

THE BOARDING HOUSE

HANDBOOK FOR PARENTS

JERUDONG INTERNATIONAL SCHOOL



I am delighted to welcome your child into the Boarding House community at Jerudong International School.

Boarding at JIS is flourishing. Following restructuring and development in physical resources over the last five years we now have a boarding community that consists of five boarding houses, two boys and three girls, each with around sixty four students. Still referred to as the Boarding House, a reminder of when we had just one house, the new structure is vibrant, busy and a wonderful place for children to live and work. With so many boarders your son or daughter will mix with plenty of similar aged, like minded children, where finding a friend (or several) couldn't be easier.

New boarders will worry that they will not know anyone, or that they will not know where to go, and that they will miss home, but let me assure you that boarding at JIS will come to them far more easy than either they or you will have thought possible.

For one thing, it is the nature of international schools that students come and go, and at JIS your son or daughter will find that they are not alone when joining the School or Boarding House. This year we are expecting over 80 new boarders! To help settle your child into school and boarding life we have a fabulous staff team of tutors ably assisted in the Boarding House by our prefects, their deputies and a team of volunteer mentors and buddies whose aim is ensure that all new boarders feel welcome and settle in quickly. Of course your child or children will miss home and family. We can't ever replace that, but we will try our hardest to create a home away from home during the working week, where individual needs are accommodated as best we can, and where friendship, loyalty and a sense of belonging to a much larger family act to build a happy and homely environment.

JIS boarders also have the added benefit of going home each and every weekend and during school holidays, so a slice of home life is only ever five days away at the most. We know that

parents and siblings remaining at home will struggle initially with the anxieties associated with sending a child off to boarding school but, again, parents will find that weekly boarding makes the whole boarding experience a very pleasant and well balanced arrangement. During the week students can focus on their studies and maximize their sporting, creative arts and social lives by taking full advantage of the vast range of opportunities on offer after school. Then at weekends, they can spend quality time at home with their families, catching up with the gossip or simply chilling out and recharging their batteries. We even give every single boarder a free email account, and provide ample free access to over one hundred networked computers just in the Boarding House so that they can touch base with their family whenever they like during their free time.

Boarding generally comes about as a result of a necessity. We try to ensure that it is a great way for those who choose to board to learn to really appreciate life and the friendships they make. Boarding at JIS fosters good practices, routines and life skills and it promotes independence, initiative and self-confidence. Boarders become more aware of the needs and aspirations of others and make them into good friends, who are tolerant and understanding of the differences between people.

Our aim at the Boarding House is to make each student's boarding experience a happy, safe and productive one, ensuring that all students fulfill their potential in academic, extra-curricular and social terms.

This handbook is a work in progress, but it will give you an idea of some of the main features of life in the Boarding House at JIS.

John White
Head of Boarding

Messages from the Housemasters and Housemistresses

EAGLE HOUSE

My wife Gill and I live and work in Eagle House which is a large, modern and extremely well resourced boarding house, being only four years old. We are ably supported by Mr Matthew Legg who lives with his family within the main building. There is also our residential boarding house nurse Ms Wheltz Domingo who lives in the heart of Eagle House. Our house can sleep up to sixty four boarders and this year we expect to be full to capacity. Pupils sleep in rooms of 2, 3, 4 and 5, with younger boys in larger rooms with more to a room going up to sixth formers who share in twin rooms. In previous years we have had the luxury of having our Head Prefect of Eagle House in a single room but this is subject to demand for places which is currently high. Regular routines, clear guidelines and expectations ensure that school work and daily life are easily managed, leaving the maximum time for enjoying the many friendships and activities available. Prefects and staff form an effective team, supporting the younger or new Eagle House boarders. We run our own internal competitions for table tennis, chess, pool and these are all fiercely contested. Eagle House also runs outings and

trips as well as house innings where we play indoor hockey, sock wrestling, and traditional party type games. Eagle House organise an annual Talent Show competition early in the first term for all of the boarding houses to enter. This comes as a fascinating and fun ice breaker event and helps all boarders to feel comfortable and settle in quickly becoming part of a happy family away from home. Study forms a central part of the evening routine and Eagle boys know that working hard will pay dividends in the future. Eagle House boys approach life with confidence. They take up positions of responsibility throughout the Boarding House and at school.



John White



IBIS HOUSE

Ibis House presently has beds for sixty boarders and occupies Blocks 5, 6 and 7. It has a common room with a table tennis table, an aquarium, a large screen LCD television with satellite television and comfortable seating and kitchen amenities. There are three members of staff: Mr Alvin Darwin, the Housemaster, Mr James Gajitos and Mr Cyrus Villanueva, the Boarding House Tutors for Block 5

and 7. Ibis boys are very proud of their House. They come from a variety of backgrounds and celebrate the cultural diversity of the House at special times of the year. Ibis boys are very active and participate in all kinds of sports, clubs and special interest organisations such as the Duke of Edinburgh Award.

Alvin Darwin

KINGFISHER HOUSE

Kingfisher House is a warm and welcoming environment. The house comprises 4 blocks for eighty girls, from Year 7 to Year 13. The girls' rooms are bright and comfortable, and provide them with a space they can make their own. The house also has four communal areas where the girls can socialize and develop positive and supportive friendships as well as making their hot drinks and snacks. One of these areas is used as an art room, while the other three have televisions, a Wii console and various boards games for the girls to enjoy in their free time. Outside, they have easy access to a small tennis court, a basketball court and a badminton court.

