

Dover Boarding House Guide



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relevant house)
Singapore
139654

Dover Boarding Philosophy and Manifesto

The UWCSEA Residential Community is an embodiment of the UWC movement's mission and values. Joining this community demonstrates an active commitment to live a life that is guided by the UWC mission and values. We are a deliberately diverse community that fosters a mutually supportive environment where the relationships between our members are pivotal in nurturing engaged, compassionate and respectful individuals who act with integrity. We believe that the challenges that come from living in such a diverse, values-driven community promote growth and empower members to discover the best in themselves and others. Our transformational experiences in residential life prepare us to be active citizens inspired to live the UWC mission.

The community is guided in its expectations by the Boarding Manifesto, which is based on the following values of the UWC movement:

international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, action and personal example, respect for the environment, personal challenge

All members of the Dover boarding community are expected to strive towards living the values in this Manifesto on a daily basis.

In Dover Boarding, we:

1. participate fully in this community, even when it may be a personal challenge to join in all aspects of life here
2. actively contribute to the community, leading by example and recognising that our actions play a vital role in the lives of the people around us
3. try and understand one another's cultural beliefs and norms, valuing our diverse ways of thinking and acting, even when they challenge us
4. celebrate our differences, recognising their validity and value in making us a stronger community
5. empathise with and actively care about every member of the our community, acting to make one another's daily lives easier
6. respect one another and try and live together with mutual responsibility and consideration, putting the community's needs before our own
7. respect the space we live in, living conscientiously and sustainably to preserve it for future community members
8. take responsibility for our actions and act with integrity in even the smallest acts
9. aspire to live the values of the UWC mission - a community of different people, nations and cultures striving for peace and a sustainable future

Code of Conduct

Our Code of Conduct is aligned to the **UWC Code of Conduct**, which is common to all United World Colleges around the world. We also have some **additional guidelines and expectations** that reflect the laws and cultural norms of our host country, Singapore, and the wider South East Asian region. The expectation is that the UWC common code of conduct will be followed by all members of the boarding community, both **in action** and **in spirit**.

UWC Code of Conduct

Pursuing the UWC mission – to make education a force to unite people, nations, and cultures for peace and a sustainable future – requires a commitment to the following values: international and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, a sense of idealism, personal challenge, action and personal example.

At the heart of the UWC ethos is respect for others in all our actions and words. This means that we must think about the common good and be able to rise above our individual desires and needs. In short, our ideals require good heartedness from all members of the UWC community and a recognition that cultural norms are diverse. The common code of conduct is required to make expectations clear.

Students who accept a position at a UWC school or college commit to the pursuit of a healthy lifestyle, one that avoids potential harm to self and to others. The following are not tolerated:

- Illicit drugs
- Tobacco
- Alcohol consumption
- Sexual activity in any public area, including student rooms
- Hazing, bullying or harassment
- Assault
- Stealing or 'borrowing without permission'

Boarders who do not fulfil the expectations of the code of conduct will need to take responsibility for their impact on themselves and others, and face appropriate supportive and disciplinary consequences, which may include gatings, boarding agreements, suspensions or expulsion from the boarding community, among other actions.

Supportive and disciplinary responses

Whenever a boarder acts in a way that goes against our community values or is in breach of the UWC Code of Conduct, they will need to take personal responsibility for those actions and engage in supportive and/or disciplinary consequences. The context in which an inappropriate action has taken place, as well as the effects on the community, will always be taken into account when deciding about appropriate responses.

The following are examples of possible responses for behaviour that goes against our values and the Code of Conduct:

- **behaviour agreements:** a set of agreements, support and targets between the boarder and houseparent about appropriate behaviour and consequences for inappropriate behaviour
- **early curfew:** boarders must return to the House by the time specified by their houseparent on a Friday and/or Saturday evening
- **removal of privileges:** boarders will lose certain privileges, such as keeping their electronics for the night, for a fixed period of time
- **gating:** boarders are not allowed to leave campus for a fixed period of time
- **suspension:** the boarder is asked to leave the boarding community for a period of at least 72 hours
- **expulsion:** the boarder is asked to leave the boarding community permanently

In addition to the above, houseparents along with the student involved may decide to take other actions, depending on the specific nature of the incident or behaviour.

Arriving & departing

At the start of the school year

Orientation for new boarders

At the start of the new academic year, Dover Boarding will open roughly 11 days before the first day of school for the **induction** and **orientation** of new boarders. The specific arrival dates for new boarders will be published as part of the Orientation Programme for that year and will be communicated to all new families so that appropriate travel arrangements can be made. New students who are travelling on their own from their home countries will be met at the airport and accompanied to Dover Boarding. All new boarders (including day transfer students) will be expected to spend the **entire orientation period** engaged in **boarding orientation activities**, and as such they will not be free to spend time with their families until the end of the orientation programme.

Returning boarders

Returning boarders are usually expected to be back in Dover Boarding by 14:00 on the **Friday afternoon** before the first day of the new school year. The weekend will be devoted to whole-house activities which **all boarders (new and old) are expected to attend**. The exact details will be communicated to parents well in advance of the beginning of the new academic year and will be published as part of the Orientation Programme in order for appropriate travel arrangements to be made. If the school year commences midweek, all students will be expected to have returned to boarding by 14:00 two days prior to the first day of the school term.

At the end of the school year

Before leaving Dover Boarding at the end of the academic year, it is the responsibility of the boarder to ensure that they have **completely vacated their rooms** and placed all their belongings

in their designated storage space, including their **laundry bags**.

All boarders will receive a **leaver's checklist** which specifies what needs to be done before they check out of the boarding house for the last time. All accounts need to be settled and any keys, access cards, textbooks and library books need to be returned.

Check-in times

Throughout the day there will be several **check-in times** during which boarders are expected to report to a member of the boarding team for the purposes of **attendance registration**. This helps us to ensure that we know where our boarders are at different times during the day. It furthermore gives boarding staff the chance to make sure that everyone in the community is healthy and safe. It is part of the responsibility of a boarder living in a large community to meet these check-in times.

Compulsory daily check-ins are as follows:

- **Breakfast check-ins** will be done between 07:30 and 08:00. Boarders must make sure that they are registered by one of the house staff on duty in the breakfast area. If boarders arrive late or miss the check-in multiple times in a week, they can expect to be given some form of supportive measure and consequence for the following weekend. If a boarder consistently struggles to make it to breakfast check-in on time, week on week, then they can expect an intervention that will help them get to breakfast on time in order to start the school day well. Examples of this could be morning wake-ups, limiting access to electronic devices late at night and other habit-changing actions. Houseparents will work with a boarder's parents and mentor to put in place appropriate supportive structures. If a boarder maintains a long-term habit of lateness or absence for breakfast despite the support structures in place, they will receive a formal warning, followed by a suspension and, with continued absence and lateness over time, a possible expulsion from boarding.
- **Dinner check-ins** will be done between 17:45 and 18:40. Boarders must again make sure that they are registered by the boarding staff on duty at dinner. Boarders who are going to miss dinner (only with their houseparent's permission) must make sure that the duty houseparent is aware of their plans for the evening. If boarders repeatedly miss the dinner check-ins, they can expect a similar supportive and consequence structure to breakfast check-ins.
- **Study time check-ins** will be done at the **start of study time** in the different study locations for Grades 8 - 12. Boarders who are going to be late or who will be missing study time must make sure that the duty houseparent knows this in advance so that staff do not search for students they think are missing. **Grade 12 boarders** will be registered by someone on the evening duty team in their rooms **between 19:00 and 19:45**.
- **Curfew check-ins** will be done at different times on the different floors by the evening duty staff. Boarders are expected to be on their own floors by the respective corridor curfew times, and remain on those floors until at least 05:30 the following morning.

