



SABIS®

SABIS®
*Educational
Summer
Camp*

STUDENT HANDBOOK

Education for a changing world.®

Americas | Europe | Africa | Middle East & Asia

sabis.net



Contents

Arrival and Departure	4
The Daily Schedule	4
Boarding Life.....	5
Dormitory Rooms	5
Dormitory Times & Bedtimes	5
Houseparent(s).....	6
Common Room(s).....	6
Tidiness	6
Meals & Snacks.....	6
Laundry.....	7
Telephones & Phone Calls	7
Postage & Packages.....	7
School Life	7
Uniforms	7
Dining Hall	7
Medical Care	8
Study Groups	8
Language of Instruction and Communication.....	8
Academics	8
SABIS Point System®.....	9
Teaching Methods.....	9
Testing and Monitoring	10
SABIS Student Life Organization® (SLO®)	11
SLO® Prefects	11
SLO® Points.....	12
Extra-Curricular Activities	12
Trips & Weekends	13
Student Rules & Regulations	13
General Rules	13
Behaviour in Class	14



Science Laboratory Rules for Students	15
Dormitory Study Rules for Students during Study Sessions	17
School Trip Rules	17
Internet & Computer Use.....	17
Internet	17
E-mail.....	18
Computer Room Use	19
The Social Obligation	19
Parents & Guardians.....	19
Students	19
Complaints Procedure.....	20
For Non-Academic Matters.....	20
For Academic Matters	21
Directory.....	22



ARRIVAL AND DEPARTURE

The school organises escorted transport to and from Heathrow airports free of charge within the assigned period and 1-2 days before the camp starts or after the camp ends.

THE DAILY SCHEDULE

Monday - Friday		
07:00 a.m. – 07:30 a.m.	Rise & Shine	
07:30 a.m. – 08:30 a.m.	Breakfast	Laundry (once a week)
08:45 a.m. – 09:45 a.m.	Period 1	
09:45 a.m. – 10:45 a.m.	Period 2	
10:45 a.m. – 11:15 a.m.	Short break	
11:15 a.m. – 12:15 a.m.	Period 3	
12:15 a.m. – 01:15 p.m.	Period 4	
01:15 p.m. – 02:00 p.m.	Lunch	
02:00 p.m. – 04:00 p.m.	Extra Classes (4 week program)	For SABIS® Network students who have Make-up / Retake Exams
04:00 p.m. – 09:00 p.m.	Daily Trips	Mon – Thu (2-3 trips)
	On Campus Activities	Mon – Thu (clubs, music lessons, sport activities, horseback riding, public speaking course, coding course)
	BBQ & Other Activities	Friday (04:00 p.m. – 10:30 p.m.)
06:00 p.m. – 07:00 p.m.	Dinner	
10:00 p.m.	Meeting in Dorms	Sun – Thu and 11:00 p.m. Friday
11:00 p.m.	Bedtime	Sun – Thu and 12:00 a.m. (Fri & Sat)

Saturday - Sunday		
07:30 a.m. – 08:00 a.m.	Rise & Shine	
07:30 a.m. – 08:30 a.m.	Breakfast	
08:00 a.m./ 09:00 a.m. - 06:00 p.m./ 08:00 p.m.	Trips	All Day Trips
	Lunch	Packed Lunch
06:00 p.m. - 08:00 p.m.	Dinner	
11:00 p.m.	Meeting in Dorms	10:00 p.m. Sun
12:00 p.m.	Bed Time	12:00 a.m. Sat and 11:00 p.m. Sun



BOARDING LIFE

DORMITORY ROOMS

During their stay at Ashwicke Hall School, boys and girls will be housed separately in supervised dormitories. Each room in the boys' dormitory has four beds, whereas the girls' dormitory has between three and five beds depending on the size of the room. Students are assigned to these rooms by age and class. The only other considerations are the students' academic strengths and weaknesses, as a dormitory room can make an ideal study group.

Rooms with access for students with a physical disability will be available with proper access to facilities if needed.

Each student has a bed, a desk, a chair and a lockable wardrobe. Bed linen is changed once a week and there is a timetable for personal laundry and dry-cleaning.

Each bedroom has en-suite bathroom with a toilet, one shower, and two washbasins. There are also electric sockets for stereos, chargers, etc. in all rooms. The rooms are cleaned daily by school staff, Monday to Friday.

Prefects ensure that students go to their rooms and to bed at the appropriate times, and any problems are directed to the Houseparent. It is also the prefect's job to take a note of any maintenance work which is required in any given room and to inform the Houseparent.

