



# Boarding Handbook

To be read in conjunction with the JFK Parents Handbook

## Introduction:

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Boarding is an important and valued part of the JFK School community and one we are very proud of. We run a happy, safe and enriching boarding program in which your child will experience unique opportunities and gain valuable skills. We are extremely happy to welcome you into our Boarding Family and are here to provide you with the help and support you need during your time at JFK.

We are pleased to introduce you to our Boarding Team:

Head of Boarding	- Ms. Samantha Jones (Ms. Jones)	- <a href="mailto:Samantha@jfk.ch">Samantha@jfk.ch</a>
Deputy Head of Boarding	- Ms. Catalina de la Garza (Ms. Caty)	- <a href="mailto:Catalina@jfk.ch">Catalina@jfk.ch</a>
Boys' Boarding House	- Mr. Yannick Muzenga (Mr. Yannick)	- <a href="mailto:Yannick@jfk.ch">Yannick@jfk.ch</a>
Girls' Boarding House	- Ms. Coline Cazeneuve (Ms. Coline)	- <a href="mailto:Coline@jfk.ch">Coline@jfk.ch</a>
Junior Boarding House	- Ms. Laura Henson Schnee (Ms. Laura)	- <a href="mailto:Laura@jfk.ch">Laura@jfk.ch</a>
Boarding House Cover	- Ms. Karen Minto (Ms. Karen)	- <a href="mailto:Karen@jfk.ch">Karen@jfk.ch</a>
Boarding House Assistant	- Mr. Lluís Piñero Casoliva (Mr. Lluís)	- <a href="mailto:Lluís@jfk.ch">Lluís@jfk.ch</a>



Please read the following guide carefully, complete the online Boarding Declaration ([Link](#)) and do not hesitate to get in touch with us if you have any questions or concerns prior to your arrival.

Please note that this guide should be read in conjunction with the *JFK Parents Handbook*.

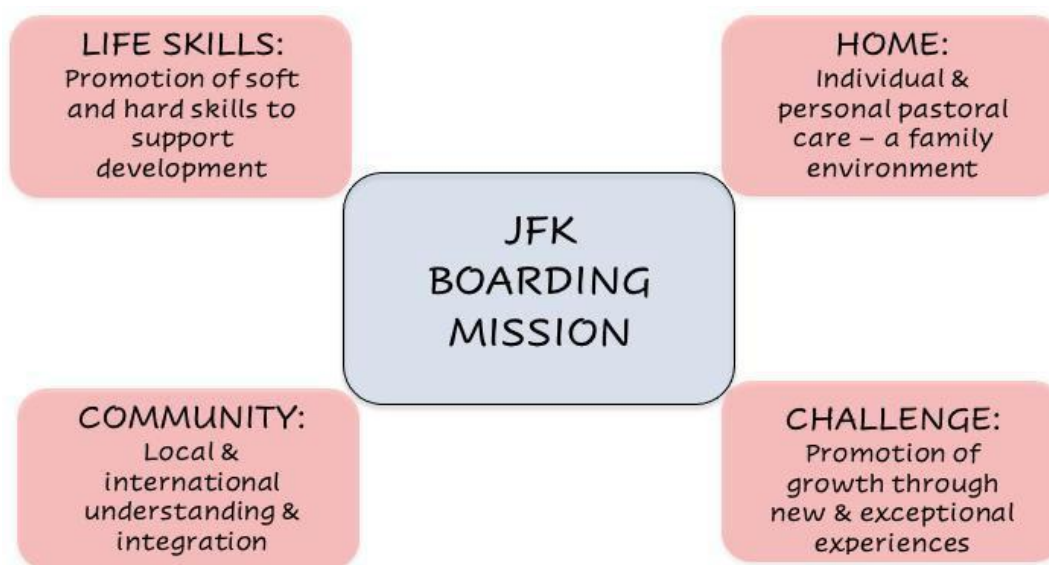


## Our Principles:

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The Core Values of JFK students and staff apply to all aspects of Boarding House life as they do to all other areas of the School (*Ref: Parents' Handbook*). The JFK Boarding Mission will be carried out in line with the School's policies and procedures to ensure the safety and wellbeing of every individual.

We believe in the benefits of a good boarding experience to build a solid foundation for our Students' futures. Our Boarding Mission is defined in the diagram below:



## New Boarders:

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New boarders are closely monitored by the Boarding Team and are helped to learn the structures and routines of the House. Existing boarders also take great care of new students, which enables them to make friends and settle in quickly. Parents of new boarders should expect an update on their child's progress from their respective Houseparent within their first few days at JFK. Regular contact is then kept throughout the term.

