



**DPS INTERNATIONAL
TEMA, GHANA**

Name: _____

Grade: _____

Admission No: _____

BOARDING HANDBOOK

CONTENTS

PAGE NUMBERS	PARTICULARS
1	WELCOME TO DPSI
1	MISSION AND VISION
2	BOARDING HOUSE CONTACTS
3	BOARDING STAFF ROLES
4	HOUSE ACCOMODATION
5	SCHOOL & BOARDING ROUTINES
7	HOUSE FACILITIES
9	ACADEMIC SUPPPORT
10	FOOD
11	GUARDIANS COMMUNICATION
11	WELFARE AFFAIRS, HEALTH AND EMERGENCY PROCEDURES
13	LOCAL GUARDIAN/GUARDIANSHIP
13	PRINCIPAL'S OFFICE
13	DAMAGE TO THE HOSTEL/SCHOOL PROPERTY
14	RAGGING AND BULLYING
14	ENTRY AND EXIT
14	INTERNET FACILITY
15	SELF STUDY HOURS
15	VISITORS CARS
15	DRESS CODE
15	BOARDERS RULES AND REGULATIONS
17	APPROVED APPARELS
18	RECOMMENDED LIST OF RESOURCES
18	VISITORS AND VISITING TIME.
19	PARENT OR GUARDIAN'S CONSENT FORM

❖ **Welcome to DPSI Boarding**

We are an exciting, vibrant and unique learning school which has something to offer to every child and every family in our dynamic and diverse community. There has been a kind of evolution in Boarding Education in the past of decades.

The advantages can be seen -

- in effective time management to meet commitments
- to develop good working habits and expand academic advantages in well-structured culture and environment
- variety of extra-curricular activities outside school day
- holistic development to fit into a universal platform

When pupils join DPSI, they experience a sense of belonging to make positive contributions as they share their problems and celebrate their victories. Living and working in DPSI provides a safe training ground within which to develop critical 21st Century life-skills, such as the importance of communication, consideration and compromise, lessons which cannot be taught as effectively in the classroom - skills that will last them for a lifetime. We rate greatly our extensive array of community cooperation's and look to employ teachers who are also zealous about active community service for themselves and the children in their care. We are very proud of the action our students and community members take and our obligation to our local community partners.

❖ **Mission Statement**

MISSION

- To ensure dignity and respect of every learner
- To ensure high quality of instruction and delivery focused on improving student outcomes.
- To encourage self-being and determination in students to achieve personal potential within a caring environment.
- To prepare globally competent citizens of the future

VISION

DPSI Ghana believes in not only honing the academic skills of students but also their emotional, mental, and social skills and thus prepare them for life.

The high standard teaching practices are both reflective and responsive to the needs of our students and the demands of the 21st century.

We endorse a 7 R's framework as our core values at DPSI Ghana.

- Respect
- Resilience
- Responsibility
- Righteousness
- Recognition
- Reflective practice
- Research and enquiry

❖ **BOARDING HOUSE STAFF DETAILS & CONTACTS**

GIRLS:

Hostel Coordinator: Ms. Gurpreet Kaur 0500051070
Resident Warden Ms. Perpetual 0246214330
Visiting Tutor: As per students' requirement

BOYS:

Hostel Coordinator: Ms. Gurpreet Kaur 0500051070
Resident warden: Mr. Michael 0240963300
Resident staff: Mr. Atmanand 0269807803
Visiting Tutor: As per students' requirement

Please feel free to contact the relevant House staff at any time on the numbers above; they will be happy to take your call. If staff is unavailable, please leave a message and your call will be returned as soon as possible.

Alternatively, you may prefer to use email as a method of communication and this is also acceptable; Emails will normally receive a response within 24 hours of receipt.

Head of boarding mail id: **hostel.coordinator@dpsghana.edu.gh**

Other important contact details:

School Office: 0556620540

Principal: 0544353199

Mail ID: principal@dpsghana.edu.gh

Finance Office: 0540109990

Medical Centre: Ms. Doris

Parents are welcome to ring the boarding staffs but please do not ring during late hours. The optimum time is between 8:30am -6:30pm

❖ **BOARDING STAFF ROLES**

Aims and Functions

- Under the direction of the Head of Boarding to act “in loco parentis” for the students and to provide all boarders with the best possible experience of a boarding education by ensuring a challenging and supportive environment: a home away from home for boarders.
- To ensure the safety, good discipline and pastoral well-being of all boarders, especially ensuring that safeguarding procedures are followed.
- To ensure that the pastoral needs of students are fully met.

