

# BOARDING AT DHSZ

Information for Parents and Students  
2019-2020



DULWICH INTERNATIONAL | SUZHOU |  
HIGH SCHOOL

SUZHOU HIGH SCHOOL

德威国际高中，江苏省苏州中学



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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 2019 - 2020 |                           |    |    |    |    |     |     |  |  |  |
|-------------------------------------|---------------------------|----|----|----|----|-----|-----|--|--|--|
| Month                               | M                         | T  | W  | TH | F  | SAT | SUN | Note: dates are subject to change due to unexpected circumstances  |  |  |
| Aug<br>11                           |                           |    |    | 1  | 2  | 3   | 4   | 5th – 18th Teacher Preparation   |  |  |
|                                     | 5                         | 6  | 7  | 8  | 9  | 10  | 11  |  |  |  |
|                                     | 12                        | 13 | 14 | 15 | 16 | 17  | 18  | 1st day of term: 19 August for Y10, IG1, Y13; 20 August for Y11, Y12<br>(boarders arrive one day before) |  |  |
|                                     | 19                        | 20 | 21 | 22 | 23 | 24  | 25  |  |  |  |
|                                     | 26                        | 27 | 28 | 29 | 30 | 31  | 1   | 25th - Year group meetings for all students and parents  |  |  |
| Sep<br>19                           | 2                         | 3  | 4  | 5  | 6  | 7   | 8   | Orange - ACT date (also day before) / At DHSZ / 13th Mid Autumn Festival                                 |  |  |
|                                     | 9                         | 10 | 11 | 12 | 13 | 14  | 15  |  |  |  |
|                                     | MA1                       | 16 | 17 | 18 | 19 | 20  | 21  | Yellow - SAT date  |  |  |
|                                     | 23                        | 24 | 25 | 26 | 27 | 28  | 29  | 27th - finish at 14:30   |  |  |
|                                     | 30                        |    |    |    |    |     |     | 30th - 4th: National Day   |  |  |
| Oct<br>19                           |                           |    | 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 |    |     |     |  |  |  |
| Nov<br>20                           |                           |    |    | 1  | 2  | 3   |     | [2nd Nov SAT subject tests only]   |  |  |
|                                     | 4                         | 5  | 6  | 7  | 8  | 9   | 10  | 7th PL - school closed for students;   |  |  |
|                                     | MA2                       | 11 | 12 | 13 | 14 | 15  | 16  | 17   | 8th school designated holiday                  |  |
|                                     | 18                        | 19 | 20 | 21 | 22 | 23  | 24  |  |  |  |
|                                     | 25                        | 26 | 27 | 28 | 29 | 30  |     |  |  |  |
| Dec<br>10                           |                           |    |    |    |    | 1   |     |  |  |  |
|                                     | 2                         | 3  | 4  | 5  | 6  | 7   | 8   | [14th Dec ACT NOT available at DHSZ]   |  |  |
|                                     | 9                         | 10 | 11 | 12 | 13 | 14  | 15  | 13th: last day of term - end at 12:30  |  |  |
|                                     | 16                        | 17 | 18 | 19 | 20 | 21  | 22  |  |  |  |
|                                     | 23                        | 24 | 25 | 26 | 27 | 28  | 29  | 16th - 3rd: Christmas holiday  |  |  |
| Jan<br>10                           |                           |    | 1  | 2  | 3  | 4   | 5   |  |  |  |
|                                     | MA3                       | 6  | 7  | 8  | 9  | 10  | 11  | 12   | 6th: first day of term; boarders arrive on 5th |  |
|                                     | 13                        | 14 | 15 | 16 | 17 | 18  | 19  | 17th: end at 14:30   |  |  |
|                                     | 20                        | 21 | 22 | 23 | 24 | 25  | 26  | 20th - 31st: CNY holiday (25th is CNY)   |  |  |
|                                     | 27                        | 28 | 29 | 30 | 31 |     |     |  |  |  |
| Feb<br>20                           |                           |    |    | 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  | 1   |  |  |  |
| Mar<br>21                           | MA4                       | 2  | 3  | 4  | 5  | 6   | 7   | 8  |  |  |
|                                     | [mocks<br>for<br>non-Y10] | 9  | 10 | 11 | 12 | 13  | 14  | 15   | 9th - school designated holiday                |  |
|                                     | 16                        | 17 | 18 | 19 | 20 | 21  | 22  |  |  |  |
|                                     | 23                        | 24 | 25 | 26 | 27 | 28  | 29  |  |  |  |
|                                     | 3                         | 30 | 31 |    |    |     |     |  |  |  |
| Apr<br>14                           |                           |    | 1  | 2  | 3  | 4   | 5   | 3rd last day of term - 14:30 finish  |  |  |
|                                     | 54                        | 6  | 7  | 8  | 9  | 10  | 11  | 12   | 6th-10th: spring break                         |  |
|                                     | [Y10 Sc<br>MA5]           | 13 | 14 | 15 | 16 | 17  | 18  | 19   | 13th: first day of term; boarders arrive 12th  |  |
|                                     | 20                        | 21 | 22 | 23 | 24 | 25  | 26  |  |  |  |
|                                     | 27                        | 28 | 29 | 30 |    |     |     |  |  |  |
| May<br>19                           |                           |    | 1  | 2  | 3  | 4   | 5   | 1st: Labour Day  |  |  |
|                                     | 4                         | 5  | 6  | 7  | 8  | 9   | 10  | 4th: School Holiday  |  |  |
|                                     | 11                        | 12 | 13 | 14 | 15 | 16  | 17  |  |  |  |
|                                     | 18                        | 19 | 20 | 21 | 22 | 23  | 24  |  |  |  |
|                                     | 25                        | 26 | 27 | 28 | 29 | 30  | 31  |  |  |  |
| Jun<br>15                           | MA5<br>[Y10]              | 1  | 2  | 3  | 4  | 5   | 6   | 7  | [6th: SAT subject tests only]                  |  |
|                                     | 8                         | 9  | 10 | 11 | 12 | 13  | 14  | [13th June ACT NOT available at DHSZ]  |  |  |
|                                     | 15                        | 16 | 17 | 18 | 19 | 20  | 21  | 19th: last day of term - end 12:30   |  |  |
|                                     | 22                        | 23 | 24 | 25 | 26 | 27  | 28  | 22nd: Summer Holiday   |  |  |
|                                     | 29                        | 30 |    |    |    |     |     | 25th: Dragon Boat  |  |  |
| Jul<br>181                          |                           | 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 |     |     |  |  |  |

## Welcome from the Head of Boarding

Dear Parents and Students,

Welcome to Alleyn, Bancroft and Shackleton Boarding House at Dulwich International High School Suzhou (DHSZ). We are confident that you have made the right choice in choosing boarding for your child. DHSZ is a true boarding school with over 70% of our students choosing to live at school. Staff in each House meet to ensure the same levels of care and supervision, and identical policies and procedures apply in all Houses.

