

UNLEASH YOUR TALENTS

INSPIRE THE WORLD



LA GARENNE
INTERNATIONAL SCHOOL

PRIMARY

BOARDING

HANDBOOK



Primary Boarding Handbook



Date
July 2023

Fait à
Chesières, Suisse

> **Primary 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,
La Garenne Boarding Team

Using This Handbook

This handbook provides a comprehensive guide to boarding life for Primary students in Years 1-6 in the La Garenne 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 parents to read it and keep it for reference. Should you wish to discuss any aspect of the handbook, please get in touch. The handbook is updated annually, and the information may be revised during the course of the year.

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> Contacts - Boarding Staff



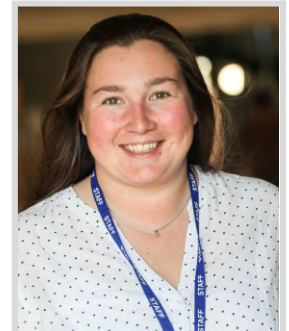
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> School Philosophy, Vision And Mission

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 "*Be Happy and Never, Never, Never Give Up*" encourages well-being, effort and resilience in all aspects of life for 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.

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

Normal School Uniform

- 3 pairs of 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 slippers
Spare pair of glasses, contact lenses, etc.
Tennis racquet (if having lessons)
Pencil case and stationery
Mother tongue to English dictionary
Laptop and charger (please note: a Swiss plug is not the same as a European one)
Photos of friends and family
Posters and small personal items for your room Spare pair of glasses, contact lenses, etc
Small soft toys and comforters

Term 1

2 warm hats and a scarf

Term 2

3 pairs ski socks
3 sets of thermal underwear
2 pairs ski gloves
1 ski helmet + 1 back protection
1 pair of ski goggles

What not to bring

Knives or weapons
Electrical items such as coffee machines, mini fridges, heaters, fans, TVs, etc
Candles or incense burners
Illicit material
Matches or lighters
Video games 11+
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

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.

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

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. We use locally sourced products wherever possible. Menus are published on our website.

Health Centre

La Garenne acts in loco parentis for all the children in its care. Our 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.



LA GARENNE
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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 children, 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.

Homesickness is perfectly normal: most boarders are likely to feel homesick at some stage. Parents will hear the worst of their child's homesickness as 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, libraries and study areas providing a dynamic and organised learning environment. The boarding houses have spacious bedrooms adapted to the needs and ages of the students. The communal areas such as student lounges, creative areas or the dining room, are designed to foster the family atmosphere that we hold close to our hearts. We have a basketball court as well as ample recreation areas with child-friendly play equipment.

General Expectations

We maintain a high standard of behaviour and expect students to work together to live harmoniously. Respectful behaviour towards staff, 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. 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 assumes 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 at Chemin des Chavasses 23, unless otherwise directed. 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.
- Hand in all electronic devices.

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

Departure Arrangements

At the end of term:

- The student’s luggage, documents, passport and additional items are collected from the main office and an official check-out procedure is carried out.
- Students hand in their 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 should be sent to the school office at least four weeks before 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 with the relevant airline.
- Students will be handed over to the airline staff on UM duty.
- La Garenne staff will remain at the airport until the flight has departed.

Leaving campus

For exams or at the end of term, 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. All Primary students moving between the two campuses must be accompanied by an adult.

Events Calendar

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

Requests for a student absence during term time are only acceptable in writing. Parents must use the following form, giving at least a week's notice:

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. Students who miss schoolwork 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

Students are not allowed to go to their rooms during the day. Students have a wristband for door access. This must be kept securely 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 wristband they must inform the boarding staff immediately and may have to pay for a replacement.

Balconies, staff accommodation, staff bathrooms, the kitchens and outdoor areas including the car park are out of bounds to all students at all times.



Pocket Money

Students receive weekly pocket money. They are not allowed to keep money in their rooms or on their person except during shopping trips. Any money they bring from home must be deposited with the school accountant. If a student needs extra money, they should request this from the houseparents.

Wallets should have the student's name on the inside. Primary students are not allowed credit or debit cards. Students are responsible for looking after their pocket money, and if they lose it the school cannot be held responsible. We limit the amount of sweets that may be bought, and only one packet of crisps and one bottle of fizzy drink per week are permitted.

Room Allocation

Students living in La Garenne have a cosy, family-orientated building where they share facilities and learn to live as part of a close-knit community. Sharing a room fosters key personal skills and gives students the chance to experience a truly international experience. We take great care to match the right student with the right roommates. Room allocations can be changed by houseparents during the year but if a student wishes to change rooms, they may discuss this with their houseparents.

Room Decorations

Students are encouraged to make their private area within their rooms feel homely. They are allowed, with staff approval, to put up posters, photos etc. They should, however, communicate their plans with their roommates. To prevent damage to surfaces, we ask students to follow these guidelines:

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

Tidiness

Students are responsible for keeping their bedroom neat and tidy. Boarding staff check each room daily .

Food in Rooms

As a fully catered boarding school offering a nutritious and varied daily menu, take-away food deliveries are not permitted.

