



Boarding Handbook

INFORMATION FOR PARENTS AND STUDENTS (2024/25)

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Information contained within this handbook is subject to modification throughout the school year if required. Students and parents will be informed when any necessary changes to policies and procedures are made.

THE SCHOOL CALENDAR FOR 2024 - 2025

Month	M	T	W	Th	F	Sat	Sun	Event
2024/ August				1	2	3	4	01-02: New to DHSZ Teacher induction 05-09: Teacher preparation 11: First day for new to DHSZ boarders and Year 13s (Boarders only) 12: First day for new students and Year 13s 13: First day for Year 11s and Year 12s 25: Parent Engagement Day
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
September							1	03-06: Week Without Walls 06: PL Day (School closed for students) 16: Mid-Autumn Festival *14-17: Boarding closed for students 18-20: PC1 In-class Assessments 9.28-10.06: Golden Week Holiday
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
October		1	2	3	4	5	6	01: National Day
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
November					1	2	3	08: Group PL day (School closed for students) 11: School designated holiday *08-11: Boarding closed for students 25-29: KC1 Assessments
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
December							1	13: Last day of Semester 1 - School ends at 12:00 12.14-01.05: Winter Holidays
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
2025/ January			1	2	3	4	5	06: First day of semester 2 24: School ends at 12:00 1.25-2.09: CNY holiday 1.28-2.03: Public holiday
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
February						1	2	10: School reopens
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28			

Month	M	T	W	Th	F	Sat	Sun	Event
March						1	2	17-28: KC2 Assessments
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
April		1	2	3	4	5	6	3.31-4.04: Spring Break 05: Tomb Sweeping 07: School reopens 19: PD day
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
May				1	2	3	4	01: Labour Day (School closed; Boarding open for termly boarders) 31: Dragon Boat Festival 5.29-6.04: KC3 Assessments (Year 10)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
June							1	13: Last day of Semester 2 - School ends at 12:00
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
July		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

First/Last Day of Term

School/Public Holidays

Teacher Preparation and Development Days

Assessments

* Whilst we will endeavour not to make changes, note that sometimes changes are needed.

WELCOME FROM THE DEPUTY HEAD (PASTORAL AND BOARDING)

Dear Parents and Students,

It is a pleasure to welcome new and current DHSZ students and families to our boarding programme for the new academic year. Our boarding handbook provides information about our community, our expectations, and the support we offer our students. We expect our students to participate fully and actively contribute to the life of our boarding houses.

We hope that our students learn to understand one another, gain independence as responsible young people, empathise, actively care for everyone in our community and make one another's daily lives easier.

Our boarders will be guided and supported by experienced and caring boarding staff who will ensure they receive the appropriate care, mentoring and guidance. This will help them achieve academic success but also flourish as individuals and members of our community. Do read through this handbook to learn more about our boarding programme.

Nadir El-Edroos



WELCOME FROM THE ASSISTANT HEAD (BOARDING)

Dear Parents and Students,

I am delighted to welcome you to boarding at Dulwich International High School, Suzhou (DHSZ). Along with all the boarding staff, we look forward to getting to know you better and working with you to enhance your holistic educational experience.

As well as providing a safe, settled and happy environment that enables students to work and study with full concentration and efficiency a range of activities are available outside study hall time which enables students' opportunities to learn new skills, make new friends, improve their English, and help with the transition from high school to a university overseas.

Students and staff who live in boarding, live in a community. DHSZ is not only preparing your child academically, but we are also preparing your child for living and working in a global society so that they may thrive in all the communities that they are a part of.

With such a large group of people living in one boarding house, some rules and regulations are necessary. When understood and supported by both parents and students, administration is made much more effective and a secure, comfortable environment is created.

If you have any concerns or questions, please do not hesitate to get in touch via boarding.dhsz@dulwich.org



BOARDING LIFE

Transitioning into a communal living environment, especially for those students unaccustomed to sharing a space, presents its own set of challenges. Boarding life necessitates that students adapt to new responsibilities and live harmoniously with diverse roommates, often under the guidance of individuals other than their parents.

In this unique setting, students are expected to embody compliance, consideration, and a positive outlook. Sharing living quarters with fellow teenagers calls for treating one another with the same respect and consideration they desire.

Living in a boarding community fosters the development of vital qualities such as tolerance, resilience, a sense of fairness, self-discipline, and independence. Understandably, interpersonal conflicts may arise, making it crucial to address any issues early on. Parents are urged to establish open, transparent lines of communication with the school and boarding staff, ensuring that each boarder maximizes their experience at DHSZ. Through effective communication, we can collectively support every individual in their boarding journey.



Who Can Help You? 谁能帮助你？

We hope that your time with us will be happy, but there may be times when you need someone to talk to or to help you with a problem: personal, social, study, or any other kind.

希望你和我们在一起的时光是快乐的，但有时你需要有人倾诉或帮助你解决个人、社交、学习或其他问题。

There are many people in the school community who can offer help, support and advice.
学校里有很多人可以提供帮助、支持和建议。

Who can you go to first? 可以倾诉的对象有:

- Your tutor
你的班主任
- Your HoY/AHoY
你的年级组长/年级副组长
- Your Assistant Director (Upper or Lower school)
你的助理总监（高年级学院或低年级学院）
- Your Boarding Tutor, House Parent or Assistant House Parent
你的宿舍老师，宿舍家长或助理宿舍家长

There are many other people you can speak to at any time: 还有许多可以在任何时间倾诉的对象：

- The School Counsellors (Ms. Hou)
社会情感咨询老师
- Your Subject teachers 科目老师
- A friend 朋友
- A parent 家长
- The School's Nurse 学校护士
- Ms. Wang (Deputy Head of Boarding) 宿管主任
- Mr. Johnston (Assistant Director - Boarding) 助理总监
- Mr. El-Edroos (Deputy Director) 副总监
- Ms. Martin (Deputy Director) 副总监
- Mr. Fei (Principal) 校长
- Ms. Tielman (Director) 总监

What if I am bullied or cyberbullied? 如果我被欺负或网络欺凌怎么办？

Don't suffer in silence – Seek help!
不要在沉默中承受——寻求帮助！

Speak to any adult in school.
与任何学校里的成年人沟通。



Speak Out, Stay Safe.

大声说，保平安

Asking for help when you need it is a sign of strength. If you need help, but you don't think you can speak directly to an adult, then please share your problem by scanning the QR code below. This may be a personal problem, or a worry you have for a friend or classmate. We will deal with the issue quickly and sensitively.

当你需要帮助时，寻求帮助是一种力量的表现。如果你需要帮助，但又觉得无法直接与成年人交谈，请扫描下方二维码提出你的问题。这可能是个人问题，也可能是你对朋友或同学的担忧。我们将迅速而谨慎地处理这个问题。



12/07/2023

RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities	Possible Consequences if a Student Does Not Meet Their Responsibilities
I have the right to be safe and happy in boarding and to be treated with respect	I have the responsibility to respect the rights of others and to treat them with understanding	<ul style="list-style-type: none"> Restorative conversations: discussions aimed at building connection and shifting behaviour
I have a right to feel safe and secure	I have a responsibility not to do anything which may threaten or cause danger to myself or others and to report any dangerous situation	<ul style="list-style-type: none"> Mentoring programme: students are expected to engage with a school assigned mentor Informal parent contact: over the phone or email
I have a right to be treated with respect and fairness	I have a responsibility to treat all staff and boarders with respect and honesty	<ul style="list-style-type: none"> Formal parent contact: written letter of communication with parents for repeated disappointments
I have a right to learn	I have a responsibility to behave myself in boarding and to keep up to date academically	<ul style="list-style-type: none"> Engagement and completion of programmes, for example, smoking cessation
I have a right to expect my property to be safe	I have a responsibility not to steal, damage or destroy property of others and to take good care of the school's property. I have the responsibility to label all my property	<ul style="list-style-type: none"> Restorative action: action taken by the student that contributes to the school community positively Behaviour contracts Warnings
I have a right to be protected against threats to my health	I have a responsibility not to smoke, vape, drink alcohol or take drugs or encourage any other student to do so	<ul style="list-style-type: none"> Internal suspensions Out of school suspensions Expulsion
I have a right to have a clean, pleasant, well-maintained campus and boarding house	I have a responsibility to care for the environment, to keep it neat and clean	<ul style="list-style-type: none"> After school detentions/ Saturday morning detentions Restricted phone use between 24 hours-1 week

PRINCIPLES AND PRACTICES OF BOARDING AT DULWICH INTERNATIONAL HIGH SCHOOL SUZHOU

- To provide a calm, inclusive and stimulating environment in which each boarder can develop personally while learning to live in a close-knit community.
- To instill respect and a desire for truth and honesty.
- To create an atmosphere of trust in which each boarder feels able to approach any member of the community (staff or student), confident in the knowledge that he or she will be listened to and respected as an individual.
- To create an atmosphere of tolerance and acceptance of differences in which teasing, harassment and bullying do not develop.
- To provide opportunities for boarders to develop through a structured CCA programme with appropriate facilities in an atmosphere which offers encouragement and values effort.
- To provide accommodation that is safe, comfortable, and suited to the needs of boarders according to age and maturity and which offers adequate levels of privacy.
- To safeguard and promote the emotional and physical well-being of each boarder by providing the best possible food, medical care, and security.
- To provide appropriate facilities to satisfy boarders' leisure requirements.
- To develop in each boarder a sense of responsibility and respect for himself or herself and their environment.
- To develop in each boarder the ability to work as part of a team and to offer opportunities to practice leadership.