A close link is maintained with the school's academic and pastoral teams to ensure that students are very well supported and looked after. Supervised study hall runs every evening, giving students the opportunity to complete homework and review their day's learning.

As well as providing a safe, settled and happy environment that enables students to work and study with full concentration and efficiency, the boarding staff, in consultation with boarding prefects, plan a comprehensive evening and weekend activity schedule. This gives students opportunities to learn new skills, make new friends, improve their English and help with the transition from high school to a university overseas.

I am confident that your child will enjoy his or her time with us and thrive as part of our boarding community at DHSZ. If you have any concerns or questions, please do not hesitate to get in touch.

Stephen Cobb  
Head of Boarding  
stephen.cobb@dchigh-suzhou.cn



# **Principles and Practice of Boarding at Dulwich 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 international community
- To instill a desire for truth and honesty in personal relationships
- 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**

## **The Head of Boarding**

The Head of 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 Head of 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 both Alleyn, Bancroft and Shackleton Houses on evenings and weekends when they are on duty. They will lead a small team of Boarding Tutors to ensure that Dulwich standards and expectations are maintained.

## **Boarding Tutors**

Boarding Tutors are responsible for students on their floor of the boarding house. They register students in the morning, before going to bed, and 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 Head of Boarding/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 21:30 we have a school nurse who is stationed in the medical centre.

## Guards

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

## Boarding Prefects

Students from each house will choose Boarding House Prefects.

Each boarding house will pick one male or female Boarding Prefect, duties will include:

- Meeting with Floor Prefects and boarding staff on a regular basis to suggest ideas and organise monthly boarding activity for their floor.
- Writing a section for the termly boarding newsletter with the help of Floor Prefects and Houseparent's.

Each floor will have one male or female floor prefect, duties will include:

- Devising a student rota for cleaning the common areas and rooms.
- Monitoring the common areas - reporting damage/reminding students to clean up etc.
- Maintaining a list of birthdays and inform boarding staff when someone's birthday is coming up.
- Assisting new students settle into school and boarding house.

## Key Contacts for Boarders and their Parents

### • The Boarding House

Head of Boarding

Mr. Stephen Cobb  
stephen.cobb@dchigh-suzhou.cn  
189-1559-8796

PL to Shackleton/Bancroft

Ms. Sylvia Chen  
SH\_BH@dchigh-suzhou.cn  
180-1278-1317

Matron Alleyn House

Mr. Mike Liu  
Mike.Liu@dchigh-suzhou.cn

Shackleton Houseparent

Mrs. Stacey Atterton  
stacey.atterton@dchigh-suzhou.cn

Bancroft Houseparent

Mrs. Victoria Gibson  
vikki.gibson@dchigh-suzhou.cn

Alleyn Houseparent

Mrs. Alison Crozier  
alison.crozier@dchigh-suzhou.cn

### • Dulwich International High School Suzhou

Director

Mr. Campbell Douglas  
campbell.douglas@dchigh-suzhou.cn

Principal (Pastoral)

Ms. Sharon Zhuang  
sharon.zhuang@dchigh-suzhou.cn

Deputy Head (Academic)

Mr. Richard Nunns  
richard.nunns@dchigh-suzhou.cn

Head of Student Life

Mr. Peter Garnhum  
peter.garnhum@dchigh-suzhou.cn

# DHSZ Boarding Houses

## Alleyn House (AH)

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 is a boys and girls boarding house. Designed to accommodate termly, weekly and the occasional weekend boarder. A member of the boarding staff is on duty 24 hours a day, 7 days a week, with two houseparent's and six boarding tutors in residence.

### Alleyn House Houseparent's

#### Alison Crozier



Mrs. Crozier lives on 5th floor of Alleyn House along with Mr. Crozier and their daughter Eleanor. As a college counsellor for 4 years at DHSZ she is aware of the needs of DHSZ's senior students as they begin the transition from Dulwich to their beat fit universities.

A keen traveller both in China and abroad, she is always keen to try new things and tries not to go back to the same place twice for a holiday. Mrs. Crozier has "many hats" at DHSZ, House Co-Ordinator, Boarding Parent, University and College Counsellor and also Life Skills Teacher.

Our door is always open to students.

#### Stephen Cobb

Stephen Cobb lives on the first floor of Alleyn House. Mr. Cobb and his wife Dr. Cobb, a professor and medical practitioner from the US, have two children. Their son works as a professional Chef and their 14-year-old daughter



attends Dulwich College Suzhou. Mr. Cobb is the Head of Boarding, Houseparent and Economics teacher at DHSZ commencing in 2017. Previously he was the founding Boarding Housemaster at Harrow International School Beijing. Building that program from the ground up.

He studied Political Science and History at University. In addition to his undergraduate degree, he has also earned a Master's in Education and a Master's Degree in Business Administration in International Finance and Economics. He has been teaching for more than 20 years and has an extensive background in Corporate Finance.

Mr. Cobb loves to travel and see new places and cultures. When traveling he enjoys trying new foods and activities. Mr. Cobb loves the water and can always be found near the sea or the ocean. He is an avid swimmer and loves to snorkel and scuba dive. Boating and sailing are favorite pastimes and allow him to get to any body of water to explore.

## Types of Boarding in AH

### 1. Termly Boarding

Termly boarders stay at school seven days a week during term-time. Termly boarders are expected to be resident in the boarding house all weekends, except four out passes, during term time and to play a full role in the boarding programme. Termly boarders return home only during the half term, end of term holidays and up to four weekends at home. The dates of the compulsory closures will be communicated at the start of each semester.

