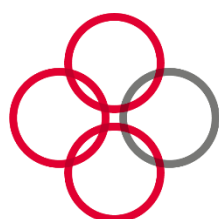


# Boarding Handbook

2023 – 2024



SWISS  
INTERNATIONAL  
SCIENTIFIC SCHOOL  
— DUBAI —

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## 1. Introduction

### 1.1. Statement of Boarding Principles and Practice

At SISD Boarding we are committed to ensuring all boarding students achieve their full potential by providing an inclusive, challenging, and inspiring learning environment where excellence and effort are recognised and celebrated. We aim to provide each boarding student with a secure, safe, and nurturing home away from home experience. Our goal is that every boarding student enjoys the experience of studying and living together with their peers in a close-knit community, celebrating the BEST values of SISD.

Our boarding principles and practices align with the school's mission and reflect the values of the school, and IB philosophy.

#### Boarding Principles

- As an IB continuum school, offering a bilingual and exciting curriculum, our students are inspired to become confident, lifelong learners, ready to embrace the challenges and opportunities of a global world, and make a difference.
- We encourage and support all our students to become successful, global minded, enthusiastic lifelong learners who will confidently take advantage of future opportunities and help make a difference.

#### Boarding Practices

- SISD is an IB bilingual co-educational boarding school for students in Grades 6 – 12, and over the age of 11. Students live in gender specific residences: Zurich House for females, and Geneva House for males.
- The boarding houses are managed collaboratively by a team of Academic Tutors, House Parents, Boarding Assistants, Matron, Deputy Head of Boarding and Head of Boarding. Each student has an Academic Tutor assigned.
- Embracing parents as partners, the boarding team communicate with parents of boarders on behalf of the wider school community to ensure a close relationship between boarding staff and parents.
- All boarders are encouraged to be balanced IB learners and take a balanced approach with their time for academics, extracurricular activities and free time.
- The boarding provision is led on a day – to – day basis by the Deputy Head of Boarding, and Head of Boarding. The Head of Boarding is the Deputy Designated Safeguarding Lead, ensuring there is a consistent approach on all boarding and safeguarding matters across all boarding houses.
- A high standard of comfortable accommodation is provided which is suited to the needs of boarders.
- Daily meals and snacks are provided to boarding students which can sustain them through the busy school day and evening. Catering for individual dietary requirements is facilitated when necessary.

### 1.2. General Administrative Information

#### Academic Calendar

- View the 2023 – 2024 Calendar [here](#).
- All requests for absences must be processed in accordance with the [Boarding Exeat Policy](#).
- Please also ensure to refer to the SISD Attendance and Punctuality Policy on the parent portal to ensure that your child is meeting SISD and authority standards for attendance. All boarding students are expected to abide by the academic calendar dates.

## Closures

- The boarding houses are closed during fixed exeats, and student re-entry to the houses is not permitted during this time.
- Fixed exeats for the 2023-2024 academic year can be seen below:

Break	Date of Departure	Time of Houses Closing	Date of Return	Time of Houses Re-opening
October Midterm	13th October	18:00	22nd October	10:00
Winter Break	8th December	18:00	1st January	10:00
February Midterm	9th February	18:00	15th February	10:00
Spring Break	22nd March	18:00	7th April	10:00
Summer Break	5th July	18:00		

## School Hours

- SISD school hours are between 07:55 – 15:30 Monday – Thursday, and 07:55 – 12:00 on Fridays. During school hours, Geneva and Zurich houses are closed to all students unless otherwise specified.
- Zurich and Geneva House administration office is open from 07:30 – 16:30 Monday – Thursday, and 07:30 – 12:00 on Friday.

## School Address

- Dubai Healthcare City, Phase 2, Al Jaddaf, Dubai, PO Box 505002, UAE.
- Contact Information
- It is our aim to fully support your child with all their academic and pastoral needs. Please ensure that any communication with regards to boarding students is sent to [boarding@sisd.ae](mailto:boarding@sisd.ae) so that we can liaise with the appropriate person to best assist you and your child.
- Please do not contact the Secondary School directly as the organisation of the Boarding Students must first go through the Boarding School.**

## Boarding Team

- Our boarding team is here to help each student achieve as much success as possible. SISD encourages each student to embrace the IB learner profile of communicator, and encourages each student take charge of their own learning, always advocating for themselves.
- Please always use [boarding@sisd.ae](mailto:boarding@sisd.ae) for any academic, pastoral, or operational concerns and the boarding team will be happy to assist.

Name	Title	Subjects Taught
Ms. Ashley Fitzgibbons	Head of Boarding	Mathematics Business Management
Mr. Matthew Henman	Deputy Head of Boarding	PHE
Dr. Yamein Ahmed	SISD Medical Director	
Ms. Priya Mitchell	Designated Safeguarding Lead	
Ms. Kate Delaney	Grade 6 & 7 Academic Tutor	Mathematics PHE
Mr. Marvin Mc Leggan	Grade 8 & 9 Academic Tutor	Integrated Sciences Biology
Mr. Paul O' Neill	Grade 10 Academic Tutor	Mathematics PHE
Ms. Stephanie Wehner	G11 & 12 Academic Tutor	LL English LL German
Ms. Nikki Geon	Boarding Secretary	
Ms Judith Elliott	Matron	
Mrs. Rebecca Henman	Junior Student Houseparent	
Mr. Brandon Shuler	Senior Student Houseparent	
Mrs. Shalat Johnson	Boarding Nurse	
Mrs. Saskia Theres	Wellbeing Counsellor	
Ms. Veronique Mouandjo	Boarding Assistant	
Mr. Daniel Thuillier	Junior Boarding Assistant	
Ms. Hannah Scrivener	Junior Boarding Assistant	

## Temporary Guardianship

The designated guardians for students residing in Zurich and Geneva houses are SISD's boarding team, and School Leadership. The boarding team will act on the behalf of the parents and guardians, as applicable, to supervise academic progress, to enforce positive behaviour related to school and the boarding houses, and in the event of circumstances requiring medical treatment.

