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LA GARENNE
INTERNATIONAL SCHOOL

MIDDLE BOARDING HANDBOOK



Middle Boarding Handbook

MARSH



Date
July 2023

Fait à
Chesières, Suisse

> Middle School Boarding Handbook

Dear Students and Families,

As the new school year begins, it is a pleasure to welcome back our returning students and to give a warm La Garenne welcome to new students joining us for the first time. You will be part of a close-knit family.

La Garenne offers you an extraordinary lifestyle with a wide variety of activities, new experiences and a structured academic environment. You will have every opportunity to grow academically and socially and be ready to face the exciting world ahead. Living in a boarding school is a fantastic experience and you will meet many people, some of whom will remain friends for life.

Our boarding team is here to guide you and care for you, whether you need help with your homework or just feel like having a chat. The boarding staff who live on campus are available twenty-four hours a day.

In this handbook, you will find information about daily schedules, life in a boarding school, its organisation and its rules. It is very important that you take time to read everything and make sure you are ready for your new adventure.

We look forward to meeting you. Please feel free to come and see us if you have any questions.

Kind Regards,
Your Beau Site Boarding Team

Using This Handbook

This handbook provides a comprehensive guide to boarding life for Secondary MYP1-3 students in the Beau Site boarding house. Its purpose is to inform you about the principles, policies and procedures that will prepare you for a happy and positive experience. It is the responsibility of students and parents to read it and keep it for reference. Should you wish to discuss any aspect of the handbook, please get in touch. All students, whether full-time boarders or day pupils, are to adhere to its guidelines when attending La Garenne International School.

The handbook is updated annually, and the information may be revised during the course of the year.

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> Contacts - Boarding Staff



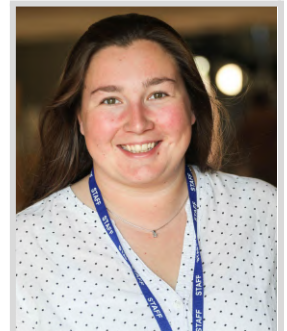
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> School Philosophy, Vision And Mission

Our Vision

To inspire our community to be responsible global citizens in an ever-changing world.

Our Mission

The mission of La Garenne International School is to educate children and young people from around the world, in a warm family atmosphere in which we promote the traditional Swiss values of open mindedness, responsibility, organisation, innovation, compassion, and respect. The school strives to nurture the talents of each learner, meeting their individual needs and aspirations and preparing them to be responsible global citizens.

Our Core Aims

- **Give each of our students individual attention:** to make them feel appreciated, and to keep them happy, motivated and healthy.
- **Teach children and young people how to live in an international community:** developing empathy and respect for others, thereby becoming more internationally minded.
- **Guarantee a high-quality, holistic learning environment:** combining inspirational, inquiry-based learning and an enriching extra-curricular programme to promote the development of the whole child and to give each student the opportunity to flourish in exceptional surroundings.
- **Instil a life-long passion for learning:** stimulating our students to be curious, creative, and independent critical thinkers.

School Motto

La Garenne's motto is *"Be Happy and Never, Never, Never Give Up"* to encourage well-being, effort and resilience in all aspects of life for all members of our school community.

By joining La Garenne, students have chosen to study in a community where they will share experiences with people from around the world. This requires cooperation and a commitment to follow the school rules. We encourage students to use only English and French around school, to improve the language skills learnt in class. Seniors will learn independence, how to resolve daily issues, and what it means to be a responsible and caring young adult in a world of opportunities and challenges.

Partnership With Parents

The communication partnership with students, parents and the school is key to the positive progress of the young people in our care. We are always available for parents via email, telephone or in person. No concern is too small and conversations with you, and decisions made, will always have the students' best interests at heart. It would help us to be aware, in confidence, of any special circumstances that may affect a student's life at school. It is also



important to know about any problems at school or at home, so we can deal with them sensitively and swiftly and offer appropriate support.

Have You Remembered Everything?

Our campus is located at 1,300 metres above sea level in the Swiss Alps. It is important to bring appropriate clothing, especially sturdy footwear, to use from November to April.

Students are discouraged from bringing expensive personal items. Any that are brought should be clearly marked and a record should be kept of the serial numbers or identifiable features. Parents' personal insurance should cover all valuable items. The school does not take responsibility for any loss or damage. Any compulsory items not brought to school will be purchased by La Garenne and charged to the parent or guardian.

Please note: Branded school uniform is provided by the school, as is bedding (duvets, pillows, covers etc). Winter kit including ski equipment and clothing can be purchased through the school.