Each of the four blocks provides accommodation for between sixteen and twenty two girls, with a resident Boarding House Tutor or Housemistress in each who ensures that the girls live in a house where they feel at home. We also have a Head Prefect and three deputies who act as "big sisters" to the girls and offer advice and encouragement.

Each girl has the opportunity to pursue her interests, develop her talents and feel confident to try new things. We are lucky

to have on our team two nurses, Mrs Michelle Diamante and Miss Zarina Latip, and Ms Foo, who is a Learning Assistant in the Junior School. As for me, I am a language teacher who enjoys outdoor activities and art. My husband also works at JIS as a Physics teacher and the Academic Director. We have two boys, Theo (7) and Malo (5).



All Kingfisher girls are active and adventurous. Last year they showed their initiative and enthusiasm by taking part in a wide variety of activities offered at school and within the Boarding House community. They love a challenge and support each other so they can all achieve their best with a great feeling of camaraderie.

Gwendoline Sandow

HORNBILL HOUSE

Hornbill House is home to sixty four girls from more than ten different countries, ranging in age from 11 to 18 years. Girls are accommodated in three purpose-built mixed age blocks. Each block has its own character and older children mix with younger ones freely. Students settle in and make this their home-away-from-home very quickly.

Each block has a kitchen area, where students can socialize, watch television and prepare simple snacks. There is also a resident Boarding House Tutor, who is the first port of call in case of any problem. It is the tutor who wakes the girls in the morning, ensures they get off to school on time, checks uniform and, at the end of the day, puts them to bed.

Students in Years 6 to 10 do their homework in the Hornbill study, which has fifteen computers with internet access, a printer and a growing collection of books. Older students have the privilege of working in their rooms if they wish; however, they are welcome to use the study. Every evening, study is supported by non-resident members of the teaching staff.

Hornbill is not just a place for work; students also lead an engaged and active life with many activities occurring throughout the year. There are usually two trips out during the week, and recreational facilities include a range of sports, Nintendo Wii

and board games. In addition, students (under the leadership of their prefects) organize inter-house activities, block innings, and whole Boarding House events such as the annual *Lip Sync* and *It's a Knockout*.



In recognition of the diversity of our girls, we often celebrate festivals. Last year, prefects organized an Open House for Chinese New Year, Hari Raya celebrations and Secret Santa at Christmas.

We are very much a family. As well as the girls, Hornbill is home to my family (my husband, Dominic, and our two children, Ellie (7) and Luqa (4)). I think it is true to say that the boarders enjoy having the young children around, and I know that my children enjoy the attention of the 'big girls' too! Block 8 is home to Victoria de Guzman, who is also the matron of the Boarding House and is responsible for the day-to-day running and maintenance of the blocks. Finally, Beth Trustrum is the tutor of Block 10, where she lives with her unusually named cat, *Duck*. Beth teaches Design Technology at the school when she's not at Hornbill.

Rebecca Briffa

OSPREY HOUSE



At the time of writing Osprey House is under construction and due to be brought to life with over sixty girls in January 2012.

This latest home has been designed on the same style as Eagle House with three floors, each with its own kitchen and common room areas and plenty of showers and bathroom space. Pupils' bedrooms accommodate two or four students with personal space for clothing

and study. Osprey House has a study area where supervised evening study ensures school work is completed and help is available when needed.

My husband Guy and I have worked in boarding schools in

England and New Zealand and we are very much looking forward to once again being part of a vibrant, happy community. I have found over the years that a happy house is one where the pupils feel valued and respected, where they feel at home, where routines are established to ensure an organised and safe environment. As Housemistress I will be assisted by Mrs Lynsay Scott and Miss Zarina Latip and a body of Boarding House Prefects.

Each house develops its own character and loyalty and it is hoped that Osprey girls will forge strong, supportive relationships, that they will make the most of the opportunities on offer and that like the Osprey, they will soar to great heights and experience success in many areas of their school life.

Claire Velzian

General Information

IMPORTANT CONTACTS

Mailing address:

PO Box 1408
Bandar Seri Begawan BS8672
Brunei

Street address:

Jalan Universiti
Kampong Tungku
Bandar Seri Begawan BE2119
Brunei

Telephone: + 673 241 1000

Website: www.jis.edu.bn

Facsimile: + 673 241 1010

Email: enrol@jis.edu.bn or office@jis.edu.bn

Head of Boarding

Eagle Housemaster

John White

Email: john.white@jis.edu.bn

Telephone: + 673 241 1000 (ext 3110)

Mobile: 8722074

Ibis Housemaster

Alvin Darwin

Email: alvin.darwin@jis.edu.bn

Telephone: + 673 241 1000 (ext 3008)

Mobile: 8646528

Kingfisher Housemistress

Gwendoline Sandow

Email: gwen.sandow@jis.edu.bn

Telephone: + 673 241 1000 (ext 2431)

Mobile: 8811780

Hornbill Housemistress

Rebecca Briffa

Email: becca.briffa@jis.edu.bn

Telephone: + 673 241 1000 (ext 3000)

Mobile: 8893594

Osprey Housemistress

Claire Velzian

Email: claire.velzian@jis.edu.bn

Telephone: +673 2411000 (Osprey House)

Mobile: 7144796

Boarding House Reception

Nurul Fasihah

Email: nurul.fasihah@jis.edu.bn

Telephone: + 673 241 1000 (ext 3111)

Boarding House Nurse

Wheltz Domingo

Email: wheltz.domingo@jis.edu.bn

Telephone: + 673 241 1000 (ext 3112)

