

SWISS  
INTERNATIONAL  
SCIENTIFIC SCHOOL  
— D U B A I —

Boarding Handbook  
2020-2021

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## **1. Welcome**

### **1.1 Purpose of this handbook**

This handbook is designed to inform you about residential life at SISD; how students live, the daily practicalities of living in a boarding community and the importance of honest and open communication between boarding students, parents and boarding house staff.

The Swiss International Scientific School in Dubai (SISD) offers local and international boarding students a premier education focused on both academic excellence and personal growth. Our boarding students are immersed in an exceptional learning environment, which inspires them to become confident, responsible and compassionate towards the needs of others. Our Boarding Houses, Zurich for girls and Geneva for boys, are purpose-built accommodation located on the SISD campus. Both houses are within easy reach of the secondary school building and sports facilities. Boarding students reside in large, comfortable and ergonomically designed rooms, each fitted with an en-suite facility. Boarding at SISD offers an amazing opportunity to gain the very best from school life.

### **1.2 Statement of boarding principles and practice**

Boarding is overseen by the Head of Boarding, Residential Tutors, Boarding Administrator and ancillary staff. Boarding students and parents/guardians are encouraged to maintain regular contact with boarding staff and report any concerns promptly.

Boarding student views are sought via the Boarding Council to identify areas of concern and opportunities for development in order to continuously evaluate and develop the range and quality of boarding provision offered. Together with our teaching staff and parents, we support our students to fully develop their potential in a motivating, multilingual and international learning environment.

### **1.3 Boarding staff roles**

#### **Head of Boarding**

The Head of Boarding oversees the day to day operation of the boarding houses and the welfare of those residing within them, ensuring best practice and consistency of provision and approach between houses. The Head of Boarding also oversees the Boarders Activity Programme and excursions in collaboration with the Residential Tutors, Boarding Administrator, ASA providers and venue operators across Dubai. The Head of Boarding is available to parents, pupils and staff who may wish to discuss any issues with regard to the boarding community, or more specifically, in respect of pastoral, social or academic matters relating to an individual pupil.

#### **Residential Tutors**

Residential Tutors reside on each floor of the boarding house. Their roles are various; working within the secondary academic team and on duty with the boarders in the mornings and evenings, they provide an essential link between our academic staff and our boarding houses. Being resident within the Boarding Houses, our Residential Tutors are available for any out-of-hours and overnight issues and emergencies and accessible to boarders for support with academic work each evening.

## **Boarding Administrator**

The key function of this role is to assist with administration and communication across our boarding community, ensuring boarding house operations run effectively and smoothly. Our Boarding Administrator is also an adult presence in the Boarding House during the day should any boarders need to return to the house for an approved reason. They are additionally responsible for the safeguarding, welfare and security of pupils by assisting the Head of Boarding and the wider team in the management of pupil health and welfare.

## **Boarding Assistants**

Our Boarding Assistants play a crucial role in the day-to-day pastoral care of each boarder. They are, additionally, resident and available overnight should any issue or need arise. Boarding Assistants support across several roles, being helping hand for all within our community and providing that important adult presence at all times, throughout the day and night, in collaboration with the wider Boarding team.

## **2. Contact Information**

**School address:** Dubai Healthcare City, Phase 2, Al Jaddaf, Dubai, PO Box 505002 UAE

**Main school office:** +971 4 375 0600 (e): [info@sisd.ae](mailto:info@sisd.ae) **Website:** [www.sisd.ae](http://www.sisd.ae) **Boarding house offices:** Geneva boys – +971 43750619, Zurich girls - +971 43750653 **Boarding email:** [boarding@sisd.ae](mailto:boarding@sisd.ae) **SISD teachers & staff:** [click here](#)

### **Head of School Office**

Norbert Foerster - Head of School  
Luke Osborne - Deputy Head of School

### **Boarding School**

David McKeown – Head of Boarding  
Gaelle Doan - Residential Tutor  
Alasdair Wood - Residential Tutor  
Louisanne Haingon – Boarding Administrator

### **Secondary School**

Elise Furr – Head of Secondary School

### **Security & Facilities**

Ashfaq Khan – Head of Facilities

### **Health**

Kristine Ignacio – Head Nurse

### **After-school Activities**

Rob Duncan – Head of Sport and After-school Activities

### 3. Academic Calendar

[2020-2021 ACADEMIC CALENDAR - CLICK HERE](#)

#### 3.1 Arrival and departure

All boarding students must arrive/return to boarding the day before the first day of the semester or when recommencing school following a mandatory break. New boarders to SISD will need to be accompanied by their parents/guardian when they arrive for the first time.

#### In-Country Boarding Students

Must always inform the Head of Boarding of expected arrival & departure times and associated arrangements. All boarding students must leave the campus by no later than 21:00 on the final day of term prior to mandatory breaks.

#### International Boarding Student

All boarders are required to forward incoming and outgoing travel details (airport terminal, flight number and time of arrival/departure) to the Head of Boarding and Boarding Administrator via email ([boarding@sisd.ae](mailto:boarding@sisd.ae)) at least 2 weeks prior to departure to ensure that airport transfers can be arranged accordingly. Parents are responsible for boarding students once they have left the care of boarding staff at the airport or departed the school site via Taxi/Uber/Careem etc, with parental permission. Air tickets should be booked well in advance so that boarders do not miss lessons at the beginning and the end of each mandatory break.

#### 3.2 Check-in and Check-out procedures

The Boarding House uses a sign in/out register to record house attendance. This means that the house staff can immediately see whether a student is present or not. This is used in conjunction with the house roll call register. It is of paramount importance that boarding students immediately form the habit of indicating their presence in this way. Likewise, students may only change their own status and are not allowed to do this on behalf of others. Boarding students may not leave the campus, unless they have prior consent which has been acknowledged by the Head of Boarding, Boarding Administrator or Residential Tutor.

