



COLLEGE  
**CHAMPITTET**  
FONDÉ EN 1903

***Boarding House Manual***

***High School Section  
From 16 years old***



## ***Boarding House Manual***

### ***Table of Contents***

Table of contents	Page 1
Greetings from the Managing Director	Page 2
Greetings from the Director of the Boarding House	Page 3
Boarding House organisation	Page 4
Daily schedule	Page 5
Study time	Page 6
Meals	Page 7
Free time and activities	Page 8
Weekends	Page 9
Weekend Schedule	Page 10
Accommodation	Page 11
Personal belongings/Illness and absence	Page 12
Behaviour	Page 13
House-Bonuses/Minuses	Page 14
Consequences : disrespect of the rules	Page 15/16
Spiritual life/ mediation/ conclusion	Page 17

**This Boarding House Manual must be signed and kept by the boarding student until the end of the current school year. Admission to our boarding house confirms the acceptance of the manual's content by the parents and the boarding student**

**NB: The following rules apply to the boarding house only. During the day, students must follow the day school rules.**



## ***Boarding House Manual***

### **Greetings from the Managing Director**

For many of you, boarding is a completely new experience, indeed an exciting time of your life. Since the boarding house will be your “home” for the next months, we will do whatever we can to make you feel welcome and a full member of our community. You will find the answers to most of your questions in the following pages of this booklet.

Collège Champittet is much more than a school, it is a community in which you can thrive, identify and meet your potential, and acquire skills which will give you access to the best higher educational institutions in the world.

While being able to realise your academic ambitions is important, boarding at Champittet will add a further dimension to your education. French and English bilingualism is well established, both in the boarding house and during day classes. You will have a choice of many extra-curricular activities and sports on our unique campus. And, you will bathe in a culture of openness and mutual respect.

Together with your housemaster, the house staff and the teachers, I will take a strong interest in your personal development at Collège Champittet and the progress you make in your studies. I will always be available if you need to speak or if I can help in any other way.

Given our fine set-up in this picturesque location and with the level of care you will receive, I am confident that you will soon feel at home, make friends for life and benefit from this amazing experience in order to build a successful future.



Philippe de Korodi, Managing Director



## ***Boarding House Manual***

### **Greetings from the Boarding House Director**

Dear Student,

First time in Switzerland? First time away from your family? Many of you will answer 'yes' to these questions. For others, it is simply returning to their second "home" at Collège Champittet. Whatever the reason for your presence, you will be an integral and privileged part of our community.

The boarding house takes full responsibility for its students, whether you come for 5-days from Sunday evening to Friday, or for the whole 7-days including the weekend.

Our daily schedule strikes a careful balance between work and leisure. With the guidance and support from supervisors, tutors, attendants, as well as the solidarity between classmates, you will develop your personality and potential, and benefit from the best conditions for academic success.

In order to prepare your written assignments and personal studies, you will benefit from a tutoring service – personalised help from your tutor.

To make the most of these services, a respectful attitude, a good relationship with staff, as well as trust are essential factors for a healthy and thriving community life at our school.

During the day, you will follow the general rules of the college, while for times outside of class, the specific rules and regulations of the boarding house apply.

Outside the work periods, a variety of recreational activities are offered: sports activities, evening entertainment, cultural outings (museums, sightseeing excursions) and sports events (activities on the college campus, weekend ski trips in winter, mountain hikes and more).

Learning and maturing as an individual is a long-term process. The boarding house team will be there to support you throughout your stay. Moreover, we will remain in close contact with your parents, keeping them personally informed about your progress; this relationship of trust and open dialogue forms the basis of our approach to education.

I wish you a rich and fulfilling stay with us.

Stéphane Laloy  
Boarding House Director



## ***Boarding House Manual***

### **Boarding house organisation**

Director of the Boarding House  
Mr. Stéphane Laloy Telephone: 079 811 97 54

Deputy Director of the Boarding House  
Mrs Fechete Raluca Telephone: 079 701 56 63

Mr. Laloy resides on the 4<sup>th</sup> floor and Mrs. Fechete resides on the 3<sup>rd</sup> floor.

They are available every day, except on their days off, Thursday for Mrs Fechete and Monday for Mr Laloy.

