



COLLEGE
CHAMPITTET
FONDÉ EN 1903

Boarding House Manual

Middle Section
From 11 to 15 years old



Boarding House Manual – Middle Section

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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.



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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



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Greetings from the Boarding House Director

Dear students,

First time in Switzerland? First time away from your family? Many of you will answer 'yes' to these questions. Some of you are returning to Collège Champittet which you already know very well. Whatever the reason for your presence in our boarding house, you will, from now on be an integral and privileged part of the College.

The boarding house takes full responsibility for its students, whether from Sunday evening to Friday, or for the whole week including the weekend.

The daily schedule is a balance between time for work and time for relaxation. The support of supervisors, tutors, the director, as well as the solidarity between classmates, are all factors which will help you to develop your personality and potential, and provide 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 tutors.

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

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

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



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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 4th floor and Mrs. Fechete resides on the 3rd 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: Activities, Absences, Schedule, individual discussions, News etc..., will be put up daily next to the “Salon des Tuteurs”.

Pocket money every Wednesday

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

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Daily Schedule

Timetable

07.00	Wake up
07.25	Meeting in front of the dining room
07.30	Breakfast - check
08.00 – 12.10	Classes – room check
12.15	Lunch and free time - check
13.15 – 15.10	Classes
15.10 – 15.30	Afternoon snack and break
15h30-16h25	Classes
16.30 – 17.30	Sports and or workshops - check
17.55 – 18.55	Study time 1 - check
19.00	Evening meal and free time - check
20.00-21.00	Study time 2 - check
21.00-21.30	Free time
21.30	All students are on their floor. Deposit of mobile phones and computers
21.45	All students are in their rooms - check
22.00	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

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

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Study time

1. At the first bell, students must go to the boarding house's study hall and sit according to the study plan. At the second bell, silence will be required and work will begin immediately.
2. Students must have all their study materials and will not be allowed to return to their room or lockers. Therefore if a student exceptionally forgets some of their material they can go and look for it but will get a remark (annotation).
3. **Strict silence** is to be observed during study time. Students are forbidden to get up or to ask another student questions without the tutor's permission.
4. 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.
5. **Each student will keep their assignment book up-to-date, (homework and grades are to be recorded). The assignments book is signed daily by the tutor.**
6. The study periods are strictly reserved for academic work.
7. 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.
8. The use of electronic devices – mobile phones, MP3, and such – is strictly forbidden. Any student breaking this rule will have their electronic device confiscated on the spot and will receive a remark (annotation). Ipads provided by the School are only for academic use.
9. The use of laptops is tolerated during evening study time, but only for academic and research purposes, and for a limited time. Tutors may confiscate a laptop for one day, and, in case of repeated offense, for a longer period. Misuse will be severely sanctioned.
10. The tutors and the person responsible will check the material and the exercise books/folders of each student according to a pre-established plan.
11. At the end of the study period, students will leave their desk in a clean and tidy state.
12. **No eating or drinking is allowed during study time, including chewing-gum.**
13. **Students who should need private lessons can address their request to Mrs Fechete.**



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Meals

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.
3. Mornings and evenings, students should enter the dining room quietly, and remain standing, without touching food or drink, until the thought of the day has been read out and the announcements are made before sitting down.
4. Punishments 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 go directly to the dining hall; sign in and have 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 fruit.**
10. **It is forbidden to order food from outside restaurants.**



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Free time and activities

- 1. Middle School students are not allowed to leave the campus, except on Wednesday afternoon after sport, and until the study period starts. Middle school students go out in groups of three and it is mandatory to check out.**
2. Students have access to their rooms during the morning break, at lunchtime and after classes only, provided that they do not disturb others and behave in a suitable manner. No student is allowed to be in their room during class time.
3. Students are not allowed to spend time on the other floors. Boys are not permitted to enter the girl's floor, or vice versa. It is not permitted to bring in day students. Any breach will be severely punished. Boys and girls can meet in the common room for girls and boys on the 2nd floor.
4. Each evening – including on weekends (except Saturdays) – students deposit their telephones, laptops as well as any other electronic devices for playing games or watching films in the lockers in the 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. Students do not have permission to enter the teachers' lounges.
7. Monday, Tuesday, Wednesday and Thursday, juniors have sports or workshops after classes. On a Wednesday, only the juniors under 15 have to participate in an activity.
8. Once a month, a recreational activity (video, outing...) is put on for students who have achieved satisfactory results. Furthermore, some evening challenges involving the whole boarding house will take place – inter-house challenges.
9. More information about the outings, activities and schedules will be posted on the tutor common room.

