



Green Hills Academy
Boarding Handbook
2017-18 school year

Boarding Handbook Contents

1. Welcome- Introduction to Boarding, mission statement, expectations, of the program
2. Boarding House Structure- Physical setting, Staff roles, who to contact and when.
3. Boarding Life/ Getting started- Living in Boarding, making friends, homesickness, settling in and getting started.
4. Communication- Procedures for contacting staff, contacting students. Reports, information and scheduled contact from staff.

Living in Boarding

5. Routines- daily routine, morning, afternoon, evening, weekend routines
6. Meals- expectations, times, dress code
7. Study/ homework- times, extra help and supervision
8. Common language- speaking of English and first language
9. Room cleanliness- expectations and cleaning service
10. Household chores- expectations and requirements
11. Laundry- expectations, staff and student responsibility
12. Uniform-uniform list, uniform shop, expectations
13. Valuables, personal possession- lock box for passports and excess money in office. What to bring from home, appropriate belongings. Looking after and respecting belongings
14. Passports- In office, photocopy on file
15. Finances- procedure for money in Boarding houses
16. Phones/technology- use, rules, expectations.
17. Behaviour expectations- rewards and consequences, small offences, breaking of rules and behavioural issues.
18. Leadership roles and positions- responsibilities and privileges
19. Transport- transport for leave and sign outs. Information about being in vehicles, public transport usage.
20. If things go wrong- unhappy student's, complaints procedure, behaviour or academic intervention, program modification

Boarding Activity Program

21. After school activities requirements and options
22. Weekend program types of activities, routines
23. Special events formal dinners, theme nights, trips, birthdays and holiday celebrations

Sign Outs- Leave

24. Leave/sign outs- afternoon leave, weekend leave, medical and well being leave forms and protocol, Information on who can sign Boarders out. *Forms to be completed in appendix*
25. End of term leave- travel arrangements, information opening closing times for houses.

Health and medical issues

26. If you get sick- procedure, nursing staff
27. Medication- safekeeping, administration procedure, banned substances.
28. Medical Emergencies- hospital, quarantine

Emergency procedures

29. Fire alarm
30. Lock down
31. Other emergencies

Welcome to Green Hills Academy Boarding Program

The program has been devised to deliver an opportunity for students to thrive and grow into well rounded young adults. The GHA program has been developed for students to excel in academics, extra curricular activities and prepare for their future in an international setting. As a round square school we expect students to develop in all areas including but not limited to the round square IDEALS of internationalism, democracy, environmentalism, adventure, leadership and service. We believe this will allow all our students a strong foundation to reach their goals and continue 'towards excellence'.

The staff at GHA boarding are excited to welcome new students into the program and look forward to establishing a strong foundation for our boarding program, built on respect, commitment to others and life long learning. At its best, boarding will be a platform for your child to learn more than a day school can offer as the platform to learn comes from everyone in the boarding community. As staff we will care for your child but it will be from each other and their own resilience that we hope your child will build the strongest memories and learn the most important lessons for their future. Green Hills Academy boarding has been established to give your child the strongest foundation to succeed and hopes to promote abundant opportunities from a wide variety of sources for your child to be the best self they can be. We hope that providing a brand new boarding program in an established school allows all our boarders to grow into students of learning that continue to chase for their own dreams and work hard to help others succeed at theirs.

As a boarder you will be expected to follow a routine and communicate in a way that will allow everyone to get along; for the house to run smoothly and for everyone to feel heard and respected. This routine will help you to live in boarding and get the most out of your time. The daily routine will involve set times for wake up and showers, chores, meals, prep and activities as well as bed and quiet time. It will also have time for you to continue to do your own things and partake in your own hobbies, sport, music, hanging out with friends, movies, reading and games. By respecting the routine and being responsible for your behaviour the boarding house can flow steadily and allow more time for fun and enjoyment

It is important to remember that you are now living in a large community please remember to be:

- RESPECTFUL
- COURTEOUS
- SENSITIVE TO OTHERS
- PATIENT
- UNDERSTANDING
- TOLERANT
- RESPONSIBLE FOR YOUR ACTIONS
- HONEST
- PROTECTIVE OF AND TOO EACH OTHER

And that the staff members are always there for you to talk to about any opportunities, concerns or problems.

Behaviour Expectations

In the boarding house we hope to present a fair and just environment where students are aware of the expectations placed on them by the school, Boarding House staff and fellow boarders. All boarders should expect the following rights and be accepting of the following responsibilities.

