



BOARDING HANDBOOK

An **inspired** school

Embracing **Individuality**. Preparing **Leaders**.



Since March 2020, we have kept the needs and wellbeing of our boarders at the heart of our Covid-19 planning and response. Looking ahead, we shall continue to respond in an agile and adaptable way to any on-going impact of Covid-19 to ensure the best boarding experience possible.



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OUR BOARDING PRINCIPLES

St. John's boarding accommodation is named Shannon House to honour one of the founding Principals of the school. Shannon House celebrates diversity, open-mindedness and resilience. Boarders are encouraged to fully embrace personal and community responsibility while developing their skills of life-long learning. Boarders develop their personal integrity, live in a respectful community and make lasting friendships. They learn to get along with people from diverse backgrounds with different interests.



ST JOHN'S VALUES

PEACE, PURPOSE AND PASSION

We are proud of our mission, vision and values at St John's, and truly seek to model them in our daily interactions at school. Being a boarder at St. John's International School gives you an even greater opportunity to model these values. You will learn to respect the diversity amongst people, languages, cultures and beliefs. You will be challenged to live in peace, building relationships that last a life-time. You will be challenged to live with purpose, finding your own place in the world and positively impacting your community. You will be challenged to develop and commit to your passions, building skills for a balanced and dynamic future.



WELCOME TO SHANNON HOUSE

We are excited that you have chosen to be a part of our Boarding family. We are committed to making Shannon House a safe, respectful and homely environment, ensuring that all boarders feel a sense of belonging whether full, weekly or flexi boarders.

Starting at a new school and becoming a boarder can be a little daunting – make the most of everything St John's has to offer you in and out of the boarding house and you will quickly become a part of our community.

In the house, boarders of all ages enjoy spending time together as a family, with the older students giving extra support to those new to our community. We foster a sense of independence and expect our boarders to help each other and work together to create a strong and supportive house. You will have the opportunity to take on responsibility and take a share of the general duties and tasks which will equip you for later life.

Are you a musician or do you play a specialised sport? We can work with you and your family to enable you to pursue these interests through our co-curricular programmes.

You will find Boarding Team willing to help and support you in the best way we can. We are there for you whenever you need us.

We look forward to warmly welcoming you to our boarding family.

Madame Valérie Charlent
- Senior House Parent



YOUR FIRST NIGHT AT SHANNON HOUSE

When you arrive, you will be helped to settle in by the House staff and some of our experienced boarders. You will have time to unpack, and we will show you where everything goes. Remember to bring some posters, pictures, books and games and any special things you want to have with you. We want you to create your own space and make it feel homely. You will also have a tour of the house so that you know where everything is, and a boarding induction to get to know the area, the campus, evacuation routines, and all the ins and outs of our boarding community. You will share your first evening meal in the Boarding House with the other new boarders and learn about our Common Room routines. There will be time for a snack and a chat before you get ready for bed. It might feel strange to be in a new place on the first night, but after a busy day, you will soon be fast asleep!

YOUR ROOM, YOUR HOUSE, YOUR RESPONSIBILITY

In Shannon House, all the rooms are shared with other boarders. Most rooms have shared bathrooms and toilets. Bed linen, duvets, pillows and mattress protectors are provided. However, you can bring your own bed linen, provided it is properly labelled. You are free to decorate your room with posters, photos and cherished items from home. Rooms are cleaned regularly, but everyone is responsible for their own area within the rooms and you are expected to take responsibility for the tidying of your clothes and personal belongings. You may bring hairdryers, straighteners or night lamps.