BOARDING HOUSE ORGANISATION

ASSISTANT HEAD OF SCHOOL - (BOARDING) AND DEPUTY HEAD OF BOARDING

The Head and Deputy of Boarding are responsible for the welfare of all boarding students. DHSZ's boarding has a wonderful tradition of helping all students make the very best of their abilities and it is the role of the Assistant Head (Boarding) to ensure that the ethos of the House and the aims of boarding at Dulwich are upheld at all times.

We hope that boarding students will be able to think of Alleyn House as their home away from home, and hope that they will feel that they can speak to any of the staff if they need our help, support or advice. The school employs a large number of ancillary staff to help provide all the necessary services to the students.

HOUSE PARENT

House Parent will assume responsibility for the students living in boarding when they are on duty. Their priority is the well-being of students, and they will lead a team of Boarding Tutors to ensure that the Dulwich standards and expectations are maintained.

ASSISTANT HOUSE PARENT

When House Parent are not on duty, the Assistant House Parent will be the person to go to. The Assistant House Parent with a team of Floor Mentors and House Parent will also be monitoring the study hall as well as ensuring that boarders' wellbeing is a priority.

BOARDING FLOOR MENTORS

Boarding Mentors are responsible for students on their floor. They register students in the morning, and when they return from study hall. They are the students' first point of contact. They run meetings and host Dragon-Spirit Time on various occasions throughout the week. They are the 'de-facto' parents.

The Boarding Floor Mentors report directly to the House Parents and are responsible for ensuring that the standards of the House are upheld and that the students are complying with the rules.

STUDENTS - ACCEPT THE CHALLENGE!

Embarking on a boarding experience is a unique and enriching journey that promises to be both transformative and rewarding. As a boarder, you will immerse yourself in a vibrant and supportive community where academic excellence is complemented by holistic personal development. Expect to engage in a variety of extracurricular activities, form lasting friendships, and receive guidance from dedicated staff who are committed to your success and well-being. Our well-rounded programs are designed to nurture your intellectual curiosity, build resilience, and foster a sense of independence, all while ensuring you feel at home away from home.

At DHSZ, there is much to be excited about. From our dynamic social events and cultural excursions to the opportunities for leadership and personal growth, every aspect of boarding life is crafted to enhance your educational experience. Embrace the chance to be part of a diverse and inclusive community where you can learn from your peers, explore new interests, and develop skills that will serve you throughout your life. With a focus on creating a balanced and nurturing environment, DHSZ boarding is not just a place to live and study, but a place to thrive and make memories that will last a lifetime.

AYIS

A small team of boarding Ayi's will help to keep the boarding house clean. They are not employed to tidy up after boarders and will report any concerns they have about the tidiness and cleanliness of rooms and common areas to the Assistant House Parent. They are important members of our boarding staff, and we expect students to treat them with respect at all times.

NURSE

During the day and until 21:00 we have a school nurse who is stationed in the medical centre on the first floor of Alleyn House.

GUARDS

There is a 24-hour guard presence in boarding. They are important members of our boarding staff, and we expect students to treat them with respect at all times.

BOARDING PREFECTS

Our Goal: "Fostering Student-Led Leadership and a Vibrant Boarding Community"

At DHSZ, we firmly believe in empowering our students to lead and represent their peers effectively. To ensure that every student's voice is heard and that a culture of belonging and boarding spirit is nurtured, we have implemented a new executive model that promotes student engagement and pro-activity across all age groups.

Student Leadership Application and Selection:

Students are encouraged to apply for multiple leadership positions across the respective boarding houses. The range of leadership opportunities embodies responsibility, leadership, and service to the boarding community. We have a detailed selection process which allows us to identify students who are enthusiastic about contributing to the boarding experience.

Executive Boarding House Prefects:

Each boarding house will have several Executive Leaders representing their houses. Their duties encompass a spectrum of responsibilities, including facilitating regular meetings with floor prefects and boarding staff to brainstorm ideas and organize engaging a realm of boarding activities for their respective communities. Additionally, they play a vital role in communication by creating informative content, either written or in video format, with the assistance of floor prefects and House Parents to keep students and parents informed and involved.

Floor Prefects:

On each floor, both male and female Floor Representatives are designated to assist staff in organizing floor meetings and activities. They take charge of monitoring common areas, ensuring cleanliness, reporting any damages, and collecting valuable feedback from fellow students. Additionally, they maintain a birthday list and inform boarding staff about upcoming birthdays, promoting a sense of care and celebration within the boarding community. They work closely with the executive leaders to enhance student's voices and bridge the gap between staff, students, and our wider community.

This innovative student-led leadership approach fosters an environment where students actively participate in decision-making, take ownership of their living spaces, and engage in collaborative efforts to enhance the overall boarding experience. By giving students these leadership roles and responsibilities, we aim to create a strong sense of belonging and a vibrant boarding spirit, making our community a home away from home for all.

BOARDING HOUSES

Alleyn House



Alleyn House is a male and female boarding house on campus.

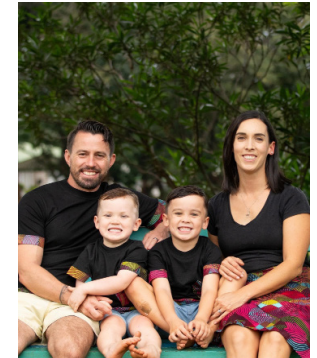
A member of the boarding staff is on duty 24 hours a day, 7 days a week, with all our full-time and part time staff residing within the residence.

Alleyn House is named after, Edward Alleyn, the founder of Dulwich College. Edward Alleyn was an actor linked to Shakespeare's Globe Theatre and an entrepreneur in the world of Elizabethan and Jacobean theatre, Alleyn was a colourful and famous figure of his day. At the age of 47, Alleyn decided to establish a school for boys in London that would provide sound learning, strong artistic pursuits and good manners.

Alleyn House Staff

Simon Johnston, Assistant Head (Boarding)

Simon Johnston, an accomplished education specialist, joins DHSZ as the Assistant Head and Head of Boarding with a wealth of international experience. Arriving in August, 2023, from UWC East Africa, with prior experience in New Zealand, he brings a global perspective to our community. Simon oversees our boarding facilities and student care, committed to nurturing academic excellence and developing empathetic global citizens prepared to make a positive impact on the world. Simon has two children and a lovely, caring and supportive wife who also reside in Alleyn House.



Monica Wang, Deputy Head of Boarding

Ms. Wang, residing on the first floor of Alleyn House, has been an integral part of DHSZ's boarding community for 6 years. Transitioning from PA to the Deputy Director to her current role as House Parent in Shackleton, she brings a wealth of experience in facility management, ensuring smooth operations and fostering a harmonious living environment. Beyond her professional responsibilities, Ms. Wang is a passionate food and sports enthusiast, often organizing events and engaging in sports activities with students. Known for her supportive nature, she maintains a strong rapport with boarders, offering guidance and encouragement with an open-door policy.



Jinky Jin, House Parent

Ms. Jin has spent the past three years in DHSZ's boarding department, focusing on the pastoral care and safeguarding of lower school boarders. With five years in the education industry, she assists Year 10 and Year 11 students in understanding rules, provides emotional support, and organizes after-school activities. Her efforts promote a positive atmosphere, helping students build friendships and to smoothly integrate them into the Dulwich family.



Red Zeng, Assistant House Parent

Red Zeng, Assistant House Parent, is enthusiastic about sports, particularly badminton, and enjoys engaging students in various activities. He is known for his empathetic nature and understanding of teenagers' sensitivities, providing attentive care to students in need. Red's involvement in sports and activities helps foster strong relationships and a dynamic boarding experience.

Polly Chen, Assistant House Parent

Polly Chen transitioned from her role as a Procurement Assistant and College Boarding Tutor to full-time boarding staff last May. With three years of experience at Dulwich College, she has established healthy relationships with boarders and is committed to growing alongside them. Polly's dedication to student well-being is evident in her supportive interactions and efforts to foster a nurturing environment.

Sophia Yue, Assistant House Parent

Sophia Yue has been a full-time Assistant Houseparent for two years, providing support to senior boarding students in their academic and school life. Passionate about travelling and food, Sophia brings enthusiasm and a caring approach to her role, helping students adapt well to the educational demands of DHSZ.

