BOARDING HANDBOOK 2011-2012

Primary Boarding

Welcome

Welcome to ISM. The purpose of this handbook is to give parents and students the basic information necessary to prepare for boarding at the school. We also hope that it gives you some indication of the structure of our residential education programme and who to contact should you feel the need to discuss a matter with us. Our goal is to achieve and promote excellence, help students develop their leadership potential, and create a sense of belonging in our residential environment. If you have any comments or suggestions please feel free to contact us. Your input is crucial to the success of the programme and that of your child. We hope they will have special experience living with us.

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The Five Pillars

In boarding we also have an ethos that is the foundation of our programme: the "Five Pillars." Our aim is to create an atmosphere where five concepts—*Community, Respect, Environment, Communication,* and *Responsibility*—are at the core of everything we do and every choice we enable our students to make. Throughout a student's time in our programme, they will be encouraged to make links between their academic, residential, and social lives and these constructs.

Residential Education

All primary boarders will participate in our 'Residential Education' programme. In primary, this programme focuses on bring The Five Pillars to life. Several times each quarter a special lesson will be prepared by the Primary Boarding Team (usually taking place on Sunday evenings) that will entail enquiry into an open-ended guiding question, similar to the type used in the PYP. There will be one session in the year devoted to each of the Five Pillars. Students will be encouraged to reflect regularly on these pillars, and Residential Education will facilitate a better understanding of why these concepts are important in a residential setting.

The Golden Rules

Inspired by the 'Five Pillars,' primary boarders also write an ethos for their house, which they refer to as their 'Golden Rules'. Together, the 'Five Pillars' and the 'Golden Rules' serve as moral guiding lights. These are buttressed by the strong academic and ethical foundation of the Primary Years Programme (PYP) of the International Baccalaureate Organisation that boarders engage in during their tuition hours.

The Boarding Houses at ISM

At ISM we have accommodation for approximately 120 boarders in 7 major boarding houses, which can be found in three different areas: The Primary Area, The Secondary Girls Area, and The Secondary Boys Area. Each area is supervised by a boarding parent with an assistant who are responsible to the Head of Boarding, and the Head of Campus.

Primary:
Kimbilio *(Shelter)* can house 10 children in double rooms with bunk beds. It also has a relief room for the assistant boarding parent.
Kiota *(Nest)* has room for 9 children, but is however currently not used as a boarding house.

Boys:
Kivuli *(Shade)* had a new extension added in 2009 and can now accommodate 16 students in eight double self-contained rooms, plus 4 students in single rooms. This dorm houses boys M1-M5

Kilele *(Peak)* and **Kipepeo** *(Butterfly)* each have a capacity of 17 diploma students, most rooms are double rooms. Students share bathroom and toilets.

Girls:
Kijana *(Youth)* has 15 student rooms with space for 30 diploma girls, whilst **Kiongozi** *(Leader)* can accommodate up to 25 girls in M1-M5.

Electrical Power

The school power supply is set at 220V AC, so please ensure that any appliance is set for that voltage. All electrical sockets are 3-pin square sockets (UK type). Our large stand-by generator supplies power to all boarding houses during TANESCO power cuts. The school's electrical technician can check any concern about the suitability or condition of electrical equipment. Voltage regulators and surge protectors are advised for larger electrical devices, as the school cannot be responsible for damage to personal equipment that is the result of a power surge. For reasons of safety, students may not burn bug coils, incense, and open candles, or use heaters, refrigerators, kettles or toasters in their rooms.

Daily Routine

The day starts about 06.15. Breakfast is served from 06.40 – 07.15 and is served in the dining hall. Classes start at 07.30 and run until 13.05 (except on Fridays when classes finish at 12.35). A mid-day meal is served after classes at 13.05. During morning classes there is a break from 10.15 –10.35 and at this time boarders can eat the snack in dining hall. The afternoon club programme runs from Monday to Thursday between 13.35 and 15.30. The evening meal is served on weekdays at 18.15 and at 18.00 on weekends. Each afternoon from Monday to Thursday we have a time set aside for study hall. It is usually from 4.30pm to 5.30pm. The children also have some time for quiet activities before bedtime. Actual timings will vary depending on the age and needs of each individual student.
During the weekends, the day starts later and bedtimes also tend to be later. There are many and varied activities organised for weekends, including in-house breakfast, off-campus trips, and a variety of active and creative pursuits. We try to plan activities that will suit the students, who are also involved in this planning process.