WHAT TO BRING TO THE BOARDING HOUSE

BOYS

- 1 pair of black dress shoes
- 2 pairs of running shoes/trainers
- 1 pair of winter shoes (suitable for snow)
- 7 pairs of socks
- 5 pairs of sweat socks
- 1 black or brown leather belt
- 1 pair of hiking boots
- Undershirts (number depends on preference)
- 9 pairs of underwear
- 1 pair of smart casual pants
- 1-2 sweatshirts
- 2 sets of pyjamas
- 1 towel and washcloth
- 1 toiletry bag
- 1 light jacket
- 1 winter jacket
- 1 pair of winter gloves/mittens
- 1 winter hat
- 1 bathrobe
- 6 summer outfits
- 1 swimsuit
- 1 smart outfit for special events
- Clothes hangers

GIRLS

- 1 pair of black dress shoes (closed toe and closed heel)
- 2 pairs of running shoes/trainers
- 1 pair of hiking boots
- 7 pairs of socks
- 5 pairs of sweat socks
- 9 pairs of underwear
- 1 pair of dress pants or skirt
- 1 smart casual shirt or sweater
- 1 pair of sweat pants
- 1-2 sweatshirts
- 2 sets of pyjamas
- 1 towel and washcloth
- 1 toiletry bag
- 1 light jacket
- 1 winter jacket
- 1 pair of winter gloves/mittens
- 1 winter hat
- 1 bathrobe
- 6 summer outfits
- 1 swimsuit
- 1 smart outfit for special events
- Clothes hangers

OPTIONAL ITEMS

- Photos of family or friends
- Alarm clock
- Poster for walls and pins
- Shoe polish/shoe brush
- Sandals or flip-flops for shower
- Blanket or bed throw
- Blue tac or masking tape

Please refer to the Dress Code in the Student agenda.

WEEKLY ROUTINE

Wake-up call	7.00am
Breakfast	7.30am – 8.15am
Off to school	8.20am
School Hours	8.30am – 3.45pm
After-School Activities	4.00pm – 6.00pm
Dinner	6.30pm – 7.15pm
Homework and Study time	7.30pm – 9.00pm
Free choice time	9.00pm – 9.45pm
Bedtime	10.00pm

MORNINGS AND MEALTIMES

After wake-up, it is time to get ready for breakfast in the house kitchen area. House Staff are available to give you any medication you may need and talk through any last-minute arrangements for the day. All boarders eat breakfast in the house kitchen area. After breakfast, it's time to get organised for the school day and make sure your room is tidy.

Lunch is served in the school cafeteria with the day students. There is a great choice of food, from a full cooked meal, to soup and salad or sandwiches.

The evening meal is served back in the house in the kitchen area. House Staff will join you to debrief on the day. There is always a supply of snacks for you in the common area, and we encourage you to also supply your own.

HOMEWORK AND STUDY TIME

Following the evening meal, students will study together in a calm, relaxed and supportive environment. This is a quiet time so you can concentrate and there is always a member of staff available to help you if needed. House Staff will help you to develop your independent study skills and will provide you with study and revision tips and advice. They will help you balance your commitments between academic work, sport and the Arts –reach out to them if you have questions or concerns about any of these areas; they are all vital components of life at St John's. Supervised Study time is essential for boarders in Grades 6 to 11.

FREE CHOICE TIME

There is a variety of different activities arranged each week, including film nights, international cooking festivals, board game nights, quiz nights... House Staff also open up the dance studio, music rooms or weights room on specific evenings. Of course, you may just want to relax with a book in your room or complete a longer task assigned in a particular academic subject.

Boarders in Grades 8 to 12 are allowed to go into Waterloo Centre with their family or friends on weekday afternoons but must be back before 6.30pm for dinner. Biking is allowed after Study time during the times of the year when the days are longer. All these require parental permissions.

Curfew on Friday and Saturday nights is at 11.00pm.

A special privilege is extended to boarders in Grade 12 who may ask for permission to extend their Friday or Saturday curfew to 12.00am once a month.



HERE COMES THE WEEKEND

SATURDAY

Wake-up	9.00am
Breakfast	9.30am
Free Choice time/Recreation	9.30am – 12.00pm
Lunch	12.30pm
Afternoon activities	1.30pm – 5.00pm
Dinner	6.30pm – 7.30pm
Evening recreation	7.30pm – 11.00pm
Bedtime	11.00pm

SUNDAY

Wake-up	11.00am
Breakfast	11.30am
Recreation/Free time Study time/Trip	12.30pm – 6.15pm
Dinner	6.30pm – 7.30pm
Evening recreation	7.00pm – 9.15pm
Bedtime	9.30pm – 11.00pm

There is usually an activity or excursion organised for boarders during the weekend. Many boarders will have competitive sport on Saturdays, and when St John's is hosting, it's a great opportunity to cheer on your fellow student athletes! Those boarders who are involved in our Performing Arts programme will often be involved in Saturday rehearsals. Mornings can also be spent catching up with schoolwork, or tidying up your room.

