

AITCHISON COLLEGE, LAHORE



BOARDING HANDBOOK

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PRINCIPAL'S LETTER

It is with a deep sense of gratitude, honour and responsibility that I write to you today as Principal, Aitchison College. By way of introduction, I am an academic with nearly twenty-seven years of experience in teaching, research and administration. I am also an Aitchisonian, who spent eight unforgettable years in the boarding. This great institution has molded and nurtured not just me but also five generations of my family since 1896. I have lived the Aitchison experience as a boarder, a parent and through the fascinating stories passed on generationally. This unique privilege gives me an instinctive and intimate familiarity with the traditions, ethos, and spirit of the College. Therefore, taking on this challenge is more of a homecoming and will be a labor of love.

The last seven years have been an era of growth and stability for Aitchison. I intend to consolidate and build upon the good work done by my predecessor, Michael Thomson, and make Aitchison not just the best school in Pakistan but also at par with the highest international standards. Aitchison to my mind should be a modern and progressive school that is globally recognized for educational excellence and innovation while remaining firmly anchored in its rich history and tradition. The following are some thoughts that I would like to share with you about my plans for Aitchison College. Over the course of the next few months these ideas would be refined and shall take the shape of a strategic plan to be implemented with the help and support of the management of the College. These ideas, I believe, are in consonance with the vision of

Aitchison that has always centered around the development of a student's character and focused on building wholesome and well-rounded personalities.

As an academic, I understand the profound importance a teacher plays in shaping and impacting the lives, personality and character of students. There is no doubt in my mind that the strength and quality of an educational institution is completely dependent on the quality of its faculty. I believe that Aitchison College should have exceptional, innovative, and inspirational teachers who are also empathetic individuals that possess a sound moral compass. I am confident that by prioritizing resources towards faculty recruitment and development, the quality of teaching and learning at Aitchison can be improved substantively.

To prepare students for the challenges of university education and life beyond that, the school curriculum needs to foster curiosity, creativity, and critical thinking. Moreover, to inculcate a much-needed sense of social empathy and responsible citizenship, education must be broad based, community centered and experiential. Along with STEM subjects, emphasis on languages, arts and humanities, is essential as it cultivates reason, tolerance, humanism and cultural sophistication. There is also a need to transition from traditional examination-based assessment to more varied and innovative methods of evaluation such as research projects, group activities, community service, role play and presentations etc. While some of these initiatives are relatively easy to introduce, others would take some time to implement. I will be working closely with the school heads and teachers to design and gradually implement a more holistic curriculum.

Aitchison College is unique in terms of the extent and quality of sporting and co-curricular facilities it offers. The college has re-invigorated sports in recent years supported by a state-of-the-art infrastructure. This effort would be continued with greater vigor and further strengthened by including sports as part of the curriculum.

Every student will be required to play a sport of his choice and meet minimum athletic standards according to age. Other co-curricular activities such as debates, drama, crafts and hobby clubs, arts and music are all integral components of a broad-based curriculum. Important character traits of discipline, fair play, teamwork, perseverance, confidence, creativity, appreciation of the arts and eloquent articulation of thoughts and ideas are learnt not necessarily in the classroom but in the playing fields, on debating rostrums and theatre stages.

In the last couple of years boarding house facilities and life have improved dramatically leading to an increased number of boarders. As a former boarder I know through personal experience how important nurturing pastoral care is for the mental and physical wellbeing of boys particularly in junior and prep school. Careful selection of resident housemaster/mistress and the introduction of a tutor/advisor for each student is essential for the boarding house to become a home for the boys, offering comprehensive support for their academic and personal development. I would be taking a special interest in the life at boarding school by closely interacting with the boys and their house masters/mistresses over meals and through frequent visits.

Aitchison College is a national institution and should have students from all provinces and different segments of society. A structured academic and sports scholarship and financial aid program for deserving students will be introduced across all schools to increase diversity on campus. I am certain that our extensive and prosperous alumni network would contribute generously to this program.

Finally, Aitchison needs to internationalize - a strategy to attract students from the neighborhood and beyond would be put in place. Student and faculty exchange programs with similar private and public schools in the UK and other English-speaking countries would be a step in that direction.

