



SWISS  
INTERNATIONAL  
SCIENTIFIC SCHOOL  
— D U B A I —

# Exeat Policy Boarding

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SPEAR'S  
2022  
SCHOOLS  
INDEX



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## Vision

The Swiss International Scientific School in Dubai (SISD) is a leading international boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world.

## Together

In our international community, we know that we are at our best when we all work together. We view active participation in the community, from the most local to the most global, as the foundation of a valuable life.

## Introduction

Our community has a shared responsibility to provide a safe, secure, caring, and friendly school environment for all its members. This policy outlines the school's approaches to procedures around processing and reviewing exeat for boarding students.

## Definition

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

SISD has fixed holidays, as published in the annual calendar. Parents or guardians are expected to make suitable arrangements for students to leave and return to SISD at the expected dates in the calendar. Permission to leave early, or return late, from fixed exeats must always be sought in writing via e-mail from the Head of Boarding. The following are considered "fixed exeats" at SISD;

- October Mid Term Break
- Winter Break
- February Mid Term
- Spring Break

Optional exeats are determined by the national holidays in the UAE such as National Day, Eid Al Fitr, and Eid al Adha. These are determined by the UAE authorities and are often announced at short notice. School lessons do not happen during this time; however, the boarding houses remain open during these breaks. Boarding students may choose to use this as an opportunity to travel home, however are asked to abide by the attendance policy and return on time for classes.

Appointed guardians are considered to be residents of the UAE, and adults over the age of 25, which is common practice in many boarding schools.<sup>1</sup>

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<sup>1</sup> "Guardianship." *UK Education Specialist: British United Education Services*, [www.britishunited.net/en/planning-and-preparation/guardian/](http://www.britishunited.net/en/planning-and-preparation/guardian/). Accessed 19 June 2023.

## Purpose and Rationale

It is important to have an accurate record of the whereabouts of every boarding student during the academic year. When a student leaves the SISD campus for an exeat, responsibility for their care passes from SISD to the parent, or guardian, who has placed the request. Parent, or guardian, approval must always be sought for exeats.

Weekday evening exeats during school time are granted only in the case of exceptional circumstances. These will be considered by the Deputy Head of Boarding, and Head of Boarding.

SISD acknowledges that parents, and students, appreciate the benefits of a flexible system of weekend exeats for boarders. However, this must be balanced with the need for students to fulfil their academic, and extra-curricular activities, and the goal of integrating all boarders into the school community. Weekend exeats are therefore normally granted provided that they do not conflict with school, boarding, or individual commitments, nor have a negative social impact on the student or the community.

There are a number of weekends scheduled in which all full boarders are required to stay in boarding for the weekend, so that they may take part in a variety of social activities designed to strengthen the sense of "Togetherness" within Zurich and Geneva Houses. Unless there are exceptional circumstances, exeats will not be permitted for these weekends. During the first month of the academic year, there will always be a requirement for full boarders to attend all scheduled boarding trips and activities, to enable new students to settle in, and get to know the existing boarders.

## Procedures and Practices

- SISD Boarding uses ORAH to process all exeat requests.
- All leaves of absence for boarding students are submitted via ORAH. The Boarding Team will liaise with the Secondary Team when needed.
- Students, parents and guardians have their own personal log in details.
- Under no circumstances should parent, or guardian, log in details be given to a student.
- Orah must be used for all pass submissions to ensure our safeguarding protocols are met. The Boarding Team will be unable to process requests received by e-mail or phone.
- Arrangements must adhere to the rules outlined in the parent contract.
- Students on overnight exeat must stay with a responsible adult over the age of 25.
- Students are not permitted to stay in Airbnbs, hotels, rented flats etc, unless accompanied by a responsible adult over the age of 25.
- The following Boarding Team members can activate pass requests;
  - Head of Boarding
  - Deputy Head of Boarding
  - Houseparents
  - Academic Tutors
  - Matron
  - Boarding Secretary

## Curfew

Curfew times must be abided to:

	<b>Sunday – Thursday</b>	<b>Friday &amp; Saturday</b>
<b>Grades 6 - 10</b>	21:00	21:30
<b>Grades 11 &amp; 12</b>	21:30	22:30

## Evening, Day or Weekend Exeat (Regular Exeat)

- Student requests their parent, or guardian, to submit a "Weekend/Weekday Exeat Permission" request via ORAH, **at least 24 hours in advance** of the required evening, day or weekend exeat.
- For weekday passes, clarification of the exceptional circumstances must be clarified on the pass request in ORAH.
- The boarding team will consider the exeat request, and will approve, or decline the pass via ORAH.

## Recurring Exeat

- Parents of students who have regular sports, arts, or academic sessions off campus are required to submit a "Recurring Exeat Permission."
- Should the timings, or days, of the recurring sessions change, it is the parent's responsibility to update the pass.

## Fixed Exeat

- Parents will receive communication in advance of the fixed exeat requesting flight details, or in country stay details, to be submitted via ORAH.
- Parents are required to submit all details via ORAH **3 weeks in advance** of the fixed exeat.
- Students must depart from the boarding houses by 20:00 on the Friday of the break and may return from 10:00 on the day prior to class commencement.
- The boarding houses are closed during fixed exeats, and student re-entry to the houses is not permitted during this time.
- Students must submit their lanyard, and room key, to the security team upon departure for fixed exeat.
- If there is the possibility of early, or late arrival of boarders at fixed exeats, the parents must seek authorisation from the Head of Boarding.

## Multiple Day Exeat

- Students departing, and returning to the school campus, on multiple occasions must have a pass submitted by their parents for each exeat.

### Pass Activation and Deactivation

- At the time of the approved pass, the student must present themselves to the relevant boarding staff member on duty for pass activation in ORAH.
- The student must present their activated pass to the security Team at Gate 1 upon departure and scan the ORAH tile.
- Upon return to SISD, the student must check back in with security at gate 1, scan the ORAH tile, and present themselves to the relevant boarding team member for pass deactivation in ORAH.

### Updating Pass Details

- The boarding team may require a parent or guardian to resubmit pass details for various reasons, such as update to departure time, align with curfew etc.
- The resubmission must be submitted by the parent or guardian via ORAH. This cannot be updated by the boarding team.
- Should a student already be on exeat, and an update is needed after the pass has been activated, the parent or guardian must submit a new pass on ORAH.

### Early Return

- Should a student be on overnight exeat, and need to return due to an issue with their accommodation, parents must contact the boarding team as soon as they are aware of the issue.

Linked Policies	Safeguarding and Child Protection Attendance Boarding Missing Child Boarding Positive Behaviour
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