Organised activities are usually arranged on Saturday afternoons, you can also walk into Waterloo and enjoy a together brunch, get some shopping time in or watch the latest film at the cinema. Sunday morning is a time for you to relax before participating in the special excursions arranged for you – into Brussels or another part of Belgium, visits to University campuses, or going to the North Sea. We are also interested in your ideas for developing new and exciting trips that you would like.

COMMON AREAS

LE SALON

The heart of the house is the Le Salon. It's a space where we share many moments together de-briefing on the day, planning the days ahead, or just relaxing. Le salon is fitted with a TV and a sound system, where you can relax after school and during the weekend. It is also equipped with several board games and puzzles. Remember to bring your own favourite games to share with your friends.

Movies are shown 4 to 6 times a month and the movie schedule is decided upon by the boarders, with the guidance of the House Staff. If you need a quieter and private study area, the house has some cubicles that you can use. They have USB ports and power outlets to charge your laptops.

If the weather permits, you can enjoy the sun while catching up with some personal reading, playing ball, or just chatting with your friends or the other boarders in the garden located at the back of the house.

You will also enjoy barbecues in the Spring and Summer time!

We have a well-equipped kitchen for you to make drinks, snacks or prepare meals. All boarders have breakfast and the evening meal in the kitchen area. During the week, lunch is taken in school and at the weekend, it is taken in the boarding house or enjoyed off campus during an excursion. Cereals, bread, spreads, fruit and hot drinks are always provided in the kitchen. You can also bring or buy any other food you would like and keep it in the fridge or in the cupboard for snacks. Please remember that we are a Nut-Free Boarding House.

Everyone participates in kitchen duty which includes loading/unloading the dishwasher and tidying up at the end of the day. As a Grade 11 or 12 student, you can cook for yourself with adult supervision at certain times. From time to time we use the kitchen for special occasions, such as pizza nights or cake baking.



ELECTRONICS: PHONES, MOBILE DEVICES AND WIRELESS ACCESS

There is a room in Shannon House that you can use for private calls.

Mobile phones and devices of Grade 6 to 10 boarders will be taken at the final room call, at 9.45pm, for charging overnight. Devices will be returned in the morning. As a Grade 11 or 12 boarder, you have the privilege of extended access to your mobile devices. Full boarders have access to their mobile phones from Friday evening to Sunday evening, and will be collected at bedtime. Should you only be in possession of a foreign mobile phone contract and would like to switch to a local provider, this can be easily arranged at one of the shops in Waterloo.

St John's has a very reliable wireless network across the campus. The house is connected wirelessly to the school network and internet.

Boarders are allowed access to social networks, such as Facebook, Instagram, SnapChat and Whatsapp, between the hours of 4.00pm to 10.00pm during school days and also throughout the weekend.

You have also received at the beginning of the year, the school's Responsible Use Policy for ICT and mobile devices; make sure to have read it thoroughly. Misuse of your devices may result in the devices being confiscated, and parents being informed.

If you or your parents have any specific questions about ICT use in school, please contact the school's IT Office: IT@stjohns.be

LAUNDRY: GETTING THE WASHING DONE

Shannon House has a laundry room with washers, tumble dryers, an iron and ironing board. You can do your own laundry in the house. Bed linen in all the rooms will be changed on Fridays.

NOTICE BOARDS

All the information and things you need to know will be pinned up on the noticeboards around the house. There is also a whiteboard/chalkboard where the 'news of the day' (fixtures, cancellations, birthdays) will be written up so it is a good idea to check this daily. This board is located outside the Boarding House office on the Ground Floor.

TOILETS

There are toilets, as well as sink areas, in the basement for your use.