What to bring

Formal Uniform (Mondays/formal events)

- 1 complete outfit (dress, tights, shoes) or suit (dark socks and smart shoes) for parties
- 1 pair of smart black shoes for formal uniform and occasion wear
- 2 white long-sleeved collared shirts
- 1 pair formal black trousers or black skirt

Normal School Uniform

- 3 pairs of chino trousers (black, blue or beige)
- 1 pair of trainers or appropriate shoes for school

Casual Clothes

- 2 pairs of jeans (no holes or rips)
- 2 pairs of shorts
- 4 long-sleeved tops
- 4 t-shirts
- 2 roll neck, long-sleeved cotton shirts
- 3 warm pullovers
- 10 sets of underwear and socks

Other Items

- 2 pairs of pyjamas
- 2 large towels
- Toiletry bag with shower gel, shampoo, toothpaste etc
- 2 swimming costumes Swimming goggles Sunglasses
- Hiking boots
- 2 pairs hiking socks
- Outdoor sports shoes
- Indoor sports shoes



3 pairs of sleepers
Tennis racquet (if having lessons)
School bag/rucksack
Pencil case and stationery
Mother tongue to English dictionary
Laptop and charger*
Photos of friends and family
Posters and small personal items for your room Spare pair of glasses, contact lenses, etc
Spare pair of glasses, contact lenses, etc.

From November to April

3 pairs ski socks
3 sets of thermal underwear
2 pairs ski gloves
1 ski helmet + 1 back protection
1 pair of ski goggles
2 warm hats and a scarf
*Please note: a Swiss plug is not the same as a European one)

What not to bring

Knives or other weapons
Electrical items such as coffee machines, mini fridges, heaters, fans, TVs, etc
Candles or incense burners
Illicit material
Matches or lighters
Alcohol or tobacco items, including e-cigarettes
Adult games
Large games consoles (X-Box, Playstation) or large music systems and speakers.
Pets are not allowed in the boarding house under any circumstances.



2. Well-Being

Introduction

The quality of school life directly affects the health of our students. At LGIS we place great importance on developing and supporting their well-being. By teaching and supporting positive health and behavioural development, we give them the tools to grow and flourish in the world beyond La Garenne. This includes:

- a balanced diet;
- ensuring plenty of sleep;
- encouraging regular participation in sports;
- developing a healthy mind.

La Garenne Wellness package

To support students' well-being, students can subscribe to our Wellness Package which includes relaxation and sports massages, osteopathy, naturopathy, meditation and beauty sessions. More details are available from our Health Centre at health@la-garenne.ch.

Benefits of Meditation

Well-being improves when students are able to take time in their day to find calm, to practise mindfulness and to live in the moment. Meditation helps students concentrate and reduce stress by becoming more aware of the connection between the mind and the body. We make time for this during the term.

Meals

The Eldora group oversees our catering. We use locally sourced products wherever possible. Our chef places great emphasis on well-balanced and nutritional food, paying attention to any food restrictions and allergies the students may have, as well as taking cultural or religious needs into account. Menus are published on our website.

Health Centre

La Garenne acts in loco parentis for all the children in its care. Our onsite Health Centre team includes a qualified nurse and is available 24/7. The Health Centre is responsible for the following:

- The health and well-being of each student
- Educating our community about health and hygiene
- Organising appointments with specialists
- Accompanying children to the doctor
- Monitoring and administering treatments and medication
- Communication with parents and staff
- Monitoring each child's growth (height/weight)
- Arranging for special dietary requirements to be met

Only prescribed medicines registered with our Health Centre may be brought into school. Students may under no circumstances self-medicate. All medicines brought into school should be in their original packaging with an English or French translation of dosage.



Local Medical Services

Switzerland is renowned for its excellent medical facilities and high quality care. We work closely with the local doctor, and are able to care for our students in a prompt and timely fashion. The school benefits from a wide network of health specialists (dentists, orthodontists, dermatologists, ophthalmologists and psychologists), helping us provide the best possible care. The nearest paediatric department is at Rennaz Hospital and the University Hospital of Lausanne (CHUV) is fifty minutes away.

Safeguarding Students

La Garenne is committed to safeguarding and promoting the well-being of all members of our community. Occasionally our students may face difficulties or feel overwhelmed by certain situations, whether in their academic life or their personal life. It is important to know that it is okay not to be okay. We believe that it often helps to talk to someone - either about themselves, or if they are worried about other members of the community who may be struggling.

Where to find help

Although friends, tutors, teachers and houseparents are all here as a first port of call, our Designated Safeguarding Lead and Deputies also offer support. They can be contacted directly by emailing talk@la-garenne.ch.



3. Boarding

Missing Home

Starting at a boarding school provides most students, no matter how old they are, with wide-ranging emotions including excitement as well as anxiety. Many make the transition with ease whilst some find the change, initially, very difficult.

Living in a boarding school is one of the most exciting experiences some children will have ever had at such a young age. Whether it be leaving home for the first time or returning year after year as many do, the students will enjoy the interaction with the new friends they make.

It can be difficult when a child leaves home and it is important to understand that everyone may feel sad from time to time - but this is where our boarding team can help. We take the time to help them integrate and enjoy their time at the school. Experience has shown us that during the first two weeks of each term, it is important that the students do not leave for the weekend, as they need time to adapt.

Helping New Boarders Adjust

Homesickness is perfectly normal: most boarders are likely to feel homesick at some stage. Parents will hear the worst of their child's homesickness: boarders tend to phone or text when feeling at their lowest; they also tend to exaggerate the most challenging aspects of boarding in an effort to convince their parents to take them home. Initially, a complete break with family should be made and contact kept to a minimum. Parents need to discourage their child from constantly contacting them until they have fully settled in.

