

SENIOR BOARDING HANDBOOK 2021-2022

LA GARENNE
INTERNATIONAL SCHOOL



SCHOOL YEAR
2021-2022



CONTACTS - BOARDING STAFF



Louise Braidwood
Le Roc Houseparent



Diego Donis Larriet
Le Roc Houseparent



Mouna Kissane
Le Roc Houseparent



Natascha Camozzi
Le Roc Houseparent



Stewart Spiers
Beau-Site Houseparent



Sandra Chieb-Spiers
Beau-Site Houseparent



Samantha Camozzi
Beau-Site Houseparent



Paola Fitzgerald
Boarding Assistant



Mylene Gacis
La Garenne Houseparent



Jérôme Burny
La Garenne Houseparent



Sara Cardoso
Boarding Assistant



Alex Cardoso
Boarding Assistant

TABLE OF CONTENTS



WELCOME TO LA GARENNE! 4

Welcome	4
Our Vision	5
Our Mission	5
Our Core Aims	5
Partnership With Parents	5

HAVE YOU REMEMBERED EVERYTHING? 6

Clothing List	6
---------------	---

2. WELL-BEING 7

Introduction	7
La Garenne Wellness package	7
Benefits of Meditation	7
Meals	8
Health Centre	8
Local medical and other services	8
Safeguarding students	8
Where to find help	9

3. BOARDING 10

House Staff	10
Homesickness	10
Helping New Boarders Adjust	10
Le Roc Facilities	11
General Expectations	11
Arrivals and Departures	12
Signing in and out	13
Planned Student Absences	13
Documents and their security	13
Room Access and Money	13
Room Allocation	14
Room Tidiness	15
Looking after belongings	15
Lost Property and Insurance	15
Personal Hygiene	16
Laundry	16
Daily Schedules	16
Weekend Exeats	16
Campus Security	16

4. BEYOND THE CLASSROOM 17

Expeditions	17
School Trips	17
Team Sports	17
Extra-curricular Activities	17

5. BEHAVIOURAL EXPECTATIONS 18

Behaviour at Le Roc	18
Behaviour in the village	18
Respect	18
Bullying	19
Alcohol, Smoking and Drugs	19
Personal Relationships	19
Social Media interaction and Mobile Phone usage	20
Rewards and Sanctions	21
Examples of Infractions	22

6. DRESS CODE 24

Personal Presentation	24
Winter Wear	24
Ski Equipment and Clothing	24

7. TECHNOLOGY USAGE 25

Digital Citizenship	25
Laptops	25
Communication with Staff	25
Communication with Home	25
Mobile phones	26
Wifi/Mobile Data	26
Headphones/Earbuds	26
Games and Films	26

8. LGIS STUDENT BOUNDARIES 27

9. APPENDICES - POLICY DOCS, RULES AND REGS 27

WELCOME TO LA GARENNE!

Welcome to our 2021 new school year and we wish you every success and happiness at Le Roc Campus and La Garenne International School

Boarding offers so many opportunities to gain independence, confidence, make lifelong friendships and learn new things in and outside of the classroom.

The location of Le Roc in the village of Villars in the Swiss Alps is a perfect setting and an amazing new extension of our campus.

Happiness and well-being are at the forefront of all that we do at La Garenne and to support you to be the best that you can be, develop an open mindset and strive to be a lifelong learner and a global, responsible citizen.

It is important to get involved and try as many new things as possible, this helps reduce homesickness and helps to form many friendships. Your house parents will be on hand to guide and support you whether you are a first time boarder or a returning student. They will encourage you to always try new things and help you when things go wrong too, to accept responsibility and put things right.

Your boarding house will be a home away from home and your house parents are experienced, caring and kind staff who will encourage you to aim high and to nurture your talents. We expect to see and hear kindness, and compassion towards others. We look forward to helping you develop into confident young men and women, ready for life's challenges and to make an impact in the world.

Please take time to read through this information booklet and please ASK if unsure of anything. There are no silly questions!

I wish you a happy and successful year. "Be Happy and Never, Never, Never Give Up"

Louise B

Louise Braidwood
Le Roc Houseparent



Using This Handbook

This Handbook has been written for the students in MYP4 & 5 and DP1 & 2 as a comprehensive guide to boarding life in Le Roc. Its purpose is to inform all those concerned about the principles, policies and procedures that will prepare them for a happy and positive experience. It is the responsibility of both students and parents to read it and keep it as a point of reference. Should you wish to discuss any aspect of it with La Garenne staff, please do not hesitate to get in touch.

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

Latest update: 13 July 2021 5:32 pm

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: striving 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 provide each individual 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.

At La Garenne we have adopted as our motto the phrase "**Be Happy and Never, Never, Never Give Up**" for all members of the school community to encourage well-being, effort and resilience in all aspects of life.