Boarding Supervisor should:

- Be concerned for the student’s development – academic, social, personal welfare and ensuring the safeguarding of each student.
- Liaise with daytime duty boarding supervisors/ Nurse and Head of Boarding with regards to the students’ academic and pastoral welfare.
- Develop awareness of general health, hygiene, eating and sleeping natures and keep the boarding supervisors/Head of Boarding informed of any concerns.
- Monitor behaviour and deal appropriately with any disciplinary issue.
- Ensure that all polices are correctly followed.
- Support the school’s disciplinary policy.
- Patrol the accommodation on a regular basis to ensure all students are in their own rooms and good behaviour is maintained.
- Ensure the safety and security (physical and emotional) of all students in the House at all times when they are in the school’s care.

Boarding Records

The Boarding Supervisor is expected to participate in:

- Maintaining administration files detailing procedures and routines.
- Keeping careful records pertaining to permissions to leave with guardian or parents.
- Ensuring that the ‘handover’ log book, discipline, medication, sanctions and other centralized records are kept up to date.
- Maintaining records of all communications/contacts with parents and guardians.
- Take part in appraisals and probationary meetings as directed.
- Attend the formal Boarding Staff meetings.

Duties and Tasks

- Patrol the building to ensure student safety and behaviour.
- During duties, monitor CCTV and alarm system, exits and entry points and man the emergence mobile phone.

- Deal with emergencies of any kind, including escorting students to hospital, in the event that the nurse or boarding staff are not available to do so. Perform daily room checks ensuring that boarders are up in the mornings and attending lessons. Ensuring that rooms are tidy and well-kept and that cleaners are able to gain access
- To keep good records
- To perform any other key task which the Head of Boarding may reasonably assign.

Other Aspects

Accommodation:

The entire site is a non-smoking area. After curfew, students are expected to be in their rooms and are not permitted to exit the buildings. Any student who tries to leave the boarding house should be reported to the Head of Boarding

Boarders' Tutors are encouraged to visit the House once each half of term to see their tutees' study area and gain a sense of how he/she functions outside the classroom; this can be of great help to improve the efficiency of a pupil's work and to offer pastoral support.

Visiting Tutors are members of teaching staff who are assigned to a House to supervise in the evenings, although not living in the House itself. They will take roll call, oversee preps and ensure appropriate bedtimes. They are there to help when pupils have a problem.

❖ HOUSE ACCOMODATION

Boarding Housemasters in conjunction with the Head of Boarding and resident House staff will seek to ensure that: In Study Bedrooms all pupils have their own bed, wardrobe and desk.

Privacy and Personal Space:

- Pupils do not have authority to enter other pupils' study bedrooms without either the express permission of the pupil concerned, or that of the Housemaster/ Warden.
- All House members, including staff, will knock before entering pupils' rooms.
- No visitors from other Houses are allowed into pupil bedrooms at any time unless given the exceptional permission of the Housemaster/Warden.
- Boys and girls may socialize together in Common Room areas, but are not allowed to visit each other's room areas without exception, unless accompanied by the Housemaster / Warden.

Tidiness:

- Each pupil is responsible for keeping his/her bed area and study tidy. It is the collective responsibility of pupils to keep shared areas tidy, so that cleaners can maintain high standards of cleanliness and hygiene.

- Floor space, including areas under beds, should be clear of clothing etc. and these and other possessions should be stored as far as possible in desks, cupboards and on shelves.
- Beds must be made each morning before leaving the room for breakfast.
- Perishable foods and drink (such as milk) must not be kept in study bedrooms for reasons of hygiene and cooked meals (including takeaways) should not be taken into bedrooms.
- No kitchen equipment, such as kettles, rice-cookers, refrigerators, coolers, toasters, is allowed in rooms for Health and Safety reasons; the same applies to irons, hair straighteners, electric fans, heaters and televisions.
- Warden completes a daily room check after lunch break and reports any concerns as appropriate. Where repeated warnings are given for failings in tidiness, Warden and/or boarding staff will supervise the pupil in question to ensure that his/her room is tidied satisfactorily. Warden is always happy to help pupils who find it challenging to organize their belongings effectively and will demonstrate how to pack wardrobes and drawers.