SPECIAL ARRANGEMENTS

BIRTHDAYS

Birthdays are always a special occasion in the house. Even if you are missing home on your special day, everyone will make sure you are having fun. The whole house will wish you a happy birthday at breakfast. A birthday cake and some special treats will be ready for you to celebrate with your friends and other boarders in the evening. You may choose to celebrate by going out for example, to go to the cinema with your friends or fellow boarders - we can help you organise that.

SLEEPOVERS

We have planned activities at weekends, but you may sometimes wish to spend time with your relatives or sleep over at a friend's house. You must inform a member of the House Staff if you have any plans by Friday 12:00pm with an email from your parent and host parent. The email must include details of who the boarder will be staying with, including full contact details, date and times of departure and return.

VISITORS

Visitors are very welcome in the boarding house during afternoon free times until dinner and at weekends. All guests are first introduced to the House Staff member on duty to be signed in. As your guest leaves, they must also sign out with the House Staff. Visitors are NOT allowed in the bedrooms except for parents helping with luggage at key times as agreed by House Parents.



HOLIDAYS

The boarding house will be closed during the term-breaks and vacations. These consist of the Fall, Christmas, Winter, Easter and Summer breaks. For the exact times, we refer you to the school calendar.

The House Parents can organise transport to and from the airport if needed. Flights should always be arranged within social term dates. Any requests to miss lessons must be put in writing to the Middle and High School Principal, Mr. Simon Vanderkelen and the House Parents, but this is strongly discouraged as St John's has in place a 90% attendance record in order to meet graduation requirements.

Parents are also required to confirm flight details with the House Parents as appropriate.

After holidays, boarders should return to the boarding house on the evening before school starts, between 4.00pm and 8.00pm.



PARENTAL CONSENT FORM

The Parental Consent Form that your parents will sign as you begin boarding serves as a permission form to allow you to participate in recreational activities including trips outside of the campus as organised by the boarding house. This form also lists the people your parents have authorised to take you out of the campus.



GENERAL NOTES

POCKET MONEY AND VALUABLES

You will probably want to bring some pocket money with you to buy toiletries and treats and sometimes souvenirs from the house trips. If you stay with us during the weekend, then you will probably need a maximum of around 20 Euro per week, and if you go home at weekends, you will not require more than 50 Euro per term to allow cash for any bake sales or other school events midweek. We advise Boarders to have a debit card instead of cash. You can bring a debit card so that you can take money from the cash machine as you need it and use the card to pay for taxis and other extras.

There is lockable storage available for every student in the laundry/storage room. Please bring a combination lock so you can keep your valuable items securely. Remember to share the combination with the House staff. Please label all personal belongings and clothing.

EMAIL AND POST

You are encouraged to write emails and postcards to family and friends. They are also welcome to send letters and parcels to you too. It's a brilliant surprise to come home from school and find that a special treat has arrived for you!

The postal address of the boarding house is:
St John's International School,
Shannon House Champ du Roussart 31,
1410 Waterloo,
Belgium



TAXIS

If your parents have agreed to you travelling in a taxi to and from appointments and have agreed to the cost, which you can pay by bank card, the House Parent will happily book a taxi for you.

MEDICAL NEEDS

We have an Infirmary on the campus with a trained pediatric nurse during the school day. There is access to dentists, doctors and hospitals in the vicinity, in and out of school hours. If you are injured or taken ill during the day, a member of the staff will help you. If you are unwell in the evening, then a member of House Staff will come and help. We have a medical room available in the house if you are unwell.

All boarders are encouraged to bring their own medical kit. This will be checked and kept safely and securely by the House Parents. Your parents must submit a doctor's note stating your name, name of the medication and instructions on how to administer any prescription you take regularly.

Appointments with a medical doctor, dental, orthodontist, optician, or other specialist services can also be made if requested by your parents or in the event of an emergency. You will be accompanied to your appointment by a member of the House Staff. Appointments should be made outside lesson times whenever possible. Routine check-ups should normally be arranged during the holidays to prevent losing lesson time.

