

SAINT-CHARLES
1897



INTERNATIONAL SCHOOL
- SWITZERLAND -



BOARDING STUDENT HANDBOOK





Dear Students, Dear Parents and Guardians,

On behalf of the entire Saint-Charles International School community, we extend a warm welcome to you as we embark on another school year. For those joining us for the first time, your arrival is met with great excitement, and we are delighted to have you become part of our community. For those returning, we welcome you back warmly. This handbook serves as a guideline for new and returning students, providing key information and a summary of the school's main policies.

We extend our best wishes for a fulfilling school career and a rewarding experience at Saint-Charles.

School Philosophy:


Our mission is to provide students with a high-quality education while instilling attributes of kindness, respect, and responsibility towards others and the environment.

Saint-Charles upholds humanist values, emphasizing care for others and the environment, respect for cultures and individuals, and approaching the world with openness and positivity. The school aims to cultivate these values in students, fostering responsible, global citizens dedicated to improving the world.

Yours,

*Esmond Tweedie
Executive Director*

*Jose Miquelino
Head of Boarding*



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Official Languages of Communication

Saint-Charles operates as a bilingual community, speaking both French and English. Students are encouraged to learn French, particularly from their colleagues in the Swiss system, but it is not obligatory. English is the language of communication used in the boarding house.

Saint-Charles students represent over 40 countries. They are encouraged to learn other languages from their colleagues but should use English when staff are present.

Contact Information & Communication with Parents

Saint-Charles is reachable 24/7. General enquiries can be made via the school's central telephone number: +41 32 466 11 57 or by email at secreteriat@saint-charles.ch.

For general matters or serious concerns relating to boarding, please contact internat@saint-charles.ch or jose.miquelino@saint-charles.ch (Head of Boarding).

The House Parent responsible for your children will contact you at the beginning of the school year. We encourage you to report any minor or moderate concerns to the House Parent in charge of your child.

In case of emergency, parents can contact the boarding school team by the phone number that the House Parent will provide you in their introduction email.



BOARDING OVERVIEW

At Saint-Charles International School, Boarding is more than a logistical solution, it is a strategic, human-centred experience designed to shape the next generation. It is where students begin the deeper journey of becoming who they are meant to be.

Everything we do is rooted in the belief that a student's environment shapes their mindset, and that mindset shapes outcomes. Our boarding programme isn't just about routines – it's about relationships, character, and the small daily choices that build resilience, empathy, and self-awareness.

Here, students live in purpose-built residences that balance comfort, safety, and style. But beyond the bricks and mortar, it's the culture that defines us: one of mutual respect, emotional maturity, and constant dialogue. We don't impose – we co-create. Through listening, adapting, and acting with consistency, we build a space that works not only for today, but prepares students for tomorrow.

*A place to grow,
the beginning of
the journey...*

Boarding at Saint-Charles is a launchpad – for emotional growth, cultural understanding, and lifelong values. It's where leadership starts quietly, in daily acts of care and discipline. It's where responsibility is not enforced but embraced. And it's where every student is reminded that their uniqueness is not just accepted, but essential.

This is not just a place to stay.

**This is where students become stronger, wiser,
and more complete versions of themselves.**

This is boarding at **Saint-Charles.**

LIVING ENVIRONMENT + FACILITIES

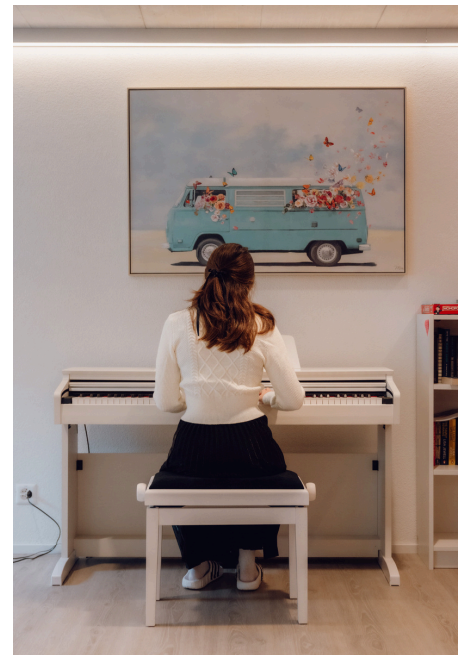


The boarding environment is built to support both comfort and community, with all facilities recently constructed to meet high standards of safety, functionality, and aesthetics.

Girls are accommodated in a modern three-floor residence, carefully designed to offer a calm, secure, and welcoming space. The building is well-decorated and thoughtfully arranged to create a positive daily atmosphere. Each floor provides a balance of privacy and shared spaces, supporting both rest and social interaction.