In addition to this, students and parents must use the 'sign--out form' when they leave campus. Upon return, they must also sign in using the House sign in/out register. Pupils are not permitted to leave the school site unless an offsite **permission request form** has been completed by parents/guardian or an email has been received detailing departure, return and venue time from a registered email address to the Head of Boarding/Residential Tutor, which provides permission from parents. **All offsite requests will need be approved by the Head of Boarding or Residential Tutor on duty.** All requests should be submitted at least 24 hours prior and will be considered based upon boarding student behaviour - *no significant school or boarding sanctions within the preceding 5 days*, all necessary homework being completed, and trust earned - *the location of previous offsite visits and agreed timings having been adhered to.*

#### Weekly Boarding Students:

Weekly boarding students may leave the campus with parents, or via the school bus or designated family driver on Thursday afternoon, as agreed with the Head of Boarding. Weekly boarding students are expected to return to boarding on Saturday evening, before 19:00.

### Full-Time Boarding Student:

Boarding students may visit the homes of fellow students or guardians (in Dubai) or stay overnight on weekends on the condition that both parents provide written permission and the host parent or guardian assumes responsibility for the boarding student.

The Head of Boarding should be made aware of the expected day and time of departure and arrival. Boarding students may not sign out during planned weekend boarding excursions and will be expected to participate in whole-house activities/events to support the boarding ethos and community/family spirit. Do note that if it comes to our attention that any student is misbehaving or acting inappropriately during weekends on which they have signed out, their parents will be notified, and a meeting will be called.

- Students should behave within school guidelines, even when outside of the Boarding House.
- Day outings during the week are NOT permitted unless there are special circumstances approved by the Head of Boarding.
- Students must complete the sign-out form and submit it to the Head of Boarding or Residential Tutor on duty for approval 24 hours before the planned departure from campus.

### 3.3 Visitors to Houses:

Family members, family representatives and day student friends are welcome provided that the following conditions are observed:

- All visitors must be referred to, and approved by, the member of staff on duty, as a matter of House security, and in case of fire or other emergency.
- No more than two visitors at a time, unless they are family members.
- Some exception in terms of numbers may be made for study groups, at the discretion of the member of staff on duty. However, these groups will be required to work in the common room area.
- Visiting friends **do not** have access to boarding supplies within the pantry areas unless specific permission is sought from the member of staff on duty.
- Hosts are responsible for the behaviour of their guests and must not leave them unattended.
- Guests to the House will not be allowed access to pupils' study bedrooms or upstairs in Boarding Houses without the special permission of the Head of Boarding/Residential Tutor.
- No visiting of the girls' residential accommodation by boys or vice versa is permitted at any time.
- Visitors from outside SISD (unless Parents or Guardians) must be referred to the Head of Boarding/Residential Tutor before they are allowed any access to the Boarding House.
- Parents should always make the Head of Boarding/Residential Tutor aware of their presence if visiting during the school day or evening, preferably telephoning first to arrange a visit.

## 4. Boarding Student Induction

Student induction to boarding begins before their arrival at SISD with the sharing of key documentation, including this handbook. Induction continues on the first day of boarding, when students and their parents or guardians together are introduced to the details of Boarding House life by the house team. Thereafter, the student will be buddied up with another boarding student, who will act as a source of help or advice during the early days of boarding. All boarding

students will also meet the School Nurse and the School Counsellor. They will be provided with a timetable and support in selecting both their ASA (After-School Activities) and boarding evening activities.

In addition to the list of items noted in the pre-boarding check list, SISD provides all of its full boarding students with a basic set of SISD uniforms, as per the respective boarding package. Any further additional items can either be ordered from school or purchased directly from Zaks Uniforms. Learn more [here](#).

#### 4.1 Check list

##### 4.1.1 Clothing

- School uniform set
- Sportswear: swimming, football
- Athletic footwear
- 5 x pairs white socks
- 5 x underwear
- Baseball cap
- Casual clothing
- Backpack
- Bathrobe (optional)
- Swimming drawstring bag (optional)

Note: All clothing must be labelled

##### 4.1.2 Academic

- Pencil Case
- Pencils
- Coloured pencils and pens of varying colours
- Scientific Calculator
- Maths equipment eg; protractor, compass etc
- Bilingual dictionary
- Eraser, glue-stick, scissors etc
- Highlighters of varying colours
- Lined notebooks (can be purchased following arrival.)
- Laptop with Microsoft Office installed

##### 4.1.3 Other

- Toothbrush & toothpaste. **(Essential)**
- Various personal care items as required/deodorant. **(Essential)**
- Alarm clock – *not a mobile phone*. **(Essential)**
- Books of personal choice and/or kindle (optional)
- UAE mobile number (optional)

SISD provides: clothes hangers, personal safety deposit box, laundry basket, bedding and towels.

