

Made for *You*



PARENT & STUDENT BOARDING HANDBOOK **2019-2020**

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**COLLÈGE DU LÉMAN**  
International Boarding School — Geneva — Switzerland



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 lifelong 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 Houseparents 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.

**Justin Usher**, Director of Boarding

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*The content of this Handbook was correct at the time it was last updated (June 2019), 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](http://www.cdl.ch)) and will be periodically updated. Students, parents and staff should consult regularly the comprehensive information on the website.*



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, focusing on student Wellbeing.
- 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 full potential.

### RESPECT

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

### WELLBEING

We expect all students to embrace the wellbeing culture that is delivered through the pastoral programme.

### 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

*We strive to provide a safe second home for all of 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 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 nearly 60 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 (primary students only), the timetable, layout of the school and the daily routine. Each new student will be paired up with an experienced student buddy to whom they 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.





## BOARDING



**Mr. Justin Usher**  
Director of Boarding



**Mme. Dominique Salamin**  
Deputy Head of Boarding  
(Administration)



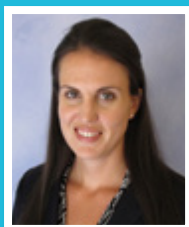
**Mr. Mark Robinson**  
Deputy Head of Boarding  
(Pastoral)



**Ms. Leticia de Vega**  
Activities Coordinator  
(Boarding)



**Mr. Romolo Calvini**  
Activities Manager



**Ms. Eleonora Raviglione**  
Boarding Counsellor

## ADMINISTRATION



**Mrs. Pauline Nord**  
Director General



**Mr. James Bearblock**  
High School Principal  
& Director of School Advancement



**Mr. Mathieu Hartmann**  
Middle School Principal



**Mrs. Katherine Nuttall**  
Primary School Principal



**Mr. Emmanuel Coigny**  
French Section Principal



Valuables should be clearly marked and a record should be kept of the serial numbers or identifiable features of these items. 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

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Personal clothing, to include smart casual items (polo shirt or shirts, equivalent for girls) | <input type="checkbox"/> Winter boots (casual)  | <input type="checkbox"/> Headphones for use with electronic media                    | <input type="checkbox"/> Passport   |
| <input type="checkbox"/> 1 smart outfit for special dinners  | <input type="checkbox"/> Winter coat (casual)   | <input type="checkbox"/> USB memory stick or external hard drive for backing up work | <input type="checkbox"/> Copy of vaccinations book  |
| <input type="checkbox"/> Pyjamas   | <input type="checkbox"/> Classroom stationery (basics will be provided at school)   | <input type="checkbox"/> Watch   | <input type="checkbox"/> Documentation of any medical conditions                          |
| <input type="checkbox"/> Dressing gown   | <input type="checkbox"/> iPad or laptop computer (a school iPad or MacBook (grades 11 / 12) will be provided at school for academics) | <input type="checkbox"/> Alarm clock   | <input type="checkbox"/> Pictures of family and friends                                   |
| <input type="checkbox"/> Personal toiletries   | <input type="checkbox"/> Mobile phone (compulsory - Swiss SIM card)   | <input type="checkbox"/> Hair dryer (optional)                                       | <input type="checkbox"/> Coat hangers   |
| <input type="checkbox"/> Towels  |   | <input type="checkbox"/> Torch   | <input type="checkbox"/> A School uniform for Primary students will be provided at school |
| <input type="checkbox"/> House shoes (slippers or suitable indoor shoes)   |   | <input type="checkbox"/> Small sewing kit  |   |