DORMITORY TIMES & BEDTIMES

Students are allowed in dormitories at the following times **ONLY** on week days:

- Until 8:00 a.m. before breakfast
- After 1:45 p.m.
- Bedtimes:

Sunday – Thursday	
10:00 p.m.	in the dormitory
10:30 p.m.	in rooms
11:00 p.m.	lights out

Friday – Saturday	
10:30 p.m.	in the dormitory
11:30 p.m.	in rooms
12:00 a.m.	lights out



HOUSEPARENT(S)

A Houseparent lives in the dormitory and is available to students 24 hours a day. Whenever a Houseparent is off-duty, a Deputy Houseparent will be in the dormitory.

COMMON ROOM(S)

Each dormitory has a common room with an LCD television and a DVD player, as well as recreational facilities such as a pool table and two foosball (*baby-foot*) tables in the cafeteria.

The televisions all have access to satellite channels which are centrally controlled to ensure that programs of an unsuitable nature are not available to the students.

Each dormitory will have 2 PCs with filtered internet access as well as two telephone extensions.

DVDs and video games may not be played in the common room without the permission of the Houseparent.

TIDINESS

Students are expected to keep their room clean and tidy at all times. Discarded clothing must be put immediately into the laundry bag. Clothes must be kept in wardrobes and these must be locked. Only one pair of shoes may be left under the bed. Personal items must not be left in the common sitting room.

Wardrobes and drawers will be inspected and this may take place without previous warning.

MEALS & SNACKS

The Dining Hall will be mixed and will be shared by students and staff. Three meals will be offered daily and all meals will be self-service.

The menu will run on a 28-day cycle, and we will ensure that proper dietary requirements are met. Special medical diets may be accommodated, and we do make allowance, whenever necessary, for a group of students to have their main meal at times outside the normal schedule. Vegetarian meals are amiable as well.

The sports centre contains a cafeteria which is open 7:00 p.m.-10:00 p.m. from Monday to Thursday. It contains a vending machine for cold drinks, as well as a sandwich bar. The cafeteria will be open to both boys and girls and will be adequately supervised.

A tuck shop run by the prefects opens during the morning break is also available to the students.

Biscuits, sweets (but NOT chewing gum), and soft drinks are allowed in the dormitories. This privilege will be withdrawn immediately should it interfere with hygiene and cleanliness.



LAUNDRY

Bed linen is changed once a week and there is a timetable for personal laundry and dry-cleaning. Each student is responsible for preparing laundry items for cleaning by placing them in one bag, and should collect the clean laundry within a week.

Laundry instructions should be strictly followed in order to avoid loss of clothing, and all clothes and possessions must be clearly labelled.

Dry-clean items will be at additional cost.

TELEPHONES & PHONE CALLS

Permission to make a telephone call must be obtained from the Houseparent during lunch break. Outgoing calls to parents are permitted 1-2 times a week. During summer camp, incoming calls are allowed between 1:20 p.m. and 9:00 p.m. (8:00 a.m. – 8:00 p.m. during weekends).

Students wishing to make telephone calls from the extension should seek the Houseparent's permission at lunchtime and nominate a time and extension number for the call. This is to ensure that weekly telephone limits set by parents on a students' registration form are adhered to. Students may purchase phone cards to use with the payphones or mobile phone credit, depending on what will be available.

POSTAGE & PACKAGES

A student may receive items delivered by a courier. Such items will be searched by the Summer Camp Coordinator before handing to a student.

SCHOOL LIFE

UNIFORMS

Uniforms must be worn on all schooldays and on formal school outings. Sports kit may NOT be worn for meals unless completely covered by a tracksuit. Sleepwear and slippers are not allowed outside the dormitories.

Please note: Ashwicke Hall School is a non-religious and non-denominational school, and the wearing of items, clothing, and/or apparel related to specific religions or religious sects is strictly forbidden.

DINING HALL

- Be punctual
- Queue outside the door if it is not already open
- Please queue to be served
- Talk quietly
- Do not take crockery, cutlery, or food out of the dining room
- Place your tray on the tray holder once you have finished eating



MEDICAL CARE

The nurse is available in the clinic at set times (check nurse's timetable). Sick students must notify their Houseparent and may stay in bed only with the Houseparent's permission. All medicines and prescribed drugs must be registered with the School Nurse.

All medical and dental consultations can be arranged and we always obtain parental consent whenever necessary.