##### 4.1.4 Documents

- Passport
- UAE Visa entry slip (Immigration stamp upon entry)
- Copy of birth certificate
- All forms (listed on the final page of this handbook) completed and contract signed

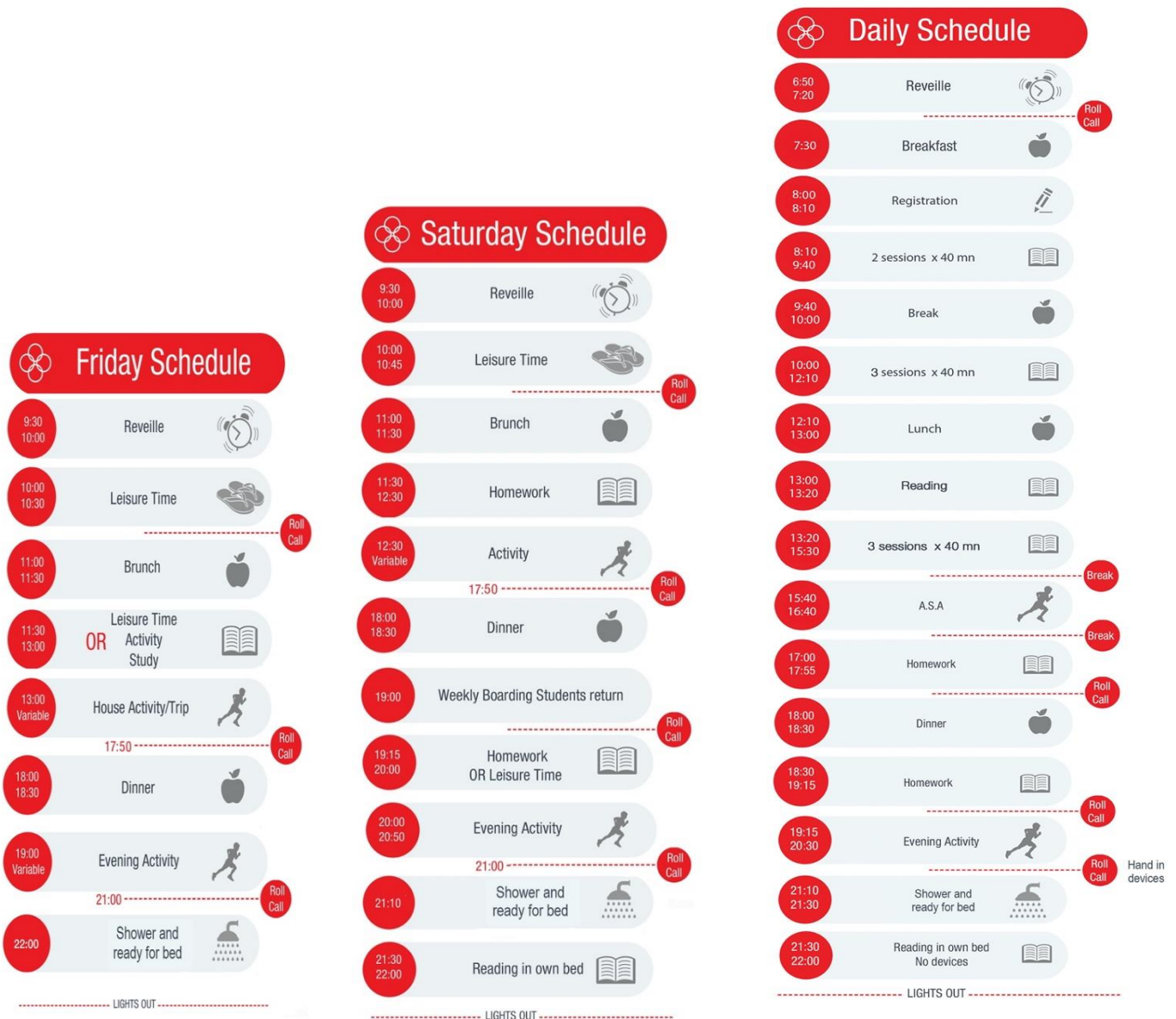


## 4.2 Dress Code

All students must look smart and be appropriately dressed at all times. Students represent SISD whenever they wear the uniform on or off campus. Boarding students are expected to wear the school uniform during the day and can change into their casual clothes after their ASA.

Students must ensure that any casual clothing items worn respect the rules and laws of the UAE. Any clothing which is deemed to be inappropriate or offensive may be confiscated by the House Staff.

## 5. Weekly Routine



**\*Timings may be subject to change**



## 5.1 Before School

All pupils must have left the House for breakfast by 7:30am. Any pupils creating difficulties with regard to normal routines are referred to the Head of Boarding/Residential Tutor who is normally in House until at least 7:30am.

All pupils should present themselves in a clean and tidy state for registration in school at 8:00am. They will then attend class according to year group and timetable.

## 6. Extra-curricular activities

All SISD students are able to choose from a wide range of activities offered daily. SISD aims to provide engaging activities and clubs tailored to meet the needs of each age group. The Boarding team support students in the process of choosing their ASA or Team.

### 6.1 Teams

This activity is dependent upon a student's selection following a number of rigorous trial sessions. Once selected, students are expected to attend all training sessions to support the whole team's development and future success when representing SISD in Dubai's very competitive inter-school sports leagues.

### 6.2 After-School Activities

Boarding students are expected to choose a minimum of **three activities each week**. There are two types of A.S.A:

**Internal** – After-School Activities are taught by SISD teachers and are free of charge. In some cases, some cost may apply to purchase equipment and/or material.

**External** – After-School Activities are offered on the SISD campus by external providers. An additional fee may apply and may vary in price. Students can participate in as many external ASAs as they wish, provided they are able to maintain their performance and commitment to academic studies.

### 6.3 Evening Activities

Boarding students also enjoy the use of SISD sports facilities in the evenings. Throughout the school week, external coaches offer a wide variety of bespoke sessions from 19.15-20.30 which students can choose to follow. Activities are chosen and agreed by the Head of Boarding to ensure that a clear balance between academic endeavour and physical activity is maintained. The Boarding duty member of staff can excuse a student from attending their evening activity if necessary, to meet academic deadlines and expectations. However, under normal circumstances, once a commitment is made to attend a club for the term then boarders would be expected to honor that commitment each week.