**Please take careful note of these requirements because we expect parents and students to comply with these requirements. Students who fail to comply with these requirements will be asked to leave termly boarding.**

Living in boarding gives a more structured approach to the day and we aim to encourage boarders to have a healthy and balanced lifestyle. We plan an exciting range of activities both on and off site to broaden students' awareness of how to have fun and to learn new skills and hobbies. Many of these will give them a flavour of university life and the life skills needed to adapt once they have left home.

A monthly trip in or out of Suzhou is organised for termly boarders, and it is expected that all termly boarders will attend.

**Parents must contact the matron/boarding PL if students are signed up for weekend classes. Dates and times must be given. All students are expected to be in Saturday/Sunday morning study hall from 10:00-12:00 unless permission for leave has been granted.**

**Termly boarders must apply for leave by Thursday of each week. Only request received from parents will be accepted. Termly boarders must pick up Leave Request by 21:30 Thursday night. If not picked up by that time they will not be allowed out of boarding.**

All termly boarders have permission to leave campus between 14:30-22:30 on Friday, 12:00-22:30 on Saturday, and 12:00-17:00 on Sundays (they will need to be back on campus by 17:00) **Parents are required to give permission for this at the start of the year.** Students who arrive after 21:00 will not be allowed on campus without staff permission and will be required to be back on campus by 20:30 the following weekend. Termly boarders are required to purchase the meal plan as this includes a breakfast on Saturday and Sunday mornings.

## **2. Weekly Boarding**

Weekly boarders stay at school five nights a week, going home after school finishes on Friday afternoon and returning between 16:00-17:00 on Sunday afternoon. Weekly boarders must return to school Sunday before 17:00 to take part in study hall. Weekly boarders have the same facilities as termly boarders, but do not take part in the weekend activity program on a regular basis (they can choose to opt in to the weekend boarding activities at any time after Head of Boarding and parent permission).

Weekly boarders are usually residents of Suzhou and benefit from less daily travel, a structured study environment and a friendly social atmosphere.

## **3. Occasional Weekend Boarding**

Weekly boarding students can stay during the weekend (subject to availability of space in Alleyn House and filling out Weekend Stay form a week prior to stay). Weekly Boarders are charged **150rmb/night**, which must be paid beforehand.

# **Arrival and Leaving Procedures for AH**

We require that parents and students take these regulations seriously and comply with them for the safety and security of everyone involved. If you have a need to make an alternative arrangement for any reason, please consult with the appropriate Houseparent/Boarding PL or Head of Boarding beforehand.

## **Leaving the Boarding House/Campus**

### **Signing in and out of Alleyn House**

All AH boarders must register before 7:30 in the morning and back in again before 21:30 each evening. Sanctions are given to students who fail to register after these times, Boarding Tutors take a register.

### **Weekend Sign Out - Termly Boarders only**

All students must sign in and out at the guard's office as they leave/arrive.

### **Arrival time**

We ask that students arrive at the boarding house between **16:00 and 17:00 on** Sunday afternoon. Study hall starts at 17:00 and students who arrive after this time will receive sanctions. No students are allowed on campus after 17:00 without staff permission. **No boarders are allowed back in Alleyn House after 21:00** at the very latest. If this is not possible, bring your child to school on Monday morning.

### **Boarders leaving the campus**

Boarding students are not allowed to leave campus between their arrivals on Sunday evening (16:00-17:00) until school ends on a Friday afternoon (14:30). **Please do not book outside classes/arrange dinners during this time as you will not be given prior permission to leave campus.**

We place a very high priority on our boarders' safety and security, so if a boarder decides to try to cheat the rules and leave school without permission and they are caught doing so will be suspended from boarding for a minimum of one week. (Irrespective of where the student lives).

## **Sunday afternoon drop-off procedure at AH**

Parents are expected to bring students to school between 16:00-17:00 on

Sunday afternoon. Dinner and supper on Sunday evenings is provided. **No take-out food or drink (including noodles) is allowed on campus and therefore the boarding house after 15:00 on Sunday afternoon.** Study Hall starts promptly at 17:00 and sanctions are given as usual for those students who arrive late.

Although strongly discouraged, if students need to miss study hall on Sunday **they must first obtain permission from the Houseparent before Friday at 14:30.** Parents need to call or email to verify the reason. We ask that all students are in the boarding house by 21:00 at the very latest. If this is not possible, bring your child to school on Monday morning. **Parent and student requests for Sunday study hall leave after 14:30 on Friday afternoon will not be considered.**

**Please do not bring students who are unwell (fever/vomiting in particular) to the boarding house. We ask that you keep them at home until the risk of illness spreading is minimal. Students will not be allowed to stay in rooms and miss study hall if unwell on a Sunday evening.**

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Although strongly discouraged, if students need to miss study hall on Sunday **they must first obtain permission from the Houseparent before Friday at 14:30.** Parents need to call or email to verify the reason. We ask that all students are in the boarding house by 21:00 at the very latest. If this is not possible, bring your child to school on Monday morning. **Parent and student requests for Sunday study hall leave after 14:30 on Friday afternoon will not be considered.**

**Please do not bring students who are unwell (fever/vomiting in particular) to the boarding house. We ask that you keep them at home until the risk of illness spreading is minimal. Students will not be allowed to stay in rooms and miss study hall if unwell on a Sunday evening.**

## Daily Routines at AH

### Monday – Friday

|               |  |
|---------------|--|
| 6:30          | Wake up  |
| 7:00 – 7:20   | Register with Boarding Tutor   |
| 7:30 – 7:50   | Breakfast  |
| 8:00 – 15:35  | School day   |
| 15:45 – 16:45 | CCA's  |
| 17:00 – 18:00 | 1 <sup>st</sup> Supervised Study Hall – Register Taken                         |
| 18:00 – 19:00 | Dinner   |
| 19:00 – 20:00 | 2nd Supervised Study Hall – Register Taken                                     |
| 20:10         | Shackleton House – bus leaves DHSZ   |
| 20:00 – 21:00 | Optional late study-hall 20:00-21:00 - Supper in the dining hall               |
| 20:00 – 21:30 | Free time , (Late bus back to SH/BA 21:15)                                     |
| 21:30 – 21:45 | Electronic devices handed in. Register taken                                   |
| 21:45 – 22:30 | Device free time/shower/get ready for bed. Lights out and no noise after 22:30 |