Both the Junior and Senior houses, including the girls' house, have dedicated lounge areas with fully equipped kitchens. These shared

spaces are central to house life, offering students a place to relax, cook, and connect with peers. They are designed to encourage group bonding, support cultural integration, and promote a sense of responsibility through shared use.



The campus also includes an indoor swimming pool which is available before and after school hours. Whether students start their day with a swim or use it to wind down in the evening, it contributes to their emotional balance, energy levels, and general well-being. The entire boarding setup is built around creating the right environment for students to grow: structured, supportive, and positive, where daily life encourages independence, respect, and emotional stability.



FOOD AND MEALS

Our Kitchen is run by Mr. Olivier Bernard and his team. Charly's Corner (ELDORA) provides all school meals and morning and afternoon snacks for our boarders and always uses fresh, quality products. A range of diets, including vegetarian and for students with allergies, can be catered to.

Parents must inform the school of any allergies.

Students are allowed to purchase food and soft drinks (no energy drinks) when off campus and may receive care packages from families. However, no food may be stored in bedrooms and is to be stored only in the Lounge storage cupboard.

Any food purchased may only be eaten in the dining room or lounge and may not be eaten in bedrooms.



COMPREHENSIVE WELLBEING SUPPORT SYSTEM

At Saint-Charles, we believe that every student's mental health and wellbeing are fundamental to their success and happiness. We have developed a comprehensive support system that prioritizes early intervention, professional care, and development. Our approach focuses on understanding the root causes of behavioral challenges and providing appropriate support rather than simply addressing symptoms.

OUR WELLBEING COORDINATOR

Our dedicated Wellbeing Coordinator serves as the central point for all mental health and wellness support at Saint-Charles. Their responsibilities include:

1. Conducting regular check-ins with students who may be experiencing challenges
2. Providing immediate crisis intervention and emotional support
3. Coordinating care between school staff, families, and external professionals
4. Developing individualized wellness plans for students with ongoing needs
5. Leading preventive wellness programs and mental health education

Assessment and Referral:

1. Conducting initial assessments to understand student needs
2. Connecting students with appropriate resources and support services
3. Facilitating communication between students, families, and healthcare providers
4. Monitoring student progress and adjusting support plans as needed
5. Maintaining confidential records and ensuring appropriate follow-up care

Early Identification:

1. Regular wellness screenings and assessments
2. Staff training to recognize early warning signs
3. Student self-referral systems and anonymous reporting
4. Proactive outreach to students experiencing transitions or stress

Targeted Support (Students with Emerging Concerns):

When Students Need Additional Support: Rather than punitive measures, we provide enhanced support when students show signs of:

- Emotional distress or behavioral changes
- Academic performance concerns related to mental health
- Social difficulties or relationship challenges
- Substance use concerns or risky behaviors
- Adjustment difficulties or homesickness

Our Philosophy

We understand that challenging behaviors often stem from underlying emotional, psychological, or social needs. Rather than focusing solely on consequences, we work to understand and address the root causes while teaching healthy coping strategies.

How to Get Help

- Speak directly with your house parent or any trusted adult
- Contact our Wellbeing Coordinator
- Use our confidential online referral system (REACH)

For Families:

1. Contact our Wellbeing Coordinator to discuss concerns
2. Request a family consultation to develop support plans
3. Receive regular updates on your child's progress and wellbeing

Confidentiality and Privacy

1. All mental health services are provided with appropriate confidentiality protections
2. Information is shared only with those who need to know to ensure student safety
3. Students and families are involved in decisions about information sharing
4. Professional ethical standards are maintained by all clinic partners

RULES AND EXPECTATIONS

As a school community, our behaviours and attitudes affect others much the same way they would in a family. By adhering to the school rules, students foster a sense of respect, politeness, friendliness, and intentionality that is necessary to boarding life. These rules apply to any student on/nearby the school campus, on school trips, or representing the school in any way.



General Expected Attitude

Each student is expected to demonstrate a cordial and polite attitude, to respect adults and classmates, and to maintain proper conduct and dress on campus. If a student brings discredit to the school, on or off campus, the school will inform the legal representatives and take appropriate disciplinary action, up to and including temporary suspension or permanent expulsion.

Students must pay attention to their behaviour and language. Offensive behaviour or insulting/coarse language are not acceptable.