## Homesickness:

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Inevitably, there will be times when a boarder will miss their home and parents. This is completely normal and our Boarding Team is extremely experienced in dealing with such situations. However, if you are worried please contact your child's Houseparent to discuss the best way to manage the situation. We run a friendly, family-orientated Boarding House and ensure that each and every boarder's needs are met.

## Start & End of Term:

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At the beginning of the School Year all boarders should arrive 2 days before the start of the academic program. This allows us time to prepare the children for the term ahead, organise uniform and go over the House routines. New boarders will also have the opportunity to meet their fellow housemates, the staff and get settled in before School begins.

For all other terms during the year boarders should aim be back in the Boarding House between 12h00 and 17h00 on the day before term begins. At the start of the holidays, all boarders should have left the Boarding House by 10h00, the day after classes finish.

All children must leave the Boarding House during the official School holidays, however, if your child is unable to return home during these periods we can help to organise other opportunities in Switzerland. This usually consists of a stay with a 3rd party or nearby Camp and comes at an additional cost. If you require this service please contact the Head of Boarding in good time so that arrangements can be made.

Please see the School Calendar for specific dates (*Ref: Parents' Handbook*).

### **Travel Arrangements:**

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We ask that parents confirm their child's travel arrangements with the Head of Boarding as soon as possible via our online Travel Form ([Link](#)).

We can arrange for any children travelling unaccompanied to be transferred to and from the airport with the requisite check-in assistance. We use a well-respected and highly trusted transfer company, providing a safe and reliable service in comfortable vehicles. Transfers can be booked through the Head of Boarding via the online form and additional charges will be invoiced to parents.

**All travel arrangements should be made with the Head of Boarding in good time. The School cannot guarantee the availability of a transfer service where travel details are received less than 2 weeks prior to arrival or departure.**

The School cannot be responsible when students travel to areas where they do not have a valid visa. However, the School may be able to assist where visa formalities need to be completed from within Switzerland. This service should be requested by the parents with all necessary details. The School will use a professional travel company and this may incur significant additional charges.

All students must have valid passports with an expiry date at least 18 months from the start of the school year. Obtaining a valid visa for entry to Switzerland is the responsibility of the parent. The School will provide assistance to obtain the Swiss Residents Permit required for all Boarding Students. This is separate from an entry visa and is obtained after arrival.

All Passports and documentation must be handed in to the Boarding Staff upon arrival so that they can be stored securely.

### **Absences:**

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In the event that a child **has to be absent** from school, written permission must be sought from the School Director (*Ref: Parents' Handbook*). We request that this is only in **exceptional circumstances** as it can be extremely disruptive and impacts upon individual academic progress and the continuity of the curriculum. This also applies to early departures and late arrivals.

### **Weekend Leave:**

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Apart from exceptional circumstances students should remain in the Boarding House during the week to fully benefit from their boarding experience. Children may go out with parents or friends at the weekends as long as plans have been confirmed with the Boarding Staff by **Thursday Lunchtime** at the latest. This gives us the opportunity to organise our weekend activities and make catering arrangements. Any changes to weekend plans after this time may not be possible or may incur a charge to cover activity bookings.

Should a student wish to stay with a third party, including with a day students' family, an online Leave Form ([Link](#)) must be completed by the host family and signed off by parents. If the correct permissions are not received in time the student will not be permitted to leave School.

'Blanket permissions' may be organised for children regularly staying with a third party, this gives permission for a child to stay with a specific individual at anytime during the term. Please contact the Head of Boarding to arrange this.

It is understood that any child released to another parent will stay in the care of that person until the pupil returns to the Boarding House, the duty of care cannot be passed at any time to a third party. Any problems



occurring over the weekend must be relayed immediately to the Boarding Staff via the Duty Phone.

The Boarding House has particular weekends designated as “Buddy Weekends” to encourage relationships outside of boarding. Visits to friends should be prioritised on these dates.

All boarders who have left for the weekend must be returned to the Boarding House by 17h00 on Sunday evening and should sign in with a member of the Boarding Staff.

#### **The Daily Routine - Monday - Friday (can be subject to change):**

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##### Senior Routine:

06h45	Wake-up
07h40	Breakfast
08h10	Homeroom registration/classes start
15h45	School day finishes - snack
16h00	Free-time and extra-curricular activities
17h00	Supervised homework session
18h00	Dinner
18h45	Evening routine (showers, laundry, etc.)
19h30	Electrical time
20h30	TV time
21h00	Reading time
21h30	Lights out

##### Junior Routine:

06h45	Wake-up
07h40	Breakfast
08h15	Homeroom registration/classes start
15h45	School day finishes - snack
16h00	Free-time, activities, homework
18h00	Dinner
18h45	Evening routine (showers, laundry, etc.)
19h30	Electrical time
20h00	TV time
20h30	Reading time
20h45	Lights out

#### **The Daily Routine - Weekend (can be subject to change):**

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Saturday and Sunday schedules will vary depending upon the activity or excursion taking place. Below is an example:

09h00	Wake-up
10h00	Brunch
11h00	Organised group activity/excursion
18h00	Dinner
19h30	Free-time/movie/activity
22h00	Bedtime

\* Electrical time is given at the discretion of the boarding staff and is dependent on the days activities

#### **Town:**

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Senior Boarders are permitted to go into Saanen village after school, provided they are not alone and have sought permission beforehand from the Houseparent on duty.

