

2017

Boarding Handbook for Parents/Guardians & Students



معهد فطرة العالم الإسلامي
**FITRAH ISLAMIC
WORLD ACADEMY**



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**FITRAH ISLAMIC
WORLD ACADEMY**

School of
**LEADERS AND
ENTREPRENEURS**

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِنَّ الْحَمْدَ لِلَّهِ نَحْمَدُهُ وَنَسْتَعِينُهُ وَنَسْتَغْفِرُهُ، وَنَعُوذُ بِاللَّهِ مِنْ شُرُورِ أَنْفُسِنَا وَسَيِّئَاتِ أَعْمَالِنَا، مَنْ يَهْدِهِ اللَّهُ فَلَا مُضِلَّ لَهُ وَمَنْ يَضِلَّ فَلَا هَادِيَ لَهُ. أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ. اللَّهُمَّ صَلِّ وَسَلِّمْ وَبَارِكْ عَلَى مُحَمَّدٍ وَعَلَى آلِهِ وَصَحْبِهِ أَجْمَعِينَ.

Surah Al-Mujadila, Verse 11:

يَا أَيُّهَا الَّذِينَ آمَنُوا إِذَا قِيلَ لَكُمْ تَفَسَّحُوا فِي الْمَجَالِسِ فَافْسَحُوا يَفْسَحِ اللَّهُ لَكُمْ وَإِذَا قِيلَ انشُرُوا فَانشُرُوا فَمَا تَشُرُوا أَنْتُمْ وَالَّذِينَ آمَنُوا مِنْكُمْ وَالَّذِينَ أُوتُوا الْعِلْمَ دَرَجَاتٍ وَاللَّهُ بِمَا تَعْمَلُونَ خَبِيرٌ

O you who believe! When you are told to make room in the assemblies, (spread out and) make room. Allah will give you (ample) room (from His Mercy). And when you are told to rise up [for prayers, Jihad (holy fighting in Allah's Cause), or for any other good deed], rise up. Allah will exalt in degree those of you who believe, and those who have been granted knowledge. And Allah is Well-Acquainted with what you do.

قَالَ النَّبِيُّ ﷺ:

مَنْ يُرِدِ اللَّهُ بِهِ خَيْرًا يُفَقِّهْهُ فِي الدِّينِ (متفق عليه)

The Messenger of Allah (ﷺ) said "When Allah wishes good for someone, He bestows upon him the understanding of Deen." (Muttafaq `Alaih))

INTRODUCTION

Boarding life is not just about the relationship between staff and students: parents play a key role in the development of their children and it is essential that they work in partnership with the Head of Boarding to ensure that their son gains the maximum possible from their boarding experience.

Familiarity of parents with procedure is crucial in helping us to establish and reinforce the important structures, which are the necessary foundation for the smooth running of the community. Similarly, when students have a clear knowledge of expectations and standards required, they are able both to contribute more positively and to gain more from the opportunities available.

AUDIENCE

This Boarding Handbook explains how our systems meet the highest requirements laid down by the FIWA Foundation 'Yayasan Ashabul Fitrah Indonesia'. The handbook will be of use particularly to parents, students and guardians. It outlines key features in the day-to-day life and routines of a boarding student, as well as providing contact details of key staff and detailing school policy and practice in a number of important areas.

VISITING THE BOARDING HOUSE

Parents are welcome to visit their son at School during Sunday from 06:00 to 18:00, although the Head of Boarding or Musyrif should be informed of the visit. For safeguarding and security reasons, parents should never remove students from the School site without the permission and knowledge of the Head of Boarding. For further information please see the documents and policies on the school website at www.fiwa.sch.id

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1 MODERN DAY BOARDING

There has been an evolution in boarding education over the past decade and emphasis is now firmly placed on the development of the whole individual. The advantages are oft quoted and convincing.

Students:

- Learn how to utilize time effectively and manage commitments
- Gain clear academic advantages, establishing good working habits in a structured environment, thus raising academic achievement
- Experience a vast array of extra-curricular activity which takes place outside the school day
- Undergo an ideal preparation for university life in an Islamic environment

But, most importantly, when students board at Fitrah Islamic World Academy, they don't just join a School, they become part of an extended family. They have a sense of belonging and know that they are accepted as individuals; that problems will be shared and triumphs celebrated. Living and working within a genuine community provides a safe training ground within which to develop critical life-skills, such as the importance of communication, consideration and compromise, lessons which cannot be taught as effectively in the classroom. FIWA's reputation for the highest standards of care is well deserved and, to us, every child does indeed matter, hugely.

VISION STATEMENT

*Fitrah Islamic World Academy will be a benchmark **world model Islamic school** that provides an Islamized, 21st Century, internationally recognized inclusive education for young Muslims to be successful in this life and the hereafter, إن شاء الله*

MISSION STATEMENT

*Fitrah Islamic World Academy seeks to provide all students with an Islamized international standard of education, with the Al-Quran & As-Sunnah of Prophet Muhammad ﷺ in accordance with a conception of Salafush Shalih as the basis, preparing them to become future **Ulama, Leaders & Entrepreneurs**. إن شاء الله*

1.1 AIMS

At Fitrah Islamic World Academy we aim to:

- Apply a holistic approach which ensures that we give special attention to the physical, academic, social and spiritual needs of our boarders.
- Recognize the benefits of our community and to foster in our students an understanding and respect for people of all races and nationalities, together with an awareness of the global challenges of contemporary life so that they are in a position to be a positive influence in their lives at School and beyond.
- Create a warm and caring environment where an open and trusting ethos is the norm, and where students and staff can communicate with confidence, knowing that they will be treated and valued as an individual.
- Foster an atmosphere where acceptance, honesty and trust are prevalent and therefore in which mockery, harassment and bullying flounder: every boarder has the right to security, to work, play and relax free from abuse and intimidation.
- Maintain high educational standards in academic activities, cultivating discipline in study by providing conditions conducive to learning, and stimulating excitement in learning by giving value to effort and positive encouragement.
- Balance academic output with a wide-ranging extra-curricular programme for sports as an essential component for a full and rounded education, and ensuring facilities of appropriate quality to enable this where necessary.
- Protect students by creating a safe living environment, which is homely and welcoming in feel and which balances carefully opportunities to share and an appropriate level of privacy.
- Foster the habits of a healthy lifestyle.
- Provide appropriate avenues for the development of leadership qualities and self-responsibility, as well as teamwork.
- Work in close, open partnership with parents in order to promote the welfare of each student.
- Protect the safety of boarding students from pernicious influences, inculcating a culture of candidness and empathy conducive to difficult disclosure e.g. of abuse.
- Offer an Induction Programme which is carefully tailored to meet the specific needs of boarders and of overseas students, geared towards achieving a speedy, happy and successful integration into School life.