By joining the La Garenne family, students have chosen to study in an international community, sharing daily experiences with people from around the world. This will require cooperation with others, and a commitment to follow the school rules and regulations. English and French are the only languages spoken around school, giving students many opportunities for improving the language skills learnt in class. Seniors will learn to be independent, how to resolve issues faced each day, and what it is to be a responsible and caring young adult growing up in a world full of opportunities and challenges. In line with our philosophy, we provide individual attention to each student, guarantee a high-quality holistic learning environment, teach students how to live in an international community and instil a life-long passion for learning.

PARTNERSHIP WITH PARENTS

The partnership between students, parents and the school is key to the ongoing successful development of the students in our care. We aim to create a positive culture and environment, and to provide personalised care and attention to our students. Crucial to the success of this is communication between all parties. We are always available for parents via email, online, 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 confidentially, of any special circumstances that may affect a student's life at school, however trivial they may seem. It is also important to know about any problems that arise at school or at home, so these may be dealt with sensitively and swiftly and enable us to offer appropriate support.

HAVE YOU REMEMBERED EVERYTHING?

Our alpine campus is located at 1,300m above sea level and it is important to remember to bring appropriate clothing, especially footwear, 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 items not brought to the school will be purchased by the school and charged back to the parent or guardian.

Please note: Branded school uniform: this is provided by the school - **Bedding:** duvets, pillows, covers etc, are all provided by the school - **Winter Equipment** - Ski equipment and clothing can all be purchased through the school*

WHAT TO BRING	
<input type="checkbox"/> 2 tailored plain black blazer and trousers	<input type="checkbox"/> Tennis racquet (if lessons planned)
<input type="checkbox"/> 3 pairs of trousers (black, blue or beige)	<input type="checkbox"/> School bag/rucksack for your books
<input type="checkbox"/> 2 pairs of jeans (no holes)	<input type="checkbox"/> Pencil case and stationery
<input type="checkbox"/> 2 pairs of shorts	<input type="checkbox"/> Mother tongue to English dictionary
<input type="checkbox"/> 4 long sleeved tops	<input type="checkbox"/> Laptop and charger*
<input type="checkbox"/> 4 t-shirts	<input type="checkbox"/> Mobile phone (with a Swiss SIM card) and charger*
<input type="checkbox"/> 2 roll neck, long sleeve cotton shirts	<input type="checkbox"/> Headphones or earbuds
<input type="checkbox"/> 3 warm pullovers	<input type="checkbox"/> Photos of friends and family
<input type="checkbox"/> 10 sets of underwear and socks	<input type="checkbox"/> Posters and small personal items for your room
<input type="checkbox"/> 2 pairs of pyjamas	<input type="checkbox"/> Spare pair of glasses, contact lenses, etc
<input type="checkbox"/> 2 large towels	SPECIAL EVENT / FORMAL CLOTHES:
<input type="checkbox"/> Toiletry bag with shower gel, shampoo, toothpaste etc	<input type="checkbox"/> 1 complete outfit (dress, tights, shoes) or suit (dark socks and smart shoes) for parties
<input type="checkbox"/> Casual Clothes for after school and weekends, with limited storage space, please keep this to a minimum	<input type="checkbox"/> 1 pair of smart black shoes for formal uniform and occasion wear
<input type="checkbox"/> 2 swimming costumes	<input type="checkbox"/> 2 white long sleeved collared shirts
<input type="checkbox"/> Swimming goggles	<input type="checkbox"/> 1 pair formal black trousers or black skirt
<input type="checkbox"/> Sunglasses	NOVEMBER TO APRIL
<input type="checkbox"/> Hiking boots	<input type="checkbox"/> 3 pairs of ski socks
<input type="checkbox"/> 2 pairs hiking socks	<input type="checkbox"/> 3 sets of thermal underwear
<input type="checkbox"/> Outdoor sports shoes	<input type="checkbox"/> 2 pairs of ski gloves
<input type="checkbox"/> Indoor sports shoes	<input type="checkbox"/> 1 ski helmet
	<input type="checkbox"/> 1 set of ski goggles
	<input type="checkbox"/> 2 warm hats and a scarf

*Chargers and Adapters (please note a Swiss plug is not the same as a European one)

WHAT NOT TO BRING	
<input checked="" type="checkbox"/> Knives or other weapons	<input checked="" type="checkbox"/> Matches or lighters
<input checked="" type="checkbox"/> Electrical items such as coffee machines, mini fridges, heaters, fans, TVs, etc	<input checked="" type="checkbox"/> Alcohol or tobacco items, including e-cigarettes
<input checked="" type="checkbox"/> Candles or incense burners	<input checked="" type="checkbox"/> Adult games
<input checked="" type="checkbox"/> Illicit material	<input checked="" type="checkbox"/> 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, for if their basic physical, emotional and social needs are not met, they are less likely to thrive. By teaching and supporting positive health behavioural development, we give them the tools to grow and flourish in the world beyond La Garenne. The school has adopted a life model comprising four pillars to ensure the daily well-being of our students. This includes:

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

LA GARENNE WELLNESS PACKAGE

To further support student well-being, Le Roc students are able to take advantage of our Wellness Package that includes relaxing and sports massages, osteopath sessions, naturopath, meditation and beauty sessions. More details on this can be found by contacting 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 practice 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. Time for this is built into tutor periods and a weekly Wellness class.