### 6.4 Weekend Activities

A program of academic, cultural, sporting and social activities runs throughout the year. We aim to engage our boarders with an exciting programme of weekend activities. Some of these are practical, such as a visit to the Mall to purchase personal care items and clothes. Some athletic, such as visiting Ski Dubai, Horse Riding or participating in the Dubai Spartan Race. Others educational, such as a Mosque or Heritage Village visit and others simply pure fun, such as Wild Wadi Waterpark, Paintball, Karting, Motiongate Theme Park, Ferrari World or a Desert Safari. We also spend some weekends in-house with movie nights, BBQ's, team games and swimming to generate a family atmosphere. Our weekend activity programme is regularly reviewed to provide a range of activities suitable for all.

We involve our Boarders and Boarding Council in our decisions and are always keen to involve them in our planning for future activities.

**Sports Fixtures:** Sports fixtures are compulsory for all pupils who have been chosen to represent SISD. Relevant information must be passed to the Head of Boarding/Resident Tutor in good time.

## 6.5 Tutoring at SISD

Each House has one or more Residential Tutors who will provide EAL & Homework support. Residential Tutors also work within our secondary academic team and act as a link between boarding and our secondary school. All boarders are placed in a tutor group and have a specific Residential Tutor to go to for support. Parents are encouraged to contact the relevant tutor to ensure any questions or concerns are addressed regarding academic progress. Essentially, the tutor's role is to monitor, guide and supervise their pupils' academic performance and to make sure they are making the most of their opportunities.

In addition to the in-house support detailed above, recent online learning programme developments have provided a unique opportunity for parents/guardians to stay connected to their children from an academic perspective using Microsoft Teams and Zoom, where screens can be shared and support given remotely, where appropriate.

### 6.5.1 In Boarding Houses

Head of Boarding/Residential Tutors are responsible for arranging appropriate levels of supervision in House at all times. The Head of Boarding, Residential Tutors, Boarding Assistants and Boarding Administrator make up the team which provides appropriate levels of supervision. Duty rotas are published within the House.

#### Roll Calls

- Head of Boarding/Residential Tutors take a roll each morning and evening in their House. Except for those pupils on a recognised school activity or who have been given prior permission by the Head of Boarding/Residential Tutor to be absent. All pupils are expected to attend House meetings and be at roll-call as detailed by the House schedule (5.0 – Page 8).
- A second check is made prior to dinner and a final check is made at the end of the evening duty, to ensure that all pupils are present in the House.
- If the Residential Tutor on duty is aware that a pupil's absence from the House is unexplained the Head of Boarding is notified immediately.

#### Prep

- All pupils will complete prep as per the house schedule (5.0 – Page 8). There should be minimal movement between rooms, noise or disturbances (such as use of telephones) during this time.
- Nobody may leave the House during prep without specific permission from the Head of Boarding/Residential Tutors.

#### Prep Supervision

- Preps in all Houses are supervised by a member or members of staff on duty. Arrangements for the grouping of different years or students may vary slightly from House to House.

## Boarders' Meetings

A number of meetings take place within the boarding community on a regular basis, so that any issues and concerns can be raised, discussed, monitored or reported, depending upon circumstances.

Assemblies and/or roll call for the whole House take place daily in House.

### Boarders' Council meetings.

These take place at least twice per term, though more typically once per month. The Head of Boarding/Residential Tutor minutes these meetings. Copies are published in the Houses and distributed to the Residential Tutors and wider school leadership team as appropriate.

## 7. Boarding Life

### 7.1 Bedrooms

Students are expected to ensure that their room tidy and well-organised. Spot checks may be carried out by staff during the day and during the evenings. In the morning's students may not be able to receive their electronics items until their room has been checked. The student's personal belongings are their responsibility and therefore they must look after them.

Boarding students will have the personal use of password-safe deposit box, located in their bedroom. Valuable items and money can be stored in this. Upon arrival/return to boarding, all boarding students will be asked to declare all valuable items and fill the valuables sign-in sheet. It is strongly recommended that students mark their belongings to avoid loss. All personal clothing should be clearly labelled. Students should use their personal safe and not leave valuable items on display and/or unattended.

*In addition, we recommend:*

- Do not carry large amounts of cash
- Put any valuable items in your personal safe or hand them to the House staff to put in the house safe.
- Medication must be given to the Head of Boarding/Residential Tutor/Boarding Administrator upon arrival at the Boarding House.

### Accommodation:

All pupils have their own bed, wardrobe and desk. Each bedroom contains two beds, two desks, separate wardrobe storage and a shared en-suite bathroom. Rooming arrangements are agreed by the Head of Boarding and are dependent upon multiple factors including age, level of student responsibility, behaviour, room availability and other important considerations. Standard policy is that boarding students in Grades 6-10 are to share with one another and those in Grades 11-12 are entitled to individual rooms. Decisions regarding rooming are made by the Head of Boarding and are final.

### Privacy and personal space:

- Pupils do not have authority to enter other pupils' bedrooms without the express permission of the pupil concerned.
- All House members, including staff, will knock before entering pupils' rooms.

- No visitors are allowed into pupil bedrooms at any time unless given permission from the Head of Boarding/Residential Tutor.

### Deliveries

If students are receiving a delivery, they need to let the Boarding team know in advance and no deliveries should arrive later than 8pm.

### Tidiness

- Each pupil is responsible for keeping his or her bed area and study tidy. It is the collective responsibility of pupils to keep shared areas tidy, so that cleaners can maintain high standards of cleanliness and hygiene.
- Floor space, including areas under beds and on windowsills, should be clear of clothing etc. These and other possessions including books, should be stored away as far as possible in desks, cupboards and on shelves.
- Beds must be made each morning before leaving the House for breakfast.
- Perishable foods and drink must not be kept in study bedrooms for reasons of hygiene and cooked meals (including takeaways) should **not** be taken into bedrooms. All food items **must** be eaten in the Pantry.
- No kitchen equipment, such as kettles, rice-cookers, refrigerators, coolers, toasters or other similar items are allowed in rooms for health and safety reasons. The same applies to irons, hair straighteners, electric fans, heaters, vaporisers, televisions and other related items.
- Boarding Assistants complete a daily visual room check in the mornings and report any concerns to the Head of Boarding/Resident Tutor. Where repeated warnings are given for failings in tidiness, tidying duties will be given, and the Head of Boarding/Resident Tutor will supervise the pupil in question to ensure that his or her room is tidied to a satisfactory standard.