*\*\*\*SISD staff members will not sign Informed Consent and Risk Acknowledgement forms for outdoor education trips and overseas trips. These forms as well as banking and financial forms will be sent to parents for permission and signatures\*\*\**

## Communication Channels

- Boarders have the opportunity to keep in contact with their parents via their mobile, Zoom or email, although this must be done within the specific timings allocated for use of electrical items.
- The best time to contact children is between 20:30 – 21:30 when they are enjoying their free time and getting ready for bed in the Houses.
- We ask that you do not try to call your child after 21:30 as it disturbs their bedtime routine and the rest of the House.
- **IMPORTANT:** If there is news that may upset or worry your child please contact the Head of Boarding first so that we can look to reassure your child.
- The main communication channel at SISD Boarding between students and the boarding team is Microsoft Teams which is a school platform. All boarding students can message, or call, boarding team members via this platform.
- A daily message is posted to the Boarding team each day outlining the team members on duty, daily schedule, and other important notices.
- Students are requested to be mindful of contacting boarding team members during roster hours, unless in the case of an emergency, as shared in the daily message.
- All boarding students will be required to download Microsoft teams on their mobile devices and sign in with their school credentials.
- Students will be required to provide their UAE mobile numbers at the beginning of the academic year so that they can be contacted in case of emergency. These numbers will be stored on the boarding duty phone.

## Academic Programme

- SISD is an IB World School and offers a full continuum of International Baccalaureate programs - including the Primary Years Programme, the Middle Years Programme, the Diploma Programme and the Career Related Programme.
- SISD embraces the learning philosophy of the International Baccalaureate through implementation of our BEST (Bilingual, Excellence, Sustainability, Togetherness) values to offer our students a diverse range of educational pathways to thrive and excel on their learning journey.
- SISD provides a holistic nurturing environment during these significant learning years for each child to flourish and strive for excellence in all areas of school life.
- Students engage in one of our rigorous IB learning pathways designed specifically for our SISD community, benchmarked against international learning standards to provide a unique learning experience in each subject area as students explore and discover knowledge through global concepts, build and develop their learning skills, and extend their understanding through critical thinking and applying their learning to real world contexts.
- Our students are offered an opportunity to extend their learning through our bilingual pathways to achieve an IB Bilingual Certificate in MYP or a Bilingual or Advanced Bilingual Diploma in IBDP.

## School Counselling

- Our Secondary Wellbeing Counsellor is the main school counsellor for students living at Zurich and Geneva Houses.
- The school counsellor is available to listen to and counsel students, and their parents, about social-emotional issues common in developing children.
- The boarding team may refer students, or parents can request that their child see the counsellor.
- Appointments are typically scheduled in advance.

## 2. Practicalities

### 2.1. Boarding Student Induction

- We are excited to welcome all new boarding students to SISD on Saturday the 26<sup>th</sup> August 2023 at 10:00.
- Returning boarders are welcomed back from 10:00 on Sunday the 27<sup>th</sup> August.
- We are unable to welcome new and returning boarding students and families to Zurich and Geneva houses earlier than Saturday the 26<sup>th</sup> August.
- Flight details will be requested via ORAH ahead of student induction. We do ask that parents submit these in line with the [Boarding Exeat Policy](#).

### 2.2. Packing and Preparing

- Boarding students will be living with many other students and sharing communal spaces.
- It is very important that each person is respectful of each other, and each other's personal possession.
- Storage is limited so keep this in mind as you pack.
- All rooms are ensuite, and furnished with a twin bed and a desk for each student.
- The Boarding Checklist in the appendices should be used for packing ahead of your move to SISD Boarding.
- If you find that you are missing something after you arrive, there is a mall trip arranged for Sunday the 3<sup>rd</sup> September for you to pick up items for your room.

#### Provided by the School:

- Regular twin bed
- Desk with power outlet and light.
- Wardrobe
- 10 hangers
- Trash bin
- Laundry basket
- Mattress protector x 1
- Bottom sheet x 1
- Comforter x 1
- Pillow x 1
- Safety deposit box
- Zurich and Geneva houses are a large international community and celebrate a global focus throughout the year.
- Students are encouraged to bring any special clothing, flags, recipes, games, books or music to share with the boarding family.

### 2.3. Rooms and Roommates

- Zurich House is where female boarders lived, with Geneva house being where male boarders live.
- All rooms are designed for occupancy of 2 students.
- All grade 6 – 9 students are sharing rooms for the 2023 – 2024 academic year, whilst G10 – 12 students have their own rooms.
- We will strive to match roommates based on their interests, study, sleeping habits and other preferences. We believe that it is important for students to learn to manage a communal living arrangement.

- Each room is equipped with its own air conditioning unit.
- SISD Boarding encourages each student to personalise their space while respecting their roommate, and the surroundings.

## 2.4. Leadership Opportunities at Zurich and Geneva Houses

- A Boarding Student Leadership Team is elected on an annual basis to promote student voice and agency.
- A Zurich and Geneva Ambassador is elected from Grade 11 students to lead the Boarding Student Leadership Team.
- Junior Ambassador elections are open to all grade 6 – 10 students.
- The Boarding Food Committee is open to all students.
- Academic Peer Tutoring is open to all students.