STUDY GROUPS

Students are encouraged to organise themselves in groups, each with a leader. A group meets for several hours every week, and is organised and supervised by the prefect body. Through organised work, the group solves the academic problems of its members. This system not only teaches the students to work in teams but has the added advantage of raising the standard of all group members. Students who need help can ask Academic Coordinator to arrange for them to join a study group.

LANGUAGE OF INSTRUCTION AND COMMUNICATION

- In all classes, English is the only language of instruction (except for world languages).
- Outside the dormitories, students must communicate in English only.
- In the dormitories, students must communicate in a language understood by all that are present.

ACADEMICS

The SABIS® Educational Summer Camp has combined learning, cultural enrichment, and fun. In the morning, students have classes and in the afternoon they choose from a wide range of on campus and off campus activities which suit all tastes and ages.

The camp's academic agenda includes four teaching hours a day; campers can chose to learn two courses such as English, French, Arabic, mathematics, physics, chemistry, and biology.

There is also a special SAT mathematics and SAT English training program for all students in levels L-M.

Students are placed in classes according to their academic attainment and NOT age. It is quite usual to find a two-year age range in the same class or section.

Feedback obtained from the students during the summer camp (mainly obtained by testing) is used by the home school to decide whether a particular student with make-up/retake exam has passed.

Reports showing grades and involvement in SLO® activities are issued at the end of the summer camp, and are posted to parents a few days after the camp ends.



Parents who wish to know details of day-to-day progress may do so by contacting (using email, fax, or phone) the Summer Camp Coordinator.

SABIS POINT SYSTEM®

The SABIS® Educational System™ is an integrated, comprehensive, kindergarten through twelfth grade academic program that has been developed and refined over a 131-year period. With a balance of academics, self-development, and life preparation, the SABIS® Educational System™ prepares its students for success in college, fosters a lifelong interest in learning, and develops responsible world-class citizens. It blends quality education with traditional values of hard work and responsibility for self and others.

The SABIS® Educational System™ consists of a demanding curriculum, an intense, disciplined, and interactive approach to the delivery of intellectual material, and rigorous homework expectations.

In SABIS® Network schools, all students, regardless of their ability levels, can learn and achieve very high academic standards provided they want to learn. For this purpose, students undergo continuous monitoring to prevent the development of knowledge gaps during the learning process. By motivating students, fostering a desire to learn, and providing an efficient and high-quality educational experience, the SABIS® Educational System™ helps each student achieve his/her full potential.

Some features of the SABIS® Educational System™ include:

- A well-structured and comprehensive curriculum
- Efficient books, in core subjects, designed to dovetail precisely with the curriculum
- Proven instructional methods that keep students engaged and learning efficiently
- Timely tracking of student performance through regular assessment to fill any learning gaps
- Cutting-edge educational tools to support the SABIS® program and enhance efficiency
- A student-led organisation that creates positive attitudes and behaviour
- A safe, disciplined, and positive environment that encourages learning and responsible behaviour

TEACHING METHODS

"Efficient" is the term that best describes the SABIS® approach to teaching. This efficiency is brought forth by teaching a body of knowledge and skills with minimal input in the shortest time possible. It includes mixed ability classes and whole class teaching with active student participation throughout the education process.

Proven successful over the years, the structured and traditional teaching methods, including the SABIS Point System® and inherent group work, focus on the mastery of the basics in English, mathematics, and a second world language. Teaching techniques include memorization and phonics in reading and drilling in basic mathematics, among others. These techniques build a



strong foundation for accelerated learning, creative judgment, critical thinking, individual exploration, and ownership of one's education in upper grades.

Unlike one-to-one or individualized teaching, where each child is taught for a limited amount of time, the SABIS Point System[®] of teaching is an interactive approach that involves the whole class in the learning process. When in class, students learn actively. They do not simply listen to lengthy explanations or take dictated notes. Teachers in SABIS[®] Network schools list the concepts to be taught and introduce them one "point" at a time applying the cycle of Teach, Class Practice, Individual Practice, and Check. The teacher explains the point to the class, gives an example in which the point is used, and then assigns a written activity to check for individual student understanding. Group work is then used to complement the SABIS Point System[®] whereby students work in small groups to check their work and provide additional support to their classmates. This time also gives the teacher the opportunity to visually survey the learning in the room and assess the need for immediate re-teaching. The teacher moves to the following point only when practically all students show in writing — and not just orally — that they have a firm grasp of the "point" taught.

Through this efficient teaching method, teachers ensure student mastery of the SABIS[®] curriculum and of the essential skills and knowledge required for advancement.