TYPES OF BOARDING

Boarding Arrangements and Options

At Dulwich International High School Suzhou, our boarding houses cater to students with varying boarding needs and preferences. It is important to note the following arrangements:

Allocation of Students:

- Boarding at DHSZ accommodates weekly and termly students and, when possible, upper school students (Y12 & Y13).

- Students will receive notification of their placement before the commencement of the school year in August.

Boarding Programme Overview:

Our comprehensive boarding programme offers a range of options to suit different student requirements:

Weekly Boarding

- Weekly boarders stay at school for five nights a week. They return home after school on Friday afternoon and rejoin Alleyn House between 16:00-20:30 on Sunday.

- Weekly boarders arriving after 16:00 on Sunday should be prepared for the week ahead.

Termly Boarding

- Termly boarders stay at school seven days a week throughout the term, actively participating in weekend activities that are arranged for their enjoyment.

- Termly boarders return home during holidays, with the dates of compulsory closures communicated at the start of each semester.

- Monthly events are organized for termly boarders, with the expectation that all termly boarders attend. Termly boarders may request weekend leave up to four times per term or as communicated in advance with boarding staff.

It is worth noting that Alleyn House offers single, double, and quad room options, each with corresponding boarding fees. These arrangements and options are designed to accommodate the diverse needs of our boarding students, fostering a supportive and enriching boarding experience for all.

Occasional Weekend Boarding

Weekly boarding students can stay at Alleyn House over the weekend by prior arrangement and subject to availability. There is an additional cost of 260 RMB per night. Students should also bring their own bedding for the weekend.

Routines

Prioritizing Quality Sleep: Nurturing Well-being

At DHSZ, we recognize the crucial role that sufficient sleep plays in the overall well-being of our students. To support their health and academic success, we emphasize the importance of ensuring 8-10 hours of restful sleep each night.

However, the transition to boarding life can pose challenges, particularly in managing screen time effectively. Many students initially struggle to regulate their use of electronic devices, which can negatively impact their sleep quality. The blue light emitted by mobile phones and laptops can disrupt the production of melatonin, a hormone essential for regulating the body's internal clock.

To address this issue, we have implemented a lights-out policy at 23:00, with variations based on age and supervision levels.

Students must develop positive electronic management habits before entering the boarding environment. By minimizing screen time and practising responsible device use, we aim to promote healthy sleep habits and overall well-being among our students.

Screen Time

Parents need to have discussions about the expectations of screen time whilst boarding at DHSZ.

We will advise parents and remove digital devices if a student is exhibiting signs of:

- Habitually waking up late
- Avoiding people, places or activities
- Shows a decline in school engagement and/or achievements
- Experiences a change in sleep patterns
- A decline in mental and/or physical health
- Misusing devices during study hall/overnight

Students use screens for homework, entertainment, socialising and more. They often spend a lot of time on screens and regularly use them. Healthy screen habits help your teenager make better choices

about when and how to use screens while boarding.

The school prohibits the use of phones during the school day. Boarding prohibits their use during study hall and overnight sleep. The consequences will apply.

Y10 and Y11s must hand in all devices between 21:25 to 21:45 and boarding mentors will check in the device room. Students cannot hide more devices or hand in fake devices. Parents should inform the boarding department if their children's devices have been changed and boarding will take notes and check accordingly.

Y12s need to hand in devices at night and there may be chances for them to keep devices with permission from parents and boarding staff permission. If students misuse devices and disturb themselves/others, they will lose the privilege and consequences will apply.

Y13s are more senior so they are able to keep their devices. If students misuse devices and disturb themselves/others, they will lose the privilege and consequences will apply.

Note: In this age of technology, students need to be aware of their responsibilities and legal implications of taking inappropriate selfies or other inappropriate images of others and posting them online, sexting and cyberbullying.

Room Allocations

At the end of each academic year, existing students are sent a request form to indicate their preferred roommates. While we strive to accommodate these preferences, we will only do so if it aligns with the students' best interests. We encourage students to choose roommates with similar routines and habits to ensure a harmonious living environment.

New students will be assigned rooms based on their profiles and interests to facilitate a smooth transition and positive experience.

Year 10 students will be located on the top floor of both the boys' and girls' wings. We aim to arrange rooms according to year groups, similar to our teaching wings, with the oldest students placed closest to the ground floor.

Termly boarders and Year 13 boarders will have preference for the larger quad rooms. Termly boarders stay for extended periods, and Year 13 students, having been with us longer, also benefit from the privilege of having study hall sessions in their rooms.

DAILY ROUTINES

Sunday night arrivals are organized as follows:

Alleyn House opens from 16:00 to 20:30 for weekly students.

Alleyn House: Monday – Thursday

06:45	Wake up
07:00 – 07:20	Register with Boarding Mentor
07:30	Alleyn House is closed, all boarders are out
07:30 – 07:50	Breakfast
08:00 – 15:25	School day
15:30 – 16:30	CCA and Boarding office hours
16:30 – 17:30	Alleyn House Open - Study Hall 1 – (Optional)
17:30 – 18:30	Dinner - no deliveries allowed, Y13s have dinner pass
18:30 – 20:00	Study Hall 2 (silent, individual, and supervised)
20:00 – 21:30	Optional late study hall (library or dorm), free time, gym/music/dance activities
21:00 – 22:00	Depending on the day: Dragon-Soaring Time
21:25 – 21:45	Register taken and hand in device
22:05 – 23:00	Device-free time/shower/get ready for bed. Lights out and no noise/hairedryers after 23:00

Enhancing Community Connection: Midweek and Weekend Boarding Routine

Every Wednesday:

On this day, a special arrangement awaits our boarders. Following their afternoon commitments, all boarders have the opportunity to return to their boarding dorms for the second study hall.

Alternatively, on this evening, those not wanting to study in the library can access the dorms starting from 18:30. During this time, boarders can opt for delivery food services from 20:00 to 21:00, but it is important to maintain the cleanliness of the common areas by tidying up after use.

This allocated period not only encourages academic focus but also serves as a platform to nurture social engagement and introduce exciting boarding initiatives, enriching each boarder's sense of belonging within our community.

Saturday

09:00 – 10:00	Breakfast in Alleyn House common room
10:00 – 10:30	Register taken in Alleyn House office and staff complete another floating registration at 12:30 PM.
12:00 – 22:00	Free time/arranged activities
12:30 – 13:00	Lunch registration (Active registration for those on-site)
21:30 – 22:00	Registration – all students register at the Alleyn House office
	After 23:00 all students must be on their wing (male / female)

Sunday

09:00 – 10:00	Breakfast in the Alleyn House common room
10:00 – 10:30	Register taken in Alleyn House office
10:00 – 21:00	Free time/arranged activities
12:30 – 13:00	Lunch registration (Active registration for those on-site)
21:25 – 21:45	Electronic devices handed in, register taken
22:00 – 23:00	Device-free time/shower/get ready for bed. Lights out and no noise after 22:30



Boarding House Bedtime Protocol and Community Etiquette

In the boarding house, a disciplined approach to bedtime is enforced to maintain a conducive living environment for all residents. The designated bedtime from Sunday to Thursday is 22:30, with an expectation that all lights are out, and rooms remain silent by 23:00.

Post 22:30, students are prohibited from leaving their rooms, except in emergencies. Courtesy dictates that visits to other rooms are conducted before 22:00, and consent from all occupants of the room is mandatory.



Living in a community requires respect for everyone in the room and on the floor. To maintain this, the boarding staff will be present from 10:30 PM to ensure everyone follows the quiet and lights-out policy.

If there is noise or lights are left on, sanctions may be applied. This could include the mandatory submission of electronic devices after study hall for everyone in the room.

Additionally, using hairdryers after 10:30 PM is discouraged to maintain a quiet environment. These rules help promote respect and cooperation within our boarding community.

TERMLY EVENT PLANNING 2024/2025

Boarding events throughout the year at Dulwich: Celebrating Values and Community

Termly boarders will either have this event covered in their fees or sub-sidised. Weekly boarders are welcome to join for a cost.

Date	Event
August - 23rd	- Laser Tag, Bowling, and Dinner – Kick off the year with an exhilarating Friday night of fun and camaraderie.
September	- Outdoor KTV – Embrace the great outdoors while showcasing your singing talents in a lively karaoke session.
October	- Jinji Lake Wellbeing Walk (Walkathon Challenge) – Participate in a wellbeing walk around Jinji Lake, promoting health and fitness.
November	- Universal Studios and Cultural Heritage Tour – Dive into the magic of Universal Studios and enrich your understanding of cultural heritage
December	- BWF World Tour Finals in Hangzhou – Witness world-class badminton and celebrate the spirit of sportsmanship.
January	- 2nd Hand Boarders Market Day – Promote sustainability and community through an exchange event among boarders.
February	- Taicang/Wu Xi Indoor Skiing – Enjoy the thrill of indoor skiing, perfect for winter sports enthusiasts.
March	- Sixth Sense Art Exhibition and Lunch in Shanghai – Explore creativity and artistic expression, followed by a delightful lunch.
April	- Dong Shan Mountain Hiking and Late Lunch/Bubble Tea – Experience the beauty of nature with a hike, followed by a delightful lunch and bubble tea.