Quick Reference Timetables

	SUN	MON to THURS	FRI	SAT
Breakfast	08.45 – 09.45	06.40 – 7.15		08.45-09.45
Classes	-	07:30 – 10:15		-
Snack	-	10.15 – 10.35		
Classes	-	10:35 – 13:05	10:35 – 12:35	-
Lunch	13.00 – 13.30	13:05 – 13:35	12.35 – 13.20	13.00 – 13.30
Clubs	-	13:35-15:30	-	-
Study Time	-	16:30 – 17:30	-	-
Dinner	18.00 – 18.40			
Evening Games	18:40 – 19:30		Times vary.	
Going to Bed	19:30 – 20:00			
Quiet Reading	20:00 – 20:15			
Lights out	20:15			

Meal Times

The kitchen at ISM prepares three full meals and two light snacks per day. The menus are varied and are a mixture of several cultural styles. The kitchens operate a rotating menu but are willing to make changes to this should any special requests be made (e.g. cultural, religious, or dietary). Students are expected to indicate any special dietary needs that they have so we can do our utmost to accommodate them. Requests for changes to menus or meal times for religious festivals such as Ramadan should be made to the Head of Boarding - who manages the catering facility - well in advance. Vegetarian dishes are served at all meals. Students are expected to attend all meals and adhere to all
dining hall rules (i.e. hats are not to be worn in the dining hall and cell phones should not be used). Weekly special meals are also an important feature of our service. We believe that students should be allowed to set the menu at least once a week. Every quarter each Boarding House will have this opportunity at least once, including the Primary Boarding House. At least once a year each Boarding House will also have the chance to dine at a restaurant of their choice off-campus. Meals honouring special occasions such as the end of Ramadan, Christmas, and Easter are also an integral part of our service.

If You Are Sick

If a student is not well enough to be in school they must go to the school nurse. If this occurs when they are in the boarding house, primary boarders should inform their boarding parent, and then go directly to the nurse – the boarding parent will usually escort them. If they feel unwell during tuition time, they should tell their teacher, who will inform the boarding parent. Thereafter they should go straight to the nurse. They should never go back to the boarding house or stay in the boarding house on their own.

Laundry

Laundry will be collected from the primary boarding house two times per week and should be returned within two days after collection. We expect that all clothing be marked with a name or initials. Failure to do this may result in losses and the school cannot be responsible for the care of unmarked clothing. Individual laundry bags, also marked with name or initials, are provided to each student, who may, depending on their age, be asked to list the items they enclose for laundering. We try to ensure that great care is taken during the washing process and request that students do not put any items that are very delicate or not dye-fast in the laundry. Ironing is also done by the laundry staff, but the primary boarding house is equipped with its own iron and ironing board so daily needs can be accommodated.

Packing and Preparing to Come to School

Moshi generally has a warm sunny climate, but it also suffers from a number of cold, wet days. For most of the year we tend to wear lightweight clothing; however, students will be glad to have a sweatshirt or a warm jumper from time to time, as well as a rain jacket for the rainy season. Footwear tends to be training shoes or open sandals. There should be no difficulty in buying toiletries in Moshi, but it is not always possible to get a wide choice of brands. The primary boarding parent regularly makes trips into town, and can collect special items for students on request.

Primary students are required to wear a school uniform that consists of an ISM Polo shirt and the trousers, shorts, or skirt of their choice. Polo-shirts can be purchased in the school reception. If you have any further questions about uniforms, please contact the Head of Primary.

From time to time we have special occasions, so it is a good idea to bring some formal clothes. Parents are requested to check that all clothing is appropriate. T-shirts with logos or slogans that might cause offence should not be brought to school.

We do not allow primary students to bring their own computers to school. All students have access to computers and the internet in the IT Centre.