The above were some thoughts and ideas about Aitchison that would become part of a strategic plan, institutionalized through an appropriate policy and organizational structure. All this would be in the offing in the days to come. I shall keep you updated on the developments and changes that I am certain will enrich the Aitchison experience of your son.

During the year, I shall be meeting you at different events and occasions and shall value your candid feedback and suggestions. A recent addition to the parent's portal is a comments box – you are welcome to share your thoughts anonymously about any matter related to your son at Aitchison. For me this is the beginning of an exciting new journey, and I am looking forward to welcoming the boys on campus very soon.

Yours sincerely,

Dr. S.M. Turab Hussain
Principal

AIMS OF THE BOARDING HOUSE

- To provide a secure and safe educational environment for each boy, so that he may function as a confident individual and develop to his maximum potential
- To promote sound personal and social values within a cohesive and caring residential community
- To provide boarders with appropriate support and guidance in matters affecting their spiritual, academic and personal growth
- To encourage boarders to widen their horizons through engaging in an extensive school programme – both in school time and after school
- To develop leadership skills that may be applied to life both inside and outside school.
- To build resilience and determination in school life as a platform for sound growth from childhood through to adolescence
- To provide the best possible academic education, thus opening the way to national and global tertiary and employment opportunities
- To ensure that boarding families are involved in the life of our school and experience the benefits of a boarding education

PREPARING FOR BOARDING

Boarders take time to adapt to living away from home. The following issues may form the basis for useful discussions with your son before entering boarding school:

- **Routine** – while we endeavour to admire individuality, it is necessary to follow a routine in boarding. A routine is an advantage because everyone is treated equally and there is a sense of predictability in decision-making that aids security and safety.
- **Academic expectations** – the academic programme of the school is both challenging and demanding. It helps to discuss openly your expectations and goals, and seek the advice and support of the relevant Headmaster or Headmistress should there being continuing concerns in Day school.
- **Expressing concerns** – boarders are encouraged to express concerns (as well as their joys and achievements) to their Principal, Vice Principal, Housemasters/Housemistress and/or general teaching and boarding staff. Hiding concerns usually leads to unnecessary frustrations, while boarding house staff would feel disappointed in their role if denied the opportunity to provide care and support. It is also important for boarders to consider that personal and group obstacles are a normal part of life, and that it is a sign of strength and maturity to be able to communicate thoughts and work through challenges as part of growing up. Parents are asked to communicate on a regular basis with their boarding house staff, although we will contact you regularly.
- **Hosts and Leave** – the College will not grant leave without a clear understanding of who is hosting the student. A Host Form should be submitted to the Housemaster/Housemistress. Leave is only permitted in term time for medical or emergency reasons or very special family occasions.

- **Security** –the College employs its own security guards to ensure that the campus is adequately patrolled, 24 hours a day. Security will question all visitors and issue visitor and parent passes.
- **Missing Items** – in a close community, such as a boarding house, personal possessions sometimes go missing. Missing items do not necessarily imply theft. If your child is missing something, he should, after a careful look around and after notifying a boarding prefect, advise a member of staff. It is imperative that your boy knows that he must ask permission before using another boarder's belongings. Management of belongings is a skill.
- **Respect**– boarders should display respect and tolerance for the space, feelings, privacy and property of other boarders. Televisions, speakers or noisy equipment are not permitted in student rooms or within the boarding premises. The College provides televisions in lounges.
- **Pocket Money** – it is advisable that boarders know how much pocket money they have per week or term, and what type of things they are able to spend it on! Learning how to make choices about spending is a vital decision in life. **Large amounts of pocket money are not encouraged.** Accounts rather than cash should be established with the school. If uncertain, please contact the Bursar.
- **Communication with home** – it is very important that we have the correct address and contact details of parents and guardians. The Housemaster/Housemistress will maintain an updated list for general and emergency calls.
- **Physical and psychological changes** – younger students should be prepared for the physical and psychological changes they will experience during puberty, so they are familiar with, and not surprised by, what will happen. Please feel free to call our College doctor or Health Centre should you need to discuss any of these issues.
- **Medical** –the Hospital is open 24 hours a day. The College Doctor holds an open clinic, and is on call. Serious medical emergencies can be well handled at the local hospital. It is essential that we have your child's relevant and updated medical history.
- **Making Friends** – relax as this will occur naturally, and over time one's closest friends will reveal themselves. Do not be impatient. By being active and involved in boarding, sound friendships will grow from being involved.