WELL-BEING

MEALS

The Eldora group oversees our catering at La Garenne. All meals for Senior students are cooked in our kitchens at Le Roc and we use locally sourced products wherever possible. Our chef places a great emphasis on well-balanced and nutritional food, paying attention to any food restrictions and allergies the students may have, as well as taking any cultural or religious needs into account. To keep our school community connected, our younger students join the Le Roc students in our main restaurant for lunch every weekday. Weekly menus are published one week in advance on our website or can be accessed from [here](#).

HEALTH CENTRE

La Garenne acts in loco parentis for all students within its care, including those aged over 16. Our onsite Health Centre team, including a qualified nurse, are available for students 7 days a week, and are responsible for the following:

- Health and Well-being of each student
- Educating our community on health and hygiene
- Organising appointments at specialists
- Accompanying students to the doctor
- Monitoring and administering treatment and medication
- Communication with parents and staff
- Monitoring each student's growth (height/weight)
- Arranging special dietary requirements

Please be aware that only prescribed medicines registered with our Health Centre may be brought to school, and that students may under not self-medicate under any circumstances. This includes diet pills, powders or products to boost energy, including energy drinks. All medicines brought to school should be in their original packaging with an English or French translation of dosage.

LOCAL MEDICAL AND OTHER SERVICES

Switzerland is renowned for its excellent medical training and hospitals utilising the latest technologies, guaranteeing quality care that is recognised throughout the world. We are lucky to work in close proximity 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 for the students. The paediatric department at the newly built Rennaz Hospital is within easy reach, and the university hospital of Lausanne (CHUV) is forty 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 for themselves, or if they are worried about other members of the community who may be struggling.

WELL-BEING



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 can also offer support. They can be contacted directly by emailing talk@la-garenne.ch. It may be that students would prefer outside help and further advice can be found on this poster.

A PROBLEM SHARED
IS A PROBLEM HALVED.

Sometimes it helps to talk...
Do you need someone to listen?

SAMANTHA
DSL

EURGAIN
DSL

JEROME
dDSL

FLORJAN
Independent Listener

or email talk@la-garenne.ch

Who else? You can Google:
Child Rights International Network
Drugs Advice: Talk to Frank
Sexual Health: NHS Live Well
Anti-Bullying: Childline

SOS ENFANTS: 114

La Garenne International School

3. BOARDING

HOMESICKNESS

The process of moving into a boarding school provides most students, no matter what age they are, with wide ranging emotions that will no doubt include excitement and anxiety. Many make the transition with ease whilst some find the change, initially, very difficult.

It is normal for young people living in new surroundings to feel strange and to want to go home. Homesickness often reflects a positive relationship between the individual and their family, friends and home environment. The observations and suggestions that follow are designed to help boarders overcome this difficulty. Inevitably, there will be times when a boarder will miss their home and parents. This is completely normal and our team is extremely experienced in dealing with such situations. However, if you are worried please contact a member of the House team to discuss the best way to manage the situation. We run a friendly, family-orientated Boarding House and ensure that each and every boarder's needs are met.

HELPING NEW BOARDERS ADJUST

Homesickness is perfectly normal: most boarders are likely to feel homesick at some stage. Parents will hear about 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 features of boarding in an effort to convince their parents to take them away. Initially, a complete break with family should be made: contact should be 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! A recurrence of homesickness is not uncommon after the first few weekends at home, or following holiday breaks. However, it is usually overcome quickly once the boarder returns to school. We strongly suggest that parents allow their child to experience as much of boarding life as possible throughout the first year. Parents should emphasise the need to be fully involved inside and outside the classroom. Participation 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 with a member of staff about their homesickness.

PREFECTS

Prefects are an important part of our traditions and institutional identity. We currently have six Prefect positions:

- Head Prefect
- Student Ambassador
- Student Voice
- Activities
- Sports
- Service Prefect

The role of a Prefect at LGIS requires teamwork, loyalty, companionship and leadership. Our Prefects also act as representatives of the student body and ambassadors of the school as a whole. In this sense, our Prefects can be seen welcoming new students, forming part of the interviewing process for new candidates, helping with community campaigns and events, as well as representing LGIS at special commemorations and celebrations.



