



COLLÈGE DU LÉMAN

International Boarding School - Geneva - Switzerland



PARENT AND STUDENT BOARDING HANDBOOK

2017 - 2018

A happy, challenging and balanced education.
Our commitment to global thinking will help your child succeed
anywhere, and our individual approach will allow them to discover their
true potential.

Bienvenue Willkommen

Begrüßen Tervetuloa Bienvenida

Καλώς ήλθατε Bem-vindo

Boas-vindas ای دی دم آ شوخ Benvenuto

приветствие 欢迎你來 סיאבה סיכורב

Welkom Velkommen ようこそ

добро пожаловать hoş geldiniz

...

Welcome

TO YOUR BOARDING HOUSE



MISSION STATEMENT

Our international community is dedicated to inspiring students towards growth and excellence.

Respect

Internationalism

Spirit

Excellence



Justin Usher,
Director of Boarding

Dear Parents and Students,

As a parent of two girls who are students at Collège du Léman, I am keenly aware of the hopes and aspirations parents and students have for their education. We all want our children to be happy, confident and secure and to enjoy the most formative years of their lives. We want them to be supported and challenged in equal measure, so they achieve their goals and fulfil their potential.

At the end of their time at Collège du Léman we want our students to have developed a life-long love of learning and to have their achievements endorsed by internationally recognised and respected qualifications such as the IB (International Baccalaureate Diploma). This will enable your children, to gain entry to the courses at the universities that are best suited to their abilities and meet their aspirations.

At Collège du Léman, we have high ambitions and expectations of excellence. We expect the best of ourselves as teachers and support staff and we encourage students to work hard, with commitment, to conduct themselves well and to treat fellow members of our learning community with respect.

I am grateful for the trust that parents place in us. In return, we undertake to provide the highest quality educational experience we can. This education is not confined to the classroom, though academics are central to our mission. Beyond the classroom we provide a uniquely wide range of opportunities in music, art, theatre, sport, adventure, service, leadership and internationalism. These allow each student to excel in one or more areas and to grow in confidence and develop new skills. Our approach is personal and individualised; we seek to identify and maximise the strengths of every individual and to help all students to overcome any obstacles to their success.

For prospective parents and students, the only way to really appreciate the quality of our environment and our education is to see it for yourself, so please go to our Admissions page on our website to arrange a visit. For current parents and students, please remember that your insights are valuable and I will always listen carefully to your views.

A handwritten signature in black ink that reads "Justin Usher". The signature is written in a cursive, flowing style.

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The content of this Handbook was correct at the time it was written (April 2017), but we reserve the right to change published procedures as circumstances or improvements dictate. A current version of this Handbook is on the School Website (www.cdl.ch) and will be periodically updated. Students, parents and staff should consult regularly the comprehensive information on the website.



BOARDING

Introduction

The information contained within the Boarding section of this Handbook aims to inform all those concerned about the principles, policies and procedures that will prepare you accordingly for a happy and successful boarding experience.

New Boarders

Collège du Léman has welcomed boarders for over 50 years. However daunting it may first appear, the boarding routine will become second nature surprisingly quickly. There will be important issues to get right at the beginning, such as uniform, the timetable, layout of the school and the daily routine. Each new student will be paired up with an experienced student buddy to whom he / she may go with any queries. Boarding can sometimes present some emotional difficulties for many new students and their families, especially during the first few weeks. We hope that you will feel able to talk to us about any homesickness that does occur so that we can share our experience of it and try to help.



WHO'S WHO

DIRECTION

Director

Mr. Thomas Schädler

BOARDING AND ACTIVITIES

Director of Boarding

Mr. Justin Usher

Deputy Head of Boarding (Administration)

Mrs. Dominique Salamin

Deputy Head of Boarding (Pastoral)

Mr. Mark Robinson

Director Specific Academic Programme

Mr. James Bearblock

Activities Manager

Mr. Romolo Calvini

Activities Coordinator (Boarding)

Mrs. Leticia de Vega

ACADEMICS

Director of Academic

Mrs. Pauline Nord

French Section Principal

Mr. Emmanuel Coigny

High School Principal

Mrs. Rossella Cosso

Middle School Principal

Mr. Mathieu Hartmann

Primary Principal

Mrs. Katherine Nuttall

2017-2018 CALENDAR

August 2017	27.08.2017	09.00	New Boarders Arrive from 09.00
	27.08.2017	17.00	New Boarders' Parents Welcome Assembly
	27.08.2017	18.00	New Boarders' Parents welcome cocktail
	28.08.2017	09.00	Academic induction for new students
	28.08.2017	09.00	All boarding houses open for returning students
	29.08.2017	18:00	Deadline for all students to return
	30.08.2017	08.20	Start of lessons
	30.08.2017	18.00	Boarding Assembly
	30.08.2017	19.00	Boarding Welcome Dinner
September 2017	05.09.2017	16.30	Opportunity to meet HS and MS teachers (Eiger)
	11-22.09.2017		Middle & High School Discovery Days (compulsory)
October 2017	03.10.2017	18.00	Boarding Assembly
	20.10.2017	08.30	Parent-Teacher Consultations (book on Skyward)
	20.10.2017	16.00	Boarding Students Depart from 15:50
	28.10.2017	09.00	All boarding houses open for returning students
	30.10.2017	18.00	Deadline for all students to return
November 2017	01.11.2017	08.30	Start of lessons
	01.11.2017	18.00	Boarding assembly
	17.11.2017	16.00	End of Marking Period 1
December 2017	05.12.2017	18.00	Boarders' Award Ceremony
	09.12.2017	19.00	Boarders' Christmas Dance
	12.12.2017	18.00	Boarding Assembly
	14.12.2017	16.00	Marking Period 1 reports available on Skyward
	15.12.2017	16.00	Boarding students can depart from 15:50
January 2018	06.01.2018	09.00	All Boarding houses open for new & returning students
	07.01.2018	18.00	Deadline for all students to return
	08.01.2018	08.30	Start of lessons
	09.01.2018	18:00	Boarding Assembly
	19.01.2018	17.00	Ski weekend departure for all
	21.01.2018	18.00	Ski weekend return for all
	26.01.2018	17.00	Ski weekend departure for all
	28.01.2018	18.00	Ski weekend return for all
February 2018	02.02.2018	17.00	Ski weekend departure for all
	04.02.2018	18.00	Ski weekend return for all
	06.02.2018	18.00	Boarding Assembly
	16.02.2018	16.00	Boarding students can depart from 15:50
	24.02.2018	09.00	All boarding houses open for returning students
	25.02.2018	18.00	Deadline for all students to return
	26.02.2018	08.30	Start of lessons
March 2018	13.03.2018	17.30	Talent Show
	16.03.2018	16.00	Marking Period 2 reports available on Skyward
	20.03.2018	08.30	Parent Teacher Consultations (book on Skyward)
	21.03.2018	18.00	Boarders' Award Ceremony
	28.03.2018	16.00	Spring break: Boarding Students can depart from 15:50
April 2018	14.04.2018	09.00	All boarding houses open for returning students
	15.04.2018	18.00	Deadline for all students to return
	16.04.2018	08.30	Start of lessons
	17.04.2018	18.00	Boarding Assembly
	20.04.2018	19.00	Boarding Alumni Dinner
May 2018	08.05.2018	18.00	Boarding Leavers' Assembly
	26.05.2018	10.00	Grade 12 Graduation at the Kempinski
June 2018	15.06.2018	16.00	End of Marking Period 3
	23 or 24..06.2018	TBC	Boarders' end of year celebration
	25.06.2018	18.00	Boarders' Final Assembly
	27.06.2018	16.00	End of academic year from 15:50
July 2018	07.07.2018	16.00	End of Year reports available on Skyward

ITEMS AND WHAT TO BRING

These should be clearly marked and a record should be kept of the serial numbers or identifiable features of valuables. Parents' personal insurance should cover all valuable items. The school does not take responsibility for any loss or damage and you are urged to avoid bringing valuable items, especially large amounts of money.

WHAT TO BRING

General:

- Personal clothing, to include smart casual items (polo shirt or shirts, equivalent for girls)
- 1 smart outfit for special dinners
- Pyjamas
- Dressing gown
- Personal toiletries
- Towels
- House shoes (slippers or suitable indoor shoes)
- Winter boots (casual)
- Winter coat (casual)
- Classroom stationery (basics will be provided at school)
- iPad or laptop computer (a school iPad will be provided at school for academics)
- Digital camera (optional)
- Mobile phone (compulsory - Swiss SIM card)
- Headphones for use with electronic media
- USB memory stick or external hard drive for backing up work
- Watch
- Alarm clock
- Hair dryer (optional)
- Torch
- Small sewing kit

- Passport
- Copy of vaccinations book
- Documentation of any medical conditions
- Pictures of family and friends
- Coat hangers
- a School uniform for Primary students will be provided at school

Extra-Curricular Activities:

- Sports clothing and equipment (new students receive the basics at school)
- Gym shoes (for indoors only)
- Outdoor running shoes
- Water bottle
- Skateboard
- Mountain Sports Equipment (all optional)
- Waterproof coat and trousers (for the Discovery Mountain Days)
- Waterproof walking boots
- Walking socks
- Water Sports Equipment
- Swimming costume (one-piece)
- Beach towels for water activities
- Winter Sports Equipment and Clothing
- Skiing equipment
- Skiing clothing

WHAT NOT TO BRING

- × Pets
- × Knife
- × Candles
- × Electrical cooking equipment, coffee machines or refrigeration devices
- × Electric heaters
- × Irons
- × Television
- × Medicines - please see Medical Care appendix

BOARDING AIMS AND OBJECTIVES

The boarding team at Collège du Léman International Boarding School takes great pride in our boarding community. We provide a high quality boarding experience, promoting the welfare of each student within a safe, caring and happy environment. We develop the individual character and confidence of every student. The Boarding House team provides a healthy balanced lifestyle offering guidance and support, enabling boarders to reach their full potential.