It is the responsibility of each boarder to present themselves to the staff member who is taking attendance at that location. If a boarder misses a check-in, it is their responsibility to inform their houseparent of the reasons for missing the check-in. Boarders who fail to turn up for check-in times can expect a follow-up conversation with their houseparent and possible supportive and/or disciplinary consequences.

College clinic

The College Clinic is open to all members of the College community. The boarding clinic is located next to Kurt Hahn House.

Operating hours

On weekday mornings, there will be a nurse on duty in the boarding house clinic from 07:30. A doctor will be on duty from 07:30 until 10:30. There will be a nurse stationed at the boarding house clinic until 19:00 to help with minor medical treatments and to dispense boarders' prescribed medications.

During the week (i.e. Mondays to Thursdays), a **night nurse** will only be on duty if a boarder requires overnight care and monitoring (e.g. in case of a fever).

On **weekends** a nurse will be available in the boarding house clinic from Friday afternoon until the following Monday morning.

Visiting the clinic

Mornings

In the mornings, boarders who need to go to the Clinic must get a **permission slip** from the boarding staff on duty **at breakfast check-in**.

Once at the clinic, the nurse will decide whether the student needs to be seen by the doctor. In the case of minor injuries or illnesses, the nurse may choose to provide treatment and release the boarder back to class.

In the case of more serious ailments, or when a consultation is deemed necessary, the doctor will see the boarder and prescribe an appropriate course of action:

- The doctor may provide treatment and/or prescription for medication and then release the boarder back to class.
- The doctor may give **medical leave** (an "MC" or medical certificate) for the day. The boarder will stay in one of the recovery rooms in the clinic **until 17:45**. The nurse on duty will then decide whether the boarder should be discharged or stay in the clinic under supervision for the night. Students who are absent from school due to illness should not participate in any element of the learning programme on the day/s in which they are ill.
- The doctor may refer the boarder to a **specialist**. If a boarder needs to be seen by a specialist, a member of the boarding team may accompany the student to the consultation with the specialist in order to take notes and ask clarifying questions. This will depend mainly on the age of the boarder and also on the severity of the injury.

At night

On nights where there is no night nurse on duty, boarders with any medical issues or complaints should call the **duty phone**. The houseparent on duty will respond following the necessary emergency protocols.

In the case of younger boarders who do not have access to their mobile phones at night, they can access a direct line phone that is on each of the student floors in Kurt Hahn House to call the duty phone.

Medical leave (“MC”)

If a boarder is given medical leave for a day and is told to rest in the clinic, that boarder must **stay in the clinic until 17:45** even if the boarding student has previous plans or activities. The nurse on duty will make the final decision about whether the boarder is to be discharged or should stay in the clinic for overnight observation.

Boarders who have been admitted to the clinic for MC must leave their **electronics and digital devices** with the nurses on duty so that the focus of their stay is rest and recuperation. They may ask to have their devices returned **after 15:00**.

Communication with parents

The Clinic will send an email to the boarder’s parents (with Houseparents copied in) detailing the nature of the illness or incident and the treatment given if the boarder is on medical leave given by the College doctor.

Boarders are requested not to contact their parents until they have been seen by a nurse or a doctor, as this might unduly worry their parents without appropriate diagnosis or treatment plan.

Parents who wish to contact the College Clinic for any medical query or advisory can do so at the following email address: collegeclinicdover@uwcsea.edu.sg

Common rooms and social spaces

Dover Boarding has a number of common rooms and social spaces in each of the houses where boarders can relax, work, read, rest or play games, either on their own or with friends. These spaces belong to the **entire community** no matter their boarding house of residence, and as such they should be used and cared for in a way that makes all boarders and visitors feel welcome and at ease.

In order to ensure that our common spaces are welcoming and pleasant areas for all members of the boarding community, the following guidelines should be observed:

- Boarders should leave the common rooms in a **tidy, neat state** whenever they leave. Any furniture that has been moved should be returned to their original positions. Games, books or any other equipment should be returned to their original places.
- Boarders should not be in common rooms after curfew times.
- Boarders should not remove furniture for their own use from common rooms or other community spaces.
- In respect to our community’s diverse cultural backgrounds, physical displays of affection or intimacy should not be carried out in public spaces or common areas.

Community events

Throughout the year there are a number of **whole-house events** planned to bring together the **whole boarding community** with the aim of getting to know each other better, building relationships and just having fun together. Examples of such events include special **celebration dinners, whole-house outings** and **house family meetings**.

These events will be published on the Dover Boarding Student Calendar and all dates will be displayed on the House Notice Boards at the beginning of each term. Boarders will also receive reminders of these events at House meetings, on the Boarding House website and via email. **All boarders are expected to attend these events. No leave requests will be approved for activities that clash with calendared House events.**

Curfews

The word 'curfew' refers to the time when boarders have to be back on their respective floors for the evening shutdown routine.

Every night the boarding staff on duty will visit each floor and room at the designated curfew times to make sure that all boarders are back in the House and are getting ready to settle down and go to bed at a reasonable time.

Curfew times

	G8 & 9	G10	G11	G12
Sundays to Thursdays	21:00*	21:30*	22:00	22:00
Fridays & Saturdays	22:00 (back in House)	22:00 (back in House)	23:30	23:30
	22:30* (in rooms)	23:00* (in rooms)		

* must hand in electronics at this time

Friday evenings are slightly different because of the extended curfew times. Boarders in Grades 8, 9 and 10 need to be back in the boarding house 30 minutes before their corridor curfew times (which is also the time when they need to hand in their electronic devices).

With the exception of early morning flights or other trip departures, boarders should not leave the boarding house before 05:30 in the mornings. Any boarder who attempts to leave the House before this time will be reported by the security staff on duty.

Missing the curfew

Failure to return to the House by the stipulated curfew times will result in appropriate supportive and/or disciplinary action. If a boarder knows that they will be late for curfew, then they need to call the duty phone and inform the houseparent about this as soon as possible. In cases of repeated

breaches of curfew, the disciplinary action will be escalated accordingly.