As a student at Saint-Charles, you are expected to:

- **Respect Others:** Show respect to all members of the school community, including fellow students, teachers, and staff. Treat everyone with kindness and consideration.
- **Engage Actively:** Participate fully in your classes, extracurricular activities, and school events. Be curious, ask questions, and strive for personal and academic growth.
- **Maintain Integrity:** Uphold the highest standards of honesty and integrity in all your actions. Academic honesty is crucial, and any form of cheating or plagiarism will not be tolerated.
- **Be Responsible:** Take responsibility for your actions, your belongings, and your learning. Be punctual, prepared, and organised.
- **Dress Appropriately:** Adhere to the school dress code, which promotes a respectful and distraction-free learning environment. Ensure that your attire is neat, clean, and suitable for school activities.
- **Display Care:** Care is at the heart of our community. We foster an environment where everyone looks out for one another, ensuring that the physical, emotional, and mental well-being of students and staff is prioritised. We strive to create a supportive atmosphere where everyone feels valued and safe.
- **Show Commitment:** Commitment is key to achieving excellence. We expect students to show dedication and perseverance in their pursuits. We are committed to upholding high standards and working diligently towards our goals, both individually and collectively.

MINOR OFFENSES

Unexcused Absences

Skipping or being late to class, meals or other mandatory school activities without a valid reason.

Dress Code Violations

Wearing clothing that does not adhere to the school's dress code policy.

Inappropriate Use of Electronic Devices (high school students)

Using mobile phones or other electronic devices during class time without permission.

Using electronic devices in restricted areas such as the library or study hall.

Incomplete Assignments

Failing to submit homework or assignments on time.

Inappropriate Language

Using foul or inappropriate language in any school setting.

Minor Acts of Disrespect

Displaying a lack of respect towards teachers, staff, or fellow students.

Ignoring or defying simple instructions or school rules.

Improper Care of School Property

Minor damage or neglect of school property.

Food and Drink Violations

Eating or drinking in the dorm areas, classrooms or the library.

Leaving Campus

Leaving campus without proper authorisation or signing out.

Failing to return to campus on time after authorised outings.

Misuse of Common Areas

Failing to clean up after oneself in common areas.

Unauthorised Visitors

Bringing unauthorised visitors onto school premises.

Failing to sign in visitors according to school policy.

Misbehaviour During Extracurricular Activities

Displaying inappropriate behaviour during extracurricular activities or events.

SERIOUS OFFENSES

Bullying

Bullying includes, but is not limited to

- Physical aggression (hitting, pushing, or any other form of physical harm)
- Verbal abuse (teasing, name-calling, or making threats)
- Social exclusion (spreading rumors, intentionally excluding someone from activities)
- Cyberbullying (using digital platforms to harass, threaten, or embarrass someone)

Harassment

Harassment involves unwanted and unwelcome behaviour that makes someone feel intimidated, humiliated, or offended. This can include, but is not limited to

- Sexual harassment (verbal or physical conduct of a sexual nature).
- Racial harassment (derogatory comments or actions based on someone's nationality or ethnicity).

Violence and Threats

Any form of violence or threats of violence will be taken seriously. This can include, but is not limited to

- Physical or verbal threats to any member of the community, staff or student.
- Verbal abuse.
- Physical abuse.

Alcohol Policy

In line with Swiss law and culture, students over 16 may be allowed to consume beer or wine during approved outings. This is a privilege, not a right, and depends on good standing, houseparent approval, and **written parental permission**.

Spirits are strictly prohibited. **Possession of alcohol on campus will result in severe consequences.**

A breathalyser test is mandatory upon return from any outing where alcohol was allowed. The limit is 0.05 BAC. Any result above this will lead to disciplinary action and possible loss of privileges.

This policy may be revoked at any time if a student fails to act responsibly.

Drugs

The school operates on a zero-drug basis. This includes the consumption, possession, or distribution of drugs, so-called “legal highs” and CBD-based product.

The school retains the right to carry out drug tests on students at any time, with or without articulable suspicion.

Discrimination

Discrimination against any student based on nationality, ethnicity, gender, sexual orientation, religion, disability, or any other characteristic is strictly prohibited.

This includes:

- Unfair treatment or exclusion.
- Denying opportunities or resources based on discriminatory reasons.
- Making derogatory remarks or actions that demean or devalue an individual.

Destruction of School Property

Deliberately destroying or defacing school property is unacceptable and will not be tolerated.

This includes:

- Vandalism of any kind.
- Misuse of school equipment or facilities.
- Any intentional act that causes damage to the school's property or premises.

Smoking

Saint-Charles has a zero-tolerance towards smoking or possession of any smoking material, including e-cigarettes and oral tobacco (snus).

Offenders will be attending educational session on the dangers of smoking, with the costs covered by their families.

Providing False Accusations

In Saint-Charles, in order to protect our students, we take all accusations very seriously. Therefore, making false accusations, or providing incorrect information in an official report, is treated as a serious offense.

REPORTING AND CONSEQUENCES FOR SERIOUS OFFENCES

Students and parents are encouraged to report any serious offences to a member of staff, who will then inform the relevant authorities, and safeguarding officer if necessary. All reports will be handled with confidentiality and sensitivity.