## 7.2 Money & monthly allowance

Boarding students may keep a small amount of pocket money in their personal safe deposit box. The maximum value that we advise is AED200. Larger sums of money, in excess of this value, should be kept in the central house safe, under the responsibility of the Head of Boarding and House staff. This money can be accessed at times agreed by the Head of Boarding. A suggested monthly allowance, to purchase snacks and other items, is AED250. Parents are welcome to organise pocket money through the Boarding House, whose staff will issue this amount on a weekly basis. Alternatively, the school also supports parents who wish to open a bank account for their children. We recommend that this be established carefully, with a weekly/monthly transfer and strict limits in order to help boarders learn to manage their money.

The school cannot take responsibility for items of value that are brought into the Boarding House and not handed in to be kept in the house safe.

Money, passport, air ticket or items of value should be given to the Head of Boarding/Boarding Administrator to look after in the house safe. Anything else is brought in at the student's own risk.

## 7.3 Communication with pupils

### By fixed-line telephone:

Parents are welcome to call the Houses. However, it is important not to call during prep or after bedtimes. Late phone calls disturb dorms and cause problems in settling boarders down for sleep. Please refer to the daily schedule in 5.0, Page 8 of this handbook.

Pupils and parents are reminded regularly that the main House phone is to be used as a method of contact by relatives only. All calls to the main house number; **Geneva boys – +971 43750619, Zurich girls - +971 43750653** are automatically redirected to the mobile number of the member of staff on duty so please ensure to use these numbers when calling.

**By mobile phone:**

A high proportion of pupils have their own mobile telephones. Their numbers have to be registered with the Head of Boarding for use in an emergency or as otherwise required. It is vital that any changes to mobile numbers are passed on to the Head of Boarding immediately. Phones should not be used after bedtime in a dorm and are handed in on school nights for Boarders in Grades 6-9. Pupils are not allowed to have their phone switched on during lessons and other school events. Parents should understand that the school reserves the right to require mobile phones to be handed in if they are found to be used inappropriately. Confiscation of mobile phones may be used as part of our house sanctions policy detailed within section 10, page 18 of this handbook. Should mobile phones be confiscated, typically for a period of 24 hours, parents can still contact the house and speak to their son or daughter via the main house number.

**Instant Messaging/E-mail:**

Wireless internet is available in each House and all students are provided with an SISD email address. They are expected to agree to the House 'essential agreements' (Section 10, Page 18 of this handbook) if they wish to enjoy this facility. The school system filters out certain types of large attachments. It also filters websites to ensure student safety when online. There is a printer in the common room area of each House.

**7.4 House Rules**

Students are expected to keep their room tidy and well-organised. Students should not mark the walls, furniture or any other area in the boarding house. Students are permitted to put up posters, and photos in their rooms using the correct adhesive which does not damage the walls. Further details regarding house rules can be found within the 'Essential Agreements' section.

Every day students should:

- Put dirty clothes in laundry basket and ensure towels are hung up to dry.
- Take clothes to the laundry room (on laundry day)
- Tidy their desk
- Make their bed before leaving in the morning
- Open the curtains
- Turn off the lights
- Sort out their school bag
- Check what is needed for school and prepare before bedtime
- Ensure that the en-suite facilities are tidy and that the floor is not left wet

**7.4.1 Searches**

The Head of Boarding retains the right to conduct a search of a boarding student's personal belongings if they have any reasonable grounds to believe that they are in possession of items that undermines the community. A second adult witness will be present when searches are conducted. In the unlikely event of a student possessing illegal items

and the student refusing to comply with the search, the school may take action in line with the boarding sanctions policy. Should any item be found that contravenes boarding policies the Head of Boarding will formally contact the student's parents and a record of this will be kept. If an illegal item is found this will be referred to the Head of School and appropriate steps taken. In other cases, confiscated items will be disposed of or returned to the student's parent, as appropriate.

#### **7.4.2 Electronic Devices**

All boarding students are subject to the SISD ICT Code of Conduct when using an electronic device. Students are forbidden from:

- Use of 3/4/5G data cards
- Downloading music/film which breach copyright laws
- Access sites which are deemed illegal under UAE laws (e.g. gambling, pornography)
- Use of file sharing sites such as Bit-Torrent
- Use of a proxy server, by-passing the school's "safe" internet connection which is filtered appropriately

If students are found to be inappropriately using their electronic devices, sanctions may include confiscation and/or restrictions on their use of the internet during the evening and weekends.

Telephone numbers must be registered with the Head of Boarding for use in an emergency or as otherwise required.

- Mobile phones must be handed over to the Residential Tutor or Head of Boarding before bedtime, or as requested.
- Other devices may also be requested if deemed necessary.

#### **7.5 Laundry**

Boarding students deposit laundry in the designated bag on laundry deposit days. Laundry is then taken care of by our in-house team and returned to boarders. All boarders have two allocated laundry days each week in order to ensure a regular supply of cleaned clothes. All clothing must be named in advance of joining the school with a name tag or written using a permanent laundry marker.

#### **7.6 Pantry**

Every floor has a pantry for students to use. It is the student's responsibility to keep this area clean and to tidy up after use. If the kitchen area is left untidy the Head of Boarding/Residential Tutor has the right to limit its usage for students. Students must:

- Clear away anything they have used, wipe down surfaces and put litter in the bin.
- Wash, dry and put away dishes.