It is not unusual for a boarder who is coping reasonably well to suffer a setback after contacting home. We strongly suggest that parents allow their child to experience as much of boarding life as possible during the first year. Parents should emphasise the need to be fully involved inside and outside of the classroom. Taking part in sport and other activities is compulsory and should be encouraged, as this will help the students to make friends. Parents are asked to encourage their child to speak to a member of staff if they are homesick.

La Garenne Facilities

Our academic buildings are equipped with the latest digital technology, providing a dynamic and organised learning environment. The boarding houses have spacious bedrooms adapted to the needs and ages of the students. The common areas such as student lounges and the dining room are designed to create the family atmosphere that we hold close to our hearts. We have a basketball court as well as ample recreation areas around the campus.



General Expectations

We maintain high standards of behaviour and expect students to work together to live harmoniously. Respectful behaviour towards members of staff, fellow students and visitors is of paramount importance. This includes being respectful of the beliefs and opinions of others. No form of abuse, harassment or inappropriate behaviour is acceptable.

Politeness characterises our community. Students should:

- Greet all staff and visitors with “good morning” or “good afternoon”.
- Hold doors open for others.
- Say “please” and “thank you”.
- Not interrupt conversations: step back and wait until others have finished speaking.
- Knock and wait before entering any classroom or office.

Students should show care for other people’s property and rooms must be kept clean and tidy at all times. Vandalism is unacceptable. Students and their parents/guardians are accountable and financially responsible for any damage caused to school property. Chewing gum is not allowed anywhere on the school campus.

Illicit Substances

Smoking, vaping, alcohol and drug consumption are not permitted anywhere on the school campus. In instances involving substance use, misuse or supply on the premises, parents will be informed at the earliest opportunity. We reserve the right to search rooms, bags, and any personal items, including a student’s individual safe for prohibited items. The search will always involve two members of staff, preferably in the presence of the student.

Arrivals and Departures

Arrival, departure and transport arrangements must be communicated to the school office and the houseparent at least two weeks in advance.

For students using our shuttle service, the school will assume responsibility from the moment they are under our care on the bus.

Arrival at La Garenne

On arrival at school, all students must come to the main office. They will then:

- Deposit items such as their passports, money and return travel documents
- Provide any additional information or outstanding documents needed by the school at this time.
- Hand in all electronic devices to the Boarding Team.

The students will have the opportunity to take a tour of the school and meet the boarding staff who will then take over their care and integration.



Departure Arrangements

At the end of term the following process applies:

- MYP 1-3 students' luggage will be available at the entrance to Beau Site.
- The student's documents, passport and additional items are collected from the main office and an official check-out procedure is carried out.
- Students hand in their room access bracelets/fobs to the main office.
- Once the official check-out has been completed, students are allowed to attend any social events held by the school but may not return to stay overnight on campus.

Arrangements for a student flying alone, or as an Unaccompanied Minor (UM):

- All travel information, tickets and official documents are to be provided by parents to the school office at least four weeks prior to the departure date.
- La Garenne staff will transport the students and their luggage to the airport. On arrival they will complete the check-in process and accompany the students to the gate.
- At the gate, the students will be handed over to the airline staff on UM duty or they will say goodbye - depending on the age of the student.
- La Garenne staff will remain at the airport until the flight has departed.

Leaving campus

For the end of term or exets, boarding students can only leave the school campus with the person named on their departure documents. If there is a late departure, the boarding team must be informed before a student leaves the campus.

- MYP 1-3 students leaving the campus for off-campus activities during their free time must sign in and out using the register outside the Beau Site office.
- MYP 1 & 2 students must move between campuses with a member of staff.
- MYP 3 students may move between campuses in a group at designated times during the day (before lesson 1, break time, lunch time, after school, dinner time).
- MYP 1-3 students are allowed to go to the shop on Monday to Friday from 4-4.30pm, as long as they are not in red for the week (see La Garenne Boarding points system explained in section 5 of this handbook).
- Students are not permitted to leave the campus at lunch or break time, except when travelling between La Garenne campus and Le Roc.
- All Primary students moving between the two campuses must be accompanied by an adult.

Calendar of Events

During the school year, there are a number of events to which families are also invited. The school calendar of events is regularly updated and can be found on the school website.



Planned Student Absences

Should a parent require their child to have time away from school, a formal request is to be made to the General Director using this form:

https://www.la-garenne.ch/PDF/request_weekend_away_school.pdf

Not all requests are accepted. Parents must pay attention to the school calendar to ensure that taking their child out of school will not result in them missing extra-curricular activities or academic study. Any students missing work or class have a duty to catch up and to advise their teachers immediately that they will not be present for any scheduled private lessons.

Security of Documents

Passports and any other important documents must be handed into the main office for safe-keeping.

Room Access and Money

MYP 1-3 students have either a wristband or a card for door access. This must be kept safely on their person and under no circumstances should it be given to anyone else, either within or outside the La Garenne community. If students lose their card/wristband they should inform the boarding staff immediately and pay for a replacement.