Immigration Officer

Hamdani Adam

Email: visa@jis.edu.bn

Mobile: 8898208

Stationery and Uniform Shop

Liza Sheriff

Email: liza.sheriff@jis.edu.bn

Telephone: + 673 241 1000

Term 1

Boarding House Tutors

Block One Tutor: Mrs Michelle Diamonte

Block Two Tutor: Ms Regina Foo

Block Three Tutor: Ms Zarina Latip

Block Four Tutor: Mrs Gwendoline Sandow (HM)

Block Five Tutor: Mr James Gajitos

Block Six Tutor: Mr Alvin Darwin (HM)

Block Seven Tutor: Mr Cyrus Villanueva

Block Eight Tutor: Mrs Victoria De Guzman

Block Nine Tutor: Mrs Rebecca Briffa (HM)

Block Ten Tutor: Miss Elizabeth Trustrum

Boarding House Nurse: Ms Wheltz Domingo

Boarding House Matron: Mrs Victoria De Guzman

Eagle House Tutor Eastfields: Mr Matthew Legg

Eagle House Tutor Eagle Lodge: Mrs Gill White

Eagle House Tutor Eagle Lodge: Mr John White (HM)

BOARDING HOUSE TIMES

The Boarding House is closed after school on Friday, at the weekend and during all holidays. The week starts on Sunday evening with the Boarding House opening at 6:00 pm. All boarders are expected back by 8:30 pm.

Children wake up at 6:15 am and leave the Boarding House for school no later than 7:30 am.

Children return to the Boarding House after school has ended. Dinner is served from 5:00 to 6:45 pm.

THE SCHOOL DAY

Monday to Thursday

7:40 am - 3:00 pm

Morning break: 10:10 - 10:30 am

Lunch: 12:00 - 12:45 pm

After School Activities: 3:15 - 4:45 pm

Friday

7:40 am - 12:00 pm

Morning break: 9:45 - 10:00 am

Lunch: 12:05 - 12:50 pm

Bus Departure: 1:00 pm

STUDY TIMES

Year 6, 7 and 8: 4:30 - 5:45 pm

Year 9 and 10: 6:30 - 8:00 pm

Year 11, 12 and 13: 6:30 - 8:30 pm

LIGHTS OUT

Year 6: 8:30 pm

Year 7 and 8: 8:45 pm

Year 9: 9:00 pm

Year 10 -13: 9:30 pm

AIMS AND OBJECTIVES OF THE BOARDING HOUSE

JIS offers weekly boarding. A few boarders live locally, but most live too far away to commute to school daily. Boarders benefit from the routines, resources and scholarly ethos of the Boarding House. Some students board to prepare themselves for independent life at university. For a few who live outside Brunei, boarding is the only option if they wish to attend JIS.

Boarding in this part of the world is still largely new and unfamiliar to many parents. JIS models itself on the traditional, liberal, British style boarding provision and is now very well established and extremely popular. The demand for boarding places at JIS has increased every year.

BOARDING HOUSE LIFE

The Boarding House is situated within the extensive, and completely private, JIS campus. There are currently five boarding houses (construction of a fifth Boarding House should be completed by October 2011) catering for approximately two hundred and sixty students with roughly equal members of boys and girls. Students may board from Year 6 (eleven years old). There are three mixed age girls' houses and two mixed age boys' houses. Bedroom sizes vary, as do the number of students per room. Children board from Sunday night to Friday afternoon. The Boarding House is closed at the weekends and during school holidays.

Most new boarders visit the Boarding House as part of the application process and undertake a tour before indicating preference for a particular House. We aim to keep boarding life as stable as possible by not moving students around. Belonging to a House is like being a member of an extended family with all the usual ups and downs. We ask boarders to settle into a House for the duration of their time at JIS and only on very rare occasions do we consider moving the student from one House to another. At the end of the school year, we ask the children who they would like to share a room with in the coming academic year, although there are many other factors that influence final rooming arrangements.

The Boarding House is managed by the Head of Boarding who is also currently one of the five Housemasters and Housemistresses. Each Housemaster and Housemistress live in purpose built family accommodation within the Boarding House for which they are responsible. In addition, they have a team of residential Boarding House Tutors who also live in staff accommodation, again within the Boarding House.

FACILITIES

The Boarding House is very well resourced. In the last five years the original Boarding House has been completely upgraded and improved. The school has invested in residential accommodation, better dining facilities, computer suites, student furniture and outdoor recreation facilities. Security has been greatly enhanced with better entry and exit procedures, CCTV, perimeter fencing, coded door locks and gated access.

EMAIL

Each boarder and staff member has a school email account. The addresses are standardised (e.g. my name is John White and my email address is john.white@jis.edu.bn). We ask parents to keep in regular email contact with Boarding House staff as newsletters and information from the school and the Boarding House are all sent out by email, rather than on paper. Electronic communication via email has many advantages for boarding staff and boarding parents and this is our preferred method of communication.

TELEPHONE

Telephone communication, while more immediate, is often less effective as boarding staff have day jobs in school and they are not rostered on duty every night of the week. All general queries during office hours should be directed in the first instance to the receptionist, Nurul Fasihah, who is based in the Eagle House Reception and can be contacted on +673 2411000, ext 3111. Our receptionist will take and pass on messages to the appropriate member of staff. Calls after office hours should be made directly to the appropriate Boarding Housemaster or Housemistress.

Students may make free calls to landlines in Brunei on the phones provided for this purpose (outgoing calls only) but calls are expected to be brief so that all children may use these phones. There is a phone card telephone for student use, adjacent to the small playground. Please telephone your child or the boarding staff at appropriate times. For example, no calls to or by children should be made after lights out. The five senior boarding staff and the nurse make their mobile phone numbers available for parents for emergency use only.

