

BOARDING RULES & SCHEDULES

Boarding Principles at Harvest International School

- A Holistic development and communication of values are vital.
- All boarders should be able to develop physically, spiritually, intellectually, morally and socially.
- Being an open minded and trust oriented school, boarding endows mutual respect for all its members.
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- Each boarder and each member of the staff is to be treated as an individual with respect and consideration by other pupils and by other staff.
- Each boarder has the right to extend his or her intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to learning.
- Although living together, staff and boarders acknowledge the right of each others' privacy.
- Each boarder has the right to be able to work, play, relax and be free from abuse, intimidation, harassment, teasing and bullying.
- Despite the separation from their families, links with parents are seen as an indispensable part of the support and development of boarders.
- A boarding place will only be offered to a pupil when the school is happy that it is able to cater to the student and that he/she has met the requirements as set out in the admissions policy.

Boarding Aims

- Holistic Development, a desire for truth and respect for others.
- Produce an open and trusting ethos in which each boarder is able to approach any other member of the community (staff or pupil), confident that he or she will be treated and respected as an individual.
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying are kept at bay.
- Provide a range of activities, hobbies and opportunities that will assist in the personal, social and cultural development of each boarder.
- Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, which provides adequate levels of privacy.
- Develop boarders' responsibility for self, for others and for the environment.
- Develop boarders' qualities of leadership and ability to work as part of a team.
- Encourage boarders to contribute to the needs and welfare of others in the house and school, as well as to those in the wider community;
- Provide suitable conditions for boarders where they are able to turn to members of the staff to share the good things in their lives, as well as seeking advice, counseling and support during times of difficulty.

Boarding House Rules

- It is expected that each student displays his best and maintains cleanliness of his room and his surroundings.
- It is expected that every boarder follows the specific schedule of the boarding house, especially related to waking up and lights out.
- Matters like bullying, harassing, ragging or hurting physically / mentally is dealt with seriously and disciplinary action would be taken against the defaulter.
- Destruction or damage to school / boarding house property due to breakage or graffiti shall lead to penalization.
- Stealing, smoking, consuming drugs, alcohol, possession of objectionable and obscene material are offences that would lead to direct expulsion of the student from the boarding house.
- Once admitted as a boarder, the student is not permitted to become a day scholar.
- Principal's decision is final in all matters.
- Articles to be brought from home (available as attachment).

Dress & Appearance

- Boarders are expected to be presentable at all times.
- Uniforms are to be worn as per the expectation of the school.
- Colouring of hair, inappropriate hair styling and body tattoos are not permissible.
- Students are not allowed to keep spray deodorants, correction fluids and hair styling gels.
- Hipster style trousers are not allowed.
- Fancy belts, rings, trinkets, make-up sets, nail polish, hair dyes etc. will be confiscated if brought to school.
- All the belongings of every student must be listed and clearly marked.
- Boarders are expected to adhere to linen room timings given by the Housemaster.

Phone Call / Electronic Gadget / Night Outing / Leave

- Boarders would be allowed to call up home twice a week for 20 minutes.
- Parents are not allowed to call the child. If they wish to take the feedback from Dorm Parents, it should not be more than once a month.
- No electronic gadgets, PSP, Gameboy are allowed in the possession of the students. The school will not be responsible for loss of such items.
- Boarders (other than weekly boarders), are not allowed to leave during the school term, except in the case of family medical emergency relating to any member of the immediate family. (brother, sister, uncle, aunt).
- Mobile phones of students need to be compulsorily submitted to Dorm Parents on arrival in the campus and after the weekly phone calls to parents. Mobile phone confiscated from the custody of students will be sent directly to the charity fund.
- Medical leave will be granted by the Principal. On return to school, the student should submit with the school infirmary all supporting medical documents and medical certificates including prescriptions.

BOARDING RULES & SCHEDULES

Visits of Parents

- Parents and guardians who come to visit their wards must contact the Dorm Parent who will then summon the child to his study and hand him over to the visitor.
- Parents may not stay in school past 6.00 p.m. If they wish to see the Housemaster/Tutors or any other teacher, they should take prior appointment from the person concerned.
- Parents need to understand that their frequent visit to school will only disturb the schedule of their ward and teachers. The best time to meet the teachers is at the beginning of the term and at the end of the term when all the teachers will be available to meet the parents or during the parent-teacher meeting after each assessment. In case of an emergency, parents are requested to take an appointment.
- Parents are not allowed to bring any eatables to school.
- Rules are subject to change after prior intimation.