BOARDING



PREFECT PRIVILEGES

Prefects are afforded a great level of freedom and have the following privileges:

- Freedom to have their phone with them at all times
- Permission to use their room during break and lunch times
- Additional privileges available on request

LE ROC FACILITIES

Le Roc has generous communal spaces, providing opportunities for boarders to interact socially, play games, watch films and experience the outdoors. These spaces are also used for House assemblies and informal gatherings. As well as classrooms and bedrooms, the stunning facilities for students at Le Roc include the main school restaurant, a learning resource centre, a music room, a creative arts centre, a fully-equipped gymnasium, relaxing spaces such as student lounges with kitchens, and large outdoor areas.

GENERAL EXPECTATIONS

At LGIS we maintain a high level of behaviour and expect students to work together in order 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 they have finished
- Knock on the door and wait before entering any classrooms or office

Students should show care for the property of others and rooms must be kept clean and tidy at all times. Vandalism is unacceptable, and students and their parents/guardians are accountable and financially responsible for any damage caused to property which belongs to the school. Please note that chewing gum is not allowed anywhere on the school campus.

A drug and alcohol contract must be signed by both the parent(s) and students at the beginning of each academic year. Drug tests are obligatory, random and therefore may take place at any time. Any attempt at cheating during the course of a drug test is considered an admission of guilt. Smoking, vaping, alcohol & 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. Where we believe that a search for prohibited items is required, we reserve the right to search rooms, bags, and any personal items (including a student's individual safe). Preferably the search will be in front of the student, and will always involve two members of staff.

BOARDING

HOUSE DUTIES

All members of Le Roc are expected to contribute to the smooth running of the boarding house. There are seven duty areas: Dining Room, Laundry - Floor 3, Floor 5 and Floor 6; Girls' Lounge, Boys' Lounge and Common Areas. The rota is published at the beginning of each term and each student can expect to do 3-4 duties per term.

REGISTRATION AND PUNCTUALITY

You must arrive at all lessons, registration sessions, ECAs and assembly on time. You must be ready to start your lessons with all of the appropriate equipment and materials, as you will not be allowed to go back to your room during the school day. Anyone who is not on time for lessons, classes or activities be sanctioned in line with the school policy.

Before school and before dinner, you must register down at the Le Roc reception in order for your temperature to be taken and so that you can present yourself to the Houseparent on duty. It is your responsibility to ensure that your temperature is taken at these two periods during the day and that you are ready for class in plenty of time.

ARRIVALS AND DEPARTURES

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

For students using our shuttle service, the school will assume responsibility from the moment they are under our care on the bus. For students making their own private travel arrangements, the school will assume responsibility when the student has checked in with their House Parent at School. We would ask that families still keep us informed of flight times and students must contact the school upon landing in Switzerland. Students must come directly to the school and must not stop off anywhere.

Arrangements for boarding students leaving with their families from the school campus:

- The luggage will be available at the entrance to Le Roc
- The student's documents, passport and additional items are to be collected from the Boarding Office and an official check-out carried out
- The students are to hand in their room access card or wristband
- Once the official check-out has been completed, students are allowed to attend any social events held by the school but are not allowed to reside on campus at Le Roc

Arrangements for a student flying alone:

- 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
- The 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 boarding 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
- The La Garenne staff will remain at the airport until the flight has departed

BOARDING



SIGNING IN AND OUT

Boarding students are only authorised to leave the school campus with the person named on the departure documents. If there is a late departure, the Housemaster and Head of Senior Boarding must be informed before a student leaves the campus. Students leaving the campus for off-campus activities during their free time, must sign in and out using the register in the Le Roc boarding house.

MYP4 and MYP5 students are permitted to leave the school campus at breaktime and after class should they not have any extra-curricular activities. Students must be back by 6pm from Monday to Thursday and 9pm on Fridays, MYP students are not permitted to leave the campus at lunch or break time, except when travelling between the two LG campuses. DP students are permitted to leave the campus at breaktime, lunchtime and after school.

Students leaving the campus must sign out using Google Hangouts, this is to ensure that the boarding staff are always aware of the location of students.

PLANNED STUDENT ABSENCES

Should a parent require their child to be granted time away from school, a formal request is to be made to the General Director who may or may not accept, depending on the circumstances. All dates within the school calendar are to be respected and no early departures or late arrivals are permitted. Any students missing work or class have a duty to catch up on any outstanding work and to advise their teachers immediately that they will not be present for any scheduled private lessons.

DOCUMENTS AND THEIR SECURITY

Passports and any other important documents must be given to your House Parent for safe-keeping. Important documents will be stored in the Le Roc safe located in the House Office.

