



RAINBOW

INTERNATIONAL SCHOOL UGANDA

BOARDING HANDBOOK
2017/2018

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BOARDING PRINCIPALS

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

BOARDING AIMS

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

CONTACT INFORMATION

In overall charge of the Pastoral System

Deputy Head of Secondary Pastoral	Mrs Elisabeth Bissaso	039 3266696
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Resident House Staff

Head of Boarding	Ms Daisy Lusimbo	0786 623604
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Matron	Ms Sylvia	0758 032511 0775 684653
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Chef	Mr William	0782 420761
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Other useful boarding numbers

Boarding House Phone	Sylvia	0758 032511 0775 684653
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Head nurse at school	Gerald	0753 401877 0783 401877
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Nurse at school	Yvonne	0779 207929
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Principal	Mr Jason Lewis	039 3266696
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Key email addresses

School receptionist – Tracey Onapa

reception@risu.sc.ug

Mrs Bissaso

deputypastoral@risu.sc.ug

Mrs Daisy Lusimbo

d Lusimbo@risu.sc.ug

Mr Lewis

principal@risu.sc.ug

Ms Loudon

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Mrs Brown

primarydeputypastoral@risu.sc.ug

BOARDING EVENINGS, WEEKENDS

Pupils have an organised trip or activity every Saturday and some Sundays. Pupils are not allowed out of the premises at any time without special permission. Various activities e.g. swimming, basketball, football, art, drama, etc. are offered on weekends.

Pupils are encouraged to leave the school and visit family, friends or guardians only twice in a term and written permission should be given **1 week** in advance. Boarders are encouraged to join groups, clubs and other school organisations. Written permission in advance will be required from parents or guardians before boarders are allowed to participate in high-risk activities arranged by the school. House staff will only be able to authorise overnight stays away from the school if the parent has given prior permission via the Parental Consent Form. Permission to attend Duke of Edinburgh activities and Outdoor Learning Week and other school events **must** be granted by parents/guardians or the Head of Boarding when permission has been given on the Parental Consent Form. In extenuating circumstances permission can be given via email.

Authorisation for a student to stay with someone other than their guardian must be in writing and **1 week** in advance of the proposed date. The school will then decide if the alternative arrangements are acceptable. Guardians should also be available to accommodate and supervise boarders during the term-time should there be a need to exclude pupils as a result of a serious breach of School rules.

GUARDIANSHIP AND TRAVEL

Guardianship

It is a standard requirement of accredited boarding schools that overseas children must have a guardian in Uganda acting 'in loco parentis'. The Guardian must also be available at short notice in case of an emergency.

It is most important that the nominated guardian understands fully the responsibilities that you expect them to undertake. For example, you may or may not wish the guardian to authorise payment for additional expenses or issue written consent for a school trip, which involves an overnight stay away from the School.

We are happy to liaise with the guardian in all matters concerning your son/daughter. With your written agreement copies of school reports can be sent directly to the guardian. If you wish for the school to contact the guardian only in the case of our inability to contact you directly, please specify your exact requirements in writing.

Many boarding students benefit greatly by guardians attending parents' evenings and by maintaining a close contact with the School. The boarders have the opportunity of seeing their guardians for weekends and at half term. If we are not happy with the arrangements made for a weekend/holiday we have the right to arrange a more suitable host family for your son/daughter at an extra cost.

Travel

If you have difficulty in organising flights at the beginning and end of term, we would expect guardians to provide overnight accommodation to ensure that students do not miss any lessons. All boarders are expected to attend school for the full duration of term. If your son/daughter needs to arrive, or leave outside of the term dates, special permission must be obtained from the Principal in writing (or email), well in advance and before any tickets or holidays are booked.

Guardian forms:

Please complete the Parental Consent Form, which outlines the Guardian Nomination for your son/daughter. In the case of an emergency or disciplinary action, the School expects the guardian to act on your behalf.

Please ensure your chosen guardian is aware of their role and responsibilities.

Please notify us if your son/daughter changes guardian.

HOLIDAY AND TRAVEL ARRANGEMENTS

Term dates are available at least 6 months in advance so that holiday and travel arrangements can be planned accordingly. Staff spend a lot of time planning and preparing lessons. If a significant number of pupils miss lessons at any one time due to holiday or travel arrangements, especially in KS4 and 5, not only does it affect their learning but may also disrupt the learning of others – this is especially pertinent at the beginning and end of terms. It is not the responsibility of the school to find time to teach students work they have missed due to holiday or travel. Parents are encouraged to not withdraw their children from school outside of the published holiday times in order to ensure that the learning environment of the school is not detrimentally affected. However, the school does recognise that there may be valid reasons for having a holiday during term time or leaving early/arriving late at the beginning/end of term. If this is the case the following procedures are to be followed.

All pupils

Any pupil who requires time off from school outside of the normal school holidays must seek permission from the Principal, at least four weeks in advance. The Principal will then reject or authorise the request after seeking advice from members of the Senior Leadership Team.

If the request is rejected, then the pupil will be expected to be present in school. If they are absent despite this, their attendance will be recorded as unauthorised, in accordance with the school discipline policy. Any periods of unauthorised absence will be reviewed by the school regularly and if the level is too high then further action may be taken as per school policy and the parents/guardian will be informed.

If the request is authorised then it is the responsibility of the students to catch up on the work they have missed, preferably taking the initiative to collect work from teachers prior to an absence. It is **not** the responsibility of the teacher to chase the student to give them the work.