## Extra-Curricular Activities:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Sports clothing and equipment (new students receive the basics at school) | <input type="checkbox"/> Skateboard   | <input type="checkbox"/> Walking socks                        | <input type="checkbox"/> Skiing equipment  |
| <input type="checkbox"/> Gym shoes (for indoors only)  | <input type="checkbox"/> Mountain Sports Equipment (all optional)                       | <input type="checkbox"/> Water Sports Equipment               | <input type="checkbox"/> Skiing clothing   |
| <input type="checkbox"/> Outdoor running shoes   | <input type="checkbox"/> Waterproof coat and trousers (for the Discovery Mountain Days) | <input type="checkbox"/> Swimming costume (one-piece)         | <input type="checkbox"/> Digital camera (only required for photo club activity option) |
| <input type="checkbox"/> Water bottle  | <input type="checkbox"/> Waterproof walking boots                                       | <input type="checkbox"/> Beach towels for water activities    |  |
|  |   | <input type="checkbox"/> Winter Sports Equipment and Clothing |  |

## WHAT NOT TO BRING

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Pets    | <input checked="" type="checkbox"/> Electrical cooking equipment, coffee machines or refrigeration devices | <input checked="" type="checkbox"/> Electric heaters | <input checked="" type="checkbox"/> Television                                   |
| <input checked="" type="checkbox"/> Knives  | <input checked="" type="checkbox"/> Electric Scooters  | <input checked="" type="checkbox"/> Irons            | <input checked="" type="checkbox"/> Medicines – please see Medical Care appendix |
| <input checked="" type="checkbox"/> Candles |  |  |  |



## Boarding Life

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 due to the different styles and geography of the buildings. 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. Sharing a room fosters important personal skills and enhances the boarding experience. The importance of matching roommates successfully is clear, and House Parents will consult with boarders when allocating roommates, taking into consideration a range of factors, based on our experience

Requests to change rooms will only be considered where a safety or wellbeing issue is raised.

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 student's 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. Boys may not go into girls' Houses and girls may not go into boys' Houses, except with permission from the House Parents and they will only be allowed in the communal areas. 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 House keeping staff. Whilst House Cleaners 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, dependent on academic performance. All campus Houses are equipped with special locks to which students have an electronic key. Replacement keys are billed. Any large items may be secured in the House Parents' study. It is obligatory for Boarders to hand in their passports to the Boarding Office for safe keeping; 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. We operate a strict limit of 200 CHF for cash kept in the room safes and this must be adhered to at all times. 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 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.

## Electronic Devices

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. Up until High School electronic devices are not allowed to be kept by students at night, to encourage healthy sleeping habits. Games are discouraged, except during legitimate social times 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 once a 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 also for safety and security. As long as they are used sensibly, they are permitted in the Boarding Houses.

## Pocket Money

Primary:	<b>25 CHF</b>
Grade 6:	<b>50 CHF</b>
Grade 7:	<b>60 CHF</b>
Grade 8:	<b>70 CHF</b>
Grade 9 & 10:	<b>100 CHF</b>
Grade 11 & 12:	<b>120 CHF</b>



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 Parent & Student Boarding Policies and Procedures.

### 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 shown.

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. This service will be charged by the school, if not done prior to arrival.

### Lost property and insurance

Most lost property is collected and stored in the designated place in Leman. 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 processed through the school laundry system. 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.

## Laundry Cycle 1

**Collection:** Monday morning  
**Return:** Wednesday afternoon

## Laundry Cycle 2

**Collection:** Wednesday morning  
**Return:** Friday afternoon





## 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 their 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 may be asked to assist in ensuring that these duties are carried out to a high standard and report to the House Parent.

## Meals

Breakfast and evening meals, as well as all weekend meals are enjoyed in the Lemman dining room. 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.

## 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.

Every Wednesday there is a House Assembly where important matters and issues are discussed alongside general notes and administration. Some of these will be led by the House Parent and some by the students.

## Signing in and out

The House 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 system.
- Each Boarding House has a signing out system. Boarders are expected to use the system 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,

## Meals

We like to chat at mealtimes, so electronic devices & headphones are not allowed.