Daily Schedule

Grades 8 - 10

	Monday to Thursday		
Time	Grade 8	Grade 9	Grade 10
07:15 - 07:30	Wake-up check by house staff		
07:30 - 08:00	Morning check-ins - all students need to physically check-in at the Pavilion no later than 08:00 Breakfast		
08:00 - 15:00	School		
15:00 - 17:45	School activities / Self-managed time / Independent study time Grade 8 & 9 students are allowed to check out to Fairprice / NUS but no further in SG without prior arrangement. Grade 10 students are allowed to check out if their Leave Requests have been approved. No one should check out after 17:30 without prior permission.		
17:00 - 18:00	Optional study time for students who would like additional focussed academic time		
17:45 - 18:45	Evening check-ins - all students need to physically check-in at the Pavilion no later than 18:15 Dinner		
18:45 - 19:45	Compulsory Study time - attendance will be taken MONDAY House Meetings 18:45 - 19:00. TUESDAY study time is not compulsory. All students should either be studying in the library or participating in community activities.		
	Study in the Learning Lab		Study in the Discovery Hub
19:45 - 20:15	Evening snack in the common room (no phones)		Evening snack in the common room (no phones) Self-managed free time
20:15 - 20:45	Self-managed free time		
20:45 - 21:00			
21:00	Hand in electronics & prepare for bed		Hand in electronics & prepare for bed Main lights out All lights out
21:30	Main lights out		
22:00	All lights out		
22:30			

	Friday		
Time	Grade 8	Grade 9	Grade 10
07:15 - 07:30	Wake-up check by house staff		
07:30 - 08:00	Morning check-ins - all students need to physically check-in at the Pavilion no later than 08:00 Breakfast		
08:00 - 15:00	School		
15:00 - curfew	School activities / Self-managed free time Boarders are allowed off campus provided they have signed out on an approved leave request. All overnight leave requests for any weekend nights MUST be submitted by Thursday 10pm.		
17:45 - 18:45	Dinner		
22:00	Curfew - back in house		Curfew - back in house
22:30	Hand in electronics & prepare for bed		
23:00	Lights out		Hand in electronics & prepare for bed
23:30			Lights out

Saturday			
Time	Grade 8	Grade 9	Grade 10
05:30 - curfew	Boarders are encouraged to structure their weekends to create healthy and balanced habits. Options include: Engaging in the on-site paid activities programme Joining or starting in-house activities Going offsite to engage in activities and trips with an approved leave request		
08:00 - 10:00	Breakfast		
09:00 - 10:30	Morning check-in - all students need to physically check-in at the boarding office before 10:30		
12:00 - 13:30	Lunch		
14:00	Optional in-house / onsite activities		
17:50 - 18:50	Dinner		
22:00	Curfew - back in house		Curfew - back in house
22:30	Hand in electronics & prepare for bed		
23:00	Lights out		Hand in electronics & prepare for bed
23:30	Lights out		

Sunday			
Time	Grade 8	Grade 9	Grade 10
05:30 - 17:30	Boarders are encouraged to plan their weekends to create healthy and balanced routines. Options include: Engaging in the on-site paid activities programme Joining or starting in-house activities Going offsite to engage in activities and trips signed out on an approved leave request		
08:00 - 10:00	Breakfast		
09:00 - 10:30	Morning check-in - all students need to physically check-in at the boarding office before 10:30		
12:00 - 13:30	Lunch		
17:45	All boarders back on campus from weekend leave		
17:45 - 18:45	Evening check-ins - all students need to physically check-in at the Pavilion no later than 18:45 Dinner		
18:45 - 19:45	Compulsory Study time - attendance will be taken Study in the Learning Lab		
19:45 - 20:00	Compulsory Study time - attendance will be taken Study in the Discovery Hub		
19:45 - 20:00	Planning and organising for the week ahead		
20:00 - 20:30	Compulsory room cleaning and bedding change		
21:00	Hand in electronics & prepare for bed		
21:30	Main lights out		Hand in electronics & prepare for bed
22:00	All lights out		Main lights out
22:30	All lights out		

Grades 11 and 12

Monday to Thursday		
Time	Grade 11	Grade 12
07:15 - 07:30	Self-managed wakeups	
07:30 - 08:00	Morning check-ins - all students need to physically check-in at the Pavilion no later than 08:00 Breakfast	
08:00 - 15:00	School Grade 11 & 12 students can return to the boarding house after 13:00 if they have the last block free.	
15:00 - 17:45	School activities / Self-managed time / Independent study time Grade 11 & 12 students are allowed to check out if their Leave Requests have been approved. No one should check out after 17:30 without prior permission.	
17:45 - 18:45	Evening check-ins - all students need to physically check-in at the Pavilion no later than 18:40 Dinner MONDAY House Meetings 18:45 - 19:00.	
19:00 - 20:30	<p style="color: #1A3A7A; font-weight: bold;">TUESDAY</p> <p style="color: #1A3A7A;">study time is not compulsory. All grade 11s should either be studying in the library or participating in community activities. Grade 12s should either be studying in their rooms or participating in community activities.</p> <p style="color: #1A3A7A;">Study in the library - optional additional study time until 21:00 After the December break, grade 11s may study in the library or their own rooms dependent on their self-management skills</p>	<p style="color: #1A3A7A;">Study in own rooms or in the MAH / NMH study rooms After the October break, grade 12s may choose how to structure their evenings dependent on evidence of their self-management skills</p>
20:30	Grade 11 & 12s have permission to sign out if leave requests are approved	
22:00	Quiet time back on own floors	
22:30	Main lights out	
23:00		Main lights out

Friday		
Time	Grade 11	Grade 12
07:15 - 07:30	Self-managed wakeups	
07:30 - 08:00	Morning check-ins - all students need to physically check-in at the Pavilion no later than 08:00 Breakfast	
08:00 - 15:00	School Grade 11 & 12 students can return to the boarding house after 13:00 if they have the last block free.	
15:00 - curfew	<p style="color: #800000;">School activities / Self-managed free time Boarders are allowed off campus provided they have signed out on an approved leave request. All overnight leave requests for any weekend nights MUST be submitted by Thursday 10pm. New host details need to be submitted by Wednesday 10pm.</p>	
17:45 - 18:45	Dinner	
23:30	Curfew & quiet time - back on on own floors	
00:00	Lights Out	

	Saturday	
Time	Grade 11	Grade 12
05:30 - curfew	Boarders are encouraged to plan their weekends to create healthy and balanced routines. Options include: Engaging in the on-site paid activities programme Joining or starting in-house activities Going offsite to engage in activities and trips signed out on an approved leave request	
08:00 - 10:00	Breakfast	
09:00 - 10:30	Morning check-in - all students need to physically check-in at the boarding office before 10:30	
12:00 - 13:30	Lunch	
14:00	Optional in-house / onsite activities	
17:50 - 18:50	Dinner	
23:30	Curfew & quiet time - back on on own floors	
00:00	Lights Out	

	Sunday	
Time	Grade 11	Grade 12
05:30 - 17:30	Boarders are allowed off campus provided they sign out with an approved leave request	
08:00 - 10:00	Breakfast	
09:00 - 10:30	Morning check-in - all students need to physically check-in at the boarding office before 10:30	
12:00 - 13:30	Lunch	
17:45	All boarders back on campus from weekend leave	
17:45 - 18:45	Evening check-ins: all students need to physically check-in at the Pavilion no later than 18:40. Dinner	
19:00 - 20:00	Compulsory Study time - attendance will be taken Study in rooms Study in rooms	
20:00 - 20:30	Compulsory room cleaning and bedding change	
20:30	Grade 11 & 12s have permission to sign out after 20:30 if they have had their room checked	
22:00	Quiet time back on own floors	
22:30	Main Lights out	
23:00		Main Lights out

Duty phones

The duty phone may be called whenever a boarder or a parent wishes to reach a member of the boarding team. During a weekday, the phone will be with one of the BSEs. In the evenings and during the night and on weekends, the duty houseparent will have the phone with them.

