaving the boarding house.

Cols drinks and light snacks can be consumed in rooms, but the Student Common Room is the main space for this meals. Hot food and beverages need to be consumed in the Kitch Common room only.

Suitcases and trunks should be stored as directed by your House Parents.

All rooms have Ethernet points by the desks if required. WiFi access is available throughout the Boarding Houses, the boarding precinct and Cafeteria. WiFi is turned off at 10.30pm and turned on at 6.00 am each day.

Electrical Equipment in Rooms
We accept that there is a high demand for electricity with all your electronic items. Please do not plug everything in at the same time and avoid using multi-sockets. There should be enough sockets in your rooms already. There are limited power outlets supplied. It is suggested that students supply a power board to supplement use of extra devices.

Under no circumstances can cooking equipment be used in Study Bedrooms. The school does not permit students to have irons, refrigerators, televisions or fans in their rooms. All bedrooms and common rooms are equipped with air-conditioning. There is a refrigerator & cable television in the common room, as well as microwave, toaster, kettle and sandwich maker.

Every student is expected to contribute to the general upkeep of the common rooms - a duty roster, which involves tidying/ cleaning up the kitchen area, TV area and Student Common Room etc shortly before bedtime is set up by the House Parent. A roster is put up on the notice board at the beginning of the term. It is wise for students to keep the Kitchen Common room tidy so as to minimise the amount of work a person on duty has to do.

Music
Generally, listening to music is personal and most times in the boarding house requires the use of head phones. If a sound system is to be used to amplify music, this should be negotiated with the Duty Boarding Supervisor or House Parents and used in a way not to impact on others in the House.
Duties
As a member of the Secondary School, boarding students may also be asked to do duties outside of the House – these may include duties at Parents Information Evenings or showing prospective students around the School and the House.

Pocket Money
In most cases, it now common practice, for parents of Boarding Students to provide their son/daughter, with a debit card. This card can then, be managed by the parent – money can be added when needed and monitored in accordance with parental expectations.

Parents of young boarders may still want to provide a set amount to be distributed by the House Parent. Parents need to be clear on how much should be given. It is important for students whose parents live out of the country, to understand that there may be times when boarders need money for an unforeseen event – this is where the debit card can be of help. Stonehill does not carry cash on campus.

Boarding students should not keep large amounts of cash in his or her room or take such to school. The House Parents have a safe for such amounts. Please discuss with the House Parent.

Laundry
Personal Washing - Uniform
Laundry should be placed in a named laundry bag and left outside the door before leaving the Boarding House for breakfast on Tuesday and Thursday mornings. All laundry will be washed and ironed as appropriate. Clean clothes can be collected from the office after school.

Laundry – Bed Linen
Bed linen/ sheets are to be placed outside rooms on Friday mornings. Fresh sheets, will be provided by cleaning staff to your room during the day. Boarding students are expected to make up their own beds on return from school. Bedding is provided but students may bring their own named doona/ quilt/bed cover and sheets/pillow cases. For 2017-18, students should provide their own pillow, for reasons of hygiene.

Communal Areas
The Student Common Room in each House is available for use after school. Boarders are encouraged to use these facilities for relaxation, socialising or studying. The computers provided in Study Room provide free access to e-mail and the internet.

Borders are expected to keep these areas clean and tidy. In particular, the kitchen needs to be kept tidy and in good order after use. A duty roster for students, will be posted by the House Parent for this purpose.

Safety and Security
Stonehill International School Boarding Handbook  - Boarding Information for Parents and Students

Signing in and Out
For everybody’s safety all boarders and visitors are expected to sign in and out of the boarding houses. From 2017-18, a biometric device for signing in and signing out will be introduced in connection with the REACH Boarding Management system. Students will still be expected to communicate with the Duty Boarding Supervisor / House Parent regarding leaving the Boarding House.

