



ALLEYN



BANCROFT



SHACKLETON



BOARDING HOUSES

INFORMATION FOR PARENTS AND STUDENTS

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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 2023 - 2024

Month	M	T	W	Th	F	Sat	Sun	Event
2023/ August		1	2	3	4	5	6	07-18: Teacher preparation 21: First day Y10, IG1 & Y13 22: First day Y11, Y12 (boarders arrive one day earlier)
	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	2	3	03: Parent and student engagement day 11-15: PC1 in-class assessments 19 (~12:30pm)-22: Week Without Walls 29: Mid-autumn Festival
	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	01-07: National Day
	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						
November			1	2	3	4	5	02-03: Teacher development - school & boarding closed 06: School designated holiday 14-17: KC1 assessments
	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	2	3	15: Last day of term - school ends at 12:00 12.16-01.07: Christmas holiday
	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	
2024/ January	1	2	3	4	5	6	7	08: First day of term 09-12: PC2 in-class assessments
	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	3	4	02: School ends at 12:00 03-18: CNY holiday 09-15: Public holiday 19: School reopens
	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				

Month	M	T	W	Th	F	Sat	Sun	Event
March					1	2	3	07-15: KC2 assessments 18-24: Dulwich Olympiad 29: Last day of term - normal end time
	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	7	01-05: Spring Break 04: Tomb Sweeping 08: First day of term
	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	5	01: Labour Day - school closed, boarding open
	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	2	06-12: KC3 assessments (Year 10) 10: Dragon Boat Festival - school open 21: Last day of term - school ends at 12:00
	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 DIRECTOR (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.

Whether you board in Alleyn House or Bancroft and Shackleton 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 DIRECTOR (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 and working in harmony to provide a safe, caring environment.

Boarding at DHSZ provides a unique, settled and rewarding environment that enables students to work both independently, collaboratively and study with a focused and ambitious mindset. In addition to the academic benefits, living on-site enables an efficient range of activities for students to partake in outside of study hall time, improving their holistic grounding. This provides students with an array of opportunities to learn new skills, make new friends, become more independent, 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; ensuring all students in our care have the tools needed to thrive in all the communities that they live in.

With such a large group of people living in one community, various rules and regulations are necessary. Indeed, they are the pillars of boarding, and 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

Simon Johnston



BOARDING LIFE

Embarking on life in a communal living setup, especially for those unfamiliar with sharing space, comes with a unique set of adjustments. Boarding life necessitates a transition into new responsibilities and the ability to coexist harmoniously with diverse roommates, often without the immediate presence of parents.

In this distinctive environment, students are expected to embody compliance, consideration, and maintain a positive outlook. The shared living quarters emphasize the need to treat fellow students with the respect and consideration they themselves expect.

Living within a boarding community is a transformative experience that cultivates essential qualities such as tolerance, resilience, fairness, selfdiscipline, and independence. Understandably, as diverse personalities come together, occasional interpersonal conflicts may arise, underscoring the importance of addressing such issues promptly.

Parents are encouraged to establish open, transparent lines of communication with the school and boarding staff to ensure that each boarder maximizes their experience at DHSZ. Through effective communication and collaboration, we can collectively support every individual in navigating and enriching their boarding journey. It's through this collaborative effort that we can create an environment where every student thrives emotionally and socially.

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 • Mentoring programme: students are expected to engage with a school assigned mentor • Informal parent contact: over the phone or email • Formal parent contact: written letter of communication with parents for repeated disappointments • Engagement and completion of programmes, for example, smoking cessation • Restorative action: action taken by the student that contributes to the school community positively • Behaviour contracts • Warnings • Internal suspensions • Out of school suspensions • Expulsion • After school detentions/ Saturday morning detentions • Restricted phone use between 24 hours-1 week
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	
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	
I have a right to learn	I have a responsibility to behave myself in boarding and to keep up to date academically	
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	
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	
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	

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 difference in which teasing, harassment and bullying does not develop
- To provide opportunities for boarders to develop through a structured extracurricular 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 for 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 DIRECTOR (BOARDING)

Assistant Director (Boarding) is responsible for the welfare of all boarding students. Dulwich boarding has a wonderful tradition of helping all students make the very best of their abilities and it is the role of the Assistant Director (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, Bancroft and Shackleton Houses as their home away from home, and hope that they will feel that they are able to 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 services to the students.

HOUSEPARENTS

Houseparents' will assume responsibility for the students living in boarding when they are on duty. Their priority is the wellbeing of students and they will lead a team of Boarding Tutors to ensure that the Dulwich standards and expectations are maintained.