Rights	and	Responsibilities
I have the right to be treated with respect and courtesy		I have the responsibility to always be respectful and courteous to others
I have the right to feel safe and protected		I have the responsibility to make sure my actions are never threatening to others. To never act in an aggressive, or violent way towards others
I have the right to my property being safe		It is my responsibility to never take others possessions, to never damage property and treat my own property appropriately
I have the right to feel included and able to communicate		I have the responsibility to speak in English whilst part of the Boarding Program
I have the right to feel heard, that my opinion is valid		I have the responsibility to participate in discussions and planning opportunities in the boarding house
I have the right to expect punctuality from staff and students		I have a responsibility to show respect by always being ready and on time
I have a right to feel part of the community		I have a responsibility to always include others in games, activities, social situations
I have the right to access equipment in the boarding house and school grounds		I have the responsibility to follow appropriate procedure with usage and to look after all equipment
I have a right to feel understood, to improve my situation		I have a responsibility to approach staff and students appropriately with any concerns for myself or others
I have the right to make up for my small mistakes		I have the responsibility to complete set consequences and learn from my mistakes
I have the right to learn		I have the responsibility to take opportunities to learn, to be open to learning new things and to learning from everyone.

As a boarding student of Green Hills Academy I understand and accept the above rights and responsibilities and will do my best to uphold them at all times.

student signature

Date

Boarding House Structure

Green Hills Academy Boarding is the formation of two houses. A house for male students and a house for female students. Each house caters for 50 students over 3 floors on the grounds of GHA. Each house has rooms for students, sharing in fours, twos and singles, plus common areas, bathrooms, staff office and staff accommodations. Activities occur within the boarding house and wider school grounds, meals are taken in the dining hall and homework in appropriate library, IT and classroom space.

The Green Hills Academy Boarding House will be staffed at all times by people from different nationalities and that bring different strengths to the program. As a team our mission is to provide the best care possible for your child and create an atmosphere where all our students can be the best version of themselves. Within each house there are day housekeeping staff, boarding supervisors, house parents and a head of boarding that oversees both houses and the wider program.

To contact staff please use the phone numbers and emails that are provided with this handbook, if you are unsure who to contact for a specific issues, the duty phone is on 24 hours a day and is the best first point of contact.

Staffing roles

Head of Boarding

The Head of Boarding is responsible to the Head of School of Green Hills Academy for the day-to-day running of the Boarding Houses and the welfare of all boarders in their care. The HOB will oversee the entirety of the boarding program at Green Hills Academy with the help of the Boarding House staff team. The HOB is responsible for the admissions of new boarders and the implementing of a boarding program appropriate to the individual boarders within the house. From these policies and procedures the day to day direction and the conduct of staff and students will be initiated. The HOB will be in continuous communication with staff, students and parents to review any issues as they arise. The Head of Boarding will act as 'parentis locus' for your child and will continue to implement and review strategies to assist your child to reach their full potential. The HOB leads a team that works together to consistently provide an environment and a foundation that allows our students to work towards excellence in all areas and become a well rounded respectful and considerate leader.

Boarding House Parents

The House parents overriding aim is to enable each pupil to achieve his or her full potential in all aspects of School life within a safe and harmonious setting. They have overall responsibility for the welfare of pupils in their House, monitor the balance between academic and extracurricular activities and encourage all pupils to play a full part in the School community. Academically, they identify areas that need action, as indicated by grades, and teacher comments and devise and implement strategies to address them, keeping parents informed of progress where appropriate. They ensure that correct routines are followed in House with a keen eye kept on safeguarding the children under their care. In cohesion with the Head of Boarding the House parent is responsible for approving and monitoring all boarders leave from the house and program and the signing of permission slips for school related activities in an 'in loco parentis' role.

Boarding Supervisor

The role of the Boarding House Supervisor, is to create an environment where each boarder and the boarding community as a whole can grow academically and socially. Where boarders can reach the expectations placed on them and feel safe and secure in their surroundings both physically and emotionally. This is a multi-faceted role and largely encompasses parenting, teaching and being a role model of a responsible adult. Supervisors will assist with study, roll call, take meals with the boarders, promote and guide their recreation, and daily routines. Accompany them to outings and activities, provide medications and first aid when required and assist boarders in other daily tasks. Supervisors act in their role guided by Boarding policy and report to the Head of Boarding.

Housekeeper

The Housekeeper is responsible for the smooth running of the domestic side of the House. Their duties will include, overseeing the cleaning and maintenance of the house, facilitating laundry and repairing of clothes. The Housekeeper should provide a nurturing space for the students and help supervise the morning and or afternoon routines. Boarders will be able to refer to the Housekeeper over any concerns with laundry, bedding, uniform or cleaning of rooms. The Housekeeper will assist with medical matters of the boarders and arranging doctors' appointments and follow-ups. In this area, they will also accompany those boarders who need an adult presence with them during their appointment.

Boarding Tutors

Tutors are members of teaching staff who are assigned to supervise in the evenings or weekends. They will take roll call, oversee preps and activities. They provide an opportunity to model and reinforce appropriate behaviour in these settings. Tutors allow students to access experience and knowledge in appropriate academic areas and create extended access to the education boarders receive in the day school. Tutors are an invaluable asset to a boarders academic achievement and growth as a well-rounded individual.