Insurance
Stonehill does not take any responsibility for valuables including electronic equipment brought onto campus. It is advisable to arrange insurance cover for any items of value including computers, which for some insurance companies is an extension of home insurance. It is the responsibility of the student (owner) to care for their things and to use either the lockable storage areas provided.

Security
During the school day, the Boarding Houses are closed. Boarding students do not return to the Boarding House until the end of the school day or in exceptional circumstances, and only then, with the permission and supervision of House Parents or the Head of Boarding.
All visitors to the school campus during the school day, must register at the main School Reception
Visitors to Boarding:
The Head of Boarding needs to be informed of any visitors to Boarding during the school term.
House Parents must be informed of visitors intending to visit the Boarding House / boarders. It is requested that this be done ahead of time to avoid any embarrassment or confusion.
Visitors to Boarding must report to the Security Office before entering the Boarding House.
Visitors must report to the Duty Staff member on arrival to the Boarding House.
Visitors including parents, must not proceed to student rooms unless directed to do so by the House Parent.
Visitors who are not parents of current Boarding Students should have a security pass issued at Reception.
There are CCTV cameras monitoring public areas, corridors and boarding house exits. All emergency exits are alarmed.

Access to each boarding house is via the main entrance only. This entrance has CCTV monitoring equipment.

Boarding students should not allow anybody to enter the boarding house, who is not a boarder. Current day students may come to the boarding house with the approval of the House Parent.

Guests are only allowed in the boarding house with consent from the House Parents or the duty member of staff and under no circumstances are guests allowed anywhere other than the Student Common Room or the Recreation Room.

Boarders are encouraged to bring Day school friends to visit the house after the school day or on weekends, but must seek permission from the House Parents first.

Boarders should report anything or anybody suspicious inside or outside the boarding house immediately to House Parents, the duty member of staff or security.

Care of Personal Property
Each student room has lockable spaces – wardrobe, bedside cabinet and desk.
Boarding staff, maintenance and supervised cleaning staff have access to rooms during the day. Students need to ensure that valuables are locked away when they are not in the room.

Reminder: anything of significant value, which needs to be kept safe, lock away or place with the House Parent in their office/safe.

Students should not enter other students’ rooms unless invited. Student rooms are not the place for students in numbers, to meet – the Common spaces are for this purpose.

**Emergency Evacuation**

As with all School buildings, the boarding houses comply with fire / emergency regulations. Planned trial Emergency evacuations are carried out 4 times a year. Two are announced, two are not. They are planned so as to not be disruptive to study where possible. These evacuations are imperative for the potential reality of fire and other circumstances. Emergency Lock Down procedures are also practiced. Each room has exit diagrams and instructions.

Example Emergency Evacuation Instructions

- When the alarm sounds all occupants must leave the building by the nearest available safe exit
- Do not run and do not stop to collect your belongings
- Assemble in the boarding muster area in silence.
- A roll call will be taken quickly by the appropriate House Parent
- If the fire spreads or students are in immediate danger the staff members will direct students to a safe area
- Do not return to the House for anything.
- Students return only when the “ALL CLEAR” is given by the designated Fire Warden.

Regular Emergency Evacuation Practices are held. These are taken seriously. A report on these practices is sent to the School’s Health and Safety Officer.

**Storage of passports**

Full time boarders who are overseas residents of another country must leave their passports with the House Parents for safe-keeping. Students are reminded that they may need their passport in order to travel on school trips (for sporting competitions, MUN conferences, and Trips Week etc).
Food and Meals

During the school day
Boarding students have three meals are provided each day during the school day, in the Cafeteria: breakfast, lunch and dinner. The Cafeteria operates a self-service system.

An afternoon snack is provided in the Boarding House Kitchen/Common room provided by the Cafeteria and each day as is supper for later in the evening.