Students found to have committed a serious offence will face appropriate disciplinary actions as determined by the Head of Boarding and Head of School, which may include:

- Verbal or written warnings
- Mandatory counselling or educational sessions
- Suspension, On- or Off-Campus (all expenses covered by the family)
- Expulsion

Other measures to be applied accordingly by the school management.

ROOM CHECKS

We reserve the right to inspect or search personal belongings (including electronic devices such as phones or computers) or bedrooms at any time. This right is exercised in the event of suspected theft, tobacco, alcohol, drug use, or other serious concerns. In these cases, students may be asked to empty their pockets or have their jacket pockets searched.

DISCIPLINARY MANAGEMENT

At Saint-Charles, discipline is not driven by punishment. It is an extension of our educational mission. Every behavioural response must contribute to the student's growth, the safety of the community, and the clarity of our values. Discipline without purpose is ineffective. Consequences without consistency are damaging. Our role in Boarding is to lead behaviour with intention, not reaction.

Our Approach - We do not treat students as problems to manage but as people to guide. Behaviour is communication. Patterns are data. Our role is to interpret, act, and reset direction with calm authority. Every disciplinary step must preserve dignity, reinforce expectations, and safeguard the wider environment.

INTERVENTION STRUCTURE

All incidents must be assessed case-by-case. The steps below reflect an escalating framework, not a rigid checklist. Judgment, timing, and clarity matter.

Minor Infractions

These include lateness, absence without reason, or minor disregard for routines. Consequences are progressive and restorative.

- **First Incident:** A reflective discussion is held. Electronic devices may be collected 30 minutes earlier.
- **Second Incident:** Student may be assigned additional community duties. Electronics may be taken 1 hour earlier.
- **Third Incident:** Device access is reduced for the rest of the week. A short goal-setting meeting is required with their House Parent or Head of Boarding to outline what changes are expected. A follow-up happens within a week.

Moderate to Major Infractions

These include repeated non-compliance, disrespect, deception, or any act affecting safety, well-being, or community standards.

- **First Response:** Managed by Boarding Leadership. Parents are informed.
- **If Repeated:** On-campus suspension may be applied.
- **Escalation:** Off-campus suspension or, in severe cases, expulsion. Every case involves consultation with the School Leadership Team and safeguarding review.

WEEKEND INVITATIONS

Boarders can benefit from parental permissions or weekend invitations from local friends or travelling friends/family. These requests must reach the school administration one week before the weekend outing. School Management reserves the right to refuse permission to a student.

Invitations must state explicitly that the person inviting assumes full responsibility for the invited student. Likewise, the parent's authorisation must explicitly state that they release Saint-Charles from responsibility for their child for the duration of the invitation.

All requests must be made on REACH, the school's online boarding platform, to which all parents will be given access at the beginning of their child's time here. Should any issues arise regarding REACH, please contact the boarding department.

Students must return from the weekend outing on Sunday by 9pm at the latest.



REWARDS AND PRIVILEGES

Living in a community requires everyone to play their role and respect the other students, staff, facilities, rules and regulations. To help create and maintain an environment that is harmonious and welcoming for all, certain rules and regulations are necessary, as in society. Equally, privileges are given to Students who contribute positively to life in the boarding houses.



THE GOLDEN PASS

The Golden Pass is not a reward for perfection. It is a recognition of sustained responsibility, maturity, and leadership in both residential and academic life. It reflects our belief that trust is earned through action. Students who consistently meet and exceed expectations are granted greater autonomy within our boarding community.

WHO IS ELIGIBLE?

Students must consistently demonstrate commitment across key areas of responsibility.

Punctuality

The student is always on time for wake-ups, meals, classes, and activities.

Presence

The student maintains excellent attendance in boarding, school, and extracurriculars.

Conduct

The student has no disciplinary incidents and upholds the school's code of conduct.

Responsibility

The student maintains a tidy and orderly room, follows routines independently, and completes daily duties without reminders.

Initiative

The student contributes positively to the boarding house and shows signs of leadership and maturity.

Please note that any serious behavioural sanction or breach of trust results in the immediate removal of the Golden Pass. This is a living privilege that reflects the student's current behaviour, not a permanent award.

PRIVILEGES GRANTED

All privileges are conditional and subject to weekly review.

Study Autonomy

Students with a Golden Pass are permitted to reduce supervised study in their rooms when academic responsibilities are fully met and approved by both academic and boarding staff.

Device Freedom

MYP1-5 and Lycée students are allowed access to their personal devices after 15:00. Students may keep their electronic devices Friday and Saturday at night if all daily responsibilities are consistently fulfilled. This includes academic submissions, room condition, and full participation in boarding life.