ASSISTANT HOUSEPARENT

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

BOARDING TUTORS

Boarding Tutors 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.

The Boarding Tutors report directly to the Houseparents' and are responsible for ensuring that the standards of the House are upheld and that the students are complying with the rules.

AYIS

A small team of boarding ayis 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 Houseparent. They are important members of our boarding staff and we expect students to treat them with respect at all times.

NURSE

Our nurse arrives at 07:30 and remains with the medical staff until 21:00. The medical team are 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 proactivity 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 Houseparent to keep students and parents informed and involved.

House Prefects:

On each floor, both male and female house representatives are designated to assist the Boarding Tutors 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 voice 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 boys and girls boarding house on campus. A member of the boarding staff is on duty 24 hours a day, 7 days a week, with two Houseparents, an Assistant Houseparent, and Boarding Tutors in residence.

Alleyn House is named after, Edward Alleyn, the founder of Dulwich College. Edward Alleyn was 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 days. 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 Houseparents

Simon Johnston, Assistant Director - Boarding

Mr. Johnston has joined us from United World College, East Africa. In this previous position, he was a member of the Senior Leadership Team and Head of Residential Life. Prior to his time in Tanzania, he held several positions at Saint Kentigern College, New Zealand - where he found his vocation in boarding.

Mr. Johnston has moved to Suzhou with his young family and is keen to make a positive impact in every area. He is a dedicated educator who campaigns for students to find their passion in life and to embrace challenges head on.

He has a love for travel and a desire to see the world. Being in boarding gives him a revived sense of duty to others, global citizenship, and he feels extremely fortunate to be able to share this learning with students and family.



Monica Wang, Deputy Head of Boarding

Ms. Wang resides in Alleyn House on the first floor and holds a significant role as Deputy Head of Boarding at DHSZ. She boasts an extensive 5-year tenure in Boarding, initially commencing as a Boarding Tutor and advancing to the position of Houseparent in Shackleton. With her initial experience as a PA to the Deputy of the school, she brings a wealth of knowledge and expertise to her current role.

Her familiarity with facility management is invaluable, as she diligently oversees the smooth operation of the Boarding House, ensuring a conducive and well-maintained environment for the students. Ms. Wang's dedication is aimed at fostering a healthy and harmonious living space, vital for the overall wellbeing and development of the residing students.



Bancroft and Shackleton Houses



Bancroft House

Bancroft House, is a girls boarding house accommodating weekly students. A Houseparent and Floor Tutors are responsible for the daily running of the house. It is situated to the south of the main campus and, like Shackleton House, is accessed by shuttle bus.

Bancroft House named after Ann Bancroft, an American explorer who was the first woman to participate in and successfully finish several arduous expeditions to the Arctic and Antarctic. She started her career as a teacher in an American High School teaching Physical Education. She participated in an international North Pole Expedition and was the first woman to cross both polar caps, ski across Greenland, ski across Antarctica, trek across the Arctic Ocean and led an expedition down the Ganges River in India.

Hayley Allison, Houseparent in Bancroft House

Miss Allison has been living in boarding for over two years now with her daughter, Lily. Miss Allison is a Psychology and Liberal Arts teacher and is passionate about staff and students' wellbeing. Originally from the UK, Miss Allison has worked with young people and families in a variety of settings, this equips her with a unique perspective of working with our students. She enjoys working closely with students and is always available for a chat



Although Miss Allison has not had much opportunity to travel since she moved to China, she enjoys exploring this beautiful country, going for walks and tasting the local cuisines with her daughter Lily.



Shackleton House

The boys boarding house also accommodates weekly students. A Houseparent and Floor Tutors are responsible for the daily care of students. An Assistant Houseparent also lives in Shackleton, and works in both Bancroft and Shackleton Houses.

Shackleton House named after Ernest Shackleton, an alumnus of Dulwich College London. Ernest Shackleton was a British explorer who led expeditions to the Antarctic. His first Antarctic expedition in 1914 was struck with disaster. Shackleton is seen as a role model for leadership.

Bancroft and Shackleton Houses are affectionately known as BASH.

Jinky Jin, Houseparent in Shackleton House

Jinky Jin, Houseparent in Shackleton House
Ms. Jin, the dedicated Houseparent of Shackleton, brings a wealth of experience to DHSZ, where she has made a significant impact over the past two years. With a career spanning more than four years in education, her passion for fostering a nurturing educational environment is palpable. Ms. Jin aspires to delve deeper into her educational career, striving to make a lasting difference in the lives of her students.