Boarders only

In recognition of the difficulty of arranging flights, those students that have a long haul flight may leave school up to 24 hours before the end of term, **but only if permission has been granted by the Principal**. This exception will only be made at the end of the terms and refers to the time the student actually leaves the school site, not the time of the flight.

Unless there are exceptional circumstances, **no student will be allowed to leave early before half terms**. Permission for this will again have to be made to the Principal and will rarely be granted if permission is required to leave before 1pm on the last day.

Boarders are expected to return to school the day before each term, and half term, starts and retrospectively leave by 12:00pm of the day after school closes. If there are factors which prevent this, permission must be obtained from the Principal.

Any boarders that do not have permission to leave early, or return late, will be marked with unauthorised absence on their attendance record and a punishment, in accordance with the school discipline policy, will be issued. A pattern of unauthorised absence may involve further action being taken.

Pupils that do miss school, authorised or unauthorised, at the beginning or end of term or half-terms will be required to make up the time they have missed in catch-up sessions after school on Friday and on Saturday mornings. Whilst the number of hours that the pupil has to catch up will be at the discretion of the Head of Year, the guideline will be that it should be equivalent to the number of lessons they have missed.

GENERAL BOARDING INFORMATION

- ❖ Suitcases and their contents should not weigh more than 25Kg. Luggage weighing more than this limit will exceed health and safety restrictions and will not be lifted by ancillary or boarding staff. Please use one or two smaller cases if necessary rather than one large case. All of the boarding rooms are above the ground floor and cases will need to be carried by their owners upstairs.
- ❖ Suitcases and trunks will be left in storage cupboards during term time.
- ❖ Personal clothing/possessions must be limited to a sensible proportion due to limited storage facilities in each boarding room. Excessive quantities of clothing/possessions returned to school will be stored in the trunk room until they can be taken home. Boarders usually share a wardrobe and draws.
- ❖ Bedside lamps are available free of charge from the Head of Boarding. However, the lamp must be returned in good working order or a charge will be made.
- ❖ Pictures and posters can be put on wardrobes, notice boards or picture rails or on walls with Blu-Tac. Cello tape is not allowed.
- ❖ Personal belongings are not to be removed from other boarder's rooms without the necessary permission.
- ❖ Passports, travel tickets and medicines must be handed in to the Head of Boarding for safekeeping. All monies should be handed into the Head of Boarding and never left in rooms.
- ❖ The School cannot be held responsible for lost monies, phones, electronic games and machines.
- ❖ Pocket and travel money must be requested midweek and collected on Friday.
- ❖ No phone calls should be made in or out, during study or after bedtime, except in emergency or special instances. (Pupils are expected to inform the relevant people of convenient times to phone).
- ❖ All taxis must arrive/depart from inside the Boarding House compound.
- ❖ Any boarders wishing to arrive or leave the school between 10pm and 6.30am will need to stay with guardians. This must be respected, as late/early arrivals/departures are very disruptive for other boarders.
- ❖ The Principal **must authorise** early departures or late arrivals at the end and beginning of term. This also applies to half term vacations. These requests should only be for exceptional circumstances. Any time missed by students will be made up on their return, usually at the weekends.
- ❖ The IT facilities are available for use with the agreement of the teaching staff. At certain times designated year groups will be given priority use.
- ❖ Pupils must attend all meals for their own benefit and because this is a time of registration.

- ❖ Girls are not allowed in the boys' house nor are boys allowed in the girls' house, unless with special permission, between the hours of 10:00pm and 6:30am, apart from Saturday night when this can be extended to 10:30pm.
- ❖ Consideration for others is paramount. Each member of the house is responsible for keeping it tidy.
- ❖ Beds should be made and rooms left tidy so that domestic staff can execute their duties.
- ❖ Showers may not be taken between 9.30 p.m. and 6.00 a.m.
- ❖ Water from the cold taps is **NOT** safe to drink.
- ❖ Pupils are requested to turn off unwanted lights, close doors and empty bins when full.
- ❖ Music must be played at a reasonable level so as not to inconvenience any other person.
- ❖ All films, DVDs and video games are to be vetted by the Head of Boarding before viewing.
- ❖ Guests and Guardians will only be allowed on campus with prior permission from the Head of Boarding.
- ❖ Visits to other pupils' homes may be made providing the appropriate permission has been granted in advance by the Matron, Parent/Guardian and Host Parent and correct procedure followed. Even then the final authorisation is at the discretion of the Head of Boarding.
- ❖ Special permission from parents is required for pupils to buy or sell possessions to or from Day or Boarding students.
- ❖ Pets are not to be kept by pupils.
- ❖ Any grievance or complaint must be taken to the Head of Boarding/Matron immediately and the complaints procedure followed.