Boarding Life/ Getting started

The Boarding House is on the Green Hills Academy campus and split into separate houses for male and female student boarders. Students are not permitted to enter the sleeping areas of other houses but may attend supervised activities in the common rooms of each house. Within each house there is a set space for boarders of different ages to allow routines and procedures to best fit the needs of our students. Each house has staff who reside in the house on a full time basis with the students. Staff are contactable without leaving the premises 24 hours a day to our students. The boarders share rooms with other students, we have rooms of four, two and singles. As boarders become more responsible members of the house they move into rooms of twos and singles.

Living in boarding

Being a Boarder is different from living with a family and there are parts of boarding that will be new and different for you. Some aspects of boarding will be fun and exciting, such as new friends, activities, games, trips and outings. Others will be difficult, you may miss your home and family, you may wish for more privacy and to do things you once did at home. As a boarder a lot of your enjoyment rests on your shoulders, participation and involvement in all boarding has to offer is important. Your enjoyment, friendships and success definitely correlate with how much you join in. Increased participation will lead to increased enjoyment. It is important when living in boarding to develop an understanding of living in a group and how your actions affect others, we hope that you start to think of others first and how your behaviour can affect them. The necessity of following simple routines allows the house to run efficiently and provides a fairness to everyone in the house. Staff are there to help and guide you but a smart boarder will develop strong routines to make sure that they and their friends have a house that can focus more on enjoyment and fun than rules and reminders for chores. Living in boarding may be a struggle at first as you learn how everything works but it won't be long before everything is second nature. In the first few weeks it is important to ask for help. Staff, buddies and older students are there to help you. Settling into boarding takes time but eventually you will find your place. We hope that you enjoy boarding and find strength in being part of the community.

Friends

In boarding you will make friends, the advantage of boarding is the opportunity to meet many different types of people with different backgrounds and values than yourself. These friendships will be strong and close simply due to living with each other. Boarders will become just like family to you and the strong connection allows you to develop strong levels of trust, loyalty and protectiveness to them. However just like family they will get on your nerves, make you angry and cause you problems.

As a boarding house it is important to remember that this is okay, that this is normal, but the underlying decision we all must make to respect, and forgive our new family is of utmost important. Often when asking adults who were boarders as children what they remember best, what was their favourite thing about boarding, it will be their friendships with others, and it is these friendships that they often still rely on in the outside world today.

Homesickness

Homesickness is a very real and normal part of boarding and to some degree happens to everyone. The biggest sufferers of this is parents, as whilst your child is often on a new adventure, whether exciting or scary it is certainly busy, you are at home missing them. Do not worry, you are not alone as everyone feels this, it is important to give it time, you will soon find advantages to the extra time and space and know that the importance of family can never be replaced. A student who forgets to ring home, ends conversations abruptly because they have sport, activities or they just want to go hang out with friends is usually a good sign. As a parent we encourage you to contact staff; we are here to assist you with this change and can see your child in their up and down times and are happy to tell you about their day.

Homesickness for your child will occur and surprisingly may not develop until weeks into the start of their placement, it is often once everything is no longer new and routines has developed that your child finds the time to miss you, their family, home and their old life. This can be upsetting for both child and family and although concerning it is normal and something that time helps to deal with. Your child will be helped through this by staff and other boarders and allowed to seek the help they need and deal with it individually. No matter when homesickness develops or how it looks in each student there are ways everyone can help.

Helping yourself

- stay busy
- talk to friends
- allow yourself time to miss family
- join in all activities
- continue to do hobbies you liked at home
- bring items from home
- talk to staff about specific concerns

Staff

- provide activities for students
- make sure students are allowed to feel sad and know that it is okay
- communicate with students, make sure they know what is expected of them, plans, routines
- allow students to do things that may help if it doesn't affect others

Parents

- give your child time
- do not only listen to the bad, if your child is listing what they don't like, ask them also to tell you what they do
- be structured with communication and ring at appropriate times, often before bed is not a good time to ring as this can cause a student to miss home more right before bed. Ring before activities or events your child looks forward to
- talk to staff, often your child only rings when their sad and spends the rest of the time laughing with friends
- if you have a specific concern let staff know, we are happy to assist
- although it may be hard to it is important to not rush in and remove your child from boarding (even just for the night). If boarding is the place you decided is best for your child, removing them on weekends, visiting more than originally planned makes the transition harder. It will take time for your

child to feel comfortable and going home or being out of boarding and it's daily routine means they actually have to start the process of feeling connected all over again. We understand this is exceptionally difficult for parents to do and are happy to help in anyway.

Communication

Staff can be contacted via the duty phone, to contact specific staff please email or phone the numbers and addresses provided. As a parent we understand the need to stay informed and the concerns that can arise on a day to day basis. Your children are our primary concern and our aim is to work with you to provide the best program for them.

To contact your child you may contact them directly or via the house duty phone. Please be mindful of when you are calling as there are certain times when phone usage is not part of the program. Please look at the student routine provided to help you to phone at appropriate times. There is no phone usage during study or meals. As your child settles into boarding phone calls late at night can affect homesickness and prevent a student from developing appropriate bedtime routines. After school and during free time is a great time to call, setting up a regular chat time helps your child structure their daily life and manage their schedule.

