

UNLEASH YOUR TALENTS

INSPIRE THE WORLD



LA GARENNE
INTERNATIONAL SCHOOL

SENIOR SCHOOL BOARDING HANDBOOK



Senior School Boarding Handbook



Date
July 2023

Fait à
Chesières, Suisse



Welcome to La Garenne Senior Boarding Handbook

Your home away from home

Boarding offers limitless opportunities to gain independence, make lifelong friendships and learn in and out of the classroom. Villars in the Swiss Alps is the perfect location. On our doorstep, we have a spectacular glacier and over 130km of ski slopes, which in summer transform into a wonderland for mountain activities. You can reconnect with nature through skiing, sledging, climbing, golf, tennis, hiking, biking and running, to name but a few.

From the basketball court, the gym, the stunning art room, to the welcoming common rooms and cosy bedrooms, we want you to feel both empowered and safe, so you can step outside your comfort zones, express yourself and above all, make the most of your time with us. Your house parents are experienced, caring and kind. We look forward to helping you prepare for life's challenges and to make a positive impact in the world. We will encourage you to aim high and to nurture your strengths. We will be here when things go well, as well as when they go wrong - and we will help you put them right. We will guide and support you whether you are a first time boarder or a returning student.

It is important to get involved and try as many new things as possible. Educationalist [Sir Ken Robinson](#) advocated strongly for "The Element" - the point at which natural talent meets personal passion. And as best-selling author [John Maxwell](#) wrote, *sometimes you win, sometimes you learn*. Our aim is to help you to be the best that you can be.

Please take time to read through this handbook and ask if you are not sure about anything. We wish you a very happy and successful year at Le Roc.

Kind regards,

Le Roc Boarding Team

The purpose of this handbook is to explain the principles, policies and procedures that underpin a happy and positive experience in Le Roc. It is the responsibility of students and parents to read it and keep it for reference. Please get in touch if you would like to discuss any aspect of the contents. This document is updated annually and the information may also be revised during the year.

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Contacts - Boarding Staff



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Health & Welfare Officer



Stéphanie Méan
PA & Travel Coordinator



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 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 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 with an enriching extra-curricular programme to promote the development of the whole student and to give each of them 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

“Be Happy and Never, Never, Never Give Up” encourages well-being, effort and resilience in all aspects of life for all members of our school community.

In 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.

Partnerships

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 taken, 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.



1. 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, including sturdy footwear for the winter months.

Students are discouraged from bringing expensive personal items. Any that are brought should be clearly marked and a record kept of serial numbers or identifiable features. Parents' personal insurance should cover all valuable items. The school does not take responsibility for loss or damage. Any compulsory items not brought to school will be purchased by La Garenne and invoiced to the parent or guardian. If a student needs to purchase replacement equipment during the course of the year, we will inform parents first unless the value is below CHF 100 in which case we will procure it and invoice the family.

Branded school uniform items are provided by the school, as is bedding (duvets, pillows, covers etc). Specialist kit including ski equipment and clothing can be purchased through the school.

What to bring

- 2 tailored plain black blazers and trousers
- 3 pairs of trousers (black, navy blue or beige)
- 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
- 2 pairs of pyjamas
- 2 large towels
- Toiletry bag with shower gel, shampoo, toothbrush, toothpaste, etc
- Casual clothes for after school and weekends (with limited storage space, please keep this to a minimum)
- 2 swimming costumes
- Swimming goggles
- Sunglasses
- Hiking boots
- 2 pairs of hiking socks
- Outdoor sports shoes
- Indoor sports shoes
- Tennis racquet (if having lessons)
- School bag/rucksack
- Pencil case and stationery
- Mother tongue to English dictionary



- Laptop and charger*
- Mobile phone (with a Swiss SIM card) and charger*
- Headphones or earbuds
- Photos of friends and family
- Posters and small personal items for your room
- Spare pair of glasses, contact lenses, etc.
- *Please note: a Swiss plug is not the same as a European one).

Special events / formal clothes

- 1 complete outfit (smart dress, tights, shoes) or suit (dark socks) 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

November to April

- 3 pairs of 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

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 materials
- 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 student well-being, Le Roc 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.