BOARDING ROUTINES

Monday to Thursday

- 6:50am - Breakfast.
- 7:25am - All students had breakfast and leaving the house for school
- 7:40am - Moving to morning registration in forms
- 7:45am - School day starts with morning registration
- 10:00am - Morning break - Secondary
- 10:30am - Morning break - Primary
- 12:00pm - Lunch break – Primary KS1
- 12:15pm - Lunch break - Secondary
- 12:30pm - Lunch break – Primary KS2
- 4:15pm - Boarders tea (Tea and snacks in the kitchen area – optional)
- 5:00pm - Study for all students. Supervised study for all.
- 6:30pm - Supper and house roll call
- 7:15pm - House meeting (Wednesday ONLY)
- Laundry drop off and pick up
- 7:30pm - Unsupervised study continues for Years 11, 12, and 13
- Leisure time until bedtime for others
- 7:45pm - Lights out Year 1 and 2
- 8:00pm - Lights out Year 3 and 4
- 8:30pm - Lights out Year 5 and 6
- 9:00pm - Lights out Years 7 and 8
- 9:15pm - Lights out Year 9
- 9:30pm - Lights out Year 10
- 9:45pm - Lights out Year 11
- 10:00pm - Lights out Year 12 and 13

Friday

- 6:50am - Breakfast.
 - 7:25am - All students had breakfast and leaving the house for school
 - 7:40am - Moving to morning registration in forms
 - 7:45am - School day starts with morning registration
 - 4:00pm - Boarders tea and then free time until house roll call.
 - 5:00pm - Free time until supper.
 - 6:30pm - Supper and house roll call
 - 7:15pm - Laundry drop off and collect
- *Normal bedtimes***

Saturday

- 8:00am - Brunch available until 9:30am (All boarders to attend)
 - 11:30am - By now rooms should be checked and beds should be stripped
 - 1:00pm - Lunch (possibly packed lunch)
 - 6:30pm - Supper and then free time until bed times
- *Bedtimes may be extended by 15 – 30 minutes.***

Sunday

- 9:00am - Brunch available until 10:00am (All boarders to attend)
 - 10:30am - Study time up until 1:00pm where relevant (leisure time if homework signed off early)
 - 1:30pm - Lunch
 - 2:00pm - Afternoon activities
 - 6:30pm - Supper
 - 7:15pm - Collect and drop off laundry
 - House clean up
 - Room check
- *Normal bedtimes***

NB: Drinks and snacks are available all evening

LEAVING THE BOARDING SITE

1. All pupils must sign out when leaving the Boarding House grounds and sign back in on their return. Should there be a fire, an accurate roll call is essential.
2. Boarders wishing to visit a friend or relative for the weekend will need written permission from the Parent/Guardian (or Head of Boarding via the Parental Consent Form) and from the friend's parents or relative at **least 1 week** in advance.
3. Weekend arrangements must be made in advance, in writing and requests given to the Head of Boarding **at least 1 week** in advance.
4. Boarders away for the weekend **must return by 6:00pm**, in time for supper, on Sunday unless arrangements have been confirmed with the Head of Boarding. Weekly boarders must return **between 5:00pm and 6:00pm** on Sunday evening.
5. Special permission must be obtained for boarders to go out during the week. This will also be at the discretion of the Head of Boarding.
6. Pupils may not leave the Boarding House grounds unless special permission has been obtained and authorised by the Head of Boarding.
7. Full weekend arrangements will need to be agreed with Head of Boarding for overnight stays. If it is a school event on the Friday evening and pupils wish to stay with a friend then they may only return to the boarding house after 6:00pm on Saturday and written permission has to be given **at least 1 week** in advance.
8. The requirements for leaving the boarding house site, which are summarised on the next page, must be adhered to at all times.

Signing In and Out

On leaving the boarding house site, all boarders must sign out and back in again, on their return. Misuse of this procedure will result in a 'grounding' and/or community service.

Pupils are not allowed to leave the boarding house site unless special permission has been agreed.

Boarders will find the signing in/out book in a central location in the boys' house.

Daytime Monday to Thursday

If a pupil needs to go off-site they must gain special permission from the Head of Boarding and this must be approved and signed by someone from the Senior Leadership Team.

After 4:00pm Monday to Friday

If a pupil needs to go off-site they must gain special permission from their parent/guardian and this must be approved and signed by the Head of Boarding.

Friday After 7pm

Permission is required to leave the boarding house site for all year groups and must be requested 1 week in advance. If permission is granted then the signing in/out book, which is located in the house, must be used.

Saturday

Only allowed out on supervised, prearranged trips and must be **back for 6:30pm**. The signing in/out book, which is located in the boys' house, must be used.

After 6:30pm, special permission is required to leave the boarding house site for all year groups and must be requested **1 week in advance**.

Sunday

Only allowed out on supervised, prearranged trips and must be **back for 5:30pm**. The signing in/out book, which is located in the boys' house, must be used.

Year 12, 13 evenings out

Sunday to Thursday

As a rule, evenings out for social functions during the week are not allowed. However, extraordinary situations will be considered but will require at least 1 week notice and relevant permissions from the Head of Boarding and someone on the Senior Leadership Team.

Friday and Saturday

Boarders staying on site at the weekend can go out on one night only. Any restaurants or bookings need to be made for **7:00pm at the latest** and the details passed on to the Head of Boarding with a full list of those attending. Boarders must return to the house **by 10.30pm**, not under the influence of alcohol (for further clarification see the whole school behaviour policy).

BOARDING UNIFORM LIST AND LAUNDRY

Boarders need to purchase enough items of uniform to get them through a week.

Boys Uniform

It is suggested that they have at least 2 jumpers, 2 pairs of trousers, 5 shirts, 5 pairs of socks; and for PE 2 polo shirts, 2 pairs of navy shorts, 2 pairs of navy socks

Girls Uniform

It is suggested that they have at least 2 jumpers, 2 pairs of trousers or skirts, 5 shirts, 5 pairs of socks; and for PE 2 polo shirts, 2 pairs of navy shorts and 2 pairs of navy socks.