##### **7.6.1 Meals**

There are three main meals served throughout the school day; namely breakfast, lunch and dinner. While on weekends, boarding students will typically have a late morning brunch and evening dinner. Meals at SISD are

provided by our in-house caterers who take account of dietary needs and medical conditions detailed by parents on our school medical form.

### **7.6.2 Snacks & Take-aways:**

**Snacks:** Boarders have access to varieties of snacks in the pantry and this is managed by our Boarding Administrator and Boarding Assistants. We seek boarder input into the options available via our Boarding Council and ensure that the pantry is well stocked with tasty and healthy options.

**Take-aways:** School meals should not be substituted by take-aways or bought food. Take-aways are not permitted during the school week or without permission. It is our aim to ensure that positive eating habits are formed but also to recognise that boarding should reflect a healthy and balanced home life. Treats on occasion, where earned and deserved, are not without their merits.

### **7.7 Academic Issues:**

If possible, it is beneficial for pupils to be represented by their Parents or Guardians at Parents' Meetings. As an International Boarding School, we recognise that this may not always be achievable and so reports are provided by Teachers to Boarding Staff/Residential Tutors regarding academic progress and concerns. These are then addressed alongside parents. Additionally, parents are able to access our school ManageBac system to view grades and feedback on an ongoing basis. As part of your welcome to SISD, you will be provided with information on how to access this facility and ongoing support and assistance can be provided as necessary.

#### **7.7.1 Weekend arrangements**

Weekly boarders will be collected by parents/guardians no later than 7pm each Thursday evening and return no later than 7pm on the Saturday evening. Full boarders are able to request permission to leave site at the weekend provided permission has been obtained from parents and boarding staff and provided the request is in line with our policies.

### **7.8 Health & safety**

#### **7.8.1 Emergencies:**

In case of an emergency, pupils should contact a member of staff in their Boarding House, preferably the following order: Member of staff on duty, Head of Boarding.

Relevant telephone numbers should be carried with pupils at all times and /or stored on their mobile telephone.

In the event of an emergency in the Boarding House e.g: accident, illness or attempted intrusion, the member of staff on duty will contact the Head of Boarding for advice who may then contact the Head of School/Deputy Head of School/School Nurse, or immediately contact the relevant emergency services.

#### **7.8.2 Medical Issues**

Parents/guardians are required to disclose to the Head of Boarding about special medical conditions or medical history relating to their. Non-disclosure may be viewed as a breach of SISD admissions policy and could result in a school place



being withdrawn. Parents must ensure that the School Medical Center is made aware of problem areas. All medical information forms **MUST** be returned to the Medical center via email: [clinic@sisd.ae](mailto:clinic@sisd.ae)

SISD has a fully equipped medical clinic, staffed from 8am to 5pm by Dubai Health Care City (DHCC) licensed school nurses who are responsible for first aid as well as health prevention and promotion. Outside of these hours, all Boarding staff are first aid trained and may contact our school medical team for advice or deal with the situation 'in loco parentis', as guardians within the boarding community.

An accident book is held in the duty office where any accident occurring in House is recorded by a member of House staff. This is in addition to any records held in the School Medical Centre.

If a boarding student feels unwell before school, they are to speak directly with the member of staff on duty before morning roll call. If a boarding student feels unwell during the school day, they will have to inform their subject teacher. They will then be sent to the School Medical Center if appropriate. Boarding students may only return to the Boarding House if given permission by the School Nurse and Head of Boarding.

If a boarding student feels unwell after school, they will have to report to the duty member of staff.

During the night, students can wake the member of staff on duty if they are unwell.

Parents/Guardians will of course be informed in situations where medical issues/emergencies are more serious in nature.

### **7.8.3 Administering of Medicines**

Any medication/treatment given to a boarding student will need to be appropriate and in line with pre-existing medical conditions registered with the Head of Boarding and our school medical team or be prescribed by a doctor with prescription evidence provided. In cases where prescriptions are written in languages other than English, we may request that these be translated before medication is given. All medicines given by Boarding staff are recorded in the House Treatment Book by the member of staff on duty. All medical visits and/or any health problems will also be noted. Boarding staff may administer minor medications such as paracetamol for headaches without prescription, but in line with recommended doses and medical consent forms completed by parents and returned to our school medical team.

### **Storage of medicines and self-medication**

All medications (prescribed and 'Household') are kept in a locked cupboard in the duty office, except those kept by pupils for self-administration and approved in advance by the Head of Boarding and School Nurse. The student's ability self-medicate may be taken into account. For example, a course of antibiotics might be given on a daily basis with the pupil collecting the day's supply first thing in the morning; pain killers which would be taken 'as necessary' might be supplied in individual doses when needed. Head of Boarding/Residential Tutors/Boarding Administrator have access to the key for the purposes of administering medication.

## **7.9 Child Protection & Safeguarding**

The health, safety and wellbeing of all children are of paramount importance to all adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. All Boarding staff have a duty to report any suspect or disclosed cases relating to child protection to the Head of Boarding, who may then

involve the SISD Child Protection Team. If the threat is immediate or ongoing, it may be reported to the appropriate local safeguarding authorities as set in place in Dubai, United Arab Emirates.

Guidelines from United Nations Conventions on the Rights of the Child (UNCRC) and the International Taskforce on Child Protection were used to create the SISD Child protection and Safeguarding policy. SISD aims to ensure that all members of staff can secure children's safety and wellbeing by having the best interest of the child in mind. This policy introduces the Child Protection Team and raises awareness about child protection and safeguarding. It also identifies systems in place to identify and report child protection and safeguarding concerns.

