



Boarding Handbook

To be read in conjunction with the JFK Parents Handbook

Introduction:

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.

Your main port of contact for any issues relating to boarding is Ms. Samantha Jones, our Head of Boarding.

The rest of the Boarding Team will also be on site and happy to assist you with any pastoral needs within their respective Houses:

Boys' Boarding House	- Mr. Yannick Muzenga (Mr. Yannick)	- Yannick@jfk.ch
Girls' Boarding House	- Ms. Cass Giedre Milutyte (Ms. Cass)	- Cass@jfk.ch
Junior Boarding House	- Ms. Hayley McIlvean (Ms. Hayley)	- Hayley@jfk.ch
Senior House Cover	- Ms. Karen Minto (Ms. Karen)	- Karen@jfk.ch
Junior House Cover	- Ms. Margarida Alfama (Ms. Margarida)	- Margarida@jfk.ch

Please read the following guide carefully, complete the 'Boarding Declaration' (*Appendix 1*) 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:

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 principles of boarding will be carried out in line with the School's policies and procedures to ensure the safety and wellbeing of every individual.

In short our specific aims are to:

- **Safeguard and promote the welfare of each boarder by:**
 - Creating a Home away from Home based around an atmosphere of mutual trust and respect within the House
 - Overseeing the happiness and development of our boarders through a community where we can all live and work together
 - Providing an environment which is safe and free from danger
 - Providing accommodation, which is comfortable, well maintained and appropriate to the boarders' needs

- **Promote life skills to:**
 - Enable boarders to grow into independent, disciplined and self-reliant adults
 - Enable boarders to develop good relationships with all sectors of the community
 - Enable boarders to develop their own moral, spiritual and social values
 - Enable boarders to fulfill their intellectual, academic, sporting and creative potential

- **Provide boarders with opportunities within our boarding provision to fulfil their full potential by:**
 - Providing time within the structure of the House program for boarders to discuss issues with a variety of adults and peers
 - Providing a framework which will allow boarders to achieve a high standard in their interests and academic pursuits
 - Arranging varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings

New Boarders:

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:

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 a member of the Boarding Staff 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:

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 your 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 to 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:

We ask that parents confirm their child's travel arrangements with the Head of Boarding as soon as possible.

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 limousine company, providing a safe and reliable service in comfortable vehicles. Where numbers permit, the School will offer to make group travel arrangements. Transfers can be booked through the Head of Boarding via our 'Travel Form' (*Appendix 2 & 3*) 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 Head of Boarding upon arrival at School so that they can be stored securely.

Absences:

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:

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 Head of Boarding by **Thursday Lunchtime** at the latest. This gives us the opportunity to organise our weekend activities and make catering arrangements. It is also required for security purposes. 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, a 'Leave Form' (*Appendix 4*) must be completed and signed off. If permissions are not received 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 Head of Boarding.

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):

Senior Routine:

06h45	Wake-up
07h45	Breakfast
08h15	Homeroom registration/classes start
15h45	School day finishes - snack
16h00	Free-time and extra-curricular activities
17h00	Supervised homework session
18h00	Dinner
18h30	Evening routine (showers, laundry, etc.)
19h30	Electrical time
20h30	Registration
21h00	Reading time
21h30	Lights out

Junior Routine:

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

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

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
15h00	Electrical time
18h00	Dinner
19h00	Free-time/movie/activity
22h00	Bedtime

Town:

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 Boarder.

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:

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
- Library
- Mini-kitchen
- Snack area
- Cafeteria
- Table football
- Table Tennis Table
- Outdoor play facilities
- Garden trampoline

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:

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 sole 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:

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:

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 within the Houses.

To limit the use of single use plastic we will also be providing all our boarders with a welcome package which will include:

- Reusable JFK Water Bottle
- Reusable JFK napkin for mealtimes
- Reusable shopping bag
- Laundry Bag

Please note that any students needing top ups during the year will be charged

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.

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:

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, 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 in writing via the 'Allergic Reaction Form' (*Appendix 5*) 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 10h10
- b) Snack and fruit at 15h45
- c) Milk and biscuits at 20h30 on Fridays & Sundays

Meal times 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:

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):

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:

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. Students must be in possession of both a helmet and lock.

Please note that we have great difficulties helping pupils to keep track of their possessions if these 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.

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

Electronics:

Mobile phones, laptops and other electronic items may be brought to school and from Year 4 upward all students are required to have a computer for academic purposes.

Please ensure that the Boarding Team is aware of how many items your child has in his/her possession by correctly completing the 'Electronics Form' (*Appendix 6*).

We have a strict use of Electronics Policy (*Appendix 7*), which only allows children to access their 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 Boarding House. We have in place a filtered Wi-Fi but require parents to place restrictions on the games/movies that their children are able to purchase.

All electronic items will be collected in before bedtime and will be safely stored and charged until the following day.

Pocket Money:

We are keen to teach the children the value of money and therefore have strict guidelines on the amount of money distributed during the Term. All children will be given between 10CHF - 20CHF 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.

We cannot accept responsibility for the loss of any cash that is not handed in.