After hours
Facilities are available in the House Common Rooms for students to make snacks, toast or a hot drink in the evening. Please consult with the House Parents to clarify when this is and isn’t permitted. Students can keep any fresh food items labelled with their name in the communal fridge/pantry. Hot food must not be consumed in bedrooms. The House Common Rooms contain a toaster, a kettle, a sandwich maker, a filtered water dispenser, a refrigerator and a microwave. Students are also provided with an adequate supply of cutlery and crockery to use in the House. All of these facilities are available to the students in the House - but we expect all tidying and washing up to be done by the students! Bread, milk, fresh fruit and a variety of other snacks are available each day and are tailored to the choice of the students each month.

Birthdays
Student birthdays are important. As a Boarding Community, we celebrate birthdays usually on the day if they occur during the school week. House Parents organise a birthday cake from the Cafeteria. The standard cake caters for the number of students and staff in the House only. Please contact the House Parent regarding any other arrangement for birthday celebration.

Communications

Mobile phones
At Stonehill, we have an Appropriate Use Policy with regards to the use of personal technology which includes mobile phones. We encourage each student to have his or her own mobile telephone. If parents wish to contact their son/daughter by phone they should do so after school hours, not during evening Homework Sessions and before lights out. If there is a family emergency during school hours parents are asked to call the Secondary School Office so that a message can be given to their child to call back. During the school day students are not able to receive or make phone calls – school policy states that mobile phones must not be used unless directed to do so by staff. Mobile phones must be off, kept in lockers or locked away in the Boarding House. After school hours, we expect Boarding students to have their mobile phones with them, turned on. Mobile phones in Boarding can be used during down time, after school before 5pm/Study session one and during supper time from 8.30pm to lights out. Mobile phones must not be used during Boarding breakfast, dinner, study and after lights out. The care and security of mobile phones is the responsibility of the owner. A mobile phone, may be confiscated by the House Parent if misused. Parents will be advised if this occurs.
The School is happy for students to have their mobile telephones in their possession in the boarding houses as long as the following rules are adhered to:

- Students who have mobile phones must register their mobile phone number(s) with their House Parents. (One phone/ one number only)
- All students with mobile phones are responsible for the payment of their own telephone accounts.
- In the event of a mobile phone being lost or stolen, students MUST report this to a boarding staff member as soon as possible. Parents will be notified and the service should be cancelled. If this should occur, the student will take full responsibility for any outstanding accounts on this service.
- Students who own a mobile telephone MUST NOT lend it to another student or give them the PIN number.
- The use of mobile phones is not permitted during meal times, lessons, study sessions, after lights out.

**Computers/ Laptops /iPads**
All technology devices must be used in accordance with the Stonehill IT/Use of Technology policies, which apply to both staff and students.

**E-mail**
Every student is provided with a school email address that can be checked on any of the school computers. Students are able to access their emails freely although students’ access to the computers and the internet may be limited during the evening and weekends due to activities, homework and other events. The school’s Appropriate Use of IT Policy must be followed at all times.

**Power Learning/ Haiku/ Digital learning**
Students will receive homework/ learning and teaching resources via Power Learning (Haiku). House Parents and Parents will be able to see work set by teachers and communication about school work via access to this application.
If school suddenly closed and classes do not operate as per normal, e-Learning takes place using Power Learning – teachers work from home, post work and monitor progress.

**Letters and parcels**
Mail including packages from postal services should be addressed to the student in care of (C/-) of the Head of Boarding
Stonehill International School
Tarahunise Village Post
Jala Hobli (Bengaluru North)
Bengaluru 562157, India

Reception will ensure that mail/packages are placed in the Head of Boarding’s school office for students to collect. Students will be informed by the Head of Boarding.

