



Boarding Handbook

2018-19



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.....	9
School Calendar.....	10
Important dates/event.....	11
Living Away from Home.....	13
Homesickness.....	14
Daily Routine.....	15
Activities.....	16
Weekends.....	17
Leave and Exeats.....	18
Clothing and Equipment.....	20
General Issues	24
Safety and Security.....	26
Personal Property/Emergency Evacuation	27
Food and Meals	28
Communication	29
Support and Guidance.....	30
Homework and Study Times	32
Expectations/ Guidelines.....	34
The Medical Centre	36
Website/Map.....	38

Guiding Statement

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 is a growing, vibrant international community which promotes respect, integrity, honesty, fairness, empathy, humour through a fair and consistent framework of discipline and praise.

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.

I trust that this boarding handbook will give greater detail and scope to the life of boarding at Stonehill. This handbook is a useful resource for boarding families and sets out our expectations in the Boarding House and those of the community

Boarding can never replace home but Stonehill does offer the next best thing - a home away from home.

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.

Have a wonderful school year!

With very best wishes,

Glen Johnson
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)



SERENITYA (Senior Girls M1-D2)



OHANA (Junior Boarding M1 – M4)* *possibly from 2018/19

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 House Tutor

Residential Tutors are usually Stonehill teaching faculty. They work one evening a week, Monday to Thursday (5pm to 10.30pm) in the Boarding House; Friday evenings; and on weekends as per the Boarding duty roster from 12 noon to 6 PM. They are also on call for cover, emergency, and night duty.

Residential Tutors are responsible for assisting the House Parents with the operation of the Boarding House and for the personal development, welfare and academic support of all boarders in the House.

Non-Resident Tutors

Non-Residential Tutors are usually full-time or part-time Stonehill teaching faculty. A Non-Residential Tutor works one evening a week, Monday to Thursday (5pm to 10.30pm) in the Boarding House and on weekends as per the Boarding duty roster from 12 noon to 6 PM. They are also on call for cover duty. The primary role of the Non-Resident Tutors is supervision and pastoral care. They also provide an adult presence and academic support in line with their expertise and mentoring. The Non-Resident Tutors 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.

BOARDING STAFF-AMITY HOUSE



Glen Johnson
Head of Boarding
Mobile No- +91 7026612412
Email:glen.johnson@stonehill.in



Glenda Johnson
House Parent
Mobile No- +91 7026612412
Email:glenda.johnson@stonehill.in



Mark Howarth
Head PE/Non-Resident Tutor
Email:mark.howarth@stonehill.in



Jitendra Pandey
MYP Coordinator/Non-Resident Tutor
Email:jitendra.pandey@stonehill.in



Mohammed Nassir
Computer Sc & Design/Non-Resident Tutor
Email:mohammed.nassir@stonehill.in



A Ramaiah
HOD Maths/ Non-Resident Tutor
Email:

BOARDING STAFF-SERENITYA HOUSE



Huxian He
Lang/Resident House Tutor
Email: hehuxian@gmail.com



Manpreet Kaur
DP Coordinator/Non-Resident Tutor
Email: manpreet.kaur@stonehill.in



Preethi Menon
English/Non-Resident Tutor
Email: preethi.menon@stonehill.in



Bindu Balakrishnan
Biology/Non-Resident Tutor
Email: bindu.balakrishnan@stonehill.in



Veena A / Preethi AJ
Boarding Nurse-On rota
Mobile No# +91 8494941177
Email: veena.a@stonehill.in
Email: preethi.aj@stonehill.in

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 require 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.



Year: 2018 Month: 7 Start Day: 2 (1: Saturday, 2: Sunday)

Stonehill International School 2018-2019 Academic Year Calendar

July 18						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 18						
M	Tu	W	Th	F	Sa	Su
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						11

September 18						
M	Tu	W	Th	F	Sa	Su
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

October 18						
M	Tu	W	Th	F	Sa	Su
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19

November 18						
M	Tu	W	Th	F	Sa	Su
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						15

December 18						
M	Tu	W	Th	F	Sa	Su
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
						10

January 19						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

February 19						
M	Tu	W	Th	F	Sa	Su
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
						19

March 19						
M	Tu	W	Th	F	Sa	Su
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

April 19						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						17

May 19						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						22

June 19						
M	Tu	W	Th	F	Sa	Su
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						12