All boarders are expected to have the duty phone number saved on their phones for use in emergencies.

Parents are requested to not call the duty phone between 22:00 and 08:00 (Singapore Standard Time, UTC +8) for anything other than a genuine emergency.

Kurt Hahn House Duty Phone: 8112 9346

Maya Angelou House Duty Phone: 8112 9345

Nelson Mandela House Duty Phone: 9786 8065

Electronics & digital devices

In Dover Boarding, we support the moderate use of technology and digital media for leisure activities, provided that it forms part of a balanced approach to a student's life in boarding. While we wish to discourage excessive use, we recognise that a moderate amount of social networking, 'chilling out' with technology, and gaming is an almost unavoidable part of most student's lives in the 21st century. We therefore ask that our boarders carefully consider how they divide their time between studying, taking physical exercise, participating in organised boarding events, engaging in-person socially with friends, and their use of technology and digital media. Our aim is that they ensure that not only are all of these elements present, but that one does not dominate to the detriment of a healthy balance between all of them.

Members of the boarding community are expected to develop good habits and practices regarding the healthy and balanced use of their digital devices (laptops, mobile phones, tablets, etc.) and social media. The College's Learning Technologies Agreement governs all aspects regarding the use of College devices and networks, whether or not the students are in the boarding house or on the wider campus.

Electronics curfew

Recognising that screen time can have a detrimental impact on quality of sleep, boarders in Grades 8, 9 and 10 are expected to turn in all their electronics and digital devices just before their respective curfew times every evening, including weekends. The only devices that boarders are allowed to keep with them are music players and e-book readers that cannot connect to the internet.

All devices must be stored in **the allocated spaces in the study rooms in Kurt Hahn House**. These rooms will be unlocked by the security guards between **05:30 and 06:00 in the mornings**. Under no circumstances should the security guards be asked to open the rooms at an earlier time. Boarders who need to leave the House earlier than 05:30 must seek special permission from the duty houseparent to keep their electronic devices for the night.

Failure to turn in electronics or concealing a second device will be treated as an act of dishonesty and a breach of trust. In such cases the device will be confiscated for a period of time and the boarder's parents will be informed of the incident.

In cases where boarders in Grades 11 and 12 find it difficult to establish appropriate and healthy routines for work and sleep, electronics curfews may be introduced for such students for a period of time to allow them to re-establish healthy sleeping habits.

Wi-fi curfew

On school nights (Sunday to Thursday), boarders' access to campus wi-fi networks will be deactivated from **00:05 until 05:30**.

Gaming

Computer gaming is not permitted in bedrooms at any time for boarders in Grades 8, 9 and 10. Gaming may be permitted in their own bedrooms for Grade 11 to 12 boarders at the discretion of the Houseparents, keeping in mind the impact on others and the student's ability to maintain a healthy routine. Study rooms are exclusively for quiet study and are always gaming-free zones.

If boarders develop unhealthy gaming habits which have an impact on their health, their ability to participate in the community, or the quality of their school work, then supportive steps will be taken to help the boarder re-establish a healthy routine and balanced approach to leisure.

A dedicated games wi-fi network that allows access to some of the sites blocked on the normal school network is available after study time and at the weekends for boarders only.

Considerate technology usage

Digital devices should always be used politely and with consideration for those around you.

When deciding to make video calls to family and friends, boarders should always respect quiet times and curfews, and boarders should not make calls from study rooms at any time. Grade 11s and 12s should not make calls from bedrooms after curfew times so that roommates are not disturbed. For boarders with roommates, it is important to always take into account the privacy requests and considerations of the people sharing your room with you.

Boarding community social occasions, such as dinners, house meetings, sports nights and outings are times when we expect boarders to focus on face-to-face social time with those around them and avoid using their phones and other devices in a way that detracts from this.

Unauthorised technology

While desktops or consoles are not permitted without specific authorisation of the houseparent for a specific purpose (e.g. film editing), an additional laptop, computer or tablet can be brought, but must be handed in at curfew for Grades 8, 9 and 10 boarders.

Creating unauthorised wireless networks in the boarding houses is prohibited by the College's Learning Technologies Agreement.

Emergencies

General emergency protocol for boarders

In the case of any emergency, medical or otherwise, boarders should do the following:

- If you have a phone, call the duty phone to get in touch with the houseparent on duty.
- If you don't have a phone, go to one of the phones on each of the levels of the boarding houses and dial the duty phone number of that house.
- If all else fails, go find your nearest houseparent (take someone with you if you are feeling particularly weak or unwell).

The houseparent will then decide what the best course of action would be.

Medical emergencies

In the case of a medical emergency, any issues should be directed to the College Clinic during its operation hours. If the clinic is closed, the duty houseparent will make a decision about whether the boarder should be sent to the nearest hospital. If a boarder is immobile, the duty houseparent will call Singapore emergency services (995) for assistance.

The boarder's parents will be informed as soon as possible once an initial diagnosis and/or prognosis has been provided.

Evacuation procedure

During school hours

During school hours (07:45 to 16:30), all boarders must evacuate to the bus bay as per the campus evacuation policy.

Outside of school hours

When hearing the fire alarm commands over the speaker system outside of school hours, boarders should follow the boarding house's evacuation procedure. The main objective is to get everyone out of the building as quickly and safely as possible. This will require quick action and cooperation from all members of the community.

When the evacuation alarm is activated it will produce a warning signal in a calm voice informing that an activation has taken place. No evacuation needs to take place until a sustained ringing sound is heard. All boarders in the boarding house must respond by immediately following the evacuation procedure below:

Evacuation

- **Leave everything and go down the nearest evacuation staircase to the assembly area in front of the boarding house.** All access doors will automatically become unlocked.
- **Be quick and quiet as you go down the stairs.** Older students should give way to younger students.

- **Room doors should be left open** to make it easier for people to do quick sweep checks of the corridors. If you are passing any rooms on your way, do a quick check to make sure that it has been evacuated.

Assembly point

- **Assemble at the relevant floor sign in the Bus Bay.** Boarders should line up and stay quiet in order to facilitate roll-call and ease of movement.
- **Check that everyone in your room is there.** Report any missing individuals to the boarding staff on duty.
- **Be quick and quiet.** Do not make any jokes or play around while you are at the assembly point.
- Even if the alarm ceases to ring during the evacuation you must still go to the assembly area. You must stay there until dismissed by a member of the boarding staff.

In the case of a delay, the Director of Residential Life or houseparent on duty will indicate whether the students and staff are to remain at the evacuation location or go to a new location.

Residents and guests

Resident staff should follow the same evacuation procedure as boarders. Residents and their families should assemble at the relevant sign.

End of evacuation

Boarders should not move away from the assembly point until an 'all clear' has been given by the Director of Residential Life or the houseparent on duty. Even when the alarm stops ringing, boarders should wait until they have been formally dismissed by someone on the boarding team.

Evacuation Drills

There will be at least one evacuation drill per term, if possible at different times of the day in order to be as prepared as possible for any type of emergency situation. Boarders who do not cooperate during evacuation drills will be subject to disciplinary action.

Exams & study leave

During exam periods, students will be on study leave. This means that they will not have formal lessons for the duration of the study leave period.