Weekly Boarders

- Weekend arrangements must be made in advance, in writing and requests given to the Dorm Parent by Thursday evening prior to the weekend along with means of transportation.
- Out pass won't be made on the same day other than in case of emergencies.
- Students who are out on weekly exit must report to school on Monday/preceding working day before 8.30 a.m. No late arrival will be permitted. Late arriving students or not reporting on Monday/preceding working day will be restricted from weekly boarding for 3 consecutive working weeks.
- Special permission must be obtained for boarders to go out during the week. This will also be at the discretion of the Dorm Parent with written permission from parents.
- Boarders visiting friends should submit their application with consent of both the parents on Thursday prior to the weekend.

Signing In and Out

Adhere to the schedule of the day. During school hours, boarding house will be closed and students will be not be permitted to enter boarding house at this time

Gym - Rules for use of the Gym

- Permission to use the gym must be obtained from Dorm Parent at all times prior to use.
- Usage will be under staff supervision.
- CLEAN trainers only.
- If Gym equipment is used, it must be put back properly and safely.
- Equipment (e.g. ropes, vaulting boxes, spring boards, crash mats, etc) may only be used under careful adult supervision.
- If opened, the windows/side doors must be closed at the end of the session. No food or drink may be taken into the Gym.

End of WINTER/ SUMMER term

- All boarding rooms will need to be completely vacated.
- All possessions must be taken home. Clothing left in the laundry will be sent to charity shops or recycled. Personal articles should be taken home.
- The School cannot be held responsible for possessions once students have left the school for the holiday period.
- Rooms must be left clean and tidy.
- No loose boxes or bags should be left, as these will be thrown away.
- Damaged or soiled items will be repaired and the cost of repair/replacement will be added to the school bill.

ANTI-BULLYING: A POSITIVE SCHOOL POLICY

It is a basic entitlement of all members of the School Community to be free from humiliation, oppression and abuse.

In bullying cases one can identify 'stronger' and 'weaker', perpetrator and victim. Bullying can occur in various forms such as:

- Racial
- Religious
- Cultural
- Sexual/Sexist
- Homophobic
- Disability
- Cyber bullying (social websites, phones, text messages, emails, photographs)

General Points about Bullying

- Name calling, teasing and taunting are emotionally bruising.
- A disturbing aspect of name-calling is that adults can give it verbal or tacit support by using nicknames and referring to pupils' personal attributes.
- Other forms of bullying include rude gestures, intimidation and extortion.
- A bully gets satisfaction from another's pain, fear and humiliation.
- Even very young child learns that aggressive behaviour can help them get their own way.
- Boy bullies may be more 'visible' because of the aggressive masculine image in the society; girls are inclined to use more subtle means, such as exclusion from the social group.
- An individual or a group can carry out bullying.
- Pupils who may not begin as bullies may join bullying gangs; bullies try to involve others in their activities.
- Bullies often feel confident that no one will stop them from bullying in public; onlookers are then part of the bullying.
- Contrary to popular belief, victims do not always differ much from other children.
- The long-term effects of bullying can make youngsters feel isolated, believing there is something wrong with them and they deserve it.
- Bullies can be unaware of their behaviour and after an initial discussion, a warning should be given before a punishment is administered.

BOARDING RULES & SCHEDULES

Reporting

- Should bullying be detected or suspected, a blue incident report form should be filled in by the member of the staff and the students involved, and passed on to the relevant Key Stage Head (Dorm Parent) for immediate action. The Head of the Dorm and House Master will be involved as necessary.
- In the first instance and depending upon the severity, the bully will be told that such anti-social behaviour is unacceptable and must be stopped. Bearing in mind the position of the victim, the School's response to an act of bullying will always work towards the rehabilitation of the bully, once understanding and remorse is clear. The situation will then be monitored and firm disciplinary action involving the Head and parents will result if the warning is ignored. In more serious cases immediate disciplinary action will be taken and the Head of the School reserves the right to suspend or expel the erring student.
- If bullying has occurred in the boarding community the Head of House may impose punishments, in his/her judgment, proportionate to the offence including gating, loss of privileges, additional duties and/or the appropriate punishment according to the school guidelines.
- A pupil could, should the matter be sufficiently unpleasant and irremediable, be required to leave the school
- Each case must be followed up to ensure that the victim is given support and further preventing from recurrence of the bullying behaviour.
- The School will be thorough in its investigation of any reported or suspected act of bullying and will regard action as a matter of utmost urgency. It has established regimes which discourage bullying and engender respect for each individual.
- Form times (Mentor-Mentee Times) can be used to discuss bullying in role-play situations.