### Friday - Saturday

|               |  |
|---------------|--|
| 9:00 – 10:00  | Breakfast in the dining hall (no student can leave campus before 12pm without prior permission). |
| 10:00 – 12:00 | Morning supervised self-study (library) – Registration   |
| 12:00 – 22:00 | Free-time/arranged activities  |
| 22:00 – 22:30 | Registration – all students register at the Boarding Office                                      |
| 22:30 – 24:00 | Free-time in common room and bedrooms. Shower and bed.   |

### Sunday

|               |  |
|---------------|--|
| 10:00 – 12:00 | Morning supervised self-study (library) - Registration                         |
| 12:00 – 17:00 | Free-time/arranged activities  |
| 17:00 – 18:00 | 1 <sup>st</sup> Supervised Study Hall – Register Taken                         |
| 18:00 – 19:00 | Dinner   |
| 19:00 – 20:00 | 2 <sup>nd</sup> Supervised Study Hall – Register Taken                         |
| 20:10         | Shackleton House – bus leaves DHSZ   |
| 20:00 – 21:00 | Optional late study-hall 20:00-21:00 - Supper in the dining hall               |
| 20:00 – 21:30 | Free time , (Late bus back to SH/BA 21:15)                                     |
| 21:30 – 21:45 | Electronic devices handed in. Register taken                                   |
| 21:45 – 22:30 | Device free time/shower/get ready for bed. Lights out and no noise after 22:30 |

## Bancroft Boarding House

Bancroft House is named after Ann Bancroft. Ann Bancroft is 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 and special education teacher. She left that post to participate in an International North Pole Expedition and was the first women to cross both polar caps, ski across Greenland, ski across Antarctica, trek across the Arctic Ocean and led an expedition down the Ganges River". She is also a member of the National Women's Hall of Fame.

Bancroft House is one of the boarding houses situated off campus. It is two blocks away from school, allows student that opportunity to feel they have left school, and is a facility both student and staff feel is a restful. Bancroft House is an all-girls dorm and looked after by a Houseparent and five boarding tutors.

### Bancroft House Houseparent (BA)

#### Vikki Gibson



Vikki Gibson, joined DHSZ in 2017 from the UK. She lives in Bancroft House with her husband, Andrew Gibson and two sons, Henry, 17 and Alfie 13. Andrew also works at DHSZ, he is the school photographer and librarian. Vikki has a BA in Graphic Design and an MA in Illustration and teaches Art and Graphic Communication. Vikki loves travelling to new exciting places and especially loves experiencing Chinese culture and heritage. She loves trying foods from different cultures, especially Thai and Mexican food. Vikki is an animal lover, her favourite animals are elephants and monkeys, and she used to be a designer at London Zoo, which was so much fun. She likes to spend time in beautiful gardens and near water so she especially loves Suzhou traditional gardens and lakes. Vikki enjoys all aspects of school life, especially the talent shows and House Art competition.

## Shackleton Boarding House (SH)

Shackleton House is named after Ernest Shackleton. Ernest Shackleton was

a British explorer who led expeditions to the Antarctic. He was one of the principle figures in the period of history known as the Heroic Age of Antarctic Exploration. Shackleton first Antarctic expedition took place in 1914 and was struck with disaster. Shackleton today is seen as a role model for leadership.

Shackleton House is the other boarding houses situated off campus. It is two blocks away from school, allows student that opportunity to feel they have left school, and is a facility both student and staff feel is a restful. Shackleton House is an all-boys dorm and looked after by a Houseparent and five boarding tutors.

### Shackleton House Houseparent (SH)

#### Stacey Atterton



Stacey Atterton moved to China from Sydney Australia in 2014. After 4 years working in Beijing she accepted the position of House Parent, Head of Co-curricular activities and Events, Life skills and PE teacher at DHSZ. Commencing in 2018, Stacey moved to Suzhou with her husband and fellow educator Mr. George Baxter. Ms. Stacey has 4 children, Alex, Carl, Zac and Emmett and 1 Grandchild Greta. Professionally Stacey has a Diploma in Counselling, a Bachelor's degree in Human Movement and a Master's degree in Educational Psychology. She worked in many educational institutions ranging from preschool to University. After 20 years at The King's School (Australia), China offered an opportunity to explore a broader scope of education. Pastoral care, management and leadership are her strengths for which DHSZ fosters in her many roles. An avid physical educator, Ms. Stacey enjoys running, going out to explore the local sights and travelling around China.

## Type of Boarding in SH/BA

### Weekly Boarding

Weekly boarders stay at SH/BA five nights a week, going home after school finishes on Friday afternoon and returning to school between 16:00-17:00 on Sunday afternoon. SH/BA Weekly boarders must return to school Sunday before 17:00 to take part in study hall. **SH/BA boarders are not allowed into SH/BA until after study hall on Sunday evening.** They may leave their bags at the front gate of SH/BA or take them to school and carry them back to SH/BA after study hall.

# Arrival and Leaving Procedures

We require that parents and students take these regulations seriously and comply with them for the safety and security of everyone involved. If you have a need to make an alternative arrangement for any reason, please consult with the appropriate Houseparent/Boarding PL or Head of Boarding beforehand.

## Leaving the Boarding House/Campus

### Signing in and out of Shackleton and Bancroft House

All SH/BH boarders must register before 7:15 in the morning and back in again before 21:30 each evening. Sanctions are given to students registering after these times.

### Arrival time

Students must arrive at school between **16:00 and 17:00** on Sunday afternoon. Study hall starts at 17:00 and students who arrive after this time will receive sanctions. Students will not be allowed on campus after 17:00 without staff permission. **No boarders will be allowed back in boarding after 21:00.**

### Boarders leaving the campus

Boarding students are not allowed to leave campus between their arrivals on Sunday evening (16:00-17:00) until school ends on a Friday afternoon (14:30). **Please do not book outside classes/arrange dinners during this time as you will not be given prior permission to leave campus.**

We place a very high priority on our boarders' safety and security, so if a boarder decides to try to cheat the rules and leave school without permission and they are caught doing so will be suspended from boarding for a minimum of one week. (Irrespective of where the student lives).