May	- Suzhou Orphanage Service – Engage in meaningful service and make a positive impact on the local community.
June	- Termly Dragon Boating and Staff Dinner – Celebrate the end of the term with the excitement of dragon boating and a shared meal, reinforcing the bonds within our boarding family.

Global Citizenship in Dulwich and in Boarding:

Boarding offers a unique environment that fosters the development and promotion of global citizenship.

Living in a diverse community of students from around the world, boarders at DHSZ are immersed in multicultural experiences daily. Through interactions with peers from different backgrounds, languages, and cultures, students learn to appreciate diversity, respect others' perspectives, and develop empathy.

DHSZ's holistic approach to education includes opportunities for students to engage in service projects, cultural exchanges, and collaborative learning experiences, further enhancing their global awareness and understanding. By living and learning in this dynamic environment, boarders at DHSZ have the skills and mindset to become compassionate, open-minded global citizens, prepared to contribute to an interconnected world positively.

Date	Event	Activities
September 2024	Save September	Eco-Challenge - House Competition: Bulletin on reducing energy and water usage, weekly measurement of energy and water consumption. Floor competition using a point system for recycling, water reduction, and energy conservation.

12 September 2024	R U OK Day	R U OK Day: Organize peer check-ins, discussions, and poster campaigns to raise awareness about mental health and the importance of checking in with one another.
10 October 2024	World Mental Health Day	Dragon-Soaring Time: Discussions on vulnerability and reaching out for help.
11 October 2024	International Day of the Girl Child	Guest Speaker Event: Featuring Guo Jingjing discussing overcoming adversity as a female, her personal experiences, and advocacy for women's rights.
18 October 2024	Show Racism the Red Card - Wear Red Day	Wear Red Day: Students wear red, participate in discussions, workshops, and create artwork promoting unity and diversity. Hidden Racism challenge.
November 2024	No Carbon November House Competition	Boarding Goes Green: Tree planting, trips to eco-lodges, and sustainable practices competition.
11-15 November 2024	Anti-Bullying Week	Make a Noise About Bullying: GIF competition and hidden bully challenge.
13 November 2024	World Kindness Day	Three Acts of Kindness Challenge: Encouraging students to perform three acts of kindness.
16 November 2024	International Day of Tolerance	Cultural Exchange Fair: Booths showcasing different cultures, workshops, and a cultural performance evening.
19 November 2024	International Men's Day	Men's Health and Wellness Workshop: Discussions, workshops, sports, yoga, and a movie screening of "Billy Elliot."

20 November 2024	World Children's Day	Visit to Suzhou Orphanage and Children's Hospital: Encouraging students to participate in service activities.
December 2024	International Day of Persons with Disabilities	Awareness Bulletin: Information on disabilities and inclusivity.
5 December 2024	International Volunteer Day	Volunteering: Encourage students to volunteer and post photos of their service activities.
11 December 2024	International Day for Women and Girls in Science	STEM Activities: Evening prep with the science department, hands-on activities, experiments, and demonstrations to inspire young women in STEM fields.
21 February 2025	International Mother Language Day	Cultural Night: Performances, poetry readings, storytelling, and displays of traditional artefacts or costumes.
3rd-7 March 2025	International Women's Day/ Month	One Hour Without Women: Participants wear purple shirts to show solidarity and raise awareness about female rights.
12 March 2025	Arbor Day	Tree Planting: Planting trees around the boarding area.
7 April 2025	World Health Day	Healthy Living Challenge: Meatless day, team health challenges, healthy cooking contests, fitness activities, and mental health awareness.
22 April 2025	Earth Day	Eco-Scavenger Hunt: Evening teams complete eco-friendly tasks around campus, such as litter picking, photographing wildlife, finding energy-saving devices, and harvesting previously planted vegetables.

Dragon-Soaring Time

Also known as Long Teng Shi Jian 龙腾时间, Dragon-Soaring Time, is designed to foster the holistic development of our boarders.

Occurring on Wednesday and Sunday evenings, this programme is rooted in the philosophy of meaningful connection and mentorship. The primary purpose is for floor mentors to engage individually with each tutee, focusing on their overall well-being and personal growth.

During these sessions, tutors and students discuss various aspects of the students' lives, including academic progress, social experiences, and emotional health. This dedicated time allows for building strong, supportive relationships, ensuring that each boarder feels valued and heard. By promoting open communication and individualized attention, the Engagement Programme aims to create a nurturing environment where students can thrive both personally and academically.

ARRIVAL AND LEAVING PROCEDURES

Campus Departure Guidelines

Boarding students are strictly prohibited from leaving the campus from their arrival on Sunday evening until the conclusion of school on Friday afternoon. It is essential that during this period, arrangements for outside activities, including classes or dinners, are not made, as departure from the campus will not be authorized. In the event a student wishes to leave during the school day and return to boarding the same day, they must be back on campus before 17:00 and obtain appropriate permissions.

For Year 13 students, an exception is typically granted, allowing them to leave campus for lunch and or, dinner from Monday to Thursday.

The safety and security of our boarders are of utmost importance. Any attempt to breach the regulations regarding campus departure without permission will result in consequences. These consequences may include but are not limited to, restrictions on leaving campus during the weekend, limitations on device usage, or even suspension from the boarding facility.

In the interest of the collective health and well-being, we kindly request that unwell students, particularly those exhibiting symptoms such as fever or vomiting, are not brought to the boarding house.

Authorization for a boarder's leave can only be sought by parents or authorized guardianship through the iSams parent portal. It is imperative to note that unreasonable leave requests may be declined, as we prioritize maintaining a secure and structured environment for all boarders.

Registration - Alleyn House

All boarders register with their Floor Mentor before 07:20 in the morning and at 21:30 at night.

Weekends

All termly boarders have permission to leave campus: (with parental consent)

Friday	14:30 - 21:30
Saturday	10:00 - 21:30
Sunday	10:00 - 18:30

If students need to leave campus before 10:00, parents are required to ask for leave through boarding.dhsz@dulwich.org

Students/parents can apply for leave on THURSDAY before the weekend.

Students register with the duty staff members at 10:00 and at the Alleyn House office as they leave/arrive.

Midweek Academic Absences: A Formal Protocol

Year 11, IG1, 12 and 13 students are granted permission for mid-week academic absences for external tutoring, provided they complete our 'Mid-Week Leave' form in advance and receive approval from our House Parents. To facilitate this process, the completed forms should be submitted by Sunday, no later than 21:00,, and handed to the Alleyn House office.

Each leave request should be detailed, ensuring precision and clarity. It is essential to provide an emergency contact number and stipulate the students' mandatory return by 21:00 on the same night. This structured approach helps us maintain proper oversight and support for the academic endeavours of our students while ensuring their safety and timely return to the campus.

Food

No take-out food or drink is allowed on campus from Sunday 16:30 – Friday 14:30. (The exception is Wednesday 20:00 - 21:00.)

Boarders staying at the weekends will have a self-service breakfast provided in Alleyn House common room on Saturdays and Sundays. This is included in the boarding fee.



BOARDING HOUSE FACILITIES & SERVICE

Each floor in Alleyn House is equipped with a 24-hour hot/warm water dispenser.

Laundry facilities are centrally located and operated by our outsourced staff from 07:30 to 16:30, Monday to Friday. Termly boarders are responsible for their own laundry and should utilize the laundry room, which is locked at 22:00 on Sundays. Boarders must bring their own laundry bag and detergent, available for purchase at the Alleyn House office.

Additionally, a fridge is provided on each floor; students are expected to manage their food items responsibly, disposing of any expired items promptly and refraining from taking food without permission. Fridge contents will be cleared during holiday periods.

Cooking in the common room is prohibited and students can use our student kitchen if requested in advance.

The Ayi's will perform daily cleaning and disinfection of rooms, while boarders are expected to maintain room tidiness, including clearing the bins regularly.



Respect for and protection of boarding house facilities are paramount; Boarders will be held accountable for any damages they cause and responsible for repair costs.

Termly boarders are permitted to receive parcels during specific times:

- Friday from 17:00 to 18:00
- Saturday from 12:00 to 13:00
- Sunday from 20:30 to 21:00

Weekly boarders are not permitted to receive parcels. Parcels that remain uncollected by the end of each term will be disposed of.

School Address:

Dulwich International High School Suzhou Fangzhong Street, near East Zhongxin Avenue SIP, Suzhou, Jiangsu

PRC 215021

苏州工业园区方中街与中新大道东交叉口苏州工业园区德威联合书院



IMPORTANT BOARDING INFORMATION

Parent Visits

With the exception of the first day of term in August and the last day of term in June, parents will not be allowed to visit student rooms/ floors. Parents visiting termly boarders at the weekend must meet them at the main school gate. If parents want to send something to boarders, please contact the boarding department in advance.