Boarders do not need mobile phones, especially expensive ones. We routinely collect in all mobile phones from younger boarders at lights out time. We ask all boarders to switch their phones off at night time and pick up any communication in the morning.

MEDICAL MATTERS

We have three fully qualified residential nurses who live and work at school. The Boarding House has its own surgery and recovery rooms and is well equipped to deal with minor ailments and injuries. For more serious matters, the nurse has a minivan at her disposal and takes injured or sick children to see the doctors at Jerudong Park Medical Centre (JPMC) which is just a few minutes away by road. For accident and emergency matters an ambulance can be summoned and students are taken to the Accident and

Emergency department of RIPAS hospital which is about fifteen to twenty minutes away.

We ask that BSLD medication is handed to the nurse and dispensed from her treatment room. Parents should inform the nurse of any medical matters, allergies and dietary requirements that pertain to their child.

The Boarding House nurse does far more than simply treat patients. She is actively involved in promoting health awareness and talks with the children on matters such as smoking, relationships, drug awareness and managing examination stress. These can be via formal sessions, organised by the School Counsellor, which are held in the Boarding House and are targeted at appropriate age groups.

GUARDIANS

All boarders **must** have a nominated guardian who will accept responsibility for them if parents are away. The guardian must live within Brunei so that in the event that a child needs to be picked up and looked after during the day or late at night, the guardians are able to arrange this. For example, if there is a single case of H1N1 Influenza in the school, by law, all students in the same class as the infected child must be sent home - not simply back to the Boarding House - and quarantined. Guardianship forms are included in the new student admissions pack and parents need to complete and hand in the form, keeping it up to date. In the event of an emergency the School should be able to contact the guardian to arrange for the child to be collected from school or the Boarding House.

PASSPORTS, VISAS, STUDENT PASSES

All expatriate students attending JIS and living in the Boarding House must comply with Bruneian Immigration Law concerning passports, student visas and student passes. Understanding and complying with the regulations is a difficult business. Parents are ultimately responsible for ensuring that their child complies with the regulations. We retain the services of two agents who acts on the school's behalf in matters of immigration and passports. These agents can be privately contracted by parents who would like their advice or help in such matters. Please email visa@jis.edu.bn for more information.

Boarders quite frequently need to bring their passports to school. Boarders living outside Brunei need their passports to enter Brunei each Sunday and to return home each Friday. For our part, we manage the safe storage of all passports during the normal school week. All passports must be handed directly to Wheltz Domingo who manages the boarders' passports. Failing that, they should be handed to the students' Housemistress or Housemaster. Under no circumstances should boarders keep their own passports in their rooms. Having the correct stamps - chops as they are called in Brunei - is a constant battle as these need to be renewed regularly. If a passport is about to expire or, more frequently, runs out of pages, a new passport needs to be issued and this can take time. During the period without a passport, students are not able to cross national borders and this can mean time spent at home if the renewal process is not carefully planned. In addition, new passports will not have the required chops in them yet (multiple entry visa, student pass, etc) and problems then arise at border crossings until these chops are transferred into the new passport. Processing these chops into the new passports takes time and money and can result in a period when the child cannot enter Brunei and has to miss school. Some parents living outside Brunei cannot enter Brunei due to immigration restrictions for some nationalities. These are all reasons a guardian within Brunei is essential.

SOMEONE TO TALK TO

While away from home your child may need someone that they can turn to and talk over their worries and problems. For the most part this will be the Boarding House Tutor who is available for at least part of every day. Students may prefer to talk to their Housemaster or Housemistress or the Boarding House Nurse. In the event that they feel the need to talk to an adult outside of the Boarding House environment, the School Tutor, the Head of Year or the School Counsellor will be the next port of call. Sometimes your child will just want someone and not necessarily an adult to listen. They need someone that they feel they can trust and this is where the Boarding House Prefects, Head Boy or Girl, or one of the children acting in a mentor capacity can help. At the beginning of each year in the Boarding House, a group of experienced boarders volunteer for training in mentoring. Under the careful guidance of the School Counsellor these mentors run ice breaking and team-building activities, generally, but not exclusively for the new and younger boarders. These students become 'buddies' that the new boarder can turn to for a listening ear or advice.

BOARDING HOUSE PREFECTS

Each of the Boarding Houses has four prefects chosen by staff from the oldest year groups. One prefect from each House takes on the role as Head Prefect. Prefects are responsible senior pupils, who assist in the running of the House and provide an exemplary role model for younger boarders.

Prefects support and complement the Housemaster or Housemistress and Boarding House Tutors. They are appointed by the Housemaster or Housemistress.

Over the course of the next year, all prefects receive basic training in mentoring, counselling and combating bullying. A team of residential staff and the counsellor help to train prefects and get them to bond and develop their 'people skills' further. In many ways, prefects are the eyes and ears of the Boarding House, often more easily able to identify issues early and seek appropriate solutions, through liaison with the Housemaster or Housemistress.

INDUCTION OF NEW BOARDERS

Whether your children arrive on the first day by bus, car, plane or boat, they will be introduced to the Housemaster or Housemistress and shown to their rooms. Boarders are encouraged to make their rooms as homely as possible and there are pin boards for them to personalize their space. Bedding, including duvet covers, pillow cases, sheets, pillows, mattress covers and duvets are provided and laundered weekly but students may bring their own as long as they are named. Once they have unpacked and organised their belongings, they say farewell to mum, dad, brothers, sisters and anyone else who has come along to settle them in and then the adventure begins.