1.2 OBJECTIVES

In order to achieve our aims, we provide:

- Appropriate staffing levels in all boarding Houses: comprising a Head of Boarding, Musyrif, visiting tutors with regular meetings of House teams to promote and ensure an understanding of topics relevant to students under their care
- An extensive range of extra-curricular, Saturday and Sunday activities and House activities allowing opportunities to explore new sports.
- A broad and balanced Islamic, international 21st Century curriculum to meet the needs of all students with particularly close monitoring of Islamic Studies, Arabic Language & ESL students.
- Clear and effective policies and procedures for Academic matters, Health and Safety concerns and Safeguarding and Child Welfare issues
- A wide range of opportunities for students to adopt leadership roles, at all levels, within the school and to contribute to the development of policy and change at Boarding and School level
- Age-appropriate, well-equipped and modern living and sleeping accommodation facilities, and access to high quality leisure and recreational facilities on a regular basis
- Effective communication systems, including wireless internet, to enable students to maintain controlled contact with parents, guardians and extended families
- High quality medical, welfare and administrative support systems
- Efficient mechanisms for reporting and addressing maintenance matters
- A carefully planned and managed Induction procedure, with close monitoring of systems to ensure continuity of care as appropriate

2 EQUAL OPPORTUNITIES POLICY STATEMENT

All members of the boarding community without exception should be treated equally. The Fitrah Islamic World Academy staff encourage amongst its students an appreciation of the need to serve and care for other people. The Foundation and school therefore condemn any form of prejudice or denial of equal opportunities and wishes all its students to benefit equally from its provision.

To this end the Foundation has in place:

- An entry policy which makes no discrimination
- A culture within the Foundation which actively discourages discrimination of any type.
- An approach to worship with the Al-Quran & As-Sunnah of Prophet Muhammad ﷺ in accordance with a conception of Salafush Shalih as the basis.

The School believes and recognizes that the diversity of the students is an asset to the school and one that should be valued.

School policies and documents relevant to equality and diversity are listed below:

- Anti-Bullying policy and procedure
- Child Protection procedure
- Complaints procedure
- Curriculum Policy
- Learning Difficulties/Disabilities and Special Educational Needs Policy
- English as an Additional Language Policy
- Arabic as an Additional Language Policy
- Complaints procedure

3 BOARDING STAFF ROLES

3.1 FOUNDATION DIRECTOR OF BOARDING

The Foundation Director of Boarding, works closely with the Principal, Head of Boarding and staff at Fitrah Islamic World Academy, to ensure the successful marketing of boarding and the recruitment of high quality boarding students. He is a key figure in the strategic development of boarding provision and facilities, and has the overview of the day to day operation of the boarding Houses, ensuring that best practice is followed and that there is consistency of provision and approach between Houses and School; this also applies to disciplinary issues. He oversees the Boarders' Activity programme. He is available to Fitrah Islamic World Academy parents, students and staff who may wish to discuss any issues regarding the boarding community, or more specifically in respect of social or academic matters relating to an individual student.

3.2 HEAD OF BOARDING

The overriding aim of the Head of Boarding is to enable each student to achieve his full potential in all aspects of School life within a safe and harmonious setting; they are helped to do this by a dedicated team of tutors. They have overall responsibility for the welfare of students in House, monitor the balance between academic and extra-curricular activities and encourage all students to play a full part in the School community.

Academically, they identify areas that need action, as indicated by grades, reports and chits, and devise and implement strategies to address them, keeping parents informed of progress

where appropriate. They ensure that correct routines are followed in House and are very much 'in loco parentis', with a keen eye kept on safeguarding the children under their care.

3.3 MUSYRIF

The Musyrif play a vital role in inspiring and valuing the contribution of all students within the Boarding and School community. They assist and support the Head of Boarding in providing for the welfare of students and are a crucial point of contact for parents. The Musyrif support students with Islamic Studies, extra language training, preps, disciplinary and social issues, as well as regularly reviewing academic reports.

3.4 DAY NURSE

The Nurse is there as the first point of contact during the day in a wide range of important areas, which directly affect the welfare of boarding students. Students consult the nurse when feeling unwell and he treats any minor illnesses and injuries, or administers repeat prescriptions, as required. In turn, he will refer students to the Medical Centre where necessary.

The Nurse will liaise with the local Doctors Surgery and Dentists' Surgeries over medical and dental appointments for students, ensuring that these are attended, and accompanying students where parents/guardians are unable to attend. He will also feedback relevant medical information to parents/guardians in consultation with the Head of Boarding.

The Nurse plays an essential role in the students' lives and keeps a close eye on the emotional as well as the physical well-being of the students, liaising regularly with the Head of Boarding, Counselor, and the Foundation Director of Boarding over any concerns which may arise.

4. BOARDING STAFF DETAILS

Foundation Director of Boarding	: Hendri Eka Jaya Putra
Head of Boarding for Senior High School	: Jovie, +6289662411425, +6285314609397
Head of Boarding for Junior High School	: (Senior Head) Hamka, +6282196583084, hamkaalfarug87@gmail.com
Vice Head of Musyrif	: Naswan +6282339801561, Mujahid +6285337428039
Nurse	: Lukman Kharis, +6281511498115

COMMUNICATION WITH STAFF:

Please feel free to contact the relevant Boarding staff at any time on the numbers above; they will be happy to take your call. If staff are unavailable, please leave a message in the relevant WhatsApp group and your call will be returned as soon as possible.

Alternatively, you may prefer to use email as a method of communication and this is also acceptable; emails will normally receive a response within 24 hours of receipt.