Not only is she admired by her students, but she also actively engages them in various group activities during their free time, fostering camaraderie and enriching their overall educational experience. Beyond academics, she places a strong emphasis on the wellbeing of the students, both physically and mentally; diligently attending to their needs and concerns within the campus and the dormitory.

Given her role overseeing Shackleton House, dedicated to lower school students, Ms. Jin takes on the responsibility of helping Y10 students acclimate to the school's rules and culture. She endeavors to aid their smooth integration into the broader Dulwich family and the communal dynamics of dormitory life, ensuring they feel a sense of belonging and support within this educational community.



“I think we all strive to push ourselves to overcome our struggles And when we do, we get to know ourselves better.”

Ann Bancroft, explorer

“The only true failure would be not to explore at all.”

Earnest Shackleton, explorer



TYPES OF BOARDING

The Decision to Embrace Boarding

For many families, the choice of boarding at DHSZ is rooted in convenience, even when residing nearby. The appeal lies in the minimized commute and the cultivation of independence, preparing students for a future beyond the borders of their home country. Conversely, families relocating from neighbouring cities or provinces find boarding a necessity, given the challenges of returning home frequently. At DHSZ, we embrace every circumstance, ensuring there is a place for all.

Residing in the boarding facilities offers a structured and disciplined approach to daily life. We strive to instil in our boarders the importance of maintaining a healthy and well-rounded lifestyle. This ethos not only equips students with a strong foundation for university life but also imparts the essential life skills necessary for a seamless transition into the world once they step beyond the comforts of their home. At DHSZ, we aspire to prepare our students for the journey that lies ahead, cultivating self-sufficiency and resilience within the embrace of our boarding community.

Alleyn House houses termly students, and upper students (Y12&Y13) where possible. Bancroft and Shackleton House houses weekly students usually from the lower school years (Y10, IG1, Y11). Students will be notified before school commences in August.

The boarding programme offers:

- 1) Weekly boarding: Sunday evening – Friday afternoon (BASH and Alleyn House)
- 2) Termly boarding: 7 day boarding (Alleyn House only)
- 3) Occasional weekend boarding (Alleyn House only)
- 4) Alleyn House has single/double/quad room options while BASH has double/quad room options with different boarding fees

1. Weekly Boarding

Weekly boarders stay at school five nights a week, going home after school finishes on Friday afternoon and returning AH between 16:00 - 20:30 and 18:00-20:30 to BASH on Sunday afternoon. Weekly boarders arriving after 16:00 need to prepare for the week ahead.

2. Termly Boarding

Termly boarders stay at school seven days a week during term-time.

Activities will be arranged for weekends and it is expected that they fully participate. Termly boarders return home for all holidays. The dates of the compulsory closures are communicated at the start of each semester.

A monthly event is organised for termly boarders, and it is expected that all termly boarders attend.

3. Occasional Weekend Boarding

If there is a need to board at the weekend by prior arrangement weekly boarding students can stay at Alleyn House during the weekend subject to availability of space in Alleyn House and paying 200rmb a night fee. Students should also ensure they provide their own clean bedding for the weekend.

Routines

Prioritizing Quality Sleep: Nurturing Well-being

Recognizing the vital role that adequate sleep plays in the lives of teenagers, we emphasize the importance of ensuring 8-10 hours of rest each night for our students. However, the transition to boarding life often presents challenges in managing electronic device usage effectively.

Many students initially struggle with regulating their use of electronic devices, which can significantly impact their sleep. The blue light emitted by mobile phones and laptops is particularly effective in inhibiting the production of melatonin, a hormone crucial for regulating their circadian rhythm - the 24-hour biological cycle influencing numerous internal functions. The circadian rhythm relies on external signals, primarily daylight and darkness, to adjust itself. Any interference with these signals can lead to a reduction in both the quantity and quality of sleep.

At DHSZ, recognizing the paramount importance of quality sleep, we have set a lights-out time of 23:00. It is essential for students to adopt positive and responsible electronic management practices even before entering the boarding environment. By doing so, we are dedicated to ensuring the well-being and optimal functioning of our students, promoting habits that will serve them well beyond their time at our institution.

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 various activities like homework, entertainment, and socializing. Developing healthy screen habits helps students manage their screen usage effectively while in boarding.

Phone usage is prohibited during school hours and study hall, extending to overnight in the boarding area, with consequences for violations.

- Year 10 and Year 11 students must surrender devices between 21:30 to 21:40, checked by boarding tutors to prevent hiding or submitting fake devices. Parents must notify any device changes.

- Year 12 students need to submit devices at night; permissions may allow them to retain them. Misuse results in privilege loss and consequences.