Please Note: Parents should email Head of Boarding and cc House Parents that a package is being sent. Students should not independently order items from internet providers such as Amazon without discussion/permission from both the Parent and House Parent.
Support and Guidance

Pastoral Care
At Stonehill your happiness is important to all of us. It is very important that you know somebody cares. In addition to your parents, there are always people at the School to help you with a problem. You can talk to:

- A friend
- A teacher
- Homeroom Teacher
- A member of staff in the Medical Centre
- The School Counsellor
- House Parent
- Head of Boarding
- The MYP or DP Coordinator
- School Principal

The School has a number of counsellors who are available for consultation during the normal school day. Students can self-refer themselves by having a quiet word with one of the counsellors to arrange an appointment. All appointments remain confidential, as does what is shared/discussed, providing no one is in danger of harm.

If you know of someone who is unhappy for any reason, you should tell an adult you can trust. The person may be too scared or lonely to tell anyone.

Homesickness
It is normal for Boarding Students to feel homesick at times. Parents too miss their children. It is suggested that full time boarders stay in house for the first week or so and do not take any leave to go to friends. The first week or so is very important to get themselves into a regular routine.

Students are allowed to use their mobile phones during free time, so parents can expect to be phoned. If this concerns you please feel free to contact the House Parents or Head of Boarding directly at any time.

Head of Boarding Contact Number: 7026612412

Parents can help by:

- Helping their child to leave home - by spending time talking about the forthcoming move and by helping to pack possessions that will give comfort and a link to home.
- Making the arrangements for contact (visits and phone calls) very clear - agreeing these arrangements with your son/daughter will contribute to a feeling of control.
- Building a relationship with boarding staff, keeping staff informed and encouraging your son/daughter to talk to staff if there are problems.
- Keeping informed about their son/daughter's progress and encouraging them to take part in new activities and to get involved in the greater life of the school.

Students will be helped by:

- Knowing about the symptoms of homesickness. Being able to recognise the signs will enable them to understand their own moods and feelings.
Knowing to whom they can turn to if they have a problem or a question.

Being clear about when they should contact home. Though it is tempting to phone in search of comfort, this can extend the time it takes to settle.

Being active. Making an effort to look around and to take part in as much as possible is vital.

Relationships
Stonehill is a coeducational school. Friendships/relationships between boys and girls is normal. However it is important to understand the school attitude towards relationships between students. Schools are educational places of learning. Schools have a wide range of ages, cultures and backgrounds. School is a community environment.

To avoid unnecessary conflict/concerns it is essential you accept the following ground rules for friendship between the sexes. They are not negotiable.

- Students should not have any overt affectionate physical contact. This includes holding hands, sitting very close together, hugging, and kissing.
- Boys and girls may enter each other’s boarding house into common spaces with approval and supervision, mix freely in the purple common space, cafeteria and external, supervised areas.
- Students in a relationship should not go together to places, on or off campus when part of any school activity, where they can be together out of general view.
- They must not make any other boarder or staff member in their House feel uncomfortable.

If you have any questions about this matter, please speak with your House Parent, Home Room Teacher of school counsellor.
Academic Progress
The House Parents are in regular contact with boarders’ Home Room Teachers, subject teachers and Heads of Department, and will liaise closely when there are concerns. The House Parents will focus on the academic and pastoral monitoring of students, and will feed back relevant information to parents.

Boarding School Reports
For 2017-18, Boarding students will receive two Boarding reports – an interim report at the time of the first academic report to parents. The second report will be a final report given at the end of the academic school year.

Parent / School communications
The House Parent is the first port of call for Boarding students.
The Day School Home Room Teacher is the first port of call regarding academic progress.
The House Parent and the Home Room Teacher work closely together.
Teachers will communicate with parents at times, as will MYP and DP coordinators.
Parents are always welcome to visit school, but should contact their son/daughter’s House Parents in advance to ensure that the student and any member(s) of staff the parents may wish to see are available.

Study/Homework/Assignments
Homework is work set in class by teachers for students to complete at home. And brought back the next day. Assignments may be set over a longer period of days weeks or even months. Study is more about going over work studied in class, clarifying what was said by the teacher, reading textbook information and notes, research on the Internet, checking and understanding concepts. Learning for tests. Finding out what is not known.