HELPFUL GUIDELINES FOR BOARDERS

- Get involved! Busy boarders are happy boarders
- Know your timetable for study and sport
- Wear correct school uniform: school, compound and sport at the right times
- If you are given a lawful instruction by a member of staff, see to it that you respond quickly and well. If there is an issue, discuss it later
- Remember to shower on time and get to roll call on time and all meals on time

- School Rules apply to the Boarding House, although there is a slightly less formal routine in the interests of creating a ‘home away from home’ feel
- Staff or teachers are referred to as ‘Sir’, ‘Ma’am’, Dr., Mr. or Mrs. followed by a surname
- It is tradition that boarders are helpful to other boarders and respect their rights to enjoy and benefit from the ‘boarding experience’
- Boarders are expected to behave well in public and to represent the school with pride when they wear their uniform
- Boarders are to keep their dorm or areas clean and tidy –ready for inspection
- Duties will be allotted to boarders on a rotational basis as part of house management as well as personal and group development –e.g. Dining Hall ‘slush’
- Boarders should consider the noise level of their activities to ensure that it does not disturb other members of the House.
- Posters referring to inappropriate behavior, drugs, alcohol or containing bad language are not to be displayed and are strictly forbidden
- Family photographs and pictures of home are encouraged
- No food or drinks from outside may be brought into the College without permission. This is for safety and routine
- Graffiti is not tolerated. Offenders will be asked to remove graffiti in their own time and in the event that the property cannot be restored to its original condition, they will be asked to pay for its replacement
- Potentially dangerous items are not permitted in the dormitories
- Personal heaters are not usually permitted, and the Housemaster should be consulted at all times before personal items of this nature are used
- Boarding dormitories have coolers, but turn them off when you leave for school in the daytime
- All electrical equipment must be turned off when boarders leave the Boarding House
- Deliberately setting off an alarm is a serious offence that may result in suspension or expulsion
- Boys should introduce themselves to the bearer or housemaster/housemistress before entering another boarding house
- Boarders who are absent from school or leave the campus without permission will face suspension or expulsion
- Boarders must be well groomed – that is, neat and tidy –and conscious of personal hygiene □ Drinking water is available in all hostels and the Dining Hall □ TV lounges may be used at set times only.

DAILY ROUTINE

Daily routine varies slightly for each of the schools and boarding houses. These timings accord with age. In boarding, boys attend regular prayer, meal times and prep sessions. Parents will be comforted to know that meals include: breakfast, lunch, dinner and supper. The boarding program also leaves plenty of time to enjoy sport and other activities. All routines are monitored and aim to ensure that boys enjoy sufficient sleep and rest. Notwithstanding, a boarder’s life is very active!

STUDY FACILITIES & HOMEWORK (PREP)

Syed Babar Ali Library and other School Libraries

- The Library facilities at the School are open on weekdays and Saturdays. Extended or special sessions are by arrangement
- Reference materials are available on overnight loan. A loan period of two weeks applies to all fiction and non-fiction materials
- The value of lost or damaged books will be charged to accounts
- Computers are located in the Library. Our digital library is the best in any school.

Computers

Boarders are expected use school computers in an appropriate manner. Misuse of the computers or the internet will result in offending boarders losing their computer privileges. All computer use is subject to the **Students' Computer Policy**. Each boarding house has several modern PCs and printing facilities. Laboratories may be opened to boarders on Sundays between 2.30 - 4.30pm for emailing and study on request.

Prep Guidelines

- Prep occurs before dinner and after dinner in the forms of Prep 1 and Prep 2.
- As a rule, boarders will spend time reviewing work covered in class during the day as well as completing set homework tasks. There is a school homework timetable that is to be followed and checked by tutors
- Quite often homework does not have to be handed in for several days, so it is advisable to make sure homework due in the following day is completed first.
- For a productive prep, the following guidelines apply: -
 - Boarders are to ensure that all stationery and necessary books are on hand before the commencement of Prep 1
 - There is to be no “chat”. Prep 1 is silent with limited movement. Prep 2 is quiet movement or talk if required, or group work. Teachers will be on-hand to assist with Prep
 - If boarders need assistance, they should ask the staff member on duty first
- Sunday Prep is also held to ensure that all homework is completed and the new week prepared for.