Induction of New Boarders

A carefully structured programme of events is in place at the start of the year to ensure that all students get used to the boarding house routines and rules and settle quickly into their new community. We understand the importance of team and community building and there are on-going programmes to ensure that students understand what is expected of them and how they can contribute to the boarding community.

Meeting with Parents

The Head and Deputy Head of Boarding, and House Parents are always available and eager to meet with parents of boarders. It is highly advisable to schedule an appointment in advance to ensure a focused and productive discussion. Meetings can be arranged on-line, over the phone, or in person for the convenience of all parties involved.

Guardianship

Parents are the primary guardians of boarders and are responsible for picking them up in cases of illness, suspension requests, or designating authorized guardians to do so.

Every boarder must be assigned a guardian of a contact within Suzhou for the purposes outlined above.

Regardless of age, students cannot be left to live alone outside the campus premises. Emergency contacts provided by parents must be valid and reachable to respond to boarding needs when necessary.

What to bring to boarding:

Students are responsible for their personal belongings.

Each room has a lockable wardrobe. The wardrobe must be used for the storage of all valuable items. Students are encouraged to make their room on their own; pictures, posters etc. should be attached to wardrobes, desks or doors instead of walls.

Below is a list of belongings you need to bring to boarding in addition to the requirements of school uniform and other items needed for school.

Everything, including laptops and phones, should be named and easily identifiable.

Nightwear	Casual clothes as required (but not too many!)
Bath towel	Hand towel
Wash bag	Photos from home
Shaving kit (if required)	Spare glasses/ contact lenses (if required)
Toiletries - Soap, shampoo, conditioner, tooth paste/ brush etc.	Specialist sports equipment (e.g. boots / mouth guard / shin-pads / bad- minton/ tennis racquets / basketball / football etc)
Washing detergent	Duvet and pillow and sheet/ Size of bed in AH 100x200cm (Sheets to be changed every two weeks.)
Desk light	Alarm Clock (DO NOT RELY ON A PHONE TO WAKE YOU UP!)
Coat Hangers	Feminine Hygiene products
Uniforms / Shoes	Have two sets of uniform and appropriate school and sports shoes.

Outside school hours, students are permitted to wear appropriate casual clothing.

Students should always dress appropriately in boarding.

Female staff work on the boys' floors, and at times male staff may be on the girls' floors. Staff will announce themselves when on the floor. Students and staff should not dress in a way that could cause embarrassment.

Students are prohibited from wearing nail extensions and non-natural hair colours. If such violations occur, boarders will be required to leave campus to rectify them after school hours.

Additionally, all boarders must adhere to the standard uniform policy, including appropriate footwear, when entering campus on school days.



Banned Items

Where staff have a reasonable suspicion of harmful items or behaviour, the school reserves the right to inform the student involved and in their presence undertake a search of their belongings in their room as well as luggage and bags. On occasions, it may be necessary to undertake spot searches without notice.

If any of the following items are found, they will be removed and stored until the student can transport them home. Some of these items, such as vapes, alcohol and lighters, if found, will have the likely consequence of suspension from school /boarding. These items will not be returned.

- All living creatures
- BB guns, air guns, toy guns, laser pens, throwing stars, knives, weapons of any other description
- Lighters, matches, tobacco products, lighter fluid, E-cigarettes products(vapes)
- Alcohol
- Pornographic material, violent and other inappropriate movies, t-shirts with inappropriate slogans and pictures
- Pull-up bars and punch-bags
- Wi-Fi routers
- Large electrical items, e.g. TVs, refrigerators, microwaves, fans, large music systems, games consoles
- Irons, hotplates, kettles, toasters, anything with a heating element (saucepans that heat food)
- Extension cables brought from home
- Bulky items, e.g. full sets of golf clubs, large weights, small desks
- Skateboards

Alcohol/Vaping/Smoking/Illegal substances

Please be aware that our boarding programme upholds high expectations and standards aligned with Dulwich values. All students must read and understand both the terms and conditions of boarding and our code of conduct before signing and joining our world-class institution.

Students are strictly prohibited from bringing any banned items onto the school campus or consuming alcohol before arrival. Any prohibited items found on campus will be confiscated, and parents will be notified. Depending on the severity of the situation, parents may be required to come to the school to take their child home immediately, or the student may face suspension from boarding or school, with no refund provided. Additionally, the student will need to attend a meeting with the Assistant Head (Boarding) and Deputy Head (Pastoral and Boarding).

Alcohol, vaping, smoking or the use of other substances are strictly prohibited in school and boarding environments due to their detrimental effects on teenagers' health and overall well-being. These substances can have severe consequences, particularly for developing bodies and minds. Alcohol consumption can lead to impaired judgment, coordination, and brain development; while vaping and smoking can cause respiratory issues, addiction, and various other health problems.

In addition to the health risks, the use of these substances can also disrupt the learning environment and affect students' academic performance.

To maintain a safe and conducive atmosphere for all students, strict measures, such as suspension and possible exclusion, are enforced if students are caught using or possessing these substances. This serves as a deterrent and emphasizes the school's commitment to promoting a healthy and supportive environment for its students.



ROOMING



Students will share a study room with an en-suite bathroom. We have a range of different rooms that accommodate 1 to 4 students. The rooms are assigned for the whole year.

Before the school year, students are asked who they want to share a room with. No guarantees are made, but staff do their best to accommodate friendship requests.

Learning to live with other people nearby is an important skill to have before leaving for university. Some students live with their friends for all four years, others find out that their best friend may not be the best roommate.

We hope that students will resolve any issues between themselves in the first instance. If this is not possible, the Boarding Staff may be able to offer assistance. If there are still problems within a room, the matter can be referred to the House parents for resolution. If the issue still cannot be resolved, it will be referred to the Assistant Head (Boarding). Students who move rooms without permission may be suspended from boarding.

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Moving rooms does not just affect the students in one room, therefore ALL students affected in ALL rooms are required to discuss the request with their boarding tutor and their House parent.

Room inspections

Room inspections take place and any damage caused by students must be paid for. Inspections also allow staff to check bedrooms for cleanliness and tidiness. Students must report any damages to a member of staff at the earliest opportunity.

Privacy

Students may not enter another bedroom without permission from all the occupants and students are strictly forbidden to enter the room of a member of the opposite sex.

Students can also expect that when boarding staff need to speak to a student, the staff member should knock and the student should respond before staff enter. Staff should speak to the student in the common areas.

Students cannot take photos or videos of other students/staff and post/spread on social media without permission. This may lead to a likely suspension from boarding and or, school.



Maintenance of Rooms

The rooms and bathrooms are cleaned daily. Students are expected to keep their rooms tidy, floors clear of luggage and other items and to make their beds before school. Students must empty bathrooms and bins daily.

We expect students to turn off lights, open curtains and turn off AC when leaving for school or the weekend. Personal air filtration units must be left 24 on hours/day.

Any damage to rooms and school equipment (including walls that require re-plastering/painting) will be charged to parents. Students are expected to respect their environment.

No toilet paper/rubbish should be flushed down the toilets/sinks. There are bins provided in each bathroom and they must be used.

Radios and music systems should not be played at a volume that, in the opinion of the duty staff could annoy anyone either inside or outside the House.

Do not overload the plugs. If it is found that there are extension cables with multiple plugs, the cables will be removed without warning.



FOOD

Students may consume drinks and dry snacks in their room. Students should be mindful not to consume fruit such as durian or other heavily scented food.

No hot food is allowed in the boarding house and no take-out food should be delivered onto the school campus during the week (Sunday 16:30 to Friday 14:30). No delivery driver should be seen at the fence/gate and no day student should be bringing drinks/food to a boarding student without permission from a House Parent.

We advise students to keep any fresh food items labelled with their names in the communal fridge. The house kitchen area contains a hot water dispenser and a refrigerator.

All of these facilities are available to the students in the house, but we expect all tidying and washing up to be done by the students!

All opened food must be stored in air-tight containers to avoid ants.

Dining Hall Provision

- Monday – Thursday: Breakfast, lunch, and dinner
- Friday: Breakfast and lunch
- Saturday and Sunday: Breakfast in Alleyn House



COMMUNAL AREAS

At Alleyn House, communal areas are available until 22:00.

These areas should be kept clean and tidy by the students. In particular, the kitchen should be left in good order after it has been used.

Washing up should be done by the person using the dishes etc. Personal possessions should not be left in the communal areas.



Students should only bring ONE of each of the following electronic device (phone/laptop/tablet.) Between 21:30-21:45, students from year 10-12 should deposit electronic devices (phone/laptop/tablet) in the storage room during registration.

Parents must supply the make and model of devices to be collected each evening at the start of the school year. The school accepts no liability for any electronic devices lost, stolen, or damaged in the storage rooms. Parents are responsible for informing the school of any changes to what should be collected. Parents cannot request students to keep devices in their rooms.

Elevators

There is an elevator on each wing in Alleyn House and they can be used only when a student is transporting luggage to rooms on a Sunday afternoon and back to the ground floor on a Friday afternoon. They cannot be used at any other time.