❖ **SCHOOL & BOARDING ROUTINES**

ROUTINE

It is important to state these routines are subject to change in line with updates to the normal school day schedule, emergencies, examination timetable and other emergencies.

Before School:

All pupils must have left the House for breakfast by 07:00 am sharp for breakfast to the dining hall. Any pupils creating difficulties with regard to normal routines are referred to the Housemaster who is normally present in House until at least 08:30 am. All pupils should present themselves in a clean and tidy state for moving to school.

They will then attend the school routine as per the day's time table.

TIME	SCHEDULE
6:00-08:00	Wake up/Showers/Breakfast
7:45	Roll Call
08:00	HOUSE CLOSED
3:00	Roll Call
16:00-17:30	School Activities/ Free Time
18:00-18:30	Dinner and Roll Call
18:45-20:15	Prep Time
20:30 onwards	Showers and bedtimes dependent on age groups
21:00	Curfew and boarding houses closed/Roll Call Lights Off.

Activities – is the common name given to all extra-curricular and co-curricular activities organized in school and off the academics time-table. The programme is co-ordinated by the Activities Co-ordinator, Michael Darba. After school, activities vary according to year group, but all pupils are expected to participate in at least two sessions of physical activity per week.

Off site (Matches and Fixtures/Educational visits etc):

There are many occasions when pupils are taken off site to take part in Educational Visits/Activities/Work Experience or sports fixtures. All offsite activities and visits are carefully risk-assessed to ensure that pupils' needs are met and that they are adequately supervised during these visits.

Weekend Programme and Sports Fixtures:

Academics – Private study time for Grade 8 and above is allowed. They are allowed to study independently.

All other pupils Grade 7 and below are timetabled with supervision where appropriate.

The house master and the resident tutors make up the team which provides appropriate levels of supervision.

Prep Time – 10.30 – 12.00 Noon

Sports Time – 6.30 – 8.30 pm Entertainment Time

Roll Calls

Housemaster/Housemistress takes a roll each evening in their House.

Except for those pupils on a recognized School activity or who have been given prior permission by the Housemaster/Housemistress to be absent, all pupils are expected to be at House assemblies and Prep time. This is normally at 18:00, after supper and before the start of evening prep.

A final check is made at the end of the evening duty, to ensure all pupils are present in the House, prior to the closing of the House for the day. If a duty staff member is aware that a pupil's absence from the House is unexplained, the Housemaster/Housemistress is notified immediately. In the case of unexplained absence, the Head of Boarding is notified.

Prep

All pupils will attend prep hours in silence. Prep usually runs from 18:00 to 20:30. There should be minimal movement between rooms, noise or disturbances during this time.

No-one may leave the class during prep without specific permission from the Housemaster/Housemistress/Houseparent (to visit the Boarding House or any other place).

Baths and showers should not be taken during prep unless someone has come into House late from a match or a practice for which prior permission was granted.

Prep Supervision

Prep is supervised by a member or members of staff on duty, as well as responsible House Prefects who are on duty. Arrangements for the grouping of different years will be finalized by the Head of Boarding.

❖ HOUSE FACILITIES

LAUNDRY

Warden will oversee the laundry process in conjunction with the Prefect on duty. Pupils' washing is sent off to the School Laundry by the warden as follows:

Tuesday & Wednesday morning. All laundry must be placed in the laundry bags provided by the end of prep break of the previous evening and will be laid out in systematic piles, as directed by Warden. Items must be clearly named to avoid loss. Items are returned cleaned and pressed the following day after sending and are unpacked and distributed by the warden.

Our school laundry service runs 6 days a week, Monday to Saturday. Every student will receive two laundry bags, labeled with their laundry number. Laundry must be left daily in the students' labeled laundry bag placed in the laundry collection basket by 8.00 am. Pockets must be emptied. Laundry will be washed and ironed, and is normally returned within two days. All clothing must be clearly marked with the students' name and laundry number. Failure to do this may result in losses, and the school will not be held responsible for the care of unmarked clothing. Our laundry tries to take good care during the washing process. We ask that students do not put any delicate items or non-dye-fast items into the laundry. Shoes cannot be washed by the laundry. Dirty clothes must not be left to get smelly in wardrobes and cupboards.

Cleaning

Our domestic staff is employed to wash laundry and to carry out the general cleaning of the boarding houses. They will sweep, mop and dust rooms each day, but it remains the students' responsibility to clean up their own areas and make their own beds each day. Students must maintain acceptable hygienic standards, and take responsibility for any breakage or damage to furniture and hardware.