**All the Students are asked to read the information board DAILY**

**Information about: activities, absences, schedule, individual discussions, etc..., will be put up daily next to the “Salon des Auteurs”.**

**Pocket money every Tuesday at 22h00 in Mr Laloy’s office**

SECURITY: The Collège Champittet and the Boarding House are under video surveillance, night and day

## *Boarding House Manual*

### Daily schedule

#### High School

#### Timetable

07.00	Wake-up
07.25	Meeting in front of the dining hall
07.30	Breakfast - <b>check</b>
08.00 – 12.10	Classes – room check
12.15	Lunch and free time - <b>check</b>
13.15 – 15.10	Classes – room check
15.10 – 15.30	Afternoon snack and free time
15.30 – 16.25 / 17.25	<b>Classes or free time</b>
17.30 – 18.30	<b>Sport or Workshops - check</b>
19.00	Evening meal and free time - <b>check</b>
20.00 – 22.00	Study - <b>check</b>
22.00 – 22.30	Free time on campus
22.30	<b>All students are on their floor / Computers and mobile phones deposit</b>
22.45	In rooms - <b>check</b>
23.00	Lights out, absolute silence

**Respecting this timetable is necessary** to ensure that an extended community such as ours functions well. For this reason, **punctuality is required and must be strictly adhered to.**

#### **IMPORTANT**

Several times a day, outside of lesson times, we will conduct an attendance check for security reasons. **ALL STUDENTS MUST BE PRESENT DURING THESE CHECKS.**

## ***Boarding House Manual***

### **Study time**

1. At the first bell, the boarders prepare their material for the study period. At the second bell, silence will be required and work will begin immediately. Students are forbidden to stand up and walk around the class to ask questions without prior permission.
2. During study hours, a tutor will check on students individually. If a student has a question concerning their work, or needs help, they should raise their hand and wait silently at their desk.
3. **Each student has to check their homework through Pronote software daily.**
4. Missed study hours and tardiness will be compensated by an equivalent study time taken from free time. Absences and tardiness without authorisation from the director are not tolerated and have to be justified to the direction.
5. Students may use their personal computer during study time, but only for research or academic purposes. The use of electronic devices – mobile phones, MP3 players – is strictly forbidden. They will be confiscated and students will receive a remark (annotation). Ipads received from school can be used for academic purposes only.
6. Study hours are reserved exclusively for academic tasks. No student is authorised to leave during the study hours. If a student forgets their equipment they can go and get it, however will receive a remark (annotation).
7. Tutors will check the students' material and the exercise books/folders/books from time to time.
8. At the end of the study period, the students will leave their desk in a clean and tidy state.
9. **No eating or drinking is allowed during study time, including chewing-gum.**
10. **Students who should need private lessons can address their request to Mrs Fechete.**

### **Meals**



## ***Boarding House Manual***

1. All meals **are compulsory**. Every boarder has to be present at breakfast and must remain in the dining room for at least 5min and 20 min for dinner.
2. Students sit in groups: middle/high school according to a pre-established plan in the dining room. When they are finished with their meals and clear the table, they have to ask the supervisor for permission to leave the dining room, except for the 14<sup>th</sup> grade.
3. Mornings and evenings, students should enter the dining room quietly, and remain standing, **without touching any food or drink, until the thought of the day has been read** and the announcements are made before sitting down.
4. Sanctions for being late: a campus tour and setting the table and a no-show in the dining room for breakfast will lead to setting the table twice.
5. At lunchtime, students are asked to go directly to the dining room; sign in have and priority at the self-service.
6. Students are expected to have good table manners and show respect for the food. If a student misbehaves they will set the table for the next day.
7. It is strictly forbidden to enter the staff or kitchen areas. Students must be courteous when addressing staff members.
8. Sports attire, shorts and mini shorts are strictly **forbidden in the dining hall**, including at weekends.
9. No food or drink, nor any crockery or cutlery must be taken out of the dining room except for fruits.
10. **Ordering food from outside is strictly forbidden.**