E-bikes

The use of E-Bikes is strongly discouraged. If used, a helmet must be worn and they should not be used on campus during the week (Sunday – Friday).

Bicycles

Bicycles may be brought to school. They should be locked when not in use. When riding a bicycle, a helmet **must** be worn properly and fastened at all times. The school will not be responsible for loss or damage to bicycles.

STUDY HALL

DHSZ has a strong academic reputation; this is founded on the development of positive attitudes and productive work ethics. Monday-Thursday, boarders have set study periods. This allows them to consolidate and revise the work done during the day and to prepare for the next day's lessons.

Homework needs to be done in an atmosphere conducive to study. Boarders will not be permitted to disrupt the learning of others. All students must have a fair chance to do their work without interruption, to achieve their personal best.

- If students need more time to complete homework they can wake up earlier in the morning, study on weekends or after school
- Many boarders will need to do study in their extra study in their own time if they expect to achieve their personal best. (22:30 is lights out)
- Quiet venues are able to be accessed on request for academic study over weekends
- Wireless internet is available in all dormitories for study purposes
- Group study and peer tutoring opportunities are encouraged
- If students complete their work, they should read quietly

Boarders, like all students at DHSZ, must accept responsibility for their education. If they are having problems with any of their subjects, they need to tell someone as soon as possible and seek support.

Study Hall Schedule: Enhancing Productive Study Time

Study Hall sessions are scheduled from Monday to Thursday in designated areas:

- Study Hall 1 (optional): 16:30-17:30 in the dining hall, library, and 2nd-floor classroom.
- Study Hall 2 (quiet, individual, and supervised): 18:30-20:00,

providing a focused study environment with tutoring, mentoring and academic excellence workshops.

An exception occurs on Wednesday, allowing students to study quietly in their rooms from 18:30-20:00. This structured schedule aims to optimize study time and productivity for our students.

Students are encouraged to visit the bathroom and gather all necessary items before arriving to minimize movement and disruption. During the first study hall session, students may engage in group work or activities that require headphones, such as English listening exercises or music practice.

Alternatively, they may choose to participate in sports, practice music, or utilize the dance studio.

Working alone in classrooms during this time is not permitted.

Students are encouraged when they finish their work to read a book rather than gaming or browsing the internet. If students are found misusing their devices, the device will be confiscated overnight.

If students need a book, they must see the boarding staff member on duty.

There are dedicated quiet spaces in school for quiet study, and also spaces for group work.

There is an optional extra hour of study hall in the school library from 20:00 to 21:00.

The nurse will assess students who are ill before evening study hall. Unless there are exceptional circumstances, students will be required to attend study hall. If a student is unwell, they must stay with the nurse.

If a student is distracting others or is off task, the student will be subjected to a detention or make-up study hall after 20:00.



Study Hall (Year 13)

Year 13s can study in their rooms in Alleyn House. They may also study in the library, the first-floor common room, or their floor common rooms.

If there is concern for a student academically after ANY knowledge or progress check, or if the student is behind in homework or their university applications, then the permission to leave for dinner at 17:30 will be revoked.

If the student returns after 18:30, future leave requests will be reviewed by boarding parents and a boarding disappointment is issued. If this occurs again, future leave requests will be cancelled.

Year 13s are also able to keep their computers and phones at night, but if students are found to be sleeping in class or are late leaving Alleyn House in the morning, their devices will be collected at 21:45 for 3 consecutive days.

The Head and Assistant Head of Year will regularly be liaising with the Alleyn House Parents.

The Assistant Head (Boarding), Deputy Head of Boarding House Parent's and Boarding Mentors are in regular contact with boarders' class teachers, form tutors, subject teachers, and Heads/Assistant Heads of Year, and will liaise closely in the cases of concern. Boarding staff are informed if a boarding student is under-performing, and this may result in restricted free time and more supervised study.



EiM Student Wellbeing Framework EiM学生身心健康框架



At DHSZ boarding, our purpose is to cultivate a nurturing and supportive environment that embodies the core values of Dulwich. We aspire to foster students' holistic development, nurturing their social, emotional, physical, and academic growth. Through our commitment to Aim High Together, we encourage students to set ambitious goals and strive for excellence in all aspects of their lives. We instil the value of Working Hard Together, promoting a strong work ethic and perseverance in the face of challenges. Our emphasis on Being Kind and Respectful Together ensures that students learn the importance of empathy, compassion, and understanding in their interactions with others. We believe in the power of individuals to Make a Difference Together, inspiring students to contribute positively to their community and the world around them.

Central to our approach is the foundation of Respect and Trust, which underpins all relationships within our boarding community, creating a safe and supportive environment for all.

Academic Development

At DHSZ, we are committed to supporting our students' academic success through a variety of initiatives and resources.

Our structured study time ensures that students have dedicated periods for focused learning, both during compulsory and optional study sessions. Academic tracking and intervention programs are in place to identify and support students who may need additional assistance.

We also foster collaboration between students and academic staff, including Heads of Departments and Assistant Heads of Schools. Workshops on effective study techniques are regularly held, and extended learning opportunities are provided to enhance students' understanding of their subjects.

Additionally, we offer mid-week leave allowances for students to seek outside tutoring if needed. Specialized study workshops are conducted both on-site and ad-hoc to address specific academic challenges.

Students are encouraged to utilize school facilities after hours for further study, research, and collaboration. We promote an environment of academic achievement where students are encouraged to strive for their best and seek help and guidance from educators both inside and outside of school.



COMMUNICATIONS

Mobile Telephones

Students should have ONE mobile phone, this will need to be handed in each evening at 21.30. Parents should communicate with their child during dinner (17:30 - 18:30) or after study hall (20:00 - 21.30)

Please see school mobile phone policy for more details.

Internet/E-mail Access

Every student is provided with a school email address that can be checked on any of the school computers, or remotely via the school website.

The school Acceptable Use Policy must be signed at the start of the term and followed.

Timed Wi-Fi is provided in the boarding house and students must not bring their own routers. If found Wi-Fi's will be confiscated.

SCHOOL FACILITIES

Sport, Music, Drama, Dance

Access to School Facilities: Encouraging Active Engagement

At DHSZ, our sports hall, outdoor courts, football pitch, swimming pool, and dance room are open for access both before and after study hall. Boarding staff supervision is provided to ensure a safe and conducive environment for our students.

However, access to certain facilities such as the black box, theatre, classrooms, laboratories, and computer labs is restricted unless a specialist teacher is present. This policy ensures responsible use and proper guidance while utilizing these specialized spaces.

All students must be back in the boarding house by 21:30 (Monday – Thursday). If students use the pitch or outside courts during dinner, please note there is minimal staff supervision and students are reminded to behave sensibly and take care of the school facilities.

School/House competitions, matches, and games will take priority over the use of the sporting facilities. Students are requested to wear sports goggles and appropriate sportswear including shoes.

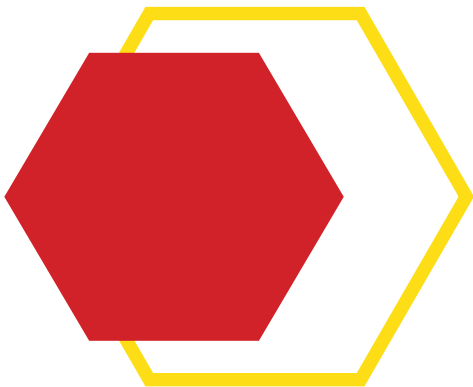
School Library

Weekdays until 21:15 and weekends 10:00 - 12:00



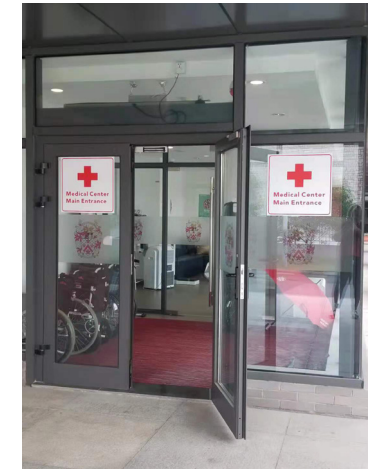
Music Practice Rooms

These are restricted to students studying music. They must not be used during the second half of the study hall. There is a practice room with a piano on the ground floor of Alleyn House.



The Medical Centre

Located on the first floor of Alleyn House, the medical centre is staffed by registered nurses, who provide first aid care for common injuries and ailments. It is also equipped to handle unexpected emergencies.



All boarding staff have also been first aid trained.

If students are unwell between 16:45 and 21:00, they must inform the person on duty who will then advise the student to see the nurse.

If our nurse deems a visit to the hospital necessary, we will arrange for students to go to the doctor. Parents will be informed. The parent is recommended to collect their child to take them to the doctor. If a termly boarder, or the parent of a weekly student lives far from school, members of our boarding staff will supervise the hospital visit.

If students feel unwell in the morning (before 08:00) the student must get dressed and attend the Medical Centre at 08:00. **The student can not stay in their room, nor return to their room having seen the nurse. Suspension may be taken if found.**

If students attend the Medical Centre the Assistant our boarding staff are notified.