The boarding house will continue to communicate with parents and send home information via email, internet and a termly newsletter. As staff we will also make sure that your child's reports and school communication makes it home to you. Each boarder will have a boarding section in their school reports and a one week phone call, and a one month settling in report (for first years) will go home to all parents each year. Into the future we will be looking to set up a boarding webpage or blog to further the ways that parents can stay up to date with what their children are doing on a regular basis.

To assist us in caring for your child and being able to facilitate effective communication with you please fill out the student details form and all forms with in this handbook and return them to the boarding staff prior to your child arriving at GHA Boarding.

Thank you and welcome to GHA Boarding,
GHA Boarding Staff and Community

The following pages of the handbook are to help guide you through our program and answer questions about the day to day procedure, services, rules and expectations.

Living in Boarding

5. Routines

For a Boarding House to run successfully it is important that routines are followed by all boarders staff and parents, this enables us to provide a productive foundation for students to get the most out of each day and allows us all to work together to provide the best environment.

As a Boarder you are expected to know and follow the routine to the best of your ability, staff are there to assist and remind you but you should be responsible for managing your day. We have different routines for the weekend and certain events do not happen each day such as meetings and activity time. At times there will be changes to your routines and they will be communicated to you by staff.

Daily Routine Monday to Tuesday- Thursday to Friday

6:00am	<p>Wake up for all students Students should be waking themselves up. Staff and Dorm leaders to check all students are awake and getting ready for school; following morning routines. All morning chores must be completed.</p>
6:35am	<p>Breakfast</p>
7am	<p>Room, Chores and Uniform Inspection- Inspection to be completed by staff.</p>
7:15am	<p>School starts All students should be in school grounds. House closed for students.</p>
3:30-3:45pm	<p>Afternoon snack</p>
3:45-4:45pm	<p>After School Activities Extra-curricular activities, opportunity for extra study as needed</p>
5pm-7pm	<p>Supervised study. Study time should be uninterrupted and technology only used appropriately 6pm – middle school to evening activity.</p>
7pm	<p>Dinner All students are to be in the dining hall. No phone usage</p>
8:30pm	<p>Evening routine begins (Friday 8-9pm Activity)</p> <p>Grades 7 and 8 showers and bed time routine Laptops and Mobile phones to be handed in for all Middle school</p> <p>Grades 9-12 second study begins.</p>
9:00pm	<p>Grades 7 and 8 Lights out</p> <p>Grades 9 and 10 showers and bed time routine</p> <p>Grades 11 and 12 second prep</p>
9:30pm	<p>Grades 9 and 10 lights out</p>
10pm	<p>Grades 11 and 12 Showers Common spaces shut down for the night</p>
10:30pm	<p>Grads 11 and 12 Lights out</p>

Wednesday 1pm-8pm(for other hours please see weekday routine)

1pm	Lunch In dining hall
1:30pm	Houses open
1:45-3:45pm	Study In house
4-6pm	Afternoon activity
6pm	Dinner
6:30pm	Boarding Meeting
6:45-8pm	Wednesday night challenge

Saturday Routine

8:30am	Wake up
9am	Breakfast
10-12am	Prep
12:30pm	Lunch
1pm-5pm	Activity or excursion
6pm	Dinner
7pm-9pm	Activity student led
9pm- 11pm	Bed time routines

Sunday Routine

7:30am	Wake up
8am	Breakfast
9am-12:30pm	Church
12:30pm-1:30pm	Room clean up and weekly inspection
1:30pm	Lunch
3-5pm	Study time This time can also be used for personal projects and organisation for the week ahead.
5pm-7pm	Student led activity time. Students have a choice between a sport or a creative activity.
7pm-7:30pm	Dinner
7:30pm	House meetings
8:30pm	Weekday bedtime routines commence

6. Meals

Boarders will have breakfast and dinner together each day, lunch will be taken with the day students. All students will be expected to be at meals before the set time and in appropriate dress. The dress code will change dependent on the meal and occasion and students will be told beforehand. However at no time will a student be allowed into the dining area wearing unclean, offensive or revealing clothing. Behaviour at meals should be appropriate and respectful. Students are to clean up after themselves and leave the area better than they found it. No phones are to be used and no one should be receiving phone calls.

7. Study/ homework

Students will complete homework in supervised study time. This time will vary dependent on the students' age and homework amount. Students are expected to contribute extra time for study and completion of assignments. Supervised study time will be Monday to Friday evenings and one set time on weekends. Students will have teachers from the day school act as tutors in this time, which allows students extra access to the knowledge taught in the day school. All students will be marked into study time and are expected to work in a way that does not affect their ability or the ability of others to complete their work. As a senior student in the boarding house boarders will participate in two study sessions an evening with the second session aimed at self-managing their work ethic and time.