Social Independence

Students may organise a weekly take-out evening with other Golden Pass holders. They may access dormitory rooms after 15:00 for personal time, provided the environment remains respectful and productive.

Lounge Access

DP students are allowed to use the lounge until 22:30 on Fridays and Saturdays.

Weekend Technology Allowance

Student's holding a Golden pass, are allowed to keep their electronics Friday and Saturday if no incidents occur.

Lifestyle Flexibility

Students may request sleepovers with the same sex, extended curfew on weekends, or additional free time. These are considered individually and must be approved by the Head of Boarding.

Lights-Out Extension

Golden Pass holders receive a 30-minute extension to their lights-out time on weekends.

REVIEW AND ACCOUNTABILITY

Golden Pass status is reviewed weekly by the boarding team. Students may be placed on a watch list if performance begins to decline. They are given 24 hours to correct behaviour before privileges are suspended.

Staff hold full discretion to revoke the Golden Pass if the student no longer meets expectations.

THE BIGGER MESSAGE

The Golden Pass is not about reward. It is about accountability. It is a sign of trust and recognition that a student is ready to handle more freedom with discipline and maturity. At Saint-Charles, we do not give freedom easily. We give it when it has been earned. And we teach our students that responsibility always comes before privilege





BOARDING AMBASSADORS

At the start of each academic year, during September, up to six boarding representatives are elected by the boarding staff. The purpose of these role is twofold:

Firstly, the representatives advocate for the interests of the boarding students in their houses by helping boarding staff select activities and special events, visits, weekend activities, birthday celebrations, etc.

Secondly, they play an important role in helping with maintaining order and the boarding expectations in the boarding houses and supporting staff with wake ups, bedtime routines, club or social activity organization, etc., and supporting students in minor disciplinary councils.

We expect them to be responsible and act as positive role models for other students in the school. Should this not be the case, this privilege may be revoked.

Representatives will be rewarded with:

- A certificate from the school certifying their commitment.
- Additional Privileges.

The elected representatives have an active role in:

- The organization of the ceremonies of the establishment.
- Help on a daily basis.
- Help define Friday night recreational activities or facilitate a boarding school workshop.

ARRIVALS AND DEPARTURES



The school year begins on 18th of August for all students. New Boarders must be at Saint-Charles between 15th - 17th. Current students, latest by the 17th.

Orientation, welcome and team building activities will be organized by the boarding staff for all new students to ensure they feel welcome and quickly at home.

DP2 students must depart within 48 hours after Graduation ceremony. Any extended stay beyond this period will incur additional charges.

For new students:

- Should parents bring their children, the admissions team will be on hand to check documents, ask health questions and any allergies or special diets that have come up since initial enrolment. Parents may then accompany their child on a school visit and help them settle into their bedroom. It will also be possible for parents to meet the boarding team and ask any questions they may have.
- In the case of unaccompanied arrivals of new students at the airport, students are met by a school staff member and brought to Saint-Charles to meet the Admissions team and then be welcomed to their bedroom by the boarding staff before joining in the planned activities.

For existing students:

- All arrivals and departures must be registered on REACH by the student's parents or legal representative. Reminders to submit requests will be sent in good time before each holiday period.
- Full details must be given, including transport details and times and destination.
- Transfers to and from Zurich and Basel airports are available. This is mandatory for students under the age of 15 without the supervision of a parent or a guardian.



PACKING LIST

Students must arrive with an adequate wardrobe that covers both academic and boarding needs. Clothing must be clean, presentable, and fully aligned with the smart dress code. The following are strictly forbidden during school hours: ripped clothing, sweatpants, any type of slides or slippers, oversized or excessively tight items, clothing with offensive or suggestive prints, and visible undergarments. Students are expected to dress with respect for themselves and the school environment at all times.

Bed linen and laundry is included for all boarders. We recommend providing the following items for your child to have a good start in boarding life:

Autumn: boots, coat, raincoat, sweaters, long trousers

Winter: scarf, hat, waterproof jacket, turtlenecks, warm tights

Spring/Summer: mix of short and long sleeve tops

Smart dress code outfits for school events and formal occasions

- Warm, waterproof outerwear and sufficient underwear
- Pyjamas, slippers, and shoes for daily life, sports, hiking, and indoor use
- Sportswear for indoor and outdoor activities
- Bath towel (for pool use) and two bathing suits
- Lightweight sneakers (non-marking soles), sports shoes
- Winter sports clothing (skis, snowboard, helmet, etc. may be rented on-site)
- Equipment for extracurriculars (tennis racket, skateboard, horse riding gear)
- Toiletries: brush, comb, clips, scrunchies, toothbrush, toothpaste, sunscreen, lip balm, shampoo, conditioner, tissues
- Musical instrument (if applicable)
- Alarm clock (phones are collected overnight)
- School supplies and stationery
- Laptop/tablet, mobile phone, chargers, headphones
- A durable backpack

VALUABLES AND POCKET MONEY

Boarders are advised not to bring valuables, such as jewellery and watches, to Saint-Charles. If students choose to bring personal valuables, they should ensure these items are insured. Saint-Charles cannot accept responsibility for the loss or theft of students' personal belongings.