(Winter Timing)

Monday to Friday

- | | | |
|---|---|---|
| ● Rouser | - | 5:45 a.m. |
| ● Morning Fitness/Yoga | - | 6:00 a.m. – 6:45a.m. |
| ● Milk with Snacks | - | 6:45 a.m. – 6:55 a.m. |
| ● Baths/Change/Laundry | - | 7:00 a.m. – 7:45 a.m. |
| ● Breakfast | - | 7:45 a.m. – 8:15 a.m. |
| ● Class Teacher session | - | 8:15 a.m. – 8:40 a.m. |
| ● School | - | 8:40 a.m. – 3:20 p.m. |
| ● Change for Games | - | 3:25 p.m. – 3:50 p.m. |
| ● Snack with Juice | - | 4:00 p.m. – 4:10 p.m. |
| ● Games | - | 4:15 p.m. – 5:45 p.m. |
| ● Baths/Change/Laundry | - | 5:45 p.m. – 6:20 p.m. |
| ● Assemble for Evening Prayer | - | 6:20 p.m. |
| ● Evening Prep (Academic Block) | - | Girls – 6:30 p.m. – 7:45 p.m.
Boys – 6:30 p.m. – 8:20 p.m. |
| ● Girls & Junior Boys Dinner | - | 7:45 p.m. – 8:10 p.m. |
| ● Senior Boys (CP1 onwards Dinner) | - | 8:20 p.m. – 8:50 p.m. |
| ● Girls extra prep (in Hostel) | - | 8:15 p.m. – 9:15 p.m. |
| ● Bag packing- preparation for next day | - | 9:30 p.m. |
| ● Lights off | - | 10:00 p.m. |

Working Saturday

- | | | |
|------------------------------------|---|---|
| ● Rouser | - | 5:45 a.m. |
| ● Morning Fitness/Yoga | - | 6:00 a.m. – 6:45a.m. |
| ● Milk with Snacks | - | 6:45 a.m. – 6:55 a.m. |
| ● Baths/Change/Laundry | - | 7:00 a.m. – 7:45 a.m. |
| ● Breakfast | - | 7:45 a.m. – 8:15 a.m. |
| ● Class Teacher session | - | 8:15 a.m. – 8:40 a.m. |
| ● School | - | 8:40 a.m. – 2:20 p.m. |
| ● Rest, Recreation Activities & TV | - | 2:20 p.m. – 3:25 p.m. |
| ● Change for Games | - | 3:25 p.m. – 3:50 p.m. |
| ● Snack with Juice | - | 4:00 p.m. – 4:10 p.m. |
| ● Games | - | 4:15 p.m. – 5:45 p.m. |
| ● Baths/Change/Laundry | - | 5:45 p.m. – 6:20 p.m. |
| ● Assemble for Evening Prayer | - | 6:20 p.m. |
| ● Evening Prep (Academic Block) | - | Girls – 6:30 p.m. – 7:45 p.m.
Boys – 6.30 p.m. – 8.20 p.m. |
| ● Girls & Junior Boys Dinner | - | 7:45 p.m. – 8:10 p.m. |
| ● Senior Boys (CP1 onwards Dinner) | - | 8:20 p.m. – 8:50 p.m. |
| ● TV /Recreation | - | 9: 00 p.m. to 10:00 p.m. |
| ● Lights off | - | 10:00 p.m. |

Sunday Schedule – Non Working Days

- | | | |
|--|---|-------------------------|
| ● Wake-up | - | 7:30 a.m. |
| ● Changing for Game | - | 7:30 a.m. – 8:00 a.m. |
| ● Morning Games | - | 8:00 a.m. – 9:30 a.m. |
| ● Breakfast | - | 9:30 a.m. – 10:00 a.m. |
| ● Getting Ready for Prep | - | 10:00 a.m. – 10:30 a.m. |
| ● Morning Prep /1:1 meeting with Principal | - | 10:30 a.m. – 12:45 p.m. |
| ● Lunch | - | 12:45 p.m. – 1.30 p.m. |
| ● Rest, Recreation Activities & TV | - | 1:30 p.m. – 3:45 p.m. |
| ● Tuck Shop/Combo | - | 3:45 p.m. – 4:15 p.m. |
| ● Evening Games | - | 4:15 p.m. – 5:45 p.m. |
| ● Bathing / Changing | - | 5:45 p.m. – 6:30 p.m. |
| ● Prayer/Meditation | - | 6:30 p.m. – 7:15 p.m. |
| ● Girls Dinner | - | 7:15 p.m. – 8:00 p.m. |
| ● Boy's Dinner | - | 8:00 p.m. – 8:45 p.m. |
| ● TV Time | - | 8:00 p.m. – 9:30 p.m. |
| ● Lights Off | - | 9:30 p.m. |