8. Common Language

GHA Boarding House program is run in English and it is expected that all staff and students communicate in English. The reasons for this are twofold.

1) To enrich students learning of the language and allow their conversational English to function at the highest level.

2) As an International Boarding House we are mindful that how we communicate affects others. English is the only completely common language, it will be inappropriate and disrespectful to exclude people from the program, friendship and community by speaking a language they do not understand. Other languages may be spoken when all participants understand the set language or to translate for someone else's better understanding.

9. Room cleanliness

The Boarding House will employ professional cleaners to clean the common areas of the house and student's rooms. These cleaners will not be expected to pick up after students or tidy their rooms. Student's spaces will not be cleaned everyday and it is expected that students are responsible for their space.

A clean room has:

- a bed that is made
- no rubbish or belongings on the floor
- an empty bin
- a desk that is tidy and ready for study
- clothes and belongings put away
- dirty clothes in the laundry basket
- cupboard doors and drawers are closed
- lights and appliances switched off when not in use.

Students will be expected to keep their personal space neat and tidy at all times. Rooms will be checked each morning by staff and dorm leaders. Once a week students will be have their rooms thoroughly inspected by staff.

10. Household chores

As a Boarding House all students will contribute to the cleanliness and order of the house by completing basic chores. These chores are a way for students to learn living skills, work together and be part of building this community. As students mature and are given more privileges their responsibility in this area will increase.

Chores may include:

- taking out rubbish
- taking dirty washing to laundry
- sorting out clean laundry
- setting up and clearing at dinner
- other small community tasks
- working in the outside spaces

11. Laundry

The Boarding House provides a laundry service for students' school uniforms and linen. Clothes will be washed on set days and each house will have an advertised schedule. School uniforms will be washed multiple times a week with casual and linen being washed a minimum of once a week.

All items of clothing and linen will need to be labelled prior to the school year, any clothes bought midyear must be labelled before being put in the laundry. (Staff can assist with this).

Students will put out and collect their own laundry and those students on laundry chores will help staff to complete laundry each week. The service will be communal so it is important that students follow procedure, use wash bags and follow the laundry schedule.

Students will have the opportunity to wash their own casual clothes on weekends.

12. Uniform

All Boarders are expected to have the correct uniform at all times and will not be allowed the excuse of leaving it at home. Students should make sure their uniform is ready and appropriate each evening before bed and report any damage or issues to staff during the week. Boarders will have access to the uniform shop and can be taken shoe shopping. Appropriate funds should be left with the boarding/school for these contingencies.

Uniform List

Formal uniform shirt x 2

Formal uniform pants or skirt x 2

Tie x1

Jumper x1

Jacket x1

Black leather shoes x1

School socks x 3

PE shirt x 2

PE shorts x 2

white socks x 2

PE Shoes x 1

Swim kit (Gr 7-10) x 1

13. Valuables, personal possessions

Belongings list

Casuals are washed once a week so it is important to have enough casual clothes.

Clothes

t-shirts

shorts

long pants

jumper

formal outfit

sports clothes

underwear, socks

rain jacket/umbrella

shoes, slippers

Other Personal Items

towels X 2

toiletries

bathroom caddy (to hold toiletries)

laundry basket/ wash bag

watch, alarm clock (optional)

cup, water bottle

headphones (optional)

name tags for clothes

bed linen and pillow

In the Boarding House we hope students feel comfortable in their space we encourage students to bring in items from home to personalise their room and help to feel like they belong. Items such as:

- small sporting, musical and hobby equipment
- games
- decorations
- lamps
- books
- other mementos

It is important that you choose belongings that others in your room will not be affected by and that fit in the available space.

Please do not bring

large items of furniture, heaters, cooking equipment, offensive posters, etc.

Students will be provided with a small secure space and are responsible for their valuables such as small amounts of money, phone, camera etc. All large amounts of money, important documents and other valuables should be left at home or handed into the office to be locked away. Unfortunately the boarding house cannot protect all your belongings and it is important that you are responsible for your belongings and show others the appropriate level of courtesy in keeping possessions safe.

14. Passports

All students are to hand in passports/ travel ID and important documents to the office on entering and returning to the house. All passports will be recorded and locked in a safe. A photocopy will be kept in each student's file and a copy given to the student to keep with them for filling out documents etc.

15. Finances

Boarding students are requested to bring a set amount of money with them to pay for toiletries, activities, school excursions, haircuts, medical appointments etc. This money is to be handed to staff on arrival and can be withdrawn from the boarding bank on Friday afternoons. The amount left will depend on the age of the child, health insurance coverage and the regularity of parental visits.

16. Phones/ Technology

Students are permitted to have mobile phones and computers within the Boarding House. It is expected that students follow usage guidelines and understand that having this technology is a privilege in the boarding house and abuse of this privilege will result in removal of the belongings. Students and parents will need to sign the contract for phone/ technology use at the end of this handbook and return to staff. All technological possessions need to be recorded in students file and should be clearly identifiable to staff.