Other important contact details:

Principal : Mohammad Abdul Mateen, +6281380478399,

principal@fiwa.sch.id

Head of Senior High School : Abdul Wahab, +6281296813911,

wahabsapandia@gmail.com

Head of Junior High School : Engkos Saeful Kholiq, +628567860188,

Eful_1@yahoo.co.id

School Office : Anggia Rizki, +6285692626776, +6281905255504,

anggiarizki44@gmail.com

Finance Office : Muhammad Ma'ruf Affair, +6281210596688,

andiarema77@gmail.com

Medical Centre : Lukman Kharis, +6281511498115

5 COMMUNICATION WITH STUDENTS:

By telephone:

- Parents are welcome to call the school, but please do not call during prep or after their bedtime; late phone calls disturb dorms and cause problems in settling people down for sleep. The optimum time is between 20:30 and 21:30.

By mobile phone:

A high proportion of students have their own mobile telephones; however, these are held for the students. Their numbers must be registered with the Head of Boarding for use in an emergency or as otherwise required. It is very important that any changes to mobile numbers are passed on to the relevant Head of Boarding.

Parents should understand that we reserve the right to confiscate mobile 'phones if they are found to be in use. We will also intervene and apply School sanctions in cases of text messaging, emails, social media postings or similar communications if they might be intrusive, hurtful or offensive.

By e-mail:

An Internet facility is available in FIWA campus. All students are given an e-mail address which they can use at designated times in term time. They are expected to agree to the School's published code of conduct.

By mail:

Please use the following address plus your child's name and class when mailing your children:

Jalan H. Miing, No.67

Desa Karihkil, Kecamatan Ciseeng,

Kabupaten Bogor, Jawa Barat, 16330

Mail is placed in the Security Post and may be collected at morning/afternoon breaks and lunchtime. To help us take every possible care of mail, please do not send cash through the mail.

The Security Staff will keep any parcels sent, or items which have been signed for, in a secure place and deliver personally to the student concerned. If a parcel is sent to a student via the School Office, a message will be passed to the student through the relevant base teacher.

6 HOUSE ACCOMMODATION

The Head of Boarding in conjunction with the Foundation Director of Boarding, resident House staff will seek to ensure that:

In Study Bedrooms

- All students have their own bed, wardrobe and area for study.

Sharing:

- Students share rooms with their fellow classmates.
- Wherever possible students' wishes are taken into account in the allocation of rooms to students, but it is the ultimate responsibility of the Head of Boarding to allocate rooms; allocations may be changed, should a student change base class, during the year.

Privacy and personal space:

- Students do not have authority to enter other students' dorm bedrooms without either the express permission of the student concerned, or that of the Head of Boarding or the Musyrif.
- All House members, including staff, will knock before entering students' rooms.
- No visitors from other Houses are allowed into student bedrooms at any time unless given the exceptional permission of the Head of Boarding.

Tidiness:

- Each student is responsible for keeping his bed area and study tidy. It is the collective responsibility of students to keep shared areas tidy, so that cleaners can maintain high standards of cleanliness and hygiene.
- Floor space, including areas under beds, should be clear of clothing etc. and these and other possessions should be stored as far as possible in the lockers provided.
- Beds must be made each morning before leaving the boarding for breakfast.

- Perishable foods and drink (such as milk) must not be kept in study bedrooms for reasons of hygiene and cooked meals (including takeaways) should not be taken into bedrooms.
- No kitchen equipment, such as kettles, rice-cookers, refrigerators, coolers, toasters, is allowed in rooms for Health and Safety reasons; the same applies to irons, electric fans, heaters and televisions.
- The Musyrif complete a daily room check and report any concerns as appropriate. Where repeated warnings are given for failings in tidiness, Boarding staff will supervise the student in question to ensure that his room is tidied satisfactorily. The Musyrif are always happy to help students who find it challenging to organize their belongings effectively and will demonstrate how to pack lockers and make beds.

Common areas of the Boarding

- All furniture, fixtures and fittings are regularly inspected and replacements/repairs requested as appropriate.
- Window locks and limiters are checked weekly and any deficiencies reported immediately.
- Any deliberate damage or breakage of furniture or fittings by students is reported to the Foundation Director of Boarding and parents billed for replacement items.

7 HOUSE AND SCHOOL ROUTINES

	MONDAY - FRIDAY	SATURDAY	SUNDAY	
03:30 - 04:00	Wake-up - Tahajjud	Wake-up - Tahajjud	Wake-up - Tahajjud	
04:00 - 06:00	Tahfidz & Subuh	Tahfidz, Subuh & Light Breakfast	Muhadhoroh & Light Breakfast	
06:00 - 06:15	Kajian & Light Breakfast			
06:15 - 06:45	Morning Exercise	Organized Sports, Shower & Breakfast	Organized Sports, Shower & Breakfast	Parents Time
06:45 - 07:45	Shower & Breakfast			
07:45 - 07:55	Base Class Time			
08:00 - 08:50	Session 1	Free Time	Free Time	
09:00 - 09:50	Session 2			
10:00 - 10:50	Session 3			
11:00 - 11:50	Session 4	Session 2		
11:50 - 13:00	Lunch, Dzuhur, Hadits	Lunch, Dzuhur, Kajian Hadits	Lunch & Dzuhur	
13:10 - 14:00	Session 5	Session 3	Free Time	
14:10 - 15:00	Session 6	Session 4		
15:00 - 15:20	Base Class Time (Cleaning)	Free Time		
15:20 - 15:50	Ashar	Ashar	Ashar	
15:50 - 17 :00	club activities	Club Activities	Free Time	
17:00 - 18:00	shower & dinner	Shower	Shower	
18:00 - 20:00	Maghrib - Tahfidz - Isya - Tahfidz			
20:00 - 21:30	Extension Activities	Free Time	Free Time	
21:30 - 03:30	Sleep	Sleep	Sleep	

- All students must have left the Boarding for Tahajud by 03.30 wib, Any students creating difficulties with regard to normal routines are referred to the Head of Boarding.
- All students should present themselves in a clean and tidy state for Base Class at 07:00.
- Lessons take place as in the timetable above.