Medical Centre Opening Times

Monday to Thursday	08:00 to 21:00
Friday	08:00 to 16:00

Outside these hours, International SOS or the emergency services are called. Students can see the tutor on duty who will then refer the student to their Houseparent.

Medication

All medication must be kept in the Medical Centre unless otherwise authorised by the school Nurse. Any medicine that students have brought from home must be delivered to the Medical Centre, together with the completed medication permission form.

All medication should be delivered in the original box/bottle and clearly labeled.

A small supply of Western/Chinese medicine is kept by boarding staff and parents will give/refuse consent to administer this at the start of the year.

Any Chinese or Western medicine must be declared to the boarding mentor or House parent.

Students must ensure that accurate medical information has been supplied to the school and that pre-existing conditions have been disclosed. If a student is prescribed medication at any time in the school year, this should be disclosed to the medical staff to ensure the information is up to date.



SAFETY AND SECURITY

Insurance

Parents and guardians are strongly urged to secure appropriate insurance coverage for their child's valuable belongings. It is essential to verify that such insurance has been arranged, as Dulwich International High School bears no responsibility for any loss, theft, or damage to private property.

Security Protocols

1. Visitor Registration:

All visitors must register at the main school reception during school hours and obtain a security pass. Visitors attempting to access the boarding houses without proper identification will be promptly escorted off the premises.

2. Surveillance and Access Control:

- CCTV monitoring is operational in public areas across all floors and in elevators.
- Entry to various areas is controlled by security cards, specific to each area.
- All emergency exits are equipped with alarms.

3. Boarding House Access:

- Entry to the boarding house is permitted solely through the reception entrance featuring face recognition doors and CCTV monitoring equipment.
- Any attempt to tamper with this security system is considered a severe disciplinary offense and may result in expulsion from the boarding house or the school.

4. Restricted Access:

- External day students or guests are strictly prohibited from entering the boarding house premises without prior permission from the Head or Deputy Head of Boarding.
- Boarders must consistently wear their designated lanyards and are not permitted to lend or borrow them.

5. Vigilance and Reporting:

- Any suspicious activity or individuals, either inside or outside the boarding house, should be immediately reported to the duty staff member or security.

6. Financial Safety:

- Students are discouraged from keeping substantial amounts of money in their rooms, promoting financial security and safety within the boarding house.

The school places significant emphasis on the safety and security of its students and the broader community. Adhering to these security measures collectively contributes to a secure and protected environment for all.

Emergency Evacuation

As with all school buildings, all boarding houses comply with fire regulations.

- When you hear the fire alarm, you must leave the building immediately by the nearest available safe exit
- Do not run and do not stop to collect belongings
- Assemble on the basketball court, in clear floor lines and in silence
- A register will be taken quickly by the appropriate duty staff
- If the fire spreads or students are in immediate danger the staff members will direct students to a safe area
- Do not return to the house for anything.

Regular Fire Practices are held. They must be treated seriously. If you hear the fire alarm you must evacuate the floor immediately.

Expectations for a Safe and Respectful Community:

Our students' safety and security is our highest priority and the rules we have are designed to ensure a safe, calm, orderly and happy environment for everyone in our community.

Respect for self and others is the core value of our school. Integrity is also a paramount value – how you behave when no-one is watching.

We have high expectations of the behaviour of our students, and we expect them to comply with our reasonable rules. We are also expect them to show a positive and willing attitude and to actively participate in boarding life.

All of our boarding students are expected to use their common sense when thinking about their behaviour. Antisocial behaviour will not be tolerated and will be dealt with accordingly.

Guidelines for Conduct: Upholding Boarding Community Standards

As we endeavor to maintain a conducive and respectful living environment within our boarding community, we wish to reiterate some fundamental expectations of behaviour:

1. Kitchen and Cooking:

- In Alleyn House (AH), refrain from cooking in rooms. Kitchen and common areas should be left tidy after use.
- IHot food should not be present in rooms or common areas.

2. Volume of Music:

- When playing music in rooms or common areas, ensure the volume is considerate and does not disrupt others.

3. Appropriate Attire:

- Wear suitable clothing at all times in communal areas within the houses and around the campus, including during evening registration.

4. Device Regulations:

- Boarders are required to register and submit their electronic devices between 21:30-22:00.

5. Morning Routine:

- Alleyn House (AH) boarders should vacate the house on weekdays by 07:25 am to proceed to breakfast.

6. Curfew for all students:

- Students must be in the boarding house by 21:15 (Monday-Thursday).

7. Room Maintenance:

- Maintain tidy bedrooms with beds made daily.

8. Laundry Responsibilities:

- Attend to dirty laundry promptly, either by washing or taking it home. Avoid leaving it lying around.

9. Responsible Use of Electronics:

- Utilize laptops and digital devices according to instructions from duty staff and in alignment with the Acceptable Use Policy.

10. Mobile Phone Etiquette:

- Mobile phones should not be used during study time or kept in rooms after 21:30. Second mobiles are prohibited.

11. Dining Regulations:

- Refrain from eating during study time; only water is permitted.

12. Supervised Facility Use:

- Utilize sports hall, dance room, and gym only under staff supervision.

13. Respect and Empathy:

- Demonstrate respect and empathy towards fellow community members.

14. Media Privacy:

- Do not capture photos/videos of others or distribute them on social media without their consent.

This list provides a foundational understanding of expected behaviour within our boarding community. Throughout the year, students will receive reminders and updates regarding these rules. If in doubt, do not hesitate to seek clarification. Together, we cultivate a community that values respect, responsibility, and consideration for one another.



House Rules

In addition to any house rules, regulations and procedures stated in the boarding handbook already, the following expectations are designed for the safety and well-being of all students:

- Rooms cannot be accessed by students, parents or strangers when unsupervised by boarding staff
- Non-boarding students are not allowed in Alleyn House without permission from Boarding Staff.
- Parents are not permitted to go upstairs to a student's room (with the exception of the start of the year and end of the school year)
- Pets (including insects) and electrical cooking devices are not allowed
- Weekly and Termly boarders are not permitted to leave the school campus once they are back in to campus from Sunday evening and 14:30 on a Friday afternoon
- Everyone goes to the Dining Hall at breakfast and dinner time. All meals during the week must be eaten in the school canteen

Rewards and Sanctions/Disappointments

Rewards may include boarder of the week on the floor, model boarder certificates, film and popcorn nights, and meal leave passes. Sanctions include detentions, removal of privileges, confiscation of phone and/or laptop, no personal / arranged weekend activities, as well as temporary or permanent exclusion from the boarding house.



ANTI – BULLYING CODE

- All DHSZ students have the right to enjoy their learning and leisure time free from intimidation or threat.
- Our school community will not tolerate any unkind comments, threats, name-calling, rumour spreading or image manipulation, even if these were not intended to hurt.
- Any unkind actions, exclusions or ganging up will be called bullying.
- Threatening or aggressive behaviour – verbal, physical or virtual by means of social media, emails or the internet - is completely unacceptable to us.
- Standing by and doing nothing when you witness another student being bullied is to be just as guilty as the bully.
- Students should respect and support each other by reporting all incidents of bullying.
- Bullying will be dealt with seriously.
- Bullying is too serious not to report; tell someone who can help.

DON'T SUFFER IN SILENCE!

WHO CAN HELP YOU?

We hope that your time with us will be happy, but there may be times when you need someone to talk to or to help you with a problem: personal, social, study, or any other kind.

There are many people in the school community who can offer help, support and advice.

Who can you go to first? :

Your Floor Mentor

Your HoY/AHoY

Your Boarding House

Parents

There are many people you can speak to at any time:

- Ms. Hou - School Counselor
- Your subject teachers
- A friend
- Your parents
- The school nurses
- Mr. Johnston – Assistant Head of School (Boarding)
- Ms. Wang – Deputy Head of Boarding
- Mr. Fei - Principal
- Mr. El Edroos - Deputy Head (Boarding and Pastoral)
- Ms. Martin - Deputy Head
- Ms. Tielman - Head



If you are bullied or cyberbullied,
don't suffer in silence – seek help!
Speak to any adult in school.



STUDENT INFORMATION

Support and Guidance

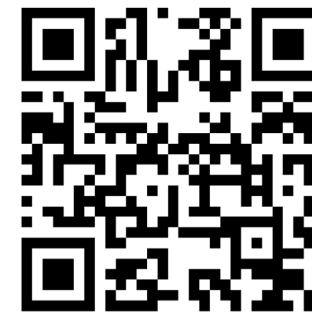
Student Concerns and Problems

In this community your happiness and safety is important to all of us. It is very important that you know somebody cares. In addition to your parents and friends, there are always people at the school to help you with a problem. You could tell:

- A House Prefect or your floor prefect
- Your Form Tutor
- Boarding Mentor
- School nurse
- Houseparent
- Your Head or Assistant Head of Year
- Head of Student Life
- Your Head of School
- Any other member of staff

If you know of someone who is unhappy for any reason, you should tell an adult you can trust. Please remember that if you tell someone something that suggests that you or someone else is in danger, that person is obliged to report it. They cannot promise confidentiality.