□ Supervision of Prep

Prep is supervised each night from Monday to Friday by teachers on duty. Extra work on projects and assignments should normally be done in the afternoons or at the weekend.

HOMESICKNESS

Some boarders will find it difficult being away from home in the first few weeks. Should homesickness arise it is helpful to treat this as perfectly normal, knowing that staff are here to assist with such temporary challenges. We have found that boarders who are involved fully in school life rarely suffer from homesickness. Here are some helpful suggestions:

- Parental understanding, patience and firmness would appear to be the most important qualities necessary to make a quick and relatively smooth adjustment to boarding. If homesickness strikes it will most likely be detected first by boarding staff. If not, please contact your child's Housemaster/mistress immediately to discuss any difficulties resulting from your child being away from home. We are here to help. Often it is a good idea to go back over why you chose boarding and what your child expected from it. This is a good way to deal rationally and calmly with problems. Remember, always try to isolate issues that cause unhappiness rather than accept 'I just don't feel right'. Dealing with obstacles is the path to maturity.
- The parent who does not allow their child to develop independence will inadvertently make it more difficult for that child to accept the legitimacy of his or her new environment. Remember that children normally adapt very quickly with positive reinforcement from school and home. It is advisable to keep phone calls to a minimum, twice a week, in the early period of boarding. Arranging approximate times of contact will help your child manage the early period of being away from familiar surrounds. Parents who are unwilling to allow independence should think carefully before considering boarding as an educational option. **Remember, independence is not the same thing as isolation.**
- We appreciate that parents also suffer from the absence of their children. Please feel free to communicate your feelings to us. Boarding is a partnership between school and home.
- Homesickness can strike boarders of any age –it can be triggered for all sorts of reasons not always readily identifiable. What is certain is that if a school is caring and pro-active about homesickness then the child should not find it difficult to bring things quickly back to normal.

COMMUNICATION

Mobile Phones

Mobile phones are a senior boarding privilege only, **but not allowed during school hours**. Misused phones are confiscated. Should parents wish to contact a house or leave a message during the school day, it is best to contact the Housemistress or Housemaster on their mobile. As a rule:

- Boarders can access school phones for calls home. Parents and guardians can call back on that number and privacy is assured.
- Incoming calls are not transferred to students during class time, meals, prep time or after lights out
- Boarders are expected to check the notice board for messages

- We are happy to transfer birthday calls and special occasion calls (we have birth dates entered in our daybook for reference)

When to contact the Boarding House:

- While parents should feel free to contact the school whenever they wish, we would appreciate as little disruption to boarding and school routine as possible
- If a child is absent from a boarding house during term time because of illness, late return or early departure, parents/guardians are requested to notify the school as early as possible. Absences are reported daily to School Administration and followed up.
- Please notify the Head of House in writing immediately of any change of contact address or telephone number. It is important that we are able to contact parents at any time, including when they are on holiday. If you are out of communication range please provide an alternative contact telephone number of a suitable person who can act as guardian for your child during your absence.
- It can be very difficult for a boarder to receive bad news by telephone, email or letter. We encourage you to contact the Principal or the Housemaster/Housemistress so that we can ensure that difficult news is broken in the right manner with support on hand or with special friends nearby for emotional support. In all such instances, we follow the family's requirements.

Written Communication:

- Surface mail should be addressed to the student at Aitchison College PO Box 54000 Incoming mail is distributed during house meetings.
- Periodically a **Boarding Newsletter** will be posted on the school website or mailed home with reports
- Information is also given in the **Principal's Newsletter**
- Parents are issued with a calendar highlighting major dates of the year. At the end of every term a detailed food menu is posted on our website

Parents' Secure Website Portal –'My Aitchison'.

Our **Parents' Secure Website** requires a user name and password. This secure site will enable boarding parents to follow their child's progress in many areas of school life. Please note, however, the secure site is not a replacement for formal school reporting.

Reports and Key to Social and Personal Development Summary

Each housemistress and master will supply a separate **boarding report each term**. This report is viewed by school authorities and designed to encourage reflection and discussion rather than a fixed or permanent view on any individual student. The Principal approves all boarding reports.