Linen

It is suggested that they bring 2 Hand Towels, 2 Bath Towels.

All bedding is provided by the **boarder** and should include 2 sets of sheets, 2 pillow cases and 1 blanket or duvet.

Non-Uniform Requirements

It is suggested that pupils bring the following items with them:

1 Laundry bag/basket

Toiletries

1 Pair of Slippers

2 Pairs Pyjamas / Nightwear

8 Sets of Underwear

6 Pairs of Socks Non-Uniform

3 sets of casual clothing

Swimming costume

1 Beach towel (distinctive colour)

Shoe Cleaning Materials

Waterproof Top

Cold Weather Accessories (for trips)

All items must be clearly marked with their names. School does not take responsibility for labelling items.

All uniform items can be obtained from the School Shop. The School Shop will be informed of your child's house and will be able to advise on appropriate colours etc.

Boarders should have enough clothes to ensure full school uniform can always be worn. Casual clothes can be worn by boarders, after activities from (4:00pm) each day and at the weekends. Most boarders share a wardrobe and drawers. Any excess clothing will be placed in storage. Clothing not taken home at the end of the summer term or left in the laundry will be recycled or given to charity shops.

Stationery Requirements

As per school policy all children in Year 3 and up must **provide their own** stationery. Please refer to the following list of items for guidelines; pencils, blue pens, black pens, coloured pencils, glue stick, small scissors, eraser, sharpener, ruler, maths set, calculator.

Please note it is NOT the responsibility of the boarding house to supply these items, the child should arrive prepared at the beginning of term. However we will support them in purchasing replacements as required during the term.

Laundry

Bed sheets are to be changed every week and left in the laundry on a Saturday morning ready for washing.

All laundry must be clearly marked. There will be occasions during the term when lost property can be identified and reclaimed. However, unclaimed clothing left at the end of summer term will be distributed to charities. **All boarders are expected to have laundry bags/baskets.** It is not possible to hand wash clothing and low temperature wash items must be handed personally to the laundry operative. A washing machine is available.

Laundry can be collected and dropped off in the evening Monday to Friday between 7:15pm and 7:30pm. Laundry is normally ready for collection one to two days after it is dropped off. Friday is a designated day for school uniform to be washed. Casual clothing will not be accepted on Friday. Saturday is a designated day for bedding to be washed, no other clothing will be accepted on Saturday.

ADMINISTRATION

Please remember to notify the School Office of any changes of address or contact numbers or any change in circumstances affecting the school records at the earliest possible opportunity.

Travel arrangements need to be organised by parents and/or guardians but the School can, on written request, organise taxis for leaving and returning to school.

Boarders are expected to return to school between 4:00pm and 6:00pm at beginning of term. On Sundays after a home visit they are expected to return between 5:00pm and 6:00pm. When leaving school at the end of term boarders must arrange their travel so that they leave school no earlier than 7.30am and by 12:00pm of the day after school closes. If it is necessary for them to travel outside these times they must stay at guardians.

All boarders must have their parent or guardians permission to travel in cars driven by parents of friends or by other pupils. Boarders are not permitted to have a car at school.

FIRE DRILL/LOCKDOWN PROCEDURES DURING BOARDING

Boarding hours are:

Weekdays between 3:15pm and 7:25am.

Weekends from 3:15pm on Friday to 7:25am Monday morning.

- In the event of the fire alarm sounding all pupils must report for roll call at car park.
 - All Boarders are to line up in year groups silently.
 - Boarders must leave the building by the quickest and safest route.
 - Footwear must be worn.
- In the event of the lockdown siren sounding all pupils must move to the closest master bedroom.
 - Boarders must move by the quickest, safest and quietest route.
 - All Boarders are to sit silently.
 - The Head of Boarding/Matron is to lock the door.

ELECTRICAL EQUIPMENT AND COOKING

- Boarders are allowed to use a limited number of electrical appliances, which must be safety checked.
- All pupils are allowed to use hairdryers, styling accessories computers and music systems.
- Electrical items other than those listed above will only be permitted with the permission of the Head of Boarding.
- All boarding houses have a basic kitchen where hot drinks can be made as well as being equipped with a toaster, microwave and refrigerator.
- Cooking in boarding rooms is forbidden at all times as it is a serious health and fire hazard. In addition to the main meal at suppertime there is access to hot drinks and snacks in the evening.
- Refrigerators and any form of cooking device are not allowed in bedrooms.
- Misuse of electrical equipment will be treated as a serious breach of the school rules. Every boarder is expected to be aware of health and safety concerns within the boarding house.
- Unauthorised equipment will be placed in storage until it can be taken home.
- If a take away food order has been authorised by the Head of Boarding it must be eaten in the communal area.

MEDICAL INFORMATION

The care of our pupils at RISU is paramount. We endeavour to help our pupils remain healthy and to enjoy a full education. To achieve this it is important for parents, pupils and staff to work closely together.

RISU employs UMC. The School Nurse is available to pupils for consultation at any time during the School Day and will oversee routine daily care and treatments. The Medical Centre is situated in the heart of the school and offers a confidential service to all pupils and staff.

Medical Registration

On arrival at RISU all Boarders will be registered as patients with UMC medical insurance and should submit the Boarding Medical Form to the Head of Boarding.