7.1 ACTIVITIES

This is the name given to all centrally organized extra-curricular activities off the academic timetable, sporting and non-sporting. The programme is coordinated by the Director of Sport. After school, activities vary according to year group, but all students are expected to participate in at least two sessions of physical activity on the weekend.

All members of Common Room take part in the activities timetable, either through an involvement with team or non-team games, or through non-sporting activities. Teachers are expected to report absentees from all activities direct to the Subject Leader or Director of Sport. Students absent from activities without worthy cause are reported to the Head of Junior or Senior High School and there is a detention for them at a given day and date. Any student in Activities Detention on three occasions should expect to receive a School Detention.

OFF SITE (MATCHES AND FIXTURES/EDUCATIONAL VISITS ETC)

There are many occasions when students are taken off site to take part in Educational Visits/Activities or sports fixtures. All offsite activities and visits are carefully risk-assessed to ensure that students' needs are met and that they are adequately supervised during these visits.

7.2 WEEKEND PROGRAMME

A programme of academic, sporting and social activities runs throughout the year: The Weekend Programme. for boarders, attendance at weekend sessions is an expectation.

Failure to meet this expectation will result in the sanction of a School Detention, which will take place on Saturdays.

If a commitment has been made to an activity, there must be a good reason for non-attendance and the information should be communicated formally to the appropriate Musyrif in advance of the session for safeguarding reasons. Failure to inform, or lack of an appropriate reason for non-attendance, may result in a sanction.

7.3 FIWA LIBRARY

The School Library [when construction is completed] will offer its facilities as a lending library as well as a quiet place of study from 08:30 – 16:30 on weekdays, and from 08:30 to 12:00 on Saturdays. The following rules apply:

- No food, drink or gum
- No personal stereos, iPods
- No use of mobile phones
- No chatter that may distract others

Students breaking any of these rules – especially those causing a nuisance to others can expect to be banned from the library for a suitable period. All students are given an Induction to the Library and a set of Library Guidelines, which outline the rules and facilities and services which are available.

INFORMATION SEARCHES

The Library is linked to the internet through its wireless network. The computer terminals may be utilized by students and staff wishing to use the network facilities or they may be booked and reserved, with the Librarian, for use by staff wishing to bring a class or group over.

INTER-LIBRARY LOAN

For more specialist topics, e.g. individual A level projects, the library is capable of downloading kindle e-books after the request procedure has been followed, giving users

access to an uncountable number of books and periodicals. Requests for this should be made to the Librarian.

7.4 SUPERVISION

TIMETABLED TAUGHT LESSONS

During timetabled lessons students are supervised by the teachers taking their classes. When a teacher is away, staff cover is arranged for those lessons up to and including Grades 12. Cover for Junior College (Grades 13 & 14) lessons is only arranged where a staff presence is required to enable students to continue with their work and when there is a Health and Safety issue. In most cases, Junior College students study in the library or in Boarding if a teacher is absent from a lesson.

PRIVATE STUDY PERIODS

All Junior College students and some Senior High School students have Private Study periods. PS periods for Senior High School students are always supervised – either by a teacher or in the Library. Most Lower Junior College PS lessons are also supervised (by teachers in classrooms), but some students are allowed to study independently, where this is judged to be appropriate. All PS periods for students up to and including the Junior College are formally timetabled on each student's timetable. Students in the Junior College may work unsupervised in the library or in Boarding during their PS periods.

The Common rooms and kitchen may not be used during normal lesson times. Junior College free periods must be spent working or reading. Junior & Senior High (SMP/SMA) students are not allowed to return to the Boarding during lesson time (even if they have a 'free' period) unless they have been specifically directed to do so by the Medical Centre (UKS) or Musyrif. Any private study must be undertaken in the library or a designated classroom.

IN BOARDING HOUSES

Boarding Musyrif are responsible for arranging appropriate levels of supervision in Boarding at all times. The Head of Boarding, Musyrif make up the team which provides appropriate levels of supervision. Duty rotas are published in House.

BOARDERS' MEETINGS

A number of meetings take place within the boarding community on a regular basis, so that any issues and concerns can be raised, discussed, monitored or reported, depending upon circumstances.

- Assemblies and/or roll call for the whole Boarding takes place daily.
- Head of Boarding meets his Musyrif teams weekly to improve team spirit and management, and to give an open platform to explore student issues, problems or frustrations, minimizing potential for acting inappropriately and increasing support.
- The Musyrif have a daily meeting with the Head of Boarding, usually in the evening.
- The Foundation Director of Boarding meets the boarding Musyrif as a group at least twice during an academic month.
- The Head of Boarding meets the Foundation Director of Boarding informally each week and once formally per month to discuss boarding issues.

8 FOOD

SCHOOL MEALS:

Attendance at all school meals in the Canteen is compulsory for all years below the Junior College. Breakfast takes place between 06.00 – 07.00, lunch between 11.30 – 12.00 and dinner at 17.00 – 18.30 wib. Meal attendance may be monitored if deemed appropriate.

9 BOUNDS

'Bounds' refer to those places where students may go, those to which they may not, and those where they may go only with permission from their Head of Boarding, Musyrif, or a member of staff. The reason why bounds exist is so that the School can ensure that students are safe and that their whereabouts are known by those members of staff who are responsible for them.

All students:

- The following areas are at all times out of bounds to students: building works sites, IT Server and maintenance buildings, laboratory prep rooms and stores, the School kitchens and stores, cleaning stores.

- School bounds are limited to the School grounds. Students may not go off site during timetabled periods, including Games periods, without their teacher's permission, unless this forms part of a formal School Cross-Country activity.

If permission is granted:

- All students should wear uniform unless given explicit permission otherwise; behave with courtesy and consideration towards the general public; and not eat or drink in public.
- Students must be safety conscious at all times.

SANCTION:

Any student breaking bounds can expect to receive an appropriate sanction depending on the nature of the incident; this may involve gating i.e. confinement to the School site during certain hours.

If a Boarding student is out of Boarding without permission during the night, then a Boarding Detention will be served on Saturday afternoon after activities, or a more serious sanction depending on circumstances.