There is also 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.

All pocket money, weekend activities 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:

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 1st September 2021 until 31st August 2022. Please request for the detailed coverage through the Main Office if you have any further queries.

Unacceptable Items:

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 or knives.

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

Academic Matters:

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 on your behalf and will feedback any important information.

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 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:

We offer a one-hour session of independent study every evening from Monday to Thursday, with an optional session on a Friday for children to complete their homework. Study time is conducted as per our 'Prep Policy' (*Appendix 8*) and 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.

Reading:

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.

Activities:

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 and their choices will be confirmed with parents within the first week of school.

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, rounders and basketball 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 and Disneyland to name a few.

A boarding weekend activity program will be published on the School website each term.

Accidents and sickness:

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 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 will remain in the Boarding House with a member of staff. We provide close supervision and are in consultation with our local doctor. We discourage our boarders from missing too much school/activities and for this reason we limit electrical time to ensure our patients are receiving the rest needed to recover. Parents will be regularly updated on their child's condition by the respective Houseparent.

Health and Medication:

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 'Allergic Reaction Form' (*Appendix 5*) and any medication must be handed in to the Head of Boarding and parents must complete a 'Permission for Medication Form' (*Appendix 9*) before any outside medication can be administered. We are unable to administer foreign medicine to children without clear, written instructions from parents and medication will only be accepted in its original packaging. The Head of Boarding will assess whether it is appropriate for children to self-medicate, (e.g. inhalers).

It is not necessary to send your children in to School with large quantities of non-prescription medication and children must NEVER bring medication into School that the Staff are not aware of in advance.

If a child feels unwell or has hurt himself/herself, he/she should speak to a member of staff straight away. We have a Sick Bay in the House and 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. Haircuts will be done as per the School Dress Code (*Ref: Parents' Handbook*) and not for leisure.

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:

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.

Mindfulness:

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.

Appearance:

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).

Uniform and Clothing:

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 Head of Boarding will purchase any items needed 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. Children with long hair should have it tied back for health and safety reasons.

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 holidays be done so.

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. 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:

The Boarding Team is responsible for all the laundry in the Boarding Houses and dirty washing is collected daily in baskets provided and is 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:

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. This is displayed in the Boarding House for children and visitors to see. Consistent progress in these areas will be acknowledged at the end of each term with a reward.



Every week the children are awarded a set of 'smileys' to represent their progress in the Boarding House.

-  = Excellent
-  = Expected
-  = Needs improvement

At the end of each term the children with the highest number of 'Green Smileys' will be rewarded with a special outing, meal or prize!

We also have a more informal system of Red Crosses and Green Ticks to run alongside and support the Smiley System.

Sanction Chart Boarding House

Red Crosses will be given to boarders as a consequence for unacceptable behavior in the House. This may include a lack of organisation, manners, respect or conduct.

Name:	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3

Once a boarder has obtained 3 Red Crosses they will receive one of the following sanctions:

- * Loss of electronics time
- * Early bedtime
- * Loss of town privileges
- * Loss of film night

Reward Chart Boarding House

Green ticks will be awarded to boarders for exceptional acts out of the normal expected behavior. They may be awarded for academic, social, personal or extra curricular purposes.

Name:	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3

Once a boarder has obtained 3 Green Ticks they will receive one of the following rewards:

- * Additional electronics time
- * Later bedtime
- * Additional town privileges
- * Choice of film

Unacceptable behaviour 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 and other incidents, pupils may have 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:

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.

Access to the Boarding House:

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.

We would also ask that parents do **NOT** to go into the students' bedrooms, as this does not give the other boarders the privacy to which they are entitled. A member of staff will be more than happy to call upon your child for you and show you to one of our common areas to wait.

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:

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, Skype 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.

For any urgent matters after this time please contact the Head of Boarding directly.

Communication with the Boarding House:

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:

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: the contact person's name, relation to your child, address and telephone number.

Useful Contacts:

JFK International School
Chilchgasse 8
3792 Saanen
Switzerland

Tel: +41 33 744 13 72
Fax: +41 33 744 89 82
Website: www.jfk.ch

Head of Boarding: + 41 79 273 85 94

Boys' House - +41 33 744 65 19

Girls' House - +41 33 744 65 20

Juniors' House - +41 33 744 00 85



Head of Boarding: Samantha Jones
Email: samantha@jfk.ch



Boys House Parent: Yannick Musenga
Email: yannick@jfk.ch



Girls House Parent: Cass Giedre Milutyte
Email: cass@jfk.ch



Junior House Parent: Hayley McIlveen
Email: hayley@jfk.ch



Office: Jean-Michel Matti
Email: info@jfk.ch



Head of School: Henri Behar
mail: henri.behar@jfk.ch

Boarding House Packing List

CASUAL CLOTHING		ACCESSORIES
10 underwear		1 pair of gloves
10 socks		1 winter hat
3 hiking socks		1 cap
2 pairs of jeans/trousers		1 sunglasses
4 t-shirts		1 backpack
2 long sleeved t-shirts		1 water bottle
2 shorts		1 headlamp
2 sweatshirts		PERSONAL ITEMS
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		WINTER EQUIPMENT (to be brought from home)
SHOES		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 shoes		WINTER EQUIPMENT (rented by the School)
1 pair of winter boots		1 pair skis
		1 pair ski boots
ELECTRONICAL ITEMS		1 pair ski poles
Mobile phone/iPad (optional)		1 ski helmet
Mac computer (Year 4 - 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





Boarding Declaration

Child's Name:

- I confirm that I have read and understood the information stated in the Boarding Handbook and agree to the terms and conditions contained within it.

