

We inspire learning and intercultural understanding,
enriqueciendo la vida de nuestros niños y nuestro mundo

SOTOGRADE INTERNATIONAL BOARDING HOUSE



SIS HANDBOOKS

Sotogrande
INTERNATIONAL SCHOOL

BOARDING

HANDBOOK & EXPECTATIONS

This handbook is designed to provide important information for all boarders and their parents at Sotogrande International School (SIS). Please take the time to read its contents carefully.



CHARLES DEBENHAM

Head of Boarding



CHARLES DEBENHAM

"Having completed five very enjoyable years at St John's College School, Cambridge, I am extremely excited about moving back into the International Sector in which I have had previous experience of studying and working in: Australia, Finland, South Korea and Spain. Over the summer holidays, I moved into the Boarding House on the San Roque Campus with my Spanish wife, Elisa, and our two young daughters. We have been lucky to have received a wonderfully warm welcome from the Sotogrande community and we look forward to reciprocating this warmth and enthusiasm to all of the Boarders within our care"

San Roque Campus is more than just a boarding house; it is a lifestyle and experience, which enriches and enhances children's education at all levels. If students have a particular passion they want to pursue, be it golf, kite surfing, journalism, drama or languages, facilities will be provided alongside, time and space to be able to reach the highest level of attainment. We will also offer mentoring, support and time to excel to their best of their academic ability.

Sports, cultural activities and excursions are organised after supper and during the weekends allowing the boarders to play, have fun, open their minds, continue their learning journey, follow their passions and make friends for life.

A handwritten signature in black ink, appearing to read 'C Debenham', written in a cursive style.

SIGNATURE

THE SAN ROQUE BOARDING HOUSE

INTRODUCTION

The San Roque Boarding House is an incredibly rewarding and enriching environment to live within. It can be said with confidence that by living here you will be receiving the very best international boarding experience. The aim of the Boarding House is to develop each individual into happy, motivated and aspirational global citizens of the world. The Boarding House is here to support the values and the philosophy of the school and all boarders are particularly encouraged to think about the 'me' and 'we' values promoted by SIS.

The accommodation afforded to you, as a boarder, is exceptional. You will be provided with a large, air-conditioned, ensuite bedroom with a fast WiFi connection. You will share your accommodation with one other person, unless you are a final year D2 student (who have their own bedrooms). The

rooms are arranged in age group zones and the Boys corridor sits on the ground floor whilst the Girls corridor is on the first floor. The rooms are cleaned regularly by a dedicated team of staff and provide all of the students with an exceptional environment in which to study and relax.

The Boarding House building itself is situated on the San Roque Campus. This site boasts a large outdoor swimming pool, a library, study rooms, a music recording studio, student kitchens, TV lounges, a games room, a fully equipped gym, dance studios, a badminton area and a basketball court. Boarders have free access to these facilities and the proximity of a large range of exclusive activities off the site too. As a Boarder, you will not only be able to take advantage of the golf courses, polo fields, football pitches, tennis clubs, padel courts, and water-

sport centres that Sotogrande is famous for but you will also have the opportunity to use the array of facilities found on the main school campus.

Being a boarder at the San Roque Boarding House should be a tremendously rewarding experience where you will be presented with fantastic opportunities. We, as a boarding community, require in return a respect for your surroundings and an open mind to take advantage of what is on offer. We are an inclusive, family environment that encourages independent responsibility.



STAFFING

OUR TEAM

The Head of Boarding is responsible to the Head of School for the day to day running of the House and the welfare of the boarders. The Head of Boarding lives within the Boarding House and is assisted by the resident Deputy Housemaster, resident Boarding Supervisors, visiting Day Staff and the School Nurses.

The San Roque Boarding House staff are a caring, committed, inspiring, and friendly group of people from diverse backgrounds and with a wide range of interests, who all have a common goal in providing the best care for each individual student. Our aim is to offer you a supportive atmosphere within which you will shine brightly and develop to the best of your ability.