Some areas of the school are out of bounds to students - this includes all balconies, staff accommodation, staff bathrooms and the school kitchen. Students will be told of all these areas when they arrive.

Pocket Money MYP1-MYP3

Once a week, the students receive their pocket money, which is CHF 30 for MYP1 & 2 students, and CHF 40 for MYP3 students. Students are advised to keep no more than CHF 50 with them at any time; if they have more, it must be deposited with the school accountant or houseparents. If a student needs extra money, they should request this from the houseparents, explaining what it is for, by Wednesday evening. Wallets and purses should have the student's name inside. Students with credit or debit cards must declare these at the start of each term, and hand them in to the office for safe keeping.

If MYP3 students prefer to use a card rather than pocket money, this is possible with written permission from parents. Students are responsible for looking after their pocket money and if they lose it, the school cannot be held responsible. Students are monitored on what they buy, and are advised on the amount of sweet products they buy. If a student buys a large amount of crisps, fizzy drinks or sweets, these items can be confiscated, and returned at a later date. No pocket knives, lighters, matches, alcohol, cigarettes, adult games or illicit material are allowed.

Room Allocation

Sharing a room fosters important personal skills and gives students the chance to share a truly international experience. We take great care to pair the right student with the right



roommate and we monitor these pairings closely. Room allocations can be changed by houseparents during the year. All rooms are checked by houseparents before students arrive. At the end of term, rooms must be emptied, cleaned and formally handed over to the boarding house staff on/by the last day of school when an official check-out is done in the presence of the houseparents. If, during the school year, a student wishes to change rooms, they may discuss this with their houseparents who will refer to the room allocation policy.

Beau Site bedrooms have:

- Desks and study areas
- Storage space
- A cupboard or drawer
- A bathroom
- A bedside light
- Internet

Room Decorations

Students are encouraged to make their private area within their rooms feel homely. They are allowed, within the guidelines, to decorate their rooms with posters, photos etc. They should, however, respect the environment and communicate their plans with their roommate. Students should note that pets are not allowed in the boarding house. To prevent damage to room surfaces, we ask students to follow these guidelines:

- The room door must be free from obstruction.
- Nails, tacks and staples are not to be used on any surfaces or walls.
- Stickers are not allowed on any surface in any room.

Room Tidiness

Students are responsible for keeping their own room neat and tidy. This involves making their bed every morning, airing the room, tidying up before classes begin and switching off all electronic equipment before leaving the room. Boarding house staff check on each room daily. Room decorations must be approved by boarding house staff. Rooms must be left tidy before leaving for weekends and holidays.

Food in Rooms

Students are not permitted to eat in their bedrooms. However, take-aways on a Friday can be permitted by houseparents if they are requested by the previous Wednesday and their behaviour colour is green or above. Takeaways can only be eaten in the lounges.

Birthdays

Students can request a meal out with friends to celebrate a birthday. This must be arranged with the houseparents well in advance.



Looking after belongings

Students are responsible for their personal belongings, including their school uniforms, stationery, technology, etc. They should replace lost items from their own pocket money. Students should not borrow each other's belongings, and may not sell or exchange personal belongings.

Lost Property and Insurance

Lost property is stored in the Boarding Office. Lost items should be reported to the houseparents. However, the school is not responsible for any losses incurred on the premises. Students should not bring expensive personal items to school. Any that are brought must be clearly marked and a record should be kept of the serial numbers or identifiable features. Parents are advised to arrange for valuable items to be covered by an 'all risk' insurance policy. Students are required to hand any valuable and/or expensive items to their houseparents for safekeeping.

Personal Hygiene

Boarders should understand the importance of personal hygiene. Clean underwear every day, daily showers and showering after sport are essential. Boarders should change their towels and clothing regularly. For environmental reasons, only stick or roll-on deodorants are allowed. Aerosol deodorants can set off the fire alarms. Parents are liable for the cost of any fire alarm triggered as a result of their child using an aerosol spray.

Laundry

It is essential that all items are named, including socks, shoes and bags. Experience tells us that students are capable of misplacing almost anything, but named items are usually reunited with the owner quickly. All clothes must be labelled with sewn-in name tapes or with a permanent pen. This service will be charged by the school if not done before arrival. If a student has a delicate item of clothing, its care should be discussed directly with the Housekeeping staff. The school declines all responsibility for personal items damaged in the Laundry. All items for washing are to be sent to the laundry in the evening before lights out. Items are returned each morning and placed on trolleys outside the rooms. Students are expected to collect their clothes each day and place them neatly in their cupboards.

Daily Schedules

Students have class each day from 08.00 or 08:30 until 16.00. There are set break times as well as a one-hour lunch period. After lessons finish, students have a choice of afternoon activities which include sports, art, music and service opportunities. Depending on the year group, students also have additional homework time or periods for personal development. After dinner, boarders have planned activities or free time.



House duties/jobs

A list is displayed in the boarding house with the days, student names and duties to be performed within the boarding house. All students are expected to help out.