☒ At no point in the week are Boarders allowed to go further than the SATPAM POS without their Musyrif's permission. Signing out is insufficient. In the event of a student breaking this rule, the sanctions will be as follows:

- 1st offence: Head of Boarding's Detention
- 2nd offence: Head of Junior/Senior's Detention
- 3rd offence: Principal's Suspension

Suspension, however, may occur after the first or second offence in any case of breaking bounds, depending on circumstances.

9.1 VISITING AND SIGNING OUT PROCEDURES

Visitors to Houses: All boarders may receive visitors to their House during the Sunday Schedule. Visitors are welcome provided that the following conditions are observed:

- All visitors must be referred to the member of Staff on duty, as a matter of House security, and in case of fire or other emergency.
- Uninvited visitors will be banned from further visits for a period of time specified by the Head of Boarding
- Hosts are responsible for the behavior of their guests and must not leave them unattended.
- Guests to the House will not be allowed access to students' study bedrooms or upstairs in Boarding Houses without the special permission of the Head of Boarding/Housemistress or Houseparent.
- No visiting of boys' study bedrooms by girls is allowed at any time.
- Visitors from outside Fitrah Islamic World Academy (unless Parents or Guardians) must be referred to the Head of Boarding before they are allowed access to the Boarding House.
- Parents should always make the School administration aware of their presence if visiting during the School day or evening, preferably telephoning first to arrange a visit.

9.2 BOARDERS AT WEEKENDS

Boarders stay on school grounds at the weekend:

Boarders will remain on the School site for the whole weekend and are under the supervision of their Musyrif and normal weekday rules apply to bounds. This is with the exception of dress, and certain activities and outings which are permitted as part of the Weekend Programme in order to enable students to maximize their social and cultural opportunities.

9.3 LAUNDRY

Laundry Service Staff will oversee the laundry process in conjunction with the Head of Boarding.

All laundry must be placed in the laundry bags provided by the end of the evening and will be laid out in systematic piles, as directed by Laundry Staff. Items must be clearly named to avoid loss.

Items are returned cleaned and pressed the following day after sending and are unpacked and distributed.

10 GUARDIANS

All boarding students at Fitrah Islamic World Academy whose parents live overseas, are required to have a Guardian, resident within one hour of road travel of the School. Guardians will be appointed by the parents to act in "loco parentis" and must be able to respond readily to an urgent call to be at the school on behalf of their charges. Boarding Musyrif also act in "loco parentis" and it is important that the role of the Guardian is complementary to that of the Head of Boarding.

Appointed Guardians must ensure that a partnership between them and the School is effective.

10.1 COMMUNICATION

- The first contact for all Guardians is the Head of Boarding. Newly appointed Guardians are expected to attend the welcome day in the school in which their charge has been placed.
- The information that the Guardian provides to the School should be accurate, especially in the case of contact numbers; any changes should be forwarded to the School Office, with a copy to the Head of Boarding. Guardians should always inform the Head of Boarding or Musyrif if they are away from home on holiday or business, and provide alternative contact numbers.
- A Guardian should keep in regular contact with the Head of Boarding and should always inform him if the student has revealed a concern of which we should be aware; in such cases, a copy should also be sent to the Foundation Director of Boarding who has the overview of all boarding issues and students.
- We expect Guardians to maintain regular contact with the student. This can be by telephone, letter or by Guardian visits to the student at school on Sundays.

10.2 ACADEMIC ISSUES

- It is very important that students are represented by their Guardians at Parents' Meetings in cases where parents are unable to be present. Discussions with teachers, tutors, Headmasters, and the Principal on these occasions raise awareness of any problems at an early stage, and can help in advising and encouraging the student, as well as keeping the parents informed of their child's academic progress.
- Guardians who provide accommodation for students over holiday periods should contact the Head of Boarding to discuss academic work that might have been set for the student over the holiday period, particularly if progress has been sporadic.
- A Guardian is expected to ensure that there is always appropriate adult supervision in place to safeguard students under their care.

10.3 SUSPENSION

On rare occasions, a student may be suspended for a period of time for serious misbehavior. If the student is from overseas, it will usually be necessary for him or her to serve the period of suspension at the appointed Guardian's home. It will always be necessary in these cases for the parents or Guardian to visit the School to discuss the circumstances of the suspension.

10.4 MEDICAL ISSUES

Guardians should have knowledge of any special medical conditions or medical history relating to their student, from the parents or from the school Medical Centre (UKS) and ensure that the School are made aware of problem areas.

All medical information forms **MUST** be returned to the Medical Centre (UKS). Guardians would normally act for parents in granting permission for urgent medical treatment unless we are advised otherwise.

10.5 TRAVEL ARRANGEMENTS

Guardians often undertake the responsibility for travel arrangements for students to and from school and should always notify the Head of Boarding of these arrangements. In the case of unaccompanied travel to and from airports, the school will expect the Guardians to use a reputable taxi service.

Please ensure that air tickets are booked well in advance so that students are not missing important lessons, meetings and social events at the beginning and the end of each term. If

the period of leave required exceeds 24 hours, then permission must be sought directly from the Foundation Director of Boarding.

10.6 PERSONAL BELONGINGS

Guardians are expected to ensure that student's valuable personal effects are collected and stored safely during holiday periods, and that all their personal effects are removed at the end of the year or their last term at the School.

11 EMERGENCY, SAFETY AND SECURITY PROCEDURES

11.1 EMERGENCIES

In the event of an emergency during evening or night in the Boarding Houses e.g. accident, illness or attempted intrusion the following action will be taken:

- Head of Boarding will call the emergency services for advice and telephone the Head at home to verify the nature of the incident and to discuss any further actions that may need to be taken. If he is unavailable then the Principal Deputy Head and Foundation Director of Boarding will be telephoned.
- If it is deemed necessary, all boarding staff and students will assemble in House, a roll will be taken, and the situation explained.
- In the case of fire, normal procedures as laid out in the handbook will be followed.
- If the House is under threat from external influences and evacuation to the muster points, or alternative area is required, the Head of Boarding will ensure that all students have sufficient clothing and bedding and will escort them to the designated area.