Year 8 and 9 are also allowed to visit the bigger town of Gstaad on weekends under the same conditions and will be given an additional 10CHF pocket money for public transport.

Junior Boarders also have the opportunity to visit the village under the supervision of an adult or Senior Buddy.

Bike rental is offered during the Autumn and Spring Terms for all boarders wishing to have access to cycling opportunities. Senior Boarders are permitted to use the bikes in groups within a designated perimeter during their free time, whereas Junior Boarders or beginner cyclists will be accompanied by an adult. All students and staff are required to wear a helmet whilst using the bikes.

It should be remembered, though, that these trips are a privilege dependent on behaviour and permission is at the sole discretion of the Boarding Team.

## Facilities:

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There are a number of facilities available to the boarders in the evenings and on weekends.

These include:

- Common rooms
- Study areas
- En suite bathrooms (Senior House only)
- Library
- Snack area
- Table football
- Table Tennis Table
- Outdoor play facilities
- Garden trampoline
- Vegetable Garden

We encourage students to play outside when the weather is suitable and also to use their free time sensibly. We discourage too much television and/or use of electronic items.

## Bedrooms:

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The Boarding House has rooms of different sizes all with their own characters. We allocate rooms at the start of the academic year and monitor the dynamics in the Houses.

We try to mix nationalities in each room as much as possible to encourage the speaking of English. We also try to accommodate the wishes of the students regarding whom they share with, but it is not always possible to place them in a room with all their friends. As the year progresses, friendships develop and occasionally bedroom changes are made, however this is at the discretion of the Boarding Staff.

We supply pillows, duvets, sheets, and covers. These are laundered once every two weeks. We like the children to decorate their own area of the dormitory with suitable posters, personal belongings, and for special occasions. This results in a warm and homely atmosphere that helps the boarders to thrive away from home.

## Cleaning:

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The Boarding House is thoroughly cleaned and vacuumed once a day by our cleaning staff. All children are expected to keep their own rooms and possessions tidy and to help staff with occasional chores.

## Eco Initiative:

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We endeavor to make our boarders more aware of environmental issues by discussing current affairs, organising regular eco activities and setting a positive example within the House. We discourage waste, support recycling, and ensure that children are mindful of their energy usage.

We ask that parents help us to accomplish our goals by limiting the number of single use items which are brought into the Houses and by discussing positive alternatives and choices.

We are pleased to have been awarded Eco Schools status this year and are working closely with the local Impact Gstaad youth project to further our work within the community.

With the involvement of our boarders and support of our families we hope to be able to grow our Eco Initiative and work on developing a more sustainable Boarding House for the future.



## Meal Times:

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All of our school meals provide a balanced and healthy diet for the children. Please see our Food Policy on the website, [www.jfk.ch](http://www.jfk.ch), for more information.

We encourage children not to be "picky" about their food but if your child has an allergy to a particular food, please let us know via the online Allergic Reaction Form ([Link](#)) and we will provide an alternative meal. We cater for vegetarians with a good range of non-meat dishes and boarders with religious restrictions are also provided with an alternative meal.

Any special dietary regimes must come at the recommendation of a doctor and a comprehensive food plan provided to the School to help us monitor the health of our students and provide balanced alternatives. Changes to diet should be made on a termly basis only.

In addition to the three main meals, boarders also receive:

- a) Snack and fruit at School - 10h10
- b) After School snack and fruit - 15h45
- c) Family time treat - 20h30 (Friday only)
- d) Tuck box – 19h30 (Saturday only)
- e) Milk or tea - 20h30 (Sundays only)

Mealtimes are an occasion when students come together as a community and we like to take advantage of this. We promote good manners at the table and embrace cultural differences, offering themed nights and specialty dishes.

## Birthdays:

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If your child has a birthday during term time, we will arrange a birthday table for them to celebrate with their friends at dinner time. Children may request a specific dish from our Chef and will be provided with a cake and gifts.



## Tuck (snacks and sweets):

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We discourage the eating of too much tuck and boarders are not allowed sweets or food in their bedrooms for health and hygiene reasons. However, we provide boarders with a 'Tuck Box' where their food can be stored and administered at the discretion of the Boarding Staff.