July 19						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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August 19						
M	Tu	W	Th	F	Sa	Su
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Events

1 Aug 2018 - ELT and Coordinators report to work
2-6 Aug - New Teacher Orientation (3 days)
7-13 Aug - All staff Orientation (5 days)
14 Aug - Orientation Day for new students
15 Aug - Independence Day (National Holiday)
16 Aug - First Day of classes for all students
22 Aug - Idul Juha (Eid Holiday)
13 Sept - Ganesh Chaturthi (Holiday)
14 Sept - First PD Day (No school for students)
2 Oct - Gandhi Jayanti (National Holiday)
18-19 Oct - Dussehra (Holidays)
22 Oct - Second PD Day (No school for students)
1 Nov - Karnataka day - Kannada Rajyotsava (Holiday)
2-9 Nov - Diwali Break (Holidays)
17 Dec - 4 Jan- Winter Break (Holidays)
14 Jan - Makar Sankranti (Holiday)
26 Jan - Republic Day (National Holiday- SATURDAY)
22 Feb - Third PD Day (No school for students)
6 April - Ugadi - Karnataka (SATURDAY)
15-19 Apr- Mid Term Break (Holidays)
1 May- May Day (Holiday)
18 Jun - Last day of school for Students (Tuesday-12.30 pm)
19 Jun - Last day of school for Faculty (Wednesday)
20 Jun - Last day of school for Coordinators (Thursday)
21 Jun - Last day of school for ELT (Friday)
21 Jun- Last day for leaving teachers (Friday)
Academic - 182 plus 3 PD Days
1 Aug 2019 - ELT and Coordinators report to work
2-5 Aug - New Teacher Orientation
6-10 Aug - All staff Orientation
12 Aug - Orientation Day for new students
13 Aug - First Day of classes for all students
15 Aug - Independence Day (National Holiday)
 Orientation day for students
 Holidays
 PD days - no school for students
 First/last day of classes for all students
 ELT and Coordinators report to work
 New staff orientation
 All staff orientation

Boarding – Important Dates/Events 2018-19

Tuesday, 14 August, 2018 – Orientation Day Program for New Students

Wednesday, 15 August, 2018 – Returning Students arrive after 4:00pm

Thursday, 16 August, 2018 – First Day of classes for all students

Public Holidays-No School/Classes - Boarding Open

Wednesday, 22 August, 2018-Id ul Zuha

Thursday, 13 September, 2018-Ganesh Chaturthi

Tuesday, 2 October, 2018–Gandhi Jayanti

Monday, 14 January, 2019 – Makar Sankranti

Saturday, 26 January, 2019 –Republic Day

Wednesday, 1 May, 2019 – May Day

Boarding Exeats *2018-19

Dates	Leave from/Time	Status	Return day/Time
<i>*September 12 -16</i>	<i>Wednesday , 12 Sept -4:00pm</i>	<i>Boarding Open</i>	<i>Sunday , 16 Sept After 6:00pm</i>
<i>*February 22-24</i>	<i>Thursday, 21 Feb -4:00pm</i>	<i>Boarding Open</i>	<i>Sunday, 24 Feb After 6:00pm</i>

**Boarding students can travel home if they are able to do so within the dates specified above.*

-Unless specified, Boarders can stay in during 3 day Exeats as published.

Staff PD Days 2018-19 -No school for students

Friday, 14 September 2018

Monday, 22 October 2018

Friday, 22 February 2019

Boarding Holiday Closures – 2018

HOLIDAY	LEAVE FROM	BOARDING CLOSURES	RETURN DATE	BOARDING OPENS
<i>DUSSEHRA</i>	<i>Wednesday, 17 October</i>	<i>At 4:00pm</i>	<i>Monday, 22 October</i>	<i>After 4:00pm</i>
<i>DIWALI</i>	<i>Wednesday, 31 October</i>	<i>At 4:00pm</i>	<i>Sunday, 11 November</i>	<i>After 4:00pm</i>

<i>WINTER BREAK</i>	<i>Friday, 14 December</i>	<i>At 4:00pm</i>	<i>Sunday, 6 January</i>	<i>After 4:00pm</i>
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Boarding Holiday Closures – 2019

HOLIDAY	LEAVE FROM	BOARDING CLOSES	RETURN DATE	BOARDING OPENS
<i>MID TERM BREAK</i>	<i>Friday, 12 April</i>	<i>At 4:00pm</i>	<i>Sunday, 21 April</i>	<i>After 4:00pm</i>
<i>SUMMER BREAK</i>	<i>Tuesday, 18 June</i>	<i>At 4:00pm</i>	<i>Monday, 12 August</i>	<i>After 4:00pm</i>

The dates published include the leaving day and the return day – the times are 4pm in both cases.