Medicines in School

- ***All medicines are to be kept in the Medical Centre and will be administered there.***
- ***Medicines, other than prescribed medicines should not be brought to school.***
- ***Any unauthorised medicines brought into school will be destroyed.***

Medicines will be administered as needed from the “approved” list of medicines in accordance with RISU’s Administration of Medicines in School Policy. Asthma inhalers, however, should be kept with pupils and individual management of asthma will be discussed with pupils on their arrival. A simple first kit will be kept at the boarding house, with minimal quantities of medicine, to be restocked as needed at the request of the Matron.

Illness

Boarders who become unwell and are unable to attend lessons will be cared for in the Medical Centre or in their rooms by the Residential Boarding Staff. Upon being sent back to the house they are not to spend the day watching TV or playing computer games. They are not allowed to join after school activities for the rest of that day. The UMC doctor will be informed and will visit if necessary. Parents/guardians will be informed and updated regularly on their child's condition/treatment.

Sick children have to be taken to hospital prior to being given any medication except for Paracetamol in order to reduce a fever and relieve pain symptoms. Paracetamol needs to be given out in the following dose if the child is not allergic to it as per the medical form:

- Under 10 years and with a small body: 1 tablet (Primary only)
- Under 12 years: 1 1/2 tablets
- 14 and older (size dependent)/adults 2 tablets

Before handing out any medicine to the students the parents need to be informed and their consent has to be given. Should parents not be reachable the consent of either the Head of Boarding or the Principal has to be given.

Infection control

Parents are requested to inform the school of any infectious illness/contact with regard to their child prior to their arrival at school.

If Boarders develop an infectious illness in school they will be nursed in isolation in the Medical Centre.

Vaccinations

Vaccinations will **not** be given in school without parental consent.

Dental care

Boarders are encouraged to remain with their existing dentist for routine care and to have regular check-ups during the school holidays. The school offers pupils basic cover under their UMC insurance, this amounts to around 150,000 UGX.

Optician

Arrangements regarding sight testing, repairs and replacement glasses, contact lenses can be made with a local optician if required but should be done during the holidays where possible. The school offers pupils basic cover under their UMC insurance, this amounts to around 150,000 UGX.

Medical Records

It is important that any changes in medical conditions, treatments or illnesses that occur during the School holidays are reported to the Head of Boarding to ensure that pupils are cared for appropriately on their return to School.

Contact details

If you have specific concerns regarding your Child's health please contact the Head of Boarding dlusimbo@risu.sc.ug or telephone **0786 623604**, who will liaise with you and UMC.

CLUBS AND ACTIVITIES FOR BOARDERS

CLUBS AND ACTIVITIES FOR BOARDERS

Children are encouraged to participate in clubs run by the school between 3:00pm – 4:00pm Tuesday and Thursday. These offer a range of activities with a variety of benefits. Clubs include activities such as;

Arts and crafts, athletics, badminton, ballet, basketball, cricket, dance, music, rounders, football, rugby, swimming, tennis, maths, geography, local facts, etc.

A social programme of special events and activities runs throughout the year. These activities are valued highly by staff and boarders alike. They form an integral part of the social and moral development of each individual and help build confidence and self esteem. Many are free and others incur a reasonable charge to cover basic costs. Activities might include;

Barbecues, arts and crafts, camping, cinema, concerts, cooking, fishing, health and beauty, fitness, meals in and around town, model making, music, picnics, pizza night, horse riding, frisbee, basketball, football, rugby, swimming, table tennis, theatres and galleries, treasure hunts, trips to watch sport, yoga, zoo trips.

- All pupils will automatically participate in any suitable activities organised at the weekend combined with trips to the cinema and local attractions.
- Students should have adequate clothing for walks and other outdoor activities.
- A practical waterproof coat is essential.
- Permission will be sought in writing for participation in hazardous activities.

TERMLY ROUTINES

End of SUMMER term. All boarding rooms will need to be completely emptied.

- All possessions must be taken home. Clothing left in the laundry will be sent to charity shops or recycled. The store room is not a suitable environment to leave clothing or bedding in storage. Personal effects should be taken home.
- The School cannot be held responsible for possessions once students have left school for the holiday period.
- Rooms must be left clean and tidy.
- All posters etc. and blue tack must be removed.
- Pupils returning to the school in the autumn term from overseas may, at their own risk, store their possessions in the store room, or other designated storage areas.
- Items left in plastic bags, or bedrooms will be thrown away and a charge for removal will be made. A locked suitcase or trunk must be used for storage of possessions in the storage room.
- No loose boxes or bags should be left, as these will be thrown away.
- Bedding needs to be returned to laundry or taken home if it is personal bedding. Damage or soiled items will be repaired and the cost of repair/replacement will be added to the school bill.

End of AUTUMN and SPRING terms. Some boarding rooms will need to be completely emptied.

- The School cannot be held responsible for your possessions once you leave school.
- Items left in rooms to be vacated will be thrown away.
- Rooms should be left clean and tidy.
- All worktops and shelves need to be clear.
- Items left in black plastic bags or loose boxes will be thrown away.
- All bedding and uniform should be taken to the laundry.
- If the room is left in an unsatisfactory condition then there may be a consequence the following term. Damage or soiled items will be repaired and the cost of repair/replacement will be added to the school bill.

End of each HALF-TERM

- The School cannot be held responsible for your possessions left in school.
- Rooms should be left clean and tidy.
- The floor must be completely clear – even under the bed.
- All bedding and uniform should be taken to the laundry.