TESTING AND MONITORING

Student assessment is an integral part of the SABIS[®] Educational System[™]. Ongoing assessment is used to evaluate student learning and permit timely, positive intervention. Assessment covers the five core academic subjects, namely English, mathematics, world language (language varies depending on the school's host country), science, and social studies. Testing students in this way has a number of very important advantages:

- Students learn to perform well under the pressure of time and other constraints
- Students develop the ability to focus and to sustain concentration for long periods
- It provides feedback that allows close monitoring and follow-up

The proprietary SABIS[®] Software System provides many programs that allow prompt, reliable assessment of student knowledge as well as effective follow-up. One such program, the SABIS Academic Monitoring System[®] (SABIS[®] AMS), is used to assess student knowledge of every concept taught. The SABIS[®] AMS allows "gaps" in student knowledge to be pinpointed as they form. Working as a team, teachers and students then focus their efforts on "filling the gaps".

The SABIS[®] AMS allows the progress of every student to be continuously monitored, problem areas to be identified, and the most appropriate solution to be implemented.

At the SABIS[®] Educational Summer Camp, all students from Grade 6 and up take two exams every week (as of week 2). The exam could be multiple choice format, written format, or both. The exam papers are marked by the teachers and given back to the students within a few days.

Students with make-up/retake exams will be offered additional teaching sessions after school, which will not conflict with any off-campus trip



SABIS STUDENT LIFE ORGANIZATION® (SLO®)

The SABIS Student Life Organization® (SLO®) is an integral part of the SABIS® Educational System™ and an important part of every school day. Emphasizing the acquisition of "life skills" through real-life experiences, the SLO® is a student-led society that empowers students to hold responsibility for many aspects of school life.

While providing opportunities for emotional, social, and moral growth, the SLO® helps students develop their academic, managerial, organisational, and leadership skills in a variety of academic and non-academic activities. These include peer tutoring, planning athletic activities and social events, organising community service projects, and being involved in the school newspaper and school yearbook.

Through the SLO® students learn to:

- Promote high social, ethical, and moral values
- Become active and constructive members of a community
- Develop academic, managerial, organisational, and leadership skills
- Acquire and refine the attitudes that give them an edge in college and throughout life
- Form circles of lasting friendship
- Get involved in a variety of student-led activities

Having demonstrated that they have a broad range of abilities and experiences and they can be effective and valuable team players, students become more likely candidates at top universities around the world.

At the SABIS® Educational Summer Camp, the SLO® is active and open for students to participate.

SLO® PREFECTS

In addition to each individual's general obligation to help camp participants excel and to create an atmosphere of respect and care, the specifics of the SABIS Student Life Organization® programs are implemented by a Prefect System. In this Prefect System, students volunteer for positions in the SLO® and are then given varying degrees of leadership responsibilities in a hierarchy of authority. Students entrusted with any degree of leadership are called prefects.

Prefects, along with the Student Life Coordinator, recruit and supervise students to assist them in planning and carrying out the daily responsibilities within their areas. In other words, everyone can and does get involved in some aspect of Student Life. The ultimate goal of Student Life is that the students will be able to run the entire SLO® without any teacher/advisor assistance.



SLO® POINTS

In addition to being rewarded with promotions within the SLO®, students who participate in and contribute to the SLO® program receive Student Life points. These points appear on their report cards and are considered a vital measurement of each student's contribution to the academic and social environment at the SABIS® Educational Summer Camp.

EXTRA-CURRICULAR ACTIVITIES

Students join in school activities during the assigned periods according to the timetable and on weekends.

There will be a reasonable number of activities to choose from, and a list of activities will be posted in the students' common rooms. Activities can be physical, scientific, academic, as well as aesthetic, and these may include football, tennis, volleyball, basketball, swimming, squash, table tennis, badminton, gymnastics, music (recorder practice, piano, guitar, drums), art, photography, computer clubs, drama, reading, handicraft clubs, folk dancing, electronics, language clubs, learning special subjects, joining study groups, and more.

To reflect students' extra-curricular involvement within the school a series of points is awarded.

In the sports centre* points are awarded by the member of staff on duty for each session of sporting activity a student undertakes. The points are totalled every week and handed in to a member of the administration.

For clubs and prefect work, attendance and completed work are noted and during extra study sessions points are awarded to both the students tutoring and to those who attended for extra help. The attendance records for all these are collected each week by the prefect in charge of the SABIS Student Life Organization® (SLO®), who awards the points and hands them in to the school administration.