Meditation

Well-being improves when students are able to take time to find calm, practise mindfulness and live in the moment. Meditation helps students concentrate and reduce stress by becoming more aware of the connection between the mind and the body. Time for this is built into Wellness sessions. Additionally, students can join a mindful dog walk with a school pet, or the mindfulness club. Expeditions and outdoor activities help protect our students against nature-deficit disorder by reconnecting them with the natural world.

Meals

The Eldora group oversees our catering at La Garenne. Meals are cooked in our own kitchens and we use locally-sourced products wherever possible. Our chef places great emphasis on well-balanced and nutritional food, paying regard to any food restrictions and allergies, as well as taking cultural or religious needs into account. We encourage our



boarders to eat both lunch and dinner in our school restaurant. Having said that, DPs have the privilege of getting themselves lunch from nearby shops. At dinner, all students are expected to attend for at least 15 minutes in order mindfully to enjoy the food and exchange ideas with their peers. Although take-aways are not permitted during the week, Le Roc students can order food on Friday and Saturday evenings. We reserve the right to impose stricter rules should the need arise. Menus are published a week in advance and can be accessed [here](#).

Health Centre

La Garenne acts in loco parentis for all the students in its care, including those aged over 16. We have a qualified nurse on site and a Health Centre which is available 24/7. The Health Centre is responsible for the following:

- Student health and well-being
- Educating our community about health and hygiene
- Organising appointments with specialists
- Accompanying students to the doctor
- Monitoring and administering treatments and medication
- Communication with parents and staff
- Monitoring each student'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. We work closely with local doctors, enabling us to care for our students in a timely fashion. The school has a wide network of other health specialists including dentists, orthodontists, dermatologists, ophthalmologists and psychologists. The paediatric department at Rennaz Hospital is within easy reach, and the University Hospital of Lausanne (CHUV) is just forty minutes away.

Safeguarding

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, either 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 for their own sake, or if they are worried about others who may be struggling. We have a full-time Counsellor available to students.



Where to find help

Although friends, tutors, teachers and house parents 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

Settling In and Homesickness

The process of moving into a boarding school provides many students, no matter how old they are, with wide-ranging emotions including excitement and anxiety. Most make the transition with ease whilst some find the change difficult, at least at the beginning.

It is normal for young people living in new surroundings to feel out of sorts and to want to go home. Homesickness often reflects a positive relationship between the individual and their family, friends and home environment. Our team is very experienced in dealing with such situations. However, if you are worried please contact a member of the House team.

Parents will hear about homesickness because students tend to phone or text when feeling at their lowest. Sometimes they also exaggerate in an effort to convince their parents to take them home! Initially, a complete break with family is recommended and contact kept to a minimum.

Support from parents in this is welcome. It is not unusual for a boarder who is coping well to suffer a setback after phoning 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 can encourage their child to speak to a member of staff if they are homesick.

Prefects



Prefects are an important part of our traditions and school identity. We have four Prefects:

- Head Prefect: Myriam
- Student Voice: Olivia
- Boarding Prefect: Isabella
- Sports Prefect: Carla



Being a Prefect requires teamwork, loyalty, companionship and leadership. They also act as representatives of the student body and ambassadors for the school. Our Prefects welcome new students, help with community campaigns, and represent the school at special events. They can also benefit from enhanced privileges.

Le Roc Facilities

Le Roc has generous, modern communal spaces, providing opportunities for boarders to socialise, play games and watch films. These spaces are also used for House assemblies and informal gatherings. As well as classrooms and bedrooms, students have access to the main school restaurant, a learning resource centre, a music room, a creative arts centre, a gym, and relaxing spaces such as student lounges and large outdoor areas.

General Expectations

At LGIS we maintain a high standard of behaviour and expect students to work hard to live harmoniously together. Showing respect to members of staff, fellow students and visitors is of paramount importance. This includes respecting the beliefs and opinions of others. We do not tolerate any form of abuse, harassment or inappropriate behaviour.

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.

A drug and alcohol contract is implicit in the contract that parents sign with the school when they apply for a place. Drug tests are obligatory and may take place at any time. Any attempt to cheat during a drug test is considered an admission of guilt. 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.