In the boarding house, the following rules and guidelines apply during study leave periods:

- Boarders still need to report for **breakfast check-in every day**, irrespective of whether they have an exam paper on that day or not.
- Boarders who choose to study in the boarding house between 08:00 and 13:00 may only use the **common rooms or study room** and not their own rooms. This is to allow the cleaning staff to clean the boarders' rooms and corridors and also to allow occasional inspection and maintenance work to be carried out.

Additional guidelines regarding check-out times, study times, curfew times, etc. will be posted on

the website, and on the noticeboards during the study leave period.

Fire safety

To minimise the risk of fire, candles and other items that involve a naked flame are not allowed in boarders' rooms, in corridors or in washrooms.

Fire alarms

There are fire alarms located on every floor of the boarding houses. If a fire breaks out in a room or in a corridor, the fire alarm must be activated immediately.

To activate the alarm, break the glass and push the button. This will alert the Campus Security team who will then investigate the source of the alarm.

Fire extinguishing equipment

Fire extinguishers are located on each floor. Each common room also has a fire extinguisher. Tinkering with any fire extinguishing equipment (alarms, sprinklers, extinguishers, etc.) is a serious breach of safety and will be dealt with in the strongest possible way.

Electrical equipment

Care must be taken when connecting multiple plugs and devices to the same electrical plug / outlet / socket. By connecting multiple devices to one plug adaptor, you increase the risk of **overheating** and **short circuits**. This is also why boarders are not allowed to have any heavy electrical equipment such as kettles, cookers, fridges or irons in their rooms.

Smoking

The whole campus is a **non-smoking area**. This includes e-cigarettes and vapes, both of which are illegal in Singapore. The consumption and substances illegal in Singapore will not be tolerated and will lead to strong disciplinary consequences.

Food deliveries

In order to reduce our negative impact on the environment and live the UWC Mission of a sustainable future, boarding students cannot receive food deliveries to campus - this includes deliveries to the main gate or the NUS Gate. The only exception to this is when special permission has been given by a houseparent in case of an illness.

House bicycles

Dover Boarding has a number of bicycles available for boarders' use. Boarders who wish to use the house bicycles must undergo, and pass a cycling induction session ("bicycle training") and road safety rules quiz before they will be allowed to take bicycles out on their own, regardless of how experienced they might deem themselves to be. The cycling induction session will cover topics related to basic bicycle care and cycling safety, and will include a cycling competency test.

Boarders who wish to learn how to ride a bicycle should discuss this with their respective houseparents so that beginners cycling sessions can be arranged.

When borrowing a house bicycle, the following procedure needs to be followed:

- Ask for permission to borrow one of the bicycles and fetch the key from Kurt Hahn House office. Sometimes the bicycles will be reserved for group trips, so it's always important to check if they are actually available when required.
- Sign out the bike.
- Make a note on your leave request that you are cycling with a house bike.
- Adjust the **seat height** and check the **tyre pressure** before bringing the bicycle down to the lobby to sign out. Inflate the tires if necessary.
- Make sure you take and wear a **helmet** whenever you use a house bicycle.
- If you are cycling after 19:00, then you **must** attach **safety lights** to your bicycle. This is as much for your own safety as for the safety of pedestrians and other road users.
Cycling without safety lights is not permitted.
- Upon your return, park the bicycle back in the bus bay, lock it, return any keys, helmets and/or lights to Kurt Hahn House office, and report any problems or incidents to the houseparent on duty.

Bicycles must be **locked** whenever they are left **unattended**. Boarders will be held **financially accountable** for the loss of bicycles or damage to any equipment whilst it is in their care.

Houseparents' apartments

A houseparent's apartment should be respected as the houseparent's (and their family's) private space. As such, a boarder should never enter a houseparent's apartment. Boarders should also be mindful of the times that they knock or ring the doorbell of a houseparent's apartment. A boarder who needs to find their houseparent urgently should ask the houseparent on duty to contact the houseparent in question.

Laundry

The boarding house uses an independent external laundry service provider to take care of boarders' laundry requirements.

Laundry bags and laundry numbers

Each new boarder will receive three laundry bags at the start of the academic year: two for *normal care* items (items that can be washed and dried in bulk) and one for *special care* items (items that need to be hand washed or dry cleaned, for example). In addition to this, each boarder will receive two washnet bags for smaller items such as underwear, socks, handkerchiefs, headscarves, etc. The boarder's **laundry number** will be printed on each bag. The bags are to be used to deposit dirty laundry in the pick-up trolleys in the laundry room for collection by the laundry company. Each bag must first be scanned to count the number of items and the printout slip must be placed in the laundry bag before dropping it into the trolley.

Pick-up and delivery days

Laundry will be picked up on **Tuesdays** and **Fridays** between 12:00 and 14:00. At the same time, the clean laundry will be returned, dried and folded and placed in the shelving in the laundry room. Clean laundry will usually be returned on the following pick-up day; however, some items that require special care might take a bit longer.

Laundry allowance & extra charges

Each boarder can send up to **40 pieces** of laundry on each pick-up day as part of their normal laundry allowance. This is for regular washing and drying only. Items that require special care will be billed separately to the boarder's contingency account or uniform allowance (for scholarship students). Additional items (i.e. more than 40 pieces of clothing) will be charged at S\$1.00 per piece.

Undergarments, socks, headscarves, handkerchiefs or any small items should be placed in the **washnet bag** provided and will count as a **single item**.

Bed linen should be placed in the laundry bags placed on each floor the evening before laundry pickups.

Laundry machines

There are no laundry machines on site for student use. If a student misses the laundry pick up timing or if their clothes are returned unwashed due to a submission error, they will need to wait until the next pick up day or arrange for their own laundry independently at a nearby laundromat.

Ironing

Ironing of clothes is not included in the boarding house's laundry service, which uses a hot press only. Electric irons and ironing boards are provided in the boarding houses.

Boarders are not allowed to remove the irons from the designated areas to do ironing in their rooms. Boarders must always remember to switch off the iron after use for safety reasons.

Missing laundry

If any of your laundry items have gone missing, check the "**lost / unclaimed laundry**" basket in the washing room. If you cannot find what you are looking for, please report the missing item to **your BSE** as soon as you realise that it is missing.

If you happen to find any items that do not belong to you, please take them down to the house office.

Leave requests & leaving campus

Boarders are allowed to sign out and leave the campus whenever they have free time, provided that the following guidelines for campus leave are adhered to:

- Boarders may only leave campus once they have **signed out** using **REACH** (our leave management system). In most cases, an **approved leave request** is needed before a

boarder can sign out (see below).

- All boarders must carry a **working mobile phone** whenever they leave campus, in case you need to contact the boarding house or someone from the boarding house needs to contact you.
- **New boarders** will initially only be allowed to sign out if they are accompanied by a returning boarder. Once the boarding staff is confident that the new student is familiar with the Singapore environment and transport systems, permission to go out independently may be granted.
- **Returning boarders** in Grades 8 to 12 can go out on their own.

Upon returning to Dover Boarding, all boarders have to **sign back in** using the devices in the House lobby or office. This cannot be done via text message, leaving messages on paper, or delegated to someone else.

Entering and Exiting campus

Boarding students should carry their student cards with them at all times for identification on campus.