- Year 13 students can keep devices without restrictions. Misuse incurs privilege loss and consequences.

Students must understand the responsibility and legal implications of inappropriate on-line behaviour, emphasizing respect and cautious use of technology.

DAILY ROUTINES

Sunday night arrivals are organized as follows:

- Alleyn House: Open for weekly students from 16:00 to 20:30.
- BASH: Open for weekly students from 18:00 to 20:30, with a shuttle bus available from the school at 18:00.

It's essential for all students to be in the boarding house by 20:30. In case of lateness, parents should promptly contact a member of the boarding staff.

Alleyn House: Monday – Thursday

06:45	Wake up
07:00 – 07:20	Register with Boarding Tutor
07:30 – 07:50	Breakfast
08:00 – 15:20	School day
15:30 – 16:30	CCA's - Alleyn House may open to Year 13s
16:30 – 17:30	Study Hall 1 (CCAs and Sports may be done)
17:30 – 18:30	Dinner - no deliveries allowed
18:30 – 20:00	Study Hall 2 (Silent, individual and supervised)
20:00 – 21:30	Optional late study-hall, free time, gym activities
21:00 – 22:00	Free time
21:30 – 22:00	Year 10-12 Electronic devices handed in. Register taken
22:05 – 23:00	Device free time/shower/get ready for bed. Lights out and no noise/hairedryers after 22:30

BASH Houses: Monday-Thursday

06:30	Wake up
07:00 – 07:15	Register with Boarding Tutor
07:10 – 07:20	Bus to school
07:10 – 07:50	Breakfast at school
08:00 – 15:25	School day
15:30 – 16:30	CCA's

16:30 – 17:30	Study Hall 1 (CCAs and Sports may be done)
17:30 – 18:30	Dinner - no deliveries allowed
18:30 – 20:00	Study Hall 2 (Silent & Individual)
20:00 – 21:30	Optional late study-hall, free time, gym activities
21:30 – 22:00	Year 10-12 Electronic devices handed in. Register taken
22:00 – 23:00	Device free time/shower/get ready for bed. Lights out and no noise/hairedryers after 22:30

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. For our BASH boarders, a bus is available at 18:15, ensuring a smooth transition to our outside residences, (BASH).

Alternatively, those staying in AH can access the dorms starting at 18:30. During this time, boarders can opt for delivery food services from 20:00 to 21:00, but it's 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.

Friday - Return to BASH:

As the week draws to a close, BASH students return to (BASH) via a shuttle bus. We kindly request that they are collected before 15:30, ensuring a safe and timely reunion with their families as they begin the weekend.

This routine allows for a seamless shift between the boarding and external academic spaces, promoting a balance between school life and valuable family time.

Saturday

09:00 – 10:00	Breakfast in Alleyn House common room (no student can leave campus before 12pm)
10:00 – 10:30	Morning supervised self-study in the library/activities
12:00 – 22:00	Free-time/arranged activities
21:30 – 22:00	Registration – all students register at the Boarding Office
	After 23:00 all students must be on their own wing (girls/boys)

Sunday

09:00 – 10:00	Breakfast in the Alleyn House common room (no student can leave campus before 12pm)
10:00 – 10:30	Morning supervised self-study in the library/activities
10:00 – 21:00	Free-time/arranged activities
21:30 – 22:00	Optional Study Hall in rooms of Alleyn House
22:00 – 23:00	Electronic devices handed in. Register taken
21:30 – 22:30	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 extinguished, and rooms remain silent by 23:00.

Post 22:30 (22:00 at BASH), students are prohibited from leaving their rooms, barring emergencies. Courtesy dictates that visit to other rooms are conducted prior to 22:00, and consent from all occupants of the room is mandatory.



Community living necessitates an inherent respect for every individual within the room and on the floor. To uphold this ethos, the boarding staff for the floor diligently maintains a presence from 22:00 onward to ensure compliance with the stipulated quietness and lights-out policy.

Any deviation from the prescribed norms, such as sustained noise or unattended lights, will warrant sanctions. Possible sanctions include, but are not confined to, the mandatory submission of electronic devices immediately following study hall for all room occupants.

Furthermore, to maintain a considerate living environment, the usage of hairdryers after 22:30 is discouraged. At BASH, a similar principle applies, extending to the use of washing machines and dryers, which should not be utilized beyond the designated hour of 22:30. These guidelines are essential in promoting an atmosphere of mutual respect and cooperation within our boarding community.

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 if not organised in advance with midweek academic leave. 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 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's 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 tutor before 07:25 in the morning at 21:30 in the evening.