## 2.5. Dress Code

- Boarding students are provided with school uniform for grades 6 – 10 as per the respective boarding package.
- Grades 11 and 12 do not have a school uniform and are required to abide by the business dress code.
- All boarding students must look smart and always be appropriately dressed.
- Students represent SISD whenever they wear the uniform on or off campus.
- Boarding students are expected to abide by the Secondary Dress Code during the school day, and must change into casual clothes after ASA.
- As an International Baccalaureate World School, SISD places a high level of importance on international understanding and cultural sensitivity. Students must dress in a respectful manner that would not be considered offensive to other members of the community.
- Parents will be notified and asked for assistance if their student's clothing is deemed inappropriate for the school environment.
- Any clothing which is deemed to be inappropriate, or offensive may be confiscated by the boarding team.
- All clothing must be labelled.
- Students should not bring excessive amounts of clothing with them.
- Should a student be identified to have excessive amount of clothing, clothing items will be removed and returned at the next fixed exeat to bring home.
- Expensive, or luxury clothing, is not advised for students.

## 2.6. Speaking English

- We respect and support all student's right to speak their first language, however when in house, and in communal areas such as the foyer, pantries, common room and canteen, students are expected to speak the common shared language of English.
- In a setting with many different languages and cultural practices it is important to share an approach to communal living and common courtesy.

## 2.7. Quiet Hours

- Quiet hours are between 22:00 and 06:00 every day.

## 2.8. Academic Tutoring

- Students can avail of academic support from the Boarding Academic Tutors, who also work with our secondary academic team, to assist them on their educational journey.

- The Boarding Academic Tutors will be available to all students on a schedule basis.
- All boarders will have a specific academic tutor to go to for support.
- Parents may wish to organise additional online tutoring for their child where they bear the cost.
- If a student is getting additional online tutoring, this must be communicated to [boarding@sisd.ae](mailto:boarding@sisd.ae), outlining what subject the tutoring is taking place in.
- Outside tutoring can only be arranged between 20:00 and 21:00 so as not to interfere with the general boarding school day.

## 2.9. Bedtime Preparation and Lights Out

- It is important that every student quietly prepares for bed. Showering, brushing teeth, and other routines must be finished by 22:00.
- On rare occasions when students need to work later than 22:00, students should work quietly with only a desk lamp on.

## 2.10. Damage to Building, Equipment or Furniture

- Students may use wall safe sticky adhesive to put up photographs, pictures or other decorations.
- Students may not use nails, tacks, staples, or adhesives like glue or tape to affix items to walls or furniture.
- Students are responsible to pay for damage caused to the house, equipment or furniture, if a student is found to have damaged these items either wilfully or through negligence.

## 2.11. After Graduation – Move Out

- Grade 12 are expected to move out of Zurich and Geneva Houses by the morning after graduation.
- Summer Storage
- Each summer, students who are returning the following school year will have to clean their rooms and put their clothing, books, supplies, bedding, etc. in storage until the following school year.
- The school does provide limited storage space but will not store furniture.

## 3. Lift at Zurich and Geneva House

### 3.1. Transportation

- Boarding students can easily access all areas of the SISD campus on foot, with an approximately 5-minute walk to the secondary building.
- We are unable to provide transportation for non-school activities such as sports at another school, external counseling, parent organised doctor or dentist appointments.
- No boarding student is permitted to have a car at SISD.
- No boarding student may drive a motor vehicle, such as a car, motorbike, or moped in Dubai unless they are accompanied by one of their parents or a driving instructor.
- No student may travel in a motor vehicle driven by anyone under 25, apart from a sibling, unless permission in writing has first been sent to the Head of Boarding by the parents of both the driver and the passengers.
- Students having driving lessons must arrange this outside of their school and boarding commitments and must have permission from the Head of Boarding in advance.
- The use of motorized scooters, motorized skateboards, electric bicycles, mopeds, and motorcycles is not allowed.

### 3.2. Laundry

- Boarding students deposit laundry in the designated bag on laundry deposit days.
- Boarding students must then submit their laundry to the house keeping team at their allocated times.
- All boarders have two allocated laundry days each week to ensure a regular supply of cleaned clothes.
- Senior students may complete their laundry in the student allocated laundry rooms.
- All clothing must be named in advance of joining the school with a name tag or written using a permanent laundry marker.
- All clothing needs to be machine washable.
- Students must take care in reading clothing labels before putting clothes in the laundry.
- SISD provides normal laundry services. Dry cleaning, and specialised laundry care, is the responsibility of the student.

### 3.3. Shopping

- Students can purchase supplies, and toiletry items if their parents apply for weekend exeat.
- Students are permitted to get packages delivered to the school, which will be brought to the boarding houses at 18:00 each day by the security team.
- Students are not permitted to purchase food to store in their rooms as this is against health and hygiene guidelines.

### 3.4. Mixing between Zurich and Geneva Houses

- Students in Zurich and Geneva Houses do mix on weekdays for all meal times, sport activities and academic sessions.
- Students are not permitted to mix on weekdays for in house leisure time.
- Students are permitted, under boarding team supervision, to mix in house on the ground floors only, at the below times:

> Friday 17:00 – 21:30

- > Saturday 17:00 – 21:30
- > Sunday 14:00 – 18:40

### 3.5. Money and Banking

- All students must have a debit or credit card to be provided to them by their parents.
- SISD does not assume any responsibility for helping students open bank accounts, and students under the age of 18 are unable to open bank accounts independently.
- Parents/guardians must make all banking arrangements when bringing their child to SISD at the beginning of the year.
- Students should plan to set aside 500aed per month for their own personal use for items such as personal care and personal food.

### 3.6. Valuable Items

- Upon arrival to Zurich and Geneva houses, all boarding students will be asked to declare all valuable items and fill in the valuables sign in sheet.
- It is strongly recommended that students mark their belongings to avoid loss.
- Students should use their safety deposit box and not leave items on display and/or unattended.