Parents will be given the contact details of their child's Boarding House Tutor and Housemaster or Housemistress. Pocket money can also be banked with House staff. We recommend that around \$5 to \$10 per week is needed so most parents bank \$100 in cash initially which can be topped up. Medication and medical information must also be passed on to our resident nurse at this stage, before the parents depart.

CATERING

All catering is done on site by staff from the Empire Hotel and Country Club who are highly skilled in providing Asian and Western dishes, all of which are halal. In addition to meals cooked on a three or four week cycle, the Empire staff also cater for those with specific dietary needs. We have very recently upgraded the kitchen and servery and provided new seating and dining tables. The result is a first class dining experience. All meals are included in the boarding fees and snacks and drinks are freely available. Existing students will testify that the food is tasty, varied and plentiful. We have an active food committee made up of student representatives from all ages and both sexes, who debate issues that arise concerning our catering provision. The catering staff are keen to provide an excellent service and as food is close to every boarder's heart, the food committee is likely to continue to be one of the most active.

Boarders must attend all meals. Meal times are an opportunity for us to see everyone and keep an eye on the health, social circle, and eating habits of children. There are fifteen small kitchens strategically located adjacent to student bedrooms. These facilities have breakfast bars and lounge areas where boarders have access to a microwave oven, toaster, fridge, and kettle. Boarders are allowed to bring extra snack food to the Boarding House. Noodles are a current favourite!

SECURITY

It is our strong recommendation that boarders do not bring expensive items to the Boarding House. Inevitably, boarders will have some items that they need to keep secure and for this reason every boarder is provided with a lockable wardrobe. Inside that is a second lockable drawer. Please help us and your child by making sure that all personal items are clearly labelled, and by providing them with a couple of small padlocks.

DRESS CODE

Out of respect for the Bruneian way of life we ask all boarders, staff and parents to dress sensitively when around school or the Boarding House. For the most part this simply means ensuring that for boys and girls the body is covered, in particular the underarms, chest, midriff and upper leg. Logos and designs on clothing such as t-shirts should not be offensive. Torn or dirty clothing should not be worn, either. For swimming and sport, sports attire is perfectly acceptable. When relaxing afterwards, around the grounds, over at school or anywhere in public, students should be appropriately dressed.

Each Boarding House has its own unique House t-shirt which boarders are asked to wear to House functions. Many choose to wear these shirts for casual wear. These are on the boarders' clothing list and are available from the Stationery and Uniform Shop. The school has a very simple, smart and comfortable uniform which can be purchased at the Stationery and Uniform Shop. All clothing must be labelled with the student's name.

VISITORS AND TRIPS OUT DURING THE SCHOOL WEEK

The boarding week is a short but extremely full week. While we welcome occasional visits from family members, as a rule of thumb we ask that parents and students save their social activities until the weekends. Everything the children need during the week is here and while they may crave some home comforts, we ask for parents' co-operation in saving treats until the weekend. With 260 children, all wanting a cousin to stay over for the night, or a late night pizza and film sleepover, or a birthday party with cake and family and friends, we simply can't cope. If in doubt, talk to your child's Housemaster or Housemistress in advance to see what will and what won't work. If you do need to visit the Boarding House, please park in the visitors' parking outside Eagle House, having first obtained a Parent Visitors Badge from the security guards at the gate.