All points are checked for fairness by a member of the activity coordinator before being entered into the students' records on SABIS® Student Management System (SSMS).

Similarly, any disciplinary offences committed by a student are reported by the member of staff or Houseparent to a Supervisor and/or Summer Camp Coordinator, where, at the end of each day, they can be dealt with objectively and disciplinary measures set only when necessary. Negative points are given for offences so they can be reflected in the student's SLO® record.

A member of staff is always available for any student to discuss a problem with. If the student is unhappy in any way about the response to his problem, he is at liberty to take it to a more senior member of staff, up to the Summer Camp Coordinator.

* The sports centre includes washing and changing facilities for disabled persons.



TRIPS & WEEKENDS

Various enrichment and shopping all-day trips will be organised every Saturday and Sunday. Students also have 2-3 trips during the week. All trips will be supervised by members of staff in a suitable ratio.

Parents or guardians wishing to take students out of school for the weekend should contact the school on Thursday early-morning to give their permission. Permission is only accepted from persons stipulated on a student's registration form, and permission must be given each week. Students with weekend permission to go to London are escorted by a school security officer and/or member of staff to London Paddington railway station, where they should be met by their parent or guardian. This also applies to the return journey. All weekend permissions and privileges will be revoked should a student be put on weekend detention — when the student is required to stay in school and register with the member of administration on duty at set times on Saturday and/or Sunday.

STUDENT RULES & REGULATIONS

A high level of discipline is expected in the school. Students are expected to follow the rules and regulations for their own safety and the safety of others. Disciplinary action will be taken for serious offenses and can be assigned a period of detention.

GENERAL RULES

1. No smoking or drinking of alcohol is allowed in or out of school.
2. Posters approved by the Houseparent may be displayed in the bedrooms, provided they are fixed with blu-tack (no sticky tape or drawing pins). Stickers of any size are NOT allowed anywhere.
3. MP3 Players, speakers, radios, and mobile phones are allowed, but these must be played at the set times and at a volume which cannot be heard outside the room. Students can use the sockets in their rooms.
4. Breaking this code of good manners will result in the confiscation of the equipment and/or withdrawal of the privilege. Personal televisions or other electrical appliances are not allowed.
5. Students should not use anything that belongs to another student without the owner's permission. No item of clothing should ever be borrowed or lent.
6. Bedrooms are for rest, sleep, and study. In the interest of the whole group students are requested to respect the privacy of their peers and their room-mates.
7. Bedtimes must be strictly observed.
8. Valuables and money must never be left in the dormitories. It must be deposited with the school treasurer. The school cannot accept responsibility for valuables and money that are kept with the student.
9. Students may not change beds or bedrooms.
10. Pets are not allowed.
11. Students must be in the dining hall for breakfast at 8:00 a.m. (8:15 a.m. for Summer School). Students are not allowed into the dining hall after 8:15 a.m. and should leave by 8:25 a.m.



12. Students must not run inside any building.
13. It is forbidden to eat and drink inside the classrooms. Refreshments should be consumed outdoors in the playground. Chewing gum is strictly forbidden in all classrooms and inside the main building.
14. Unless working in the Library, students must spend their study periods studying in the assigned classroom.
15. MP3 Players, speakers, radios, and mobile phones are not allowed in the classrooms or Library at any time.
16. At lunch time the classrooms will be closed to students from 1:15 p.m. until 2:00 p.m.
17. Unauthorised students must not linger in or pass through the administration section.
18. All students are expected to be in school uniform on all school days up to 1:15 p.m. and when taking official exams.
19. School uniform and code of appearance should be adhered to at all times.
20. Bullying in any form will not be tolerated, whether it is physical, oral, or mental. Students who bully others are liable to be expelled from school. Students may never take matters into their own hands, and aggress other students in any way. If a student feels that he/she is being wronged or harassed by other students, he should report the situation to any staff member, and not take action directly.
21. Rough play is not acceptable; neither is bad language.
22. Playing cards are not allowed in school. Students can always join a more productive recreational activity.
23. Fire detectors and fire alarms: all of the school's facilities have been supplied with fire detectors and fire alarms. Breaking the fire alarm glass in case of no fire will result causing a chaos. Immediate disciplinary action will be taken against the student(s) who has caused this damage.
24. No student should be inside the classrooms during breaks and after classes.
25. Girls and boys may be together in the sports centre, cafeteria, or in the forecourt during activities time and in the covered courtyard during break time. They should not be together anywhere else.
26. Students are expected to stick to the designated school areas at all times (a map will be provided).