Birthdays

Students can request a celebration with friends for their birthday. This should 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. Parents will be invoiced for replacing missing items. 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. If a student mislays an item, they should immediately inform their houseparent. However, the school cannot be held responsible for any losses incurred on the premises. Students should not bring expensive personal items to school. Parents are advised to take out an 'all risk' insurance policy for valuable items. Students must give valuable items to their houseparents for safekeeping.

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 and shoes. 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 tags 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 with the Housekeeping staff. The school declines all responsibility for personal items damaged in the Laundry. Laundered items are returned each morning and the house staff put them away.

Daily Schedules

Students have class each day from 08.00 - 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

A list will be put on display in each boarding house with the days, student names and duties to be performed within the boarding house. All students are expected to participate in the house duties.



Bedtimes

Weekday lights out is at 21:00. At weekends, houseparents may extend these times.

Family Visits

If families wish to visit students during the term, they should contact the main office to organise this. Visits are not permitted during the first two weeks of a new school term, as it is important that the students settle 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. The family must complete this form:

https://www.la-garenne.ch/PDF/request_weekend_away_school.pdf and inform the La Garenne main office by the end of the day on the Wednesday preceding the weekend. 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 electronic locks with keycard or wristband access, allowing only authorised personnel to enter. In emergency situations, keycard or wristband access doors can be overridden. Students do not have access to balconies.

Expeditions

At La Garenne we take full advantage of our outstanding Alpine environment to enrich our academic learning, to raise environmental awareness and to help students become responsible members of society. Students 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.

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 and all students are expected to participate. Parents are invoiced for all trips.



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.

Staff develop positive relationships with the students as role models, by establishing clear boundaries and routines, communicating expectations, outlining a clear code of conduct, highlighting and promoting good behaviour and using positive reinforcement.

Behaviour off campus

Primary students are not permitted to leave the campus except with a member of staff. The village of Villars is our home community and all students must abide by the following rules:

- 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".

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



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. We want to maintain a safe and responsible environment. If students fail to adhere to the rules, they will be subject to a 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.

Personal Relationships

While at La Garenne, students will inevitably develop a strong rapport with the people around them. They learn how to live with their roommates, 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.

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 detention or a loss of 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 boarding staff trusting their students.

The escalation of sanctions is shown below:

(image of sanctions)

Examples of Infractions

<p>Minor infractions could include:</p> <ul style="list-style-type: none"> Any activity that detracts from learning Failure to follow instructions Missing class without good reason Lateness Breaking classroom rules Inappropriate language Inappropriate use of computer Disrespectful behaviour 	<p>How are these dealt with:</p> <ul style="list-style-type: none"> Guidance/Verbal warning Loss of points <p>An accumulation will lead to loss of privileges and restrictions</p>
<p>Major infractions could include:</p> <ul style="list-style-type: none"> 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 Plagiarism Leaving boarding room after Lights Out (except emergencies) Being out of bounds Breaking the Code of Conduct 	<p>How are these dealt with:</p> <ul style="list-style-type: none"> Guidance/Verbal warning Loss of privileges Restrictions Disciplinary Council



Disciplinary Council - The following violations could result in appearing before the Disciplinary Council, and may lead to suspension or exclusion:

- 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. They may also 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 House Parent, 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 operate a boarding points system for Primary students. They may be awarded or lose points depending on their behaviour.

Each week, students start with twelve points and are evaluated on 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. For major behavioural issues, a student may be placed in red for the week.

Primary Years 1 - 6		
Colours	Points	Privileges/Sanctions
Excellent	20	➤ Extra pocket money
Good	15-19	➤ Special computer time on Friday evening
Satisfactory	10-14	no computer on Friday
Below expectations	0- 13	➤ Early to bed on Friday and Saturday ➤ No shopping ➤ No computer at the weekend



6. Dress Code

As representatives of the school we expect our Primary 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 to wear otherwise.
- When students are allowed to wear their own clothes, houseparents will determine what is appropriate.
- 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, with no holes.
- 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 Clothing

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

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. Apple watches or similar wifi/sim connected watches must not be worn in 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.

Student laptops must be registered with the school's IT department. Please refer to the [Computer Rules & Regulations](#).

We believe that technology is important for a student's development and is a skill for their future. However we limit the amount of time students are allowed to use their 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 may not be used by students outside designated times. All phones should have the student's name clearly marked. Primary students' phones are locked away in the boarding house during the week. Parents should provide us with the mobile phone number of their child's device.

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. Images of students may appear on the school's own social networks. If you do not wish your child to appear, please confirm this to us in writing.

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 monitored school 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.

Contact Times

- Sunday from 10:45 - 11:45
- Wednesday from 19:15 for European students; 12:30 for students from Asia

The boarding staff oversee this and help the students to connect and speak with their families. If a family member is unable to speak with a student at the school, please contact the main office, and we will try to find a solution.

Parcels and Mail

Parcels and letters from parents and friends should be posted to the address below. Please be aware that our staff will open packages sent to Primary students.



LA GARENNE
INTERNATIONAL SCHOOL

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

So that they are aware of their environment and possible danger, when authorised to use headphones or earbuds, students should only wear ONE earbud.

Games and Films

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

8. Appendices - Policy Documents, Rules And Regs

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