School Uniform Shop

The uniform shop sells all uniform items, and is located within our Finance office. It is open daily from Monday to Friday, and items purchased can be added to the student's school bill after parent's consent. Students are expected to wear a correct, neat uniform in a good state of repair at all times. The following items are available to purchase at the uniform shop: school uniforms appropriate to year group, House t-shirts and school PE Kit.

Mattresses and Bedding

We believe that every permanent boarder should have a comfortable night's sleep on the mattress of their choice. We therefore, provide you with a new standard foam mattress at the time of your enrolment but offer the option for parents to substitute this with a mattress of their own choice (approximate size ___x _____ cm). Each boarder's mattress remains their own property and can be removed at the end of their time inboarding. Alternatively, we can arrange for it to be donated to a local charity. We provide basic bedding (quilt, pillow, pillowcase, bed sheet and mattress protector) but everyone is free to bring a preferred alternative to personalize their room.

In Study Bedrooms

- All pupils have their own bed, wardrobe and desk.

Privacy and Personal Space:

- Pupils do not have authority to enter other pupils' study bedrooms without either the express permission of the pupil concerned, or that of the Housemaster/Housemistress.
- All House members, including staff, will knock before entering pupils' rooms.
- No visitors from other Houses are allowed into pupil bedrooms at any time unless given the exceptional permission of the Hostel coordinator.
- Boys and girls may socialize together in Common Room areas, but are not allowed to visit each other's dorm areas without exception, unless accompanied by the Housemaster, Housemistress.

Administration and Domestic Staff:

DPSI employs a large number of administrative and domestic staff who help to provide services to our students. Housekeepers clean student rooms, common rooms and bathrooms each day. Laundry staff clean and iron students clothing. We have many gardeners, maintenance staff and drivers. We use the services of external caterers to provide kitchen staff, and an external security company to provide security staff.

REPORTING ISSUES/CONCERNS

If students have a problem related to discipline, security, personal welfare, or vandalism, the student should:

1. Tell the nearest teacher or adult staff member. Tell him/her exactly what happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
2. Talk to the principal or school counselor right away.
3. Then get the feelings out. It is natural to feel worried and upset. Talk to someone who will listen and understand- perhaps a peer helper, teacher, counselor, or an adult mentor. It is important to talk to a neutral party who can be trusted.

4. A school counselor can help one learn ways to deal with problems to ensure safety and comfort when faced with similar problems in the future.
5. When the student has alerted school personnel, he/she should tell the parents about the problem if necessary.

STUDENT PERSONAL PROBLEMS

For help with personal problems which may affect student school life or activities:

1. If possible, discuss the problem with one's parent/guardians.
2. If a student and his/her parents/guardians cannot solve the problem, there are a number of persons in the school who may be able to offer additional help. If one knows of a teacher with whom one feels he/she may speak freely, contact the teacher.
3. The school counselor is trained to offer help with personal problems. He/she can lead the student to other resources he/she may not know about,
4. The principal will be able to discuss the problem with the student and attempt to work a solution.

❖ ACADEMIC SUPPORT

Students are fully supervised by staff during Prep times. Any spare time during Prep should be used for reading books, or for revision of course work. Staff is always available to help if any difficulties arise with Prep. They maintain links with Teachers and Coordinators. Extra tutoring can be arranged with parental permission and financing. Specialist support teachers are available to boarding students each evening, and appointments can be made if necessary through the appropriate Head of House.

Academic Issues:

- It is very important that pupils are represented by their Guardians at Parents' Meetings in cases where parents are unable to be present. Discussions with teachers, tutors and Housemasters/mistresses on these occasions raise awareness of any problems at an early stage, and can help in advising and encouraging the pupil, as well as keeping the parents informed of their child's academic progress.
- Guardians should always report back to parents as soon as possible after parents' meeting..
- Guardians who provide accommodation for pupils over holiday periods should contact the Housemaster/Housemistress/Houseparent to discuss academic work that might have been set for the pupil over the holiday period, particularly if progress has been sporadic.
- A Guardian is expected to ensure that there is always appropriate adult supervision in place to safeguard pupils under their care.

Textbooks/Reference Books:

Textbooks are provided for students to use in the classrooms and at home. Library books may be checked out for home use. We ask parents to help us teach respect for books, so they will be returned in good condition. If a book is lost or destroyed, the student is expected to pay for the book. School records will be withheld for non-payment of lost or damaged school books.