## MEALTIME EXPECTATIONS

Please take at least 20 minutes to sit and **enjoy your meal**

Please **be respectful** to others in the Dining Room – staff and students alike

By all means take what you like to eat, but please **be conscious of waste**

Please **disconnect** from screens and headphones to enjoy the company of others

Please ensure that while inside you **take your coat off**, as well as hats and hoods

Please **clear away your tray**, and leave all crockery and cutlery in the dining room



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and have permission from the House Parents in advance.

- 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**

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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 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 and 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 and Community Service.

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 the very least. If behaviour does not improve, more serious disciplinary actions such as suspension and in rare cases expulsion, may be explored. Each Level involves an extended period of loss of privileges.

### **Boarding House visits**

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Parents, guardians and family friends are encouraged to visit the Boarding Houses. However, when you arrive, please 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 assures security.

### **Parent access to Boarders**

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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.

## **BOARDING RULES**

A student's Boarding 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**

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

### **Computers**

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

### **Decorations**

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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**

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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**

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

### **Access to Houses**

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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**

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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, a student 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 on the system provided in the House whenever they leave campus, and sign in upon return.

### **Music, games**

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. Unauthorised 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 electronic scooters, 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:

<b>Friday</b>	<b>20:30</b>	Grades 9, 10
	<b>21:30</b>	Grades 11, 12
<b>Saturday and Sunday</b>	<b>18:30</b>	All students must be back on campus 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.





## Illness

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, MacBooks 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' that we use on a daily basis. Should your child be unwell outside of the Medical Centre opening times, the House Parents will call a doctor for advice if necessary. 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 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.

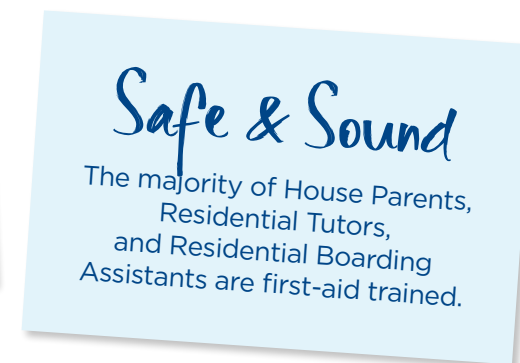
Full House fire practices are carried out regularly and new students who join late are taken individually through the fire evacuation procedure. All students are expected to follow fire alarm protocols. The sanctions for not doing so will have serious consequences.

## 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.
- No medicines should be brought to school without a prescription.





## **Pastoral care - The role of the House Staff**

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The fundamental requirements of the pastoral system are to insist upon high expectations, to develop positive cultures and environments, and to provide individualised care and attention to our students. When these three elements are in place for our students, we create a powerful and positive effect 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 are many:

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

It is essential to have specific people with a holistic overview of each child's development.

The Academic Adviser should be the contact for academic and activity issues, whilst the House Parent maintains an overview of all pastoral related matters arising and provides guidance to associated staff.

## **Homesickness**

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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 visible signs of unhappiness. As parents, we hope you 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 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 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 short time.

## **Special circumstances**

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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, swiftly enabling appropriate support to be given.

## **Boarding Counsellor**

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The Boarding Counsellor supports boarding students, so they can enjoy a successful time, emotionally, socially, personally, and academically. The counsellor assists students with any concerns they may have, whether they be related to exam stress, motivation, friendships, or anything else that is on their mind. As CDL is a holistic education system, this support is part of the educational program and is free of charge. The Boarding Counsellor is available for all boarding students five days a week, including Saturdays and some evenings.

## **Planned absence**

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### **AUTHORISED LEAVE - A PERIOD OF TIME AWAY FROM SCHOOL.**

This may be an authorised absence during a weekend, or authorised absence during the week due to a medical appointment or family commitment.



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 email, to enable the relevant Principal to give permission. Requests without reasonable validity will be unauthorised.

### WEEKEND PLANNING

It is important that families are familiar with the exeat procedures in the appendices.