Bedtimes

In Beau-Site, weekday lights out is at 9.30pm.

At weekends, houseparents may extend these times.

Family Visits

If families wish to visit students during the term, they should contact the main office or houseparent to organise the time and duration of the visit. Visits are not permitted during the first two weeks of a new school term, as it is important that the students settle back into the school routine.

4. Beyond the Classroom

Weekend Exeats

After the first two weeks, boarding students are allowed to leave with their families for the weekend from Friday at 16.00 (if not in detention) until Sunday evening at 18.00. Parents must complete a form (https://www.la-garenne.ch/PDF/request_weekend_away_school.pdf) and inform the La Garenne main office by the end of the previous Wednesday. If students wish to invite a friend to stay, permission will be requested from both their families before they are allowed to leave for the weekend.

Campus Security

Our primary responsibility is to keep our students safe. Our campus is fitted with CCTV and alarms. Buildings are secured using digital locks with keycard or wristband access, allowing only authorised personnel to enter. In emergency situations, keycard or wristband access doors is overridden. Students in Beau Site do not have access to balconies.

Expeditions

Our Alpine environment is an exceptional place to offer motivating, varied, exciting, and easily accessible activities for a powerful learning experience.

We take full advantage of our outstanding outdoor environment to enrich our academic learning, to raise environmental awareness and to help students become responsible members of society. Students at Beau-Site are expected to take part in the outdoor education programme and challenges. The wide variety of activities on offer allows them to acquire a growing range of skills and techniques. We also have compulsory weekends where students are expected to remain at school.



School Trips Abroad

Our school trips offer a fantastic opportunity for our students to gain a better insight into the world around them. These experiences, encompassing themes such as ecology, sustainability, history and culture, contribute to a truly holistic education and combine exciting activities and learning experiences. Destinations vary from year to year according to the academic programme, and all students are expected to participate.

Team Sports

Team sports include football, basketball and of course, the school's own Ski Team. Students are encouraged to take advantage of our sports professionals to improve their technical as well as their collaborative skills.

Extra-Curricular Activities (ECAs)

To complement the academic programme, we offer a wide range of activities after school and at weekends which are designed to enhance the students' educational experience. All students are expected to take part in this programme.

5. Behavioural Expectations

Behaviour

The boarding community endeavours to engender trust between students and staff. We adhere to whole school policies on bullying, behaviour, supervision and searching boarding accommodation to ensure positive behaviour and relationships within the boarding house. House staff are responsible for setting the tone and context for positive behaviour. Staff develop positive relationships with the students by establishing clear routines, communicating expectations of behaviour, outlining a clear code of conduct, highlighting and promoting good behaviour and using positive reinforcement.

Behaviour In The Village

We expect all students to behave well both in school and off campus. Students leaving the campus to go to the village must sign out and in using the register at Beau Site. Villars is our home and community and all students must abide by the following rules:

- Students leaving the school campus need to stay in the designated village area (see map at end of the handbook).
- MYP students may go into Villars but must have their mobile phones with them and switched on at all times.
- Students should be on their best behaviour in and around the village, irrespective of whether they are in uniform or not, and are encouraged to speak in French whenever possible.
- Students are not allowed to visit or enter any other schools, houses of residence, private properties, hotels or other residential buildings unless authorised by La Garenne staff.



- Students are not allowed to get into a vehicle of any kind, whether or not the occupants are known to the student. This includes private or commercial transport.
- Students are not permitted to operate any motorised/electric vehicles, including cars, motorcycles and scooters.
- Students are only allowed to leave the school grounds for exeat weekends with the adult authorised in their weekend request.
- Any students breaking these rules may have their off-campus rights suspended.
- Greet others with “good morning” or “good afternoon.” Be polite and say “Please” and “Thank you”. Use French as much as possible when out and about.

The behavioural expectations apply at all times whilst on campus, on visits and on all school trips.

Respect

Students live and study in a mutually respectful environment in which positive relationships between staff and students are key. We expect all of our students to show respect towards other students, visitors and all staff, whether they are cleaners, teachers, House Staff, or management. The same respect should be afforded to our community when offsite.

Bullying

Bullying is not tolerated. Everyone is valued as an individual and treated with respect, courtesy and consideration. Any sign of bullying should be reported immediately so that it can be dealt with. La Garenne is a supportive community and we must treat each other in positive, constructive ways at all times.

Alcohol, Smoking and Drugs

We do not tolerate drugs and other euphoricants as part of the culture and life at La Garenne. Using alcohol and drugs carries high health risks. The PSHE education and workshop programme enables students to make informed choices by increasing their knowledge of the effects of drug and alcohol use. We encourage students to explore their own and other people’s attitudes, and develop and practise skills, particularly to say “no”. We want to maintain a safe and responsible environment for those living at La Garenne and Beau-Site, and therefore we expect students to have a sensible and responsible attitude towards alcohol. If students fail to adhere to the rules, they will be subject to the Disciplinary Council. Any students found to be covering for other students in an attempt to keep them out of trouble will also be subject to the Disciplinary Council. Please refer to the school’s Drug and Alcohol policy for further information.