### 3.7. Reading

- Reading as an important activity and all boarders have a daily reading time in bed each evening before «lights out».
- There are school, classroom and boarding house libraries and pupils are also encouraged to bring books from home.
- The boarding team ensure that boarders keep up with their English reading and provide additional supported reading when needed.

### 3.8. Personal Possessions

- All electrical appliances brought from home must undergo a Portable Appliance Test (PAT) for safety.
- Selling by students of any articles is forbidden.
- Students must ask the permission of the owner before property is borrowed. Borrowing without permission is theft and will be dealt with as such.

### 3.9. Hygiene

- Student's personal hygiene is extremely important.
- The boarding team check that the boarders look after themselves, ensuring that their teeth are cleaned at least twice a day, that they shower daily and take care of their laundry.
- Our facilities include ensuite shower/bathrooms and privacy is provided for all boarders during wash times.
- Fellow students should also respect this.

## 4. Boarding Activities

### 4.1. Teams

- This activity is dependent upon a student's selection following several 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.

### 4.2. After School Activities (ASA) (15:45 – 16:45)

- The school provides a wide range of after school activities which can be found on the school website or by using the following link: After-school Activities | SISD .
- Boarding students are required to sign up to at least two ASAs per week.
- We highly recommend that the students sign up to at least one sporting activity and one academic support.
- Students may sign up to three ASAs per week if they wish.
- Internal ASAs are taught by SISD teachers and are free of charge. In some cases, some cost may apply to purchase equipment and/or materials.
- External ASAs are offered on the SISD campus by external providers. An additional fee will apply.

### 4.3. Boarding Sports Time (17:00 – 18:00)

- Students are provided the opportunity to participate in a boarding sports programme from 17:00 – 18:00 on weekdays to cater for their health and fitness needs.
- During this time, the students will be able to participate in a wide variety of sports such as badminton, volleyball, basketball, dance, and gym sessions.
- The students will be given a choice of different sports to participate in during this time.
- All boarding students must participate in sports time unless exempted through injury, or medical reasons.
- Use of phones during this time will not be permitted.

### 4.4. 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, Al Quadra Cycle Track or participating hiking in Ras Al Khaimah.
- Educational trips such as a Mosque or Heritage Village visit.
- Leisure trips such as, Wild Wadi Waterpark, Paintball, Karting, Motiongate Theme Park, Ferrari World or a Desert Safari.
- Some weekends are also spent with in-house with movie nights, BBQ's, team games and swimming to generate a family atmosphere.
- The weekend activity programme is regularly reviewed to provide a range of activities suitable for all.

## 5. Catering

### 5.1. Meals and Menus

- Boarding students are provided with three main meals each day by the school's catering partner, Swiss Canonica.
- Breakfast is served Monday – Friday from 07:20 – 07:50 in the school canteen comprising a buffet-style breakfast consisting of cereal, fruit, yogurt, cold cuts, cheese, eggs, tea, and juices.
- Lunch is a catered meal at school.
- Dinner is served Monday – Sunday from 19:00 – 19:45 in the school canteen comprising of a buffet style meal of salads, soups, main courses, desert, juices and tea or coffee.
- Swiss Canonica strive to provide a variety of choices that will appeal to people from all over the world and from many different culinary traditions.
- Every student's birthday is celebrated.
- Students are allowed to prepare snacks and light meals in the pantries in Geneva and Zurich houses.
- There are snacks available in the pantries, and students are asked to purchase their own personal favorites.
- All student food must be kept in the pantry.

### 5.2. Regular Meal Times

- Students are expected to attend all meals in the canteen when on campus, except when meals are served in house.
- No crockery, cutlery etc., may be taken from the pantries or the canteen.
- Food should not be taken out of the canteen.
- Students are not permitted to use their phones at meal times, and they must be left in the boarding houses.

### 5.3. Celebration Dinners

- End of month celebration dinners are held on the last Friday of the month.
- Students are expected to wear formal dress for the occasion.
- Other celebratory dinners, such as Winter Dinner and Iftar will also be hosting during the year.

### 5.4. Take away and Food Delivery

- Students are permitted to order takeaway for themselves only, at their own expense, on Saturday between 18:30 – 20:30.
- Students are required to notify the boarding team by 14:00 on a Friday if they will be eating in the canteen, or availing of take away, to embrace our core value of sustainability and ensure there is no food wastage.
- Students who have not notified the boarding team that they will be ordering take away will not be permitted to place orders.
- Grade 12 students are permitted to order takeaway for themselves only, at their own expense, on Wednesday between 18:30 – 20:00 as a senior privilege.

### 5.5. Provision for Students with Dietary needs

The school aims to provide:

- Both vegetarian, and meat options to all students.
- All meat provided is halal.

- Accommodations can be made for the following:
  - Low salt
  - Diabetic
  - Gluten free
  - Low fat
  - Kosher
- Correct identification of food to allow students, and staff, to identify food that is unacceptable to them for religious or cultural reasons.
- Individual Care Plans for pupils with dietary needs; for example, food allergies, intolerances, or food related issues.
- Open consultations between individual students, parents, and the catering team to ensure that specific dietary needs are provided for.
- On – going monitoring and support from the catering team to ensure that requirements are met daily.
- Student voice opportunities where students have an opportunity to discuss dietary needs.

## 6. Medical and Dental Care

### 6.1. School Clinic and Boarding Nurse

- Boarding students have access to the medical care and support of the SISD school clinic which comprises of a doctor and 3 nurses.
- Additionally, there is a boarding specific nurse who is based in the boarding houses every evening.