However, please do not send your child into school with huge quantities of food as any items which do not fit inside the Tuck Box will be shared amongst the Boarding House during snack times. Small, regular packages are much more beneficial.

Boarders have the opportunity to buy small amounts of tuck most weekend and we provide balanced school meals and snacks throughout the day.

We have a 'Tuck and Film' night once a week, which is greatly enjoyed by the boarders and gives them the opportunity to enjoy some of their treats. We also enjoy a 'Noodle Night' once a Term.

## Personal Belongings:

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Students may like to bring in their own toys, electronics or other personal belongings.

All items must be clearly named and any valuables should be handed in to a member of the Boarding Staff.

Bicycles and skateboards can also be brought to and left at school. Please contact us directly if you would like to take up this opportunity and note that E Bikes are not permitted due to age restrictions in Switzerland. Any students bringing bikes or skateboards to School must be in possession of a helmet.

Please note that we have great difficulties helping pupils to keep track of their possessions if they are not marked and if they bring in too many items. We remind the boarders regularly that they need to look after their own belongings and respect those of others.

We recommend that it is not wise for students to lend their possessions. This prevents disputes arising over broken or missing items. Boarders should report any missing items immediately and the Boarding Staff will, of course, assist students in finding them.

Boarders should clear their rooms at the end of each Term and will be provided with a JFK Trunk to store their uniform and personal items during the holiday period. However, we ask that as many personal items as possible are returned home to avoid a build up during the year. We therefore recommend that they do not arrive with more than 2 suitcases.

The School can take no responsibility for the loss or damage of personal items.

## Electronics:

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Mobile phones, laptops and other electronic items may be brought to school and from Year 6 upward all students are required to have a computer for academic purposes.

However, we have in place a routine which only allows children to access their electrical items at specific times of the day, in the evening and at weekends. This is to encourage other forms of activity and socialising within the House but also to teach correct and responsible usage. Please note that all electronic items will be collected in before bedtime and will be safely stored and charged until the following day.

We have in place a filtered Wi-Fi but require parents to place the appropriate restrictions on their children's accounts and the purchasing of items within gaming sites is forbidden.

Please ensure you have read and understood our Electronics Policy (in Appendix).

## Money:

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We are keen to teach the children the value of money and therefore have guidelines on the amount of money distributed during the Term. Depending on their age children will be given between 10CHF - 30CHF pocket money each weekend to spend on our excursions. Occasionally children will be given a little more depending on our weekend plans and choice of activity. Junior Boarders must hand in their pocket money each week for safe storage. Senior Boarders however, are permitted to keep up to 50CHF in their rooms but any amount exceeding this must be handed in to the Boarding Staff to avoid loss or disputes. It is important to note that the receipt of weekly pocket money is a privilege and may be taken away for any related disciplinary issues.

We cannot accept responsibility for the loss of any cash that is not handed in and there is no need for children to arrive at school with extra money, and credit/debit cards are strictly forbidden. If found, these items will be confiscated and stored in the Office for the remainder of the Term.

On special occasions (for example, to buy a birthday gift) extra pocket money may be requested from the Head of Boarding. For this, written permission from parents must be obtained before Thursday lunchtime.

During the Term the purchase of essential items, such as toiletries, stationary, end of term celebration dinners,



birthday gifts/parties, special occasions will be organised by the Head of Boarding and these items are included in the Sundries account which is charged at 300 CHF per term. An annual Activities charge of 2000 CHF will also be added to your account to cover all general excursions and events throughout the term. Any larger optional trips will come at an additional cost.

Pocket money and additional individual purchases will be recharged to the respective student's account. You will be contacted by the Head of Boarding for permission before any large purchases are made.

### **Insurance:**

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Swiss Law states that all students who are registered as residents of Switzerland must have health and accident insurance coverage that is valid in Switzerland. All students are insured by our insurance provider (SOS Evasan SA) and this coverage is valid for worldwide treatment (with the exception of USA, Canada and Japan).

Our health and accident policy covers 90% of doctors' fees and medicine as an outpatient, and 100% of treatment and expenses in a hospital, either in a semi-private or private room depending on the programme option chosen. This insurance is valid from 1<sup>st</sup> September 2022 until 31<sup>st</sup> August 2023. Please request for the detailed coverage through the Main Office if you have any further queries.

### **Unacceptable Items:**

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The possession or consumption of alcoholic drinks is not permitted and constitutes a serious breach of School Rules. Smoking or drug use is not permitted under any circumstances whether at school or on activities and excursions.

The School Director will contact parents immediately should a student be found to have consumed alcohol or be in possession of cigarettes or drugs. Abuse of this rule may lead to either temporary or permanent exclusion from School.