Boarding students may exit or enter campus through the main entrance and security checkpoint in Dover Road or via the NUS side gate. The NUS side gate is an unmanned gate that is monitored through CCTV. The use of the NUS side gate is a privilege for the residential community and the privilege can only continue if each person takes responsibility for the security of the campus by:

- Only entering and exiting at the appropriate times
- Only allowing themselves and other boarding students to pass through the gate
- Never allowing entry for day students or people from outside the school community to enter the gate with them
- Only entering through the gate with proper usage, not jumping over the gate or forcing it open.
- Respecting the facilities and regulations of the adjoining NUS campus space

If a student does not follow the guidelines in place for the usage of the gate, then the entire residential community will lose the privilege of accessing the NUS gate and the only entry and exit point on campus will be the main entrance in Dover Road.

The NUS side gate is available for student access at the following times:

Kurt Hahn House Students	Maya Angelou House & Nelson Mandela House Students
Monday to Thursday 15:00 - 17:45 Friday 15:00 - 22:00 Saturday 08:00 - 22:00 Sunday 08:00 - 17:45	Monday to Thursday 06:00 - 07:20 & 15:00 - 17:45 & 20:30 - 22:00 Friday 15:00 - 23:30 Saturday 06:30 - 23:30 Sunday 06:30 - 17:45 & 20:30 - 22:00

Using REACH

Whenever a boarder wishes to leave campus, they need to sign out using REACH on the devices in the boarding house lobby or on their phones. They need to make sure that they select the appropriate **leave type** when they sign out.

Automatically approved leave (Grade 11s and 12s only)

MAH/NMH FairPrice/NUS: This is a type of automatic leave that does not require staff approval. It is valid for **one hour**. It allows boarders to visit the public food courts or supermarkets nearest to the campus. If you are visiting these places for more than one hour, please complete a regular day leave request.

Leave requests for day leave

KHH FairPrice/NUS: This leave is valid for **one hour**. It allows KHH boarders to visit the public food courts or supermarkets nearest to the campus.

Out during the day in Singapore: This leave type is for destinations beyond the immediate proximity of the campus and requires a **leave request** to be submitted via **REACH**. Boarders can do so using the REACH website or the REACH app on their phones. When completing a leave request, boarders need to provide as much information as possible (including who they are going with, and all the different destinations if going to more than one place).

Any leave requests for leaving the house early (i.e. before 09:00 on a weekend) need to be submitted **before the relevant curfew the night before** so that the houseparent on duty can process them.

In the case where a leave request has not yet been approved, the boarder needs to find a member of the boarding team to do so before leaving campus. In the event that no staff can be found, the boarder needs to call or text the **duty phone** and ask for the leave request to be approved. Leaving notes on the house office door or noticeboard will not be accepted, and boarders can expect to face disciplinary action upon their return. A student needs to have both an approved leave request and be properly signed out before they leave for campus. This is a fundamental safety expectation.

Please note that using the wrong type of leave request (for example selecting "Fairprice/NUS" to go somewhere else in Singapore) or leaving campus without signing out on an approved leave request will be considered a significant breach of trust and safety protocols, and will be followed up with disciplinary consequences.

Overnight leave

Permission to go out on overnight leave is only available for Friday or Saturday nights. The only exceptions to this are for cases where parents or close relatives (siblings or grandparents) are visiting Singapore and there are no compulsory house activities on at the same time.

For overnight leave, students need to be under the care of an adult - either their parents or another adult who has filled in the relevant authorisation forms and submitted them to the boarding house staff. Students cannot stay unaccompanied on overnight leave under any circumstances. This applies to students of all ages in boarding. Students can also not leave Singapore while on

overnight leave without prior permission from the boarding house.

A student who wishes to stay off campus for the night needs to submit an overnight leave request via REACH. Each leave request needs to be approved by at least **one parent**, the **overnight host**, as well as **one member of the boarding team**. Approval or rejection of the leave request is automatically emailed by REACH to all parties.

In the case where one parent approves a leave request while the other rejects it, the request as a whole will be rejected.

The different types of overnight leave are:

1. **Overnight UWCSEA Trip:** All College trips are logged in OTM on the College's Information Management System, so your leave request only needs to have the dates and times of departure and arrival, as well as the name of the trip and destination.
2. **Overnight with parents:** This leave type needs to be selected whenever you are staying with your parents, either in Singapore or in another country (for example when you go home for the holidays). Your parents will be notified of the request and they will have to acknowledge that they are taking over the duty of care for the dates specified.
3. **Overnight with adult host:** This leave type applies to any situation where a boarder is staying in the care of any adult that is not their parents. In order to use this leave type, the host's details must be entered into REACH. This leave type must be approved by both the host as well as one of your parents. You cannot travel overseas on this leave type without prior permission from the boarding team.

Overnight leave requests with hosts already loaded on the system have to be submitted by the **Thursday evening** preceding the leave date. Overnight leave requests that require a new host to be loaded onto the REACH system need to be submitted by the **Wednesday evening** preceding the leave date in order to allow boarding staff to process them according to our safeguarding requirements (i.e. contact new hosts, confirm existing host details, obtain permissions, etc.).

Abusing leave requests

Dishonesty and manipulation of leave requests will be dealt with very seriously, as this involves not only a serious breach of trust, but also potential safety risks to the boarders involved. This includes writing fake authorisation messages on behalf of parents or hosts, using the details of a person under the age of 23 to fill in a host form or going to a location not the same as provided in the leave request. As with all actions that put a student's safety at risk, any student staying out overnight without the correct permission will face appropriate additional disciplinary consequences.

Hosts

Any responsible adult residing in Singapore can act as a potential host to boarding students. However, hosts must be at least 23 years of age. Houseparents reserve the right to decline any person who is deemed unsuitable as a host for students.

Any single host will only be allowed to host a **maximum of four boarding students** for any given overnight.

Guidelines for hosts of boarding students

1. While students are under the care of the host, the host will be acting in the place of the student's parents (*in loco parentis*), and as such it will be the host's responsibility to ensure the personal safety and wellbeing of the student at all times until the student reports back to the Houseparent on duty.
2. The host cannot transfer the student into the care of another person without first informing and obtaining the approval of the student's Houseparent.
3. The host will need to know the whereabouts and activities of the student at all times until the student returns to the stated address for the night. Permission for the student's overnight leave applies solely to the address stated on the duly completed Host Declaration Form.
4. The boarding community does not condone the drinking of alcohol by any of our boarders, irrespective of age, parental views or cultural norms. Any instances or suspicions of alcohol consumption while on overnight leave should be reported to the boarding house by the host. Any hosts who fail to disclose such instances may not be permitted to host in the future.

New hosts

Whenever a boarder wishes to stay with a new host, the procedure below needs to be followed:

1. The host needs to send an **invitation** to the boarder's houseparent or BSE.
2. They will then be sent a **Host Declaration Form** which needs to be completed and returned to the boarding house. A photo of the completed form will be sufficient. This needs to be completed at least 3 days prior to the overnight leave to give the team time to load the host details on REACH and get all the relevant permissions.
3. Once this form has been received, the host's details will be added to REACH by the houseparent or BSE. The boarder will now be able to submit an overnight leave request.

Existing hosts

If a particular person or family has hosted boarding students within the past academic year, then it will not be necessary for them to complete a new Host Declaration Form for the remainder of the academic year. They will simply be added to a boarder's list of approved hosts. In some cases, the houseparent or BSE will contact the host just to confirm that the details on REACH are still up-to-date.