## [SISD Child protection and Safeguarding Policy](#)

### 7.9.1 The School Counselor

SISD is fortunate to have a full-time Guidance Counselor. All new pupils meet the Counselor as part of their induction process and all pupils are made aware of the role of the Counselor. Pupils can refer themselves in confidence through the Head of Boarding/Resident Tutor or the School Nurse. Occasionally boarders may be guided to seek help and support from the Counselor.

## 8. Essential agreements

### 8.1 House agreements;



- To treat the house and those who live in it with **honesty** and **respect**.
- Be on time for roll calls and supervised homework sessions.
- No food items to be eaten or stored in the bedrooms.
- To have and use an alarm clock (not a mobile phone) to ensure timely wake ups.
- To ensure approval is requested in writing and by email for offsite permissions.
- Comply with agreed location and return times when offsite permission is granted.
- All medicines to be reported to boarding staff for monitoring/supervised medication.
- No boarder to return to the house during the school day without permission.
- Always wear the uniform correctly.
- Hand in Passports, ID cards and relevant documents for safekeeping with boarding staff.
- Work quietly when completing homework but ask staff for help when its needed.
- Ensure all homework is completed and up to date.
- Keep room and common areas tidy and wash up plates and cutlery when used.
- Stay up to date with laundry.
- No more than AED200 to be stored in room safety deposit box (additional funds should be stored in the duty office safe)
- Fire exits to be used for emergencies only and not for exiting or entering at other times.
- No intentional damage or graffiti in any area of the house.
- Ensure you are in school on time, attend all registered ASA's and return from ASA's and school promptly.
- Be in rooms on time at bedtimes and remain in your own room after lights out.
- No smoking or vaping is permitted, in line with SISD school rules.
- No matches, candles or lighters permitted within the boarding house.
- No changes to room structure or furnishing without approval from Head of Boarding.
- Comply with any reasonable request given by boarding house staff.
- Boarders to hand in phones and any other item deemed appropriate by house staff at bedtimes – this policy may be adapted by house staff as necessary.

- All electronic devices, other than the recommended one phone and one laptop, to be reported to boarding staff for permission and safety checks.
- No games consoles in bedrooms – these can, however, be played in the common room area once schoolwork is completed, provided games are age appropriate.

**Failure to comply with any of the above or any other reasonable request from boarding staff may involve a warning, or additional steps from the consequences procedure.**

## 9. Rewards and sanctions

**We seek to praise our boarders for academic achievements, effort and the important traits of manners and attitude. We look to reward and monitor this in several ways.**

- **Boarding Star**  - This reward is available for all boarding staff to give on a daily basis and is recorded on the boarding register. It may be given for any number of positive behaviours such as good manners, attitude to homework, helping with jobs around the house, keeping rooms tidy on a regular basis or being on time at roll-call repeatedly throughout the week etc.
- **Boarding Stars**  within a week will equal a boarder excellence note.
- **Boarder of the month** – Boarders gaining the most stars in Zurich and Geneva Houses each month may also be awarded ‘Boarder of the month’ provided their positive behaviour has been consistent throughout. Boarder of the month will be rewarded with a choice of options dependent upon age; such as not being required to hand in their phone for a period of time, a take-away paid for by boarding, a choice of gift cards and involvement in the selection of boarding trips for the upcoming term. Boarder of the month will be decided at the discretion of boarding staff and can, in some circumstances, be given to boarders regardless of the number of stars they have accrued. Provided they have demonstrated significant progress and positive contributions to the house or to the school.
- **Excellence notes** - We also aim to reward excellence in school and academically. Therefore, any boarder gaining 5 excellence notes or more per month will be rewarded with a take-away and a prize from our house ‘mystery box’. This might include, vouchers, cinema tickets, gift cards or other ‘mystery’ prizes.

**As we continue to grow and develop our boarding community there will be opportunities for boarding leadership positions for those boarders who achieve and display the positive traits and feedback detailed above.**

**It is expected that all boarders will comply with the essential agreement to ensure a happy and safe environment for all. It is also expected that boarders will comply with any reasonable request made by boarding staff member. Should that not be the case then the following consequences may take place, and in most circumstances, in the following order.**

- **Verbal warning by member of staff on duty** - This needs to be respected and any requests followed.
- **Removal of privileges and freedoms** – Removal of privileges may be a follow-on step from a verbal warning or an immediate action in more serious cases. This may include steps such as; removal of phones or other electronic devices, chores within the house such as tidying the pantry/bell ringing for roll calls or gating/grounding, where boarders will need to remain in-house in the evening/weekend and potentially also miss house excursions.

It is hoped that steps 1 and 2 above would be sufficient to deal with typical day-to-day house behaviour issues. Should this not resolve the matter then more formal procedures including parents as well as the school pastoral and leadership teams will follow.

- **Infringement/Behaviour Warning** – This will begin a more formal process of behaviour management and tracking. This may also necessitate the use of a house support card, if deemed appropriate. This can be authorised by any house staff.
- **Parental Consultation/Formal Written Warning** - For repeated misdemeanors or situations which warrant parental involvement a call may be made to parents by the Head of Boarding. This may also include a formal written warning recorded on the school record. This can be authorised by the Head of Boarding.
- **Fixed term suspension** – Following the relevant steps above and keeping in mind the impact of behaviour on the wider boarding community, a fixed term suspension from boarding may be deemed appropriate. This decision will be made in collaboration with the School Leadership Team. This is authorised by the Deputy Head of School.
- **Permanent exclusion from Boarding** – in situations where the Head of Boarding and School Leadership Team deem it appropriate, a boarder may be asked to permanently leave our boarding community. This is authorised by the Head of School.