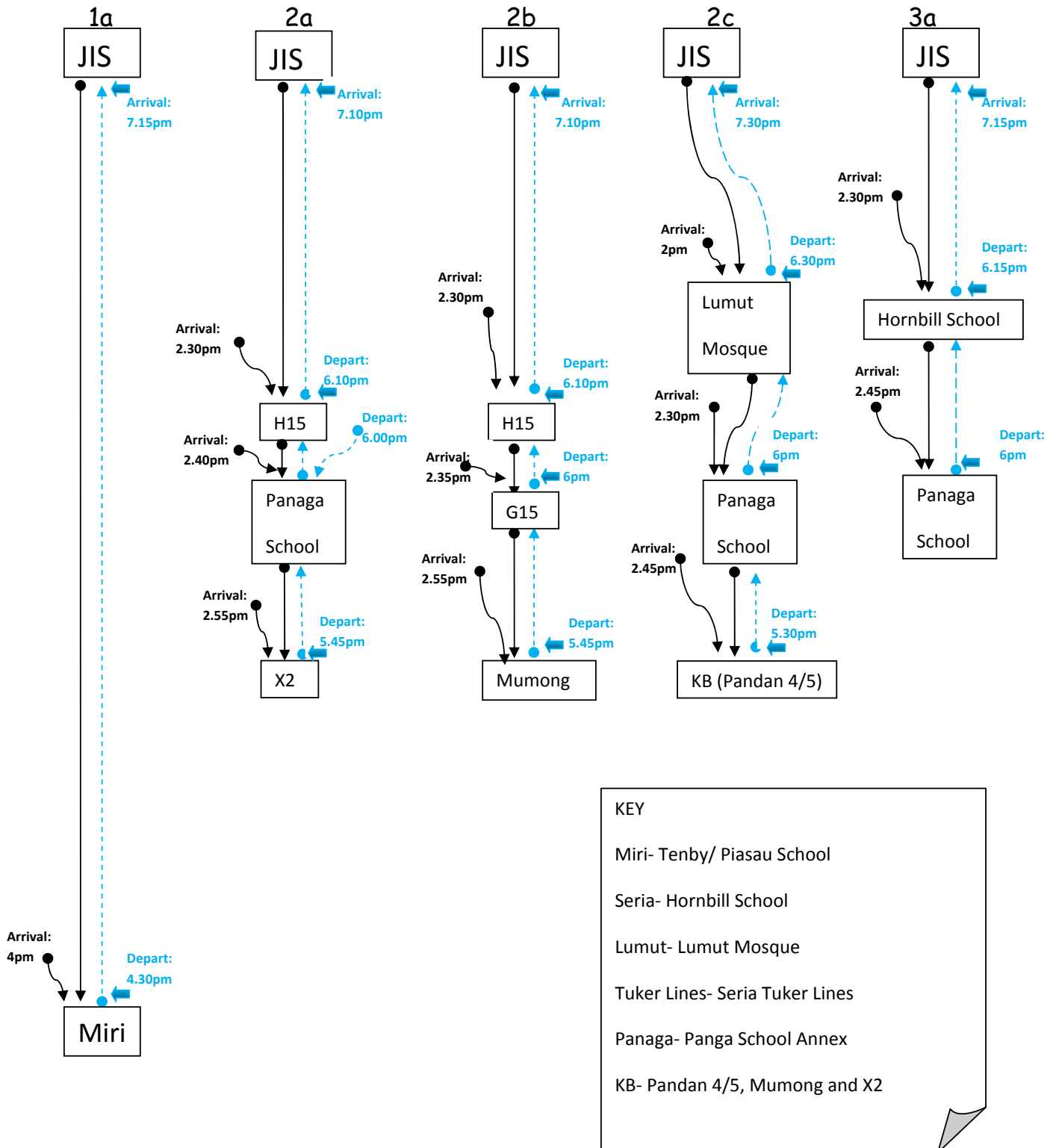
TRANSPORT

Almost all of the 260 boarders travel to the Boarding House on a Sunday evening each week on one of the school coaches and return home at 1:00pm every Friday. A few boarders travel by private transport. Parents should contact their child's Housemaster or Housemistress about any transport queries or changes from the normal routine.

Some Sixth Form boarders may wish to drive themselves to school and back home again at the end of the school week. We ask that anyone in this situation contacts their Housemaster or Housemistress to set up the arrangements in advance. There is a simple form to fill in (available from the Head of Boarding) and instructions are given about where to park and conditions that apply to private transport.

BUS SCHEDULE

All buses depart from the front of Eagle House at 1:00pm sharp.



ROUTINES

Routines are crucial for a safe and smooth operation; children in fact prefer the comfort and stability they bring. The average day can be broken down into these periods: (a) before school, (b) the school day, (c) after school and (d) bedtime. There is a huge amount that goes into the typical student's day and you might wonder how your child will manage without you there. That is where our routines come into play. Initially the children will need a lot of support but it is one of the key strengths of boarding that children become better able to cope as they learn to be more organised, to think and plan ahead, prioritise tasks, get on with what needs doing and seek help only when necessary. It is a steep learning curve when they are new to boarding, but every student adapts eventually and learns to cope.

a) Before School

Students are woken each morning at 6.15am, when they shower and change ready for breakfast and school. Residential staff are on duty until all boarders leave for the short (five minute) walk along the covered walkway to school. At this time, messages are communicated, uniform checked, lunch vouchers issued and any packed lunches issued. For those that need it, more checking is done of homework diaries, homework assignments or stationery equipment to make sure that all children leave with all that they will need for the day. The Boarding House is then secured for the day and staff head off to their day jobs in school.

b) The School Day

Once at school, boarders follow identical routines to day pupils. The single difference for boarders is that they have a \$5 lunch voucher to spend on a meal at lunchtime, whereas day pupils buy their own lunch vouchers. Boarders are encouraged to take an active part in the After School Activities (ASAs). Most boarders take full advantage of the fabulous range of ASAs on offer, quite often doing a single or even a double ASA every night. We ask that all boarders undertake at least two ASAs per week.

c) After School

ASA's start at 3:15pm just after school finishes Monday to Thursday. Depending on their ASA commitment on any given day, boarders may have a couple of hours' free time before dinner and evening study. Supervision at this time is light, with staff covering the key locations such as the office, the dining room, the study, the common rooms and the play areas. Children are asked to change out of their school uniform before embarking on free time. Popular activities include handball, network computer access, basketball, table tennis, football and music as well as 'chilling' and 'hanging around with friends'.

Dinner is an informal buffet, served from 5.00 to 6.30pm each evening in our own dining room. Students are asked to be suitably clothed and sensibly behaved. Special arrangements are made for fasting children during Ramadhan.

At 4.15pm a bell is rung to warn Middle School boarders to get ready for study (also called homework time, or "prep" in some UK schools).

Study time starts promptly at 4.30pm for Middle School boarders and 6:30pm for Upper School and Sixth Form. For all but the oldest students, study time takes place in the supervised computer study rooms. There is a ratio of 1:2 or 1:3 computers per student, so there is ample time for children to be timetabled for computer based homework each night and a staffing ratio of around one teacher to fifteen students.

During study time, students are encouraged to work quietly, on task, with collaborative tasks taking place outside of study time. Study time lasts from one hour for the youngest boarders to two hours for the older boarders and this is ample time to complete all weekly homework, other than work set specifically on a Friday and due in on a Monday. This does mean that diligent and organised boarders are for the most part able to enjoy a family weekend without excessive homework. During the months leading up to public exams, especially the external GCSE, AS level and A-level exams taken in Upper School and the Sixth Form, the burden of homework, assignment deadlines and revision rise. All students, whatever their age, have a JIS homework diary which should be frequently viewed by parents. Diaries should be signed by boarding tutors and parents each week. The homework diary acts as an excellent form of communication about homework issues, if used properly. If parents have any queries about their child's academic performance, they should contact the school directly and ask to speak to the child's Head of Year.

