

# **NOVELFIELD** Academy

## **Boarding House** **Manual**



# DAILY SCHEDULE

## Monday - Friday

06:00 - 07:00 Wake-up, spread the bed & bath  
07:00 - 07:30 Breakfast  
07:30- 08:00 Morning study  
08:00 - 10:20 Lessons  
10:20- 10:40 tea time  
10:40- 13:00 lessons  
13:00 -14:00 Lunch  
14:00- 16:00 lessons; sports; clubs  
16:00 - 17:00 Freshening up  
17:00 - 17:30 Evening devotion  
17:30 - 18:00 Indoors extra curriculum activities  
18:00 - 19:00 Evening meal  
19:00 - 21:00 Study  
21:00 Lights out, absolute silence

## Saturday

06:00 - 07:00 Laundry and thorough cleaning  
07:00-08:00 Bathing  
08:00- 08.30 Breakfast  
08:30- 10:30 Weekend work  
10:30-11:00 Tea time  
11:00- 13:00 Study  
13:00 - 14:00 Lunch  
14:00- 17:00 Entertainment (TV)  
17:00- 17:30 evening devotion  
17:30 - 18:00 indoors extra curriculum activities  
18:00 - 19:00 Evening meal  
19:00 - 20:00 Study  
20:00 Lights out, absolute silence

Respecting this timetable is necessary to ensure that an extended community such as ours functions well. For this reason, punctuality is required and must be strictly adhered to.

### IMPORTANT

Several times a day, outside of lesson times, we will conduct an attendance check for security reasons.

**ALL STUDENTS MUST BE PRESENT DURING THESE CHECKS.**

## Sunday

06:00 - 07:00 Laundry and thorough cleaning  
07:00-08:00 Bathing  
08:00- 08:30 Breakfast  
08:30- 10:30 Weekend work  
10:30-11:00 Tea time  
11:00- 13:00 Study  
13:00 - 14:00 Lunch  
14:00- 17:00 Entertainment (TV)  
17:00- 17:30 evening devotion  
17:30 - 18:00 indoors extra curriculum activities  
18:00 - 19:00 Evening meal  
19:00 - 20:00 Study  
20:00 Lights out, absolute silence

# STUDY TIME



1. At the first bell, the boarders prepare their material for the study period. At the second bell, silence will be required and work will begin immediately. Students are forbidden to stand up and walk around the class to ask questions without prior permission.
2. During study hours, a tutor will check on students individually. If a student has a question concerning their work, or needs help, they should raise their hand and wait silently at their desk.
3. Missed study hours and tardiness will be compensated by an equivalent study time taken from free time. Absences and tardiness without authorisation from the director are not tolerated and have to be justified to the direction.
4. Students may use their personal computer/ tablets during study time, but only for research or academic purposes. The use of electronic devices – mobile phones, MP3 players – is strictly forbidden. They will be confiscated and students will receive a remark (annotation).
6. Study hours are reserved exclusively for academic tasks. No student is authorised to leave during the study hours. If a student forgets their equipment they can go and get it, however will receive a remark (annotation).
7. Tutors will check the students' material and the exercise books/folders/books from time to time.
8. At the end of the study period, the students will leave their desk in a clean and tidy state.
9. No eating or drinking is allowed during study time, including chewing-gum.

# MEALS



1. Meals are compulsory. Every boarder has to be present at breakfast, lunch and supper.
2. Students sit in groups according to a pre-established plan in the dining room. When they are finished with their meals, they clear the table.
3. Students are expected to have good table manners and show respect for the food. If a student misbehaves they will set the table for the next day.
4. It is strictly forbidden to enter the staff or kitchen areas. Students must be courteous when addressing staff members.
5. No food or drink, nor any crockery or cutlery must be taken out of the dining room except for fruits.
6. Ordering food from outside is strictly forbidden.



## Weekends

1. Requests for weekend permissions must be sent in writing to the direction by Thursday midday at the latest. This concerns outings or absences of seven-day boarding students.
2. A supervised study period of two hours is scheduled each weekend.

## Accommodation

1. At the beginning and end of the school year, a room-check is carried out. Any damage done to the room will be charged to the student.
2. Television sets, equipment used to heat food, and refrigerators are strictly forbidden.
3. For safety reasons, it is strictly forbidden to smoke (electronic cigarette included) in the buildings and in the rooms (this may lead to punishment) or to use incense or candles (which will be confiscated immediately). Setting off the fire alarm system without reason will be severely punished and the costs incurred will be fully charged to the student.
4. Eating or drinking is not allowed in the rooms, except for the occasional snack.
5. In the morning, students must make their beds and tidy their rooms before leaving for class. Frequent room checks will be made during the day. Rooms must be tidy at any time during the day! The room needs to remain clean all day.
6. The school provides students with Wifi access.
7. The school declines all responsibility for theft in the rooms. The corridors are also under constant observation. The doors need to be locked all the time!

## Personal belongings

1. Students bring their personal linen, clothing and bath towels, as well as sportswear: shorts, gym shoes, hiking boots, T-shirts, tracksuits, a light-weight waterproof jacket, and swimwear.
2. If possible, students must bring winter sports equipment: clothes, skis. It is possible to rent all the ski and snowboard equipment for the winter season.
4. Bedding is provided by the college.
5. The 7-day boarders and the 5-day boarders whose parents have made a prior request can hand in their laundry to be washed twice a week (Monday and Thursday). Laundry bags with their name will be distributed.

## Illness and absence

1. For any absence from school (due to illness, special leave or early departure or late arrivals), the students must have prior permission from their director.

## Behaviour

1. Proper language is required in order to create a respectful environment that represents an essential value of the Boarding House.
2. After lights-out, absolute silence must be observed.
3. Respect of the dress code and personal hygiene are expected of all students. Dresses and skirts are not allowed to be shorter than 5 cm above the knee. The Boarding house team reserves the right to correct all dress code and change it if necessary. The Novelfield Academy school uniform must be worn from morning until the end of classes.
4. Smoking and E-smoking are forbidden.
5. The consumption and storing of alcohol on campus is strictly forbidden.
6. The consumption and storing of drugs is strictly forbidden. The school reserves the right to test a student for drugs at any time. If the test is positive or if the student possesses drugs, the student will be presented to the school disciplinary board, which may decide to expel the student.



## Consequences of breaching house rules

The disrespect of house rules will not only give minus points to the house of the student in question, but will also be reprimanded with remarks (annotations) and the withdrawal of privileges.

Official warnings are called “blâme” given for a very serious offence.

The disciplinary council

The council can be called by the Managing Director in case of a serious offence or three official warnings. The council consists of the following members:

- \_ the Managing Director
- \_ the Boarding House Director
- \_ the Class Teacher
- \_ Student-representative of the Boarding House
- \_ Student-representative of the class

## Mediation

School counsellors as well as a psychologist are available to students who wish to benefit from this service.

## Conclusion

In order to ensure a positive and enriching experience at Novelfield Academy, students need to respect themselves and each other, and take responsibility for their actions.

Not everything is provided for in this boarding house manual and does not mention what is pure common sense. Each student must feel sufficiently responsible to avoid anything that can cause disorder and harm to themselves or others. Frequent disobedience, inappropriate and ill-intentioned behaviour and speech will not be tolerated and will be severely punished.