Our aims are to:

- ✓ Provide a home from home boarding experience that is safe, relaxing and comfortable.
- ✓ Promote a spirit of teamwork and communal responsibility within each Boarding House.
- ✓ Ensure that each boarder has the opportunity to develop academically, socially, morally and culturally in an atmosphere of positivity, encouragement and trust.
- ✓ Provide open and positive dialogue and work in close partnership with all boarders and their parents.
- ✓ Provide a solid foundation for our boarding students to understand and embrace our School.

Our goal is simple- to help your child reach their academic potential while nurturing the values of respect, responsibility, independence and hard work. We depend on your support to help your child achieve their potential without your support.

Respect:

We expect all students to show respect towards students, visitors and all staff, whether they are cleaners, teachers, residential tutors, or management.

Academics:

We expect all students to work hard and concentrate in lessons, as well as study halls. Where students are seen to be in need of extra help, such support will be provided for them.

Activities:

We expect students to invest in the Boarding Programme, and while many activities are voluntary, some are compulsory.

Exeats:

While we accept that every so often students will have opportunities outside the Boarding Programme, weekend exeats are expected to be kept to a minimum, in general once a month.

Boarding Mission Statement:

To provide a safe second home for our students, dedicated to stimulating and positive character-building education, devoted to the best student pastoral support, promoting the core values of..

**Responsibility,
Self-Improvement,
Respect and Tolerance,
Mutual Understanding,
A positive attitude when faced with new challenges.**



THE BOARDING HOUSES- POLICIES AND PROCEDURES

Facilities

Our Boarding Houses are all excellent facilities and we try to create an individual feel and character that suits the lives of the students who live there. The room standards are high but room sizes and configurations may vary. Every attempt is made to pair the right student to the right room.

In their rooms, students will have:

- ✓ A bed
- ✓ A desk and study chair (not primary)
- ✓ Storage space for books, clothes and personal items
- ✓ A lockable cupboard or drawer
- ✓ A combination safe for valuables
- ✓ A bedside light
- ✓ Connection to the internet

All rooms have toilet and shower facilities close by and many enjoy wonderful views. Students will be paired up with a roommate wherever possible. Sharing a room fosters important personal skills and enhances the boarding experience. The importance of matching roommates successfully is obvious and House Parents will consult with boarders when allocating roommates, taking into consideration a range of factors. Requests to change rooms will only be considered where a safety or wellbeing issue is raised.

Food is not allowed in rooms. Tuck boxes are provided and stored in the kitchen.

Students are encouraged to make their rooms feel homely whilst respecting the surroundings and style of the individual houses. House Parents will brief and guide students accordingly. Any willful damage to the students area will of course be billed to students.

Communal areas

As each of the Boarding Houses develops, so will the facilities within the houses. All houses have generous communal spaces, providing opportunities for boarders to interact socially, play games, or watch films. These spaces are also used for house assemblies and informal gatherings. All Houses have access to the fitness room and many social and sport areas.

Room tidiness

Students are expected to maintain a high level of tidiness, cleanliness and order throughout the house, and particularly with regards to their own personal spaces. Beds should be made, clothes hung up or stored correctly, personal items put away and floors left clear to assist housekeeping staff. Whilst housecleaners pay particular attention to cleanliness and hygiene, boarders are expected to be able to organise their belongings thoughtfully in readiness for the school programme. Room inspections take place on a regular basis with at least one thorough inspection a week. This can involve checking all the hiding places where clothes and things are often hastily moved out of sight. Restrictions are placed on students who continuously fail to respect the relevant house standards with regards to room tidiness.

Security

The Boarding Houses are all secure and can only be accessed by students and staff with a key. Final Year students can have access to the House on their own, where parental permission is given. All campus Houses are equipped with special locks to which students have a wristband key. Replacement keys are billed. Any large items may be secured in the House Parents' study. It is obligatory for Boarders to hand their passports; we also advise that travel tickets and important documentation are handed in to their House Parents for safe-keeping. These items are secured within the house or School safe and are available upon request. It is important that boarders do not keep large sums of money on their person, or in their rooms and everyone is encouraged to observe common sense security measures. We expect all boarders to use the school pocket money facilities for safety. All property and personal items should be respected. Boarders are expected to safeguard their own personal items and not take items that do not belong to them without asking.

Pocket Money

Pocket money is issued weekly by the Accounts Office- parents should deposit money with the School for this purpose. Pocket Money time is issued on Tuesdays, and on Fridays in case of emergency. If every so often students need to draw extra money for a special purchase, please contact the House Parent or Mme. Salamin.

Please note that we do not allow students, regardless of age, to withdraw or keep large amounts of money. All basic expenses are covered by us in school, so we strictly regulate the amount of spending money that students have.

We expect parents to support us with this by not allowing students to have more than our recommended weekly amount.

Primary:	25 CHF
Grade 6:	50 CHF
Grade 7:	60 CHF
Grade 8:	70 CHF
Grade 9 and 10:	100 CHF
Grade 11 and 12:	120 CHF

Computers

Every student is issued their own iPad for work, grades 11 and 12 are provided with a Mac Book Air. Personal computers, iPads and similar devices are not permitted in school, subject to certain conditions set out in the Acceptable User Policy. At night, electronics are not allowed to be used. Devices and phones may be confiscated where a student cannot be trusted to follow the rules. Games are discouraged, except during legitimate social events and chat rooms are strictly forbidden. It is acknowledged that social networking sites have advantages and disadvantages and usage will be monitored where possible.

Within a boarding context, laptops may be used during study periods and designated free time.

Email

Each student is given an official School email address which we expect students to check at least every day.

Telephones

A Swiss phone is required by all students. Telephones are a part of everyday life for most students and can be important tools to communicate within school and between family and friends and for safety and security. As long as they are used sensibly, they are permitted in the Boarding Houses. Telephones are not to be used during study hall, meal times or after lights out. Failure to respect the telephone rules will result in them being withdrawn for a period deemed fair by House Parents or duty staff.

School dress code

Primary Boarders wear school uniforms during timetabled school events and may change into their own clothes after their last school commitment. Secondary students must follow the Dress Code Policy. Full details of the school uniform policy are given later in the appendix.

Laundry

All houses are equipped with washing machines, for the use of students. We provide a free laundry service for school and personal items. In addition, these items can be washed in the Boarding Houses with the support of house staff. Boarders are issued one laundry box. This box can be left in designated areas within the Boarding Houses, ready for collection. There are two laundry cycles. The laundry collection and return times are as follows:

Laundry Cycle 1

- Laundry Collection – Monday morning
- Laundry Return – Wednesday afternoon

Laundry Cycle 2

- Laundry Collection – Wednesday morning
- Laundry Return – Friday afternoon

Students are required to fill in a laundry slip, giving details of the laundry box contents which also ensures its safe return.

In addition, all school bed linen is collected and changed every two weeks.

House Parents and senior students will remind new students and assist with the laundry system.

Naming personal items

It is essential that all personal items are named. Do not forget socks, shoes and bags. Experience tells us that students are capable of misplacing almost anything but items that are named are usually reunited with the owner quickly. All clothes should be labelled with sewn-in name tapes or with permanent pen.

Lost property and insurance

Most lost property is collected and handed out to students during regular meetings. If items are genuinely lost, this should be reported to the relevant House Parent and reasonable steps will be taken to find them. However neither the House nor the School can be responsible for any losses incurred on the premises. Parents are therefore advised to arrange for valuable items to be covered by an 'all risk' insurance policy. All students are required to use their safes and lockable areas for any expensive items.

Personal hygiene

Taking the responsibility for one's personal hygiene is a basic, but important aspect of being a boarding student. All boarders are expected to shower once a day and more often if participating in physical activity sessions. Clothes should be clean and tidy and students are responsible for ensuring their laundry boxes are being processed through the school laundry system. Younger students will have help with this if required. Students are responsible for doing their laundry or using the school provided service., once they have been shown how to use them.

Pets

There is no provision for pets of any kind to be kept by boarders within Boarding Houses.

House duties

Each boarder will carry out a house duty, as per the duties rota. This is to ensure cleanliness within the house and develop a sense of respect and pride in the Boarding House. Each duty should take no longer than 10 minutes except kitchen duty which takes a little longer. These include sweeping entrance ways, tidying boot racks, emptying bins etc. Senior students (house prefects) may assist in ensuring that these duties are carried out to a high standard and report to the House Parent.

Meals

Apart from the Primary students who have meals in their House, breakfast and evening meals, as well as all weekend meals are enjoyed in the main school restaurant. Lunches during the week are taken on campus with day students. Meals are important times to come together and discuss aspects of the day in a relaxed and friendly environment. Boarders should be on time for meals and be dressed accordingly, having showered if physical activity has taken place beforehand. Appropriate table manners must also be displayed. All students are expected to assist our staff by clearing away their tables and by leaving their eating areas as they would wish to find them. All dining tables have a space reserved for a member of staff. Electronics and headphones are not allowed in the dining room.

Cooking

Students are encouraged to cook and may do so at reasonable times to be agreed with House Staff, using all of the resources available to them in the kitchen. No student should attempt to cook unless they have permission to do so.

House and social events

Each Boarding House will generally conduct one social event per term. This is a good opportunity for the whole house to enjoy time together, away from school in a more relaxed environment. Past social events have included meals out, cinema trips, ice-skating, bowling and a water park trip.



Signing in and out

The House Parents and supporting staff are responsible for the safety of their students. The following guidelines exist to ensure an overview is kept at all times:

- Students' whereabouts are known during the normal school day, lessons, activities, school events, etc. Outside of these times, it is the student's responsibility to inform their relevant House Parent of their movements via the House signing-out book.
- Each Boarding House has a signing out book. Boarders are expected to use the book to notify their whereabouts to the rest of the house. Failure to do this may result in a suitable consequence, namely, reduced movements outside of the Boarding House.
- Interaction between Boarding Houses is encouraged but visiting students of the opposite gender are not permitted outside of common social areas under any circumstances.
- All visiting students should sign in to, and out of another Boarding House.
- Guests that are likely to enter the Boarding House, including immediate family, should have the permission of the House Parents in advance.

The disciplinary system

Living together in a Boarding House is not always easy and from time to time, young adults lack awareness of the impact their behaviour may have on others. House values and standards are explained and put in place to give everyone the best opportunity to enjoy living together peacefully. The Policy for Student Behaviour, stated above, applies equally in the boarding context as the school context.