After Middle School study time they have their dinner and then at 6.30pm there is an hour of supervised activity time. During this time, meetings are held, competitions organised or run, health talks, trips to the gym or shopping in town or simply packing their bags for the trip home at the weekend.

After the Upper School and Sixth Form Study times the children have free time where supper is available before the bedtime routine begins.

d) Bedtime

Children have a set time to be back in their own House, a time to get ready for bed and a time for quiet reading in bed before lights out. These times are dependent on age. Routines of washing, showering, tidying bedroom spaces, preparing one's school bag for the next day, packing ready to go home, making a call home to mum or dad and finally settling down to read or sleep become second nature. Boarders become extremely good at coping with community living, being away from home and being self sufficient. They also become more appreciative of home (though they might not always show their appreciation!).

Once lights go out, all boarders are expected to remain in bed, only calling night duty staff or the nurse if they have a problem. Certainly it is considered a serious breach of trust if boarders are found outside of their rooms without a valid reason.

TRIPS

Boarding staff organise regular trips during the week especially for boarders. Such trips are fairly modest, such as cinema, bowling, beach trips or shopping trips but they help to break up the routine of the term. Most trips make use of a 44-seater coach for transport, thereby limiting the number of places. We monitor who goes on which trip to ensure fairness.

OUTINGS AND INNINGS

Each House has two major House outings a year and two 'innings' (major events in the House). Attendance is expected at these events as they offer a unique opportunity for the boarders to come together as a community.

BOUNDS

Boarders are expected to remain within bounds during the course of the week. During the school day the Boarding House is out of bounds for all students. Boarders need to be organised as they are not allowed to go back to the Boarding House between lessons or at break if they have forgotten a piece of homework or their PE kit. Parents needing to collect their child during the school day should do so via the Student Centre at school, not the Boarding House.

After the school day, all boarders are expected to be in the Boarding House area unless on an organized ASA or trip. Boarders will need to go back over to school occasionally for public exams. For this they obtain permission from duty staff and sign out.

Boarders should not leave the Boarding House site or the school grounds without first obtaining permission. If a boarder needs to leave the school grounds other than on a school organised trip, he/she must provide written or verbal consent from parents or guardians for the Housemaster or Housemistress, preferably with forty-eight hours' notice (or as much notice as is possible). Text messages or the word of the student is not sufficient proof of consent. The student needs to sign out with his/her own House staff and should be given an exit pass validating their exit with the security guards. The same system is in operation at school for any student needing to leave the school grounds during the school day. In this case, exit passes and consent needs to be forwarded to the Student Centre. Boarders should not get into cars of their friends, their friends' family or their friends' drivers unless written permission to do so has been obtained in advance.

After lights out, all boarders must remain within their respective rooms and Houses.

SMOKING

The school is a non-smoking site.

REPORTING

Formal assessment in the Boarding House comes in the form of a twice-yearly Boarding House report sent to parents at the end of Term 1 and Term 3. In the report, staff indicate how the student is progressing in a number of key areas such as academic commitment and involvement in boarding life. Targets for further improvement are established. Occasionally a formal letter home is required over a disciplinary matter and a meeting is arranged with parents and staff to discuss a way forward. Problems or queries are best raised by parents sooner rather than later.

ACHIEVEMENT AND REWARDS

Celebration of achievement is a regular and integral part of community living. We take pleasure in recognizing every child's successes and sharing this good news whenever the opportunity arises. Recognition of achievement occurs at many levels, from the individual congratulation from a staff member to a commendation at a House Meeting, a full Boarding House meeting or even an award at a major school event such as the end of year Celebration of Achievement Evening.

UNACCEPTABLE BEHAVIOUR AND SANCTIONS

In any community it is necessary to have rules and set procedures whereby all can live and work together effectively. We try to ensure that such rules are kept to a minimum, but a degree of guidance is necessary to ensure that all runs smoothly.

Boarders at JIS are generally very pleasant, easy-going and well behaved boys and girls, but unacceptable behaviour does occur. When it happens, we try to deal with it immediately, fairly and effectively. What we do will depend on a range of interrelated factors. Quite often, but not always, a prime opportunity arises to open the issue up and make a point to a group of children, perhaps all involved to a lesser or greater degree. The staff member involved will be best placed to determine if this is the case. Once the matter has been dealt with and any punishment or apology given, we put the incident behind us and move on. If the matter is thought to be of a more serious nature, staff will consult each other and involve the parents in the early stages. The Boarding House behaviour policy mirrors the School's behaviour policy, with one or two exceptions. Full details are in the homework diaries and on the website.

Minor infringements of rules might be poor punctuality, untidiness, argumentative and aggressive behaviour towards others, eating in bedrooms, poor uniform, messing about after lights out, etc. These are the types of issues that are usually resolved on a one-to-one basis with either the Boarding House Tutor or the child's Housemaster or Housemistress. It is unlikely that it will be necessary for parents to be contacted about the occasional minor infringement unless there is a pattern emerging or the behaviour is part of a wider issue. Sanctions for minor infringements include a telling off, writing a statement and/or an apology, loss of free time, a work unit (twenty minutes doing a chore such as litter picking), loss of privileges (such as early bed or confiscation of any items being misused).

More serious unacceptable behaviour, such as going out of bounds, not doing homework, non-compliance or rudeness towards staff will certainly require more in-depth evaluation, communication with other staff and the parents, and possibly harsher sanctions. A record will be kept of the incident and the child's behaviour will be monitored more closely for a given period.