As the Boarding Houses are wooden chalets, flammable items are strictly forbidden.

The following items are NOT permitted: candles, lighters, matches, fireworks, electrical heaters, knives, glitter, energy drinks, slime.

Chewing gum is also prohibited in all School buildings, in the School grounds, and in the School minibuses or hired vehicles.

### **Academic Matters:**

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The Boarding Team closely monitors the academic progress of all of our boarders and communicates daily with Academic Staff. We encourage the children to work hard and have a number of compulsory study sessions within our boarding program. The Boarding Staff also attend the termly parent-teacher meetings and are happy to arrange a follow up online meeting with parents to discuss any important feedback from the teachers.

We provide all boarders with a personalised adult support network during their time at JFK. This includes Boarding Staff, Homeroom Teachers, Tutors and Extra Support Staff. If you have any concerns regarding the academic or pastoral care of your child please, do not hesitate to contact us for assistance. The Teaching Staff are also available for private meetings should you wish to discuss your child's progress in person.

It is extremely important that all children are prepared for their studies. Please therefore pay attention to the list of School Equipment required and ensure that your child/children come to School fully prepared.

Items will be purchased for any child returning to School without the correct equipment and the cost added to your account.

## Study Time:

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We offer a 45 minute session of independent study every evening from Monday to Thursday with an optional session on a Friday for children to complete their homework. Staff are available throughout the sessions to provide assistance and monitor the progress of the Boarders through a homework diary system. The length of the sessions are adapted for our Junior Boarders depending on their workload and projects and we have tutors available to provide additional support when needed.



## Reading:

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We see reading as an important activity and all boarders have a daily reading time in bed each evening before "lights out". There are School, Classroom and Boarding House libraries and pupils are also encouraged to bring books from home. The Boarding Staff ensure that Boarders keep up with their English reading and provide additional supported reading when needed in the form of individual or group sessions.



## Activities:

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The School offers a wide variety of extra-curricular activities and we encourage our Boarders to take advantage of this. All Boarders should sign-up for at least 2 activities per term (or 1 during the busy Winter Term) and their choices will be confirmed with parents within the first week of school.

**Please note that it is the responsibility of the Houseparent to sign up Boarders for their activities and this will be completed during the first few days of term. If you have any particular requests please do not hesitate to discuss this with us prior to sign up.**

Boarders also have the opportunity to participate in a wide variety of supervised activities within the Boarding House. Activities are arranged in the evenings and at weekends in addition to our study sessions.

These range from sports such as volleyball, football, tennis and climbing to quieter activities such as chess, computing, board games, art and photography. We also offer a variety of local excursions including trips to Montreux, Bern, Cailler Chocolate Factory and Gruyere. In the summer, especially, we make the most of the beautiful and extensive surroundings, offering camping, swimming, outdoor games, hikes, bicycle trails and much more.

Occasionally we also offer bigger activities or overnight excursions. These trips are very popular amongst the boarders and we would encourage your child to take part. Past trips have included LEGOLAND, Cirque Du Soleil, Megeve ski resort, the Ardeche and Disneyland to name a few.

A boarding weekend activity program will be emailed to parents each term as well as published on the School website.



### **Accidents and sickness:**

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All accidents, injuries and sickness, whether in the buildings, sports field or during extra-curricular activities must be reported to the Boarding Team. Parents will be informed by email if their child is unwell or by telephone if any significant medical care is required. Please ensure that your contact details are updated regularly in case you need to be contacted in an emergency.

Boarders who are too sick to attend school (as per our Sickness and Illness Policy) will remain in the Boarding House with a member of staff. All staff are first aid trained and we provide close supervision and are in consultation with our local doctor. We discourage our Boarders from missing too much school and additional activities will therefore be limited while children are sick to ensure they are receiving the rest needed to recover. Parents will be regularly updated on their child's condition by the respective Houseparent.

We encourage our Boarders to speak directly with a member of the Boarding Team if they are feeling unwell. This allows us to manage any illnesses promptly and ensure we are giving the best possible care. However, if you are at all concerned about your child please do not hesitate to contact us.

### **Health and Medication:**

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The Boarding Team looks after the Boarders' health, including monitoring the Boarders' height and weight, which will be measured at the beginning and end of each term.

We have a fully stocked medical cupboard and the administration of medication (including paracetamol and

antihistamines) is at the discretion of the Boarding Staff. Therefore the School **MUST** be informed of any medical issues concerning your child or any restrictions to the medication they are able to take. Any allergies must be announced via the online Allergic Reaction Form ([link](#)) and any medication must be handed in to the Houseparents upon arrival together with a completed a Permission for Medication Form (*in Appendix*).