## ***Boarding House Manual***

### **Free time and activities**

1. High school students may leave the campus during their lunch break after their meal, and once their classes are finished, until 17:15 but need to check out. **Checking in and out are compulsory.**
2. Students have access to their rooms during the day, but **never** between two classes (time during which they can go to the cafeteria, the library, or the 14<sup>th</sup> grade room) provided that they do not disturb others and behave in a suitable manner.
3. **Students are not allowed to spend time on the other floors. Girls are not permitted to enter the boys' floor, or vice versa.** It is not permitted to bring in day students. Students will be punished if these rules are not respected. Boys and girls can meet in the common room for boys and girls on the 2<sup>nd</sup> floor.
4. Every night high school students have to leave computers, mobile phones (except 14<sup>th</sup> graders) and any other electronic devices belonging to them in the lockers in their common room. Failure to comply with the rules will result in confiscation of these items and a remark (annotation).
5. At the start of the school year, students produce a list of all their electronic devices. This list will be confirmed by the parents and regularly updated.
6. High school students may have two free evenings per month from 18h30-22h00 (**one if there are any holidays during the month**) **as long as they have no academic or disciplinary difficulties.** They must ask the person responsible for permission– in writing the day before at the latest.
7. Students do not have permission to enter the teachers' lounges.
8. **During the week, the use of a private motorised vehicle by students is strictly forbidden.**
9. **A poster containing all details regarding outings, activities and other information will be available in the tutor room.**

## *Boarding House Manual*

### **Weekends**

1. **The weekend starts officially on Friday after classes – compulsory check-out at the tutors' office (rooms must be spotless) – and ends on Sunday at the evening meal at 18:30 – compulsory check-in. Any late arrival must be announced by the parents – only – on Sunday no later than 18:00, otherwise students will receive a remark (annotation).**
2. Students staying in the school for the weekend are required to attend the weekend meeting every Wednesday at 19:30 and must comply with the weekend rules. Five-day boarding students may participate in the organised weekend activities of the school. In this case, they must follow the same programme and rules.
3. Requests for weekend permissions must be sent in writing to the direction by Thursday midday at the latest (**e-mail: [permissioninternat@champittet.ch](mailto:permissioninternat@champittet.ch)**). This concerns outings or absences of seven-day boarding students as well as the weekend participation of five-day boarding students.
4. Students are permitted one evening out per weekend. It ends at midnight. An alcohol test will be carried out upon their arrival on campus.
5. All boarding students take part in **one** organised activity during the weekend.
6. A supervised study period of two hours is scheduled each weekend.
7. Boarding students may invite a day student for an evening or for certain outings. Requests must be made to the director no later than **Thursday at noon by email: [permissioninternat@champittet.ch](mailto:permissioninternat@champittet.ch)**
8. Boarding students can participate in Sunday mass with the English parish of Lausanne. Mass starts at 10:30 in the chapel at Collège Champittet.

## *Boarding House Manual*

### **Weekend schedule**

(Programme will be available weekly)

Friday	22.30	All students are on their floors. Deposit of mobile phones and computers
	22.45	In rooms
	23.00	Lights out, absolute silence in rooms
Saturday	09.30	Breakfast
	10.00 – 12.00	Study time
	12.15	Lunch
	Afternoon	Activities - snack
	19.00	Dinner
	20.00	Outing
	00:00	In rooms
	00.15	Lights out, absolute silence in room
Sunday	Free morning at school -(optional breakfast at 09.30)	
	12.00	Brunch
	Afternoon	Activities – snack at 15.30
	19.00	Dinner
	20.00-22.00	Study time
	22.30	All the students are on their floors. Deposit of mobile phones and computers
	22.45	In rooms
	23.00	Lights out, absolute silence in room



## *Boarding House Manual*

### **Accommodation**

1. At the beginning and end of the school year, a room-check is carried out. Any damage done to the room will be charged to the student.
2. **Television sets, equipment used to heat food, and refrigerators are strictly forbidden.**
3. For safety reasons, it is strictly forbidden to smoke (electronic cigarette included) in the buildings and in the rooms (this may lead to punishment) or to use incense or candles (which will be confiscated immediately). Setting off the fire alarm system without reason will be severely punished and the costs incurred will be fully charged to the student.
4. **Eating or drinking is not allowed in the rooms, except for the occasional snack (see poster on the floors).**
5. **No student is allowed to keep any medication in their room.**
6. Music in the room is acceptable only to the extent that the sound level is reasonable and does not disturb the other students. By reasonable, we mean that the music must not be audible in the corridor, with the door closed.
7. Students may decorate their rooms. However, any posting outside of the allotted space is forbidden and repair expenses for any damage incurred will be charged to the student. There will be a competition organised for the best room decoration on each floor – part of inter-house challenges!
8. In the morning, students must make their beds and tidy their rooms before leaving for class. Frequent room checks will be made during the day. Rooms must be tidy at any time during the day! The room needs to remain clean all day.
9. The school provides students with Wifi access.
10. Students must deposit their money and valuables in the safe in their room. The school declines all responsibility for theft in the rooms. The corridors are also under constant observation. **The doors need to be locked all the time!**
11. Use of the elevator is forbidden to all students.
12. At the end of the year, students who wish to leave belongings during the summer should ask the director and should comply with the established procedure.