Packing List

All clothes must be marked with the student's name

Essential

- Underwear
- Socks
- T-shirts (white for sports)
- Trousers
- Jeans
- Shorts (black for sports)
- Jumper or sweatshirt
- Swimming suit
- Training shoes
- Open sandals
- Formal footwear
- Toiletries
- Towels
- A formal set of clothes
- Padlocks
- Mug
- Blanket(s)
- Torch/flashlight
- Dress & Skirt (for girls)
- School Polo shirts

Useful

- Extra sports equipment - maybe
  - Tennis racquet
  - Skateboard
  - Bike
  - Running shoes
- Outdoor Equipment
  - Sleeping bag,
  - Water bottle
  - Rucksack,
  - Rain jacket
  - Walking Boots,
  - Gloves and hat
- Pillow (1 is provided)
- Mosquito Net
- Clothes hangers
- Rubber boots for the wet season
- DVDs/CDs
- CD player/MP3 Player
- Fan
- Table lamp
- Surge protector & voltage regulator

School Bank

At ISM we have a bank just for boarders. The purpose of the School Bank is to help students manage their pocket money. Primary boarders are required to deposit ALL money (pocket money, money for school trips, travel or airport taxes, etc.) in the School Bank. The bank is open at the beginning of each term, as well as twice per week so students can make withdrawals or deposits. Each student is issued with a bank record book, which they may keep in the bank for safety.

Parental Consent Form (PC Form)

Before being admitted into boarding, a Parental Consent Form must be completed and submitted by the child's parents. The Parental Consent Form enables parents to determine the privileges students will be allowed while boarding at ISM. It also aids the primary boarding parent in making informed decisions with respect to boarders. At all times we try to take into consideration the safety aspect of any request. The Parental Consent Form is an opportunity for parents to determine what opportunities and privileges they wish to allow students for the duration of their stay at ISM. We have attempted to make the parental consent form as clear as possible, but should you be unsure of the context of any question please consult the boarding team when you come to register, or write to the primary boarding parent for clarification.

School Trips Outside Moshi

As part of the parental consent form, parents are requested to give permission for students to join school-organised trips within or outside Tanzania. These could include sports or cultural trips. It is common on some trips for students to be accommodated with the families of the host students where a member of the ISM teaching staff will not directly supervise them. Of course, teachers always accompany such trips and are responsible for the students in their care. When students take part in school trips, the Boarding staff sign the following consent statement on the parent's behalf:

"I hereby give my permission for this student to go on the school trip to _____. I understand that while every effort will be made to ensure the safety and health of students during the trip, the School cannot accept responsibility for injury or ill-health either during or after the trip. I understand that it may be necessary for the accompanying staff to administer first aid or basic medication to my child in the event of illness or severe discomfort or to seek medical assistance from a professionally qualified person. I undertake to inform the staff member leading the trip of any illness which my child may suffer from before the trip or of any dietary restrictions or of any reason which may affect my child's ability to participate in certain activities during the trip. I will advise the trip leader of any medication that my child will take with them and the prescribed dosage. I understand that the School cannot be held responsible for any loss of or damage to my child's property during the trip and that insurance in the event of any illness, injury, loss or damage to property is my own responsibility."

Admissions Essay to Boarding

In addition to submitting a general application to be enrolled in the school, ISM also needs the boarder to hand in an admissions essay for boarding. Applicants to boarding who lack enough writing skills in English may receive help from a parent/guardian to complete the admissions essay.

What Can Students do on Campus When They Have Free Time?

There are many sports facilities available to students:

- The swimming pool - open every afternoon and on weekends
- Two tennis courts - open at all times, but sometimes booked for tennis coaching
- Basketball courts - again available when not booked for coaching
- Volleyball courts
- Football pitches
- The indoor sports hall
- Stables
- Playground
- Music practice rooms
- Pool tables
- Table tennis
- Board Games
- Hopscotch area
- Mountain Bikes (Available For Boarders Only)

Some sports equipment is available in the boarding storeroom, and additional equipment may be signed out from the Physical Education (PE) storeroom.

For the times when a rest from sport is needed, students may make use of the library and computer room.