USE OF COMPUTERS AND MOBILE PHONES

Pupils may not load or attempt to load any application software on any computer owned by RISU. Should a pupil need an application loaded for his or her studies, the student should consult the Network Manager. The software will only be loaded if appropriate licensing conditions for that piece of software are met. Pupils must make themselves aware of the IT code of practice which also applies to PC's and phones they **may not** be used after bed time. Random checks will be made to check that PC's and mobile telephones do not contain unacceptable material. Mobile phones are not to be used during study or after lights out nor seen during the school day. Phones will be given after dinner at 7:15pm for Years 7 – 11 (Year 12 and 13 will have their electronics returned in the morning as they are used at school) and returned to the Matron at bedtime (all students) Monday – Friday. At the weekends phones will be available except during study time, meal time and after lights out.

Rules

In addition to the information and rules stated elsewhere, all users wishing to connect their computers to RISU's network must observe the following:

- Whether connecting from a wireless point in your room or a communal area in the boarding house, your computer **MUST** be registered before connecting to RISU's network.
- Do not connect your computer to the schools network until you have first received confirmation from the IT technical department, that you computer has been registered. You must ensure that any other requirements for network access have been completed. Network registration forms are available from the ICT department or intranet. Your computer will be blocked if it is detected on the network and has not been registered and you may be subject to disciplinary action. All fields on the registration form must be correctly filled in. Technical staff will not respond to incorrectly completed forms. You will receive confirmation of registration via email to your school email address. If you have not received confirmation of your registration after 3 days of submitting your form then you should presume that your form was not received, or that required information is missing or has been entered incorrectly.
- The use of file sharing or port sharing peer to peer programs, torrent programs and film, TV, music streaming/downloading services are forbidden, and may in some cases be illegal. Students must uninstall the following programs from any personal computer that is installed on the schools network: BitTorrent, BitComet, BitLord, uTorrent, Limewire and any other Torrent/P2P program; BBC iPlayer, 4 on demand, Sky Player and any other on demand media service.
- All students must disable any file sharing services in Windows and/or other operating systems and must not exchange or download or upload on the schools network any audio or video files, including files obtained from subscription service such as iTunes or Napster.
- The use of VOIP programs including Skype is **strictly** forbidden. Please be aware that misuse, with the consequence of excessive bandwidth usage can greatly impede the schools network. Please make sure **all** types of VOIP programs are uninstalled before connecting to the schools network. If you ignore this requirement, it will result in the network service being removed from your computer without notice and you will be subject to disciplinary action.
- All networking equipment must be set for DHCP assigning addressing, any static addressing unless specifically authorised, is forbidden and will result in a permanent withdrawal of the schools IT facilities.

- It is your responsibility to know your system, and to ensure that the correct information is given and that the requirements of current, up-to-date virus protection and network configuration are set correctly. All software should be correctly licensed to your PC and no inappropriate material should be watched or stored. **The IT technical staff can at any time request all computer equipment, including external storage devices for inspection if believed that regulations are not being adhered to, without warning.**
- Once your computer is registered and a connection has been granted to you, you must **immediately** go to your Operating systems and anti-virus vendors' site and install any available updates. You should inform the IT technical team of any changes to your computer system, specifically any changes of networking card resulting in a different MAC address. All unknown/unregistered computers are immediately blocked on detection.

Wireless Networking

Under no circumstances are wireless connections to be used in conjunction with wired connection to the schools network. All connections should be set to be used as access point network only and not computer-computer (ad hoc) networks. You are responsible for your connection to the network and should not allow other users to share your internet connection. You are solely responsible as the registered user and will be subject to disciplinary action if found to be disregarding the rules. No wireless dongles will be permitted in school unless full written consent and full understanding is given by the student's parents.

What is acceptable bandwidth use of the network?

- The use of the school network is restricted to academic purpose **only**.
- Though limited personal use is accepted, this is confined to personal web browsing, personal email, social media and occasional audio/video. This **does not** include high use audio/video streaming of videos, television on demand or any other high bandwidth service not required for your academic studies.
- Bandwidth monitoring is in place to ensure everyone gets good use of the network and there is no stranglehold of bandwidth due to the few who may abuse the connectivity and speed available within the school.

All IT equipment will be subject to inspection at any time by the IT technical team to make sure that all terms are adhered to for system usage.

APPROPRIATE BEHAVIOUR AND CONTACT

RISU is a co-educational school. As a school we seek to encourage normal friendships between boys and girls. It also recognises that in the modern world, young people are subject to a great deal of pressure through the media, internet, their peers and elsewhere to engage in inappropriate behaviour in public places at an increasingly early age.

All students and staff should expect to feel comfortable, safe and relaxed in the school environment. Pupils engaging in inappropriate contact jeopardise this and detract from the purposeful and business like learning environment which the school strives to promote.

Sanctions/Guidelines

Inappropriate contact includes the following type of behaviour but this should not be seen as an exclusive list – any behaviour that disrespects the school environment and/or makes others feel uncomfortable or embarrassed is unacceptable:

- ❖ Holding hands
- ❖ Hugging
- ❖ Kissing
- ❖ Touching inappropriate areas of others' bodies

If staff are subjected to students displaying inappropriate behaviour it is their responsibility to tell the students to stop whatever they are doing. This should then be reported to the Deputy Pastoral so that he/she can have an overview of the student's behaviour and then decide on a suitable sanction.