Weekends

All termly boarders have permission to leave campus:

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

If students need to leave campus before 12:00, parents are required to ask for leave through boarding.dhsz@dulwich.org or on our ISAMS portal.

Students/parents can apply for leave on the THURSDAY before the weekend. Four weekends are permitted per semester.

Students register with the duty staff member at 09:30am and at the guard's office as they leave/arrive.

Midweek Academic Absences: A Formal Protocol

Upper school 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 9 p.m., and handed to the Alleyn House office.

Each leave request should be meticulously detailed, ensuring precision and clarity. It is essential to provide an emergency contact number and stipulate the student's mandatory return by 9 p.m. on the same evening. 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.

Bancroft and Shackleton House

All BASH boarders must register before 07:15 in the morning and back in again when they arrive after study hall. Please do not book outside classes/arrange dinners during this time as you will not be given prior permission to leave campus.

Due to fire regulations, luggage is NOT permitted in the school building. Therefore, students must return to BASH on Friday by school bus to collect luggage. Students must leave BASH by 15.30. Please arrange travel after this time.

Food

No take-out food or drink is allowed on campus from Sunday 16:30 – Friday 14:30. (Exception is Wednesday 8pm – 9pm.)

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

BOARDING HOUSE FACILITIES & SERVICE

Alley House provides a 24-hour hot/warm water dispenser on each floor for the convenience of residents. Laundry facilities are central, managed by outsourced staff (Aysis) from 07:30 to 16:30, Monday to Friday. Termly boarders are responsible for self-laundry, with the laundry room closing at 22:00 on Sundays. Boarders should bring their laundry bag or purchase one from the Alley House office and bring their own detergent.

In BASH, washing machines and dryers are available on each floor for self-laundry in the common room. Additionally, each floor is equipped with a fridge. Students are expected to manage their own food, promptly discarding expired items and refraining from taking others' food without permission. The fridges are cleared during holidays.

Cooking in the common room is not allowed except in designated cooking areas. After use, students must promptly clean and restore the common room. Aysis conduct daily cleaning and disinfection of the rooms, but boarders are accountable for maintaining room tidiness, including clearing the bins.



All boarders should respect and protect the facilities in boarding house and will be responsible for the repair if damages occurred by boarders.

Termly boarders can receive parcels on the below timings:

Friday 17:00-18:00

Saturday 12:00-13:00

Sunday 20:30 – 21:00

Weekly boarders are not allowed to receive parcels.

If the parcels are not collected by the end of each term, they will be destroyed.

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 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.

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 Assistant Director (Boarding), 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 hold the primary guardianship responsibility for their boarder children. In cases of illness or suspension, parents should be ready to pick up their children promptly or authorize a trusted guardian to do so. It's important to note that parents should not permit their child to reside alone off-campus, regardless of their age. This practice is not conducive to a suitable study and nurturing environment and often results in attendance issues and other implications.

Emergency Contact Information

Parents are responsible for providing up-to-date and valid emergency contact information. This information is crucial for efficient communication and allows designated individuals to come to the boarding house when necessary. Keeping this contact information accurate and accessible is vital to ensuring the well-being and safety of the students.

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 their own; pictures, posters etc. should be attached to wardrobes, desks or doors and not to walls.

Below is a list of belongings you need to bring to boarding in addition to 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	Tooth brush
Shaving kit (if required)	Spare glasses/ contact lenses (if required)
Soap/ toothpaste/Shampoo/Conditioner	Specialist sports equipment (e.g. boots / mouth guard/shin pads/sports goggles/badminton/tennis racquets/basketball/ football etc)
Washing detergent	Duvet and pillow and sheet/covers Size of bed in AH 100x200cm Size of bed in BASH 95x195cm (CHANGED EVERY TWO WEEKS AT LEAST!)
Desk light	Alarm Clock (DO NOT RELY ON A PHONE TO WAKE YOU UP!)
Coat Hangers	Feminine Hygiene products
Enough Uniforms especially more leather shoes	

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

Students should dress appropriately at all times 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 not allowed to wear nail extensions and non-natural hair colors. Once found, boarders are requested to leave campus to recover them after school.

All boarders must wear standard uniform including shoes on school days before they enter campus.



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, it 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 consequence of suspension from school/boarding.

- 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

Students are not allowed to have any of these items on the school campus and should not have consumed alcohol prior to arriving. Any prohibited items found on campus will be confiscated. Parents informed and, if practical, required to come to school to take their child home immediately/suspended from boarding/school. Students will need to attend a meeting with the Assistant Director (Boarding) and Deputy Director (Pastoral and Boarding).