Any leave from Day school must be approved by the Secondary/Primary School Principal



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 students 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 or the Head of Boarding about any concerns.



Daily Routine (Guide only)

Weekday		Weekend		
Monday to Thursday		Friday	Saturday	Sunday
6.30am	Wake up/ Showers		8.30am	8.30am
7.00am	Breakfast		9.00am	9.00am
7.30am	Leave the House for the day			
7.40am	Day School Home Room			
3.10pm/ 4.10pm	Afternoon Sign In	3.10pm		
3.15pm/ 4.15pm	Afternoon Snack	3.15pm		
3.10pm - 4.10pm	Activities (Tues and Thurs)			
5.00pm – 6.00pm	Study Session 1			
6.00pm - 6.30pm	Dinner	6.00 – 6.30pm		
6.30pm - 8.30pm	Study Session 2	6.30 – 8.00pm	Flexible	6.30 – 7.30pm
8.30pm	House Supper			
8.45pm	M1 Prepare for bed			
9.00pm	M1 Lights Out M2-M5 Prepare for bed D1 & D2 Study Continues			
9.30pm	M2-M5 Lights Out D1 Prepare for bed			
10.00pm	D1 Lights Out D2 Prepare for bed			
10.30pm	D2 Lights Out			

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:

M1	8:45 pm (lights out 09:00 pm)
M2 & M3	9:00 pm (lights out 09:30 pm)
M4 & M5	9:00 pm (lights out 10:00 pm)
D1	9:30pm (lights out 10:00 pm)
D2	10.00pm (lights out 10.30pm)

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)

Weekends

Living in boarding provides a more structured approach to the day. Boarders are encouraged to have a healthy and balanced lifestyle. An activities programme developed in collaboration with the events manager and House Parents offers a wide range of activities to cater for the needs of the Full Time boarding students on the weekends. Some of the activities may be compulsory and some may involve Weekly Boarding students as well.

Boarding students who sign up for these activities are asked to commit to taking part and should not make other arrangements that may interfere with the organisation of them, as much time and effort goes into the preparation of these activities by House Parents.

Activities

Sports tournaments, cinema, cross country runs, meals out in town, picnics, team games and competitions, swimming, ten pin bowling, temple visits, and each term we have regular shopping trips so students can stock up on supplies are a few of the activities available to Boarding students.

We ask that every parent / guardian complete the activity consent form before boarders are allowed to participate in any activity. There may some further activities which will require approval by parents. Parents will be advised if there are any costs involved. On some trips students will be given the option to bring pocket money to spend. All activities are risk assessed and standard operating procedures put into place, to protect the health and safety of all students involved.

Sport, Music, Drama

There is always plenty of time during the weekend for boarders to take part in a variety of sporting and cultural events. Our Sports/ Multi-purpose hall is available at set times during the weekend with negotiation with Sport and PE Department.

Swimming Pool - this is available for boarders to use at specific times during the week and weekends. Further information is posted in each House and on the PE Department notice board. Permission from House Parents and staff supervision is required. The lifeguard must also be on duty.

Weights Room and Fitness Suite

The Weights Room and Fitness is open for Boarders during the week and on weekends by arrangement. For safety, lone use of the gym is prohibited.

Sports Hall (Multi-Purpose Hall)

The MPH is available for use by boarding by arrangement with the PE Department and Security for activities such as Basketball, Badminton, Table Tennis and Five-a-side Football. Supervision is required.

School Library

The school library remains open until 4.30pm during the weekdays.

REACH

REACH is a Boarding Management programme 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.

Full details must be entered; including name of the person the boarder will stay with, address, phone number, time and date leaving, time and date returning, and mode of transportation both ways. If plane travel is involved, flight itineraries must be entered into the Notes component of the form. If a boarder is going to more than one location, details for each must be entered. Once saved, parents and hosts will each receive an email asking that they review the request and either Approve or Reject the details. Once all confirmations are in, Head of Boarding/House Parent will provide the final Approval.

