

## BOGAERTS BOARDING HOUSE RULES

*Reviewed July 2017*

The common rules supplement the normal school rules. The school rules obviously apply to all boarders when they are at school and in their boarding rooms. The common rules should be strictly adhered to by boarders.

The common rules are available in the Student/Parent Handbook.

### **Bedtimes**

Years 6-7 – 21:00

Year 9 – 21:45

Year 10 – 22:00

Year 11 & 12 – 22:15

Jury – 23:00

### **General:**

1. Bullying is not permitted. Those that are harmful to others will be subjected to disciplinary measures by the Director.
2. Do not disturb others while studying.
3. Do not bring valuables or large amounts of cash to the boarding.
  - a. The school will not be responsible for any loss.
4. Do not damage or deface any school property.
5. Do not shout or speak loudly in the boarding house.
6. Do not bring any visitors to the boarding during school time. Should you wish to bring someone over, you must seek permission.
  - a. Any visitors must sign in and out.
7. All boarders must attend all boarding house routines.
8. Boarders must stay in bed after their designated bedtime.
  - a. Any boarders found out of bed without good reason after bedtime will be subject to disciplinary actions/measures.
9. Boarders must report any accidents and security concerns immediately to the boarding staff.
10. Boys & girls should stay in their side of the residence.
11. All rooms must be kept clean and tidy.
  - a. Eating, drinking and art work must be done in common rooms.
12. Boarders may not access school classrooms between the hours of 18:00 and 7:30 the next day.
  - a. This includes: staff rooms, concierge rooms, lifts, balconies, any area outside the gate, and electrical rooms.

### **Monday – Friday**

1. All Jury boarders must be in the boarding by 22:00 unless they are involved in an organized school activity, or have written permission.
2. All Secondary school boarders should be in boarding by 18:00, unless they are involved in an organized school activity, or have been given permission for extra study.

3. Secondary school boarders may not leave campus unless permission has been granted by a parent (24 hour notice), and the boarding supervisor must know where the boarder is and how to communicate.
4. Overnight leave will only be granted on the request of a parent/guardian.
5. The boarding staff must be informed of any return that would be later than normal. This can be communicated by phoning/texting the supervisor.
6. Abuse in leave will result in disciplinary measures.
7. The boarding supervisor reserves the right, at his/her sole discretion, to refuse a boarder's leave request at any time.

## **Secondary**

### Town Leave

Description: Short leave from campus after-school hours.

Time: From after school until 20:00

Details: The number of town leaves per week for secondary is limited to two days.

Procedure: Should ask boarding staff by lunch time on the same day.

### Special Leave:

Description: Long leave applicable to study, whole evening or one or more days (*e.g. family dinner, stay-over at another's home after project etc.*)

Time: Depending on request but advance notice is required.

Details: Parental permission is required. All boarders on leave must state where they are going, whose care they are going to be in and provide a contact number, and should be contactable at any time.

Procedure: Should ask for permission by lunchtime the day before leave. Boarders should keep staff informed regarding when they will return.

### Routine Leave:

Description: Pre-arranged leave that occurs regularly (*e.g. music lessons, sports training, private tutorials etc.*)

Time: Indicated time(s) on a weekly/monthly basis

Details: Routine Leave must be organized in advance between the boarding staff and a boarder's parent/guardian. It is useful to know the exact dates/times and any anomalies in the schedule at time of applying.

Procedure: Parents/guardians/teacher to inform boarding staff. Boarders must confirm by lunch time the day before, and must keep boarding staff informed when they leave and return.

## **Admission Policy**

Bogaerts Boarding House maintains high standards, positive living, and learning environment. The school uses certain criteria in order to decide which students may be invited to board at BBH.

## **Admission Procedure**

- All interested families/students are encouraged to talk to boarding staff and existing boarders to find out more information about boarding.
- All applicants' discipline and academic records will be reviewed and staff consulted. New applicants will be booked for an interview.

- After the interview is completed, applicants will be notified whether they have been successful or not. On some occasions, applicants may be given a conditional offer with a probation boarding period.

### **Criteria**

- Existing academic and discipline track record.
- Activeness outside of school hours (involvement in extra-curricular activities, etc.)
- Willingness, motivation and positive attitude towards being a part of a boarding community.
- Some evidence of qualities such as independence, responsibility, leadership and interpersonal skills.
- Ability to contribute to the boarding community.

### **Room Allocation and Room Change Policy**

#### Aims

- Harmony between all room mates and within the BBH.
- Creation of an environment that fosters the development of interpersonal skills, conflict resolution and friendships.

#### Room Changes

Boarders are entitled to two room changes each year. Requests are welcome at any time. The change will be considered when it is in writing, with a clearly stated reason, and signed by parents. Once the change is approved, the new room will be assigned. The BBH reserves the right to change room allocation at any time if it is in the best interest of the boarders and the boarding house.

#### Conflict and Complaints

Small problems and/or conflicts are inevitable when living with others. An important part of boarding is learning to deal with conflicts and learning to live with others. All boarders are encouraged to solve problems in a quick and reasonable manner, maintaining respect, honesty and harmony within the boarding house.

However, sometimes conflicts can be complicated and require additional support. Boarders can seek help.

- Should step 1 fail, boarders are required to solve the problem through mediation
- Should step 2 fail, boarders are required to meet with a member of the boarding staff, who may implement some rules or guidelines to help end the conflict.
- Should step 3 fail, or if it is recommended by staff, boarders may consider and apply for immediate room change.

## Medical

- It is important all boarders provide all medical details before moving into the BBH. Parents/Guardians should advise the school if their child(ren) have any allergies or medical conditions.
- Non-prescribed medication will only be administered if the Emergency Form has been submitted to administration.
- Parents/Guardians must provide any details about prescription medication that could affect or influence:
  - The way in which the individual adjusts to boarding
  - The individuals relationship with others in the boarding
  - **Students should not self-medicate without staff supervision.**