Smoking and vaping: in line with our overall well-being policy, students are not permitted to smoke either on or off campus including e-cigarettes, vaping and shisha pipes etc. All students who request it can benefit from a support programme to help them give up.



Personal Relationships

At La Garenne, students will inevitably develop a strong rapport with the people around them. They learn how to live with a roommate, make good choices, be responsible and strike a balance between work and play, be a contributor, become inspired by other students and learn to persevere. All of this is great preparation for life after school.

Students should treat each other with respect and exercise thoughtful and appropriate decision-making in all of their relationships. Public displays of intimacy which make others feel uncomfortable are totally unacceptable. Couples must not be alone together behind closed doors and must ensure that they do not put themselves into compromising situations.

Rewards and Sanctions

A good learning community is steeped in encouragement and praise. Most rewards fall into the category of verbal praise or being awarded points through our La Garenne system. If students accumulate a large amount of points per week, they will be recognised and rewarded.

Our role as educators is to help guide and encourage our students' personal and academic growth. Failure to meet the school's expectations can result in escalating levels of sanctions. Students learn that they must accept the consequences of their actions.

Where a boarder is in breach of the House procedures, an internal sanction such as a Friday detention or a loss of weekend privileges will be applied. Disciplinary issues are dealt with, in the first instance by the houseparent so there is uniformity throughout the House. The aim is always to help the student to face up to what has gone wrong, and to choose a better way forward.

Boarding sanctions are applied in the same way that a parent might apply rules at home – measured and proportionate. If a boarding student's behaviour has been very poor, in a one-off incident or over a period of time, he or she may be asked to have a meeting with the school's Disciplinary Council. This is considered particularly where there has been a significant breach of trust. For the boarding community to thrive, great emphasis is placed on the ability of boarding staff to trust their students and rely on their positive and supportive behaviour in the House.

Over the year, the MYP3 students may be given extra privileges as they prepare for the senior school. These privileges are dependent on them being good role models for younger children and behaving consistently well.

The escalation of sanctions is shown below:

(image of sanctions)

Examples of Infractions



<p>Minor infractions could include: Any activity that detracts from learning Failure to follow instructions Missing class Lateness Inappropriate language Inappropriate use of computer Disrespectful behaviour</p>	<p>How are these dealt with: Guidance/Verbal warning Loss of points</p> <p>An accumulation will lead to loss of privileges and restrictions</p>
<p>Major infractions could include: Accumulation of minor infractions Verbal abuse or harassment Lying or dishonesty Fighting or physically harming another person Possession of banned items or substances Tampering with safety equipment Destruction of property Truancy Leaving boarding room after Lights Out (except emergencies) Being out of bounds Breaking the Code of Conduct</p>	<p>How are these dealt with: Guidance/Verbal warning Loss of privileges Restrictions Disciplinary Council</p>
<p>Disciplinary Council - The following violations could result in appearing before the Disciplinary Council, and may lead to suspension or exclusion:</p> <ul style="list-style-type: none"> - Accumulation of major infractions - Any action that brings the school into disrepute - Any offence that is a serious threat to an individual or the community - Any offence that causes serious harm - Bullying, or the ongoing harassment of others - Leaving school without permission - Serious vandalism, arson or theft - Use, possession or distribution of illegal drugs or drugs prescribed for another person. 	



Behavioural Expectations

Level 1 - Guidance/Verbal warning

Guidance includes dialogue with House staff or others to help the students understand what is acceptable behaviour. These conversations are primarily confidential between the student and the member of staff dealing with the issue, but other staff may need to be consulted and the student may also require referral to counselling services.

Level 2 - Loss of points

After a verbal warning and guidance, if poor behaviour continues, points can be lost. An accumulation of lost points will lead to a loss of privileges.

Level 3 - Loss of privileges

If a student's behaviour does not improve after a warning, they may need to serve a detention on Friday afternoon. They may also be temporarily denied the right to leave campus in free time and lose other privileges such as having their mobile phones at certain times.

Level 4 - Restrictions

Restrictions are designed to allow House staff to guide and oversee improvements in the student's behaviour while not impacting their education. This may include putting the student on a behaviour report, requiring them to be in supervised study, being gated and losing privileges. Parents will be informed and this will remain on a student's record.

Level 5 - Disciplinary Council

A student whose behaviour may result in suspension or exclusion is required to attend a Disciplinary Council meeting. This usually consists of the Head of Boarding, the houseparent, the Headteacher, the Head of Secondary School and the School Director. A student may ask to be supported by another student. Each hearing is dealt with on a case-by-case basis and the student's previous behaviour record and contributions to the school will be taken into account as well as their response to the Disciplinary Council. The outcome of the Disciplinary Council will be on the student's record and school transcript. Should the decision be for the student to leave the campus, the parents will be notified and should make arrangements for the student to leave at the earliest opportunity. A student who has been excluded may not return to the campus without permission from the General Director.