There are, of course, occasions when a hug or holding hands can be necessary to console someone who is upset, frightened, hurt or disturbed in some other emotional or physical sense or as a sign of affection among platonic friends. The interpretation of this should be at the discretion of staff.

Sanctions for inappropriate behaviour range from a lunchtime detention for hugging through to permanent exclusion for more serious offences. Particular sanctions are at the discretion of Senior Leaders and cannot be prescribed due to circumstance and context. They are in line with the whole school behaviour policy. Students will also be expected to have a meeting with the Deputy Pastoral and Head of Boarding to discuss, and understand, why their behaviour is inappropriate.

Boarding houses are out of bounds to the opposite sex of that house at times specified. If students are caught in a house, which is out of bounds to them then the Head of Boarding, will be consulted. If they are found in a boarder's room then punishment is at the discretion of the Deputy Pastoral.

Please see the whole school behaviour policy and child protection and safeguarding policy for further guidance.

BOARDING BEHAVIOUR

It is the expectation of the Boarding House that the behaviour of our students will be of a very high standard at all times. Our Student Rewards system aims to reward positive aspects of student work and behaviour in a climate of mutual respect rather than confrontation between students and staff. All students should be expected to follow a Code of Conduct, as outlined and upheld by the Head of Boarding and Matron. We expect students to behave in a sensible and responsible manner at all times both on and off the Boarding House site, showing respect for property and each other. In practice this means avoiding confrontations; bullying; treating all staff with respect; moving around the Boarding House site in a sensible manner and respecting the fittings and decoration; using items of Boarding House equipment as intended, minimising the risk of damage or unnecessary replacement; not eating, chewing or drinking in lesson time; not littering the Boarding House site; working to the best of their ability; not bringing the Boarding House and school into disrepute by unacceptable behaviour off-site, whether in the locality to and from home to School, or further afield e.g. on boarding weekend trips. There is reciprocal responsibility for staff to behave in a supportive, non-confrontational manner towards students in order to help them achieve their full potential.

The rules of the boarding houses are based on the ethos summarised below, that students should:

- Conduct themselves around the school in a safe sensible manner showing respect for the boarding house environment, building and property;
- Be kind and truthful;
- Behave in a polite manner to all staff, visitors and pupils and show respect for the opinions and beliefs of others;
- Show appropriate listening skills and apply themselves to enable the achievement of success in all lessons;
- Share with everyone, both in time and possessions: they should not leave anyone out, and should ensure that they are a good friend to other students;
- Be proud of their school uniform. They should look after and respect their own property and that of others.

Please see the whole school behaviour policy for repercussions with regards to smoking, alcohol, drugs and other specific behaviour violations.

ANTI BULLYING PROCEDURES

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

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

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

General points about bullying

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

Reporting

- Should bullying be detected or suspected the Head of Boarding should be informed and it should be recorded by the Matron/Head of Boarding on the incident form. The Deputy Pastoral has access to the incident form and will be involved as necessary.
- In the first instance and depending upon the severity, the bully will be told that such anti-social behaviour is unacceptable and must stop. Bearing in mind the position of the victim, the school's response to an act of bullying will always work towards the rehabilitation of the bully, once understanding and remorse is clear. The situation will then be monitored and firm disciplinary action involving the Principal and parents will result if the warning is ignored. In more serious cases immediate disciplinary action will be taken and the Principal reserves the right to suspend or expel a boy or girl from the school.

- If bullying has occurred in the boarding community the Head of Boarding may impose punishments, in their judgment, proportionate to the offence including gating, loss of privileges, additional duties and/or the appropriate punishment according to the school guidelines.
- A pupil could, should the matter be sufficiently unpleasant and irremediable, be required to leave the school.
- Each case must be followed up to ensure that the victim is given support and to prevent recurrence of the bullying behaviour.
- The School will be thorough in its investigation of any reported or suspected act of bullying and will regard action as a matter of the utmost urgency. It has established regimes, which discourage bullying and engender respect for each individual.
- Form times, circle times and SMSC can be used to discuss bullying in role-play situations.

Cyber Bullying

Student Guidelines in Cyber-Bullying

Cyber-bullying is bullying which occurs through or with electronic media such as mobile phones, cameras, email, web sites, social media, etc. It can be more intrusive than other forms of bullying because it can occur 24 hours a day, 7 days a week and may be almost impossible for a victim to escape. However, users are almost never totally anonymous online and it may be possible for the service provider (mobile phone company, web site or internet provider) to track the source. It is generally against the law.

How to avoid being thought of as a cyber-bully

Before sending a message to anyone, or posting a comment on a web site about anyone, including your teachers, think whether you would be happy to receive such a message, or see such a comment about yourself. If not – don't do it.

Dealing with cyber-bullying

All the normal rules for dealing with bullying apply. In particular, if you are being bullied, or you know of someone who is being bullied:

- tell someone – your Head of Boarding, Form Tutor, a teacher, or friend

but

- never reply to bullying or abusive messages or images, or forward them to anyone. However they should be kept as evidence.
- never give out personal details online never give out passwords to your mobile, email or other online accounts.

Further information can be found in the whole school behaviour policy.

REWARDS AND SANCTIONS

In support of a holistic approach to the development of our pupils at RISU, we seek to provide a structure for daily living within which good behaviour is encouraged and supported. At RISU we employ a consistent system of rewards, which addresses the needs of individual students as well as those of the whole school community.