House Duties

All members of Le Roc are expected to contribute to the smooth running of the boarding house. There are five duties: waking up fellow students, cleaning the dining room after



dinner, sorting clean laundry, collecting phones at 21:30 and cleaning the student lounge. Each student can expect to do 3-4 duties per term.

Registration and Punctuality

You must arrive on time at all lessons, registration, ECAs and assembly. Always bring the correct equipment as you will not be allowed to return to your room until lunchtime. Students arriving late will be subject to the school discipline policy.

Before the first lesson and before dinner, you must register with your house parents at the Le Roc reception so they can check in on your welfare.

Arrivals and Departures

All travel information, tickets and official documents are to be sent by parents to the school office at least **two weeks** before the departure date.

For students using our airport shuttle service, the school assumes responsibility from the moment we meet them at the designated meeting point. For students making their own way to Le Roc, the school assumes responsibility when the student has checked in with their house parent at school. Students travelling independently must come directly to the school with no stop offs en route.

Arrangements for boarding students leaving school with their families

- Boarding students are only authorised to leave the school campus with the person named on their departure documents.
- For late departures, the boarding team must be informed before a student leaves the campus.
- The student's documents, passport and additional items are to be collected from the Boarding Office and an official check-out procedure completed.
- Students are to hand in their room access card or wristband upon departure.
- Once the official check-out has been completed, students are allowed to attend social events held by the school but are not allowed to sleep on campus at Le Roc.

Arrangements for a student flying alone

- La Garenne staff will transport the students and their luggage to the airport where they will hand students over to the care of airline staff.
- La Garenne staff will remain at the airport until the flight has departed.

Signing in and out

- Students leaving the campus during their free time must sign out using the designated system, so that boarding staff always know where the students are.
- MYP4 and MYP5 students are permitted to leave the school campus at breaktime and after school if they do not have extra-curricular activities.



- Students must be back in Le Roc by 18:00 Monday to Thursday, and by 21:00 on Fridays (21.45 for DP students)
- MYP students are not permitted to leave the campus at lunch, except when travelling between the two LG campuses.
- DP students are permitted to leave the campus at breaktime, lunchtime and after school.

Request For Absence/Weekend Away From School

If a parent wishes their child to have time away from school, a formal written request must be made to the General Director using this form:

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

Please note: not all requests are accepted.

Parents must check the school calendar to ensure that time away from school does not clash with extra curricular activities or academic study. Students must catch up on missed work in their own time, and inform tutors if they are going to be absent for private lessons.

Boarding students may spend occasional weekends with their families from Friday at 16:00 (if not in detention) until Sunday at 18:00. The family must submit the [request form](#) at least 48 hours in advance. If students wish to invite a fellow student to stay, written permission must be obtained from both families. DP students are allowed to leave the campus for a day, provided written permission is given by parents, and if approved by the school.

Security of Documents

Passports and all other important documents must be given to house parents for safekeeping. These documents are kept in the safe in the Le Roc House Office.

Room Access and Money

Students are given either a keycard or wristband for door access. This must be worn at all times, and under no circumstances should it be given to anyone else, within or outside the La Garenne community. If students lose their card or wristband, they should inform boarding staff immediately. There is a charge for a replacement.

Access to certain floors is restricted. Students who access or try to access another floor without express permission will be subject to disciplinary action. They must not mess about in or near the lifts.

Senior students may have a prepaid debit card. This is preloaded for the year by parents to a maximum of CHF 2'000 for MYP students and CHF 3'000 for DP students. Students are encouraged to be responsible for managing their money appropriately. This supports our policy of preparing students for life beyond La Garenne. If a student needs more funds, they must seek permission from the School Director. To help students learn to budget, we



politely insist that parents support us by observing the maximum limits set by the school, and not to provide their child with any other form of payment (Apple Pay, cash, etc).

We limit the amount of sweets and crisps that may be bought. Students are encouraged to be sensible and consider their health when making any purchases. Staff reserve the right to confiscate excessive amounts of sweets and crisps. Students are forbidden to buy knives, lighters, matches, alcohol, cigarettes (including vapes), adult games and other illicit material.