## *Boarding House Manual*

### **Personal belongings**

1. Students bring their personal linen, clothing and bath towels, as well as sportswear: shorts, gym shoes, hiking boots, T-shirts, tracksuits, a light-weight waterproof jacket, and swimwear.
2. If possible, students must bring winter sports equipment: clothes, skis. It is possible to rent all the ski and snowboard equipment for the winter season.
3. Students are provided with the Champittet uniform which they must wear every day until the end of classes.
4. Bedding is provided by the college.
5. The 7-day boarders and the 5-day boarders whose parents have made a prior request can hand in their laundry to be washed twice a week (Monday and Thursday). Laundry bags with their name will be distributed.

### **Illness and absence**

1. A nurse is at the students' disposal throughout the day. Students who are ill in the morning must inform Mr. Laloy or Mrs Fechete at breakfast and then go to the nurse for a check-up at 07:45.
2. It is strictly forbidden to stay in one's room when ill. Students **must stay** at the infirmary
3. After 16h00 and at night, a full-time emergency service is available. A student who is not feeling well must inform either Mr Laloy or Mrs Fechete. **Only SL, RF and KP are entitled to give medicine to students.**
4. For any absence from school (due to illness, special leave or early departure or late arrivals), the students must have prior permission from their director.

## *Boarding House Manual*

### **Behaviour**

1. Proper language is required in order to create a respectful environment that represents an essential value of the Boarding House.
2. After lights-out, absolute silence must be observed.
3. Respect of the dress code and personal hygiene are expected of all students. **Dresses and skirts are not allowed to be shorter than 5 cm above the knee. The Boarding house team reserves the right to correct all dress code and change it if necessary.** The Collège Champittet school uniform must be worn from breakfast time until the end of classes.
4. **Smoking: Students under 18 need parental permission which will only be validated following a discussion with the Director, the Parents and the Student. It is forbidden to smoke even outside the campus.** We dissuade students from smoking for health reasons of course, but equally to follow our educational values. High School students should act as role models for our younger students. **Smoking is strictly forbidden on the whole campus except in the smokers' room!**
5. **Smoking and E-smoking are forbidden inside the buildings and on campus, near the campus and during the activities organised by the Boarding House.**
  1. **Students who do not have parental permission to smoke are not allowed near the smoking area. If a student is found near the smoking area they will be given a remark (annotation).**
6. The consumption and storing of alcohol on campus is strictly forbidden. In agreement with the Swiss law, we only allow students above the age of 16 to consume alcohol in moderation while off campus (0.5mg). The college will, however, be allowed to undergo regular tests for alcohol. Any excessive consumption will be severely punished.
7. The consumption and storing of drugs is strictly forbidden. The school reserves the right to test a student for drugs at any time. If the test is positive or if the student possesses drugs, the student will be presented to the school disciplinary board, which may decide to expel the student.



## ***Boarding House Manual***

### **Houses – bonus and minus points**

The Boarding House will be divided into three groups: the Pumas, Giraffes and Owls. In each house there will be juniors, senior boys and girls.

Each house, with its own colour, will be given a name and a person responsible for the house will be elected. The latter will have rights, duties and privileges.

Members of respective houses will have dinner together every Sunday night.

Activities and inter-house challenges will be organised throughout the year:

- Sports
- Room decoration Competition
- Cultural – drawing competition – quiz, &c.

Each student and/or house will be allocated bonus or minus points - respect towards people, oneself and respect of schedules, time tables, living quarters, and others – (see page 16)

Bonus points will be allocated to houses, challenges will take place and students whose behaviour has proven to be exemplary : effort in the performing of tasks and school work, fellowship, respect of others, helpfulness, honesty, positive attitude, and personal effort –will be recognised.

Once a trimester, heads of houses and student-representatives of the boarding house will meet with the direction.

**Every 6 weeks, the house that has accumulated the most points will be rewarded with:** FNAC vouchers, cinema tickets, extra evening out, and dinner in a local restaurant etc.

### **Mentor system**

Former students will take care of new students, be their godfather and godmother.