There is set Study/Homework time but there are also a number of opportunities for Boarding students to engage in study/homework after school or on weekends.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.10pm / 4.10pm</td>
<td>Return to House Check In / Afternoon snack</td>
</tr>
<tr>
<td>3.10pm / 4.10pm</td>
<td>ASA’s – after school activities</td>
</tr>
<tr>
<td>5.00 - 6.00pm</td>
<td>Study Session 1 – collaboration/ quiet time for reading</td>
</tr>
<tr>
<td>6.00pm – 6.30pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30pm - 8.30pm</td>
<td>Study Session 2 – own room/ personal study/ homework</td>
</tr>
<tr>
<td>8.30pm - 9.00pm</td>
<td>House Supper</td>
</tr>
<tr>
<td>9.00pm - 10.30pm</td>
<td>Own room/ Preparation for bed / Further Study/ Homework for IBDP</td>
</tr>
</tbody>
</table>

All computer use during homework sessions is limited to schoolwork only and mobile phones should only be used as a learning and organizational tool. Students are encouraged to discuss their homework assignments with their House Parents/ Boarding Supervisors and share their set Hwk/ via Haiku. IBDP students can request extra study time (later lights out) from the House Parent eg for exam study. Room mates have to be considered in this request.
Whilst the Study Room is available for homework and study, especially collaborative work, students generally study in their rooms at their own desk. This helps to develop self-discipline. During study, the door must be fully open to allow for supervision by Duty Boarding Staff. Students who cannot study independently, may be asked to study in the Boarding Office under closer supervision.

Over the weekend study sessions will be arranged in each of the houses. The timing of these sessions depends on school events and house activities. Boarders should consider their homework obligations before signing out for weekends or arriving back late on Sunday evenings.
Expectations/Guidelines/ Rules/ Discipline

Boarding relies heavily on trust. Students are expected to understand the Boarding expectations and School expectations.
We encourage good manners, courtesy, honesty, compassion and tolerance through a fair and consistent framework of discipline and praise. We expect students to contribute positively to the running of the boarding house by being helpful, being observant to the needs of others and things that need to be done.

Expectations of behaviour

All our boarding students are expected to use their common sense when thinking about their behaviour. Inappropriate and unwanted behaviour will not be tolerated and will be dealt with accordingly.

Some common expectations / rules include:

- No hot food in study or bedrooms
- No chewing gum in the boarding house
- No food in the Study Centre
- The Student Common Room kitchen should be tidied after use
- Music should not be so loud as to disturb others
- Appropriate clothing should be worn at all times in communal areas of the houses and around campus
- All students should be out of the house on weekdays by 7am to go to breakfast
- All students should be in Homeroom by 7.40am
- Bedrooms must be kept tidy and beds are to be made daily
- Dirty laundry should be left outside study bedrooms in the morning
- All students are trusted to use their laptop computers and digital devices as instructed by their House Parents and they should be used in accordance with the School’s Appropriate Use of IT Policy.
- Mobile telephones should not be used during Homework Sessions or after “lights out”.
- No eating is allowed during Homework Sessions.
- The sports/Multi Purpose hall may only be used with permission and supervision from a staff member and swimming is only permitted with a lifeguard present.

This list is far from extensive. Students will be informed / reminded of rules throughout the year. The rule of thumb should be: if unsure, ask.

House rules

In addition to any house rules, regulations and procedures stated in the boarding handbook already, the following expectations are designed for the safety and well-being of all students:

- Houses cannot be accessed by students, parents or strangers when unsupervised by boarding staff
- Visitors and parents must seek permission before entering the boarding house
- Students cannot keep pets in the boarding houses
- Students must sign out with the House staff and collect their gate pass handing it to security before they leave the campus
- Everyone leaves the house and goes to the Cafeteria at breakfast and at dinner time
Smoking / alcohol / drugs
Stonehill has a zero tolerance policy with regards to illegal drugs and alcohol. Those found in possession, consuming or supplying tobacco, tobacco products, alcohol or illegal drugs, will be dealt with according to the school’s policy. Please see the Parent Student Handbook for more details.