BEHAVIOUR IN CLASS

1. Registration takes place in all periods and teachers should inform the Supervisor of any absentees
2. There is no break between consecutive lessons. Students must remain in their seats. If they have to move to a different classroom they must do it as quickly as possible.
3. All students should be in their places in the classroom before the second bell rings. Where there is no break between two lessons, students must move immediately to the next lesson.
4. Students arriving late for class should bring a note from a Supervisor.



5. Students may not leave the classroom during class hours for any reason unless they have written permission from a Supervisor or have been asked to leave by a Supervisor.
6. Students who do not bring books to class will stay in class provided they are not disruptive. They will be responsible for the work done in class.
7. When a lesson is in progress students should be sitting attentively in their seats. They will be reported for the following:
 - a. Lateness
 - b. Talking out of turn
 - c. Calling out questions or remarks
 - d. Turning around/distracting other students
 - e. Standing or moving from their place without permission
 - f. Paying insufficient attention to the lesson
- g. Using MP3 Players, speakers, radios, mobile phones, and other electronic devices
8. When students are sent out of class they must report directly to the Supervisors' office. If the door of the Supervisors' office is closed they knock and wait outside. Students will be sent out of class for the following reasons:
 - a. Rudeness
 - b. Disruptive behaviour
9. Students will be seated according to a predefined seating chart, which is determined by the administration.
10. When no teacher is present the appointed prefect is expected to report students for offences.
11. Students must study quietly during 'Private Study' when in classrooms and silently when in the Library.
12. Students are expected to keep their classrooms clean and free from litter at all times. They should not sit on their desks or scribble on them.

SCIENCE LABORATORY RULES FOR STUDENTS

1. When going to the Laboratory make sure you bring all the materials you will need (note books, etc.)
2. No running or walking around.
3. Follow all directions exactly as given by your teacher.
4. Keep the floor clear of all items that could get in the way.
5. Keep your bench tidy all through the experiment and when you finish. Do not leave pens, pads, etc., lying around.
6. Perform only those experiments assigned to you by your teacher.
7. Safety glasses should be worn as needed during all practical classes.
8. Read all labels before opening any container.
9. Always open bottles etc., with care and replace lid immediately after use.
10. When heating a liquid in a test tube, use a water bath rather than heating over a Bunsen burner.



11. In Laboratory work involving the heating of test tubes, never look into the mouth of the test tube while heating it and never point the mouth of the tube in the direction of any other person during the heating process.
12. Be very careful with electrical appliances and wiring. Do not look directly into a strong source of light or other radiation. Comply with all instructions when handling dangerous substances (for example: mercury, copper compounds, lead compounds, and inflammable gases).
13. Handle all apparatus with care. You may touch apparatus only when asked to do so by the teacher.
14. Never lift bottles by the neck.
15. Always wash your hands after using chemicals.
16. Never use a naked flame to heat a flammable liquid, e.g. alcohol.
17. Chemicals should not be piped by mouth, always use a pipette filler.
18. Never force a glass tubing into or out of rubber stoppers or tubing. A small amount of glycerine or Vaseline is recommended as a lubricant. Always ensure that your hand is protected by a cloth.
19. Do not cross-contaminate containers.
20. Regard all Laboratory chemicals as poisonous. Chemicals should never be tasted unless as instructed by your teacher. If you get something into your mouth, spit it out immediately, wash out your mouth with water, and report the accident to your teacher.
21. Do not eat, drink, chew, or put anything in your mouth, e.g. pen whilst in the lab.
22. Test for odours of gases by wafting your hand over the sample and sniffing cautiously.
23. Never handle corrosive liquids (e.g. concentrated acids) unless specifically instructed by your teacher.
24. Spillages should be cleared immediately after consulting with your teacher.
25. Be aware of location of the first aid kit, eye wash bottle, fire extinguisher, blanket, and emergency exit.
26. Any accident or injury, however slight, must be reported immediately to your teacher.
27. Only science classes and Laboratory sessions are to be held in the Laboratory.
28. Hazard symbols shown below should be known by all students.





DORMITORY STUDY RULES FOR STUDENTS DURING STUDY SESSIONS

1. The doors of all rooms will remain open during study.
2. All rooms will be continuously checked throughout study time.
3. Every student should sit at his desk and should not leave it without permission.
4. Talking is not allowed. If, however, a student is given permission to talk, it should be brief and low.
5. No music is allowed except on personal music players.