The school is not responsible for valuables and money which are not deposited with the school office for safe keeping.

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 house parents during the year but we strive to keep any changes to a minimum..

The room standards are exceptionally high at Le Roc. In their rooms, students have:

- A bed
- A safe for valuables
- A desk and chair
- A bathroom
- Storage space for books, clothes and personal items
- A desk lamp
- A wardrobe and a chest of drawers
- Connection to the internet until lights out.

Students are encouraged to make their rooms feel homely whilst respecting the shared environment and communicating with their roommate.



Room Decorations

Decorations depicting tobacco, alcohol, drug use, and/or paraphernalia associated with these activities are prohibited. Images featuring nudity, sexually explicit material, violence, discrimination, and/or racism are also forbidden. To prevent damage to surfaces, we ask students to follow these guidelines:

- The room door must be free from obstruction;
- Nails, white and blue sticky tack and staples are forbidden;
- Stickers are not allowed on any surface.

Tidiness

Rooms are checked and their condition signed off on receipt of the room keys. The keycard or wristband must be handed in when moving out of the room. Rooms must be emptied, cleaned and formally handed back to the boarding house staff before departure at the end of term/school year.

Students are responsible for keeping their own room neat and tidy. This involves making their bed every morning, airing the room, tidying up and switching off all electronic equipment before leaving the room. Boarding house staff check on each room daily. Rooms must be left tidy before leaving for weekends and holidays. Students failing to comply with these rules will be subject to disciplinary action.

Student-owned furniture and room decorations must be approved by boarding house staff in advance.

Food in rooms

The delivery and consumption of take-away food on the campus during the week is strictly prohibited. At weekends, the delivery of take-away food is at the discretion of the House staff. Take-away food may only be eaten in student lounges or the dining room.

Birthdays

Students can request a meal out or a take-away with friends to celebrate a birthday. This must be arranged with the house parent in good time.

Looking after belongings

Students are responsible for taking care of their personal belongings, including school uniforms, stationery and technology. Lost items should be replaced from the student's own pocket money. Students should not borrow each other's belongings, and may not sell or exchange personal effects.



Lost Property and Insurance

Lost property is kept in the House office. Report missing items to House staff immediately. Neither the House nor the school is responsible for losses incurred on the premises. Parents are therefore advised to arrange for valuable items to be covered by an 'all risk' insurance policy. Safes are provided in bedrooms for students to keep their valuables.

Personal Hygiene

Boarders should understand the importance of personal hygiene. Clean underwear every day, daily showers, and showering after sport are essential. Our Laundry is very efficient and there is no excuse for wearing dirty clothes. 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 a student using an aerosol spray.

Laundry

Each evening, boarders place their clothes in laundry baskets, from where they are taken to the Laundry before being returned clean and ironed. 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. If labels are not applied before arrival, the school will do it and invoice parents for the service. Students who have delicate items of clothing should discuss its care directly with the Housekeeping staff. The school declines all responsibility for personal items damaged in the Laundry.

Daily Schedules

Our daily schedules vary depending on the Term. However, here is a guide to what you can expect: [Boarding Timings Le Roc 2023/2024](#)



Campus Security

Our primary responsibility is to keep our students safe. Our campus is fitted with CCTV cameras and alarms. Buildings are accessed with keycards or wristbands, allowing only authorised personnel to enter. In emergencies, keycard or wristband access doors can be overridden. Students in Le Roc do not have access to balconies. Students should not open the door to anyone they don't know.

4. Beyond the Classroom

Expeditions

We take full advantage of our outstanding Alpine environment to enrich academic learning, to raise environmental awareness and to help students become responsible members of society. Students in Le Roc are expected to take part in the outdoor education programme and challenges. We also have compulsory expedition weekends. Weekend leave during these times will not be authorised.

We also provide an opportunity for senior students to join an optional extended programme. This is designed to allow them the autonomy to be fully involved in developing their skills, abilities, awareness and knowledge in planning and preparing a higher level expedition.

School Trips Abroad



School trips are a fantastic opportunity for 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. Destinations vary from year to year and some trips are **compulsory**.