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Weekends

1. The weekend officially starts 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 evening at 19:30. Those who stay at Collège Champittet during the weekend 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 as the other students.
3. Requests for special leave of absence must be transmitted to the Direction in writing no later than Thursday lunch time: e-mail: permissioninternat@champittet.ch . This concerns the outings or absences of seven-day boarding students as well as the weekend participation of the five-day boarding students.
4. All boarding house students take part in the two organised activities of the weekend.
5. A two-hour supervised study period is scheduled each weekend.
6. Boarding students may invite a day student for an evening or for certain outings. Requests must be made no later than Thursday at noon by email at : permissioninternat@champittet.ch.
7. Boarding students can participate in Sunday mass with the English parish of Lausanne. Mass starts at 10:30 in the chapel at Collège Champittet.

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Weekend schedule

(Programme will be available weekly)

Friday	22.00	All students are on their floors. Deposit of mobile phones and computers
	22.15	In rooms
	22.30	Lights out, absolute silence in rooms
Saturday	09.30	Breakfast
	10.00 – 12.00	Study time
	12.15	Lunch
	Afternoon	Activities
	19.00	Dinner
	20.00	Cinema or free time on campus
	23.00	In rooms
	23.15	Lights out, absolute silence in room
	Free morning at school -(optional breakfast at 09.30)	
Sunday	12.00	Brunch
	Afternoon	Activities – snack at 15.30
	19.00	Dinner
	20.00-21.00	Study time
	21.30	All students are on their floors. Deposit of mobile phones and computers
	21.45	In rooms
	22.00	Lights out, absolute silence in room



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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 as long as the sound level is reasonable and does not disturb the other students. By reasonable, we mean that the music must not be heard 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 the 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 times!**
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.



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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 Collège Champittet uniform – for class and sports activities - which they must wear every day until the end of classes and during the sports sessions.
4. Bedding is provided by the school
5. The 7-day boarders and the 5-day boarders whose parents (at an extra cost) 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 7:45.
2. A student who is not feeling well **must** stay at the infirmary, **never in their room**.
3. After 4.00 pm and at night, a student who is not feeling well must report to the person in charge on their floor. If a student is on regular medication they must inform Mr Laloy or Mrs Fechete. Nobody is allowed to give out medication to any students except the three people in charge (SL-RF-KP)
4. For any absence from school (due to illness, special leave or early departure or late arrival), the students must have prior permission from their director.



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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 is strictly forbidden to all middle school students, on or off the campus. If there is breach of this rule the student will be given a detention and an email will be sent to parents. If a student is found near the smoking area they will be given a remark (annotation).**
5. The consumption and storing of alcohol on campus or in town, is strictly forbidden. The school will undergo regular tests for alcohol on students.
6. 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 immediately.



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Houses, challenges, bonus and minus points

The boarding house will be divided into three houses. (The Pumas, Giraffes and Owls). In each house there will be juniors and senior boys & girls.

Each house, with its own symbol, 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.

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

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

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 and minus 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 for others, being helpful, honesty, positive attitude, and personnel effort, will be recognised.

Once a trimester, heads of house 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, dinner in a local restaurant etc.

NB: The bonus points grid will be communicated weekly.

Mentor system

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



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



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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, 1st floor) are available to students who wish to benefit from this service.

Conclusion

In order to ensure a positive and enriching experience at Collège 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, 25th August 2015

Signature of the boarder

Signature of the director