## Sunday afternoon drop-off procedure at SH/BA

Parents are expected to bring students to school between 16:00–17:00 on Sunday afternoon. **SH/BA Boarding students are not allowed to enter SH/BA until the end of study hall, 20:00. They may drop their bags off at the front gate of SH/BA or bring their bags with them to school.** Dinner and supper on Sunday evenings is provided. No take-out food or drink (including noodles) is allowed on campus and therefore the boarding house after 15:00 on Sunday afternoon. Study Hall starts promptly at 17:00 and sanctions are given as usual for those students who arrive late.

Although strongly discouraged, if students need to miss study hall on Sunday they **must first obtain permission from the Houseparent before Friday at 14:30.** Parents need to call or email to verify the reason. We ask that all students are in the boarding house by 21:00 at the very latest. If this is not possible, bring your child to school on Monday morning. **Parent and student requests for Sunday study hall leave after 14:30 on Friday afternoon will not be considered.**

**Please do not bring students who are unwell (fever/vomiting in particular) to the boarding house. We ask that you keep them at home until the risk of illness spreading is minimal. Students will not be allowed to stay in rooms and miss study hall if unwell on a Sunday evening.**

## Daily Routines at AH

### Monday – Friday

|               |  |
|---------------|--|
| 6:30          | Wake up  |
| 7:00 – 7:20   | Register with Boarding Tutor   |
| 7:30 – 7:50   | Breakfast  |
| 8:00 – 15:35  | School day   |
| 15:45 – 16:45 | CCAs   |
| 17:00 – 18:00 | 1 <sup>st</sup> Supervised Study Hall – Register Taken                         |
| 18:00 – 19:00 | Dinner   |
| 19:00 – 20:00 | 2 <sup>nd</sup> Supervised Study Hall – Register Taken                         |
| 20:10         | Shackleton House – bus leaves DHSZ   |
| 20:00 – 21:00 | Optional late study-hall 20:00-21:00 - Supper in the dining hall               |
| 20:00 – 21:30 | Free time , (Late bus back to SH/BA 21:15)                                     |
| 21:30 – 21:45 | Electronic devices handed in. Register taken                                   |
| 21:45 – 22:30 | Device free time/shower/get ready for bed. Lights out and no noise after 22:30 |

### Sunday

|               |  |
|---------------|--|
| 16:00 – 17:00 | Arrive back at School  |
| 17:00 – 18:00 | 1 <sup>st</sup> Supervised Study Hall – Register Taken                         |
| 18:00 – 19:00 | Dinner   |
| 19:00 – 20:00 | 2 <sup>nd</sup> Supervised Study Hall – Register Taken                         |
| 20:10         | Shackleton House – bus leaves DHSZ   |
| 20:00 – 21:00 | Optional late study-hall 20:00-21:00 - Supper in the dining hall               |
| 20:00 – 21:30 | Free time , (Late bus back to SH/BA 21:15)                                     |
| 21:30 – 21:45 | Electronic devices handed in. Register taken                                   |
| 21:45 – 22:30 | Device free time/shower/get ready for bed. Lights out and no noise after 22:30 |

# Important Boarding Information

## Parent Visits

With the exception of the first and last day of each semester, 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 Head of Boarding and Houseparents' will always be happy to meet with parents of boarders. It is advisable to book an appointment through the Matron/Boarding PL in advance.

# Living in the Boarding House

## Student's Rooms

Students are responsible for their personal belongings. DHSZ Boarding Houses takes no responsibility for personal belongings. Students may not enter another pupil's bedroom without express permission from the occupant. Students will share a study room with en-suite bathroom. We have a range of different rooms that accommodate 2 to 4 students. The rooms are assigned for the whole year.

Each student has a lockable wardrobe. The wardrobe must be used for the storage of all valuable items. Discourage students from keeping large sums of money in their room.

Students are encouraged to make their room their own; pictures, posters etc. are permitted however, they must only be attached to wardrobes and desks and not to walls. Daily room inspections take place and any damage caused by students must be paid for, room 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.

Students are not permitted to have an automatic kettle in their room. Due to fire regulations, other items not permitted. These items include but are not restricted to:

Blenders Cookers Toasters Fridges or freezers  
Hot plates Electric blankets Television or a games console

If any of these items are found, they will be removed and stored until the student can transport them home. Students are expected to respect their fellow boarders; we ask that noise be kept to a respectable level at all times.

Students are strictly forbidden to enter the room of a member of the opposite sex. Students must sign the mixed company policy upon arriving at DHSZ Boarding.

## Requests to Change Rooms

Unless there are exceptional circumstances, requests to change rooms will not be entertained. Learning to live with other people in close proximity is an important skill to have before leaving for university.

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 House Parents for resolution. If the issue still cannot be resolved, it will be referred to the Head of Boarding and the Principal, who will make a decision on a case-by-case basis.

## Maintenance of Rooms

The bathroom will be cleaned each day, but please note that the ayis are not personal servants. Students are expected to keep their rooms tidy and to make their beds before going to school in the morning. Students must empty bathroom and waste paper bins each day.

We expects students to turn off lights and set AC to low when leaving for school or weekend. Personal air filtration units must be left on 24 hour/day in Shackleton House.

**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. All room bins must be tied and emptied into the large green bins on each floor daily. Shackleton House students must take tied rubbish bags to the green bins on the ground floor.**

Radios and music systems should at no time be played at a volume that, in the opinion of the duty staff could cause annoyance to anyone either inside or outside the House.

## What NOT to Bring

Students should use common sense when deciding what items to bring to the boarding house. Please do not bring a large amount of cash to school, if you have to do so, please hand it to the Head of Boarding for safety. Although we cannot provide an exhaustive list, **forbidden items include but are not limited to:**

All pets (including insects), BB guns, air guns, toy guns, laser pens, throwing stars, knives, weapons of any other description, televisions, large music systems, refrigerators, irons, hotplates, kettles, toasters, microwaves, lighters, matches, anything with a heating element, pornographic material, violent and other inappropriate movies, t-shirts with inappropriate slogans and pictures, alcohol, tobacco products, E-cigarette or any illegal substances.