Searches
The School reserves the right to search any boarding bedroom, locker, safe, bag, car, belongings or the like, or carry out a personal search (using two appropriate staff), if it is considered necessary in the interests of health, safety, discipline etc., (Note we keep master keys for all lockers etc.) A search may be carried out without the pupil being present.

Dealing with behavioural issues in the boarding house
The following stages are followed in case of student misbehaviour:

Stage 1. Minor Offence
Any minor offence will be dealt with by the member of staff on duty or, if necessary, referred to the House Parents. Such offences may or may not be recorded in the student file.

Stage 2. Referral to the House Parents
This stage is reached when a more serious offence takes place or three minor offences have occurred, despite action being taken. At this stage referral to the House Parents could result in further action or merely provide information. All referrals and actions will be formally recorded in the student file. Parent informed.

Stage 3. Referral to the Head of Boarding - Boarding Detention / Gating
A boarding detention will be initiated for students displaying inappropriate behaviour and will take place during the weekend. The House parents will supervise this and it will be formally recorded in the student file.

If a student repeatedly shows disregard for the boarding rules and is gated more than twice, the student may be referred to the Head of Boarding. Parents will be contacted in view of a discussion of the incidents.

Note: Gating is where the student is not permitted off site and is required to do supervised academic work or community service for a set period of time during the weekend. No Leave is granted.

Stage 4. Head of School
In extreme situations the Head of Boarding may refer a student to the Head of School who may ask Parents / Guardians to attend a meeting to discuss their child’s behaviour, their suitability for Boarding and possibly their future at Stonehill.

The behaviour of all boarders is also subject to the School Behaviour Policies.
The Medical Centre

Stonehill has a fully-equipped medical centre on site. Staffed by registered nurses, the centre provides first aid care for common injuries and ailments. It is also equipped to handle unexpected emergencies.

The Medical Questionnaire Form must have been submitted through the Admissions Registrar prior to arrival.

Students feeling ill or who are injured need to report to the Nurse on Duty Medical Centre. Students can obtain a written pass from their teacher if in class, any teacher if during breaks and House Parents if in the Boarding precinct. The Nurse can be contacted using the 27/7 Mobile Number: 8494 941177

If Boarding students are unwell in the morning, the House Parent must be informed. The student must report to breakfast and be dressed ready for school before attending the Medical Centre. Attending the Medical Centre would be done before morning registration.

Students are not able to stay in bed in the boarding house during the day. If it is required, a bed will be provided in the Medical Centre, under the supervision of nursing staff.

If boarding student attends the Medical Centre, House Parents will be informed.

Confidentiality
All appointments remain confidential, as does what is shared/discussed, providing no one is in danger of harm.

Medication
The Medical Centre must be made aware of any prescribed drugs that have been brought from home.
All medication must be kept in the Medical Centre unless otherwise authorized by the School Nurse. Any medicines that have been brought from home must be delivered to the Medical Centre, together with the completed Medication Permission Form. All medication should be delivered in the original box / bottle and clearly labelled.

Immunization
To promote wellness and achieve optimal prevention of common infectious disease in the school community, our Boarding Houses have a mandatory vaccination policy, requiring each student to have completed a series of the following vaccinations:

- Measles, Mumps, Rubella
- Diphtheria, Tetanus, Pertussis
- Polio
- Hepatitis B
Communicable disease
Our school follows a protocol to keep students who are diagnosed with a contagious disease away from the school campus. Boarders who are diagnosed with such a disease will be isolated in the Medical Centre and sent home if necessary. Full time Boarding students whose primary home is interstate or overseas will be placed in the care of their appointed Guardian.

Stonehill International School Website: http://www.stonehill.in/