### 6.2. Medical Insurance

- All boarding students are required to have full medical insurance, which covers them in the U.A.E. and for going on any trips abroad.
- SISD can arrange medical insurance for students at an additional cost at the start of the academic year.
- Students who have their own medical insurance must send the insurance card, policy details and network list to [boarding@sisd.ae](mailto:boarding@sisd.ae).
- SISD will always seek to ensure that each student receives appropriate medical care, but SISD is not responsible for the medical coverage provided by any insurance company or its costs or consequences.
- Parents are responsible for all medical, dental, and mental health bills that are not covered by this insurance.

### 6.3. Emergency Medications

- Emergency medications (like EpiPen, Ventolin Inhaler) are available in both Zurich and Geneva Houses.

### 6.4. Prescription Medication

- A prescription medication is a pharmaceutical drug that legally requires a medical prescription to be dispensed.
- A prescription is a formal communication from a physician or other registered health care professional to a pharmacist, authorising them to dispense a specific prescription drug for a specific patient.
- Prescribed and long-term medications will require a soft copy of the medical prescription in English containing the schedule and dosage of that medication to be provided.
- These medications must be notified to the boarding team.

### 6.5. Over the Counter (OTC) Medication

- Over the Counter (OTC) medication are medicines sold directly to the consumer without a requirement for a prescription from a healthcare professional.
- OTC medications are regulated by the Dubai Health Authority and the Ministry of Health and Prevention.
- Students are not permitted to keep OTC medication in their rooms.
- OTC medication which is found in a student's room will be confiscated and disposed of.

### 6.6. Pre – existing Medical, Dental and Psychiatric Conditions

- Parents must disclose any pre-existing medical, dental and psychiatric conditions that may impact participation in school, sports or wilderness backpacking and hiking.
- Examples of these types of conditions could include recently healed broken bone, depression, personality disorders, heart or circulatory conditions, blood disorders, eating disorders, history of multiple concussions, autoimmune disorders such as lupus, hypothyroidism, diabetes etc.
- This information must be disclosed on the Medical Consent and Health Check form to be submitted by the 1st August 2023.
- Serious, undisclosed medical or mental health conditions or medical or mental health conditions for which a student or family refuses to treat can result in a student being sent home for care at their family's expense.

## 6.7. Fire Prevention and Safety

- The SISD fire safety strategy is directed at maintaining high levels of fire safety awareness in both students and staff this minimising the potential for fires to occur.
- Procedures are in place to ensure the safe evacuation of students, 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 students, boarding team, and visiting staff, with the fire exits and house assembly points being 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.

## 6.8. 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.

## 6.9. 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, Deputy Head of Boarding, Head of Boarding.
- 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 Doctor, or immediately contact the relevant emergency services.

## 6.10. Child Protection and Safeguarding

- The health, safety and wellbeing of all children are of paramount importance to all adults who work at SISD.
- Our children have the right to protection, regardless of age, gender, race, culture or disability.
- All members of the boarding team 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 the 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.

## 7. Fundamental guidelines for life at SISD Boarding

### 7.1. Boarding Core Agreements

The Boarding Houses have 5 core agreements which all boarding students are required to adhere to:

#### 1. Punctuality

Boarders are required to ensure they are punctual to all boarding roll calls, and check in times whilst on boarding trips. Curfews must also be adhered to at all times.

#### 2. Tidiness and cleanliness

All boarder's must ensure they keep their bedrooms clean and tidy at all times. Pantries, and common areas, must be cleaned and tidied up after use by the students.

#### 3. No devices at mealtimes

Devices are not permitted at mealtimes to enhance the social aspect of mealtimes. This does include mobile phones, and headphones.

#### 4. Respecting personal spaces of others

Boarding students from Grade 6 – 9 are in shared rooms, with Grade 10 – 12 students in single rooms. Students must only enter their allocated bedroom.

#### 5. Respect

Boarding students are required to demonstrate respect to all members of the SISD community, and those that they meet off campus on trips. It is important that all boarding students demonstrate respect to the local culture and customs.

### 7.2. Positive Behaviour Policy

At SISD pastoral care and wellbeing is at the heart of everything we do, supporting our core value of Togetherness. Our goal is for students to take ownership of their actions and begin to understand the link between their behaviour and its effects on self and others. Student attitudes to learning expectations are co-constructed with students and school staff, and are in line with our core values. We believe co-constructing these agreements results in students who are intrinsically self-motivated to be positive members of our community. The Boarding Positive Behaviour policy outlines procedures related to positive behaviour management, rewards and consequences.

### 7.3. Positive Behaviour Policy

- Room Access Keys/ID cards and lanyards
  - Boarding student's ID cards serve as their room access keys.
  - Student lanyards are colour coded and are black.
  - Full boarding students will have three white lines,.
  - Weekly boarders will have 2 white lines.
  - Flexi boarders will have 1 white line.
  - Male students in Geneva House will have the Geneva crest on their lanyard.
  - Female students in Zurich House will have the Zurich crest on their lanyard.
- Wearing a lanyard and ID card whilst on campus is mandatory. Failure to comply with his guidance will result in disciplinary action.
- SISD provides every boarding student with a lanyard and room card key free of charge upon joining SISD.
- The wearing of the lanyard and ID card is compulsory and must be always worn when on SISD campus. The

lanyard should be worn around the neck, on the front of the body, and on the outermost piece of clothing.