It is important that as much detail as possible be submitted on these requests; Boarding Staff need to know how to locate people at any given time, particularly in emergency situations.

Leave and Exeats

Weekend Leave- Parents

Leave is a privilege and not a right. All leave arrangements need to be communicated to the Head of Boarding and House Parent by no later than the Wednesday evening, prior to the weekend in question each week by email. (REACH-Student Parent App will be used from August 2018) Weekend leave will be granted to students, but parents must make arrangements via the electronic leave system. If all details are not entered or approvals obtained from parents and hosts, well in advance of travel, leave will be rejected.

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

Holiday Leave:

School closures due to calendared holidays (e.g. Diwali, 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.

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.

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 an Adult parent known to the House Parents and Parent.

Please note that leave permission will not be granted to a destination where there is no responsible adult to assume full responsibility for that student for the duration of the leave in question. Parents are asked to respect this requirement and not request weekend leave for their child to any unsupervised locations, including hotels.

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 arrangement;
- ❖ 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 2018 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 commons paces 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

Item	Quantity	Check
<i>Uniform Boys</i>		
School shorts/trousers	4	
School shirts (Teal for MYP, Maroon for DP)	4	
Black socks	6 pairs	
Black (predominantly) shoes	2 pairs	
Stonehill swimwear plus cap	1	
<i>Girls</i>		
School shorts/trousers	4	
School shirts (Teal for MYP, Maroon for DP)	4	
black socks	6 pairs	
Flat-heeled, black (predominantly shoes)	2 pairs	
Stonehill swimwear plus cap	1	
<i>Girls and Boys</i>		
PE shirt	2	
PE shorts	2	
House sports shirt	1	
School sports cap	1	
Sports socks	3	
Sports shoes	1	
Water bottle	1	

Non-uniform Clothing		
Pyjamas/ Nightdress	2	
Dressing gown and slippers	1	
Casual clothes as required (but not too many!)		

Accessories		Check
Bath towel	2	
Hand towel	2	
Personal Pillow*	1	
Wash bag	1	
Toothbrush	1	
Shaving kit (if required)	1	
Shoe cleaning kit	1	
Brush/Comb, hair accessories		
Spare glasses/ contact lenses (if required)	1	
Soap/ toothpaste/ Conditioner		
Feminine hygiene products		
Box of tissues		
Specialist sports equipment (e.g. boots / mouth guard)		
Named cup / bowl for snacks / water bottle*		
4 Outlet Power Board	1	
Personal Sunscreen		
Hat – Sun Protection		

- ❖ 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 – Poonam's, 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.

POONAM's
155,MM Road,Fraser Town,
Bengaluru – 560005
Cell No-+91 8123236162
Email-poonam65@hotmail.com

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 Wi-Fi 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 personalized 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.
- ❖ Cold 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 Kitchen 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 is 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 headphones. 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 is 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.

Boarders 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

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 has been 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 Lockdown 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 phones 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/o) of the

Head of Boarding

Stonehill International School

Tarahunise Village Post

Jala Hobli, Bengaluru 562157, India

Reception will ensure that mail/packages are sent to the Boarding office for students to collect. Students will be informed by the Head of Boarding.

Please Note: Parents should email Head of Boarding and mark a copy to the 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 and 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 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 or 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 2018-19, 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 text book 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.

3.10pm / 4.10pm	Return to House Check In/ Afternoon snack
3.10pm / 4.10pm	ASA's – after school activities
5.00 - 6.00pm	Study Session 1 – collaboration/ quiet time for reading
6.00pm – 6.30pm	Dinner
6.30pm - 8.30pm	Study Session 2 – own room/ personal study/ homework
8.30pm - 9.00pm	House Supper
9.00pm- 10.30pm	Own room/ Preparation for bed / Further Study/ Homework for IBDP

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 Homework/ via Haiku

IBDP students can request extra study time (later lights out) from the House Parent e.g. for exam study

Roommates 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 wellbeing 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 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. A boarding student who is diagnosed with a communicable disease and/or a parasitic infestation will be isolated and attended to by the School Nurse in the medical centre and sent home. 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/>