Lights-out

'Lights-out' refers to the time when the main overhead lights must be switched off (and stay switched off). In line with our emphasis on developing good habits and a healthy lifestyle as well as creating an atmosphere in the corridor that allows those who need to sleep earlier than others, a lights-out rule applies after curfew times. This is in line with our emphasis on maintaining a healthy work-life balance with sufficient sleep to maintain good health. There should be no loud music or noise above talking volume after lights out.

Houseparents will do occasional checks on different floors to monitor boarders' ability to manage this expectation. Grade 11 and 12 boarders may use their desk or reading lamps to continue studying or reading in silence after lights-out times provided they are not disturbing their roommates' ability to sleep and rest.

Lights-out times for the different age groups are as follows:

	Sundays to Thursdays	Fridays & Saturdays
Grades 8 & 9	Main lights 21:30 Reading lights 22:00	23:00
Grade 10	Main lights 22:00 Reading lights 22:30	23:30
Grade 11	Main lights 22:30	Main lights 00:00
Grade 12	Main lights 23:00	Main lights 00:00

Lost & found

Any lost, unmarked items found in the boarding house should be taken to the house office for registration and safekeeping. Similarly, missing items should be reported to the house office. This needs to be done as soon as possible in order for appropriate action to be taken.

We provide resources for boarders to label their belongings (for example, a labelling machine, permanent markers, etc), and encourage all boarders to label all their belongings clearly. Boarders can check the campus Lost and Found at the Reception desk for items that are lost outside of the boarding house.

Mail & deliveries

Mailing address

Our postal address is:

**1207 Dover Road
UWCSEA Kurt Hahn House / Maya Angelou House / Nelson Mandela House (select as appropriate)
Singapore 139654**

Mail

Boarders' mail will be delivered to the relevant house office, and can be collected from the relevant basket/shelf.

Postal or Courier deliveries

For postal or courier deliveries, please include the duty phone number to ensure that a member of the boarding team can meet the delivery person and take care of the delivery.

Meals

Meals are served in the campus canteen Pavilion. **Breakfast** and **dinner** are served buffet-style **Lunch** must be purchased from the various lunch counters at the canteen area. Boarders use their student ID cards to pay for their lunch.

A range of food options - vegetarian, non-vegetarian, Western and Asian - will be served on a rotating basis. Fresh fruit and vegetables will be available at every meal. Afternoon snacks will also be served in the boarding house kitchens at the end of every school day.

Meal times

Meal times are as follows:

	Mondays to Fridays	Saturdays & Sundays
Breakfast	07:15 – 08:00	08:00 – 10:00
Lunch	School lunch times	12:00 – 13:30
Dinner	17:45 - 18:45	17:45 - 18:45

During weekdays (Mondays to Thursdays), boarders are expected to have all their meals with the rest of the boarding community. No external food deliveries are allowed at any point during the week.

Boarders are also not allowed to sign out to go to the hawker centre or nearby supermarkets after 17:45 on Sundays to Thursdays.

Missing meal times

Boarders who know that they will be missing dinner for a school or outside activity must inform the houseparent on duty. They can request the staff to pack some dinner for them.

Boarders staying in the clinic also need to inform the nurse on duty if they need their meals to be brought to the clinic. The nurse will arrange with the houseparent on duty to have some food brought back from the canteen.

Dietary restrictions and requirements

Any dietary requirements or restrictions need to be communicated to the houseparent or BSE at the beginning of the school year, particularly in the case of **food allergies**. These details also need to be entered into the College's Information Management System, since this information is used during school trips and expeditions. **It is the boarder's parents' responsibility to ensure that these details are up-to-date.**

Lunch cards

Boarders' student ID cards can be used for purchasing lunch time meals. The boarders' access cards contain two 'wallets': a Boarding Wallet that the College credits each week for their weekday lunch meals in the school canteen and a general wallet, which students can choose to add credit

directly with Sodexo, the food provider. The Boarding Wallet is topped up by the College with S\$43.60 of credit every weekend of a school term. This credit can be used during the school week to buy food and drinks from the canteen and café. If a boarder wants more food than that amount provides, they will need to load their own money at the kiosk, which will be credited to the general wallet. At the end of each half-term (October, December, March, June), any balance remaining in the Boarding Wallet will be reset to zero and returned to the College. Any funds that were added to the general wallet directly by the student will remain in the general wallet. Money credited to the Boarding Wallet is not redeemable as cash or for reimbursement as the funds are provided from the College. Money in the Boarding Wallet should not be used at the College Shop or to purchase any items aside from food in the school canteen or cafe.

Hawker food

There are a number of public food courts (“hawker centres” or “coffee shops”) within walking distance from the campus, which serve as good sources of cheap local food.

Boarders may sign out to go to the hawkers whenever they have free time, **except after 17:30 on weekdays and Sundays**. There are two reasons for this: firstly, we want the whole community to be present for dinner as often as possible, and secondly, to minimise food wastage during dinner. We also want to know that our boarders are eating mostly healthy food options and not just getting take-away meals or junk food too often.

Boarders are encouraged to take their **own food containers** to the hawker centres instead of getting disposable containers and cutlery in order to minimise their negative impact on the environment. The boarding community strives to be free of single-use plastics.

Medication

Boarders are required to hand in any medication to the College Clinic that they may have received from an outside doctor. **No boarder should be self-medicating under any circumstances and no medication, including over the counter medication, should be kept in student rooms.** It is a college requirement that any medication used by boarders be recorded by nursing staff.

Boarders should not bring their own medication from their home countries. If medicine is required, parents are required to complete the [UWCSEA Permission to Give Medication Form \(PTGM\) form](#). College clinic nursing staff are unable to administer any medicine if:

- the original manufacturer’s packaging is not supplied
- there is no expiry date displayed
- there is no label to specify patient and medication details
- the label is not written in English

Money & finances

Boarding contingency account

All boarders have a special College account called a ‘contingency account’, which contains a reserve of funds that can be used by the boarding house to pay for various things such as pocket

money, school trips, uniforms and school supplies, house outings, visa applications, medical payments, etc.

Parental approval is required for any deductions from the contingency account above S\$90 or if parents have not pre-authorized deductions on the contingency form. In an emergency (such as a medical issue), the Director of Residential Life can authorise a deduction without seeking approval as required. Items such as medication from the College Clinic and extra laundry charges are also billed directly to the contingency account. Any wilful damages done by the boarder to the common property or room may also be deducted without prior approval.

The College's finance department will send out the statement of the account to parents at the end of each term. Parents should check the account statement for any discrepancies and notify the finance department and their respective BSE in case of any queries.

Payments

For all activity payments, parents will receive a notification email from the College Information Management System once the boarder signs up for an activity. There will be a link to the College's payment portal for the parents to make the payment online. Parents are highly encouraged to make all activity payments via the online system. If parents encounter any issues with doing online payments, they can email their child's BSE to help them make the payment using the boarder's contingency account.

For **internal deductions below S\$90**, the boarder should email the BSE who will then inform the finance department to make the necessary deductions from the contingency account. For **internal deductions above S\$90**, the boarder's parent must email their approval for the deduction to their BSE, who will then inform the finance department to make the necessary deductions.