Students in year 7 and 8, will have their technology collected of a night time, prior to lights out. All other students will have the opportunity to earn the privilege of self managing their technology usage behaviour. Any student who uses the technology inappropriately will have it removed for a set time, have usage restrictions placed on them, or have the items removed indefinitely.

Set rules

- No Technology during meal times, study, after lights out at night time, during meetings or any other occasion when directed by staff or instructor.
- Computers are only to be used during prep for homework and study.
- No student is to take photos of other students or staff without permission
- All students should use the technology appropriately and never in a manner that reflects poorly on the boarding program.
- Students are to make sure that their usage does not remove people's privacy or violate and other social laws.

17. Behaviour expectations

In the Boarding House we hope to present a fair and just environment where students are aware of the expectations placed on them by the school, Boarding House staff and fellow boarders. All boarders should expect the following rights and be accepting of the following responsibilities.

Rights and Responsibilities

I have the right to be treated with respect and courtesy	I have the responsibility to always be respectful and courteous to others
I have the right to feel safe and protected	I have the responsibility to make sure my actions are never threatening to others. To never act in an aggressive, or violent way towards others
I have the right to my property being safe	It is my responsibility to never take others possessions, to never damage property and treat my own property appropriately
I have the right to feel heard, that my opinion is valid	I have the responsibility to participate in discussions and planning opportunities in the boarding house
I have the right to expect punctuality from staff and students	I have a responsibility to show respect by always being ready and on time
I have a right to feel part of the community	I have a responsibility to always include others in games, activities, social situations
I have the right to access equipment in the boarding house and school grounds	I have the responsibility to follow appropriate procedure with usage and to look after all equipment
I have a right to feel understood, to improve my situation	I have a responsibility to approach staff and students appropriately with any concerns for myself or others
I have the right to make up for my small mistakes	I have the responsibility to complete set consequences and learn from my mistakes
I have the right to learn	I have the responsibility to take opportunities to learn, to be open to learning new things and to learning from everyone.

Rewards and Privileges

Within the Boarding House students will work to short and long term goals to modify behaviour, show examples of appropriate values and present themselves as a capable and honest young adult. There will be the opportunity to take on roles of responsibility and leadership within the Boarding House.

Short term the students will be presented with privilege cards when they exceed expectations in multiple areas, service, kindness, putting others first. These cards can be traded for instant rewards such as

- First activity choice
- Extra dessert
- 30 min late bedtime (weekend)
- Weekly prize box draw
- End of term draw
- Use of gym/sport facilities for extra time
- And other relevant privileges

At the completion of the school year there will also be Boarding awards for students who have demonstrated abilities and actions above our expectations. These will be awards chosen by both staff and fellow peers. Awards will include areas such as citizenship, leadership, achievement, kindness, service and participation.

Consequences

The primary aim of the Boarding House is to create a positive and safe environment for our students to grow, thrive and learn. A place where they can try new things, meet new people and become responsible and valued young adults. With this in mind we hope that the students demonstrate appropriate behaviour and use the knowledge of the expectations to monitor their own actions. At times it will be necessary for student's behaviour to result in consequences in the hope that they can use these to improve or modify their choices.

Within the Boarding House there are different types of inappropriate behaviour. Many fall under the area of not following routines or set responsibilities. Some actions will result in the student being able to make up for their poor choice in a set way, such as but not restricted to the following:

Untidy room- Room Infringement notice warnings, supervised extra cleaning of common space

Failure to do chores- Student will be placed on extra chore roster

Late or miss meals - Student will make up the time with dinner related chores or entertainment

Late, missing activities, Student will take responsibility for roll call for activities, create and run activities

Inappropriate use of technology- Students will have their technology time limited, supervised or removed.

Inappropriate behaviour in an activity, meals, study time- Students will have the opportunity to discuss their behaviour and given support and time to demonstrate improved behaviour to staff and fellow students.

Swearing- warning, students will have the opportunities to expand their vocabulary to have other words to use next time.

Using a language that not everyone understands- warning, students will be given extra study time of language.

Disrespectful behaviour to staff and fellow boarders- Students will be given the opportunity to apologise formally and an activity to make up for their behaviour.

Unfortunately at times students can behave in a way that can lead to more serious consequences and actions needing to be taken. These behaviours would include but are not restricted to:

Continual inability to not follow expectations and routines.

Intentional property damage

Truancy

Physical violence, extreme verbal aggression

Bullying

Stealing

Drugs and Alcohol

Inappropriate physical relationships with other boarders.

If a Boarder's actions leads to negative behaviour in any of these areas an individual review of their boarding place will occur. From this review there will be a meeting between all relevant parties and a discussion on appropriate discipline and resulting consequences of the students actions.

These behaviours may result in but not limited to:

Behaviour modification program card.