ROOMING



Students will share a study room with en-suite bathroom. We have a range of different rooms that accommodate 1, 2 and 4 students. The rooms are assigned for the whole year. Prior to 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 in close proximity is an important skill to have before leaving for university. Some students live with their friends for all 4 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 Tutors may be able to offer assistance. If there are still problems within a room, the matter can be referred to the Houseparents for resolution. If the issue still cannot be resolved, it will be referred to the Assistant Director (Boarding). Students who move rooms without permission may be suspended from boarding.

Relocating rooms has a broader impact beyond the students in a single room. Hence, it is imperative that ALL students affected in ALL rooms engage in discussions regarding the request with both their boarding tutor and houseparent. Effective communication and consideration

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 express 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 can't take photos/video's of other students/staff and post/spread on social media without permission; this may lead to suspension from boarding/school.



Maintenance of Rooms

The upkeep of our living spaces is essential to maintain a clean and organized environment within the boarding houses. Here are some important guidelines:

1. Daily Cleaning and Maintenance:

Rooms and bathrooms are cleaned daily, and students are expected to assist by keeping their rooms tidy, floors clear of luggage and other items, and making their beds before school. Additionally, students must empty bathroom and room bins daily.

2. Energy Conservation and Air Filtration:

Students are responsible for turning off lights, opening curtains, and switching off the AC when leaving for school or the weekend. Personal air filtration units must be kept on continuously.

3. Respect for Property and Environment:

It's vital for students to treat the school property with care and respect. Any damage to rooms or school equipment, including walls that necessitate re-plastering or painting, will be charged to parents. Respect for the environment is expected from all students.

4. Proper Waste Disposal:

Dispose of toilet paper and rubbish in the designated bins provided in each bathroom, refraining from flushing them down the toilets or sinks.



5. Considerate Use of Audio Devices:

When using radios and music systems, maintain a volume level that does not disturb anyone inside or outside the House, as determined by the duty staff.

6. Electrical Safety:

Avoid overloading plugs and refrain from using extension cables with multiple plugs. Extension cables violating this rule will be removed without prior warning.

By adhering to these guidelines, students contribute to fostering a conducive living and learning environment within the boarding houses. It's important that everyone plays their part in maintaining the shared spaces and respecting the facilities and belongings of others.



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 16:00 to Friday 14:30). The only exception is on Wednesday evening. 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 Houseparent.

We advise students to keep any fresh food items labelled with their name 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.

At BASH, communal areas are available until 21:30.

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

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



Electronic Devices

Students should only bring ONE of each of the following electronic device (phone/laptop/tablet) and 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 to be used at any other time.

There are no elevators in BASH.

E-bikes – 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

Dulwich International High School, Suzhou has an enviable academic reputation; this is founded on the development of positive attitudes and productive work ethics. Monday-Thursday, boarders have set study periods. This gives them the opportunity 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, in order to achieve their personal best.

- If students need more time to complete homework they can get 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. (23:00 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.

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 should visit the bathroom, and collect everything that they need before arriving to keep movement and disruption to a minimum.

In first study hall, students are permitted to do group work, or listen to work requiring headphones such as English listening or music work. Or choose to do some sports, practice music and use dance studio. Students will not be allowed to work in classrooms on their own. Students are encouraged that when they finish their work to read a book rather than gaming or surfing 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. Students if unwell must stay with the nurse.

If a student is distracting others, or is off task, the student will be subjected to do 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 in their university applications, then the permission to leave for dinner at 18:00 will be rescinded.

If the student returns after 18:45, leave will not be allowed for 3 days.

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 Al-leyn House in the morning, their devices will be collected at 21:45pm for 3 consecutive days. The Head and Assistant Head of Year will regularly be liaising with the Alleyn Houseparents.

The Assistant Director (Boarding), Deputy Head of Boarding, Houseparent's and Boarding Tutors 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.



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 web site.

The school Acceptable Use Policy must be signed at the start of term and followed. **Timed Wi-Fi is provided in the boarding house and students must not bring their own routers.** If found Wi-Fi access will be confiscated.

FACILITIES

Sport, Music, Drama

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 minimal staff supervision and students are

reminded to behave sensibly and to 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

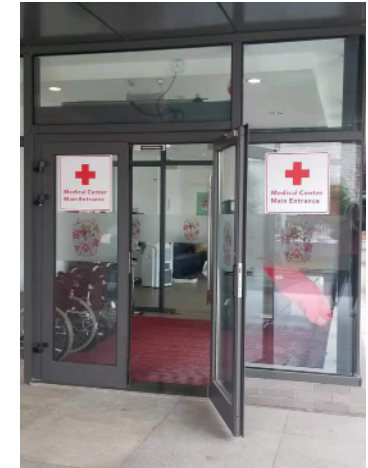
These are restricted to students studying music. They must not be used during the second half of study hall. There is a practice room with a piano on the ground floor of Alleyn House. Shackleton has an electric piano in its common room.