### GENERAL CONDITIONS

- Students may exeat with the permission of House Parents. In general House Parents will authorise one exeat per month. Students must fulfill school obligations regarding study commitments for 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 18:30 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 18:30 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.

### Registration for Weekday Activities and Parent Teacher Consultation

At CDL, all after school Activities and Parent Teacher meetings are managed through our CHQ Portal. All new parents will be provided with a user name and password by email.

The CHQ portal is accessed using this link:

<http://mychq.net/Login.aspx>

### The weekly activity programme

As part of the Boarding experience, each student must take some after school activities, depending on their age. Each student needs to select a minimum number of activities per week:

**Grade 5 to 8** – 3 activities

**Grade 9 & 10** - 2 activities

**Grade 11** - 1 activity

**Grade 12** - open choice

Parents can see the 2019 - 2020 programme from the 29th of July 2019 by following this link:

<https://www.nordangliaeducation.com/en/our-schools/switzerland/cdl/extracurricular>



On the 5th of August new Parents will receive CHQ credentials to log in our portal. Parents can register for activities from midnight on the 7th of August (local time).

Please note that on arrival, House Parents will ensure that your choices meet the needs of the Boarding programme, taking into account the minimum required hours of Study Hall. Our aim will always be to ensure that the student's schedule is adapted to suit the best experience for each individual. Please bear in mind that activity choices are made 3 times a year, allowing access to a greater choice.

The system is based on a first-come, first-served process, if you find there is no space in an activity, a waiting list will be created.

Should you have questions or help please write to : [extracurricular@cdl.ch](mailto:extracurricular@cdl.ch)

### **Parents Teachers meetings**

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Should you wish to attend one or both of the Parents Teachers meeting organized during the academic year, the CHQ portal will permit you to reserve a suitable slot and meet subject teachers.

You will be informed by email when it is possible to start making reservations. We are conscious that you may not be able to attend in person; so please be aware that House Parents monitor students' academic results across the year and will be booking appointments for students whose parents cannot attend.

Please forward any question concerning the reservation process and timings to: [dominique.salamin@cdl.ch](mailto:dominique.salamin@cdl.ch)

Should you experience difficulties accessing the portal write to: [help@cdl.ch](mailto:help@cdl.ch)





## Start, Middle and End of Term

Term dates for the academic year are published in the Student and Parent Handbook in addition to 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 transport arrangements must be communicated to House Parents at least two weeks in advance, prior to departure.

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 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 DURING CERTAIN PERIODS:

### October Break (School Trip available at extra cost- see Trips Booklet)

<b>Friday 18/10/2019</b>	<b>Leave: 16:00</b>
<b>Monday 28/10/2019</b>	<b>Return: 18:30</b>

### Christmas Break

<b>Friday 20/12/2019</b>	<b>Leave: 16:00</b>
<b>Sunday 12/01/2020</b>	<b>Return: 18:30</b>

### February Break (Ski Week available at extra cost - see Trips Booklet)

<b>Friday 14/02/2020</b>	<b>Leave: 16:00</b>
<b>Sunday 23/02/2020</b>	<b>Return: 18:30</b>

### Spring Break (School Trip available at extra cost- see Trips Booklet)

<b>Wednesday 10/04/2020</b>	<b>Leave: 16:00</b>
<b>Tuesday 26/04/2020</b>	<b>Return: 18:30</b>

### Summer Holidays (please note this depends on Grade - see school calendar)

**Wednesday 24/06/2020**



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 House Parents have your full contact details including your address, work phone numbers, mobile phone numbers and email addresses.

## **Academics, Reports, and Private Lessons**

On arrival at 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 15/11/2019  
**Reports published:** Wednesday 11/12/2019

**Marking Period 2:** Friday 14/02/2020  
**Reports published:** Friday 13/03/2020

**Marking Period 3:** Friday 05/06/2020  
**Reports published:** Friday 05/07/2020

Shortly after the end of the marking period you will be able to access the reports using ISAMS.

Please note that ISAMS 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.