Pocket money should be deposited with the school's accounting office for students to withdraw. Excessive amounts of pocket money are strongly discouraged. The school cannot accept responsibility for any lost money that has not been deposited in the school's accounting office.

PHONES AND ELECTRONIC DEVICES

The use of mobile phones, tablets, or any other multimedia device is allowed under certain conditions. Their use is forbidden after bedtime and phones will be collected every evening by the house parents and returned to the students the day after, at different times depending on their age / grade.

Boarders may bring one mobile phone and one laptop computer or tablet with them. Bringing other electronic devices to the boarding houses is discouraged and must be reported to the boarding staff. The boarding staff reserves the right to limit the types and numbers of other electronic devices boarders may bring.

Saint-Charles is not responsible for any loss or damage to the students' mobile phones or other electronic devices.

THEFT AND INSURANCE

Maintaining a secure environment is essential for fostering trust and a sense of community at Saint-Charles. Acts of theft undermine this trust and are taken very seriously. Any student found engaging in theft risks off-campus suspension or expulsion.

To reduce the risk of theft, we advise students to:

- Secure all valuables in their wardrobes or safes.
- Deposit pocket money and valuables with the Accounts department for safekeeping.
- Close bedroom doors when they are not present.
- Ensure that exterior doors to the boarding houses are closed when they leave.

INSURANCE

Our insurance policy provides coverage for damage resulting from theft involving breaking and entering or aggravated theft. Claims must be accompanied by a police report and are subject to the terms and conditions of the policy.

PERSONAL LIABILITY INSURANCE

This insurance protects students against claims for damages made by third parties, covering property damage and physical injury.

HEALTH AND HYGIENE

During the admission process, families must inform the school of any pre-existing health conditions, (including mental illness), vaccination records, and allergies. These will be noted and rechecked with the family upon arrival at the school. Medication, treatment information, medical details, and/or prescriptions must be handed in to the boarding administration.

School fees are inclusive of medical insurance. Doctor appointments will be made promptly when necessary. The school also has access to medical advice from a registered nurse 24/7.

MEDICATION

All medications must be registered with the boarding staff. Students are not allowed to keep any medication in their rooms. The boarding staff will manage the distribution of regular medication. Students must hand over controlled medicines to the boarding staff, which will be kept under lock and key in the Health Center.

Students must never share their medications. All prescription drugs **MUST** be clearly labeled with the full name of the individual, dosage, and duration of treatment. Any changes to medication instructions must be communicated to the boarding school staff by parents and physicians via email.

HYGIENE

All students are expected to maintain personal hygiene and be presentable when in school or representing the school off-campus. The boarding staff will support students, especially younger ones, in becoming increasingly independent as they grow and mature.

LAUNDRY SERVICE

Saint-Charles offers a full laundry service upon request by the parents, and this service will be charged according to the prices outlined in the General Conditions.

Boarding students have this service included in their school fee. The laundry procedure is as follows:

- Students take their laundry baskets to the laundry the evening before their designated day.
- Laundry will be ready after washing and ironing, typically within two days.
- Clothes are washed once a week, with additional washes available if needed.
- If a student has a delicate item of clothing, it should be reported to the boarding staff.
- Laundry and personal belongings are stored in provided cupboards and wardrobes.

MEDICAL PROCEDURE

In boarding, your health and well-being are a shared responsibility. This medical procedure ensures that any signs of illness are taken seriously, managed quickly, and communicated clearly. Please follow each step carefully and cooperate fully with staff instructions to protect both yourself and the school community.

1. REPORT YOUR CONDITION

1. Inform the boarding staff immediately during wake-up time if you feel sick.
2. Your temperature will be checked, and you will be asked to describe your symptoms.

2. FOLLOW INITIAL INSTRUCTIONS

1. Staff will assess your condition and may record the information to share with the school nurse.
2. If your symptoms suggest a contagious illness (e.g. fever, vomiting, sore throat, coughing), you must:
 3. Go to breakfast separately at 07:50 to avoid contact with others.
 4. Go to the school office with a staff member for further evaluation.