Additionally, if boarders display unacceptable behaviour on a frequent basis, they are placed on Boarding Level. This may include restricted movements around the school, a written reflection, loss of laptop, earlier bed time, extra duties, etc. There are 3 Levels, starting at Level 1 which will be dealt with by House staff, moving on to Level 2 and Level 3. Any student placed on Level 2 will have a meeting with the Deputy Head of Boarding and Parents will be informed. Anyone on Level 3 will see the Director of Boarding and is likely to face a suspension at least. If behaviour does not improve, more serious disciplinary actions such as suspension and in rare cases expulsion, may be explored.

Boarding House visits

Parents, guardians and family friends are encouraged to visit the Boarding Houses. However, when you arrive, you must approach the House Parent or staff member on duty and let us know you wish to visit the house. This allows us to catch up with you regarding the progress of your son or daughter and enables us to account for you, should an incident present itself.

Parent access to Boarders

You have the right to talk or visit your child at any time. However, we do request that parents are mindful of the school and house routine and try to fit visits around timetabled events such as meal times and study hall. If you plan on taking your child out of school, we would be grateful if you could confirm your arrangements with us in writing by emailing the House Parents (See Weekend Planning for more details). This reduces the likelihood of misunderstandings.



HEALTH AND SAFETY

First aid

The majority of House Parents, Residential Tutors, and Residential Boarding Assistants are first-aid trained.

Illness

It is essential that you provide the Medical Centre with a completed Health Questionnaire for each child.

The School has a Medical Centre which is open from 07.30 each weekday to 18.30. The staffing is composed of qualified nurses, who will make general checks on any student feeling ill. When a student is ill, they will be expected to stay in the Medical Centre for the rest of the day, and rest in the beds provided. Clearly phones and iPads are not allowed to be used. The Medical Centre will always endeavour to get in touch with parents when your child spends time in the Medical Centre.

The School has a visiting doctor who will see your child if this is necessary. We also have a local doctors' surgery that we use on a daily basis. Should your child be unwell outside of the Medical Centre opening times, the House Parents will call for a doctor's appointment. On the rare occasions that hospital visits are required, this will also be taken care of by the House Parents after the doctor has recommended that this is necessary.

The Medical Centre will take care of any optician or dental appointments, as well as other treatments like counselling or physiotherapy.

Please be sure to regularly update the Medical Centre on health matters, particularly after holiday illnesses. Please see details of our Healthcare policy.

Fire

All houses are fitted with systems that alert all staff and students in the case of a fire. All necessary fire safety equipment is checked and maintained on a regular basis.

Full house fire practices are carried out every month and new students who join late are taken individually through the fire evacuation procedure. These practices are recorded in the house fire drill logbook.

The local Emergency Fire Service number is: 118.

Once the fire alarm is sounded or upon hearing anyone shouting FIRE! FIRE! FIRE!, the following immediate evacuation procedure is initiated:

- All persons within the building make their way to the front door quickly but calmly. Individuals should not stop to gather personal belongings but should take warm items of clothing in case of bad weather.
- House Parents/Residential Tutors/Residential Boarding Assistants are to coordinate appropriately and call the fire service on 118 at the earliest opportunity.
- House Parents/Residential Tutors/Residential Boarding Assistants are to take the Signing In and Out book and Fire Box (located at the front door), containing a torch, first aid kit and nominal roll.
- All persons exit the residence by the front door and report to the designated Fire Assembly Point, lining up in alphabetical order.
- House Parents/Residential Tutors/Residential Boarding Assistants take the nominal roll and account for all boarders and signed in guests (using the signing in book).
- Once all students, staff and guests are accounted for, everyone should make their way, calmly, to an appropriate boarding residence for shelter. House Parents are to remain at a safe distance to the boarding residence to assist the fire service.
- At no point should anyone enter the building until the all clear has been given by the fire service or a member of the Security team.

General health and safety

Health and safety matters and areas of improvement are discussed between staff and students regularly within house meetings. All boarders are made aware that continuous monitoring should be kept on all health and safety matters so that the house can enjoy a healthy and safe environment. Regular checks are made to identify potential safety hazards and steps are taken to remove them or bring them to a boarder's attention.

Notable safety concerns include:

- No knives should be kept in rooms.
- No matches, lighters, fuel, candles or other flammable material should be kept in rooms.
- Electrical sockets must not be overloaded – a maximum of one four-socket extension cable is allowed per room.
- Boarders are reminded to take care around open windows and balconies. Students are not to hang out/over these areas. Windows which are fitted with restrictors which must not be tampered with.
- No medicines should be brought to school without a prescription.



PASTORAL CARE

The role of the House Staff

The fundamental requirements of the pastoral system are to insist upon high expectations, to develop positive cultures and environments, and to provide individualized care and attention to our students. When these three elements are in place for our students, we create a powerful and positive effects upon the child's development and the learning environment, as a whole. Underpinning the success of these three aspects is communication.

The staff involved in ensuring students' wellbeing and flourishing are many:

House Parents, Residential Tutors, Residential Boarding Assistants, Homeroom Advisors, Classroom Teachers, Activity Leaders, Nursing Team, Senior Leadership Team and Support Staff.

The structures involved are as numerous:

The Movement and Wellbeing curriculum, the horizontally aligned Homeroom Advisor system, the vertically aligned House system, our behavior policy, our assembly schedule, our reporting process, our student inductions, and our medical functions.

For this reason it is essential to have specific people with a holistic overview of each child's development. It is difficult to describe a complex and dynamic model in words or in only two dimensions, however, the Academic Advisor acts as the corner stone between the students' home or boarding experience and their academic and activities experience whilst the House Parent maintains an overview of all pastoral related matters arising and provides guidance to associated staff.

Homesickness

The process of moving into a boarding school provides most children, no matter what age they are, with wide ranging emotions that will no doubt include excitement and anxiety. Many make the transition with ease whilst some find the change, initially, very difficult. Homesickness is normal and is often triggered once the initial excitement has subsided and the initial challenges are faced. This may be an awkward social experience, a mistake that has been highlighted or a prolonged period alone where a child has time to think about loved ones.

Key signs of homesickness often include excessive phone calls or emails, usually involving a request to come home, a refusal to take part in organised activities that are optional, isolation and obvious signs of unhappiness. As parents, you must realise that this is a natural part of the adjustment process and that most students go through a period of homesickness at some point during the early stages of boarding. Most young people are secure enough to face challenges but do require people around them that they trust for support through difficult times. Homesickness tends to occur in the period in between losing temporary contact with established and trusted support (parents, brothers, sisters and close friends) and establishing new relationships at a new school. This takes time and explains why homesickness is usually a temporary experience.

There are some useful steps that can be taken to help move your child more constructively beyond homesickness:

- Recognise the symptoms early and be prepared to talk and more importantly listen to your child.
- Give your child a sense of security and establish a regular telephone 'check-in' time since simple routines will go a long way to help your child build a sense of normality and security away from home.
- Encourage them to get involved and ask about your child about their extracurricular activities, clubs and sports, and actively encourage them to take part and keep busy.
- Stay in touch with your child's House Parents. Together we will monitor progress carefully.

Handled sensitively and positively, most cases of homesickness pass within a few weeks.

Special circumstances

House Parents would like to know, confidentially, about any special circumstances that may affect a student's life at school, however trivial they may seem. It is also important to know about any problems that arise at school or at home, so these may be dealt with sensitively and swiftly and so that appropriate support can be given.



PLANNED ABSENCE

Authorised Leave – a period of time away from school. This may be authorised absence during a weekend, or authorised absence during the week due to a medical appointment or family commitment for example. Boarders are free to leave their houses on some weekends as long as they do not have a school commitment or have not signed up to an extracurricular commitment. School commitments are published in advance through the school website. Parents wishing their children to leave school during a normal weekend are to inform House Parents by midday on the Wednesday before the weekend in question. Requests are to be sent by email to the House Parents, using the Weekend Exeat form.

Parents wishing to remove their children during normal weekday school time (e.g. for exceptional family occasions) should notify the House Parents at least one week in advance in writing via the email, to enable the relevant Principal to give permission. Requests without reasonable validity will be unauthorized.

Weekend planning

The aim of this policy is to ensure that Boarding House Parents, families of boarders, boarding teams and supporting staff are familiar with the exeat process such that appropriate duty of care can be ensured throughout every student exeat and return to College du Lemane.

Application

This policy applies to all House Parents, families of boarders, boarding team members and supporting staff.

Responsibility

All House Parents, families of boarders, boarding staff and supporting staff have a responsibility to read and carry out the procedures in line with the policy.

General Conditions

- Students may exeat with the permission of House Parents. In general House Parents will authorize one exeat per month. Students must fulfill school obligations regarding study commitments at the weekend ahead of permission being given.
- Parents/Guardians of boarders must provide the relevant House Parent all exeat information requested on the official form at least two full days prior to the exeat.
- We will not release a boarding student for exeat without there being a responsible adult available to provide for the needs of the child. Thus, regardless of parental consent, we do not allow students to stay alone in hotels or to attend parties where no responsible adult is present. We consider what constitutes 'responsible adult' on a case-by-case basis (generally they must be persons of 25 years or more of age).
- In instances where the boarding student is exeating to a third party responsible adult (other family member or parents of a friend for instance) the school will require confirmation of the arrangements from both parties (the hosts and the parents).
- Where long standing arrangements are in place (for instance, the student departs every Friday to their Grandparents and returns every Sunday at 18:00) the school would require this arrangement to be made in writing at the beginning of the school year and expect that deviations from the arrangement (the student staying at school for the weekend) will be communicated as needs be.
- Students are free to exeat (provided all the relevant permission is in place from 16h00 on Friday or after their last lesson on the day before a holiday. Students must return to the Boarding Houses by 18:00 on the evening before school recommences).
- Only emails coming from the registered parental contact on the school's official record will be acknowledged.
- House Parents will generally appreciate having a verbal confirmation of additional details.