### **THESE ARE ON:**

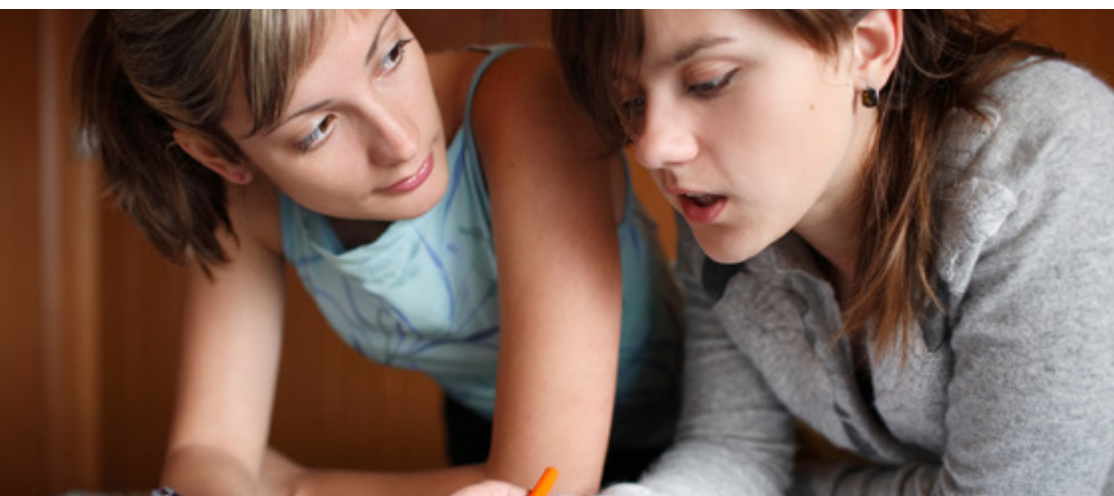
**Friday 18/10/2019 & Tuesday 17/03/2020**

At Collège du Léman, we care about the academic progression of your child. To make it easier for you to access your child's marking periods, holidays, gradebook and the school directory, Collège du Léman has its own internal Information System called ISAMS. 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

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07:00 am Wake up

07:30 am Breakfast

08:20 am Lessons

12:30 pm Lunch (time depends on grade)

15:50 pm End of classes

16:15 pm Activity 1

17:25 pm Activity 2

### Dinner

18:30 pm Juniors

18:55 pm Seniors

19:30 pm Social Hour

20:45 pm Curfew & Study Hall

21:30 pm Quiet time

21:30 pm Lights Out (time depends on grade)