House structured supervision

Removal of privileges

Suspension

Possibility of your boarding placement removed

18. Leadership roles and positions

Within the Boarding House students will have the opportunity to present themselves for leadership roles. These roles are an opportunity for students to take on responsibility in the Boarding House, to have an expanded and positive role in the community. To increase their participation in the planning of activities and events within the house. It is an area for students to show how capable they are and gain the respect from fellow students and staff. It is a role that allows students to gain extra privileges by showing they are willing to take on extra responsibility.

Head Boarder

Head of House - one for each house

Dorm, floor seniors - one for each section

Vice Dorm seniors - one for each section

House prefect - 3 from each house in senior years specialising in each area.

Sport and activity

Service and community

Academic and learning

Year group leader - one from each year group

All leadership students will support each other in large tasks with the senior prefect in that area leading the team. Leaders will have meetings and be the Boarders Council in all areas of the Boarding House.

19. Transport

Boarders are restricted on who they can be transported by. Staff will look at information relating to drivers age, insurance, licence restriction, car safety and reason for transport.

During leave Type of transport should be recorded on the leave form and amendment made prior to pick up if change occurs. Approval of a leave form is approval for the responsible adult on the form to be the driver. Other drivers will need to fill out the transporting a boarder form.

Private non family vehicles

Students are permitted in private vehicles only if the appropriate information has been recorded and approved, and the transporting a boarder form completed. This will need to be done once for each driver that the students accompany in a car.

Public transport- Will be reviewed on an individual basis depending on students maturity, experience, reason, alternative and supervision. Public transport accompanied by an approved adult will be permitted.

20. If Things go wrong

If a student or parent is unhappy with the Boarding Program, routines or policies they are encouraged to reach out and contact the Head of Boarding immediately. The HOB is always happy to meet and discuss ways in which they can help or advise.

If a student or parent is unhappy with a decision staff have made in response to their students behaviour we hope that you feel happy to contact the House parent and or boarding supervisor to find out more information on the incident. If after making contact you still have concerns about the decision a meeting can be scheduled with the Head of Boarding. The boarding House staff are contactable via the duty phone or email at all times.

All incidents involving behaviour that interferes with your child's ability to be part of the boarding program will be addressed to parents immediately by the Head of Boarding. Any student on academic or behavioral probation will require a parent to attend relevant meetings about the actions taken.

Boarding Activity Program

21. After school activities

All boarders are expected to participate in after school activities at Green Hills Academy, whether it is sport, extra-curricular, tutoring, extra study or other personalised programs. These programs allow students to develop in multiple areas, try new things in a safe environment and develop friendships with day students. At the beginning of each semester boarders will be expected to sign up for activities.

22. Weekend program

Weekend Activity plan

Each weekend we will run an activity program for all boarders. These activities will fall in line with the ideas of Round Square and being an IB learner. There will be social activities in the evenings that students can participate in as a year group, as a whole house and a whole boarding community. There will be a large group activity or excursion every Saturday for all boarders.

Saturday Activity plan. EXAMPLE ONLY

Culture/Internationalism
Adventure/Leadership
Service /Community
Environment/Educational

Term 1

Date	Activity	Time and Location
Week 1	Pool party and community games	1pm- school grounds
Week2	Hike, bush walk	1pm- 5pm
Week 3	Orphanage visit	1pm-4pm
Week 4	Cooking class	in house
Week5	Art studio	in house
Week 6	Bowling	1pm- 5pm
Week 7	Service/ volunteer/	1pm-4pm
Week 8	Local Market visit	1pm-3pm
Week 9	First Aid class	1pm- 5pm
Week 10	Horse riding	1pm-5pm

Friday night and Saturday Activities

These activities will be a mix of small and large groups, catering for set groups age and gender. There will also be an expectation of our senior boarders and leadership students to propose and run activities.

Options and Ideas are

Board/ Card Games	Computer game challenge	Scavenger hunts/ obstacle course
Trivia/ Puzzle Challenges	Share a skill	Sports, Swimming
Boarders got talent	Dances, discos, socials	Movies
Name that tune challenge	Cooking/ Art	Theatre sports

23. Special events

Within the Boarding House we have many special events and occasions. Although we hope to plan these in advance often things will come up in the community and house with short notice that we will participate in.

Students will celebrate birthdays and national holidays together as well as participating in celebrations from Rwanda and other Internationally recognised holidays and community awareness days.

The Boarding Program will also have formal dinners where students will be expected to dress up and spend dinner in a more structured setting, we will also use these times to invite community guests to speak to our students and pass on their knowledge and inspirations. These formal dinners will alternate with theme dinners where we hope to understand and celebrate other cultures around the world and be proactive in our international awareness.

Sign Outs and Leave Arrangements

24. Leave/sign outs

Boarders are entitled to different types of leave.

Afternoon Independent sign out- privilege given to students dependent on behaviour and maturity. This is approved by the boarding staff on duty

Sign out supervised by unrelated adult- this may be day or overnight leave. This leave can not effect the boarding program and is usually restricted to weekends. The adult needs to be approved by both the Boarder's parents and the Head of Boarding initially, then each leave will have to be approved by the relevant House Master. This type of leave requires a leave form to be handed in and the required notice given.