ROOM ACCESS AND MONEY

At the start of the year students will be provided with either a card or wristband for door access. This must be kept safely on them, and under no circumstances should this be passed to anyone either within or beyond the La Garenne community. If students lose their card or wristband they should inform the boarding staff immediately and will be liable to pay for a replacement.

As part of our role in preparing students for life beyond school and to avoid unnecessary excessive spending, we have now given senior students the opportunity of having 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) and the students are encouraged to be responsible for managing their money appropriately. Should a student require more funds to be added to the card, they must seek permission from the School Director. In order that the students learn to budget effectively, we politely insist that parents support us in this by observing the maximum limits determined by the school, and do not provide their child with any other forms of credit payment (apple pay, cash, etc).

Senior students are responsible for their money and what they purchase. The school is not responsible if a student loses their money. There is a limit on the amount of sweets and crisps that may be bought and students are encouraged to be sensible and consider their health and well-being. Staff reserve the right to confiscate sweets and crisps should they deem the amount to be excessive. Students are not to buy pocket knives, lighters, matches, alcohol, cigarettes (including e-cigarettes), adult games or illicit material.

The school declines all responsibility for valuables including lost money, not deposited with the school office.



ROOM ALLOCATION

Sharing a room fosters important personal skills allowing students to share a truly international experience. Every effort is made to pair the right student to the right room mate. We take great care in these placements and monitor them closely throughout the term. The houseparents allocate the rooms and they can change at any time throughout the year.

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



A BED



A DESK AND STUDY CHAIR



STORAGE SPACE FOR BOOKS, CLOTHES AND PERSONAL ITEMS



A CUPBOARD OR DRAWER



A SAFE FOR VALUABLES



A BATHROOM



A DESK LAMP



CONNECTION TO THE INTERNET

Students are encouraged to make their rooms feel homely whilst respecting the environment and communicating with their roommate. Students should note that pets are not allowed in the boarding house.

ROOM DECORATIONS

Students are encouraged to make their rooms feel homely whilst respecting the environment and communicating with their roommate. Students should note that pets are not allowed in the boarding house.

Room decorations depicting tobacco, alcohol, drug use, and/or the 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 room surfaces, we ask that students follow these guidelines:

- The room door must be free from obstruction;
- Nails, tacks and staples are not to be used on wooden surfaces;
- Only non-marking, white sticky tack can be used on the walls;
- Stickers are not allowed on any surface in any room.



ROOM TIDINESS

Rooms are to be checked and their condition signed on receipt of the room keys, as well as after handing the card or wristband in again when moving out of the respective room. The rooms must be emptied, cleaned and formally handed over to the boarding house staff on/by the last day of school. On a daily basis, all rooms must be tidy and well-presented between the hours of 08.00 and 16.00.

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.

Student-owned furniture and room decorations must be approved by boarding house staff. Rooms are to be left tidy before leaving for weekends and holidays.

Food in rooms

As a fully catered boarding school offering a nutritious and varied daily menu, the delivery and consumption of take-away food on the campus during the week is strictly prohibited.

On weekends, the delivery of take-away foods is at the discretion of the House staff and arrangements for any such deliveries must be discussed and agreed upon by the House staff. For reasons of hygiene, any take-away food may only be eaten in the 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 their personal belongings, including their school uniforms, stationery, technology, etc. They should replace lost items with their pocket money. Students should not borrow each other's belongings, and may not sell or exchange their personal belongings.

LOST PROPERTY AND INSURANCE

Most lost property is collected and stored in the designated place inside the House office. If items are genuinely lost, this should be reported to the House Parent and reasonable steps will be taken to find them, however, neither the House nor the school can be responsible for any losses incurred on the premises. Parents are therefore advised to arrange for valuable items to be covered by an 'all risk' insurance policy. All students are required to use their safes for any valuable and/or expensive items.

BOARDING

PERSONAL HYGIENE

It is very important that all boarders understand the importance of showering; of using soap or shower gel, shampoo and deodorant; of changing socks and underwear daily and of using clean towels.

Boarders are required to shower daily. They are also expected to shower after sport and other physical activity if needed. Anti-perspirant needs to be used, but aerosol deodorants are not permitted. We are conscious of our environmental impact and therefore would ask students to only bring roll-on or stick deodorant. Please note that parents will be liable for the cost of any fire alarm triggered as a result of their child using an aerosol deodorant. Boarders are expected to change their clothing regularly. They must put their clothes out for washing in accordance with the laundry schedule displayed at Le Roc.

LAUNDRY

Each evening, boarders place their clothes in the laundry baskets provided which are then taken to the laundry to be washed, dried and ironed. Laundered clothes are placed on trolleys, ready for collection each evening by the students who neatly place them in their cupboards. Students will learn how to use laundry facilities at least once per week and will develop other life-skills. It is essential that all personal items are named, including socks, shoes and bags. Experience tells us that students are capable of misplacing almost anything, but items that are named are usually reunited with the owner quickly. All clothes should be labelled with sewn-in name tapes or with a permanent pen. This service will be charged by the school, if not done prior to arrival.