- I agree that the Head of Boarding will act in loco parentis for my child while they are a boarding student at JFK.

Signed:

Date:



John F. Kennedy International School

TRAVEL FORM

Name of Child:

I require transfers to the JFK International School

From Geneva (500CHF)

From Zurich (750CHF)

* Additional charges may occur for waiting time, UM services or luggage expenses

Arrival date:

Arrival time:

Flight details:

I require transfers from the JFK International School

To Geneva (500CHF)

To Zurich (750CHF)

* Additional charges may occur for waiting time, UM services or luggage expenses

Departure date:

Departure time:

Flight details:

My child will be travelling as an Unaccompanied Minor (please also fill out attached UM form).

Date.....

Signature of Parent.....



John F. Kennedy International School

UNACCOMPANIED MINOR FORM

Name of Child:

Please use the details of the Head of Boarding for your child's outbound UM form:

Collecting Adult: Samantha Jones
Passport/ID Number: 538992643
Telephone Number: 0041 (0) 79 273 85 94
Address: John F. Kennedy International School
Chilchgasse 8
Saanen 3792
Switzerland

Please fill out this section for your child's return UM form:

Collecting Adult:
Passport/ID Number:
Telephone Number:
Address:

I have attached confirmation of payment for this UM service

Date.....

Signature of Parent.....



John F. Kennedy International School

LEAVE FORM

Name of Boarder:

Date/time of departure:

Date/time of return:

This section should be completed by the host

Name of host:

Contact number:

Address:

Details of activities/excursions:

- I assume responsibility for this child during the period stated above and understand that this responsibility cannot be handed to a 3rd party at any time

Date.....

Host Signature.....

This section should be completed by the Boarder's Parent

- I agree to this Leave request and the details stated above

Date.....

Parent Signature.....



John F. Kennedy International School

ALLERGIC REACTION **ACTION PLAN**

Please complete in conjunction with your family doctor

Name of Student:

Date of Birth:

Class:

Allergy:

Reaction (please give details of symptoms which are displayed if reaction occurs):

Procedure (please give details of the action that should be taken, including medication or medical assistance):

Date:

Doctor Signature/Stamp.....

Parents Signature.....

*If medication is required please also complete the Permission for the Administration of Medication Form.



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 attached 'Use of Electronics' document to highlight the conditions of electronic use within the Boarding House.

If your child is returning to the Boarding House with any electronic devices please complete the form below:

Child's Name:

My child is bringing the following electrical items into the JFK Boarding House (please indicate the number of items next to each box):

- ___ Phone
- ___ iPad
- ___ Computer
- ___ Other (please state)

My child has read and understood the JFK Boarding House 'Use of Electronics' document (attached).

I have applied the relevant age restrictions to my child's electrical items and support the JFK Boarding House in monitoring my child's online use.

Signed.....

Date:



John F. Kennedy International School

Use of Electronics

1. The use of electronic items is restricted to specific times (see daily routine) unless otherwise stated by the Boarding Staff.
2. Electronics should be stored tidily 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 charged in the computer cupboard overnight for use in School the next day.
5. All boarders should have their own chargers for their electronic devices and these should be clearly named and only stored in the computer cupboard when in use.
6. Boarding students are only allowed to access content on their electronics which is appropriate to their age (this includes games, apps, films, music, etc).
7. Boarding students are only allowed to share content with other students if it is also appropriate to the age of that student.
8. Electrical time should be conducted in a public place and never behind closed doors
9. Boarding Staff have the right to check boarders' electrical items and confiscate them if they are being used inappropriately or not in conjunction with the guidelines above.

**THANK YOU FOR YOUR COOPERATION
ENJOY THE SAFE USE OF YOUR ELECTRONICS!**



John F. Kennedy International School

Prep Policy

1. Snacks and drinks should be eaten before Prep time.
2. Every child should bring the correct homework and all necessary equipment to the start of Prep. No one should leave the prep room without permission.
3. Prep should be independent study. Pupils may request assistance from staff but should not disturb other students.
4. Homework should be done in silence.
5. Computers should be used for research or work only.
6. Only once all homework is finished and signed off may Senior Boarders use their computers for free time activities providing they do not disturb others.
7. At the end of Prep children should leave the room tidy and make sure they are up to dinner in sufficient time.
8. Pupils with unfinished prep will need to continue after dinner in their free time.
9. An optional study session will be available on a Friday afternoon in the Common Room for those needed additional time for work. Over the weekend any outstanding homework should be completed during electrical time.

HAPPY STUDYING!



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: _____