- The ID must be visible and not covered.
- There are circumstances when a staff member allows students to remove their lanyards in order to participate in an activity (e.g. P.H.E., Drama or Dance). Lanyards must be worn upon completion of the relevant activity.
- Lanyards and ID cards are SISD property. Students must not deface, damage, or alter their lanyards or ID cards in any way, and they must return them to the school on completion of the student's programme of study.
- If a student identifies another individual on SISD premises who is not wearing their lanyard and ID card, they must ask them to report to the reception of that building immediately. This is particularly true for students who are members of the Student Leadership, who must be pro-active in this respect to identify individuals.
- Students must submit their lanyard and ID cards when leaving the school campus for breaks. They will sign them in at the security desk on departure, and sign them back out upon their return.
- If a boarding student has lost their lanyard and ID card they must go immediately report it to a member of staff. A temporary ID card will be issued in return for a deposit which will be held until the temporary ID card is returned at the end of the day.
- If the ID card cannot be found then a fee of 100AED will be paid for a replacement. This fee will be donated to a school charity at the end of the academic year.

## 7.4. Cleaning and Cleanliness

- Communal living requires that each person in the dorm clean up after themselves and to respect others' rights to use all of the facilities and equipment.
- SISD ensures that the communal spaces at Zurich and Geneva House are completely cleaned at least three times per week by the housekeeping team.
- Nonetheless, each student is responsible to ensure they keep their rooms clean and neat.
- Boarding staff can and will regularly check rooms for safety and cleanliness.
- Students are expected to keep their rooms neat.
- Beds should be made daily. The main floor area should be clear. Shoes, clothing and personal equipment and gear should be stored. Empty beds should not be used as storage. It is important that each person in a room keeps their belongings organized.
- Trash cans should be emptied as they fill up.
- 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.
- The boarding team complete a daily visual room check in the mornings and report any concerns.
- Where repeated warnings are given for failings in tidiness, tidying duties will be given, and a boarding team member will supervise the pupil in question to ensure that his or her room is tidied to a satisfactory standard

## 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.

## 7.5. Prohibited Items

The following items are prohibited for students to have in their possession:

**It is imperative that students are aware of and respect the sensitive cultural environment, and adhere to the laws**

**and legal consequences unique to the UAE, regarding some prohibited items.**

- Knives or weapons
- Alcohol\*
- Illegal drugs\*
- Stolen items
- Tobacco and cigarette
- Fireworks
- Pornographic images\*
- Pets
- Candles or incense
- Blenders
- Coffee makers of any kind
- Darts and dart boards
- Drones
- Firearms, weapons or paint guns
- Voice assistant devices
- 3D printers
- Gaming consoles
- TV/DVD players
- Fog machines
- Halogen lamps/bulbs
- Hammocks
- Hot pots/plates

- Hoverboards, electric scooters, e bikes, minibikes.
- Immersion coils
- Lighters/matches
- Lava lamps
- Iron
- Microwave oven
- Portable grills
- Power tools
- Toasters, kettles, and other kitchen appliances
- Nuts or any nut based products
- Undisclosed medication
- Any article that the member of staff reasonably suspects has been, or is likely to be, used
  - To commit an offence
  - To cause personal injury to, or damage to the property of, the school, staff, students or any person.

## 7.6. Procedure for Searching

- In accordance with our ongoing Health and Safety protocols, and to promote the safety of our community, members of staff can undertake searches of student belongings and storage to include:
  - Student's outer clothing; and/or
  - A search of school property (lockers, desks, or rooms); and/or
  - A search of personal property
- Outer clothing means clothing not worn next to the skin or immediately over a garment that is being worn as underwear. Outer clothing includes hats, shoes, boots, blazer, gloves, and scarves.
- Searches will be conducted in such a manner as to minimize embarrassment or distress to the student.
- Any search of a student or their possessions will be carried out in the presence of a minimum of two members of staff.
- Where a pupil is searched, the members of staff conducting the search, will be an adult, trusted by the student, and of the same gender to minimize embarrassment. A situation in which this may not be the case is where it is reasonably believed that serious harm will be caused if the search is not carried out immediately.

## 7.7. Room Searches

- Room searches will be completed as a result of specific concerns or as part of our routine and random arrangements to promote safety in the boarding houses.
- There will always be present at least two staff members, where this is impossible, and a member of the security team should be present.
- Before any room search and when it is practicable, room occupants may be notified of the reason for the search and will be afforded an opportunity to be present and voluntarily produce the items or materials sought if deemed appropriate by the Head of Boarding, or Deputy Head of Boarding.
- The room shall be searched in an orderly manner and all information shall be recorded. At no time is a person's body to be searched. The room shall be left in the same condition as it was when entered and the student will be notified about the search if not present.
- During the search process, failure to comply with any reasonable request by authorised personnel could result in the student facing formal disciplinary procedure, be asked to be removed from location and search conducted in

their absence if looking for prohibited/illegal items. Reasonable requests shall include emptying of pockets, clothing, purses, etc.

## 7.8. Internet Usage

- Viewing or downloading pornography, pirated music, software, or video is not permitted.
- Participating in chat rooms, online forums, messaging services, or listservs that cater to religious/political extremism or hate for particular groups, as well as other sites not in line with the school's values or the laws of the United Arab Emirates, is not permitted.
- Students must take care not to post disparaging, hurtful or harassing comments about other people or SISD on social media, texts or email. These behaviors are not in line with SISD's values and principles.
- Posting pictures of other students or school employees without their permission is not permitted.
- Students may not list people's names on social media, blogs, or videos without permission.
- Students, and parents, must read, and sign the Acceptable Use Policy before the 1st August 2023 which outlines all details in relation to correct usage of devices and the internet.

## 7.9. Mobile Phones

Boarding students are permitted to have one mobile phone, which must be registered with the Boarding Team.

Mobile phones must be turned off and left in student rooms during the school day. Students are not permitted to bring their phones to meal times, or sport times.