SCHOOL TRIP RULES

1. Show up for the trip at least 15 minutes prior to the coach (bus) departure time.
2. Be punctual at departure and arrival times.
3. Eating and/or drinking are strictly forbidden inside a coach (bus).
4. Students' shopping is to be placed in the boot of the coach (bus).
5. Students must sit properly in their seats at all times. Students are not permitted to change seats while the coach (bus) is in motion and they must not block the aisle.
6. Singing (but not shouting) is permitted on coaches.
7. Students will always be reminded of the meeting place and the time to meet. Late-comers will be reported.
8. Students will be clearly divided into groups of 10-20 with one group leader.
9. Students should hold their emergency cards while on the go.

Trips are for fun and enjoyment and this is compatible with good behaviour. The impression you leave on these trips reflects on you, your school, and your home country.

INTERNET & COMPUTER USE

INTERNET

Through the school's internet connection, students have an opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student at the school to use the internet, he or she must comply with the following rules:

- The school's internet connection is mainly intended for educational purposes.
- All authorized students are prohibited from knowingly accessing portions of the internet that do not promote the educational or instructional mission of the school.
- Access to the internet is a privilege, not a right. Inappropriate use not only reflects on the school, but may lead to penalties, including the revoking of privileges, disciplinary action, and, if warranted, legal action.



Among unacceptable uses of the internet are the following:

- Uploading inappropriate images or data on social networks.
- Uploading images or data about any student or member of staff on social networks without their consent.
- Use in violation of government or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use.
- Sending patently harassing, intimidating, abusive, or offensive language or material to or about others, in messages public or private. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Sending chain letters or pyramid schemes, “broadcasting” inappropriate messages to lists or individuals, and any other kind of use that would congest the internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network. Students are prohibited to access inappropriate sites containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful materials of any sort or manner.
- Vandalizing, defined as any deliberate attempt to change files not belonging to you, or harm, or destroy the work, systems, or data of another user, including uploading or creation of computer viruses, and the intentional introduction of any sort or manner.
- Engaging in the illegal distribution of software (“pirating”).
- Knowingly using another person’s password, misrepresenting your identity, or giving one’s own password to others. Students should only use those computer resources they have been authorized to use. Furthermore, students will not attempt to gain unauthorized use of computer resources in order to gain unauthorized access to computing facilities of other institutions, organisations, and/or individuals. These actions are illegal, even if only for the purpose of “browsing”.
- Failing, when downloading information, to comply with any associated terms or conditions specified by the supplier of that information.
- Expressing views or opinions not clearly identified as your own and not those of the school.
- Circumventing security measures on school or remote computers or networks.

E-MAIL

All the above also applies to the use of E-mail. Students using E-mail shall respect the privacy of others by not misrepresenting oneself as another student; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database. They will not post private information about another person.



E-mail is not like a letter in an envelope. E-mail is like a postcard. The contents of your message are out in the open. There is no easy way to mark a message “confidential”. Your message may be viewed during the mailing process. Your message, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Your message may be forwarded or printed. Your message may be stored indefinitely, perhaps in the directories of the person who receives the message.

People who may never meet will be forming impressions about you based on the way you compose your E-mail messages. Students using E-mail are responsible for all their activities when using the internet. Outbound access to the internet shall be in accordance with the school’s applicable rules and regulations. Students will check their E-mail frequently and delete unwanted messages promptly. Students are responsible of maintaining their own E-mail accounts.

Procedure:

Filtered internet access is available for students free of charge between 7:00 a.m. – 10:30 p.m. through the school’s Wi-Fi network.

COMPUTER ROOM USE

1. During weekdays, the computer room will be opened by a member of staff or a prefect, from 4:00 p.m. to 6:00 p.m.
2. During weekends, this may be done from the accommodation without conflicting with room and bed times.
3. No food or drink may be taken into the computer room at any time.
4. No change must be made to any set-up on any computer.
5. Students should ask for help whenever needed.
6. Accessing internet during the-class time is forbidden.

No student (and same will apply to staff) is allowed to use Information and Communication Technology, particularly the internet and mobile phones, to annoy, upset, intimidate, or take any inappropriate action against a fellow student or any member of the school community.

THE SOCIAL OBLIGATION

PARENTS & GUARDIANS

Parents and guardians who entrust their children to the school are expected to accept and support school judgment in all matters relating to the school system and regulations, whether these are included in this booklet or not.

STUDENTS

The school assumes that students who are admitted to Ashwicke Hall School have accepted its code of behaviour and that they will abide by it at all times in and out of school.