TRAVEL ARRANGEMENTS

Start, Mid and End of term

Term dates for the academic year are published in the Student and Parent Handbook and the school website. It is important that parents make transport plans taking account of these dates and timings. Arrival and departure arrangements must be communicated to the school via the House Parents and the Travel Department. The easiest and most efficient way to do this is in writing to travel@cdl.ch. We ask that transport arrangements are communicated to House Parents at least two weeks in advance.

For students using our shuttle service, the School will assume responsibility from the moment they are under our care on the bus. For students making their own private travel arrangements, the school will assume responsibility when the student has checked in with their House Parents at School.

The Houses in Boarding generally open 2 days before the start of lessons. We can organise for collection from the airport to School within a 2 days of the start and end of holidays. It is important when considering holidays to try to minimise the number of lessons missed as these can have a significant impact on students' progress.

Boarders should not expect to return from holidays early, nor stay after the end of term.

The School is closed on certain periods:

October Break :	(School Trip available at extra cost)
Leave:	16:00 Friday 20/10/2017
Return:	18:00 Monday 30/10/2017
Christmas Break :	(No trip offered)
Leave:	16:00 Friday 15/12/2017
Return:	18:00 Sunday 07/01/2018
February Break :	(Ski Week available at extra cost)
Leave:	16:00 Friday 16/02/2018
Return:	18:00 Sunday 25/02/2018
Spring Break :	(School Trip available at extra cost)
Leave:	16:00 Wednesday 28/03/2018
Return:	18:00 Sunday 15/04/2018
Summer Holidays :	(No trip offered)
	Wednesday 27/06/2017 (please note this depends on Grade-see school calendar)

COMMUNICATION

We have found that close communication between House staff and parents makes a positive difference to the lives of boarders. We should be working in partnership with parents and agents. It is therefore important that you have provided House Parents with your full contact details including your address, work phone numbers, mobile phone numbers and email addresses.

Academics, Reports, and Private Lessons

On arrival at the School, your child will be given a timetable. All lessons including Physical Education are compulsory, and the penalties for missing lessons can be severe (see Absences section).

Reports on Academic Progress are given at the end of each marking period, of which there are 3 in the year:

Marking Period 1: Friday 17/11/2017

Marking Period 2: Friday 16/02/2018

Marking Period 3: Friday 15/06/2018

Within 15 days of the end of the marking period, you will be able to access the reports using Skyward.

Please note that Skyward gives you real-time access to your child's grades and progress.

Parent Teacher Consultation Day: this is a special day where you can come in to speak to teachers by appointment. It is on:

Friday 20/10/2017

Thursday 20/03/2017

At Collège du Léman, we care about the academic progression of your child. To make it easier for you as a parent to access your child's marking periods, holidays, gradebook and the school directory, Collège du Léman has its own internal Information System called Skyward. Accessible at <http://skyward.cdl.ch>. A username and password will be provided to you at the beginning of the school year.

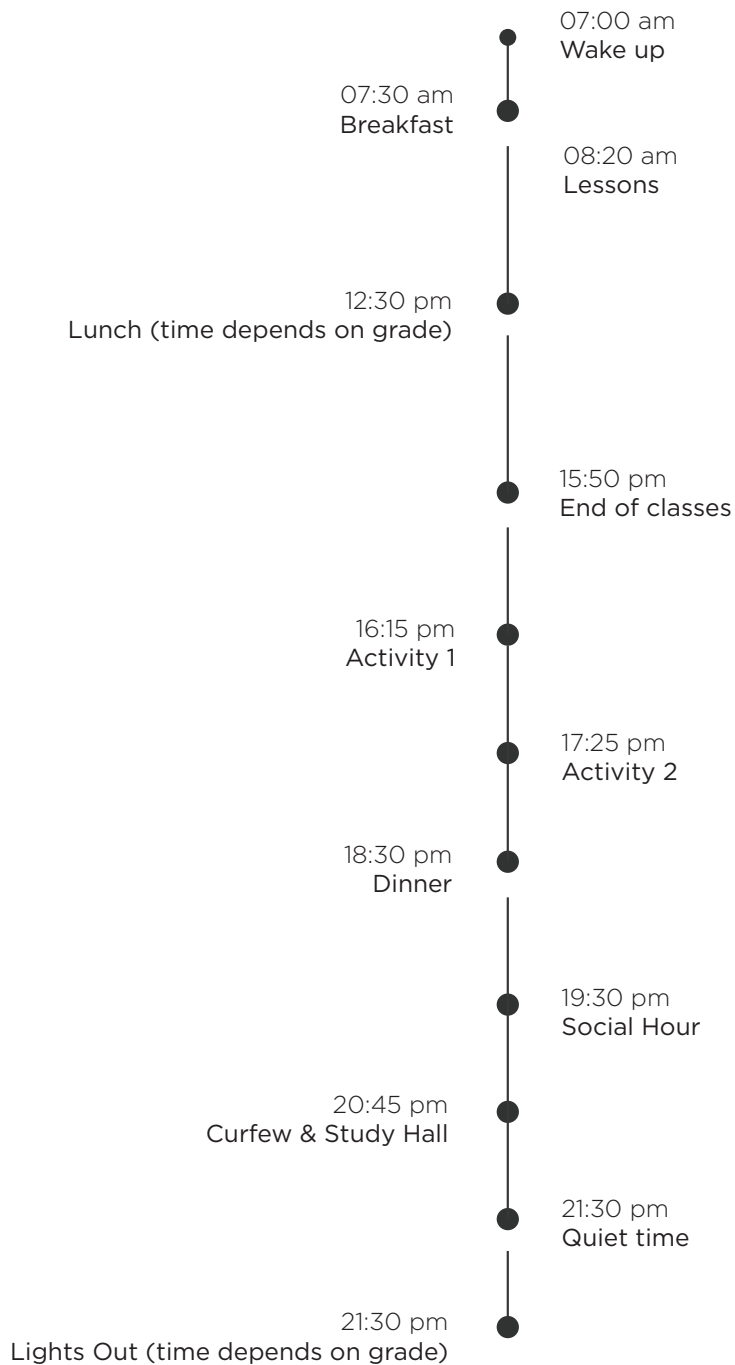
Should your child need extra help in any subjects, the School offers Homework support classes. However you may want us to organise private lessons at extra cost. To do this please contact the House Parent.

Concerns and suggestions

From time to time, parents or agents may wish to discuss a matter with a House Parent. This is encouraged since communication is key between the two parties. A telephone call or email in good time will yield a solution in most circumstances.



WEEKDAY TIMINGS



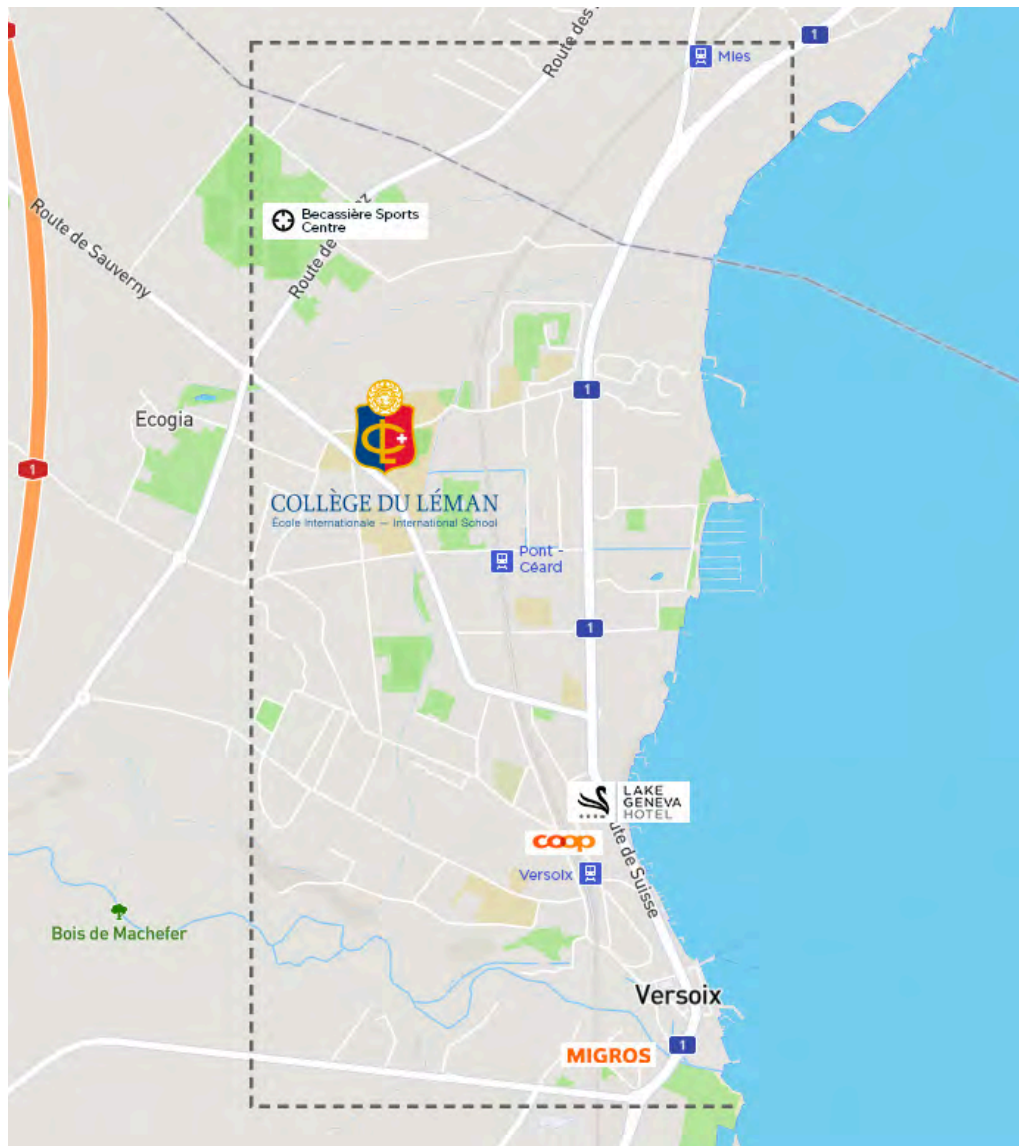
Weekend timings

The weekend routine is more relaxed and routine timings depend on the events and activities planned, taking into consideration workload and exams.