## Weekend timings

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

## Weekend curfews

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





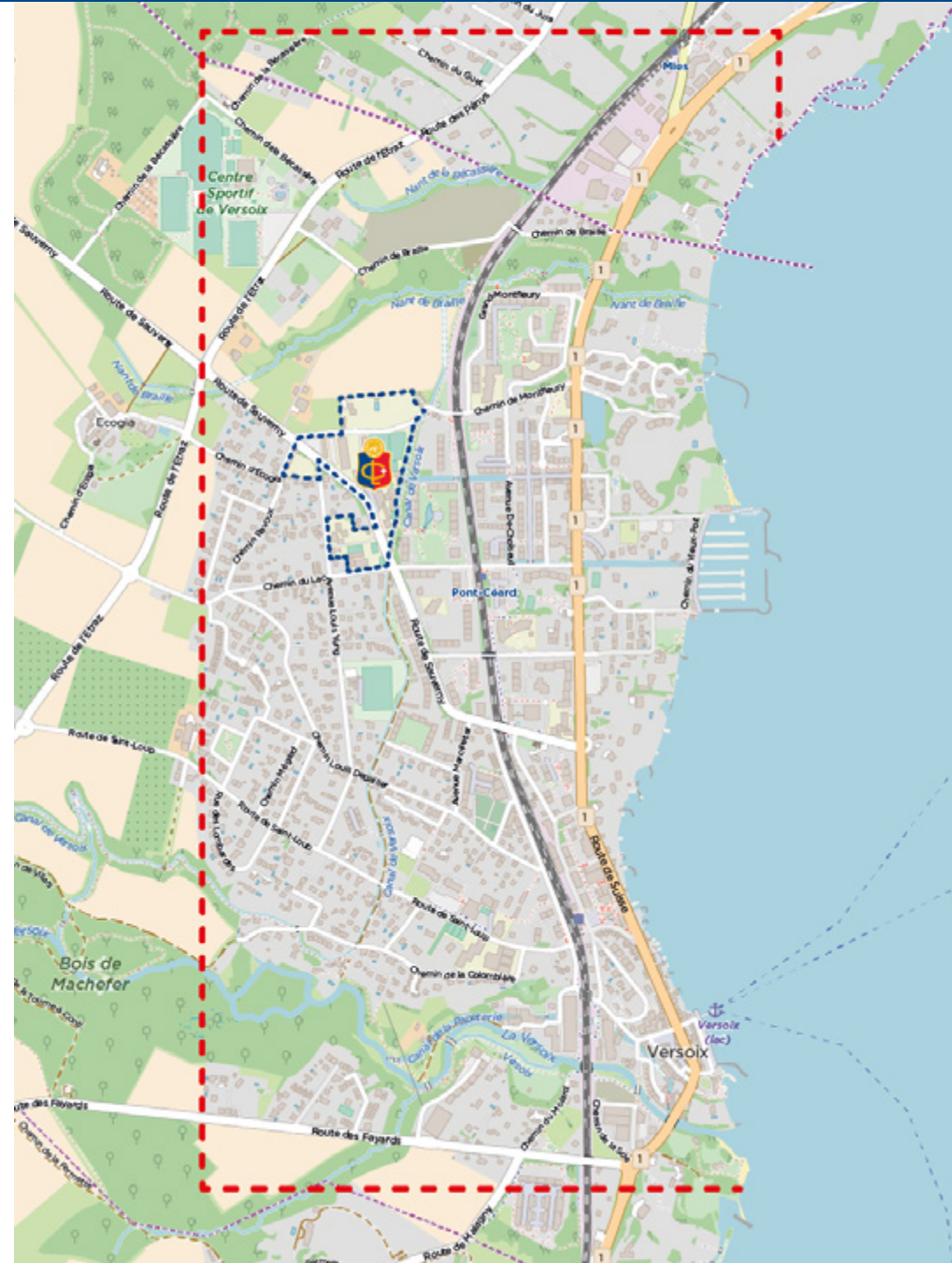
## Out of bounds and curfews

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 but must remain within the school bounds. On Friday evenings or 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 red line (including all water) are out of bounds.**

Anywhere within the dotted red line is within the bounds allowed when signing out to Versoix. Please note that asking permission and signing out is still compulsory..





## 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](mailto:firstname.surname@cdl.ch), e.g. for Thomas Nuttall: [thomas.nuttall@cdl.ch](mailto:thomas.nuttall@cdl.ch)

### Concerns:

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

**Mr. Mark Robinson**, Deputy Head of Boarding  
[mark.robinson@cdl.ch](mailto:mark.robinson@cdl.ch)                      **+41 (0) 22 775 56 12**

**Mr. Justin Usher**, Director of Boarding  
[justin.usher@cdl.ch](mailto:justin.usher@cdl.ch)                      **+41 (0) 22 775 56 01**

### Exeat Arrangements:

Please contact the relevant House Parent.

*Please remember*

Your child's House Parent  
is the primary point of contact.