Please note that children should only arrive to School with prescription medication and that we are unable to administer foreign medicine to children without clear, written instructions from parents. The Head of Boarding will assess whether it is appropriate for children to self-medicate, (e.g. inhalers) and children must **NEVER** bring medication into School that the Staff are not aware of in advance.

All members of staff are First Aid trained and attend refresher courses regularly. There is a First Aider on duty at all times, including overnight.

Please inform us immediately if your child has been in contact with any infectious diseases during periods away from school.

Haircuts, hearing, dental and eye checks are the responsibility of the parents and should be arranged during holiday time. However, if a Boarder develops a need during the Term the School will arrange for the appropriate appointment to be made. Please note that haircuts organised by the School will only be done in line with the School regulations.

All appointments will be recorded and the School will deal with any insurance formalities, however, any related costs are the responsibility of the parent.

In the event your child requires medical attention during the holidays, please request for the insurance documentation through the Main Office to claim for the reimbursement through the insurance provider. The children are covered worldwide except for USA, Canada & Japan.

### Hygiene & Appearance:

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Your child's personal hygiene is extremely important. The Boarding Team check that the boarders look after themselves, ensuring that their teeth are cleaned at least twice a day, that they shower daily and take care of their laundry.

Our facilities include individual shower/bathrooms and privacy is provided for all boarders during wash times. Fellow students should also respect this.

We carry out checks for head lice when needed and treat any cases with a special lice shampoo.

We encourage students to take pride in their appearance by ensuring that they comb their hair each morning, tuck in shirts and that their shoes are clean. We insist that all boarders dress in accordance with the School Dress Code (*Ref: Parents' Handbook*). Occasionally students will be allowed to wear their own clothing for events and excursions, these must be smart-casual (e.g. no trackpants).

Students' hair must also be appropriate for School ensuring that it is either tied back or off the collar, out of the eyes and over the ears. Boarders are also expected to keep clean, well cut nails and Junior Boarders will be assisted with this if necessary.

### Mindfulness:

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As well as a healthy body we also acknowledge the importance of a healthy mind. We therefore run weekly Mindfulness sessions, teaching our boarders how to manage their emotions, control their thoughts and develop a growth mindset. This training helps them to cope with their academic and extra-curricular demands as well as fostering strong relationships and a positive outlook on life.

## Uniform and Clothing:

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JFK places a high value on the benefits of a school uniform. The School has two sets of uniform regulations, one for the Autumn and Spring Terms and one for the Winter Term.

Full details of the JFK School uniform can be found in the *Parents' Handbook*. Uniform can be ordered at the beginning of the Year through the School Office and the Houseparents will order any additional items during the Term.

New students must order at least the uniform starter pack, prior to commencement at JFK. Students who attend JFK only for the Winter Term may purchase a specific winter uniform starter pack.

The School expects the full co-operation of both students and parents to ensure the correct use of school uniform and a neat and tidy appearance. Coloured nail varnish is not permitted during the school day and jewelry should be kept to a minimum of one pair of stud earrings and a simple watch.

Winter equipment (skis, boots, etc.) can be organised by the Boarding Team and the cost of this added to your account. You will receive an email prior to the Winter Term explaining this procedure. It is recommended however that any smaller items that can be purchased during the October holidays be done so (gloves, helmet, etc).

All parents also receive a Boarding Clothing List (attached to the end of this booklet). We ask parents to please take note of this to ensure that their child is efficiently prepared but that they do not bring an excess of casual items into the Houses. We expect our boarders to be appropriately dressed at all times and revealing clothing (such as short shorts and crop tops) are prohibited.

The Boarding Team will purchase any essential items that are not brought to School at the beginning of the Term and the cost will be added to your account.

**ALL items of clothing that come into the Boarding House must be clearly named.**

The Boarding Staff will assist your children in naming any **NEW** items.

## Laundry:

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The Boarding Team is responsible for all the laundry in the Boarding Houses and dirty washing is collected daily in baskets provided and is normally returned the following day.

Please be aware that all clothing needs to be machine washable.

The Boarding Team does NOT provide a hand washing, dry cleaning or ironing service.

## Rewards and Sanctions:

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We expect the highest standards of behaviour from our Boarders at all times. Manners, courtesy and respect for others are essential to ensure the smooth running of the Boarding House and the happiness of all our Boarders. We insist on adherence to the School rules including general behaviour and bad language.

We look to encourage good behaviour and successes. The Boarding Staff will reward special achievements or positive efforts. Helpfulness, kindness and good behaviour will always be acknowledged!

We have in place a boarding 'Smiley System' that follows each boarder's progress over the course of one week. Children are monitored on a variety of topics including manners, attitude, organisation and social skills and are asked to reflect on their performance each week. Honest and consistent progress in these areas will be acknowledged at the end of each term with a reward.