Weekend curfews

Weekend curfews are more relaxed and depend on the events and activities planned, taking into consideration workload and exams.

Out of bounds and curfews



Boarders are trusted to stay within the confines of the school boundaries as laid out in the Student and Parent Handbook. After school, boarders are free to sign out and be free within the school bounds. On Friday evenings and Saturday afternoons, boarders from Grade 9 upwards may go to Geneva with the permission of House Parents. Middle School and Primary School boarders may only go into Geneva accompanied by an adult.

High School students are allowed to go into Versoix, once they have signed out with the House Parent. Please note that all areas outside the dotted grey line (including all water) are out of bounds.

Anywhere within the dotted grey line is within the bounds allowed when signing out to Versoix. Please note that asking permission and signing out is still compulsory. Anyone leaving the school campus without permission will be subject to disciplinary procedures.



HOUSE STAFF AND CONTACT DETAILS

Contact information for parents

We value good communication, and in an effort to reduce the time taken to respond to your question, we hope that this list will be useful.

Please note that it is generally useful to put the House Parent of the student in copy for any communication so that they are aware of any issues that are affecting your child. The House Parent's email address is firstname.surname@cdl.ch.

Eg for Thomas Nuttal : thomas.nuttal@cdl.ch

Academic Issues:

General Academic Progress Update and Academic Support : Contact the House Parent

Private Lessons:

Mr. Romolo Calvini extracurricular@cdl.ch +41 (0) 22 775 55 66

Absence involving missing lessons:

Mr. Justin Usher justin.usher@cdl.ch +41 (0) 22 775 56 01

Travel Arrangements (start of term and end of term transfers to the airport, and flight details): Travel

travel@cdl.ch +41 (0) 22 775 55 80

Visas and Permits:

Admissions admissions@cdl.ch +41 (0) 22 775 55 81

Pocket Money:

Mrs. Dominique Salamin boarding@cdl.ch +41 (0) 22 775 55 63

Student Billing:

Accounting accounting@cdl.ch +41 (0) 22 775 55 14

Trips organized by Collège du Léman:

Activities Coordinator boarding@cdl.ch +41 (0) 22 775 55 66

Collège du Léman Ski Camp and Summer Camp:

Mr. Yann Rohrbach camps@cdl.ch +41 (0) 22 775 55 95

Athletics Department:

Mr. Pierre Quilez sports@cdl.ch +41 (0) 22 775 57 03

Medical Centre:

Mrs. Floriane Maitre infirmerie@cdl.ch +41 (0) 22 775 56 11

Concerns:

Please contact the relevant House Parent for initial concerns, but if you are not satisfied with the answer,

Mr. Mark Robinson mark.robinson@cdl.ch +41(0)22 775 55 55

Mr. Justin Usher justin.usher@cdl.ch +41(0)22 775 56 01

Exeat Arrangements:

Please contact the relevant House Parent.

Please remember that your child's House Parent is the primary point of contact.

APPENDICES

ANTI-BULLYING POLICY

Written by:

Director of Education

Date for Review:

Nov 2016

This should be read in conjunction with the School's Behaviour Policy

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Definition

Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is often motivated by prejudice against particular groups. It may occur directly or through cyber-technology.

Although it may be unintentional, it is also bullying if someone feels hurt because of things said about their ethnic, cultural or economic background, religious faith, gender, sexuality (homophobic/transphobic), disability, special educational need, appearance or issues in their family.

Bullying includes:

- Name-calling
- Taunting
- Mocking
- Making offensive or humiliating comments
- Gossiping
- Spreading hurtful and untruthful rumours
- Laughing or sniggering at someone in an unkind way
- Taking or deliberately damaging a person's belongings
- Threats and extortion
- Physical violence
- Using body language inappropriately e.g. giving "dirty" looks
- Deliberately invading someone's personal space
- Cyber bullying, ie inappropriate text messaging, emailing and use of social network sites e.g. Facebook, Bebo, Myspace, Youtube, MS Messaging etc
- Sending or displaying offensive or degrading images by phone or via the internet or email
- Producing offensive graffiti or writing unkind notes about someone
- Excluding people from groups
- Racist, religious, cultural, sexual, sexist, homophobic, special educational needs disability-related language and comments

Bullying can in the extreme cases cause psychological damage and even suicide. It is, therefore, of the utmost importance that the culture at CdL is one where all members of the community work to prevent bullying.

Any act by a boarder outside of school which threatens, or could potentially threaten, the wellbeing of any member of the community or the reputation of the School may prompt a response from the School. Cyber activity is included in this scope for investigation, including referral to the police if an offence may have taken place.

3. Procedures

Everyone at CdL has the ability to contribute towards making the School a safe and happy place where bullying will have no place and where bullying will be challenged and eliminated.

Staff can and should:

- Be familiar with the definition of bullying and the School's Anti-Bullying Policy
- Monitor changes in pupils' or colleagues' behaviour (eg. becoming shy, nervous or withdrawn; pretending to be ill; taking unusual absences; in the case of children, clinging to adults)
- Ensure that pupils understand the definition of bullying and know the School's stance on bullying and are confident about the School's ability to deal with it
- Ensure that pupils reporting bullying are heard
- Ensure that pupils understand that staff cannot promise confidentiality
- Pass on the information to the appropriate member of the pastoral team

- Make sure that a person being bullied feels safe and knows how and where to get support
- Record and report cases of bullying with Boarding Management
- Help to foster a climate of respect through their own words and actions
- Prevent the use of inappropriate language

4. Bullying

4.1 Pupils who engage in bullying

Pupils have to learn that bullying is unacceptable. Those who engage in bullying and fail to show through their actions that they have learnt that bullying is unacceptable risk forfeiting their right to be at CdL and can face permanent exclusion.

Pupils who are guilty of bullying will be given sanctions according to the severity of the offence. (Pupils will be given opportunities to:

- Face up to the harm they have done
- Learn to behave in ways which will not cause harm in future
- Develop their understanding of how others think and feel
- Learn how to take steps to repair the harm they have caused
- Pay a penalty for the harm they have done and thus be held accountable for their actions

4.2 Staff who engage in bullying

It is expected that all staff employed by CdL will recognise and eschew any behaviour which is bullying. Bullying of pupils or colleagues will be treated as a disciplinary offence.

5. The role of the School

The responsibilities of staff, including teachers, are set out in this policy. In addition, the School will:

- Record data about incidents of bullying and monitor trends.
- Provide training to new staff at induction and to all staff regularly.
- Promote awareness of where and when bullying is most likely to take place and ensure actions are taken to reduce the risk
- Promote the anti-bullying policy and stance on bullying in assemblies and other activities at least once per year
- Use House Assemblies to more broadly to raise the awareness of bullying, the School's stance on it and develop pupils' understanding of the potential impact on people's lives of being bullied
- Ensure that pupils know about the roles they can take in preventing bullying
- To make available to parents this policy on request
- Ensure that parents are confident that the school will take any complaint about bullying seriously
- Inform parents if their child is being bullied or is bullying someone else
- Review its policy and procedures in the light of data and any complaints
- Celebrate the success of anti-bullying measures and a positive culture where everyone feels safe to be themselves and where no one fears to learn or work.

6. Responsibilities

Whenever bullying is suspected, the incident should be recorded and investigated.

7. Guidance for staff

When and where bullying is most likely to happen in Boarding

Bullying can take place anywhere at any time; however, it is most likely to be observed outside normal lesson time in communal areas such as:

- Designated social areas e.g. Grenier, Panthers' Café, the Dining Hall.
- Student rooms.
- Corridors and stairwells
- Kitchens and common rooms.
- Toilets
- Study Hall rooms.

To reduce the likelihood of bullying taking place in these areas, the following preventative measures have been put in place:

- Assemblies to inform students of appropriate behaviour.
- Tutors on Duty - to ensure effective supervision.
- CCTV cameras in Léman Restaurant, corridors, and other communal areas.

Any suspicions of bullying should be reported to the student's tutor and Boarding Management.

Attendance policy

Written by: **Academic Principals**

Date for Review: Nov 2016

Attendance to school is compulsory unless students are ill or have official justification recognised by the school. Casual or holiday absence is not granted. At CdL, we have always stressed the importance of regular attendance and detailed monitoring systems involving house parents, Heads of Year and the Attendance Manager.

In Switzerland, school is compulsory, Swiss Law requires us to ensure all students to attend lessons, and that we monitor our absences.

Co-operation is therefore requested in restricting, as far as possible, dental and medical appointments to out of school hours.

Attendance

Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance.

Our school provides a calendar for the year for parents to organize their holiday or other event else out of school days.

Excused absences

Generally, an absence may qualify as excused by the school in cases of:

- Personal illness
- Death of an immediate family member
- Medical treatment
- School-sponsored curricular or extracurricular activities

Absence will also qualify as excused if the students:

- Observe a religious holy day
- Attend a required court appearance
- Appear at a governmental office to complete paperwork required in connection
- Attend a healthcare appointment (student must return to school on the same day of appointment)
- Visit college campuses (juniors and seniors) with justification from visited campuses

Authorising absence

Only the Attendance/school life office and/or Principal or Head of boarding can authorise absence for approved reasons. Where there is doubt, the Attendance/school life office, should take the consistent approach and check that the absence is unavoidable. If the absence is not authorised, parents will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and the School. If not accepted as such the absence will remain unauthorised.

The following reasons are examples of the kinds of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell

- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without emergency reasons
- Child's/family birthday
- Shopping trip
- Family holidays
- Early departure/late arrival

Absences to exams or important end of marking period tests must be justified by a Doctor's note. If not justified by Doctor's note, a failing grade will be given.

If the level of absence is too high, it could lead the school to terminate a student or not to offer a place for next year.

School will not provide work catch-up or extra examination in case of unofficial justification.

In case of absence

- Please telephone or E-mail the school on each day of your child's absence with a reason for the absence. If your child has a prolonged illness, please telephone the school to alert us and provide ASAP an official doctor's note or official justification.
Attendance office Line: +41.22.775.55.71 and leave a message on the dedicated line.
Email: absences@cdl.ch
- Parental written notes to confirm legitimate absence must be provided promptly on your child's return to school.
- If a pupil is temporarily unfit for Physical Education a note must be brought from parent of guardian. For longer period, a doctor's note is necessary.
- In cases of prolonged illness or disability (more than 2 days) a medical certificate from the doctor is required.