FOOD & DINING

The School employs its own cooks that prepare all meals in accordance with stringent codes of food preparation and handling. We have special food storage facilities and cooling rooms. Each Dining Hall or Mess has its own kitchen and is supplied by our own stores. Attendance at all meals is compulsory. Boarders enjoy breakfast, lunch and dinner as well as morning tea and supper in a community setting. Dinner is a formal occasion at which all students must be seated at a particular time. Meal times are indicated in the daily routine. Meals begin and end with prayer. Every student will be given an opportunity to lead prayer as part of their educational experience.

Boarders dress in school uniform for breakfast and lunch. Boys may wear Shalwar Kameez for dinner. Sports attire is not permitted in the Dining Hall, except for Saturday morning or when involved in sport. Boys who have played sport must shower and change before entering the Dining Hall. The Meal Bell rings shortly prior to meals. Boarders are expected to be punctual and line up for roll call. Importance is placed on correct table manners: boarders may speak in a normal tone to others at their table, but not call out from one table to another. Movement is kept to a minimum. Each Dining Hall has a High Table for guests and house leaders. The Principal and key staff regularly dine in boarding.

We do not cater for specialist dietary requirements. We regularly audit the school kitchen.

Boarders are given regular responsibilities for cleaning tables and assisting with the basic dining hall duties. These tasks are important in building responsibility, teamwork and pride in the community. There are no exceptions to this rule.

School Management values positive as well as negative comments on meals. Our Food Committee meets regularly to discuss menus and food quality. The committee includes boarding school representatives of all ages. Queries or complaints about food should be directed to the Head of Boarding.

HEALTH & HOSPITAL

In the event of a slight cough, headache or minor graze students are cared for by the school medical staff at the College Hospital. Should hospitalization be required, we have excellent medical response facilities. Within minutes of the school there is also a fully-equipped hospital, surgery, residential doctors and a pharmacy. The College Hospital can make medical and dental appointments in consultation with families. If a boarder wishes to see a doctor, they should first discuss this with their housemistress or housemaster.

- Staff will contact parents when there is reason for medical concern.
- If an infectious disease is contracted the patient may be sent home or, if parents agree and it is appropriate, admission to a local hospital is an option until return to school is approved.
- The College has its own doctors on call. Parents may authorize their child to be seen by other doctors but must confirm this arrangement through the boarding.
- Medication is usually kept in the hospital and dispensed from there each day or as required.
- Health Insurance is a matter for each family to determine.
- The cost for transporting boarders by ambulance to the local hospital is free of charge.

Transportation to destinations outside Lahore will attract a fee.

The health of our boarders is of paramount importance and we do our very best to ensure that all medical needs are attended to promptly and well. The Principal has written the following for boarding parents:

“The nature of boarding precludes us from contacting families over matters we think are of very minor importance. Accordingly, it is unlikely that a house will contact a parent in the event of a minor scrape, sneeze or slight cough that has not required medical attention. In the event that a boarder requires medical intervention, either at school or at our hospital, parents will be notified as soon as possible depending upon the circumstances. While medical forms are completed each year and provide us with necessary medical information, there may be occasions when injuries or maladies arise at home or on leave that will adversely affect the performance of the students on return to school and which require our observation throughout the school week. Under these circumstances it is possible that staff may not recognize a minor injury or malady unless reported by the student or the family. Please inform us, so that we may help and continue to observe.

Unless a boarder has been directed specifically to a doctor at our clinic there will not necessarily be a report from that doctor back to the College. In other words, a general practitioner will not always share information on the basis of privilege and it may require the family to contact the boarding house to relay concerns about a child’s welfare. Always advise the boarding or the College doctor of any medical condition which you feel we need to know about in order to ensure the good health of your child.

It is not uncommon for boys and girls to come down suddenly with a headache or temperature, just as they would at home. In these circumstances boarders are automatically escorted to the College hospital with a note for staff to keep a watch on their progress. As a rule, we always ensure that the medical condition of a boarder is known by the head of house and principal. In extreme cases or when we believe that we cannot adequately quarantine a sick student we will phone parents and request them to collect their child and not return until he or she has recovered sufficiently to take part in normal school routine: this is to avoid the spreading of highly contagious illnesses. Of course, this is an extreme example and we would normally do everything in our power to ensure that much of school life continues unabated with a careful watch on the medical condition. Common sense is the rule.”