We also have a more informal system of Red Crosses and Green Ticks to run alongside and support the Smiley System. This system manages immediate rewards and consequences and is used for minor disciplinary actions.



More severe behavioural issues will be managed through a variety of sanctions according to the severity of the offence and the behavioural history of the student concerned. All behavioural issues and sanctions will be logged and filed. For serious or continued breaches of behaviour, pupils may be required to attend a formal meeting with the Head of Boarding and/or the School Director who will decide upon a course of action that may ultimately include temporary or permanent exclusion. In cases such as this, parents will be informed by e-mail or by formal letter.

Please note that all boarders will also receive a boarding report at the end of each term.

### **Security:**

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Although Saanen is a particularly safe place, we take great steps to ensure the security of your child, since it is of paramount importance to us. The Houses are locked and checked by the Boarding Team every evening and there are security lights all around the buildings. We inform students never to approach someone in the School that they do not recognise and to inform a member of staff immediately. All official visitors are accompanied by School Staff or wear identity labels. We hold fire drills and briefings at least once every Term and the main doors to the Houses are alarmed at night.

### **Access to the Boarding House:**

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Parents are more than welcome to visit the Boarding House when they pick-up or bring students to School. However, additional visits should be arranged in advance with the Head of Boarding.

**We ask that parents or children do not enter the Boarding House unaccompanied and that visiting parents announce themselves to a member of staff.**

This ensures that all our Boarders receive the privacy to which they are entitled.

Houseparents will attend to any packing/unpacking needs together with the boarders as this helps us monitor the items which are brought into the House and encourages responsibility for one's belongings.

### **Pupil Communication:**

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The Boarding House has a telephone, which is available for children to take incoming calls. However, when using these phones please take into consideration that other children may also be waiting for calls. These phones can also be used to contact the Boarding Staff.

Boys' House - +41 33 744 65 19

Girls' House - +41 33 744 65 20

Juniors' House - +41 33 744 00 85

Boarders have the opportunity to keep in contact with their parents via their mobile, video call or email, although this must be done within the specific timings allocated for use of electrical items.

The best time to contact children is between 19h30 - 20h15 when they are enjoying their free time and getting ready for bed in the Houses. However, please do not worry if you cannot get hold of your child every day, often they are involved in activities or spending time with their friends. Any problems will be reported to parents immediately so 'no news is good news'. However, if you are concerned please contact a member of the Boarding Team and we will be happy to reassure you.

**We ask that you do not try to call your child after 20h30 as it disturbs their bedtime routine and the rest of the House.**

The Boarding House Duty Phone is also manned between the hours of 7am - 10pm and is available for parents to contact a member of the Boarding Team.

**Duty Phone - +41 78 812 21 49**

## Communication with the Boarding House:

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Communication between School and home is essential.

Please do:

Let us know of important likes and dislikes, social and medical problems, personality clashes etc. so that they can be avoided.

Let us know of any change of home circumstances that could affect your child.

Please do make yourself known to members of the Boarding Staff if you are visiting.

**IMPORTANT:** If there is news that may upset or worry your child please contact the School Director or the Head of Boarding first so that we can look to reassure your child.

We want to establish an open communication with the parents of Boarding Students. For this to happen, it is important that information flows both ways - both good and bad. It is essential that you feel that you can contact us at any time if you have a concern or anything you need to discuss - however trivial you may feel it is.

Parents will be updated regularly on House news through our Houseparent's Newsletters and are available via phone or email for any pastoral communication. The School Director also sends a Weekly Newsletter with information for the coming week. Do read this carefully and inform the Boarding Staff if you have any questions about the content.

Please do not contact the School directly in response to the Weekly Newsletter as the organisation of the Boarding Students must first go through the Boarding Department.

## Parents' Absence:

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It is extremely important that you are reachable at all times and that you respond promptly to any communication.

If for any reason you have to be away during the Term, please inform us of the arrangements you have made for your child, so we know who to contact in case of emergency. Please inform us in writing of: the contact person's name, relation to your child, address and telephone number.