The Boarding House is staffed as follows:



Deputy Housemaster:
Mr. Ashley Thomas
athomas@sis.gl



Senior Boarding Supervisor:
Ms. Jan Newman



Boarding Supervisor:
Mr. Alistair Gibson



Boarding Supervisor:
Mr. Alvaro Fernandez



Boarding Supervisor:
Ms. Patricia Llave



Boarding Supervisor:
Mr. Kishan Gohil



Boarding Supervisor:
Ms. Amber Wilson



School Nurse:
Ms. Lynette Hillman

Boarding House Email: boarding@sis.gl

Boarding Mobile No. (0034) 618806347

BOARDING STAFF COMMUNICATION WITH THE DAY SCHOOL

All the students within the Boarding House will have a designated Boarding House Tutor who will take a personal interest in the pastoral and academic wellbeing of each student within their care. The Boarding House has created extremely close links with the school where Boarding staff will be made aware of any upcoming exams and coursework deadlines to ensure that we are able to put supportive structures in place to offer each individual the best chance of success. In addition to this, the Boarding staff will obtain regular feedback from the school with regards to your academic and pastoral performance and we will be an effective support for every student. We also meet on a weekly basis to discuss all students within our care to ensure that we are personalizing our approach for each individual.

STAFF COMMUNICATION WITH HOME

Parental communication is encouraged and parents will always be informed of any successes or matters of concern. Equally, parents should feel free to let us know of any concerns either they or their child may have. It is also extremely important that the Boarding House is informed of any matters that could have an effect on the happiness or learning ability of any student within our care and we therefore encourage open communication between all students, parents and staff. All information will, of course, remain confidential but will allow us to provide the very best in boarding, personalized care.

Parents are always welcome to visit their child and the level of informal communication between staff and parents is therefore naturally high. The Head of Boarding will contact the parents of new boarders regularly over the first few weeks to reassure

that all is well and to resolve any queries or concerns. The Head of Boarding is always willing to meet with parents informally or by appointment for a private discussion.

For those parents who are unable to visit frequently, special arrangements for communication can be made as appropriate, using email, Skype or phone calls to ensure that parents are kept fully informed of their child's progress and welfare.

Please do encourage all of your parents to add the school to their Facebook and Twitter accounts, as regular photos and boarding information will be uploaded to these websites. Boarding will also feature in the regular Newsletter produced by the Head of School.



Weekday Morning Routine:

07.45 Breakfast starts. All students must sign in wearing their school uniform and attend breakfast.
08.05 Deadline for signing in at breakfast
07.55-08.25 Nurse hands out medication and assesses anyone who is feeling unwell.

All students must ensure that their bed is made and that their bedroom is tidy before leaving for school.

08.25 Buses leave promptly for school.

Weekday Afternoon Routine:

If you have no afternoon activity, you are expected to return to the San Roque Boarding House immediately. If you are getting a different bus from usual, you need to call 618806347 to ask permission.

The following different bus times are to coincide with the finishing times of different activities.

1610 First bus leaves SIS
16.30 Snack provided at the San Roque Boarding House
17.10 Second bus leaves SIS
18.10 Third bus leaves SIS

Note: If you miss a bus or encounter any sort of problem, tell the security guard at the school gate. He will inform the Boarding House and we will arrange alternative transport.

Transport is arranged on a weekly basis for those who do activities away from the school campuses. Included in this transport provision are journeys to and from the tennis club, the riding stables and the dance school.



LOOKING AFTER YOUR ROOM

You are free to personalize your room with posters, cushions etc. but decorations should be appropriate and within reason. Only white tack should be used on the walls and a supply of this is kept at the Boarding House reception. Furniture, including beds, should not be moved within your room and you are not allowed to take pieces of furniture from other areas of the Boarding House. Bags should be kept in the bag storage cupboard in your bedroom or in the Maletero, they should not be kept under your bed.

Before leaving your room each morning, you should check that:

- 1) The window is open,**
- 2) The air conditioning or heating is turned off,**
- 3) The bed is made**
- 4) The room is tidy.**

Every room in the Boarding House is cleaned regularly by dedicated cleaning staff but for this to work smoothly you do have to ensure that surfaces are clear, clothes are stored tidily and any washing is placed in the baskets provided.

Prep:

Prep happens every evening from Monday to Thursday. There is also an informal Prep session each Sunday between 1000-1200. During these Prep sessions the Boarding House must be a place of quietness in order to promote effective study. The weekday Prep session times are as follows:

18.15-19.15 Junior Prep (M1- M3)
18.15-19.45 Senior Prep (M4-D2)

The Junior Prep session takes place in the Boarding House library. A member of staff on duty will be ensuring that all work is completed to a high standard and will be on hand to offer support, when necessary. On completion of Prep at 1915, the boarders can choose to do an activity in the Library, outside or in the Games room. They should not return to their rooms as this will disturb the Senior Prep session.