TRAVEL & LEAVE ARRANGEMENTS

Boarding staff need to be aware of all travel arrangements ahead of time. This applies particularly to students traveling long distances, interstate and overseas. Complications over leave arrangements can create anxious moments in a boarding school and at home.

School Policy states that: “**boarders must attend the first day of school and must not leave until the term has finished.**” This is agreed to by parents in the enrolment process. The setting of Travel Day is important as it enables boarders to complete all boarding tasks before they vacate their rooms. This includes tidying rooms, general cleaning and checking belongings. If students are allowed to go home early, they leave an unfair burden on their peers. Each Travel Day presents an opportunity to meet boarding parents and discuss the boarding experience. Once a term, the Visiting Day involves a parent teacher meeting in the ‘Old Building.’ Examinations do not signal the end of a school term. **Boarders are not normally**

allowed to exit boarding in the lead up to exams. The College provides excellent academic support and to justify absorbing this cost we expect parents to support us.

Interstate and Overseas Travel

Students usually travel distances and interstate at the times of heaviest demand. Thus, it is advisable to make arrangements at the commencement of the year for students returning home at the end of each term. Please note the travel dates on the School Calendar. Students are expected to arrive at school on designated travel days.

Parents and guardians are to make all arrangements for their child's travel to and from school, advising the boarding house of departure and arrival times at least one week in advance (except in cases of emergency). The school will remind students of the dates.

Collection of Students from School:

Parents or hosts collecting boarders must not enter boarding dormitories. Collection is from the 'Old Building.'

Changes to Arrangements:

Changes to travel arrangements must be approved by the Housemaster/Housemistress. This is to ensure the safety of the boarder.

Host Form: Parents/guardians are asked to supply a fully completed and signed **Host Form** at the commencement of each boarding year. The Housemaster/Housemistress may recommend to parents that leave be denied on the basis of misbehaviour or poor academic effort. We ask for your support in such cases. Such decisions will always be discussed fully with home.

MAKING LEAVE ARRANGEMENTS

Your son's Boarding House will assess all leave requests and the Principal approves all leave requests beyond 3 days. Leave requests must reach us by either one of the following two ways:

- A. Parents/guardians contact the boarding house with clear instructions and details of the leave request, or we will call parents to confirm arrangements after speaking with the boarder.
- B. Individual boarders must submit the '**Student Leave and Travel Form**' to their Housemaster or Housemistress. A gate pass will be issued.

Please note that travel cannot be approved without appropriate parent/guardian authority. Boarders must sign out and sign back in at the boarding office. Illegal leave may result in expulsion.

TYPES OF LEAVE

Early Leave

- We ask that parents adhere to term dates when making holiday and travel arrangements in the interests of their child's or children's education, although we appreciate that emergencies do arise. **Accordingly, early leave is rarely granted and must, in all cases, be approved by the Principal.**
- Boarders may be given permission to leave school before the end of term but **only** where there is no suitable transport on the official travel day or when **we** cannot confirm suitable bookings. The Boarding House handles all leave requests in this regard.

Emergency or Compassionate Leave

- Granted for medical reasons, bereavement, or exceptional engagements
- 'Sign Out' and 'Sign In' procedures must be completed at the boarding office

Field Trips

- The School Bus is available for casual boarding outings into Lahore and surrounding areas.

VISITORS & PARENTS

□ Parents and general visitors must collect a pass at the School Gate before entering the College. Every Sunday and the last weekend of each month is open for visiting and leave.

- Parents and visitors should not interfere with set boarding routines or enter school buildings or the boarding domain unaccompanied or without permission
- Parents and visitors should be introduced to a housemaster or housemistress on duty as a matter of courtesy and safety if they are in the boarding domain
- No parent or visitor is allowed to enter dormitories, rooms or suites without permission from hostel staff. This is to protect the privacy of other boarders
- Day students, or past students, visiting the campus are bound by the same rules of conduct

STORAGE

□ There is limited storage at school and so boarders should not bring more than the recommended personal items and clothing

LAUNDRY & LINEN & DRY CLEANING

- The School provides a basic laundry and ironing service **at a small cost** to parents
- Boarders are expected to sort their dirty clothes into bins provided on Monday and Thursday for sorting on washdays. Staff will explain the process so that it becomes a well-known and simple part of the routine

Boys must provide their own bed linen (sheets and pillowcases) except for International Boarding.