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 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 the student to take them to the doctor. If a termly boarder, or the parent of a weekly student lives far from school, members of 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 must 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 Director (Boarding) is informed.

Medical Centre Opening Times

Monday to Thursday	07:30 to 21:00
Friday	07:30 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

The welfare and proper management of medication for students is of paramount importance at our institution. Here are the detailed guidelines regarding medication:

1. Centralized Storage at Medical Centre:

All medication, unless expressly permitted by the School Nurse, must be securely stored at the Medical Centre. Students are required to deliver any medication brought from home to the Medical Centre, accompanied by a fully completed Medication Permission Form. It's essential to provide medication in its original packaging, clearly labeled for easy identification.

2. Boarding Staff Managed Medicine Supply:

A limited stock of western and Chinese medicines is maintained by the boarding staff. Parents provide their consent or refusal for administering these medicines at the beginning of the academic year.

3. Declaration of Medication:

It is mandatory for students to declare any Chinese or western medication to their boarding tutor or Houseparent. Open communication ensures that necessary precautions and appropriate support can be provided.

4. Accurate Medical Information:

Students must accurately disclose their medical history and any pre-existing medical conditions to the school. If a student is prescribed medication at any point during the academic year, it should promptly be communicated to the medical staff to maintain up-to-date and comprehensive medical records.

These comprehensive guidelines ensure a structured and well-monitored approach to medication within our institution, prioritizing the health and safety of all students. The procedures in place streamline the administration and tracking of medication while keeping medical information updated for the students' benefit.

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 Suzhou 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 Assistant Director (Boarding).
- Specific boarding houses have exclusive access rules, ensuring Bancroft/Shackleton and Alleyn House boarders adhere to their respective areas unless staying over the weekend.
- 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 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:

Ensuring the safety and security of our students remains our utmost priority, and our rules are meticulously crafted to create a secure, peaceful, organized, and joyful environment for all members of our community.

Respect and Integrity as Core Values:

Respect for oneself and others is the foundational principle of our school. Upholding integrity, even in the absence of observation, is equally paramount. We cultivate an atmosphere where the essence of one's character shines through in their actions and choices.

High Behavioral Standards:

We set the bar high for the behaviour of our students, expecting compliance with reasonable rules. A positive and proactive approach to boarding life is not just encouraged but anticipated from each student.

Exercise of Common Sense and Zero Tolerance for Antisocial Behavior:

We entrust our students to employ their common sense when contemplating their actions. Antisocial behaviour is unequivocally intolerable and will be met with appropriate consequences. Each student is responsible for upholding the values and principles that foster a nurturing and enriching community experience.



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.
- In BASH, avoid cooking in both rooms and communal areas. Hot 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 07:30 am to proceed to breakfast.
- BASH boarders should be on the bus by 07:15 am.

6. Curfew for BASH Students:

- BASH 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 any of the boarding houses
- 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

Incentives for exemplary behavior encompass various accolades like "Boarder of the Week" on the floor, model boarder certificates, enjoyable events such as film and popcorn nights, and meal leave passes.

Conversely, disciplinary actions consist of detentions, withdrawal of privileges, temporary confiscation of phones and/or laptops, exclusion from personal or arranged weekend activities, and in severe cases, temporary or permanent removal from the boarding house. These measures are in place to ensure a conducive and respectful environment within the boarding community.



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 tutor

Your HoY/AHoY

Your Boarding Tutor

Your Houseparent

There are various individuals you can turn to for support and assistance at any given time:

1. Ms. Hou - School Counsellor: Trained to offer guidance and support for any emotional or psychological concerns you may have.
2. Your Subject Teachers: Reach out to your subject teachers who are here to help with academic challenges and provide guidance.
3. A Friend: Trusted friends can be a source of comfort and advice in times of need.
4. Your Parent: Open communication with your parent is crucial, and they can provide valuable guidance and support.
5. The School Nurse: For any health-related concerns or emergencies, the school nurse is readily available to assist you.
6. Mr. Johnston – Assistant Director (Boarding): Approach Mr. Johnston for matters related to boarding life and concerns you might have.
7. Ms. Wang – Deputy Head of Boarding: Ms. Wang is another reliable person to reach out to regarding boarding-related issues or questions.
8. Mr. Fei - Principal: If you have significant concerns or issues, Mr. Fei, the Principal, is there to address them.
9. Mr. El Edroos - Deputy Director (Boarding and Pastoral)**: Seek guidance from Mr. El Edroos regarding both boarding and pastoral matters.