Team Sports

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



Extracurricular-Activities (ECAs)

To complement the academic programme, we offer a wide range of activities after school and at weekends. We also encourage senior students to develop their leadership skills where possible by organising some of these activities.

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 Le Roc.

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.

Villars is our home and community and 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).
- Students leaving the school campus must sign out and in using the designated online register.
- When off campus without adult supervision, students may go into Villars but must have their mobile phones with them and switched on at all times.
- 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 must remember that even when wearing their own clothes they are representatives of the school and must behave accordingly.
- 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.
- 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.



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 at La Garenne. 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. Le Roc 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".

To maintain a safe and responsible environment for those living at Le Roc, we expect students to have a responsible attitude towards alcohol. For those aged 16 and over, parents can sign a form to permit their children to have a drink occasionally. These students must always ask permission from their house parents who will authorise it or not, depending on the context. 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.

Students are not permitted to smoke either on or off campus, including e-cigarettes, vaping, shisha pipes etc. Students who request it, can enter a support programme to help them give up. Swiss Federal Law, as well as the law in Canton Vaud, state that students under 18 are prohibited from buying e-cigarettes.

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.



Social Media and Mobile Phones

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.

Our school is first and foremost a learning environment. We strive to prepare students for their future, especially regarding technology. Senior boarding students keep their computers on their desks in their room at night, turned off in order to charge them for the following day. Only one computer is permitted, unless authorised by the boarding team. Students are allowed to bring one mobile phone to school and must adhere to the following rules:

- Mobile phones may be used between the hours of 16.05 and 21.30 Monday to Friday for MYP students;
- Students must not take images or make recordings of other students or staff without their express permission;
- DP1 & DP2 students may carry their phones with them at all times, but they must be on silent and in the phones basket during lessons; failure to follow this rule will result in the phone being confiscated and the student will revert to the MYP4 & 5 rule of 16.05 - 21.30;
- Mobile phones cannot be used during extra-curricular activities. They can be carried during this time but must be on silent and kept out of sight;
- Students must hand in their devices at 21.30 each night;
- Mobile phones must not be used in the school restaurant;
- Only one mobile phone is permitted per student; additional phones will be confiscated and stored in the boarding office until the end of term;
- Boarders contacting family members in significantly different time zones must find the best time to do this and discuss timings with House staff.
- Any students taking part in Independent Skiing in term 2 will be permitted to take their phones with them;
- Any member of staff may forbid the use of phones at any time.



Rewards and Sanctions

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.

A good learning community is steeped in encouragement and praise. Here are some of the ways we recognise good behaviour:

- Behaviour merits issued via ManageBac;
- Boarder of the week and Boarder of the term, with extra privileges;
- Appointment of prefects, including Head Boy and Head Girl;
- The Learner Profile Award - covering both academics and boarding;
- Special trips and outing for those showing outstanding behaviour over an extended period

Where a boarder is in breach of the House procedures, an internal sanction such as a Friday evening detention or a loss of weekend privileges will be applied. 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. For the boarding community to thrive, great emphasis is placed on the ability of boarding staff to trust their students. If the school incurs costs as a result of a student's proven poor behaviour, we will seek reimbursement from parents.



Examples of Infractions

<p>Minor infractions could include: Any activity that detracts from learning Being disrespectful to staff Failure to follow instructions Missing class Lateness Breaking classroom rules Inappropriate language Public displays of affection Littering Uniform violations Defacing school property</p>	<p>How are these dealt with: Guidance Verbal or written warning Loss of privileges Restrictions</p>
<p>Major infractions could include: Accumulation of minor infractions Aggressive behaviour towards a member of staff Verbal abuse or harassment Lying or dishonesty Fighting or physically harming another person Possession of banned items or substances (vapes, alcohol, etc) Forging documents 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>	<p>How are these dealt with: Guidance Verbal or written 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 expulsion:</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.
- Accessing or attempting to access prohibited areas.

Level 1 - Guidance

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

Level 2 - Verbal Warning

After Level 1, if poor behaviour continues, a verbal warning will follow. Students will be informed of the consequences if their actions are repeated.