Roll Calls:

Housemaster/Housemistress takes a roll each morning and evening in their House. Except for those pupils on a recognized School activity or who have been given prior permission by the Housemaster/Housemistress to be absent, all pupils are expected to be at House assembly area. This is normally at 18:50, after supper and before the start of evening prep.

Homework (Prep):

Every student is issued with a Homework Diary. They are expected to take this to each class and Prep Session, and to maintain it fully and neatly. Boarding staff normally check and sign the diary each week, and may write notes from time to time

❖ FOOD

Our kitchen provides a balanced diet with healthy food on offer four times a day and is served in the Dining Hall. There is always a choice of main course and we provide a variety of meals along with dishes that children relish. The system is self-service so everyone can take enough to satisfy their needs. Fruit juice is available at all meals. Vegetarian and other special diets can be catered for by arrangement with the chef. If you miss a meal due to a school trip, you will get a packed meal.

At the end of the meal, each student must take their dishes to the collection point, clearing all waste food into the bin provided and stacking their dishes neatly. The Boarders Council Representatives are always willing to listen to comments about the food. There is a School Canteen on site open during the week at breaks and for a short time after school. The House kitchens contain all cooking facilities – hot water, refrigerator, toaster and microwave.

Students should clear up after themselves, placing all rubbish in the bins, and washing up their own dishes used in their rooms. We advise that personal food items are kept in a lockable box.

❖ GUARDIANS COMMUNICATION

Meeting with Parents: All of our boarding staff are available to meet parents of new and existing boarders at this time, and will be happy to discuss any concerns or questions that parents or students may have. If you wish to arrange a formal meeting with any of our boarding staff, it is advisable to book an appointment in advance directly with them – at times they may be very busy.

First Visit: Family visitors are always welcome in boarding, but must first be introduced to the staff on duty. However, for new boarders, we recommend that you should not visit again for about one month. Boarders will be busy adapting to their new routines, making new friends, and fitting into the DPSI family.

Mobiles/laptops: We strongly state that no boarder must bring mobile phone. Each house is equipped with wireless computer facilities, so a laptop is a great option for our Secondary boarders to bring to school. Please note that electronic devices will be handed in prior to bedtime depending on year group, unless specific permission has been given.

The House Phones: In emergencies, students can use the Head of House's mobile phone, and Head of Boarding's phone can be used for overseas calls in emergencies.

❖ WELFARE AFFAIRS, HEALTH AND EMERGENCY PROCEDURES

Child Protection

We will make sure that all of our staff is suitable to work with our students. If at any time students or parents feel uncomfortable with any of our staff in any way, they should report this either to Head of Boarding or the principal.

Infirmary

The infirmary provides assessment and care for minor injuries and illnesses 24 hours each day of school term. One of the school nurses is on duty at all times. The Nurses' Room (Infirmery) is next to the Auditorium Building. There are beds in there in case students need to lie down during the school day. If a student feels unwell, this is what they should do. Before or after school tell the person on duty in their House and get a pass. Take it to the infirmary. If a student is unable to walk there, the nurse will be called to come to the House.

During school tell the teacher and ask for a form to visit the infirmary. At night wake up the warden who is on duty in their house and tell them what is wrong. If necessary, he or she will contact the nurse by phone.

Hospital

The nurse will decide if the student can be looked after at school or needs to visit the hospital. The school uses the Greenvilla Hospital. In the case of a need to visit the hospital, parents will be contacted. They either may decide to collect the student from school or can give permission for them to be taken to the hospital. If we cannot contact parents, we may have to take the student to hospital anyway.

Illness is not covered by the school insurance so any expense will be invoiced. The duty of care will be transferred to the hospital once the student either has been collected by an ambulance or arrives at the hospital. Parents who are not full-time residents in Ghana are required to ensure that comprehensive medical insurance is in place for their child. A copy of the policy must be provided to the School before the Student's first night in boarding. **Once the child is in the hospital Guardians or parents must take over and decide the further treatment.**

Medication

The nurses can give some medicines to control fever or pain. They also have mild remedies for stomach ache and other non-serious ailments. They are not permitted to prescribe other medicines, such as antibiotics. If they believe these to be necessary, a hospital visit will be arranged with the procedure described above. The nurses will keep a record of all medicines given to boarders. If you have to bring medicine to school, which has been prescribed by your own doctor, it must be in its original container and handed in to the infirmary. The nurses will then make sure it is taken properly. Students are not generally allowed to keep medication in their room.