The Senior Prep session students are allowed to complete their work in their own rooms but must leave their doors open. A member of staff will always be available to help and offer assistance.



BED TIME

Getting enough sleep is very important, particularly when life is as active as it is here at SIS and the San Roque Boarding House. Bedtimes have therefore been carefully planned to allow students as much free time as possible, balanced with appropriate rest. After 2200 the Boarding House needs to be quiet and mindful of the importance of adequate sleep.

The bedtime routine is as follows and all students should be in their bedrooms 15 minutes before this time:

22:00 Bedtime for students M1 – M3

22:30 Bedtime for students M4 & M5

23:00 Bedtime for students D1 & D2



WEEKDAY ACTIVITIES

SIS provides a comprehensive range of extra-curricular activities after the school day. This range is provided to develop new interests and cater for existing ones. It is therefore the Boarding House expectation that all M1 to M3 students become involved in at least three activity sessions per week and that M4 to M5 students join in with at least two activities per week. Transport is arranged for all of these school organized activities.

Some students will already have committed themselves to a particular sport or activity, notably those affiliated to Golf, Tennis and Horse Riding Academies. We are happy to support them in this and organize transport on a daily basis to cope with their individual timetables.

WEEKEND ACTIVITIES

The Boarding House is dedicated to delivering an exciting and enriching activity package for all the Boarders remaining in the Boarding House over the weekend. It is expected that all Boarding House students will participate in the first Saturday activity of each half term and that Saturday activities will be attended by all M1 to M5 students each week. A list of weekend activities is provided to all students and parents at the start of each term and the aim is to provide the students with a mix of cultural, active and intellectual stimulation. The range is therefore vast and includes, but is not limited to, the following:

Wakeboarding	Cultural City Excursions
Theme Parks	Chocolate Museum
Skiing	Air Assault Course
Paddle Boarding	Kayaking
Historical Tours	Water Parks
Animal Park or Zoo Visits	Shopping Centres
Art Museums	Beach Excursions
Party Planning and BBQ	Music Production
Dance	Lifeguard Training
Golf/Tennis/Football/Basketball	Fencing
Stadium Visits, including a match	Horse-Riding
Cycling	Hiking
Food Tour	Art Course and Canvas Painting
Scuba Diving	Dolphin Tours
Kite Surfing	Rafting

Normally Sunday is a more relaxed time for the students: an opportunity for them to catch up with work or simply recharge their batteries. There will though always be an optional activity for all and this can include a visiting instructor coming to San Roque Campus to run a class. The professionals employed by the Boarding House are varied and this is to offer each student the opportunity to try something new within a relaxed atmosphere whether this be: zumba, pilates, cooking, fitness, hairdressing, first aid or anything else! Other more relaxed Sunday activities which will be available to students include cinema trips, visiting the Main School Campus to use the Sports facilities, beach trips or cooking.

WEEKEND ACTIVITIES





LAUNDRY

Bed linen and uniform items are laundered by the School, but you are expected to wash your own personal clothes. The laundry room is reserved for the following year groups at the following times:

16.00-20.00

Monday	M1 – M3
Tuesday	M4 – M5
Wednesday	D1
Thursday	D2

You will be shown how to use the washing machines and driers during your first week, but if you need further help, don't hesitate to ask.

MEALS

You are expected to take breakfast and dinner at the boarding house each day and you will need to sign in with a member of staff at every mealtime.

At all meals you should be dressed appropriately. Bare feet and/or pyjamas are unacceptable in the dining room at any time.

At breakfast on school days you should be wearing the full school uniform.

All students should remain at their table after dinner on a Wednesday, where there will be a House Meeting after the meal. Students will be dismissed on completion of the meeting.

POCKET MONEY

Pocket money should be given to the Head of Boarding or Deputy Housemaster who will keep it in a dedicated bank account and distribute it, as needed, during the course of the term. The recommended allowance of €30-40 per week is usually sufficient to cover all normal needs.

If a student needs a large sum of money, it should be requested a day or two in advance and the reason explained for the extra spend.