Social Centre

The social centre consists of two large rooms, one of which is used as a games room and the other as a television and video room. The video room is used during tuition time, but is also available for boarders during the weekend. We have a number of stores in Moshi where DVDs can be hired, but sometimes these are of poor quality. If students have any favourite age appropriate movies that they would be willing to let others view, they are encouraged to bring them. There is satellite television available in the video room as well. Our service provides us with a wide range of channels, from educational programming and cartoons to sports.

Visitors

Visitors are always welcome at the school, but we ask that where possible visiting during class times is avoided. All visitors must first be introduced to the primary boarding parent. In the interest of student safety, we try to remain vigilant at all times, checking on any strangers who are on or around campus. Parents or guardians are, likewise, most welcome to speak with the primary boarding parent at any time should they be available. It is helpful, however, to make an appointment in advance if you wish to assure they are available. When visiting ISM, parents are more than welcome to join us for meals. We are also willing to help organise accommodation in the Moshi area. Day students are welcome to visit boarders and join in certain boarding activities with the permission of and approved by the primary boarding parent, but when on campus, day students are expected to adhere to all boarding polices.

Religion

Students are encouraged to practise their own religions. Transport for groups of students is available to places of worship in town. For new students arriving who have no contact with people from their own religion the school can help in making any such contacts. The key is communication. Communicate your religious needs to us and we will strive to accommodate you.

Weekend Invitations

During term time students may be given an invitation to spend the weekend with a friend and their family. This is something that we encourage as it can give a much needed break from the routine of boarding life. Before a student can leave for the weekend, the host family must contact the primary boarding parent by letter, phone or in person. It is of great help to us for catering and activity planning to know how many students will be away from campus at the weekend and for this reason we ask that invitations be made by the Thursday evening preceding the weekend. The supervision of students during their visit needs to be of a similar degree to that offered by the school so that our commitment to the parents of those students is still upheld. The school reserves the right to withdraw permission for a student to accept weekend invitations if we feel that adequate supervision will not be provided.

Accommodation During the Holidays

We cannot accommodate students during the holidays. We therefore request that parents ensure suitable arrangements have been made for their children at these times and that we are kept informed of all travel arrangements.

Leaving Campus

Primary Boarders are not allowed to leave campus unsupervised.

Communication

Parents are requested to advise the school of any special requests or any changes to the parental consent form that they wish to make during the school year. In particular, it is essential that we are advised of the need for a student to leave school early at the end of a quarter or return late at the beginning of a quarter (though we do not recommend the aforementioned, as it is highly disruptive to teaching and learning in the school). It is easiest to contact the school by e-mail or fax on the address/numbers given in the back of this handbook.

In addition the school can be contacted by telephone during office hours (07.30 – 17.00 Monday to Friday), but parents are requested to avoid contacting their children by phone during these times unless in an emergency. Students may telephone from the school office or from their boarding house between 17.30 and 19.45. The internal telephone system also allows parents to contact students directly in all the boarding houses. The extension number for the Kimbilio boarding house is 117.

Vehicles

Boarding students are not allowed to ride on the back of a motorcycle. They may accept lifts in cars only if it is stated clearly in their parental consent form.

Passports and Visas

Please advise us well in advance if you anticipate any difficulties with passports or visas needed for travel. It is the responsibility of each family to assure the appropriate travel documentation is in place prior to travel. Passports and air tickets should be given to the Head of Boarding for safekeeping while students are in residence. The student must ensure they have enough money for departure in the school bank.

Residence Permits

All non-Tanzanian students require a student residence permit. The school can obtain these on behalf of parents/students upon request. The fee is currently US$120 for a two-year permit. For new arrivals in Tanzania, you are advised to acquire a visitor's entry permit on first arrival; the school will subsequently process the application for a residence permit, which may take a while to obtain.

Air Travel Arrangements

The nearest international airport to Moshi is the Kilimanjaro International Airport (KIA) situated about 45 minutes by car from the school. We will send a car for any student arriving by air; however, we request that you provide us with full flight details well in advance. There will be a charge of $25 (per student) for collecting students from Kilimanjaro airport, and $50 (per student) to collect them from Arusha airport.