Level 3 - Loss of privileges

If a student's behaviour does not improve after a warning, you may be put into detention. You may also be temporarily denied the right to leave campus in your free time and lose other privileges such as having your mobile phone. There are two types of detentions:

- **Friday detention given by Academic or Boarding staff:** From 16:15 to 18:15, you will have to complete a number of set tasks. Upon successful completion of these tasks, you will be allowed to go out at the weekend or order a takeaway.

Examples of behaviour warranting Friday detention: you turned up late to boarding registration three or more times in a week; you plagiarised your History homework; you failed to make your bed.

- **Weekend detention given by Boarding staff:** You will have a Friday detention **and** you will be gated. No takeaways allowed.

Examples of behaviour warranting weekend detention: you failed to follow simple instructions several times; you left your room in a mess before the holidays; you tested positive for nicotine; you didn't do your duties.

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 Section, House Parent, Well-being Coordinator, the General Director and the Head Prefect. 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 Discipline 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.

6. Dress Code

As representatives of the school we expect our senior students to be dressed appropriately and presentably at all times on and off campus.

- During the academic week, students are required to wear the school uniform, except on Fridays.
- The shortest a skirt should be is no shorter than 10 cm above the middle of the knee. This is approximately just below mid-thigh.
- During the ski season, students are required to wear La Garenne ski suits for all outdoor activities unless authorised to do otherwise.
- When students are allowed to wear their own clothes, the House team will determine what is appropriate.
- Students are advised not to bring clothing of high value. If they do, they are responsible for their care.
- During sports lessons, the school sports uniform must be worn with the correct footwear.
- 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, rips or tears.
- School sports clothes may be worn in class lessons if authorised.
- Nightwear (pyjamas etc) is not to be worn in any publicly-accessible areas of the school.



	MYP4 and 5	DP1 and DP2
Monday	Formal uniform: LG blazer, white shirt, tie, smart trousers or skirt, black shoes.	Formal uniform: LG blazer, white shirt, tie, smart trousers or skirt, black shoes.
Tuesday to Thursday	White LG polo, black, blue or beige chinos (no jeans) and LG jumper.	Smart casual: office attire with no hoodies, jeans or tracksuit bottoms, no rips or holes, modest and appropriate.
Friday	Smart casual: no rips or holes, modest and appropriate.	Smart casual: office attire with no hoodies, jeans or tracksuit bottoms - no rips or holes, modest and appropriate.
After Lessons	Free choice. NB school uniform or sports uniform for all ECAs.	Free choice. NB school uniform or sports uniform for all ECAs.

Personal Appearance

Students should not wear excessive jewellery or make up. Tattoos and visible piercings, other than earrings, are not permitted. Hair should be its natural colour and clean and tidy. Long hair must be tied back for activities such as science experiments. Facial hair must be kept trimmed and tidy.

Winter Wear

Students will need insulated waterproof snow boots with good grip soles for the winter (such as **Sorel** footwear). 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. Skis and snowboards should not carry any offensive logos or images. Download the clothing list [here](#).



7. Technology Usage

Digital Citizenship

 DIGITAL COMMERCE Be respectful and always have permission before you hit "buy."	 DIGITAL DOWNTIME Remember to digitally disconnect and spend time with others.	 DIGITAL ETIQUETTE Apply real world behavioral standards to the digital world.	 DIGITAL HEALTH Know when to stay connected and when to turn off devices.	 DIGITAL INTEGRITY Examine the source of online information to determine credibility.
 DIGITAL LITERACY Avoid suspicious emails, websites, and online advertisements.	 DIGITAL PRIVACY Review privacy settings. Know what to share and with whom.	 DIGITAL RESPONSIBILITY Report problems, abusive behavior, and inappropriate images or content.	 DIGITAL SECURITY Make passwords easy to remember, but hard to guess.	

Laptops

Access to computer resources is a privilege and we expect our students to use these resources responsibly. 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. Laptops should be charged overnight in the student's bedroom. Please read the Computer Rules & Regulations [here](#).

Communication with Staff

Students should read their school emails at least once per day and respond to direct emails promptly. School email accounts can be monitored. Students and staff may use school email accounts to contact each other about school work and school projects only.