**Musical instruments and sports equipment must be stored in floor storage rooms and musical instruments must not be in rooms or played in the boarding house at any time. There are practice rooms available in school until 21:30.**

## Electrical Equipment in Rooms

Phones and any acceptable electronic devices that need charging cannot be left in the rooms to charge during the school day but can be charged overnight in the storage rooms after being collected by boarding tutors. **To reduce the risk of fire in rooms, our maintenance team must test all electronic devices and chargers. There will be small charge for each device tested and devices that have not been approved must not be used in the boarding house. Such devices will be removed from rooms.**

\* Students must only have one of each electronic device (phone/laptop/tablet).

**Under no circumstances should students use cooking equipment in their bedrooms.** The school does not permit students to have kettles, toasters, irons, refrigerators, televisions or heated clothes driers in their rooms. All bedrooms and common rooms are equipped with air-conditioning and air filtration systems. There is a refrigerator and hot/cold water dispenser on each floor. Whilst computers, mobile phones and other electrical equipment are allowed (once tested – see above), **the School cannot take responsibility for them.** Any expensive personal equipment should be clearly marked with the owner's name and **locked away** during the school day and at weekends.

## Alcohol policy

Students are not allowed to bring alcohol of any kind onto the school campus or should not have consumed it prior to arriving. Any alcohol found on campus

will be confiscated; parents informed and they will be expected to attend a meeting with the Head of Boarding and Director/Principal. The parents of any student under the influence of alcohol on campus will be asked to take them home immediately. See Boarding Behavior policy.

### **Consumption of Food in Rooms**

Students may consume drinks and dry snacks in their room. **No hot food (noodles etc.) are allowed in the boarding house and no take-out food can be brought onto the school campus during the week (Sunday 16:00 to Friday 14:30).**

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.**

### **Bed Times**

Bed time in the boarding house is 22:30 (Sunday-Thursday) and **all lights must be out and rooms silent by 22:30**. Evening registration takes place between 21:30 and 21:45.

**Students are not allowed to leave their rooms after 22:30, unless there is an emergency.**

A member of boarding staff is on duty each night after 22:30 and will make a note of any room with lights on or making a noise after this time and sanctions applied to whole room.

## **Storage and Use of Communal Areas**

### **Electronic Device Storage**

Students can only bring ONE of each of the following electronic device (phone/laptop/tablet). Between 21:30-21:45, students are required to deposit electronic devices (phone/laptop/tablet) in the storage room where the Boarding Tutor will register you. **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 for students to keep devices in their rooms.**

### **Communal Areas**

Communal areas within the house are available for use at any time of the day, except during supervised study and after 22:30 (midnight on Friday and Saturday night).

Students are required to keep all these areas clean and tidy. In particular, the kitchen should be left in good order after you have used it. They should not leave washing up for someone else to do and they should not leave their possessions lying about the communal areas. Items left in common areas will be regularly disposed of.

### **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 are not to be used at any other time.

**E-bikes** – Boarders can bring e-bikes to school for use at the weekend only (parent permission required). Helmets must be worn at all times. The school will not be responsible for loss or damage to e-bikes.

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

## Food and Meals

Four meals are provided most days: breakfast, lunch, dinner and supper. These are provided in the dining hall for staff and students alike. Boarding students are expected to eat all their meals in the school dining hall. **No take-out food can be ordered from Sunday 15:00 – Friday 14:30.** Termly boarders can order takeaway on Friday / Saturday nights (but no later than 22:00) to be eaten in the common areas. **No outside food is permitted in the building after 15:00 on a Sunday afternoon. IF FOUND FOOD WILL BE CONISCATED.**

All new students are required to purchase the school meal plan which offers a significant credit bonus. We strongly advise existing students to take advantage of this plan also as it ensures that students are eating at least two balanced, healthy meals per day (breakfast and dinner). Lunch is purchased as normal.

## Activities

### Study Hall

Study Hall is held every evening (Sun-Thurs) in the dining hall, library, classrooms, and boarding rooms (Y13 only-requires HoY approval). First study hall will take place from 17:00 until 18:00. Students will be registered at 17:00 so must be seated and ready to work by this time. Students are asked to visit the bathroom, and collect everything that they need before arriving to keep movement and disruption to a minimum. Students will have a break from 18:00 to 18:45 for dinner. After dinner, second study hall takes place from 19:00 to 20:00. **Students are not allowed to listen to music, have phones on tables, or move to other tables during this time. Students must work in silence. Group work and work that requires access to video/music can be completed before or after study hall.** Students are seated according to a seating plan. There is an optional extra hour of study hall in the school library from 20:00 to 21:00.

The Night Nurse will assess students who are ill before evening study hall (or the school nurse before 17:00). Unless there are exceptional circumstances, students will be required to attend study hall.

### Sport, music, drama

There is always plenty of time during the weekend for termly boarders to take part in a variety of sporting and cultural events. Our sports hall is open at arranged times over the weekend. Basketball, Badminton, Table Tennis and Five-a-side Football. Weekdays and weekends by arrangement.

### Swimming pool

The swimming pool is available for you to use at specific times during the week. Further information is posted in the House and the PE department.

### School Library

Weekdays until 21:30

### Music Practise Rooms

By arrangement with the music teacher/boarding staff

### Access to football pitch, basketball courts, gym, and dance room

Students are welcome to use the football pitch and basketball/tennis courts before and after study hall on weekdays. All students must be back in the boarding house by 21:30. During these times, there is no 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 googles and appropriate sportswear including shoes.

# Clothing and Equipment

## School Uniform

Boarders should be proud of their position in the community and we expect them to maintain high standards and represent the school by wearing their school uniform with pride. Please see the school handbooks for appearance regulations during school time.

**Uniform will be checked when boarders leave both Alleyn and Shackleton/Bancroft House in the morning. Students will be sent back to their room to change if their uniform is unsatisfactory.** Outside school hours, students are permitted to wear appropriate casual clothing.

All clothing can be washed in the boarding house laundry room on each floor (detergent is not provided), **so excessive amounts of clothing are not required.** Priority is given to boarding staff and termly boarders. Weekly boarders should take washing home. **Students in Alleyn House must not dry clothes in their rooms and should use the drying machines.** Students have a single wardrobe, into which they must put all their clothes. Students are asked to be respectful to others and not remove clothes from the machines that are not theirs.