**The bonus points grid will be communicated weekly**



## ***Boarding House Manual***

### **Consequences of breaching house rules**

The disrespect of house rules will not only give minus points to the house of the student in question, but will also be reprimanded with remarks (annotations) and the withdrawal of privileges. (See page 16).

Official warnings are called “blâme” given for a very serious offence.

### **The disciplinary council**

The council can be called by the Managing Director in case of a serious offence or three official warnings. The council consists of the following members:

- \_ the Managing Director
- \_ the Dean of Studies
- \_ the Boarding House Director
- \_ the Class Teacher
- \_ a Student-representative of the Boarding House
- \_ a Student-representative of the class



RESPECT				Detention on Wednesday afternoon
OF SCHEDULES	OF PLACES / COMMON SPACES	OF OTHERS	OF ONESELF	
<ul style="list-style-type: none"> <li>- Sports / Workshops</li> <li>- Return from WE with no prior announcement</li> <li>- Deposit of mobile phones and computers before lights out</li> <li>- Bedtime</li> </ul> <p><b>1x late = 1 annotation</b></p> <ul style="list-style-type: none"> <li>- Return from I free afternoons</li> </ul> <p><b>1x late = no outing for the next week</b></p> <ul style="list-style-type: none"> <li>- Breakfast, dinner</li> <li>- Studies</li> </ul> <p><b><u>1x late for meals= set the table</u></b>  <b><u>1x late for studies= 10 extra minutes at the end of the study</u></b></p>	<ul style="list-style-type: none"> <li>- <u>Common Rooms et toilets</u> Must be tidy and clean at closing time <b>If not they will be closed</b></li> <li>- <u>Bedrooms</u> During the week, from Wednesday to Wednesday 2x Untidiness Or 2x unmade bed</li> <li>Running, Jumping, shouting...</li> </ul> <p><b><u>1 annotation</u></b></p>	<ul style="list-style-type: none"> <li>- Breach of the silence rule during study hours = <b>1 annotation</b></li> <li>- Lack of discipline = <b>1 annotation</b></li> </ul> <hr/> <ul style="list-style-type: none"> <li>- Rude language / threats = <b>sent to direction</b></li> <li>- Physical violence = <b>sent to direction</b></li> </ul>	<ul style="list-style-type: none"> <li>- <u>Of one's sleep</u> Computers/phone(s)/Ipad Failed to be retuned at bedtime or undeclared <b>1Annotation/ confiscated 1 day</b></li> <li>- <u>Of one's work</u> Use of computers for non-academic purposes <b>= as mentioned. above</b> Lack of work <b>= 1 annotation</b></li> <li>- <u>Of one's health</u> Smoking without /or outside authorised spaces <b>= 1 detention and email sent to the parents.</b> Ethylotest positive = <b>1 "blâme »</b></li> <li>- <u>Of one's security</u> Leaving the college without authorisation, being in one's room instead of the study sessions, forgetting to check in/out <b>= 1 annotation</b> Return from outings alone or in twos = <b>no outing for the next week</b></li> </ul>	<ul style="list-style-type: none"> <li>- <u>For smoking</u> 1h of cleaning the smoking room 2h for writing an essay about the influence of tobacco/work</li> <li>- <u>For non respect</u> Essay on the importance of respect in relationships</li> <li>-</li> <li>- <u>For untidy bedrooms</u> Helping the cleaning ladies to change the beddings</li> </ul>
5 annotations = 3 hours detention on Wednesday with given work + no outing				
3 detentions = 1 blâme written in the school file and a presentation to do during the Assembly on Sunday– 3 Blâmes : Discipline Council				
Absence of annotations during a month (work and behaviour) : bonus <b><i>The sum of the bonus/minus points will be communicated weekly</i></b>				



## ***Boarding House Manual***

### **Spiritual life**

Father Charles is available. He organises spiritual activities in the school and welcomes students who wish to contact him.

### **Mediation**

School counsellors as well as a psychologist (villa des Sciences, 1<sup>st</sup> floor) are available to students who wish to benefit from this service.

### **Conclusion**

In order to ensure a positive and enriching experience at College Champittet, students need to respect themselves and each other, and take responsibility for their actions.

Not everything is provided for in this boarding house manual and does not mention what is pure common sense. Each student must feel sufficiently responsible to avoid anything that can cause disorder and harm to themselves or others. Frequent disobedience, inappropriate and ill-intentioned behaviour and speech will not be tolerated and will be severely punished.

Pully, 25<sup>th</sup> August 2015

Signature of the boarder

Signature of the director

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