Below is the QR code for reporting an issue that is worrying you or a friend. Remember, asking for help is a sign of strength. If you need help but do not think you can speak directly to an adult, then please scan the QR code. We will deal with the issue quickly and sensitively.



HOMESICKNESS

The first week or so is very important for new boarding students to get themselves into a regular routine.

Students are allowed to use their mobile phones during free-time so parents can expect to be phoned. If this concerns you please feel free to contact the boarding staff.

Parents can help by

- Helping their child to leave home - by spending time talking about the forthcoming move and by helping to pack possessions which will give comfort and a link to home.
- Making the arrangements for contact (visits and phone calls) very clear - agreeing these arrangements with the child will contribute to a feeling of control.
- Building a relationship with boarding staff, keeping staff informed and encouraging their child to talk to staff if there are problems
- Keeping themselves informed about their child's progress and encouraging him or her to take part in new activities and getting involved.

Students will be helped by:

- Knowing about the symptoms of homesickness. Being able to recognise the signs will enable them to understand their own moods and feelings.
- Knowing to whom they can turn if they have a problem or a question.
- Being clear about when they should contact home. Though it is tempting to phone in search of comfort, this can extend the time it takes to settle.
- Being active. Making an effort to look around and to take part in as much as possible is vital.

RELATIONSHIPS

To avoid unnecessary conflict, it is essential you accept the following ground rules for friendship between genders. **They are not negotiable.**

- Students should not have any affectionate physical contact. This includes holding hands, sitting very close together, hugging, and kissing.
- Boys and girls may not enter each other's room or visit floors of the opposite sex.
- Students in a relationship must not go together to places, on or off campus where they can be together out of general view.
- They must not make any other boarder in the House feel uncomfortable.
- Beds are not to be shared with anyone else.

COMMON ISSUES

Below is a list of common issues that arose last year:

- **Leaving campus:** do not leave the school campus between Sunday evening and Friday afternoon. This is repeated several times throughout this handbook as a sign of how seriously the school views this issue.
- **Making noise in rooms/common areas after 21:45 :** you should not be making excessive noise after this time. Everyone is expected to be in bed by 22:30 with lights out.
- **Inappropriate dress in corridors :** we have both male and female staff that are required at times to be on any wing/floor (girls/boys).
- **Locking away valuables:** we are lucky to live in a very safe environment and theft is incredibly rare. However, please lock any valuable items in your wardrobe when not in your room. The school will not devote any time or resources, to looking for expensive items that were not locked in wardrobes.
- **Food Deliveries:** the school will not accept or release any deliveries of food. You are welcome to bring a small amount

of snacks in your suitcase. Small amounts of drink (milk etc.) are permitted to be delivered. (Termly boarders can have small quantities of food delivered after obtaining permission from Senior House Parents.

- **Outside food/drink on campus:** no outside food (Subway/ takeout etc.) or drink (Starbucks etc.) is permitted on campus. This applies to parents and day students delivering outside food.
- **Too ill to attend study hall:** medical staff will assess as to whether you are well enough to attend study hall. Unless there are exceptional circumstances, students will be required to attend.
- **Leaving the boarding house late in the morning:** all of the boarding staff have other responsibilities and need to prepare for the start of the school day. Everyone must be off their floor. It is also important that you have enough time for a good breakfast before starting the school day.
- **Arriving back at the boarding house late after study hall:** please ensure that you are back in the boarding house by 21:15
- **Uniform:** make sure you have everything with you.
- **Trying to get back into the boarding house during the school day :** not an option as boarding staff are not working during the school day.
- **Get ready for your school day:** Boarding houses are closed during the school day. A student cannot return to collect forgotten belongings.

Boarding Room Rules

Your boarding room is your safe space. We hope that you always feel at home. However, as a member of the boarding community, there are some rules you must always follow.

- Treat all members of the boarding community with respect. This includes teachers, boarding leadership, boarding tutors, aiyis, guards, etc.
- Keep your room and toilet clean, tidy and protect all facilities and furniture.
- Throw trash, food items, wrappers, bottles on time so that they do not cause bad smells in the room or corridor.
- If you are sharing this room, be respectful, kind and considerate of your room mates.
- Inform the nurse and boarding staff if you are taking any medication, including Traditional Chinese Medicine (TCM).
- Be considerate of other people, especially during the night when students and staff are asleep. No loud music, shouting, banging doors, etc.
- Sleep on time so that you are up and ready for school on time. If you are late, you are not only harming your own learning but also inconveniencing other students and staff.
- If you notice any poor behaviour, vaping, alcohol consumption, bullying etc, immediately report this to an adult in the boarding team.

NEVER

- Take or use another person's belongings without their permission. This is theft.
- Take photos/videos of other students without their permission. Do not share photos/videos/memes/stickers of other students on the internet, including in chats or groups. Never take photos of yourself or others if undressed or in underwear.
- Leave expensive or important items like passports, ID cards, cameras in the room without a lock.
- Bring into boarding any item that is not allowed. This includes, animals, knives, weapons, imitation weapons, alcohol, cigarettes, vapes, vape cartridges, matches, lighters, medicines not declared to the nurse, extension cords, electronic hot pots, etc.
- Do not hide or store any banned items for other students.
- Stay in another student's room or invite student to stay in your room overnight.
- Invite a day student to the boarding house.

Digital Citizenship Week

Be empathetic 同理心

Think carefully before you post, write harmful messages or share photos someone may find embarrassing. Think about how you would feel if you were receiving such messages.
在你发布任何可能会伤害到他人的信息或照片前请三思，己所不欲勿施于人。

Once something is posted online it is there forever 内容一旦被发布到网上，它就会永远存在

Anyone can screenshot or share your post once you have posted it. Would you want a future employer to see these posts?
任何人都可以截图并分享你发布的内容。你会希望你未来的雇主看到你发布过这些内容吗？

Online posts can be edited, manipulated and shared 网上的发布会被编辑、操控并转发

Once you put something online, it's out of your control.
内容一经发布到网络，你就失去控制权了。

Keep private things private 注意保护你的隐私

Don't share your personal information online. This includes sharing passwords, payment details, home address, date of birth, your location, your national ID card or passport number. You should be careful when sharing images of yourself.
不要在网上分享你的私人信息，包括密码、付款信息、家庭住址、出生日期、你的位置、身份证或护照信息。在你分享你自己的照片时也请谨慎。

Watch the clock 注意上网时间

It's easy to spend a lot of time on social media if you're not careful. Exposure to blue light from screens makes it more difficult to sleep and this harms our ability to concentrate and leads to fatigue and tiredness. Increased screen use has also been linked with social isolation and depression. Screen time is not a substitute for in person social interactions!
如果你不小心，很容易在社交媒体上花费大量时间。长时间接触屏幕的蓝光会威胁到睡眠质量，也会造成注意力不集中，导致疲倦。长期上网也可能导致与社会隔离或抑郁。上网并不能取代人与人之间正常的社交互动。

Don't share your location 不要显示你的地理位置

Avoid posting pictures of yourself in uniform on social media. You don't know who is looking at these or might be trying to track you! Creepy!
避免在社交媒体上发布你穿着校服的照片。你不知道谁在看这些照片，甚至可能以此追踪你！令人毛骨悚然！

BOARDING CODE OF CONDUCT

A Code of Conduct is a set of principles and expectations for students to live by in boarding. It should be read alongside all other rules of the school, but especially alongside the Dulwich values, which we expect students to live by.

This Code of Conduct is written by students for the students, breaching this code may result in consequences.

Students in boarding are expected to:

- comply with rules and regulations detailed in this handbook and any revisions made during the academic year.
- demonstrated honesty and integrity – to make the right choices all the time even when no one is supervising.
- respect differences in people, their ideas, and their opinions with positive listening.
- Always treat one another with dignity and respect, especially when there is disagreement – be friendly & welcoming to anyone.
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.
- respect the rights of others – Speak out if they see anything, not enter the rooms of other students without permission; not take photos or videos of other students without their express permission and not post any photos or videos online without permission; add more later...
- show proper care and regard for school property and the property of yourself & others – don't take what's not yours, don't leave stuff

around at random, clear up after yourself, and report in time when you find facilities are broken.

- take appropriate measures to help those in need and treat them how you would like to be treated.
- seek assistance from a member of the school staff, if necessary, to report and resolve conflict peacefully.
- respect all members of the school community – teachers, support staff, outsourced staff.
- respect the need of others to work in an environment that is conducive to learning and teaching and well-behaved.
- not to use language that others may find offensive.
- not to smoke, vape, gamble or drink alcohol at ANY time on school property, nor return to boarding having consumed alcohol.



DULWICH INTERNATIONAL HIGH SCHOOL

| SUZHOU |

苏州工业园区德威联合书院