The following clothing list gives a recommended quantity of clothes:

| • Non-uniform Clothing                                 |   |
|--|---|
| Pyjamas/ Nightdress                                    | 2 |
| Casual clothes as required (but not too many!)         |   |
| • Accessories  |   |
| Bath towel   | 2 |
| Hand towel   | 2 |
| Wash bag   | 1 |
| Tooth brush  | 1 |
| Shaving kit (if required)                              | 1 |
| Spare glasses/ contact lenses (if required)            | 1 |
| Soap/ toothpaste/ Conditioner                          |   |
| Feminine hygiene products                              |   |
| Specialist sports equipment (e.g. boots / mouth guard) |   |
| Washing detergent                                      | 1 |
| Duvet and pillow and sheet/covers                      | 1 |
| Desk light   | 1 |
| Alarm Clock  | 1 |

## School Uniform Shop

New items of uniform can be ordered throughout the year from the school office.

- A limited number of small toys and entertainment items may be brought into the boarding house, e.g. iPads, mobile phones and laptops are acceptable (make and model numbers must be provided). **One of each.**
- Small sports equipment, e.g. balls, tennis racquets are acceptable, but must not be used in the boarding house. Pull-up bars and punch-bags are not permitted.
- Large electrical items, e.g. TVs, large music systems, DVD players, games consoles and bulky items, e.g. full sets of golf clubs, weights, small desks etc. are **not permitted**.
- If parents have any special, requests or enquiries about any item please seek clarification from the matron/PL before bringing them into school.

## Communications

### Mobile Telephones

We encourage students to have their own mobile telephone. If parents wish to contact their child by phone, they should do so **after school hours**, but also outside of registration and homework time. If students need to contact home during the school day, they should do so through their Parent Liaison (PL). **All students must register the brand, model and telephone number at the start of the year and update the boarding staff/PL if details change during the year.**

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. Students are able to access their emails freely although students' access to the computers and the internet may be limited during the evening and weekends due to activities, homework and other events. 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's will be confiscated.

# Facilities

## The Medical Centre

**Students are not permitted to return to Alleyn or Shackleton/Bancroft House during the school day. If a student needs to see the school nurse, the PL must first grant permission. The guards will not let students into the building without a permission form.**

Our school has a fully equipped medical centre onsite. Staffed by registered nurses, the centre provides first aid care for common injuries and ailments. It is also equipped to handle unexpected emergencies.

**Students must ensure that accurate medical information has been supplied to the school and pre-existing conditions have been disclosed.**

If students are unwell, they must inform the Nurse, boarding tutor, boarding PL or the Houseparent. If nurse deems necessary, we will arrange for students to visit the doctor/hospital. If students feel unwell in the morning then they are able to attend the Medical Centre at 8:00am (they cannot stay in their rooms). Shackleton/Bancroft House students must come to school on the morning bus and visit the medical centre at school. The school car will be sent in an emergency.

**Students are not allowed to stay in bed in the boarding house during the day. If it is appropriate, a bed will be provided for them in the Medical Centre.**

If students attend the Medical Centre the Head of Boarding will be informed.

### Medical Centre Opening Times

Monday to Friday 8:00am to 9:30pm

Outside these hours, there is a nurse/doctor on call for emergencies in SHS SIP. Students can see or the tutor on duty who will contact the nurse / doctor.

## Medication

All medication must be kept in the Medical Centre unless otherwise authorised by the School Nurse. Any medicines 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 labelled.

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.

## Laundry

**General Washing** – Washing machines and dryers are available for student use. No hanging/drying of clothes in rooms/or outside rooms/windows. (Shackleton House boarders may dry clothes on their balconies – washing machines are on each floor). Termly boarders have priority over the washing machines in Alleyn House. Weekly boarders should take washing home at the weekend. Washing machines should not be used to wash one or two garments – they should only be used when a student has a full load.

**Bedding** – students are expected to have clean bedding and students on campus can take this home/washed.

**Laundry rooms are locked and machines switched off at 22:00.**

## Mail

**Mail is delivered regularly for termly boarders only**, provided that the letters are addressed to Dulwich International High School Suzhou (see address below). **No boxes of food will be accepted/released by the school.** If we believe, food is being delivered, boxes will be opened and the contents will not be released. If parcel deliveries become unmanageable, this privilege will be stopped. **The school accepts no responsibility for any parcels lost or damaged.**

### 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  
苏州德威国际高中

# Safety and Security

## Insurance

You are advised to arrange insurance cover for your child's valuables. Please check this has been done as Dulwich International High School Suzhou will not accept any liability for loss, theft, or damage of private property.

## Security

During the school day, all visitors must register at the main school reception. They will be issued with a security pass. Visitors who try to gain access to the boarding houses without a card will be asked to leave the premises immediately. There are CCTV monitors in public areas on all floors and in the lift. Entry is governed by security cards that are area specific. All emergency exits are alarmed.

**Access to the boarding house is via the reception entrance only.** This entrance has CCTV monitoring equipment. Under no circumstances should this be tampered with in any way. Any such tampering will be seen as a serious disciplinary matter and could result you being asked to leave the boarding house or school.

**No day students or guests from outside the school are permitted to enter the boarding house at any time (unless have been granted permission from the Head of Boarding).** Shackleton boarders are not permitted in Alleyn House, and Alleyn House boarders are not permitted in Shackleton House.

If you see anything or anybody suspicious inside or outside the boarding house, you should report this immediately to the duty member of staff or security.

## Emergency Evacuation

As with all school buildings, both 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 car park 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. A report on these practises is sent to the School's safeguarding officer. If you hear the fire alarm you must evacuate the floor immediately.

## Room and student searches

Designated school staff can search pupils without their consent if they suspect that students have weapons, alcohol, illegal drugs and stolen items. The staff member searching the student will be of the same sex and there will also be another member of staff present.

Students upon entering boarding at DHSZ consent to having their lockers/desks/wardrobes/rooms searched for any prohibited item whether or not the pupil is present.

## Male staff on female floors and female staff on male floors

As mentioned earlier, we expect all students to dress appropriately when outside of their rooms. Male and female staff have duties on both male/female floors so it is important that students do dress in a way that will not cause embarrassment to themselves or others.

# Discipline and Rules

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.**

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

## Expectations of Behaviour

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.