Communication with Home

We encourage our students to keep in regular contact with their parents and to let them know how they are getting on. Phone conversations between students and parents should not happen during mealtimes or after lights out but may be permitted under special circumstances. Students whose parents are in different time zones should find a regular and appropriate time to make contact.



Parcels and Mail

Parcels and letters from parents and friends should be posted to the address below. Unlabelled items will be disposed of without notice. Please be aware that all packages must be opened in the presence of a member of the House team.

Name of Student

La Garenne School
Le Roc Campus
Route des Layeux, 28
1885 Chesières
Switzerland

Mobile Phones

Students may have **one** mobile phone and **one** sim card. Phones are not to be used by MYP students during the school day. DP students may have their phones on them, set to silent. No student may wear devices such as Apple watches during the school day, except DP students. No devices are allowed in any tests or examinations. Students must inform House staff immediately if they change their phone number. Additional phones will be confiscated and kept in the school safe until the end of the term.

Wifi/Mobile Data

Students should only use the protected school wifi system and may not share mobile data access.

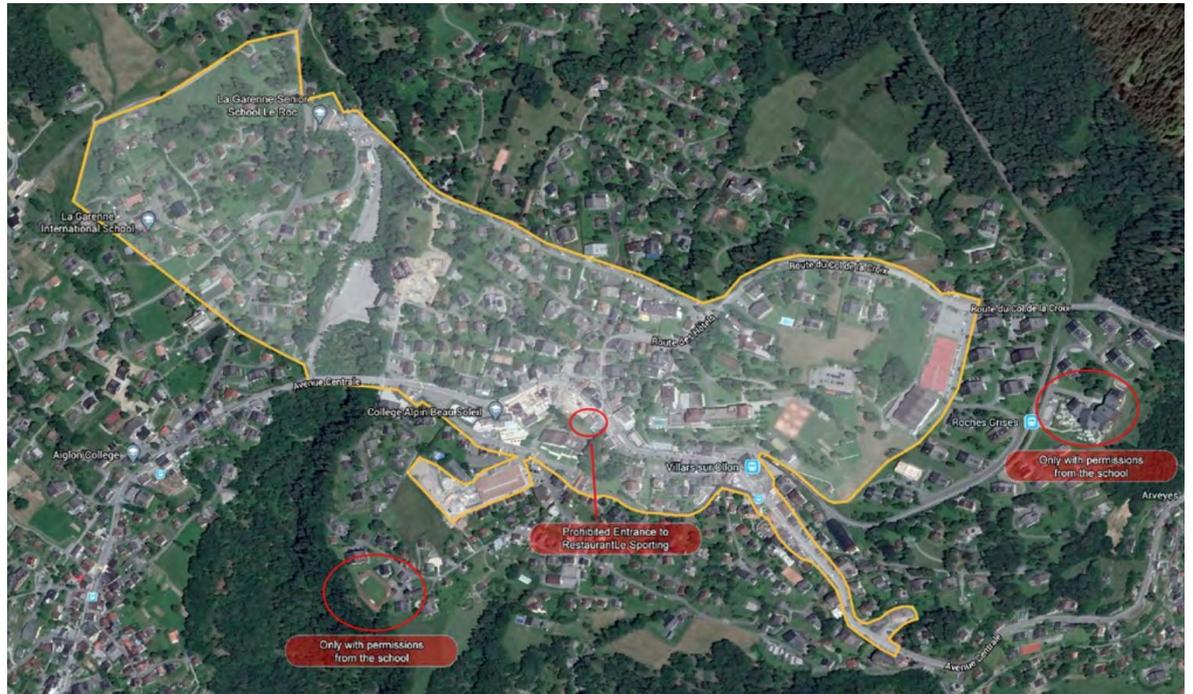
Headphones/earbuds

For safety reasons both on campus and in the village, students should only wear one earbud and only when authorised. When speaking to an adult, out of courtesy, the earbud must be removed.

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 exeats 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 Docs, Rules And Regs

- [Computer Rules](#)
- [Request For Absence/Weekend Away From School](#)
- [Drugs and Alcohol Policy](#)
- [Relationships Policy](#)
- [Well-being policy \(incl. bullying\)](#)