The Head of Boarding can assist in booking and confirming travel arrangements for students. It is of great assistance if students arrive at school with a return air ticket, but if this arrangement is not possible, please ensure that they have sufficient funds to purchase a ticket in Moshi. Please note that all foreign travel must be paid in foreign currency. Airport tax is usually included in the price of the airline ticket.

If we have been informed of their travel arrangements, the school takes responsibility for students on their arrival at the airport. On returning home the school relinquishes that responsibility once students have boarded the plane.

Medical Care

The school nurse lives on campus and supervises the Health Centre. She is on call twenty-four hours a day. The school doctor is available on call when required. More serious medical problems may be dealt with through one of the local clinics or hospitals, Jaffery Clinic, Kilimanjaro Christian Medical Centre, or Kilimanjaro Hospital. There is a limited dental service in Moshi but travel to Arusha or elsewhere may sometimes be necessary.. The school keeps a supply of disposable needles and syringes and the utmost care is taken when any injections are administered. We have an optical service available in Moshi where spectacles can be repaired and lenses can be manufactured. There is no service locally that can deal with contact lenses. Students who wear glasses are advised to bring a spare set if possible and also to bring their prescription.

Students are not allowed to have medicines or malarial prophylactics in their rooms and must give any medication to their boarding parent. In special cases, such as diabetics, when students are experienced in the treatment process they may, after discussion with the school nurse, retain a suitable quantity of medication in their room. We request detailed instructions from parents on how to deal with any special medical problems. If necessary, we can supply the students with malarial prophylactics. Each day the Head of Boarding is given a report detailing any visits students have made to the school nurse or doctor. This information is available upon request.

A medical form MUST be completed for each student giving as much detail as possible. Several copies of this form will be made and held by (i) the school nurse (ii) the Head of Campus and (iii) the student's boarding parent.

In the event of a serious medical emergency we will do all in our power to contact parents or guardians. We will also inform any person nominated as the student's local guardian/contact. In the event that we are unable to contact parents, we will seek medical advice and accept treatment for your child as needed. Boarding fees include the cost of treatment by the school nurse or school doctor, but parents are advised to take health insurance to cover any additional medical costs.

Fire Drills & Fire Escapes

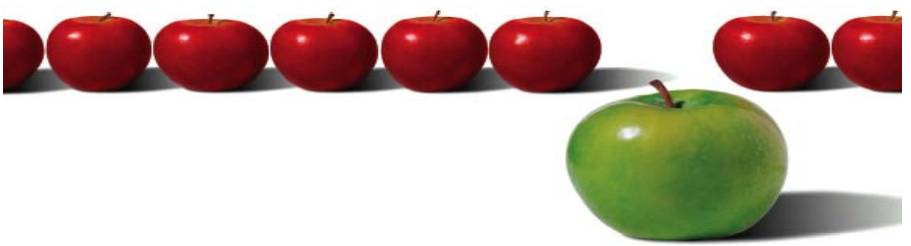
Fire drills take place regularly and the primary boarding parent will instruct students upon their arrival as to the appropriate procedures in the event of a fire and/or fire drill (this information will also be clearly posted in the boarding house). Each room is equipped with a fire escape window. The seal of this window must not be broken unless there is a fire or a drill.

School Rules

Students come from different cultural and religious backgrounds, bringing with them a variety of expectations. Boarding life is different from home life. Here you will be living in a community and sharing facilities. This requires one to develop tolerance, show empathy, and be flexible. In such a setting there needs to be a clear set of expectations. Self-discipline and respectful manners are, likewise, extremely important. It must also be understood that the boarding parent is responsible for a number of your children and it is their obligation to assure that the boundaries are clear and understood by all. In any community, there are consequences for crossing the established boundaries and ISM is no different. However, we believe healthy boundaries (rules) encourage responsibility and respect for each other. The primary boarding parent will go over specific boarding house rules and procedures at the start of the school year (and when new students arrive). The Primary Handbook outlines our general expectations and students will also receive a booklet of school expectations.

Conclusion

We firmly believe that primary boarding at ISM provides students with an educational opportunity that further broadens the richness of their ISM experience. Thus, we encourage them to bring an open mind, and a willingness to learn from their new community. Welcome! Karibu!



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