This is a reminder of some of basic expectations of behaviour:

- No cooking in rooms/communal areas – there should be no hot food (including noodles) in rooms or common areas between 14:30 on Friday and 15:00 on Sunday. Kitchen/Common areas should be tidied after use.
- Music played in rooms/common area should not be so loud as to disturb others.
- Suitable clothing should be worn at all times in the communal areas of the houses and around campus – this includes for evening registration.
- Students register and hand in electronic devices between 21:30-21:45.
- All students must be out of the house on weekdays before 7:30am to go to breakfast. Shackleton/Bancroft House boarders should be on the bus 7:15.
- All students must in the boarding house by 21:30.
- Bedrooms should be kept tidy with beds made daily.
- Dirty laundry including bedding should be washed/taken home and not left lying around.
- Washed clothes should be dried in the dryers, not left to dry in rooms.
- All students are trusted to use their laptop computers and digital devices as instructed by their duty staff and they should be used in accordance with the Acceptable Use Policy.
- **Mobile telephones must not be used, during study time and must not be in rooms after 21:45. Second devices are not allowed.**
- No eating during study time – water permitted.

- The sports hall/dance room/gym may only be used under supervision from a staff member.

This list is far from extensive. Students will be informed / reminded of rules throughout the year. The rule of thumb should be: if unsure, ask!

## 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.
- No non-boarding students are allowed in the boarding house.
- Parents are not permitted to go upstairs to a student's room (with the exception of the start and end of term).
- Pets (including insects) are not allowed.
- **Weekly and Termly boarders are not permitted to leave the school campus between 15:00 on Sunday evening and 14:30 on a Friday afternoon.**
- Everyone leaves the house and goes to the canteen at breakfast and dinner time. **All meals during the week must be eaten in the school canteen. No outside food is permitted between Sunday 15:00 and Friday 14:30.**

## Rewards and Sanctions

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

## Dealing with Behavioural Issues

See the Boarding Behavioural Policy for complete awards and sanctions policy in DHSZ boarding.



## 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!**

## Supervised/Personal Study Time

Each student is expected to carry their school diary to each class and supervised study session. Class teachers, tutors and boarding staff will monitor how students are using them and may write notes in student diaries from time to time. Tutors and boarding staff will normally check and sign student diaries as necessary.

There are multiple opportunities for students to engage in homework during the day:

|               |   |
|---------------|---|
| 16:45 – 17:00 | Free-time afterschool                                   |
| 17:00 – 18:00 | First Supervised Study Hall (Sunday to Thursday)        |
| 18:00 – 18:45 | Dinner Time (Free Time)                                 |
| 19:00 – 20:00 | Second Supervised Study Hall (Sunday to Thursday)       |
| 20:00 – 21:30 | Free Time before bed (Library Open)                     |
| 10:00 – 12:00 | Saturday/Sunday morning (termly boarders)               |
| 13:00 – 18:30 | Saturday/Sunday afternoon (termly boarders)             |
| 17:00 – 22:00 | Saturday/Sunday evenings (Sunday supervised study hall) |

Supervised study is held each school night (and Sunday evening) in the main school building/rooms (depending on year group). Staff are on duty to ensure that students are focused on their work.

**Phones and headphones are not permitted in Study Hall–laptops and tablets can be used for work use only. If this privilege is abused, electronic devices will be confiscated.**

Additional supervised study time may be arranged during the lead up to examinations.

### Study Leave

Y11/IG1/12/13 students are entitled to study leave during the May/June/ November external examination period. Students must notify the boarding staff in good time of the nights that they will be staying in the boarding house during these periods. They must be on campus by 17:00 on the night that they are staying, in study hall by 17:00 for registration, and must not leave campus until after the final exam on the last day of that period in the boarding

house. **Students found off campus without permission or staying without informing us, will be asked to leave boarding until the end of the study leave period. During study leave periods, students must leave the boarding house by 7:30 in the morning or by 7:15 for SH/BH.**

## 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 Boarding Prefect/floor prefects
- Any member of staff
- Your Form Tutor/mentor
- School nurse
- Head of Boarding/Boarding staff
- Your Head of Year
- Your Head of School
- Head of Pastoral

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.**

#### Home Sickness

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 Head of Boarding through the PA's at any time.

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.
- Students who we suspect are in relationships will not be allowed to sit together alone during mealtimes.

### Academic Progress

The Head of Boarding, Houseparent's and Boarding Tutors are in regular contact with boarders' class teachers, form tutors/mentors, subject teachers, and Heads of Section/ Year, and will liaise closely in the cases of concern. The Head of Boarding and Houseparent's are informed if a boarding student is underperforming and **this may result in restricted free-time and more supervised study.** Should students require extra focus to help them develop these skills please contact the Head of Boarding, who will assist with facilitating this.

## Common Issues From 2018-19

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 21:30** – 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). Please ensure that you are dressed appropriately to avoid embarrassing yourself or staff.
- **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, 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 the Head of Boarding).
- **Outside food/drink on campus** – no outside food (Subway/takeout etc) or drink (Starbucks etc) is permitted on campus from 15:00 on Sunday afternoon to 14:30 on Friday. This applies to day students also.
- **Too ill to attend study hall** – boarding staff will make an assessment 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 and thumb scanned by 7:30. 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 late study hall** – please ensure that you are back in the boarding house by 21:30 and have swiped in before 21:35.
- **Uniform** – you will not be permitted to leave your floor unless in correct school uniform (black shoes/boots, tie, ID card, etc.) Girls should not be wearing make-up or nail varnish.

- **Trying to get back into the boarding house during the school day** – not an option unless visiting the nurse (after permission from PA's). Even then, you must not go up to your floor.

## **Boarding Code of Conduct**

This page must be signed, detached and handed in to your boarding tutor/boarding PA before your room is allocated.

By signing, both parents and student/s agree to:

- comply with rules and regulations detailed in this handbook and any revisions made during the academic year;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and their opinions;
- treat one another with dignity and respect at all times, especially when there is disagreement;
- 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;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not to use language that others may find offensive;
- not enter rooms of other students without permission.

I understand that if I fail to adhere to the rules and regulations detailed in this handbook and code of conduct, I may as a last resort be asked to leave boarding.

Signed (student) \_\_\_\_\_ Date \_\_\_\_\_

Signed (parent) \_\_\_\_\_ Date \_\_\_\_\_



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