11.2 EMERGENCY INVOLVING INJURY OF STUDENTS

The Head of Boarding will personally contact all those parents whose children have been injured.

11.3 UPDATING OF ADDRESSES AND PHONE NUMBERS

All Musyrif must keep the school management office informed of any changes of address and phone numbers of parents; the School Office must do likewise for the Head of Boarding. The Foundation Director of Boarding is kept updated of all contact detail changes of parents and guardians of boarding students.

12 FIRE PROCEDURES

The School's fire safety strategy is directed at maintaining the highest levels of fire safety awareness in both students and staff, thus minimizing the potential for fires to occur.

Procedures are in place to ensure the safe evacuation of students, staff, and other persons who may be in the School, if a fire occurs. These procedures should be practiced regularly.

Details of fire evacuation procedures are explained to all students, resident tutors and visiting staff, and the fire exits and Boarding assembly points are made known.

Fire notices are displayed in Boarding and the School.

It is School policy to carry out at least one evacuation drill per term for Boarding, in the presence of all students, Resident and Visiting Musyraf who do duties in the Boarding. The object is to ensure that each student and member of staff has experience of what to do in the event of a real fire emergency.

- A written record is maintained of all drills and copies sent to the Principal.
- All incidents involving fire alarms are logged in the Fire Incident Book.
- The Head of Boarding ensures all staff working in their respective area of responsibilities

12.1 IN THE EVENT OF A FIRE

Raising the alarm

It is critical that the discovery of a fire be immediately communicated to those persons in the building, or area, who might be at risk from the fire.

The general strategy for raising an alarm is:

- Anyone discovering a fire will activate the nearest fire alarm.
- Any student discovering a fire will, in addition to activating the nearest fire alarm, inform the nearest member of staff.

Evacuating the area

The general strategy for evacuation is as follows:

- When the fire alarm sounds, boarding staff will instruct students to leave the building and proceed without running, in a quiet and orderly manner, to the designated assembly point
- Any persons with disabilities will be assisted to evacuate in accordance with pre-arranged procedures.

Assembly Points

In the event of the fire alarm sounding in the areas below please evacuate to the designated assembly point

12.2 ASSEMBLY POINT ROLL CALL

Every person evacuated from a building or buildings because of a fire, or alarm of fire, will proceed to a nominated assembly point. The assembly point will initially be under the control of the senior person present. A designated staff member will take a roll of students' present, whilst the Head of Boarding investigates the source of the alarm. The Head of Boarding will then proceed to the muster point and ensure that all students are safe.

12.3 CALLING THE FIRE BRIGADE

It is general policy that the Fire Brigade is called to any fires or alarms of fire which occur and if there is any doubt, the Fire Brigade must be called. However, there will be occasions when the alarm is obviously false. Whether the Fire Brigade should be called is a matter of judgement, which can be exercised by the staff member present at the time.

13 SECURITY AND SAFETY

13.1 STAFF/VISITORS TO SITE

- All staff working, living, or staying overnight in School Boarding Houses, must have undergone a check to confirm that there is no reason for them not to come into close contact with young people.
- Outside contractors who may be visiting the House for a short period of time must either have a school pass (if they are workmen) or must apply for access through the Head of Boarding, and they must be checked. They will normally be accompanied by a member of staff.
- Visitor's records are kept centrally at School Management Office.

- It is understood that if any staff member resigns, or is dismissed under circumstances that suggest unsuitability for work with children in any form, they will be reported to the necessary governmental department.
- House residents are not permitted to let strangers into the House at any time. If any concern is aroused by the presence of a stranger, students should secure any doors against the person immediately, and contact the nearest member of staff available.
- All Resident Staff have a responsibility to ensure that their guests do not, under any circumstances, have unsupervised access to boarders.

13.2 THEFT

Theft erodes trust within a community. If 'borrowing' of items takes place without the permission of the owner, then this is deemed to be reckless borrowing, which is regarded by the School as theft.

Theft is treated as a severe offence and it could result in suspension, or permanent exclusion.

13.3 SAFEGUARDING VALUABLES

- Students are responsible for the security of personal property within their rooms. Lockable space is provided for all students. All valuables should be securely stored.
- Large sums of money should never be held by students in House. Money, passports, tickets etc. should be passed to the Head of Boarding for safe-keeping.
- Students and parents should be strongly discouraged from bringing valuables to School, to avoid risk of damage/loss. The School carries no insurance for students' personal belongings.
- Head of Boarding cannot accept responsibility for large sums of money; but if such monies are received they will pass to the Administration Accountant to keep in the School safe, until it can be deposited in an appropriate bank account.
- Students are expected to be strictly honest with regard to money and/or property that they find and which does not belong to them. They should hand in anything that they find at the soonest possible opportunity to a member of staff.

On suspecting theft:

- Students should always check rigorously in case the item in question has simply been mislaid or lent to someone and then forgotten.

- If the item is not found after these steps have been taken, the matter should be reported to Head of Boarding within 24 hours.

Action:

- Full details will be taken and a theft report form completed and passed to the Foundation Director of Boarding for the central records.
- The Head of Boarding will investigate as appropriate and refer the findings to the Foundation Director of Boarding. A search may be carried out in line with the School's Searches Policy.
- Sanctions will be applied where necessary in line with School policy. The matter may be referred to the Police.

14 HEALTH AND SAFETY

14.1 ACCIDENT BOOK

An accident book should be held in the UKS where any accident occurring in Boarding is recorded by the nurse or by a member of Boarding staff.

15 THE ADMINISTRATION OF MEDICINES.

Student Self-Administration

A student's ability to self-medicate both prescribed and 'household' medication will be assessed in consultation with the Medical Centre (UKS), Head of Boarding, and parents. The relevant medication should be kept securely in the student's room ensuring no other students have access to it. Assessment should be made considering the student's age, maturity, level of understanding, level of responsibility and appropriateness of the storage facility. A form with the student's signature agreeing to the set conditions is completed for everyone who self-medicates and a copy of this kept centrally and in Boarding.

All medications (prescribed and 'Household') kept in House except those kept by students for self-administration are kept in a secure locked cupboard. Nurse, Head of Boarding and the Musyrif should have access to the key for the purposes of administering medication.