All medication must be handed to the school nurse unless you have been assessed as being competent to self-administer this.

Accidents and Emergencies

If there is an accident or emergency, contact the nearest member of staff. The nurse and/or a member of the boarding staff trained in first aid will be there to assist very quickly. A nurse or qualified Emergency First Responder accompanies all trips and a first aid kit is carried. Most incidents are minor and we can deal with them at school. For more serious incidents, if the nurse or staff feels it appropriate, the patient will be taken to Greenvilla Hospital. Parents will be notified by telephone as soon as possible.

Out of Bounds

Students must stay on campus at all times, and outside day school hours, there are some areas that you are not allowed to go unless you are supervised by a member of staff.

- Swimming pool and its surrounding area
- Classrooms, library, offices, service areas and ICT rooms
- Secluded garden areas
- Staff apartments
- Bedroom areas of opposite gender boarding houses

EMERGENCY

In case of an emergency, pupils should contact a member of staff in their Boarding House, preferably the following order: Housemaster/Warden or House Tutor. Their numbers are given in the appropriate Boarding Handbook. In the event of an emergency during evening or night in the Boarding Houses. e.g. accident, illness or attempted intrusion the following action will be taken:

- Housemaster/Warden will call the emergency services for advice and
- Telephone the Head at home to verify the nature of the incident and to discuss any further actions that may need to be taken. If he is unavailable the Head of Boarding will be telephoned.
- If it is deemed necessary, all boarding staff and pupils will assemble in the Auditorium, a roll will be taken, and the situation explained.
- In the case of fire, procedures of evacuation will be followed

Notice Period

Changing from a Boarding to Day scholar

The school must be given at least 2 weeks' notice that you child will be moving out of boarding to become a day student. Please contact the Head of Boarding or Admin Office.

❖ LOCAL GUARDIAN/GUARDIANSHIP

Parents are required to appoint a guardian if they stay out of the country to take responsibility of their ward. It is advised that parents appoint local guardians who are employed and live in a family environment. Every boarder's local guardian must be introduced to the hostel coordinator/warden by the parents at the time of admission. The guardian must be able to take responsibility of your child during holidays, exit periods and medical emergencies.

Local guardian should make himself/herself available whenever contacted or emergency arises. He/ she should be able to attend parent-teachers' meet when the parents are not able to attend one when necessary, guardians will be required to take the ill students home for the period of recovery. The guardian is also expected to communicate regularly with boarding house staff about the welfare of the student.

PRINCIPAL'S OFFICE

Parents/ Guardians are asked to contact the Principal immediately when issues are not resolved at the level of Acct Dept or the Hostel warden or the Hostel coordinator. The email id for correspondence with principal is principal@dpsghanaedu.gh

❖ DAMAGE TO THE HOSTEL/SCHOOL PROPERTY

Students held directly responsible for such act shall be debarred from leisure sports and vocational activities for a stipulated period of time. In addition, they will have to pay twice the cost of the damaged property.

*If the person(s) still remain unidentified after the damage to the property, the penalty shall be levied to the entire group of students living in the vicinity of damaged property.

❖ **RAGGING AND BULLYING**

Ragging is strictly prohibited. Any student indulging in the same will be expelled from the school without any notice/warning.

❖ **ENTRY AND EXIT**

Signing out: Each hostel has a signing out book. If your child is going home, he/she has to be signed out in the presence of the hostel warden/coordinator. At the time of emergencies, boarders will not be permitted to leave the campus without a written application from parents or local guardian following the approval from the competent authority. It is mandatory for the local guardian to come pick up the student in the school during emergency. No student will leave the premises without the Hostel coordinator's permission and without signing the in/out register. No boarder will leave campus unless he /she has been issued with a boarding out pass. The signing out policy is meant to promote the safety and well-being of the boarder. It is also expected that the hostellers do not leave the school campus along with the day scholars in the school bus or any private vehicle. Please note that parents of the boarders will have to drop the child in school and take the child from school as and when the vacations or outings happen.

LATE RETURN OF BOARDERS: Please note that from now onwards the school gate will be closed on Sundays at 6:00pm, latest for students coming after weekend stay with parents/guardian. We will not open gate for any child after 6pm, So please arrange your travel to school accordingly.