Behavioural Code

Written by: **Academic Principals**

Date for Review: Nov 2016

General Behaviour of Tolerance, Acceptance and Respect

In an international school it is especially important to understand and recognise the community values of living and learning together, where respect, tolerance and acceptance of others' beliefs and opinions are evident. Self-discipline, honesty and sincerity are encouraged. Since parents and children of all ages are continually in the school, behaviour should clearly and consistently reflect these values.

While cultural differences are appreciated and accepted and mother tongue languages are supported in the learning environment, English and French are the expected languages of communication.

To facilitate a respectful attitude toward one another and school property, particular attention is drawn to the following:

Behaviour and Language

Students should remain conscious of the impact of behaviour and language on others. In a learning environment, offensive behaviour and/or profane language is not acceptable.

Theft

Students should respect other students' property at all times and theft will not be tolerated. Every student has access to a locker*.

Violence

Violence has no place in our learning community and such behaviour is not tolerated on our campus. Whilst every effort is made to find a solution, such behaviour may result in suspension or expulsion.

Bullying (see also Anti-bullying policy)

Bullying is a particular type of violence and will not be tolerated in our school. Bullying occurs when a student or group of students is the target of repeated intentional hurtful and negative actions from an individual or a group. This includes cyber-bullying and such negative use of internet, phones, chats and social networking sites. Bullying uses means such as physical aggressive actions (violence, hitting ...), verbal attack (name calling, gossiping ...) and psychological (intimidation, threat ...) and/or social (isolating people ...) tactics. Everything possible will be done to eradicate bullying, including group information sessions and possible suspension from class for the perpetrator(s).

Any victim or witness of bullying is encouraged to seek advice and reassurance by reporting the behaviour to the discipline advisor.

Intimate Displays of Affection

In our multicultural setting, intimate displays of affection must be avoided as it may cause offense and misunderstanding to other members of the community.

Electronic Equipment

Educational use of such devices is accepted in classrooms only under teachers' instruction. They may be used outside classrooms but only for educational purposes; playing games, listening to music, talking on the phone or social networking is not acceptable in the buildings and will be sanctioned by confiscation of the item until the end of the week. Disruption of the learning environment with these items will also result in the confiscation.

For reasons of security, students may collect their confiscated mobile phone at the end of the school day – to be returned to the discipline office before school begins the following day.

Study Periods*

These are generally for students in grade 11/IB01/1ère or above. The library, Grenier and study hall are the areas on campus where students should go during these times.

Academic Honesty (see separate the Academic Honesty Policy)

All work is to be produced respecting the deadlines given and presented in a clean and clearly legible fashion. Plagiarism and other forms of cheating are not acceptable.

Break/Recess

Weather permitting, students are expected to leave the buildings for fresh air and a brief change of environment. They are permitted to stay in the corridors of the buildings only in cases of inclement weather. Students should not be in classrooms during any break period without appropriate supervision. The five-minute class change-over periods are not considered as breaks but just as periods to prepare for the next class. Therefore, going to the Grenier is not permitted during these times.

The Grenier*

Until space considerations allow for all students to be accommodated, this is a place reserved for senior students (grade 11/IB01/1ère or above) for study or relaxation. Nonetheless, during lunchtime it is opened as a picnic space for all students. Students should not lean out of windows or make disturbing noise. Stairways are to be kept clear in case of emergency evacuation of the building.

Classrooms/Corridors

Individual desks and other classroom resources are for the use of many in the learning community. They are to be respected and all forms of deliberate damage must be avoided. Corridors and doorways are to remain free from obstructions at all times. Student book bags, coats etc must be stored appropriately in lockers or on hooks and not left on floors. Litter is to be placed in appropriate bins. Behaviour which disturbs classes inside buildings is not deemed appropriate.

Health Center/infirmiry*

Students must give notification and receive a blue infirmiry permission slip from their classroom teacher at the beginning of the class, except in emergencies. Teachers will not accept students back to class without a green slip from the attendance office verifying the visit to the infirmiry.

Off Campus*

Given the administration's responsibility for safety, students are not to leave campus during the school day without prior authorisation from the attendance/school life office. Students living in Versoix are entitled to go home for lunch and students in grade 11 and 12 are eligible for special permissions. Students should speak to the Discipline Advisor for an explanation of the special exit permissions.

Attendance* (see also the Attendance Policy)

Effective learning demands that students arrive on time and attend all scheduled classes. School attendance is mandatory throughout each term unless students are ill or have official justification recognized by the school. Additional days of holiday will not be granted. Any absence due to a student leaving campus without prior approval of the attendance/discipline office will be counted as unexcused and followed up as a serious violation of the behaviour code.

Absence* (see also the Attendance Policy)

Parents must inform the school of a student's absence by phoning the Absence Service Voicemail (022 775.55.76) or writing to absences@cdl.ch. An accompanying letter should be written on the day of return stating the reason for absence and this must be presented to the attendance officer.

Absences become unexcused if no green readmit slip is obtained by the second day after the return to school. Tests or other work missed due to unexcused absences will result in academic consequences being applied.

The attendance officer must be informed in advance by a letter from parents of medical appointments. Students will only be accepted back into class with a green slip from the attendance office verifying the absence.

Food and Drink

Food and drink are not permitted inside class buildings and classrooms, other than bottles of water. During lunch time, picnic students are not to remain in the corridors but to go in designated picnic areas. Owing to undesirable health effects, high energy drinks (with high sugar and/or caffeine content) are not to be brought to the school at all.

Holistic Health Focus

Collège du Léman supports a holistic health policy that encourages healthy behaviour and discourages dangerous health practices. CDL encourages a balanced nutrition and physical health in its sports and athletic programmes. It does not permit alcohol and other drug consumption or any other behaviour-changing substances- including the smoking of tobacco.

- **Smoking:** For all employees, students, parents and visitors, the CDL campus is a NON-SMOKING environment – a policy that extends to all CDL properties and the immediate locality of the school. Incidents of smoking in these areas will be treated as offenses against community agreements and dealt with by rising Levels of Concern. E-cigarettes are considered as cigarettes-prohibited on campus
- **Alcohol, Drugs and behaviour altering substances:** If suspicion is raised of this rule being abused the school reserves the right to:
 - Conduct a reasonable search of clothing, bags and lockers.
 - Conduct an alcohol and/or drug test.

A positive result or a refusal to take the test will entail suspension from school with referral to a competent authority selected or approved by the school. Return will be at the school's discretion. For a repeat incidence or any incidence of drug possession or dealing, the school reserves the right to expel the student in the interests of the wider community.

Dangerous Objects

Any dangerous object which could harm others such as knives, pellet guns and lasers must not be brought onto the campus. Likewise, fake or toy objects looking like weapons (such as toy pistols, rifles etc) are prohibited on campus.

Transportation

Owing to limited parking, traffic congestion and concerns for safety, students should not drive to school. Parking in the campus car parks is not permitted. However, if day students (with valid driving license) need to come to school by car, they must obtain parental permission (school form with special conditions to complete) and have this permission validated by the discipline office. Boarders are not permitted to have a car either on the campus or in the surrounding areas and are not allowed to accept lifts in friends' cars without the express permission of the Boarding Management team (in addition to the written permission from their parents). Items such as Rollerskates, skateboards, bicycles and scooters must not be used on campus.

Students on campus after normal school hours

Parents and students are reminded that students must not be on the campus after school or on weekends without official approval through their registration in after-school activities or classes. We do not have staff on duty to supervise such students and therefore this is a safety and security issue. The second bus service is also only for students registered in after-school official activities.

Specific Boarding Rules - In addition to the rules above, the following also apply to boarders:

Privacy

Living within a close community, each student is entitled to privacy; Students are not allowed to enter another student's room without obtaining permission first. Students are not to enter Houses other than their own without speaking to the House Parent first.

Signing Out

We have a responsibility to parents to ensure the security of students in our care. For this reason no

student should leave the House without signing out with the House Parent on duty.

Study Hall

As a community we expect high academic standards from all our students. All students are expected to work effectively and quietly during Study Hall hours.



Boarding Rules

(Simple Version)

A student's House is their home at Collège du Léman. Boarding students are expected to respect the privacy of others and are never to be in another student's room unless by invitation.

Campus

Students are not allowed out of the campus except during free time, with permission from their House Parent.

Computers

Computer use in the House is subject to the Acceptable Use Policy For School Computers stated in The School Rules & Disciplinary Section.

Decorations

Students may decorate their rooms within the bounds set by decency and good taste. Decorations should not damage or deface the room in any way. Students will be billed for the cost of repairs for any damage incurred during the year.

House Hours

Boarding students are expected to observe the lights-out times. Students out of their Houses after check-in times are liable to severe disciplinary action, including the possibility of suspension or dismissal from school.

Electrical Appliances

Heaters, fans, cooking appliances, refrigerators, televisions etc. are not permitted in the rooms.

Access to Houses

Except for Grade 12 living in outside villas, the Houses are closed during the school day. Grade 12 may return to Houses in the afternoon subject to permission from the House Parent and good academic standings.

Evening Study Hall

Boarding students in grades 9 through 12 who have shown their ability to study independently are granted the privilege of independent evening study; all others will attend supervised study hall. Quiet is to be maintained. There is to be no movement from place to place during the evening study hours. Parents should note that students may not receive telephone calls during evening study periods.

Weekend Exeat Permissions

The boarding programme expects students to be here at the weekend. Once a month students of good behavioural standing may request a exeat from Boarding. Permissions will only be granted on the understanding that an approved adult will be present. Students intending to exeat must submit an application form to the House Parent on the Wednesday (by 12.00) preceding the weekend.

Common Areas

All kitchens and common rooms should be taken care of by all students.

Room Tidiness

Students are expected to keep their rooms neat and tidy at all times.

Sign-Out Books

Boarding students are required to ask permission from House Parents before leaving the House. They are also required to sign out in the binders provided in the House whenever they leave campus, and sign in upon return.