Grades 6 – 8 students will have access to their phones for short periods of time:

Before the school day between 06:30 – 07:20

After the school day from 15:30 – 16:40

Before bed time from 20:00 – 21:00

## 7.10. ORAH – Boarding Management

SISD uses ORAH, cloud-based software, to manage many routine boarding functions.

Parents and boarding students use ORAH to submit exeat (request to leave the dorm), whilst boarding staff use ORAH for collecting flight details, daily roll calls and student wellbeing check ins.

## 7.11. Elevator usage

Grade 11 and 12 students only, and those with a medical note for injury, are permitted to use the in-house elevators.

## 7.12. Exeat

Exeat is a leave of absence from SISD during the working week, or weekends for boarding students.

Parents must refer to the Boarding Exeat Policy in relation to all details on procedures for applying for exeat. Boarding Exeat Policy

## 7.13. Visitors to Zurich and Geneva Houses

Boarding students may not have guests to Zurich or Geneva houses, to ensure our high levels of safeguarding protocol are met.

Parents are invited to meet their child at the parent café on SISD campus, or apply for exeat to take their child off site.

## 7.14. Gambling

Students are not permitted to take part in any gambling of money/ currency while at SISD.

This includes the use of internet sites, or personal bets.

## 7.15. Complaints and Reporting

- Should boarding students or parents feel that they have been treated unfairly, or in a way which has upset them, they have a right to have their opinions heard and expect support in working towards a satisfactory resolution.
- For matters that are not personal or confidential in nature, complaints should be reported to the Head of Boarding who will create an accurate record and respond within an agreed timeframe.
- The Head of Boarding can also refer to the school's wider Pastoral and Leadership Teams for additional support.
- Should any student feel that the matter is sensitive or confidential in nature then they can talk with our school counsellor or the school's Designated Safeguarding Lead.
- 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.

## 8. School Policies

- All boarding parents, guardians and students must read and be aware of with the school policies. Updates to these policies take place on a regular basis and it is important to check on occasion to review these.
- All SISD Policies are available on the parent portal with your login.
- A selection of policies are also available here

## 9. School Handbooks

- All boarding parents, guardians and students must read and be aware of with the school handbooks. Updates to these handbooks take place on a regular basis and it is important to check on occasion to review these.
- All SISD Handbooks are available here.

## 10. Handbook Agreement

I \_\_\_\_\_ (Parent Full Name), have read and understood the contents of the boarding handbook. I declare that I wish for my child \_\_\_\_\_ (Student Full Name) to live within the SISD boarding and school community, and agree to abide by the policies and procedures detailed within this handbook, and subsequent updates to these policies.

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

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

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

## 11. Appendix 1 – Boarding Checklist

### SISD BOARDING CHECK LIST



#### DOCUMENTS

- ☐ 1. Clear copy of all student's passports. (must be valid within 6 months)
- ☐ 2. Clear copy of both parent's passports.
- ☐ 3. Copy of student's birth certificate.
- ☐ 4. No objection letter from student's father for visa. (Full boarders only)
- ☐ 5. Transfer certificate from student's previous school.
- ☐ 6. Passport size photographs.
- ☐ 7. Home country address and phone number of parents.
- ☐ 8. Copy of student's original vaccination card/record (translated to English).
- ☐ 9. Medical reports for any medical condition, long term medication or continuous treatment (translated to English).
- ☐ 10. Prescriptions for on-going medications (translated to English).
- ☐ 11. Copy of parent's Emirates ID. (If on the parent's visa)
- ☐ 12. Copy of student's medical insurance, with network list and insurance card)
- ☐ 13. UAE visa entry slip. (Immigration stamp upon entry to the UAE - to be handed over on 26th August)
- ☐ 14. Dietary requirements form.
- ☐ 15. Signed boarding contract.
- ☐ 16. Signed medical consent form - all pages.
- ☐ 17. Signed acceptable use policy.
- ☐ 18. Signed gym permission form.
- ☐ 19. Signed boarding trips permission form.
- ☐ 20. Signed boarding handbook agreement.

## ESSENTIALS

- ☐ Plug in alarm clock.
- ☐ Backpack.
- ☐ Laptop.
- ☐ UAE mobile number (can be arranged upon arrival)
- ☐ Sunglasses.
- ☐ Headphones.

## DESK AND SCHOOL SUPPLIES

- ☐ Calculator:  
Grades 6 – 10 Casio Scientific Calculator  
**Grades 11 & 12 - Graphing Calculator**  
**TI Nspire CX ii**
- ☐ Pencil case.
- ☐ Coloured pencils and pens of varying colours.
- ☐ Maths equipment e.g. protractor, compass etc.
- ☐ Bilingual dictionary.
- ☐ Eraser, glue stick, etc.
- ☐ Highlighters of varying colours.
- ☐ Plug adapter for UAE.

## ITEMS NOT PERMITTED ✕

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Non approved prescription medication</li> <li>• Over the counter medication of any kind</li> <li>• Alcohol, nicotine, illegal substances and accessories</li> <li>• Pets</li> <li>• Candles or incense</li> <li>• Blenders (electric or USB powered)</li> <li>• Coffee makers of any kind</li> <li>• Darts and dart boards</li> <li>• Drones</li> <li>• External monitors over 27"</li> <li>• Firearms, weapons or paint guns</li> <li>• Fireworks or explosives</li> <li>• Voice assistant devices (Amazon Echo, Dot, Google Home etc)</li> <li>• 3D printer</li> <li>• Gaming consoles</li> <li>• TV/DVD players</li> </ul> | <ul style="list-style-type: none"> <li>• Fog machines</li> <li>• Halogen lamps/bulbs</li> <li>• Hammocks</li> <li>• Hot pots/plates</li> <li>• Hoverboards, electric skateboards, electric scooters, e bikes, minibikes</li> <li>• Immersion coils</li> <li>• Lighters/matches</li> <li>• Lava lamps</li> <li>• Iron</li> <li>• IoT devices</li> <li>• Mercury thermometers</li> <li>• Microwave ovens</li> <li>• Portable grills</li> <li>• Power Tools</li> <li>• Toasters, kettles, and other kitchen appliances</li> <li>• Nuts or any nut based products.</li> </ul> |
|--|---|

## TOILETRIES

- ☐ Toothbrush and toothpaste
- ☐ Personal care items (shampoo, soap deodorant etc)
- ☐ Sun cream.
- ☐ Bug spray.