If a student has a delicate item of clothing, care of this should be discussed in person with the Housekeeping staff. The school declines all responsibility for personal items damaged in the Laundry.

DAILY SCHEDULES

Students have class each day from 08.00 - 16.00. There are set breaks as well as a lunch period of one hour. Following lessons, the students are to participate in two afternoon activities/clubs and one sports team. With only two compulsory clubs and one sports club, the students have additional homework time or periods for personal development. Dinner is served at 18:45. After dinner, depending on the day, boarders will have homework or Personal Development time. Quiet time begins at 21.30 for MYP and at 22.00 for DP students, and lights out is at 22.15 for MYP students and at 22.45 for DP students. The timings may be relaxed at weekends, at the discretion of the houseparents.

WEEKEND EXEATS

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 inform the Le Roc House office by the end of the day on the Wednesday preceding the weekend, in order to organise the departure correctly. If students wish to invite a friend to stay, permission will be requested from both their families before leaving for the weekend. DP students are entitled to leave the campus for a day, as long as written permission is given by parents, and if approved by the school direction.

CAMPUS SECURITY

Our primary responsibility is to keep our students safe - to this end our campus is fitted with a number of CCTV cameras and alarms. Buildings are secured using electro-mechanical locks and fitted with card or wristband access control, allowing only authorised personnel to enter. In emergency situations, card or wristband access doors can be overridden. Students in Le Roc do not have access to balconies.

4. BEYOND THE CLASSROOM



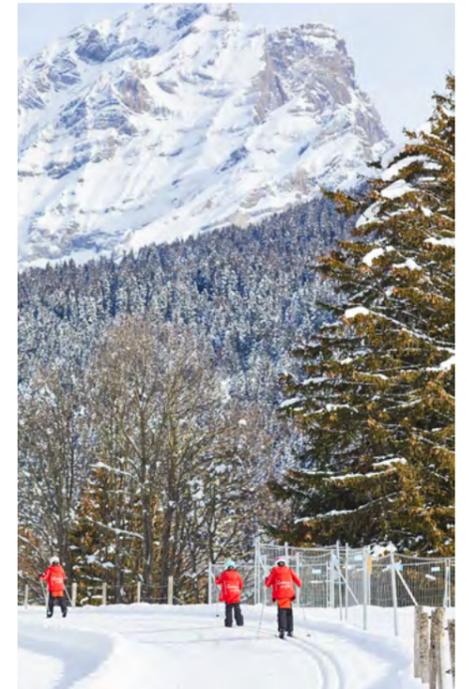
EXPEDITIONS

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

At La Garenne we take full advantage of this outstanding outdoor environment to enrich our academic learning, to raise environmental awareness and to help students become responsible members of our local, national, and international communities. Students in Le Roc are all expected to take part in the outdoor education programme and challenges.

The wide variety of activities on offer throughout the year in this programme allows them the opportunity to discover many different activities and to acquire a growing range of skills and techniques. 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. We also have compulsory weekends where students are expected to remain at school.



SCHOOL TRIPS

Our extensive programme of school trips offers a fantastic opportunity for our students to gain a better insight of the world around them and is an undisputed way of enhancing what they learn in the classroom. Such experiences, encompassing themes that include ecology, sustainability, history and culture, all contribute to a truly holistic education and combine exciting activities and learning experiences for each year group. Destinations vary from year-to-year according to the academic programme, and all students are expected to participate.

TEAM SPORTS

Our extensive programme of school trips offers a fantastic opportunity for our students to gain a better insight of the world around them and is an undisputed way of enhancing what they learn in the classroom. Such experiences, encompassing themes that include ecology, sustainability, history and culture, all contribute to a truly holistic education and combine exciting activities and learning experiences for each year group. Destinations vary from year-to-year according to the academic programme, and all students are expected to participate.

EXTRACURRICULAR-ACTIVITIES (ECAs)

To complement the academic programme, we offer a wide range of activities after school and at weekends that are designed to enhance the students' educational experience. We would also encourage senior students to develop their leadership skills where possible by taking on the organisation of some of these activities. All senior students are expected to participate in the extensive Extra-curricular Activities programme by selecting one sports activity and two others. Their attendance and positive participation is required at all sessions.

5. BEHAVIOURAL EXPECTATIONS

BEHAVIOUR

The boarding community endeavours to engender trust between the students and staff, and make sure that the behaviour of any one individual does not have a negative effect on any boarder. As such, we adhere to whole school policies on bullying, behaviour, supervision of boarders, 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 within the Boarding House. 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

At La Garenne, we expect all students to behave well both in school and when off campus.