Music, games and videos

Students are allowed to have and play music as long as this does not interfere with the comfort and interest of other members of the community. During study hall hours, students with independent study privileges may only play music in their rooms with the use of headphones.

Telephones

Students may not make or receive phone calls during meals, study hall periods or after lights out. Unauthorized use of mobiles phones will result in disciplinary action.

Vehicles

Boarding students are allowed to have and ride bicycles in accordance with their off-campus permissions. Bikes must be parked in designated areas. Students are not allowed mopeds, motorcycles, or cars. Boarding students are never to ride in cars driven by other students.

Weekday and Weekend Check-Ins

All boarding students are required to meet various weekend check-ins unless they have permission to be off campus. This is to ensure a student's welfare and to establish his or her whereabouts.

Weekend Curfew Times

All boarding students must have returned to campus by the following times and remain on campus for the rest of the night:

Friday	20.30 (Grades 9, 10)
	21:30 (Grades 11, 12)

Saturday and Sunday:

All students must be back on campus by 18.30, except Prefects by special arrangement.

On the weekends and after holidays all students must check in with the duty team on return to campus.

Punctuality

All students should endeavour to be punctual. It is a general expectation that students will understand the need to be in the right place at the right time, not just for class but also in the House.

Concerns and Complaints

You may have worries or complaints that you need to discuss with others in order to receive help or advice. There are plenty of people at Collège du Léman to assist you and many lines of communication to the outside world if you feel that the people in school cannot help you.

The following information has been put together to ensure that you are aware of all the help available and to advise you on your rights emphasised by the law. Do not be afraid to complain. It is your right to be treated properly and it is your right to complain if you think you are not being treated fairly. Don't hesitate to ask if you simply want someone to talk to or a shoulder to cry on.

Things that might make you unhappy or upset:

- You feel you have been treated unfairly by a member of staff in school or in the Boarding House
- You feel that a punishment is unjust or in some way not right
- A senior has treated you unkindly
- Someone has hurt you
- You are being bullied
- You think you are being discriminated against because of your nationality
- You find it difficult to make friends
- You feel that no one understands the difficulties you are having with some of your work
- You feel the food you get is not as good as it should be
- Someone is making fun of you
- You are homesick
- You feel that there is not enough respect of your privacy
- Someone has taken something of yours and has not returned it
- You think you are being badly taught and you are not getting a fair deal
- **OR ANYTHING ELSE YOU THINK IS WRONG**

You may just want someone to talk to or you may want to make a formal complaint. Either way, this procedure should assist you in deciding what to do.

Dress Code

Written by: **Academic Principals**
Date for Review: Nov 2016

Generally, students are expected to dress in a way appropriate for a place of study. Specifically :

Clothing

While expression of our multicultural community is encouraged, clothing:

- should be smart, clean and in good taste
- should not be torn, holed, see-through, show visible patches or exhibit any large lettering, logos or any form of profanity or advertisements for alcohol or other drugs, including tobacco.

Tracksuits (other than CDL sportswear) are not deemed appropriate.

Tops*

Tops should have straps (at least 4 cm wide) or cover the shoulders. Tops must cover to the hips and should not have a distractingly low neckline.

Skirts, Shorts and Trousers*

Skirts and shorts should be no higher than 10cm above the knee. Leggings or other form-fitting trousers should be worn only with a skirt or shorts that are no higher than 10cm above the knee. Trousers should be worn at waist-height at all times and should not be excessively baggy. Undergarments should not be visible at any time.

Hats & Caps

Hats and caps may be worn on campus but are to be removed inside buildings.

Shoes

Flip-flops, beach shoes or shoes with heels over 6.5cm high can present health and safety issues and are not appropriate within our learning community. In addition, students are to avoid entering buildings with muddy shoes.

Hair

No distracting extremes of facial hair, hair styles and colouring are permitted.

Piercings & Tattoos

No piercings are permitted except discreet earrings for girls. No tattoos may be visible.

Please note that:

- The school reserves the right to modify its guidelines on the Behavioural and Dress Codes as it sees appropriate.
- If inappropriate clothing is worn to school, students will be provided with CDL sports clothing to wear for the day.
- This code of conduct is also applicable for any activity organised by the school such as museum visits, school trips and sports events and also during school bus transportation.
- This document will be handed to students and explained to them at the beginning of the school year. Students and their parents will be asked to sign that they have read and understood the behavioural and dress codes.

Please note that this code of conduct is applicable for any activity organised by the school such as museum visits, school trips and sports events and also during school bus transportation.

Medical Care Policy

Written by: **Director of Boarding**

Date for Review: Nov 2016

The Medical Centre:

The Medical Centre exists for the care of boarders. Collège du Léman offers Medical care on weekdays from 07:30 to 18:30. They can be reached on 5611. It is not manned at the weekend.

Seeing the Nurse:

If a student needs to see a nurse during lessons, they must obtain a blue slip from the teacher. This slip will be signed by the nurse and will then need to be taken to the Absences Office.

Doctors' Appointments:

These should be made by the Medical Centre, who will advise House Parents and Absences.

Being admitted to the Medical Centre:

If a student is admitted to the Medical Centre in the morning, they will stay until lunchtime when they will be reassessed; at this point they may go back to lessons. Students admitted in the afternoon will have to stay in the Medical Centre until 18:15.

Contact information: The Medical Centre telephone number is + 41 (0) 22 775 56 11.
Email infirmierie@cdl.ch.

Medical History:

All boarding pupils, upon entering the school, are required to fill in a Health Questionnaire. Boarders should not be admitted to the School without this document as it lists medical history and medical issues.

Holiday Illness:

Any serious illness or accident during the holidays and any contact with infectious or contagious illnesses should be notified to the Medical Centre staff upon return to school.

Medicines:

All medicines and tablets should be handed in to the Medical Centre Staff. Only medicines which have been assessed by the Medical Centre to be safe are allowed into School. Generally these should be kept by the Medical Centre but the Medical Centre may assess a student and deem them able to self-administer medication, the Medical Centre will notify the House to that end.

Communication with Parents:

The Boarding House will not, unless specifically requested to do so, inform parents if a child is admitted to the Medical Centre. The Medical Centre staff will of course make every effort to contact parents.

Medical Care of Pupils Policy:

1. The school is in loco parentis for all children within its care, and this principle operates even where the child is over 16. The effect of this is to require the school authorities to use the care and skill appropriate to a parent in dealing with the child's needs as the situation arises.
2. Where the children's ailments are clearly of a minor nature, Boarding House staff may administer simple remedies (e.g. elastoplasts or paracetamol) as appropriate. Where these remedies are seen not to be effective (e.g. the headache persists after a single dose of paracetamol) the child is to be referred to the Medical Centre and if necessary, an appointment with a doctor will be organised.

House staff are to question the child before administering any medicine (to ensure there is no known allergy problem) and are not to administer more than one such dose of medicine without reference to the Medical Centre (in order that important symptoms may not be artificially suppressed).

3. Where children bring a course of medicine to school with them, House staff are to be informed and the medicine given out at their discretion to ensure that no overdoses can be taken. The nurse is to be informed of all medicines that are kept in the House for that purpose, and she has the right to hold and administer the medicine at the Medical Centre. No medicines where the instructions are not clearly written in English are allowed in School unless authorised by the nurse.
4. Any decision to call an ambulance or to take a child to hospital is to be taken by the school nurse during the normal operating hours of the Medical Centre. Children who are admitted to hospital for emergency treatment will always be accompanied by an adult, parents, or school nurse. Outside of these hours the responsibility lies with the House Parent.

Rewards, Intervention and Behaviour Policy

Written by: **Director of Boarding**

Date for Review: Nov 2016

Philosophy:

Collège du Léman seeks to develop students who are mature, self-disciplined, well-rounded and always seeking to fulfil their potential in the pursuit of academic and social development. To bring this about, we look to reward and recognise success, intervene when students need to be stretched or have guidance, and implement behavioural sanctions when necessary to create a safe environment where all students can feel secure.

To achieve this we pay particular attention to the pastoral arrangements for boarders. We expect high standards of behaviour based on respect for ourselves and others, including both the whole school and wider community, and the practical requirements of running a large school.

Excellent behaviour in and out of the classroom has a significant impact on student development as individuals and on their achievement, and on the quality of teaching and learning provided by the school. Behaviour at the school is generally of the highest standard and relationships between students and staff are positive. However there can inevitably be times when incidents occur which require a firm response from the school.

The school seeks to reward good behaviour, and to manage behaviour through clearly expressed expectations which promote respect, responsibility, leadership, achievement and a tolerant and caring attitude to each other, and moral values.

We want students to feel:

1. secure and happy
2. self-confident and independent
3. free from bullying and other unwanted pressures
4. valued as individuals
5. that there is breadth of opportunity in both curricular and extracurricular activities. (The school has a large international community)
6. able to realise their potential
7. positive attitudes towards themselves and others in the school and the community

Agreement on behaviour which enriches school life and the promotion of extra-curricular programmes to encourage the education of the whole person are seen as vital ingredients for success. Included in this is:

1. the development of a well-rounded pupil via:
 - the pursuit of academic excellence and a constant review of how we can better foster an improving academic culture and
 - the genuine desire to develop the whole person through a varied curricular and extra-curricular programme, and the weekend activities programme, celebrations of local and national custom and culture.
2. The school's commitment to charitable work and to challenging activity.
3. The daily courtesies and interactions of staff and students which, when positive and genuinely friendly, create the warmth and trust for good learning and real respect.
4. An awareness and appreciation of the school and local environment.

Pastoral care within the school community:

The pastoral care in the school is delivered through:

1. the House System, including the House Assembly programme
2. the actions of teachers, boarding staff and staff in the curricular and extra-curricular life of the school
3. the induction programme and careers
4. the Medical Centre and the Counselling Department
5. the Prefect System, and House Representatives
6. tracking, intervention and support of students through pastoral processes (Skyward and PLPs)
7. use of a wide range of additional staff for pastoral intervention, including on-site counsellors, the Medical Centre, the Multi Dimensional Family Therapy (MDFT) Team and links with external bodies such as the Phenix Foundation.