Linen is changed regularly and laundered by the laundry staff. Boarders are responsible for providing a laundry bag (pillow case size). In the case of illness sheets will be changed.

Boarders can bring their own pillows. Boarders are encouraged to bring mattress protectors. School wear can be purchased at school. Dry Cleaning is available on request for a charge.

NAME TAGS

All clothing should be named prominently with a woven or permanently printed nametag. This applies to school and other clothing.

UNIFORM REPAIRS

Small tears, lost buttons etc... can be taken to the laundry which will arrange mending.

DRESS CODE

The following is adapted to boarding circumstances:

- The College *Dress Code* applies at all times during the school day
- Students wear school uniform from Monday to Friday from breakfast till after lunch. After the completion of lunch, and on weekends, boarders may wear shalwar kameez or sportswear. Casual clothing is not permitted.
- Boys are to be clean-shaven, except in cases of religious observance.
- In general, visible hair is to be of reasonable length (above the collar and neat).
- Belts are to be school black during school time
- Boarders are to wear school uniform when traveling to and from school at the start and end of each term. –i.e., Travel Days –unless permission is given by the Principal. Blazers must be buttoned and ties correctly worn (which means pulled up to the collar)
- Blazers and ties may be removed on days of excessive heat, as declared by the Principal –e.g. summer uniform.
- Shirts are to be tucked in except during physical activities; e.g. at recess and lunchtime games □
School shoes must be cleaned regularly. Casual shoes must be presentable and clean.

- We recommend that hats are worn for sun protection in excessively hot conditions, but these must be well maintained

RECOMMENDED PERSONAL REQUIREMENTS

The following provides a recommended list for boarders:

- | | |
|--|--|
| • School Uniform | (refer to full school, compound and sporting list) |
| • Underpants | x 7 |
| • Casual socks | x 4 (two pairs white) |
| • Casual shoes (pairs) | x 2 (one pair covered) |
| • School shoes (black) | x 1 |
| • Bedroom slippers | x 1 |
| • Dressing Gown | x 1 |
| • Raincoat & Umbrella | x 1 |
| • Towels | x 3 |
| • Bathers | x 1 |
| • Pocket Handkerchiefs | x 5 |
| • Mugs/Cups (unbreakable) | x 2 (for drinking fountain/filtered water) |
| • Pyjamas | x 3 |
| • Tracksuit | x 1 |
| • Toilet requisites (e.g. toothbrushes, toothpaste, shaver, comb, brush, deodorant, sunscreen etc) | |
| • Casual hat | x 1 |
| • Bag for wet toiletries | x 1 |
| • Plastic Coat Hangars | x 6 |
| • Key Ring | x 1 |
| • Wallet | x 1 |
| • Lockable Box | x 1 |
| • Shoe cleaning outfit | x 1 |
| • Handkerchiefs or Tissues Boxes | x 6 |

All clothing should be marked clearly. This will assist the laundry greatly in sorting. Expensive items should be marked in several places for additional security.

OVERSEAS STUDENTS

Immigration documents

□ These are the responsibility of both the parents and/or the guardian.

Passports

- These must be handed in at the Boarding House or the School office for safekeeping. Passports are handed back to overseas students when they travel.

SECURITY

- The School campus has a sophisticated security system. It is patrolled by security guards and has a 24-hour security gate. Security is of prime importance to the school. All visitors must pass through security.
- A boarding housemaster or housemistress has the right to inspect and search a student's dorm or possessions at any time in the company of that student if there is suspicion of contraband.

Fire Drill

Boarders are instructed on how to behave in an emergency and practise evacuation procedures each term

Money/Valuables

- The school debits school accounts for purchases at school shops and accounts via chits authorized by the housemaster or housemistress.
- Pocket money is required for purchasing food items and personal items.
- Safekeeping facilities are provided and are accessible on request.
- We ask that no jewelry or item of any significant value be brought into school.