EMERGENCY EVACUATION

At the start of each term, members of the House Staff will take you on a 'walk through fire practice' to show you all the available fire exit routes from your rooms, how to open the fire doors and your assembly point. It is vital that you understand what you should do in case of a real fire. If the alarm bell rings, whatever the time, always assume it is a real emergency and evacuate the building as quickly as possible. Leave wherever you are in an orderly way, making sure that you have something on your feet. Leave in silence by the nearest exit and assemble at the designated meeting point. You will need to line up in alphabetical order in your year group. The member of the House Staff on duty will then register you.



RULES AND RESPONSIBILITIES

The St John's values promote an ideal climate for learning and social interaction at school and in Shannon House. As we are living in a multicultural environment, in order to build community, boarders are encouraged not to exclude others by using a language which not everyone understands. Mutual respect is a basic expectation of all members of the boarding community.

Rudeness, offensive language, verbal abuse, physical abuse, malicious behaviour, dishonesty, harassment, or acts endangering personal safety or that of others will be deemed a serious breach of conduct and will be dealt with accordingly.

The following areas in Shannon House have restricted access. These areas include the bedrooms, the Boarding House Office, the Medical Room, the Boarding Parents' apartment and the Boarding Assistant's Room.

Boarders will be treated as a day student until 3.45pm and any disciplinary aspect will be managed according to the day school sanction procedures. The House Staff will be informed. This ensures the quality of care is consistent and any emerging pattern of behaviour is addressed and discussed with the boarder and the boarder's family, if required. In a similar manner, should there be any welfare issues in the boarding house, they will be shared with the Middle and High School Student Support Team.

When a boarder is in the care of the House Staff, the way in which we deal with any disciplinary issue mirrors the approach in the Middle and High School. The House Parents reserve the right to start any disciplinary action at the level deemed appropriate by the offence committed.

- 1 Conversation
- 2 Removal of privileges
- 3 Contact with parents
- 4 Meeting with parents
- 5 Boarding status changed to conditional



SMOKING, ALCOHOL AND SUBSTANCE ABUSE

St John's strictly forbids students smoking, drinking alcohol or taking drugs. This applies to the whole campus including the boarding house and also extends to the streets around St. John's.

REGISTRATION WITH THE LOCAL AUTHORITIES

If you come from abroad, you must also apply for a Residency Permit. To do so, you must go in person to the local town hall (maison communale) of Waterloo within eight school days of arrival. For this you will need: your identity card or passport, 5 recent photos, your admissions acceptance letter and a birth certificate (duly legalized or printed with the apostille according to the country of origin). All persons over the age of 12 and resident in Belgium are issued electronic residency/identity cards.

- If you are a citizen of the European Union, you will immediately be registered on the waiting list. After checking your address, you will be registered in the foreigners' register.
- If you come from another country (non-EU), you must be in possession of a temporary residence permit (visa). Non-EU nationals will need to show their long-stay visa. Once resident in Belgium, you may travel within the Shengen area.



CONCERNS, COMPLAINTS AND SUPPORT

Everyone has the right to complain if they think that they are not being treated fairly, or to talk to someone if they feel worried about something. There are several people you can talk to: the House Parents, a Boarding Assistant, your Adviser, your teachers, the Social Emotional Counsellor, the University and College Guidance Counsellor or any member of staff with whom you feel comfortable.

We aim to resolve any issues at an informal level. However, if you do not feel that the issue has been resolved, you have the right to make a formal complaint. In this case, email Mr. Vanderkelen, MHS Principal, stating that you are making a formal complaint and explaining the issue you have been unable to resolve. Within two days of receiving your written complaint, you will receive a response from him saying that he has seen the complaint and that it is being attended to.

Remember that you do not have to tell anyone that you are complaining about them.





CONTACTS

MHS Principal

Mr Simon Vanderkelen
svanderkelen@stjohns.be

Senior House Parent

Madame Valérie Charlent
vcharlent@stjohns.be
+32 470 60 28 90

House Mobile Number

+32 472 19 27 85

School Nurse

asegers@stjohns.be

Emergency Contact

+32 470 60 28 90