## Useful Contacts:

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JFK International School  
Chilchgasse 8  
3792 Saanen  
Switzerland

Tel: +41 33 744 13 72  
Fax: +41 33 744 89 82  
Website: [www.jfk.ch](http://www.jfk.ch)

Head of Boarding	- + 41 79 273 85 94
Duty Phone	- +41 78 812 21 49
Boys' House	- +41 33 744 65 19
Girls' House	- +41 33 744 65 20
Juniors' House	- +41 33 744 00 85



Head of Boarding  
Email: [Samantha@jfk.ch](mailto:Samantha@jfk.ch)



Deputy Head of Boarding  
Email: [catalina@jfk.ch](mailto:catalina@jfk.ch)



Boys' House Parent  
Email: [yannick@jfk.ch](mailto:yannick@jfk.ch)



Girls' House Parent  
Email: [coline@jfk.ch](mailto:coline@jfk.ch)



Juniors' House Parent  
Email: [laura@jfk.ch](mailto:laura@jfk.ch)



Office: Jean-Michel Matti  
Email: [info@jfk.ch](mailto:info@jfk.ch)



Head of School: Henri Behar  
Email: [henri.bekar@jfk.ch](mailto:henri.bekar@jfk.ch)

### Boarding House Packing List

CASUAL CLOTHING		ACCESSORIES
10 underwear		1 pair of thin gloves
10 socks		1 sleeping bag
3 hiking socks		1 sleeping liner
2 pairs of jeans/trousers		1 sunglasses
4 t-shirts		2 water bottle (750ml)
2 long sleeved t-shirts		1 hiking backpack with hipbelt support (22 - 30 litres)
2 shorts		1 headlamp
2 sweatshirts		<b>PERSONAL ITEMS</b>
2 tracksuits		1 shower towel
1 smart outfit		1 swimming towel
1 swimming costume (fully black & tightly fitted)		1 dressing gown
1 warm winter jacket		1 hairbrush/comb
2 pajamas		<b>WINTER EQUIPMENT (to be brought from home)</b>
<b>SHOES</b>		2 ski gloves
1 pair of smart trainers (for school)		3 ski socks
3 pairs of slippers (closed toe)		3 long thermal tops
2 pairs of trainers (indoor and outdoor)		3 long thermal bottom
1 pair of hiking boots (above the ankle)		<b>WINTER EQUIPMENT (rented/bought by JFK)</b>
1 pair of winter boots		1 pair skis
		1 pair ski boots
<b>ELECTRONICAL ITEMS</b>		1 pair ski poles
Mobile phone/iPad (optional)		1 ski helmet
Mac computer (Year 6 - 9 only)		1 back protector
Camera (optional)		1 ski goggles
Hairdryer (optional)		
Associated chargers		
2 Swiss adapters		

Please also note the uniform and school equipment required as stated in the *JFK Parents Handbook*



**AND FINALLY**, we are firm believers in the value of boarding and the unique experience that it provides. Your child will become more independent, responsible and organised, and will benefit from interacting with children and staff from different cultures and backgrounds. We look forward to welcoming your child into our JFK Boarding Family and are confident that their time with us will be both happy and rewarding.



**Samantha Jones**  
Head of Boarding







John F. Kennedy International School

## **JFK Boarding House**

### **Electronics Policy**

JFK Boarding House is committed to providing a safe and educational environment in which our boarders can work and play online.

The Boarding network works under a filtered WiFi and Boarding Staff remain vigilant to inappropriate use of electronic devices, however, we ask parents to support our efforts by applying relevant age restrictions to their child's electrical items and applications (including accounts such as Netflix, iTunes and gaming sites) as well as reading through the Use of Electronics section below which highlights the conditions of electronic use within the Boarding House.

#### **Use of Electronics**

1. The use of electronical items is restricted to specific times (see daily routine) unless otherwise stated by the Boarding Staff.
2. Electronics should be stored in the designated computer cupboards when not in use.
3. It is the responsibility of the boarding students to ensure that their items are handed in at the appropriate times.
4. Computers should be sufficiently charged for use in School.
5. All boarders should have their own chargers for their electronic devices and these should be clearly named.
6. Boarding students are only allowed to access content on their electronics which is appropriate to their age (this includes games, films and music).
7. Boarding students are only allowed to share content with other students if it is also appropriate to the age of that student.
8. All use of electronics should be in an open, common area (not behind closed doors). This is with the exception of private phone calls to family if necessary.
9. Boarding Staff have the right to confiscate boarders' electrical items if they are being used inappropriately or not in conjunction with the guidelines above.



John F. Kennedy International School

## JFK Permission form for administration of medicine

**Please note:**

- That you should use a different form for each type of medication.
- That JFK staff will administer **only** the medication noted on this form.
- That the administration of medicine is at the discretion of the individual teacher.
- That medicine will **not** be administered if the items are **not in their original packaging**.
- That medicine will **not** be administered if the dosage is **not in accordance with the information** provided on the package.

Name of Student: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Class / Year: \_\_\_\_\_

Date(s) medication required: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Description of medication: \_\_\_\_\_

Please include full name and type: ☐ liquid or ☐ capsule

\_\_\_\_\_

Medication in original packaging: ☐ Yes or ☐ No

Dosage & method: \_\_\_\_\_

Time(s) medication is to be given: \_\_\_\_\_

Name of parents: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_