Pastoral Care in the school is regularly discussed and reviewed by staff in:

1. Boarding meetings
2. Weekly briefings and staff meetings
3. Training days

The place and content of pastoral care is made clear to students by:

1. The induction programme
2. boarding assemblies, and house assemblies
3. support for pupils with learning and certain behavioural problems
4. the rules, behaviour and discipline policies of the school.
5. the role of Prefects

Pastoral structure:

The Director of Boarding has particular responsibility for pastoral care in the Boarding.

The House Parent have delegated responsibility for the students in the school's 14 Houses. They meet regularly with their House teams.

All staff have a responsibility for pastoral care in the widest sense and, specifically, the regular liaising with parents when required.

Monitoring and Evaluation:

Monitoring is carried out through:

1. Regular (minimum half termly) grading, progress and reports on academic and pastoral matters.
2. Regular meetings which address pastoral issues and devise pastoral interventions based on effective tracking: staff meetings, regular logging on Skyward, and email communications
3. The review of appropriate policies by the Deputy Head of Boarding and the Director of Boarding
4. The daily House registration and contact with all pupils within their Houses.
5. The views of parents, pupils and staff are regularly canvassed by questionnaire (every year) and through regular student meetings and through the weekly Prefect meeting with the Director of Boarding. In addition further feedback, discussion and review is gained via parents' evenings, telephone, e-mail and letter contact, case interviews and other support strategies.
6. There is a full house review every year.
7. outside agencies including NEASC and the Service de Jeunesse regularly inspect and report.
8. Pastoral care issues form a part of the Academy Development Plan.

Rewards:

The school wants students to feel proud of their successes and look forward to the process of recognition, rather than being embarrassed or shy. Whether it is being awarded a role in your House or the School, or receiving an award for academic achievement in assembly, success must always be celebrated by everyone at Collège du Léman.

Rewards

Success is logged on Skyward and celebrated throughout the year in Houses and in the Boarding Assembly, with particular focus on Awards Nights. In these awards we recognise:

1. Academic efforts
2. Activity efforts
3. Boarding Life efforts

Rewards take the form of extra privileges, free time, or vouchers to spend at the local café.

Sanctions:

Sanctions take the form of limiting free time, both after school and at the weekend. They are split into Levels.

Warnings will always be given before resorting to a Level, unless the offence is serious enough to merit going to a Level.

Level 1 incidents . These are issued by House Parents for minor offenses such as repeated lateness, and rudeness. These punishments last 1 to 2 weeks.

Level 2 incidents are issued by Boarding Management for repeated offenses or an escalation of offenses, or more severe offences like smoking. These punishments last 2- 4 weeks.

Level 3 incidents are issued for serious offenses such as involvement in illicit substances, any violent behaviour, bullying and so on. These situations require a meeting with a senior School figure, and will quite often require a suspension. A level 3 punishment will last 5-6 weeks.

Beyond this, a student may be asked to leave the school, where it is felt that their behaviour cannot be accepted by the School for reasons of security, or the impact on others.

All Levels are recorded on Skyward.

Community Service can often be used to 'credit' against an incident.

Study Hall Policy

Written by:

Boarding Management

Date for Review:

Nov 2016

The aim of Study Hall is to provide a quiet and disciplined working environment for students. Students who choose not to work in Study Hall tend to fall behind, but they also generally risk distracting others- in doing so they have an unacceptable impact on other students in the room. The following practical advice is to ensure that all students use Study Hall time wisely, and should be the basis for all Houses.

- Punctuality is essential.
- Complete silence is expected at all times.
- No Eating or Drinking allowed.
- Students should sit with a reasonable distance between them to ensure that they are not distracted.
- Computers to be used for work in a way that House Parents can see the screens.
- The House Parent will circulate quietly in the room.
- NO email or Facebook or dvd/ films- at any time, even when work is finished.
- Headphones (at a volume that does not disturb others) are allowed.
- Phones are to be off for the entire duration of Study Hall.
- For struggling students, House Parents will check diaries and Moodle.
- Students should bring a book to read in case they finish early.

What if you just want to talk to someone?

Remember you probably have friends who may be able to help you or an older student to whom you feel you can turn too. The Head of Boarding, House Parents, nurses at the Medical Centre or other members of staff always want to help.

Turn to anyone you feel you can talk to comfortably

Who can I talk to if I'm having problems?

- House Parent
- Member of staff on duty
- Any member of staff you trust
- Mrs Salamin, Deputy Head of Boarding
- Mr Usher, Director of Boarding
- Staff in the Medical Centre
- Marion, student Counsellor (contact through the Medical Centre).

Exeat Procedure

Please note that we are a Boarding School, with a range of fantastic activities at the weekend, which are designed to add to the educational experience and integration of students. We generally expect students to be in School at the weekend and to take part in our programme, although we recognize that there are occasionally good reasons for students to exeat for all or part of the weekend.

We have a duty of care to ensure that the arrangements which are in place when a student goes out are legitimate. To ensure this is the case, tutors must be happy that any exeat permissions are signed by parents, as well as students. It is imperative to understand that to ensure safety:

- *general exeat without destination or to a hotel is not acceptable*
- *we require the responsible adult to be at least 25 years old, unless they are an immediate family member.*
- *No leave may take place before 15:50 on Friday, and the return must be by 18:30 on Sunday. In addition if a student needs to fulfil a school commitment (e.g. detention), such commitments take precedence. In some cases Grades 11 and 12 may be allowed to leave early if they have no timetable commitments.*
- *For students under the age of 14, we will insist that the collection is made by an adult (parent or host family).*
- *We reserve the right to refuse permissions to any student where there is a history of abusing the exeat arrangements. In such situations any costs incurred will be charged to parents.*

If you foresee that you might want your child to exeat more frequently (for example if you live locally) please do get in touch with us to discuss further.

Please remember that students need to sign out at departure and sign back in on arrival.

To request an exeat a signed instruction is required, using the **official exeat request form**. The exeat should come by 16.00 Wednesday, and based on this the tutor can authorize exeat. If parents wish to fax the request the fax will come to the Boarding Office. *It is extremely useful to put the House on it so we can pass it on to the tutor with the least delay possible.*

Boarding Fax: +41 22 775 56 04

If a parent is coming to collect a student in person, then the signature can be obtained on collection of the student.

Finally, please be aware that the final decision on the exeat will rest completely in the hands of the School- we aim to ensure that our students complete a successful year with us- to that end if we feel that as a result of discipline or academic issues the student should stay in School, we will advise accordingly.

Weekend Exeat Request

Submit this to your Tutor by 16.00 **Wednesday prior to the weekend of travel.**
Late or incomplete forms **are not accepted and will not be approved.**

Name/ Nom: _____ Grade: _____ House: _____

Student's Mobile Number/ Numéro de telephone de l'élève: _____

Name of Adult Person Staying With: _____ Adult's Phone Number: _____

Address: _____ City: _____

Departure Info: Day of Week: _____ Date: _____ Time: _____

Return Info: Day of Week: _____ Date: _____ Time: _____

If staying with family, relation to you: _____ Age of Relative: _____

Are you checking out alone? yes no **If no, who will accompany you?**

By signing below we duly certify that; *Par nos signatures ci-dessous, nous certifions que :*

- All of the travel information submitted on this form are correct. *Toutes les informations de voyage mentionnées dans le présent formulaire sont correctes.*
- The concerned student is in good academic and disciplinary standing. *L'élève concerné remplit toutes les conditions académiques et disciplinaires requises.*
- We understand that we **must** notify the Tutor about **any** change in travel plans – however minor. *Nous nous engageons à **immédiatement** informer le surveillant de tout changement – même mineur - notamment au sujet des modalités de voyage.*
- We understand that checking out is a privilege based on trust, and that violating that trust will result in the loss of student's exeat privilege. *Nous comprenons que l'autorisation de sortie constitue un privilège basé sur la confiance et que toute violation de cette confiance entrainera la cessation dudit privilège.*
- We understand that the concerned student is still bound to the high standards of behavior expected by Collège du Léman during his/her time off campus and will be held to that standard. *Nous comprenons que l'élève concerné reste toujours lié aux standards élevés de comportement attendus par le Collège du Léman même durant le séjour hors du campus.*
- We acknowledge that the weekend return time is **Sunday, 6.30pm**, and that if the return transportation is delayed we **must** call the Tutor before 6pm. *Nous sommes conscients que l'heure de retour du week-end est fixée **le dimanche à 18:30** et que si le retour est retardé, nous devons immédiatement en informer le surveillant en tous les cas avant 18:00.*

Student signature: _____ Parents signature: _____

We have duly accepted the Parent Handbook conditions for checking out, and confirm that we take sole responsibility for the student while they are checked out. *Nous acceptons les conditions du 'Parents Handbook' et confirmons que nous prenons l'entière responsabilité de l'étudiant pendant le check out.*

For Tutor Use Only:

Permission on File Parent Permission/Notified Host Permission Academic Standing/ Level

Refer to Management Approved Denied

Tutor's signature: _____

Campus map



COLLÈGE DU LÉMAN
École Internationale · International School

A Direction générale / Administration
General Management / Administration

Réception - Reception

Finance - Finance

Informatique - IT Department

Bureau des admissions - Admissions Office

Economat - Bookstore

Ressources humaines - Human Resources

B Infirmerie - Infirmary

C Primaire - Primary

Pagnol

Reagan

Potter

La Fontaine

Castor

Christina

Saint-Expéry

D Secondaire - High school, Middle school

Cervin

Eiger

Salève

Jura

Mont-Blanc

Moléson

E Pré-scolaire - Preschool

Pollux



Internats - Boarding Houses

Portena

Concha Blanca

Le Léman

Champ des Bois

Meritas

Ferrari



Clefs de casier - Locker Keys



Objets Trouvés - Lost & Found



Cafétéria - Cafeteria



Toilettes - Toilets



Panthers Sport Cafe



Parking Portena - Portena parking



Drop-off / Pick-up zone



Parking Temporaire - Temporary parking



Parking Visiteurs - Visitors parking



Terminal bus - Bus terminal



Zone prise en charge & de dépose - Pick-up & drop-off zone



Zone de dépose - Drop-off zone



Zones Piétonnes - Walking paths



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