We recognise and appreciate achievement in all aspects of school life through school assemblies, appointments to positions of responsibility and the award of merits. We have a system of awards and commendations to recognise the achievements of our students in a wide range of academic, extra-curricular and citizenship based fields. These awards recognise the individual and team nature of the students' excellence but also the contribution they make to our community as a whole.

The school recognises that it acts in Loco Parentis for the Boarding Community and that pupils will come into contact with members of staff more often than day students. This inevitably creates more opportunities for students to be rewarded for the positive contributions they make to the boarding environment. It is very important that students be recognised for the crucial contributions they make to the boarding community and consequently, there is an additional tariff of rewards for boarders. This recognises those occasions when boarders behave in a manner which enhances the boarding community.

Good discipline is also an essential ingredient of any school. It is a prerequisite for a holistic approach to teaching and learning, and also upholds and facilitates the courtesy and respect which should characterise relationships among all students and staff. It is, therefore, important that the school, through its staff and students, through the influence which boys and girls exercise on one another, should work at all times to uphold this discipline, including those periods when day students have finished for the day/week and boarders are in the care of residential and visiting staff. The school is aware that whilst boarders have more chance to be rewarded, they also have an increased chance to be disciplined. Therefore, the boarders have a separate set of detentions and gating procedures which, whilst they are recorded, will not add points to their discipline record. It is only when the actions of a boarder affect the learning environment of others or the personal/ social well being of others that whole school sanctions will apply. In this way, with each taking due responsibility, the general pattern of life at RISU should help to create good habits among all members of the community. When this is not of itself sufficient, especially in serious instances, effective action to curb and remedy indiscipline will be taken, with due consideration and compassion.

Low-level sanctions may accumulate thereby resulting in a higher-level sanction being imposed. When this is the case, only offences committed in the current term and three preceding terms will be considered. Any punishments over four terms old will effectively not be cumulative, but may be taken into account when dealing with a serious breach of the school rules.

All offences, especially involving alcohol, tobacco, drugs and bullying, will result in sanctions being imposed in accordance with the school's policies. The context in which the offences have been committed will also be taken into account.

In addition, pupils must bear in mind that transgressions occurring outside of the normal bounds of school jurisdiction may result in disciplinary sanctions, if it is considered that they have brought, or may potentially bring, the school's name into disrepute.

The rewards and sanctions tables that follow indicate how the different level of rewards may be achieved. Equally, there is a table summarising the level of sanction that will be imposed for certain indiscretions. However, this list is not exhaustive and merely a guideline for pupils, parents and staff. The discretion of the Head of Boarding applies to all rewards and sanctions. They will consult with the Matron and when relevant the Deputy Pastoral and Principal, before making a final decision.

Rewards

	Boarders Merit
Continuous positive behaviour in boarding	Showing respect to fellow boarders
Regularly willing to help the boarding community	Initiative shown to enhance the boarding experience
Good manners	Positive contribution to boarding activities

Sanctions

	Extended study
Homework left in room/boarding house	Inappropriate language
No planner or planner not signed	Lack of effort in study
Lack of equipment	Audio equipment distracting others
Inappropriate use of ICT during study	Lateness to study
Littering	Eating in study
Poor behaviour during study (talking persistently, shouting out, constant moving from the table)	Using mobile phones/laptops/tablets inappropriately in study
Lack of respect towards boarding staff supervising study	

Boarders' detention

Friday 4:30 – 5:30pm

Persistent lack of homework in study	Not signing out
Persistent lack of equipment in study	Sent out of study to Head of Boarding
Persistent poor behaviour in study	Missed roll call/registration
Ordering a take away without permission	Persistently untidy room
Rudeness to boarding staff	Disrespectful behaviour (e.g. spitting)
Foul language in the presence of boarding	Persistent lack of respect towards a senior
Off site without permission in boarding time	Dangerous behaviour
Regularly out of bed after lights out	Graffiti

For further sanctions please refer to the whole school behaviour policy which will be implemented after discussions between the Head of Boarding and the Deputy Pastoral.

Further to the above outlined rewards and sanctions there is a weekly responsibility held on a rotational basis by a secondary student.

This role is 'Head of the Week'.

This role is in place to encourage organisational skills, responsibility and leadership.

See the next page for an outline of the responsibilities, role and privileges.

Boarding Head of the Week

Responsibilities

- You should always be on time.
- You should be responsible for keeping the other boarders in line during your week – such as making sure they are on time for various activities, they are keeping their rooms tidy, they keep the house tidy – this should be directional.
- You should organise the other boarders for the bus in the morning and coordinate with the Boarding Prefect to make sure everyone is on the bus in the evening.
- You should always makes sure that the table is clear and everyone is on time for dinner.
- You should record the pocket money required by the boarders on Wednesday and hand it to the Head of Boarding.
- Take the lead in choosing a movie for the weekend, when applicable.

Role

- You will be informed of your role on Wednesday.
- Your role will start on Sunday evening and will run for 7 days.
- If you are a weekly boarder the Boarding Prefect will support you with your duties during your absence.
- You will be evaluated on Saturday evening by the Head of Boarding, Matron and Boarding Prefect to decide upon the privileges you have earned.

Privileges

- Extra Splash in the morning on Sunday.
- 3 - 5 merits in your diary and on the Boarding House Chart, depending on the level of involvement.
- Have your phone on Saturday night.