### Academic Issues:

For General Academic Progress Update and Academic Support contact the House Parent

**Private Lessons:** Mr. Romolo Calvini  
[extracurricular@cdl.ch](mailto:extracurricular@cdl.ch)                      **+41 (0) 22 775 55 66**

**Absence involving missing lessons:** Mr. Justin Usher  
[justin.usher@cdl.ch](mailto: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):

**Contact your house parent**

**Visas and Permits:** Admissions  
[admissions@cdl.ch](mailto:admissions@cdl.ch)                      **+41 (0) 22 775 55 67**

**Pocket Money:** Mrs. Dominique Salamin  
[boarding@cdl.ch](mailto:boarding@cdl.ch)                      **+41 (0) 22 775 55 05**

**Student Billing:** Accounting  
[accounting@cdl.ch](mailto:accounting@cdl.ch)

**Trips organized by Collège du Léman:** Ms. Leticia de Vega  
[leticia.devega@cdl.ch](mailto:leticia.devega@cdl.ch)                      **+41 (0) 22 775 55 66**

**Athletics Department:** Mr. Pierre Quilez  
[sports@cdl.ch](mailto:sports@cdl.ch)                      **+41 (0) 22 775 57 03**

**Boarding School Counsellor:** Mrs. Eleonora Raviglione  
[eleonora.raviglione@cdl.ch](mailto:eleonora.raviglione@cdl.ch)                      **+41 (0) 22 775 56 24**

**Medical Centre:** Mrs. Floriane Maitre  
[infirmierie@cdl.ch](mailto:infirmierie@cdl.ch)                      **+41 (0) 22 775 56 11**



## AUGUST 2019

25 <sup>th</sup>	New Boarders Arrive. Boarding Houses open (from 09:00)
	New Boarding Parent Welcome Assembly (17:00, Eiger Aud) followed by Cocktail
26 <sup>th</sup>	New Boarders' Orientation Day
27 <sup>th</sup>	Returning Boarding Students return New Boarders' Induction (Eiger Aud) Primary Boarders' Orientation Day (morning) Deadline for return of all Boarding Students (18:00)
28 <sup>th</sup>	First day of school (sauf pour les élèves de Terminale Maturité) Boarders' Assembly (18:00, Eiger Aud) and Boarding Welcome Back Dinner (19:00)

## SEPTEMBER

05 <sup>th</sup>	Jeûne Genevois (No classes)
06-08 <sup>th</sup>	Mountain Weekend (Compulsory for all boarders)
25 <sup>th</sup>	Guest speaker for Career Inspiration

## OCTOBER

2 <sup>nd</sup>	Boarders' Assembly (18:00, Eiger Aud)
11-13 <sup>th</sup>	Disneyland trip (Advanced booking required)
18 <sup>th</sup>	Parent-Teacher meetings - No Classes Fall Break begins - boarding student departures (from 16:00)
20 <sup>th</sup>	Boarding Houses close (at 09:00)
19-26 <sup>th</sup>	Surf Camp Morocco (Advanced booking required)
28 <sup>th</sup>	Deadline for return of Boarding Students (18:00)
30 <sup>th</sup>	Guest Speaker Career Inspiration

## NOVEMBER

05 <sup>th</sup>	Boarders' Assembly (18:00, Eiger Aud)
15 <sup>th</sup>	End of the first marking period
22-24 <sup>th</sup>	Paris Trip (Advanced booking required)
27 <sup>th</sup>	Guest Speaker Career Inspiration

## DECEMBER

3 <sup>rd</sup>	Boarders' Awards Ceremony (18:00, Eiger Aud)
06-08 <sup>th</sup>	Europa Park Trip (Advanced booking required)
10 <sup>th</sup>	Boarders' Assembly (18:00, Eiger Aud)
11 <sup>th</sup>	First marking period reports published
14 <sup>th</sup>	Boarders' Winter Dance (19.00-Compulsory for all Boarders)
20 <sup>th</sup>	Winter Break begins - boarding student departures (from 16:00)
22 <sup>nd</sup>	Boarding Houses close (at 09:00)