(Summer Timing)

Monday to Friday

- | | | |
|---|---|-----------------------|
| ● Rouser | - | 5:30 a.m. |
| ● Morning Fitness/Yoga | - | 5:45 a.m. – 6:45a.m. |
| ● Milk with Snacks | - | 6:45 a.m. – 6:55 a.m. |
| ● Baths/Change/Laundry | - | 7:00 a.m. – 7:45 a.m. |
| ● Breakfast | - | 7:45 a.m. – 8:15 a.m. |
| ● Class Teacher session | - | 8:15 a.m. – 8:40 a.m. |
| ● School | - | 8:40 a.m. – 3:20 p.m. |
| ● Change for games | - | 3:25 p.m. – 3:50 p.m. |
| ● Snack with Juice | - | 4:00 p.m. – 4:10 p.m. |
| ● Evening Prep (Academic Block) | - | 4:15 p.m. – 5:45 p.m. |
| ● Games | - | 5:45 p.m. – 7:15 p.m. |
| ● Baths & Change for Dinner | - | 7:15 p.m. – 8:00 p.m. |
| ● Girls & Junior Boys Dinner | - | 7:50 p.m. – 8:15 p.m. |
| ● Senior Boys (CP1 onwards Dinner) | - | 8:15 p.m. - 8:45 p.m. |
| ● Bag packing- preparation for next day | - | 9:30 p.m. |
| ● Lights off | - | 10:00 p.m. |

Working Saturday

- | | | |
|------------------------------------|---|-----------------------|
| ● Rouser | - | 5:30 a.m. |
| ● Morning Fitness/Yoga | - | 5:45 a.m. – 6:45a.m. |
| ● Milk with Snacks | - | 6:45 a.m. – 6:55 a.m. |
| ● Baths/Change/Laundry | - | 7:00 a.m. – 7:45 a.m. |
| ● Breakfast | - | 7:45 a.m. – 8:15 a.m. |
| ● Class Teacher session | - | 8:15 a.m. – 8:40 a.m. |
| ● School | - | 8:40 a.m. – 2:20 p.m. |
| ● Rest, Recreation Activities & TV | - | 2:20 p.m. – 3:25 p.m. |
| ● Change for Prep | - | 3:25 p.m. – 3:50 p.m. |
| ● Snack with Juice | - | 4:00 p.m. – 4:10 p.m. |
| ● Prep | - | 4:15 p.m. – 5:45 p.m. |
| ● Games | - | 5:45 p.m. – 7:15 p.m. |
| ● Baths & Change for Dinner | - | 7:15 p.m. – 8:00 p.m. |
| ● Girls & Junior Boys Dinner | - | 7:50 p.m. – 8:15 p.m. |
| ● Senior Boys (CP1 onwards Dinner) | - | 8:15 p.m. - 8:45 p.m. |
| ● TV & Recreation Time | - | 8:45 p.m. - 9:45 p.m. |
| ● Lights off | - | 10:00 p.m. |

Sunday Schedule – Non Working Days

- | | | |
|---|---|-------------------------|
| ● Wake-up | - | 7:30 a.m. |
| ● Changing for Game | - | 7:30 a.m. – 8:00 a.m. |
| ● Morning Games | - | 8:00 a.m. – 9:30 a.m. |
| ● Breakfast | - | 9:30 a.m. – 10:00 a.m. |
| ● Getting Ready for Prep | - | 10:00 a.m. – 10:30 a.m. |
| ● Morning Prep 1:1 meeting with Principal | - | 10:30 a.m. – 12:45 p.m. |
| ● Lunch | - | 12: 45 p.m. – 1.30 p.m. |
| ● Rest, Recreation Activities & TV | - | 1:30 p.m. – 4:30 p.m. |
| ● Tuck Shop/Combo | - | 4:30 p.m. – 5:00 p.m. |
| ● Evening Games | - | 5:00 p.m. – 6:45 p.m. |
| ● Bathing / Changing | - | 6:45 p.m. – 7:15 p.m. |
| ● Prayer/Meditation | - | 7:15 p.m. – 7:45 p.m. |
| ● Girls & Junior Boys Dinner | - | 7:45 p.m. to 8:15 p.m. |
| ● Senior Boys (CP1 onwards Dinner) | - | 8:15 p.m. to 8:45 p.m. |
| ● TV time | - | 8:15 p.m. to 9:30 p.m. |
| ● Lights Off | - | 9:30 p.m. |