3. ATTEND THE MEDICAL ASSESSMENT

The school nurse will examine you and decide how best to proceed, depending on:

1. How serious your symptoms are, and
2. Whether you can safely attend classes and activities.

4. COOPERATE WITH THE OUTCOME

One of the following will happen:

- a. You are deemed to be okay:
 1. Go to class as instructed.
 2. Staff will check in with you during the day.
- b. You need medical care:
 1. Staff will contact medical professionals for advice.
 2. You may be taken to a clinic or receive care at school.
 3. You must follow all instructions and cooperate with any treatment.
 4. A record of your condition and treatment will be kept.
- c. You need rest:
 1. You will return to your room and stay in bed under staff supervision.
 2. You must not leave your room unless given permission.

5. STAY INFORMED AND RESPONSIBLE

1. Your parents or guardians will be informed.
2. Respect all health and safety guidelines during your recovery.
3. Keep staff updated if your condition changes.
4. If you feel anxious or isolated, don't hesitate to talk to the staff. Your emotional well-being is important

SAFEGUARDING AND STUDENT SUPPORT

At Saint Charles, every student has the right to feel safe, cared for, and respected. Each student should be treated equally and fairly, and has the right to privacy and to be heard.

It is very important that students share their concerns. If a student is worried about something either at school or home, or if they are concerned for someone else, they may speak in confidence to a member of the school staff. The designated School Counselor, Safeguarding Lead, or the Senior House Parent are always available to listen and provide support.

The school's Designated Safeguarding Officers are the Head of School and the Head of Boarding with the support of our Well-Being Coordinator:

Head of boarding: Jose Miquelino : jose.miquelino@saint-charles.ch

Well-being Coordinator: Paulina Tkaczyk : paulina.tkaczyk@saint-charles.ch

It is recommended that issues are first addressed to the Head of Boarding, who will then take the appropriate measures and inform the DSO.

All students boarding at Saint Charles, whether 5-day or 7-day boarders, will have a team of staff who are always available to care for them. During the day, these staff members will:

- Oversee mealtimes.
- Coordinate with homeroom teachers.
- Help students maintain their daily hygiene, organization, tidiness, and cleanliness.
- Encourage students to become increasingly independent as they grow up.

If any student requires additional help, a plan will be put in place to provide the necessary support. Our full safeguarding policy can be requested from the school.

EVACUATIONS

During the term, students will participate in fire and emergency evacuation drills in agreement and coordination with local authorities.

If you hear the alarm, or are told to evacuate the Boarding house:

1. Remain calm and keep quiet
2. Listen and follow the instructions of the Boarding Staff
3. Exit the building immediately via any of the exits (according to the escape route plan or simply choose the closest). Close all doors and windows behind you. Do not take any belongings with you
4. Assemble immediately outside in the playground area
5. Assemble grouped with your roommates if you share a room
6. Remain quiet, listen to instructions and help staff complete the register. Do not leave unsupervised, unless in danger or advised by the Boarding Staff

Staff are on-site 24/7 and must be told of any emergency. Students are given the phone number of the duty phone, meaning staff are reachable for critical situations around the clock.



ROOM ALLOCATIONS AND CHANGES

Living in a boarding school is an invaluable experience that teaches students important skills for living harmoniously with others, developing strong friendships, and creating a sense of belonging within the boarding house. Our aims with room allocation are to:

- Foster a sense of belonging and feelings of security.
- Promote harmony among all roommates and within the boarding house.
- Create an environment that encourages the development of interpersonal skills, conflict resolution, and friendships.
- Assign rooms with students of similar ages.
- Encourage a harmonic diversity of interests, nationalities, characters, and personalities among roommates.
- Help roommates learn to overcome conflicts peacefully and build friendships.

Boarders intending to continue boarding in the next year will have the privilege, before the school year starts, to request their preferred roommates. The boarding team will give final approval.

During the school year, students may request a room change after discussing it with the boarding team. However, a room change will only be considered if there is a clear and acceptable reason. The boarding team reserves the right to change room allocations at any time if it is in the best interests of the boarders and the boarding house.



CO-CURRICULAR ACTIVITIES, CLUBS, SPECIAL EVENTS



Our activities program engages students in entertaining, collaborative and physically challenging endeavors. Students are encouraged to continue the activities that they enjoy at home and Saint-Charles will always try to find clubs and activity providers for them. All students are required to take a minimum number of activities per week, depending on their grade, and are encouraged to participate fully in the rich co-curricular life of the school.

Our Activities Handbook, handed out at the start of each year, outlines the various offerings for our students to choose from.



**WEEKEND
ACTIVITIES**

Each weekend, students are taken on fun and unique activities or trips, both in and out of Switzerland. These will be communicated the Boarding House Newsletter but are subject to change.

Saturday is normally the day for off-campus activities, with Sunday kept a quiet day to relax and prepare for the following school week.