LEAVING THE CAMPUS

SIGNING IN/OUT

Weekday (Sunday – Thursday):

The basic rule is to never leave the San Roque Campus without the permission of the Senior Boarding Supervisor on duty. After gaining permission, you will need to write, on the Signing Out sheet, where you are going and at what time you will expect to be back. It is important that you always have the Boarding House number and a mobile phone when not on the campus. All students must return to the Boarding House by 2200.

Weekend (Friday and Saturday):

D1 and D2 students may go out with their friends at the weekends. Permission for this must be granted by the Senior Boarding Staff member on duty. It is important that permission is sought before Friday of the weekend, if a meal is going to be missed. Occasionally permission will not be granted if academic work needs completing, a sanction is in place or there is a safety concern. All students are required to return by their bedtime..

M4 and M5 students are allowed out for a specific activity e.g. a cinema trip, a restaurant meal etc. and a time of return will be agreed with the Head of Boarding but this will not be past 2200 (or 2300 in the Summer Term).

M1 to M3 students are allowed out only when being picked up and returned by an identified parent. A time of return will be agreed between the parent and the Head of Boarding. The parent must contact the Head of Boarding via email beforehand to seek permission.

Leave Outs:

Weekly Boarders are free to leave after their school commitments have finished. If they wish to wait in the Boarding House for collection after school hours, they should inform the Senior Boarding Staff member. Weekly Boarders who wish to stay in for the weekend can with permission from a Parent/Guardian. The Head of Boarding should be informed by the Thursday immediately before the weekend and a charge per night will be added to the Term's account.

If permission has been granted for Full Boarders from a Parent/Guardian and the Head of Boarding, students may leave for the weekend on completion of their school commitments. Permission should be sought from the Head of Boarding at least 24 hours beforehand. Forms are available for parents to authorize a stay with a relative or friend. Parents may also authorize boarding staff to permit visits to your school friends from SIS. Note that, once arrangements are made and permission is given, these cannot be altered. If circumstances change, you are expected to return immediately to the Boarding House.



SCHOOL EXCURSIONS

Occasionally, excursions are organized for particular groups within the School. You will usually be asked to deliver to your parents (or in your case the Boarding House) a letter explaining the purpose of the visit and giving details of when the visit is to take place.

Be sure to deliver this letter promptly to the Head of Boarding, as arrangements have to be made well in advance and permissions have to be requested.

IMPORTANT INFORMATION

From September 2016, any student who wishes to leave the Boarding House and live with a Host Family can only do so with a school-registered Host Family. As you would expect, this measure has been brought in to ensure that we, as a community, provide the best possible care for every individual inside and outside of the School environment.

It is my sincere wish that all of the current Boarders wish to stay within the Boarding environment for the upcoming academic year but it is very important that you contact me before the start of the Summer Term, if your child is considering a move to a Host Family arrangement.

IMPORTANT INFORMATION

MEDICAL MATTERS

It is extremely important that your parents have filled in the SIS Medical Form detailing important aspects of your medical history and providing information about your medical insurance. This information will be needed whenever you require the services of the School Nurse or a Doctor.

Any medicines brought from home should be handed over to the School Nurse or the Senior Boarding Staff member on arrival. Students are not allowed to keep any form of medicine in their bedrooms.

Each morning between 0755-0825 the School Nurse will administer medicine from the Duty Room. This is also the time where anyone who has woken up feeling ill should see the School Nurse, who will decide the cor-

rect course of action.

Any medical matters, including medicine provision, during the school day will be organized by the School Nurse.

Evening medication will be administered by the Senior Boarding Staff member on duty under the instructions of the School Nurse or a Doctor.

If you feel unwell while at the Boarding House, inform the boarding staff immediately who can, when necessary, summon a doctor at any time of day or night.

EMERGENCIES

Emergency evacuation procedures will be practiced. You will be instructed as to what to do in such circumstances. Make sure that you are familiar with these

procedures and that you put them into practice every time you hear the alarm sound. You have no way of knowing whether you are involved in a practice or a real incident!

IMPORTANT CONTACT DETAILS

The Head of Boarding, Mr Charles Debenham, can always be contacted directly at cdebenham@sis.gl or at boarding@sis.gl.

If you need to telephone the Senior Boarding Staff member on duty, call (+34) 618 806 347 or call the Boarding House landline on (+34) 956 613 352





OPENING MINDS. **CREATING MAGIC.** **CHANGING THE WORLD.**

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