Local Authorities

There may be incidents involving students when the school is required by Swiss law to notify the authorities. The school's responsibility is to safeguard its students and in these



circumstances we will inform parents immediately and make every effort to ensure the student is protected.

Boarding points system

In order to uphold our expectations and guide students on how to improve, we have a boarding points system on the La Garenne campus which is used with all students from Year 1 to MYP3. Students may be awarded points or lose points during the week.

Each week, students start with twelve points and are evaluated on three different criteria: behaviour, punctuality and tidiness. Students may also earn points for helping within the school and excelling in areas they find challenging. There are four different levels: gold, green, yellow and red.

MYP1-3 students (irrespective of point system colour) are allowed to have their phone to contact home on Wednesday from 7.30 - 8.30pm and on Sunday from 11.00 - 12.00pm. All phone times are in the points system table below.

Definitions:

- **Behaviour:** Behaviour outside the academic day. Example: showing good listening, kindness to others, following instructions. Only using French and English unless told otherwise. No swearing in any language is accepted. Using independent study time for completing homework as well as revising for exams.
- **Punctuality:** If a student is late to class, ECAs, or late handing in electronic devices, or late going to bed.
- **Tidiness:** Keeping the bedroom and personal belongings tidy and organised, including lockers. Also remembering sports equipment and personal belongings for class.

For major infractions, a student may automatically be placed in red for the week.

Beau Site MYP 1 - 3		
Colours	Points	Privileges/Sanctions
Excellent	15+	<ul style="list-style-type: none"> ➤ Extra phone time ➤ Other reasonable requests considered ➤ Students consistently in gold receive a special treat at the end of term
Good	12-14	<ul style="list-style-type: none"> ➤ Phone time: Friday from 4pm / Sunday from 11am / (M3 only) Thursday from 6pm ➤ Allowed out for dinner in town on Friday (must be requested by Wednesday)
Could be improved	9-11	<ul style="list-style-type: none"> ➤ Phone for contacting home only: Sunday 11.30am - 12.30pm; Wednesday 7.30pm - 8.30pm ➤ No cooking of own food or visiting the little shop between campuses



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Below expectation	0-8	<ul style="list-style-type: none">➤ Phone only for contacting home: Sunday 11.30am - 12.30pm➤ Friday detention➤ Not allowed to leave campus during free time (no shopping)➤ Extra duties may apply
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6. Dress Code

As representatives of the school we expect our Primary and MYP students to be dressed appropriately and in a presentable manner at all times on and off campus.

- During the academic week, students wear their school uniform. Formal uniform is worn on Mondays in term 1 and term 3.
- During the ski season, students wear La Garenne ski suits for all outdoor activities unless authorised.
- When students are allowed to wear their own clothes, houseparents will determine what is appropriate regarding modesty and social acceptance.
- During sports lessons, the school sports uniform and correct footwear must be worn.
- Students are not allowed to wear over-large trousers that hang below the waistline; a belt must be worn if required. Trousers must be presentable, no holes in knees or elsewhere.
- School sports clothes may be worn in class, if authorised due to time restrictions.

Monday	Formal uniform: black suit or skirt, white shirt, tie, smart black shoes
Tuesday to Friday	White LG polo, black, blue or beige chinos (no jeans) and LG jumper
Saturday & Sunday	Casual: no rips or holes, modest and appropriate.

Personal Presentation

Students should not wear excessive jewellery or make up. Tattoos and visible piercings, other than an earring, are not permitted. Hair should be its natural colour and clean and tidy. During the school day, long hair is to be tied back in class and around the school.

Winter Wear

Students will need insulated waterproof snow boots with good grip soles for the winter (a brand such as **Sorel** is recommended). As with outdoor coats and hats, these may not be worn inside the buildings.



Ski Equipment and Clothing

Uniforms for Skiing and Outdoor Education are provided by the school. Students may not wear anything other than this when participating in school activities on the mountain. Skis and snowboards should not carry any offensive logos or images.

7. Technology Usage

Digital Citizenship



Electrical devices and digital technology

At La Garenne we consider access to computer resources to be a privilege and we expect our students to use these resources responsibly. Students may bring no more than three internet-enabled devices (one computer, one tablet and one phone) to school. Students should not bring devices such as Apple Watches to school.

Students should not access or store online material that is contrary to school rules. The school reserves the right to check the contents of a student's laptop.

Primary students store their computers in the designated area within their boarding house and may not keep them in their rooms.

MYP students charge their computers in their rooms after class and hand them in to the boarding office before lights out. Computers may be collected each morning after breakfast



before leaving for class. Only one computer per student is permitted and it must be registered with the school's IT department. Please refer to the Computer Rules & Regulations in Section 9.

We believe that technology is important for a student's development and is a skill for their future. However we do limit the amount of time students are allowed to use their computers, phones and other devices during the week and there is a 'no technology' day each Saturday. Any staff member may forbid the use of electronic devices at their discretion.

Mobile Phones

Students may only have **ONE** mobile phone. Phones are not to be used by students outside designated times. All phones should have the student's name clearly marked. Primary students' phones are stored in the boarding house cupboard during the week. MYP students' phones are kept in the boarding office during the week. Mobile phone numbers should be given to boarding staff and students must inform them if their number changes.