COMPLAINTS PROCEDURE

FOR NON-ACADEMIC MATTERS

This applies to all non-academic complaints such as, but limited to, unfairness, bullying, discrimination of any kind etc.

During the day:

1. Talk to the teacher and/or the Supervisor and/or Academic Coordinator and/or the School Nurse
2. Talk to the Activities Coordinator
3. Talk to the Summer Camp Coordinator

After School:

1. Talk to your Houseparent or the deputy Houseparent who is substituting him/her when he/she is off-duty
2. Talk to the Activities Coordinator
3. Talk to the Summer Camp Coordinator

Again, as in the case of the academic matters:

- Although the complaints will in general be in writing and ***should be fully documented***, a student has the right to raise any complaint orally and informally if he/she so wishes.
- In cases of informal complaint, the student may decide to make it formal if not satisfied with the outcome.
- A student who raises a complaint should receive a reply within 2 working days and has the right to follow with higher authorities as seen necessary.
- The student may ask to involve his/her parents at any stage during the handling of the complaint and any authorised school administrator may do so as well.
- If not satisfied, at any stage during the handling process of any complaint, the complainant has the right to ask to have the complaint considered by a panel of three people who were not previously involved in the handling of the complaint. The proprietor is responsible for appointing the panel.

One of these three people appointed must be independent of the administration running the school. Parents have the right to attend these panel hearings and may choose to be accompanied by a person of their choice if they so wish. The panel must finish the hearing within one week, giving enough time for parents to make arrangements for attendance. The panel must produce their recommendations within a week after the hearing is finished.



Copies of the findings and recommendations must be given to:

- The complainant and parents
- If applicable, the person complained about
- The Summer Camp Coordinator
- The proprietor

It should be noted that while all necessary documents will be made available to the panel during the handling of any complaint, **confidentiality** must be maintained at all times.

The whole process of handling the complaint will be well documented and all relevant records and documentation will be available to HMI/ISI during their inspection of the school. **Moreover, these records will be readily available to the CSCI (Commission for Social Care Inspection) Avon Office Inspectors and DfES if requested.**

We will arrange for the school doctor and/or other qualified individuals to act as independent listeners in the event of any student wishing to talk to an independent listener.

The contact number for Child Helpline will be posted in various locations for the students' information.

Independent Listener:

At any time a student may ask the School Nurse for an appointment with the school doctor or other independent listener without specifying the reason and the nurse will do that as soon as possible. The student may use this for medical and/or social reasons.

Outside contact:

- Seeking and obtaining permission from your Houseparent to phone your parents or guardians using the school telephones.
- The privacy of students using phone-cards and telephones will be respected.
- For e-mail contact, a student may access the school Internet connection at the set times. Students may ask for help to set this up if needed.

FOR ACADEMIC MATTERS

(Please note that you do not have to follow all steps: it is possible to skip one or more steps if you feel more comfortable doing that.)

1. Talk to your teacher about your concern
2. Talk to your Academic Coordinator
3. Talk to the Summer Camp Coordinator



- Although the complaints will in general be in writing and ***should be fully documented***, a student has the right to raise any complaint orally and informally if he/she so wishes.
- In cases of informal complaint, the student may decide to make it formal if not satisfied with the original outcome.
- A student who raises a complaint should receive a reply within 2 working days and has the right to follow up with higher authorities as deemed necessary.
- The student may ask to involve his/her parents at any stage during the handling the complaint and any authorised school administrator may do so as well.
- If not satisfied, at any stage during the handling of any complaint, the complainant has the right to ask to have the complaint considered by a panel of three people who were not previously involved in the handling of the complaint. The proprietor is responsible for appointing the panel.

For academic matters, it is not required to have one of the three appointed people independent of the administration running the school. The panel must finish the hearing within 2 working days. The panel must produce their recommendations within a 2 working days after the hearing is finished.

Copies of the findings and recommendations must be given to:

1. The complainant and parents
2. The Summer Camp Coordinator
3. The proprietor

It should be noted that whilst all necessary documents will be made available to the panel during the handling of any complaint, ***confidentiality*** must be maintained at all times.

The whole process of handling the complaint will be well documented and all relevant records and documentation will be available to the relevant authorities as requested.

DIRECTORY

Ashwicke Hall School

Telephone: +44 0 1225 891 841

Fax: +44 0 1225 891 011

E-mail: info@ashwicke.sabis.net

uksummercamp@sabis.net

Address: Ashwicke Hall
Marshfield
Wiltshire
SN14 8AG
United Kingdom