HOLIDAY ACTIVITIES



Boarders will be able to participate in holiday trips and activities organized during the autumn, February and Easter breaks. Participation is by registration and the costs are not included in the annual fees charged for the academic year. The final proposal of holiday trips and camps will be communicated to parents via email, with all relevant information, and a clear deadline stated for sign-ups.



BIRTHDAYS

The boarding house is happy to assist parents in organizing birthday parties for their boarders. We can organise an on or off campus dinner together with friends with the family's permission. In addition, the school kitchen prepares a birthday cake for every student's birthday.

COMMUNICATION PROTOCOL

This protocol ensures effective communication and collaboration between parents, guardians, and the school community. It is designed to enhance mutual respect, maintain a positive tone, and promote a collaborative partnership.

When communicating with the school, please ensure:

RESPECTFUL COMMUNICATION

Mutual Respect: All interactions between parents, guardians, and school staff should be conducted with respect. Disrespectful, hostile, or verbally abusive behaviour will not be tolerated. We expect all parties to engage in conversations with a respectful demeanour.

Positive Tone: Communication should be constructive and solution oriented. A demeaning or negative tone is unacceptable and counterproductive. We encourage all parties to express concerns and suggestions in a manner that is conducive to finding effective solutions.

Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.

Saint-Charles establishes its rules and guidelines with the utmost consideration for the safety, well-being, and educational development of all students. We kindly ask that parents understand and respect these regulations. It is crucial for parents to support and reinforce these rules at home, ensuring a consistent and harmonious environment for their children. Defying or undermining the school's rules can create confusion and disrupt the learning experience. We appreciate your cooperation and commitment to upholding our standards.

COOPERATIVE ENGAGEMENT

Collaborative Partnership: It is essential that all parties remain open to collaborate, listen actively, and engage in dialogue that seeks to address concerns and improve student outcomes.

Shared Responsibility: Both the school and the parents share the responsibility of ensuring a supportive environment for students. We ask parents and guardians to be proactive in communicating with the school and to participate in school activities and meetings as needed.

COMMUNICATION CHANNELS

DESIGNATED POINTS OF CONTACT

To facilitate efficient communication, parents and guardians are encouraged to contact the appropriate staff member for specific concerns (e.g., teachers for academic issues, counsellors or house parents for personal or social issues). A directory of contacts will be provided at the beginning of each school year.

RESPONSE TIME

The school commits to responding to communications from parents and guardians within a reasonable timeframe, typically within 48 hours during the school week. We ask for your patience and understanding, especially during busy periods.

CONFLICT RESOLUTION

ADDRESSING CONCERNS

If a concern arises, we encourage parents and guardians to address it promptly with the relevant staff member.

MEDIATION

In cases where direct resolution is challenging, the school offers mediation services to help facilitate a constructive dialogue and reach an amicable solution.

MEDICATION PROTOCOL

OBJECTIVE

To ensure the safe administration of medication to students, promote health and well-being, and prevent unauthorized access to medication in dorms.

This protocol applies to all students, parents, guardians, and school staff at Saint-Charles.

POLICY STATEMENT

- No student is allowed to keep any medication in their dorm rooms.
- All medications must be administered by the school's designated healthcare provider.

PARENTAL/GUARDIAN CONSENT

- Parents/guardians must sign a consent form agreeing to the medication protocol.
- Consent forms should include the student's medical and vaccination history, allergies, and a list of prescribed medications.

STUDENT AGREEMENT

- Students must sign an agreement acknowledging the protocol and agreeing to follow it.

STORAGE

- All medications must be stored in a secure, locked cabinet in the school's health office.
- The health office is responsible for maintaining an inventory of all medications.

ADMINISTRATION

- Medications will be administered by the school nurse or a designated healthcare provider.

DOCUMENTATION

- Each administration of medication will be documented, including the date, time, dosage, and the person administering the medication.

PROCEDURE FOR RECEIVING MEDICATION

- Parents/guardians must deliver all medications directly to the school health office at the beginning of each term.
- Medications should be in their original packaging with the prescription label intact.

CHANGES TO MEDICATION

- Any changes in medication must be communicated in writing by the parents/guardians and must include a new prescription from a healthcare provider.

EMERGENCY PROTOCOL

- Certain emergency medications (e.g., EpiPens, inhalers) may be kept with the student if deemed necessary by the school nurse.

VIOLATION OF POLICY

- If a student is found in possession of medication, it will be confiscated, and the parents/guardians will be notified.
- Repeated violations may result in disciplinary action.

REVIEW AND EVALUATION

- The medication protocol will be reviewed annually by the school administration and healthcare staff.
- Feedback from students, parents/guardians, and staff will be considered for any necessary adjustments. For questions or concerns regarding the medication protocol, please contact Saint-Charles Management

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