Most serious unacceptable behaviour such as smoking, the consumption of alcohol or drugs, theft, vandalism, bullying, abusive language, sexual misconduct, serious non-compliance with school rules, more serious out of bounds infringements (such as late at night, or out of school grounds, or being found in the accommodation of the opposite sex), will require a formal meeting with parents with possible outcomes including a period of internal or external suspension. Following this there may be a period of probation during which time the child may be on report, or undergo random drug testing. For the most serious types of unacceptable behaviour or for repeated serious infringements where a pattern of unacceptable behaviour suggests the child has not learnt from their mistakes, they may be expelled from the Boarding House and/or the School. Where a child has broken Bruneian law, such as in the case of theft, the police may be involved.

WHAT THE BOARDING HOUSE WILL PROVIDE

Virtually everything that the boarder needs that is not listed on the boarding students' clothing list is provided by the Boarding House at no extra cost. The Boarding House will supply bed linen, a bath towel, pillow, mattress protector, duvet (doona) and a shower mat. Many boarders, though, like to bring in their own duvet covers, towels, pillow and cuddly toys, and we encourage them to personalise their space in their bedroom. Students are welcome to bring their own posters or wall decorations.

Boarders do need to bring their own towel for use in PE lessons and also their own toiletries. Personal items, all clothing, person towels and bedding **MUST** be labelled with the child's name. Parents may deposit spare 'sew in' name tags with the child's Boarding House Tutor.

LAUNDRY

The Boarding House has an excellent free laundry service. Children may put personal items of clothing, bedding and towels into the wash in the mornings and these will be washed and folded and returned to them that evening. Some children choose to take their washing home with them at the weekends.

CLOTHING LIST

The list below suggests the minimum requirements for each student. Uniforms can be purchased through the Stationery and Uniform Shop. Casual clothing should not have any inappropriate logos, pictures or words.

Boys

Boys will need a school tie and white collared shirt for formal occasions.

School Uniform

- 4 white collar shirts or open neck shirts
- 5 white cotton ankle socks
- 1 Boarding House shirt
- 3 navy blue trousers
- 1 black leather belt
- 1 JIS blue hooded top (optional)
- 1 navy blue tie (up to Year 11)
- black leather shoes

Sports Uniform

- 2 polo shirts
- 1 House colour hat
- 2 cotton socks
- 2 polo shorts or polo sweatpants
- swimwear
- 1 House shirt
- trainers

Personal Gear

- 2 pyjamas
- 6 underpants
- casual shoes
- 3 shorts
- 5 t-shirts
- 2 swimming towels
- personal sports gear
- sun hat
- 2 pair of jeans or trousers

Girls

Girls' clothing must cover shoulders, cleavage and midriff adequately. Short shorts or dresses and skirts are not allowed and neither are spaghetti strap tops.

School Uniform

- 4 white school blouses
- 2 short tartan skirts or long tartan skirts
- 5 white cotton ankle socks
- black leather shoes
- 1 Boarding House shirt
- 1 JIS blue hooded top (optional)
- 1 school tie (up to Year 11. Optional with collared shirt.)

Sports Uniform

- 2 polo shirts
- 1 House colour shirt
- 1 House colour hat
- swimwear
- trainers
- 2 polo shorts or polo sweatpants

Personal Gear

- 2 pyjamas/nighties
- 6 underwear
- 4 bras
- 2 shorts
- 3 singlets
- sun hat
- 5 t-shirts/blouses
- 2 swimming towels
- 2 skirts, jeans or trousers
- personal sports gear

MISCELLANEOUS (BOYS AND GIRLS)

- casual shoes or sandals
- desk lamp
- alarm clock
- face cloths
- coat hangers
- schoolbags
- handkerchiefs or tissues
- toiletries
- sunscreen
- 2 padlocks
- nail scissors
- watch
- shoe cleaning kit
- rain jacket
- headphones
- hair dryer
- games/soft toys
- 2 water bottles
- musical instruments
- sewing kit

BOARDERS BLACK KIT LIST

The following is a list of items that we discourage boarders from bringing to the Boarding House. They are either prohibited by law or not needed for weekly boarders who are able to go home to their families at the end of a busy and productive week. During the week I am sure you would like your children to be happy, busy, active, socially engaged with others, working well on their studies, concentrating fully, sleeping and resting well and eating good healthy meals.

The children are drawn to many of these items, like moths to a flame! They will tell you that it is okay to have them and that everyone else has them. Some of the items, used at sensible times and used properly, can be fine but the problem is that if they are not used properly, or at the appropriate times, they can cause problems. You know your child best.

UNNECESSARY ITEMS

- multi-functional mobile phone
- DVD player
- electronic games machine
- mp3 players
- sticky sweets (especially with wrappers)
- sticky, fizzy drinks
- excessive make-up
- camera
- excessive amount of food and drinks
- take away or home delivery food

PROHIBITED ITEMS

- inappropriate logos on personal items
- inappropriate posters, literature
- kettles
- iron
- matches, lighters,
- candles, fireworks
- chewing gum
- expensive jewellery
- anything that is not named
- loud music systems
- bikes
- perishable food
- laptops (for those below Year 11)
- expensive electronic equipment
- fridges
- modems (e.g.broadband)

LEGALLY PROHIBITED ITEMS

- Weapons of any kind
- Inappropriately rated computer games
- knives of any kind
- Banned substances (e.g. alcohol, cigarettes, prohibited aerosols, drugs)
- Inappropriately rated AVA material on DVD or digital file format

MAP OF THE BOARDING HOUSE