## JANUARY 2020

11 <sup>th</sup>	New Boarders Arrive - Boarding Houses open (from 09:00)
12 <sup>th</sup>	Deadline for return of Boarding Students (18:00)
13 <sup>th</sup>	New Parents' Welcome (08:15-09:30)
14 <sup>th</sup>	Boarders' Assembly (18:00, Eiger Aud)
24-26 <sup>th</sup>	Mountain Weekend (Compulsory for all Boarders)
29 <sup>th</sup>	Guest Speaker Career Inspiration

## FEBRUARY

05 <sup>th</sup>	Boarders' Assembly (18:00, Eiger Aud)
07-09 <sup>th</sup>	Mountain Weekend (Compulsory for all Boarders)
14 <sup>th</sup>	February Break begins - boarding student departures (from 16:00) End of the second marking period
16-21 <sup>st</sup>	Ski Week (Advanced booking required)
16 <sup>th</sup>	Boarding Houses close (from 09:00)
22 <sup>nd</sup>	Boarding Houses reopen (from 09:00)
23 <sup>rd</sup>	Deadline for return of Boarding Students (18:00)
26 <sup>th</sup>	Guest Speaker Career Inspiration

## MARCH

04 <sup>th</sup>	Boarders' Assembly (18:00, Eiger Aud)
10 <sup>th</sup>	Awards Ceremony MP2 (18:00, Eiger Aud)
13 <sup>rd</sup>	Second marking period reports published
13-15 <sup>th</sup>	Rome Trip (Advanced booking required)
17 <sup>th</sup>	Parent-Teacher meetings - No Classes
18 <sup>th</sup>	Boarding Talent Show
27-29 <sup>th</sup>	Barcelona Trip (Advanced booking required)

## APRIL

1 <sup>st</sup>	Guest Speaker Career Inspiration
7 <sup>th</sup>	Boarders' Assembly
9 <sup>th</sup>	Spring break begins - boarding student departures (from 16:00)
11 <sup>th</sup>	Boarding Houses close (from 09:00)
11-25 <sup>th</sup>	Asia Trip (Advanced booking required)
25 <sup>th</sup>	Boarding Houses reopen (from 09:00)
26 <sup>th</sup>	Deadline for return of Boarding Students (18:00)

## MAY

1 <sup>st</sup>	Alumni Dinner (Compulsory Gr 12/IB2/Terminale)
6 <sup>th</sup>	Leavers' Assembly
8-10 <sup>th</sup>	Madrid Trip (Advanced booking required)
21-22 <sup>nd</sup>	Ascension - No Classes
21-24 <sup>th</sup>	Berlin Trip (Advanced booking required)
27 <sup>th</sup>	Guest Speaker Career Inspiration
30-2 <sup>nd</sup>	Copenhagen Trip (Advanced booking required)

## JUNE

1-2 <sup>nd</sup>	Pentecost - No Classes
5 <sup>th</sup>	End of the third marking period
6 <sup>th</sup>	Gr12/IB2/Ter Graduation (Kempinski Hotel)
9 <sup>th</sup>	Boarders' Assembly
20 <sup>th</sup>	Boarders' End Of Year Event
24 <sup>th</sup>	End of school for students
26 <sup>th</sup>	Boarding Houses close (from 09:00)



## RESPECT

WE RESPECT AND VALUE OTHERS  
NOUS RESPECTONS ET VALORISONS LES AUTRES

## INTERNATIONALISM

WE CELEBRATE OUR INTERNATIONAL DIVERSITY  
NOUS CÉLÉBRONS NOTRE DIVERSITÉ CULTURELLE

## SPIRIT

WE DEVELOP SOCIAL RESPONSIBILITY AND TEAM SPIRIT  
NOUS DÉVELOPPONS LE SENS DES RESPONSABILITÉS ET  
L'ÉSPRIT D'ÉQUIPE

## EXCELLENCE

WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO  
NOUS CHERCHONS TOUJOURS À ATTEINDRE L'EXCELLENCE



# RISE