Social Media

Social media is part of our world and is therefore not banned at La Garenne. However, students are expected to use it responsibly. Students must not post material or express opinions about the school and they must remember that anything they share or post will always be in the public domain. Any student who is approached by outside agencies (such as journalists) should decline to comment, and refer them to the School Director. While a student is enrolled in the school they may not have contact with a member of staff via private social media platforms.

Communication With Staff

Students are expected to read their school emails regularly and certainly at least once per day. They are expected to respond to direct emails promptly, with proper manners and they must not ignore specific requests. All students and staff are allocated school monitored email accounts. Students and staff are permitted to use these school email accounts to contact each other regarding school work and school projects only.

Communication With Family

We encourage our students to keep in regular contact with their parents and to let them know how they are getting on. Should a student be unavailable on one of the designated days, they must let their family know. If a family feels their child has not been in touch regularly they should contact the boarding team.

Students whose families live in a different time zone can use their phone to contact their family at a different time.



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Contact Times MYP1-3

- Wednesday from 7.30pm - 8.30pm (different time for students from Asia)
- Sunday between 11.00 and 12.00pm depending on weekend activities

Parcels and Mail

Parcels and letters from parents and friends should be posted to the address below. Please be aware that the school reserves the right to ask students to open packages in the presence of a member of the House team.

Name of student

La Garenne International School
Chemin des Chavasses, 23
1885 Chesières
Switzerland

Wifi/Mobile Data

Students should only use the protected school wifi system and may not share Mobile Data access.

Headphones/earbuds

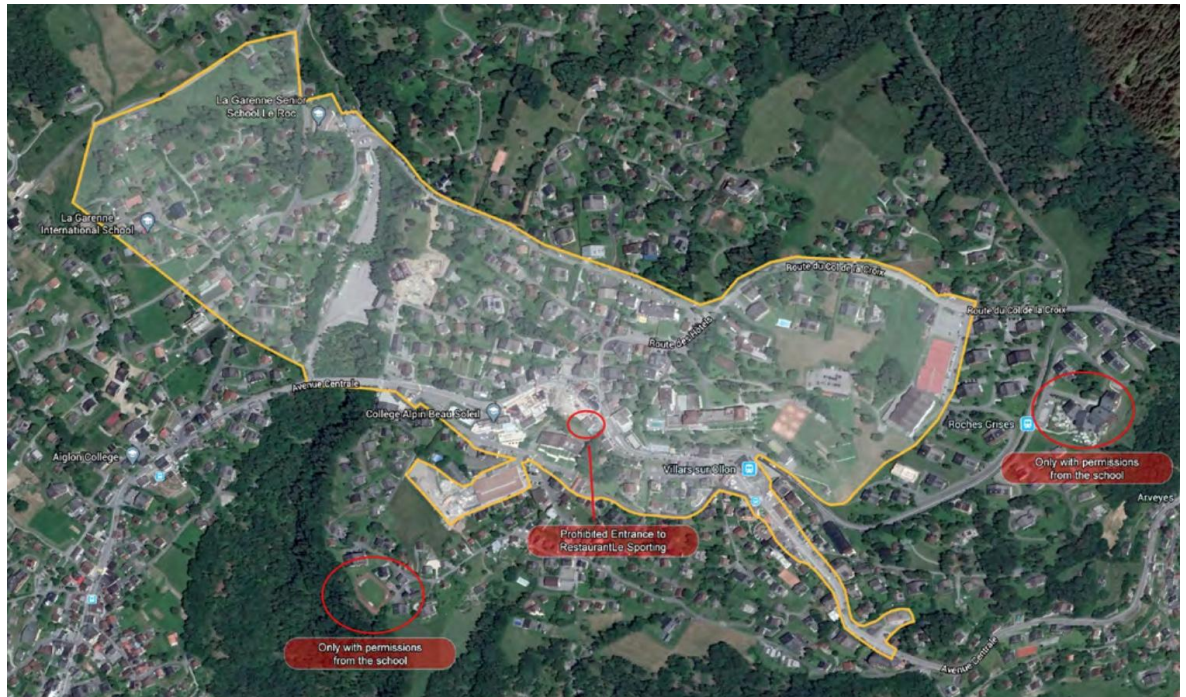
For safety reasons, so that they are aware of their environment and possible danger, when authorised to use headphones or earbuds around campus after class and in the village, students should only wear ONE earbud on campus.

Games and Films

Any computer games played, or films watched by students must be age appropriate and not played excessively.



8. LGIS Student Boundaries



Prohibited Places (Marked in Red), including during weekend exeat with parents:

- Restaurant Le Sporting
- Hotel Royalp (only with permission from the school)
- Minerve - Sports ground (only with permission from the school)

All other places outside the yellow border

9. Appendices - Policy Documents, Rules And Regs

- [Computer Rules](#)
- [Weekend Exeat Consent form](#)
- [Drugs and Alcohol Policy](#)
- Relationships Policy
- Well-being policy (incl. bullying)