## 10. Disciplinary measures

Formal expulsion or suspension from Boarding can be implemented if a student is responsible for a major disruption or serious disciplinary issue. Formal contact will be made with the following prior to a decision being made:

- Head of Boarding
- Head of School or Deputy Head of School
- Parents/Guardians
- Any other staff who are deemed to be important in the final decision

Parents/guardians of the student concerned will be immediately informed about the incident or issue if it is deemed to be worthy of an exclusion or suspension.

### 10.1 Gating:

Gating or 'grounding' may be implemented for repeated offences or failure to follow instruction and procedures outlined in the essential agreements policy. Gating can be applied in a variety of ways, which may include:

- Early bedtime
- Early wake up and reporting to the Head of Boarding/Residential Tutor
- Regular reporting to the duty member of staff
- House restrictions (e.g. no access to the community room or mobile devices)

### 10.2 Media:

- The misuse of photographic or filmed material of any kind to bully others will not be tolerated and will constitute a serious breach of school rules. All boarding students must allow staff access to images stored on mobile phones and/or cameras. They must delete images if requested to do so.

- Students should not take photographs of others nor film them and make recordings without their consent. Students must not send images to others (nor show images to others) if they might cause upset to a third party.
- Students must not use material (Games/DVD's etc.) which is certificated above their age. At the discretion of the Head of Boarding, a student may be prevented from viewing or using any materials considered to be unsuitable for a school environment, regardless of age certification and the age of the student. The School may examine mobile phones, e-mails, personal study areas or other storage and communications media used on school premises, if it believes the investigation may result in finding evidence that is contrary to the rules outlined in the handbook or which may breach UAE laws.
- Posting any material (e.g. written comments, images, cartoons, video's) which is considered to be offensive, negatively depict SISD or are intended to bully, harass or intimidate others on websites such as YouTube, Facebook, Twitter, Instagram, Snapchat or other online platform is a serious breach of discipline and may be subject to disciplinary procedures.

## 11. Bullying

Our community has a shared responsibility to provide a safe, secure, caring and friendly school environment for all its members. SISD aims to prevent bullying in all its forms and has procedures in place to manage any occurrences of bullying.

### Definition

Bullying is when an individual or a group of people with more power continually, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying is often hidden from adults. While the bullying definition is broad and can occur in a variety of environments, it usually is a relationship problem and requires relationship-focused solutions.

### Bullying is not:

- Single episodes of social rejection or dislike.
- Single episode acts of malice or spite.
- Random acts of aggression or intimidation.
- Mutual arguments, disagreements or fights.

The above actions can cause great distress. However, they do not constitute bullying unless they reflect sustained or repeated behaviour.

### Forms of bullying include:

- Physical
- Verbal
- Cyber
- Bystander
- Relational aggression
- Prejudicial

Any pupil who is being bullied or who knows of someone being bullied should be made to feel confident that the information will be treated confidentially and sympathetically. In particular, all pupils should feel secure in the knowledge that they can talk to members of Boarding staff and that the matter will be dealt with appropriately and according to school policy.

## 12. Fire Procedures

The SISD fire safety strategy is directed at maintaining high levels of fire safety awareness in both pupils and staff, thus minimising the potential for fires to occur. Procedures are in place to ensure the safe evacuation of pupils, staff, and other persons who may be in the school or Boarding Houses, if a fire occurs.

Details of fire evacuation procedures are explained to all pupils, House staff and visiting staff, and the fire exits and House assembly points are made known. Fire notices are displayed and fire drills may take place at any time to ensure that all within the community are well versed with our procedures, should an emergency evacuation be necessary.

## 13. Boarding Evacuation Procedures

In the event of a serious emergency, such as a terrorist threat, natural disaster or pandemic outbreak it may be necessary for SISD and/or our Boarding facility to close and Boarders evacuated. In such cases, it is expected that families will facilitate this either through urgent collection from the school site, immediate flight transfers out of the country or arrangement of an in-country guardian, until such time as SISD and our Boarding facilities are able to re-open.

## 14. Complaints and reporting

If boarders ever feel that they have been treated unfairly, or in a way which has upset them, then they have a right to tell someone that they are not happy about what has happened; this person will try to help them to work out the problem. For matters that are not personal or confidential in nature, the first person you would talk to is the Head of Boarding. The Head of Boarding will talk everything through with you and you will both decide whether or not the matter should be written down and passed on to others within the Pastoral or Leadership Teams for additional support. Should boarders feel that the matter is confidential in nature then they can talk with our school counselor or report their problem using our 'MyConcern' online system, where the matter will be followed up by our child protection team. At all times, boarders should feel confident that they have someone to talk to and have support where it is needed.

Boarders are also able to report maintenance and other support issues to our Boarding team using the [boarding@sisd.ae](mailto:boarding@sisd.ae) email address. This ensures that we can maintain a log of maintenance issues and action. Emails to this address will be seen by our Boarding Administrator and Head of Boarding who will follow up with the relevant teams across school.

## 15. Policies

Please find a link below to important SISD policy documents to read and be aware of. Updates to these policies take place on a regular basis and it is important to check in on occasion to review these.

[SISD - Parent Policies](#)

## 16. Handbooks

Please find a link below to relevant SISD Handbooks to be aware of. As with whole school policies, updates to these Handbooks take place on a regular basis and it is important to check in to review these.

[SISD - Parent Handbooks](#)

## 17. Forms to sign and return

On your arrival at the Boarding House please make sure you have filled and signed all the below forms:

- **Boarding Contract**
- **Secondary Handbook**
- **Boarding Handbook**
- **Medical Consent Form**

## 18. Agreement

I..... (full name) have read and understand the contents of the boarding handbook. I declare that I wish to live within the SISD boarding community and agree to abide by the policies and procedures detailed within this handbook, and any subsequent updates to these policies.

Boarding student name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_