Villars is our home and community and all students must abide by the following rules:

- All students leaving the school campus need to stay in the designated village area (see map at the end of the handbook);
- All students leaving the school campus must sign out and in using Google Hangouts
- 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 buildings of residence 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 enter a vehicle of any form, 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 automobiles, motorcycles, and scooters
- Any students breaking the above rules may have their off-campus rights temporarily removed
- Remain polite and greet others with “good morning” or “good afternoon”, use manners and say “please” and “thank you”. Use French language as much as possible.

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 members of our community when offsite.

BEHAVIOURAL EXPECTATIONS



BULLYING

Any form of bullying is not tolerated at La Garenne. We expect everyone to be 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

The drugs education PSHE and workshop programme at La Garenne enables students to make healthy, informed choices by increasing their knowledge of drug usage and effects. We always encourage students to explore their own and other people’s attitudes, and develop and practise skills, particularly in saying “no”. La Garenne’s Drugs and Alcohol policy aims to prevent all students from becoming addicted to drugs, and consequently, not finishing their education successfully.

The use of alcohol and drugs carries a high health risk and results in the inability to concentrate in school, as well as physical and mental addiction. We want to maintain a safe and responsible environment for those living at Le Roc, and therefore we expect students to have a sensible and responsible attitude towards alcohol. We will in no way tolerate drugs and other euphoricants as part of the culture and life at La Garenne. If students fail to respect and adhere to the rules, they will be subject to facing 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 facing 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, shisha smoking, 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 adults 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.



BEHAVIOURAL EXPECTATIONS

SOCIAL MEDIA INTERACTION AND MOBILE PHONE USAGE

Social media is a part of the world in which we live and is therefore not banned at La Garenne; however, students are expected to use it responsibly. Students must not post material or express opinions as a representation of 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 within an ever-changing world, especially regarding technology in our daily lives. Senior boarding students are to keep their computers on their desks in their room, turned off in order to charge them for the following day. Only one computer is permitted.

Students are allowed to bring one mobile phone to school and will be required to adhere to the following rules:

- Mobile phones may be carried and used between the hours of 15.45 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 out of sight during lessons; failure to follow this rule will result in the phone being confiscated and the student will follow the MYP4 & 5 rule of 15.45 - 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;
- House staff will take the phones at 21.30 for storage and charging overnight;
- 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 contact their families and discuss this with the House staff. Students can use the boarding department to use their phones for special situations, e.g. birthdays;
- 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 their discretion.



BEHAVIOURAL EXPECTATIONS

REWARDS AND SANCTIONS

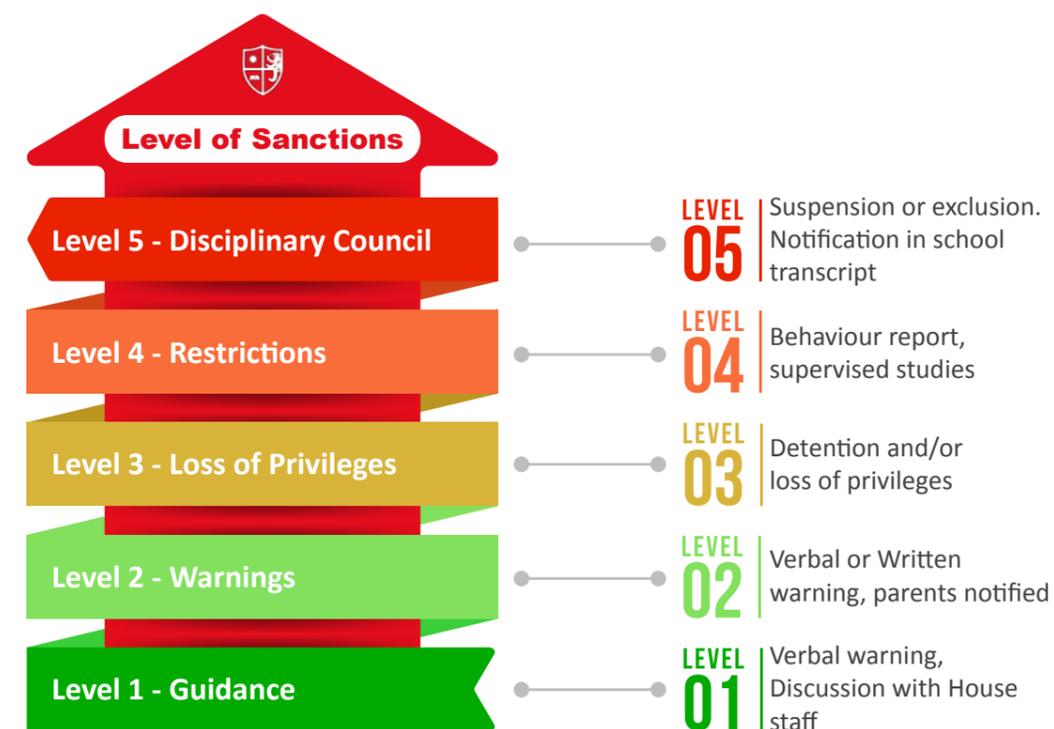
Our role as educators is to help guide and encourage our students' personal and academic growth. Failure to respect the school's expectations can result in escalating levels of sanctions. Students learn that they must accept the consequences of their actions.