Insurance (Personal Effects)

- All personal effects are the responsibility of the student and parents. The School insurance does not cover loss or theft. Please check your own house and contents insurance policy

Theft

- The School will only accept liability for valuables that go missing from its safekeeping. Items kept in unlocked cupboards are placed there at the student's own risk and therefore any loss becomes the student's responsibility. The School does not have a theft problem, but it is always advisable for valuables to be locked away. Theft should be reported immediately to a matron or patron. Proven boarding hostel theft will result in expulsion.

SOCIAL & CULTURAL ACTIVITIES

Birthdays

It is important for boarders to celebrate their birthdays in term time. We keep birthdays noted in the Staff Day Book and always welcome parents' calls in relation to such occasions.

Worship

- Worship is on a regular basis as part of boarding life. Muslim students go to prayer at set times.

Sport

- We encourage boarders to participate in the sports offered at school. Sport keeps boarders active and helps them establish a common bond with other students and staff who coach sports. All sport takes place after classes and on Saturday mornings and some Sundays. The Sport Notice Board in the School Quadrangle should be consulted regularly, as should be the House Noticeboard.

Television/Videos

- Television sets are located in each Common Room. A range of appropriate DVDs can be obtained. From Sunday evening until Thursday night, viewing is strictly limited.
- Friday and Saturday night are optional video or TV nights but only after commitments have been met.
- The College must approve all videos shown to children of different ages. No video should be shown without the permission of boarding staff.

Out of School Activities

- Boarders are not permitted to play in town competitions or involve themselves in external events or activities without the Principal's knowledge or approval.

DISCIPLINE & CONSEQUENCES

As a school we set parameters of behaviour and expect students to observe these. Student conduct should generally uphold the standards and reputation of Aitchison. Any misconduct that brings Aitchison into disrepute is simply unacceptable. As a result, boarding rules are to be interpreted in conjunction with the School Rules. Our rules do not list every prohibited activity and have been drawn up as a guide only to remind boarders of their responsibilities. In all cases the primary rule is one of common sense, so that the spirit of the law is applied. Community living necessitates some restriction of certain individual freedoms for the safety of the community, but we also accept that the boarding house is 'home away from home'.

Weekend Detention

- This involves boarders doing appropriate and reasonable manual work around school for up to 2 hours on a Saturday or Sunday

Gating

□ Gating is the removal of normal privileges. Often it means wearing a school uniform over the weekend.

Late Release

□ If students are repeatedly late to class or slow in rising in the mornings they will be required to stay back at least one day into the scheduled holiday break. This imposition cannot be deferred and must be served or the student will forfeit his/her place in the school. There are no exceptions.

Expulsion and Suspension

- More serious offences in boarding may lead to internal suspension, external suspension (involving traveling home at the parents' expense) and sometimes, and we hope never, expulsion
- The Principal is the only person who may expel a student or recommend expulsion to the Chairman of the Board of Governors

STUDENT LEAVE AND TRAVEL FORM



To be completed by the student and handed to a matron or patron for approval and forwarding to the Head of Boarding for issue of a Gate Pass.

(1) Boarder Details

Student's Name: _____

Class: _____

Parents' Name: _____ **Contact Number:** _____

(2) Requested Leave Arrangement

Leave Day: _____ **Time:** _____

Return Day: _____ **Time:** _____

Host's Name: _____ (if applicable)

Host's Address: _____ (if applicable)

Purpose of Leave: _____

(3) Mode of Travel

From School _____

Return to School _____

Housemaster/mistress _____ **Date**

Principal _____ **Date**

HOST FORM



To be completed by the parent(s) or guardians (s). We approve the following host(s) for the purposes of leave from Aitchison College.

Host 1:

Full Name: _____

Relationship to Boarder: _____

Address: _____

Contact Details: Telephone_____ **Email**_____

Host 2:

Full Name: _____

Relationship to Boarder: _____

Address: _____

Contact Details: Telephone_____ **Email**_____

I understand that the College will not approve leave with any people who are not noted on this form.

Parent(s)_____

Legal Guardian _____

Date: _____

GATE PASS



The bearer of this pass may exit the school on / / and return the same day.

Housemaster/mistress _____ House _____

Reason for leave _____

cc Principal

Leave in excess of one day can only be approved by the Principal