16 CONFIDENTIALITY

Confidentiality – sometimes a student may feel torn between telling a teacher about an issue they have come across and the idea that they are letting the student down by ‘telling’. They must, however, try to look at the bigger picture and think about the safety of that student and that of others who may directly or indirectly be involved. By not telling, it may put a student at risk, especially in the case of an issue such as substance abuse, for example.

We advise students as follows:

- Don't make any promises
- Don't keep anything illegal/damaging/threatening covered up
- Make it clear others may have to be told on a 'need to know' basis.

17 BULLYING

Bullying is hurting, humiliating, threatening or frightening another person. This may be physical or verbal abuse of the person, or abuse of his or her property. All such behavior is forbidden; bullying is never excusable and will not be tolerated. All students have a right to an education free from harassment and it is the responsibility of adults to provide a secure, protective and caring environment.

FIWA will take a very firm stand against bullying of any sort, physical or mental. Initiation ceremonies are strictly forbidden and any transgression will be treated very seriously.

Any student who is being bullied or who knows of someone being bullied should be made to feel confident that the information will be treated confidentially and sympathetically. In particular all students should feel free to talk to Musyrif, any members of staff.

18 COMPLAINTS

A full copy of the School's Complaints Procedure is easily available to all parents and can be requested from the School Office, or viewed online. All new students will be given a simplified copy of the complaints procedure at the start of the academic year and the Foundation Director of Boarding and Head of Boarding ensure that students understand how to make a complaint if necessary.

19 DISCIPLINE

The School is a close community within which individuality is encouraged but not at the expense of harmony. Every member of the School has a right to expect to experience a positive Islamic academic environment within which they feel protected, happy and comfortable. Conversely, staff anticipate that students will meet the Expectations Standards.

20 ATTENDANCE, PUNCTUALITY, BOUNDS

Rules to Remember

Attendance and Punctuality

- All students are required to attend the following punctually: Registration Base Class (morning and afternoon), Prayers, Assemblies, meals, all lessons and routine extra-curricular activities.

20.1 SANCTIONS - ATTENDANCE, PUNCTUALITY,

Failure to attend a lesson, Weekend Programme session without a valid reason.

- School Detention.

Lateness to lessons.

- Punctuality Detention.

Two 'Lates' to Registration in the course of one week.

- Punctuality Detention.

Breaking bounds without permission.

- May range, depending on circumstances, from House Detention to Head's Detention or suspension or permanent exclusion. May also include "gating" (confinement to Boarding during certain hours).

20.2 ACADEMIC OBLIGATIONS

Every boy who comes into the School has the potential to succeed in their academic work. It is also hoped that they will enjoy their learning and that it will give them not only a greater chance of succeeding in their chosen career but also the great satisfaction and fulfilment that

comes from academic success. Teachers are, of course, here to help each and every student. It is hoped, too, that students will help each other with their work and help to create the supportive, encouraging and stimulating environment in lessons that helps to create a genuine and thriving community of learners. Of course, every student is expected to work hard and give of their best.

20.3 BEHAVIOUR INSIDE THE CLASSROOM

Students are expected to:

- Arrive punctually. Line up quietly outside the classroom unless instructed otherwise by a member of staff.
- Bring all necessary equipment (textbooks, workbooks or folders, writing materials etc.) including the Student Planner in which all Prep must be recorded.
- Behave with courtesy at all times both to members of staff and also to fellow students.
- Do not eat in class or anywhere apart from designated eating areas; switch off 'phones.
- Leave all classrooms clean, tidy and safe.
- If a lesson is to be missed because of another commitment (e.g., away sports fixture), the teacher should be asked for permission one day before.
- Absence from a lesson for any reason means that the responsibility lies with the student to catch up on the work missed.

21.3 SANCTIONS – BEHAVIOUR INSIDE THE CLASSROOM

Unsatisfactory or incomplete work. Departmental Detention.

Misbehavior in a lesson.

- Departmental Detention.

Serious/repeated misbehavior in a lesson.

- School Detention (or more serious).

Failure to attend Departmental Detention.

- Academic Detention.

Repeated failure to produce work to deadlines or to an acceptable standard.

- Academic Detention.

Plagiarism/seeking to pass the work of others off as one's own

- School Detention (or more serious)

Failure to attend an Academic Detention.

- School Detention.

Persistent offenders in one or more category (normally students who reach an aggregate of ten or more sanctions)

- School Detention. (This will usually lead to a meeting involving student, parents and Head of Boarding, Musyrif. A member of Senior Management might also be included.)

21.4 BEHAVIOUR OUTSIDE THE CLASSROOM

Students are encouraged to show respect in both big and small things. At the same time, all students are encouraged to think of the needs and feelings of others and to act in ways designed to show kindness and consideration for their fellow students, for staff and for guests at the School. Of course, there are also some forms of behavior which are to be avoided as detailed next.

21.5 SOCIAL ISSUES

Bullying.

The School is committed to taking a very firm stance against bullying of any sort.

Smoking.

No student may smoke on the School site, bring cigarettes, or e-cigarettes, onto the School site, smoke during his/her journey to School, smoke on a School trip, nor supply cigarettes, to other students. Students should not smoke anywhere whilst wearing School uniform. A

student who is not smoking but who is present with another student who is smoking, may also receive an appropriate sanction.

Alcohol.

No student may purchase alcohol, bring alcohol onto the School site, supply other students with alcohol.

Classified drugs and banned substances.

No student may bring classified drugs nor banned substances onto School site for any reason nor may consume classified drugs nor banned substances on the School site. This definition should be understood to include so-called “legal highs” and/or other substances deemed by the School to fall within the definition of banned substances. Students and parents should be explicitly aware that supply, or intent to supply, classified drugs or banned substances, whether on or off of the School site, are actions that are likely to be treated with extreme seriousness.

Other prohibitions.

Fireworks or other explosives, dangerous weapons (e.g., pellet guns, knives etc.), dangerous substances (e.g. solvents, glue products, laser pens etc.), pornographic material and/or any items that common sense would suggest are not acceptable in an Islamic school environment (e.g. e-cigarettes) must all never be brought into School.