A good learning community is steeped in encouragement and praise. Most rewards fall into that sort of category, but there are a few specific ones outlined below:

- Behaviour merits issued via ManageBac
- Appointment of prefects, including Head Boy and Head Girl at DP
- The Learner Profile Award - covering both academics and boarding
- A greater range of privileges

Where a boarder is in breach of the House procedures, an internal sanction will be issued in order to ensure that such behaviour is not repeated. Disciplinary issues are dealt with, in the first instance, by the House Parent and overseen by the Head of Senior Boarding so there is uniformity throughout the House. The aim is always to help the student concerned to face up to what has gone wrong, and to choose a better way forward. When a student breaks the rules they may be put into detention on a Friday evening. A loss of privileges during the weekend will be reserved for more serious misdemeanours.

The escalation of sanctions is shown below:



The boarding sanctions are applied in the same way that a concerned parent might apply house rules at home – measured and in proportion with the behaviour of the students. 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, a great emphasis is placed on the ability of boarding staff to trust their students and rely upon their positive and supportive behaviour in the House. **Parents are advised that when the school investigates dishonest behaviour, a breach of trust is proven, and the school incurs unexpected costs, then the school reserves the right to demand reimbursement.**

BEHAVIOURAL EXPECTATIONS

EXAMPLES OF INFRACTIONS

<p>Minor infractions could include: Any activity that detracts from learning Failure to follow instructions Missing class Tardiness Breaking classroom rules Inappropriate language Public displays of affection Littering Uniform violations Defacing of 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 Disrespectful behaviour Verbal abuse or harassment of others Lying or dishonesty Fighting or physically harming another person Possession of banned items or substances Forging documents Having extra money or credit cards 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 Discipline 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, 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 continuing 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 of these Restrictions 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, Houseparent, Wellbeing Coordinator and the General 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 consideration as well as their response to the Disciplinary Council. The result 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 School Director.

LOCAL AUTHORITIES

There may be incidents involving students when the school is required by Swiss law to notify the local authorities. The school's responsibility is to safeguard its students and in these circumstances will inform parents at the earliest opportunity, 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 in a presentable manner at all times on and off campus.

- During the academic week, students are required to wear the school uniform, except on a Friday
- During the ski season, students are required to wear the La Garenne ski suits for all outdoor activities unless authorised to do otherwise
- When the students are allowed to wear their own clothes, the House team will determine what is appropriate regarding modesty
- Students are advised not to bring clothing of high value. If they choose to do so, 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 are to be presentable, no holes
- School sports clothes are accepted in class lessons, if authorised due to time restrictions.

	MYP 4 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. N.B. school uniform or sports uniform for all ECAs.	Free choice. N.B. school uniform or sports uniform for all ECAs.

PERSONAL PRESENTATION

Students should not wear excessive jewellery or make up. Tattoos and visible piercings, other than earrings, are not permitted. Hair should be of a natural colour, clean and tidy. For safety reasons, long hair should be tied back for activities such as science experiments. Facial hair, such as beards, must be tidy and well-presented.

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. Skis and snowboards should not bear any offensive logos or images.

7. TECHNOLOGY USAGE



DIGITAL CITIZENSHIP



LAPTOPS

At La Garenne we consider access to computer resources to be a privilege and 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 room.

[Please refer to the Computer Rules & Regulations.](#)

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 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. Those whose parents are in different time zones should find a regular and appropriate time to make contact.

TECHNOLOGY USAGE

Parcels and letters from parents and friends should be mailed 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.

La Garenne Senior School

Le Roc
Route des Layeux 28
1885 Chesières
Switzerland

MOBILE PHONES

Students may only have one mobile phone and sim card. Phones are not to be used by MYP students during the school day. DP students may have their phones on them, switched 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. They must inform the House office staff of a change in mobile phone number immediately. Anyone found to have an additional phone will be required to keep it 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, 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** to ensure that they are always aware of their surroundings. 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 excessive.



8. LGIS STUDENT BOUNDARIES



9. APPENDICES - POLICY DOCS, RULES AND REGS

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



LA
GARENNE

INTERNATIONAL SCHOOL

—  SINCE 1947 —