Family leave- Students are permitted leave with parents and approved family at any time that does not infringe on the boarding program. A leave form should be filled out in advance by the student and given to the House Master for approval.

Long term leave- if due to illness or family circumstance a student will be absent from school for an extended period of time parents will need to contact Head of Boarding Directly to discuss the situation.

Only adults that have been approved and checked by parents, boarding staff or coaches/ teachers of activity programs have the ability to sign students out. All leave needs to be documented on leave forms and approved by relevant staff. A student on leave must return within the boundaries of time given by staff.

25. End of term leave

Parents of boarders are expected to present information on end of term arrangements two weeks before the holiday period, return information should be provided at this time. The end of term/semester form will be accessible for all parents and students.

Boarding staff will communicate relevant information, dates and times with students and parents 1 month prior to the holiday period.

Boarding staff will be able to help with travel information and accompany students to buses, trains and airports as needed.

Health and Medical Issues

26. If you get sick

Green Hills Academy has onsite nurses during school hours that the boarding students will have access to. If a boarder becomes sick overnight, staff on duty will assist with the matter and follow the medical procedure in place for each individual. All boarders will have a medical plan in place, medication they have permission to take, doctors and hospitals to visit. Boarders who are unable to attend school will be placed in the Boarding housekeepers care.

In case of a medical emergency our staff will call an ambulance, administer first aid and contact Head of Boarding immediately who will communicate with parents.

27. Medication

The Boarding House will have basic over the counter medications on site, such as paracetamol, medicines, for colds and flus, allergies, rashes, blisters, pain, menstrual cramps, digestive and bowel problems. All students will have in their file a copy of the permission to obtain medicine for each medication we stock. This document is to be completed by parents and can be found in the appendix before a boarder is enrolled in the Boarding House.

Medication is to be kept locked in the staff office and administered and recorded by on duty staff.

Medication will only be given with parent's permission and with prescription written by approved doctor or health practitioner. All medication will need to be labelled or translated in English with the student's name clearly marked.

Certain medication may need to be kept with students, such as epipens, ventolin, any student with known acute disorders will have an individual health and wellness program in place. Certain medication may not be suitable for a boarding house at all, this will be locked away and returned to parents at the earliest possible time. For more information on these medications please contact Head of Boarding directly.

28. Medical Emergencies

For medical emergencies staff will follow the emergency medical procedure. Staff will obtain medical care immediately, once that care is obtained parents and staff will be contacted as soon as possible. For boarders with specific medical concerns or lifestyle choices these will need to be communicated to staff in advance.

At times it may not be possible for a boarder to continue to board due to medical concerns, this may be due to medical issues, mobility, contagions or other concerns. If a student is removed for any of these issues they will need to be cleared by approved medical staff prior to their return.

Emergency procedures

29. Fire alarm

The Green Hills Academy Boarding House has specific evacuation procedures for fires, and fire alarms. Students will be taught this and safety practice drills will occur throughout the year. Information about evacuation and fire safety is posted throughout the house. Please refer to the fire alarm evacuation for more information, this can be obtained from staff.

30. Lock down

Green Hills Academy Boarding House has a lockdown procedure in place that will be used for any emergency when staying in the building is the safest course of action. Students will be shown the procedure for this and practice will occur throughout the year with students, staff and security.

30. Other emergencies

Staff are trained to deal with emergencies and all concerns will be faced calmly with the protection of students placed ahead of all other concerns. Plans for weather, disasters and dangerous situations will all be planned for in advance so staff and students can react instinctively and quickly to these situations.

The Boarding Handbook is a tool for students, parents and staff to understand the expectations, procedures and rules of the Boarding House. It is impossible for us to cover all the issues and incidents that may occur within the boarding house and with our boarders, but it is our hope that it provides you with an understanding of the type of program we wish to implement.

If on reading this handbook you have questions, concerns or comments please contact staff as this program is for the students and we hope to provide the best program we can for them.

The success of the boarding house is influenced by many factors, some that as staff we can control and others that we can not and we hope that by providing as much information as possible that students are ready to be boarders and understand the expectations we have. The students in the boarding house are the most important factor and the reason for the program. A good boarding program has good students, well behaved and who follow rules, a great boarding house has great students, who reach and exceed our expectations, who take responsibility for their actions, ownership of the program and want to be part of the program's success. A boarding program with students who are responsible for their own behaviour is one that has a lot more fluidly in procedure and programming as it allows staff to focus less on behaviour and more on finding ways for students to excel and be creative in achieving not just their needs but their wants.

We ask that parents and students sign this page to acknowledge that they have read and understood this handbook and will do their best to not only follow the set guidelines and procedures but behave in a way that positively influences the boarding house for themselves and the boarding community.

Students name

Students name (if second student)

Parents name

Date