## CLOTHES

- ☐ SISD School Uniform G6 – 10
- ☐ Formal Business Attire for G11&12 Dress Code
- ☐ Formal dress for special occasions/boarding events
- ☐ Sportswear
- ☐ Athletic footwear
- ☐ White socks
- ☐ Underwear
- ☐ Pyjamas
- ☐ Dressing Gown
- ☐ Slippers
- ☐ Baseball cap
- ☐ Casual clothing
- ☐ Swim costume

## PERSONAL ITEMS (OPTIONAL)

- ☐ Room Decorations
- ☐ Mobile phone charger
- ☐ Photos of family and friends
- ☐ Sports equipment such as tennis racket, frisbee etc.
- ☐ Hairdryer
- ☐ Additional hangers

## 12. Appendix 2 – Daily Schedule

### 12.1. Daily Schedule (Monday – Thursday)

A general day in Zurich and Geneva Houses is outlined below:

Time:	Activity:
06:40	Student alarm set for wake - up
<b>07:00 – 07:20</b>	<b>Boarding Roll Call</b>
07:20 – 07:50	Breakfast in canteen
07:50 – 07:55	Make way to classroom.
08:00 – 15:30	School day
15:30 – 15:45	Boarding Roll Call <i>*Students who have ASA must go directly to ASA from secondary.</i>
15:45 – 16:45	ASA or individual academic time in house
<b>16:40 – 16:55</b>	<b>Boarding Roll Call</b>
17:00 – 18:00	G6 – 10 Sport G11 & 12 Academic support
18:00 – 18:40	G9 & 10 Academic Support Study Time
<b>18:40 – 18:50</b>	<b>Boarding Roll Call</b>
18:50 – 19:40	Dinner in canteen
19:45 – 20:45	G6 – 8 Academic Support Study Time
20:00 – 21:00	G11 & 12 Gym Time
<b>20:30 – 20:50</b>	<b>Boarding Roll Call</b>
21:00	G6 – 10 Curfew
21:30	G11 & 12 Curfew
22:00	Lights Out
<b>22:00 – 06:00</b>	<b>Quiet Time</b>

## 12.2. Friday Schedule

Time:	Activity:
06:40	Student alarm set for wake - up
<b>07:00 – 07:20</b>	<b>Boarding Roll Call</b>
07:20 – 07:50	Breakfast in canteen
07:50 – 07:55	Make way to classroom.
08:00 – 12:00	School day
<b>12:00 – 12:15</b>	<b>Boarding Roll Call</b>
12:30 – 13:00	Lunch
13:00 – 13:30	Prepare for afternoon activities
13:30	Departure of weekly boarders
<b>13:20 – 13:30</b>	<b>Boarding Roll Call</b>
13:30 – 16:00	Afternoon activities
16:00 – 18:40	In house leisure time
18:40 – 18:50	Boarding Roll Call
18:50 – 19:40	Dinner in canteen
19:40 – 21:30	Evening activity
<b>20:30 – 20:50</b>	<b>Boarding Roll Call</b>
21:30	G6 – 10 Curfew Return to respective houses for bedtime.
22:30	Curfew for grades 11 - 12
22:30	Lights Out
<b>22:00 – 06:00</b>	<b>Quiet Time</b>

## 12.3. Weekend Schedule (Saturday, Sunday, and Holidays)

**Saturday:** Weekend Schedule (Saturday, Sunday, and Holidays)

Time:	Activity:
<b>10:30 – 10:50</b>	<b>Boarding Roll Call</b>
11:00 – 11:45	Brunch
12:00 – 18:00 (This time will vary)	Boarding weekend trip
18:00 – 18:40	Relax and get ready for dinner
<b>18:40 – 18:50</b>	<b>Boarding Roll Call</b>
18:50 – 19:40	Dinner in canteen
19:40 – 21:30	Evening activity
<b>20:30 – 20:50</b>	<b>Boarding Roll Call</b>
21:30	G6 – 10 Curfew Return to respective houses for bedtime.
22:30	Curfew for grades 11 - 12
22:30	Lights Out
<b>22:00 – 06:00</b>	<b>Quiet Time</b>

## Sunday:

Please note that Sunday is a «Chill» day. Students must report for roll calls at the below times. They are free to do what they want with their time other than roll calls if it abides by boarding house rules.

Time:	Activity:
<b>10:30 – 10:50</b>	<b>Boarding Roll Call</b>
11:00 – 11:45	Brunch
11:45 – 14:40	Leisure time
<b>14:40 – 15:00</b>	<b>Boarding Roll Call</b>
15:00 – 18:40	Leisure time
<b>18:40 – 18:50</b>	<b>Boarding Roll Call</b>
18:50 – 19:40	Dinner
19:40 – 20:30	Leisure time
<b>20:30 – 20:50</b>	<b>Boarding Roll Call</b>
21:00	G6 – 10 Curfew
21:30	G11 & 12 Curfew
22:00	Lights Out
<b>22:00 – 06:00</b>	<b>Quiet Time</b>