10. Ms. Martin - Deputy Director: Ms. Martin can provide assistance and support in various school-related matters.

11. Ms. Tielman - Director: Ms. Tielman, as the Director, is also available to address your concerns and provide guidance.

In the unfortunate event of bullying or cyberbullying, remember:

Don't suffer in silence – Seek help

Reach out and speak to any adult within the school community.

Your well-being and safety are a priority, and there are individuals here to support you through any challenges you may face.



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 Tutor
- 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 the sexes. **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:** It's vital to emphasize that students should not leave the school campus between Sunday evening and Friday afternoon. This policy is reiterated throughout this handbook, underscoring the School's utmost seriousness regarding this matter.
- **Noise Control:** It is imperative to maintain a peaceful environment within rooms and common areas after 21:30. Excessive noise should be avoided, and everyone is expected to be in bed with lights out by 22:30.
- **Appropriate Attire:** Exercise discretion in your choice of clothing, especially within corridors, considering the presence of both male and female staff who may need to access any wing or floor at various times.
- **Securing Valuables:** While our campus is notably secure, it's advised to lock away valuable belongings in your wardrobe when not in your room. The School will not dedicate time or resources to search for items that were not secured properly.

- **Food Deliveries:** The School does not accept or facilitate the delivery or release of food, except on Wednesdays. Students may bring a small amount of snacks in their suitcase, and small quantities of specific drinks like milk are allowed. Termly boarders can have limited quantities of food delivered after obtaining permission from the Assistant Director (Boarding) or Deputy Head of Boarding.
- **Outside Food and Drink:** External food or drink, such as Subway or Starbucks, is strictly prohibited on campus. This rule extends to parents and day students delivering outside food.
- **Attendance at Study Hall:** In cases of illness affecting attendance at study hall, the medical staff will assess your condition. Unless under exceptional circumstances, students are expected to attend study hall.
- **Morning Departures from Boarding House:** Leaving the boarding house late in the morning is discouraged as boarding staff have additional responsibilities and need to prepare for the school day. Everyone should vacate their floor, allowing ample time for a proper breakfast before the school day begins.
- **Return to Boarding House After Late Study Hall:** It is important to be back at the boarding house by 20:30 after late study hall.
- **Uniform Compliance:** Ensure that you have all required components of your school uniform with you.
- **Access During School Hours:** Accessing the boarding house during the school day is not permitted, except for visiting the nurse. Even then, visiting your floor is not allowed.
- **Preparation for School Day:** Boarding houses are off-limits during the school day, so make sure you are adequately prepared with all necessary learning materials and equipment for CCA's the night before.

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:

- Adhere to the rules and guidelines outlined in this handbook, remaining compliant with any updates or revisions made throughout the academic year.
- Uphold a strong sense of honesty and integrity, consistently making ethical choices even when unsupervised.
- Foster a culture of inclusivity by valuing and respecting differences in individuals, their thoughts, and their viewpoints, practicing active and positive listening.
- Cultivate an atmosphere of dignity and respect in all interactions, particularly during disagreements, by being friendly, welcoming, and considerate to everyone.
- Show fairness and respect to all individuals, regardless of their background, by upholding principles of equality and treating everyone impartially based on their merits and character.
- Acknowledge and uphold the rights of others, intervening if witness to any violations. This includes refraining from entering other students' rooms without permission, seeking consent before taking photos or videos, and never sharing such media online without explicit permission.
- Demonstrate responsible behavior by caring for both school property and the belongings of yourself and others. This includes refraining from taking items that do not belong to you, keeping your belongings organized, cleaning up after yourself, and promptly reporting any facility damages.
- Show empathy and support for fellow students, assisting those in need and treating them with the same kindness and respect you would expect.
- If faced with conflicts, approach a school staff member to seek assistance in addressing and resolving the issues in a peaceful and constructive manner.
- Exhibit respect towards all members of the school community, including teachers, support staff, and outsourced personnel, acknowledging their contributions and treating them with courtesy.
- Be considerate of the need for a conducive learning and teaching environment, maintaining appropriate behavior that enhances the educational experience for all.
- Use language that is respectful and considerate, avoiding any expressions or terms that may be offensive to others.
- Adhere to the school policy by refraining from smoking, vaping, gambling, or consuming alcohol on school premises at any time, including while residing in the boarding facility.



DULWICH INTERNATIONAL HIGH SCHOOL
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