The school will not send any children with other parents/friends or local guardian unless written authorization/approval is there stating that parent knows the person personally and all risk is borne by them. School also reserves the right to reject such demands/approval.

While returning from breaks, if the plane timings are after 6:00pm and boarder cannot reach the hostel, the boarder will have to go to the local guardian who will then drop them to school the next day before school begins by 8:30am.

Hostellers will not be allowed to travel alone unless a written note and undertaking is received by the school authority.

It is expected that all boarders leave the campus on the day before vacation begins by 6:00pm positively.

❖ **INTERNET FACILITY**

Internet facility is strictly for educational purposes. Boarders will be provided with the internet facility in the hostel too. However, to make use of it, they are expected to have their personal PC or Laptop.

Although there will be strict vigilance on sites that boarders will be surfing, yet it is desirable that students do not surf the undesirable search engines. Any student found guilty will be debarred from the IT facility and will also lead to other disciplinary actions.

❖ SELF STUDY HOURS

Senior class (VIII and above) boards are allowed to study late hours only with the permission of group tutors and only in the allocated area,

Late study hours are allowed only for memorization, working on projects, assignments and not for surfing or chatting.

❖ VISITORS CARS

For safety and security reasons parents are not allowed to bring their personal vehicles inside the school campus during regular visit.

Vehicles will be permissible inside the campus only during long vacation when boarders leave the hostel and at the time of reporting back along with their bag and baggage.

❖ DRESS CODE

Boarders to strictly follow the dress code of the school and hostel for various activities and respect the ethics of the institution.

❖ BOARDERS RULES AND REGULATIONS

All boarders must:

- regularly and punctually attend school, class sessions on the school timetable, study sessions and other compulsory activities as determined by the school / hostel;
- carry out and obey all lawful instructions of the principal, teachers, staff members and learners of the school or hostel;
- dedicate himself or herself to his or her studies and complete on time all legitimate curriculum tasks and assignments;
- accept and respect the multi-cultural diversity of learners and teachers of the school;
- abide by and comply with the rules of the school or hostel as approved by the school board;
- maintain a high standard of personal hygiene and a clean, decent and neat appearance;
- ensure that they are properly dressed, shaved (for male students falling in that age group) and their hair neatly combed/ tied as per the rules before leaving the hostel in the mornings for the school;
- sleep in their own allotted rooms / beds only;
- lock their cupboards before they leave and hand over the keys to the in charge;

- turn off electrical fixtures, AC's, water taps, wherever and whenever not required;
- contact the Coordinator and school counselors for any problem without any hesitation;
- inform if for any reason a boarder is not able to report to school from place of residence after the vacations;
- ensure that the rooms are kept clean at times and beds are made up before leaving for school. All clothes are to be packed away. Daily inspection will be done by the appropriate Hostel Management Committee;
- report to the coordinator before entering the hostel;
- follow the daily routine of the Hostel and School, unless exempted on medical grounds on the recommendation of the Hostel Coordinator/ Medical Officer / Nursing staff;
- scan the notice board and follow instructions given to them. All notices will be put up on the Hostel Notice Board. Announcements, if any, will be made during dinnertime;
- compulsorily attend yoga, P.T, Prep and remedial classes;
- report to the clinic through the Hostel Coordinator immediately if fallen sick;

All boarders must not:

- behave in a disgraceful, improper or indecent manner;
- bring onto the school or hostel premises, or have in his or her possession any firearm, bow and arrow, knife or any other dangerous weapon;
- use intoxicating liquor or narcotic substances on or off the school premises;
- have access to the sleeping quarters or hostel dormitories of learners of the opposite sex;
- willfully damage, destroy or vandalize the property of the school or another person;
- indulge in physical fights, stealing, bullying and substance abuse. Affected children or victims of any abuse to immediately report the matter to hostel authorities.
- act in such a manner that is disruptive to normal school programs or detrimental to the good discipline and learning process of other learners;
- practice or participate in any form of initiating ceremonies of new learners that may cause physical or emotional distress to such new learners;
- by actions or behavior encourage or influence other learners to disobey the rules of the school;
- enter the hostel during school hours without the permission of the warden/Hostel coordinator/. Hostel coordinator shall permit only in case of medical contingencies. Similarly, no boarder is allowed to remain in the hostel during school hours without a written permission from the warden / coordinator.