All cases that deal with involvement in the above-mentioned areas will be considered on an individual basis depending upon the nature and seriousness of the situation. However, students found to be involved in these types of inappropriate behavior should expect the below-mentioned sanctions to be considered.

N.B. Students not necessarily engaged directly in the unacceptable conduct but who are present in such situations should be aware that they might themselves be subject to disciplinary investigation and, possibly, subsequent disciplinary sanction.

21.6 SANCTIONS – SOCIAL ISSUES

Bullying (of any sort).

- School Detention (or more serious, depending upon outcome of investigation).

Smoking. Two-hour School Detention for first offence

- (Head's detention for second offence and suspension thereafter) .

Alcohol (possession and consumption).

- Head's suspension or Permanent Exclusion, depending upon outcome of investigation).

Alcohol (supply).

- Permanent Exclusion.

Classified drugs and banned substances (possession and consumption).

- Permanent Exclusion.

Classified drugs and banned substances (supply).

- Permanent Exclusion.

Persistent offenders May range from School Detention to Permanent Exclusion, depending on nature of incident and outcome of investigation.

21.7 RESPECT FOR PROPERTY AND THE ENVIRONMENT

Vandalism / graffiti

- Vandalism and graffiti-writing on School premises and elsewhere are regarded as serious breaches of School discipline and tend, as a minimum sanction, to be met with a requirement both to serve a School Detention and to bear the costs of appropriate repairs.

Lockers / Property / Damage / Theft

- Students are expected to make use of the lockers with which they are provided in their Boarding in order to keep safe their own possessions (especially items of value).
- Students must not open lockers that are not their own and must return any property that has been lent to them immediately on request – no property of any sort should be borrowed without permission. Students are expected to be strictly honest with regard to property that they find and which does not belong to them. They should hand in anything that they find at the soonest possible opportunity.
- Students must report to a member of staff any damage caused to property either on purpose or accidentally – they or their parents may be asked to pay for damage caused.
- Theft of property belonging to anyone else is viewed as a very serious offence and students involved in theft should expect to receive an extremely serious sanction.

21.8 SANCTIONS – RESPECT FOR PROPERTY AND THE ENVIRONMENT

All cases that deal with involvement in the above-mentioned areas will be considered on an individual basis depending upon the nature and seriousness of the particular situation. Sanctions are likely to range from a Boarding Detention to a Head's Detention or Suspension.

22 UNIFORM

Uniform standards apply at all times, including in classrooms and when students leave the classroom for any reason during a lesson. The only place where uniform standards may be relaxed is when students are in Boarding.

Hair

- The style of all students' hair must be moderate enough to avoid attracting undue attention.
- No student must color his hair so as to attract undue attention.
- The School reserves the right for the Head and members of staff to require a student to remove body jewelry if they consider it unsuitable or unsafe for use on School

premises with regard to the wearer or other members of the School community or the reputation of the School.

- The School reserves the right to investigate gossip or rumor about body piercing and, if necessary, to notify parents of a request for the student to be examined under medical conditions by a doctor appointed by the School at the parents' expense.
- The School does not accept responsibility nor liability for injury to a student wearing body jewelry of any description.

APPENDIX 1: GUARDIANSHIP REGULATIONS

A parent whose main place of residence is located further than one hour's road journey from the School is required by the School to nominate a suitable adult to act as guardian for their son whilst at the School.

The following regulations are compulsory for Guardians:

1. A Guardian is normally the nominee of the parents but the Head reserves the right to refuse to accept the nominee as a Guardian at any time should he feel that the person nominated was or has become unsuitable.
4. A Guardian must attend all important occasions in their wards' lives at School. These include academic Parents' Evenings that are calendared.
5. A Guardian is expected to inform the relevant Head of Boarding if leaving the country at any point during term time and a temporary Guardian must be appointed before the period of absence commences.
6. A Guardian is expected to act in loco parentis in any involvement with the School and to assume the duties and responsibilities which that entails including providing a home for the student at weekends when required and during any School holidays in which the student is not returning to his home. Students are not permitted to stay in a hotel or residence without a responsible adult present. If a Guardian is unable to accommodate a student then the School must be informed of this before the holiday commences and any alternative arrangements must be approved by the School.
7. A Guardian is expected to assume responsibility for the care of the student if he is suspended or his removal is required from the School by the Head.

8. A Guardian is expected to assume responsibility for the student if he/she is too ill to remain at School and on the recommendation of the School Doctor is sent home.

9. A nominated Guardian must be prepared to provide character references if requested by the School.

10. The School accepts no responsibility for any financial agreement or dealings between the parents and the Guardian.

APPENDIX 2: COMPLAINTS PROCEDURE

If you ever feel that you have been treated very unfairly, or in a way which has upset you very much, then you have a right to tell someone that you are not happy about what has happened; this person will help you to work out the problem.

- If something happens at school to make you unhappy and this has something to do with the way a teacher has acted or behaved, then the first person you would talk to is your Head of Boarding or.
- The Head of Boarding will then talk everything through with you and you will both decide whether or not your feelings should be written down and passed on to the Head so he knows what has happened.
- The Head of Boarding will also talk to your parents about what has happened.
- If you still feel unhappy about what has happened you can talk to the Deputy Heads and if that doesn't help to solve the problem, you can explain your feelings about things to the Head of Junior or Senior High School.
- If your complaint is about the Head of Boarding, you can tell the Principal about what has happened.
- After talking to the teachers who are helping you, if you still feel that you have not been listened to in a fair way at school, then the Head will bring in someone from the school Foundation to look at what has happened.
- At any stage, you can always have a friend with you for support so that you feel secure.
- A complete Complaints Policy will be made available on request

APPENDIX 3: THEFT REPORT FORM

STUDENT THEFT REPORT

Name _____ House _____ Number _____ Year _____

Description of Item Stolen _____

Circumstances of Theft _____

Date Stolen _____ Reported To _____ Date _____

HEAD OF BOARDING

Follow Up Action Taken _____

Other Information _____

Police Informed YES/NO CCTV Viewed YES/NO Date _____

HEAD of Junior/Senior High School

Item Recovered YES/NO CCTV Viewed YES/No Police Informed YES/NO

Other Information _____

Date _____