- Bring/ wear any gold /diamond /expensive watches and ornaments;
- Be allowed to keep any money or valuables in their possession. Boarders having cash money in his/her possession,if any, after return from home or any tour/trip/outing to the hostel, the same is to be deposited immediately to the warden for depositing into his/her bursary A/c in the Accounts dept. If any amount of cash is found later in possession of a boarder, the same will be forfeited and will be deposited into A/cs dept. for Charity purpose.

Thereafter no claim in this regard whatsoever will be entertained.

- Use things/garments of other;
- Play their radios, I-pods, or any music instruments that may cause noise pollution after lights have been switched off / or during nap time. Tape-recorders with external speakers are not allowed in the rooms;

- Use or be in the possession of cameras, handy cam or similar electronic gadgets;
- Scribble graffiti on the walls, use foul language, be involved in unruly movements in the corridors or any other form of vandalism;

- Leave the school at night or be in possession or under the influence of alcohol. These are very serious offences and result in suspension or even expulsion;

• **Be involved in smoking, consuming alcohol or drugs in any form (except for medicines prescribed by the doctor). Any boarder indulging in these activities will be expelled without any warning or notice;**

- Under any circumstances skip the roll call. All names are readout and absentees reported to the hostel coordinator;

- Remain in the rooms during school hours /games/ activity / study time;
- Keep or take medicines or tonic without the knowledge of the school infirmary. Any Medicines must be handed over to the school infirmary;

❖ APPROVED APPAREL

BOYS

- Three pairs of jeans /trousers/jogging pants (no ripped jeans)
- Five plain white T- shirts for prep (with no inscription)
- Five set of shorts and shirts
- Singlet/under T shirt.
- Sufficient underwear or boxers

GIRLS

- Three pair of jeans /trousers/jogging pants (no ripped jeans)
- Five plain white T- shirt for prep (with no inscription)
- Five set of house attire
- Sanitary items
- Sufficient underwear/innners

RECOMMENDED LIST OF RESOURCES

PERSONAL EFFECTS

- Body lotion
- Comb/hairbrush
- Toothbrush
- Deodorant
- Bathing soap
- Washing soap
- Hair pomade
- Hair band (for girls)
- Shampoo
- Nail cutter
- Other toiletries needed

PERSONAL REQUIREMENT

- One suitcase
- Two packs of face tissues
- Pyjamas or nightgown
- Bathroom slippers
- School shoes
- Sneakers (sports)
- Drinking cup/mug
- Two towels
- One sponge
- Two napkins
- Laptop only
- No cell phone
- 1 blanket
- 1 pillow
- Umbrella
- Raincoat
- Sweaters
- Socks

VISITORS AND VISITING TIME

Visit the Boarding House on all Saturdays and Sundays from 9:00am to 6:00pm **(strictly)**.

Beginning of each term

All students tuition and hostel fee must be paid before the student is admitted at the dorm.

The student will produce the admit pass which is signed by the Principal and the accounts office.

(DPSI)

PARENT OR GUARDIAN'S CONSENT TO CHILD OR WARD'S STAY IN DPSI'S HOSTEL AND UNDERTAKING TO PAY MEDICAL BILLS

I, Mr./Ms..... of House Number and with telephone number..... on this..... day of.....,20..... give the following consent and undertaking concerning my child/ward.

Consent

I am the parent/guardian of Mr./Ms, student of Delhi Private School International (DPSI), class, course enrollment no. for the session, and I give consent and permit my child/ward to stay in the hostel of DPSI located at Tema, Community 25, Greater Accra, to attend the regular classes conducted by DPSI.

Undertaking

I state that should there be a medical exigency in any way whatsoever and or howsoever concerning my child/ward during his/her stay in the hostel, and requiring him/her to be taken to the hospital by the school, or admitted thereafter, I irrevocably and unconditionally undertake that I will take full responsibility for any and all expenses and or liabilities incurred on the medical treatment of my child/ward.

Indemnity

I hereby undertake to irrevocably and unconditionally indemnify DPSI and hold it harmless against any and all claims, losses, costs, liabilities and or damages incurred or suffered by it (DPSI) in connection with or concerning my child's/ward's medical treatment.

Legal reasonableness

I acknowledge that I am willingly and voluntarily giving this undertaking after seeking independent legal advice, and that I make this undertaking neither under any form of duress or influence.

Signed by the above-named parent/guardian

In the presence of (witness):

Name: _____

Address: _____

Telephone number: _____