In instances where payment needs to be made to a Singapore-based entity (e.g. a mobile phone company), parents are encouraged to do so directly via their own credit card or online banking facilities, so that, in case of any issues with payment, contractual disputes and so on, the parents are able to follow up as needed.

Requests for additional money

The finance department needs at least four working days to process any request for additional money depending on when the request is made. The finance department disburses payments only **once a week on Friday**. Therefore, any requests for additional money needs to be done according to this timeline. If the request is received by Tuesday 08:00 in a particular week, it should be possible to disburse the money to the boarder by the Friday of the same week. If, however, the request comes in after that, the money will only be disbursed by the Friday of the following week. The school does not issue cash to boarders unless in exceptional circumstances, so please allow ample time for processing payments to boarders' bank accounts.

Bank accounts

It is recommended that all boarders aged 16 and above open a local Singaporean bank account as soon as they arrive in Singapore.

The boarding house will prepare a confirmation letter for each new boarder that can be presented to the bank as proof that the boarder lives in Singapore and is a student at the College. In cases

where parents are unable to open a bank account for their child, boarding staff will be available to assist in the process for students who are 16 years old or older.

Pocket money

Parents have the option of choosing whether or not they would like the boarding house to assist with the disbursement of pocket money. If the pocket money is handled through the boarding house, the requisite amount will be transferred to the boarder's personal bank account on a regular basis (usually once every two weeks unless otherwise advised) by electronic transfer.

The amount to be disbursed per week can be confirmed by emailing the relevant BSE. Changes to the boarder's pocket money amount can only be made on a termly basis.

Boarders should not keep more than their weekly allowance in their rooms. Any cash or valuables, including the ATM cards, must be kept in a locked space in boarders' rooms when unattended. If, for an exceptional reason, a student is carrying a large amount of cash, they should bring it to the boarding office for safekeeping in the boarding safe.

Music practice rooms & facilities

Access to Music Department and music practice rooms

Any boarders who want to learn how to play an instrument or further develop their music skills will be allowed to use the Music Department facilities. Boarders may apply to get access to the Music Department after normal school hours. Music practice rooms may be used from 16:30 until 21:00 on Mondays to Fridays and from 09:00 until 21:00 on Saturdays and Sundays.

Practising music in the House

Boarders who wish to practise playing their instruments in the boarding house must be mindful of the potential disturbance that it may cause to their fellow boarders. Music students can use the practice room in Nelson Mandela House for instrumental practice. Other common rooms may also be used if they are free. **No playing or practising will be allowed during quiet times.**

Phones

All boarders are required to have a **working mobile phone** whenever they leave campus: this means both working hardware, sufficient battery life and enough credit on the phone in the case of a prepaid account. **Boarders will not be allowed to leave campus if they do not have a working phone.** If a boarder is found to be without a working phone, they will be gated (not allowed to leave campus) until the problem has been rectified. Boarders must ensure that they always have enough credit on their phones to make and receive calls (in Singapore you also need credit on your phone in order to receive phone calls).

Prepaid SIM cards

Prepaid SIM cards can be bought at almost all convenience stores in Singapore. A student pass is needed to register a new non-tourist SIM card. Boarders younger than 16 need to be accompanied by someone who is 16 or older in order to buy a new prepaid SIM card.

Please note that most prepaid SIM cards have a limited validity period. This means that if you do not top up your phone credit during that period, your card will expire and you will need to get a new one.

It is the responsibility of the boarder to make sure that their contact details are up-to-date on REACH as well as on the House duty phone.

Postpaid contracts

If a boarder wishes to get a phone (postpaid) contract instead, then it is up to their parents to make the necessary arrangements and complete the required agreements. Houseparents cannot do this on behalf of boarders.

Prohibited Items

The following items are prohibited for health and safety reasons and may not be kept in boarders' rooms:

- Anything that could pose a **fire risk**: candles, matches, cigarette lighters, fireworks, incense sticks and incense burners, mosquito coils, gas burners, etc.
- Anything that is **prohibited by Singapore law**: poisonous substances, explosive substances, real or toy weapons, vaping devices and substances, chewing gum.
- Any type of **medication**, both over-the-counter and prescribed. Nutritional **supplements** and **natural remedies** should be checked by the boarder's houseparent.
- Any **alcoholic drinks, tobacco products, recreational drugs** or **energy drinks**.

If students are found to be in possession of any prohibited items, they will be asked to turn these in to their houseparents. Houseparents may return such items at their own discretion. In some cases, a disciplinary follow-up procedure might be required.

In addition to the above, boarders are also not allowed to have any **heavy electric devices** in their rooms. This includes kettles, mini-fridges, printers, clothes irons, rice cookers, microwave ovens, etc.

Room searches

Students have a right to privacy and to keep their personal possessions in their rooms. At the same time, the boarding staff have the right to search any room and its contents if there is reasonable suspicion that it might contain stolen or prohibited items. Any such search will be conducted in a respectful manner by at least two staff members.

Public holidays

Boarders do not go to school on Singaporean public holidays and on 'professional learning days' (special staff development days where only the teachers go to school). The daily routines for such no-school days will therefore be slightly different from normal school days:

- On the evening before a public holiday there will be no dinner check-in or compulsory study

time. Curfew times will be posted on House noticeboards.

- On the public holiday itself, we will follow a normal weekday evening routine. Boarders may sign out for the day, but they need to be back in the boarding house by 18:00. There will be compulsory study time from 19:00 until 20:30.

Public transport

Singapore has a comprehensive and convenient public transportation system which allows boarders to reach most parts of Singapore with relative ease. The main forms of public transport are public buses, MRT trains and taxis.

Travel cards

Stored-value cards (EZ Link cards or MRT cards) can be used on all buses and trains in Singapore. You can buy these cards at any MRT station and at most bus interchange stations. These cards can be topped up at any MRT or bus interchange station and at most ATM machines. You can also download the [EZ Link app](#) for automatic and online top-ups. Certain bank cards can also be used to pay for buses and trains.

Buses

The nearest and most commonly used bus stops are the ones on Dover Road, near the main entrance of school (to the right, and across the road). Buses stop at these bus stops at intervals of between 5 and 10 minutes.

MRT trains

The nearest MRT station to campus is **Dover MRT station**, located on the East West Line (green line) which takes you to many places in Singapore, including central Singapore.

Taxis

Taxis can be ordered for pick-up directly from the boarding house. Students can download a number of taxi booking apps with which to make their bookings, such as the [CDG Zig app](#).

If you are travelling to Dover Boarding by taxi, you should inform the driver that you are going to **1207 Dover Road** and inform them you would like to go to the **UWCSEA Dover Campus** (sometimes they might take you to East campus if you're not specific enough).

If you are booking a taxi from the boarding house, please call the security desk and give them the number of the taxi so that they can direct the taxi to the boarding house.

Private car-sharing services (e.g. Grab, TADA or Gojek)

It is important to note that, while many private-hire ride-sharing and chauffeuring services are available in Singapore, drivers have the right to refuse carriage to persons under the age of 18. These car-sharing services are not legally liable for any damages in case of an accident when carrying unaccompanied minors under the age of 18. We therefore recommend that students use official Singapore taxis rather than private car-sharing services while they are under the age of 18.

Quiet times

Quiet times are there to ensure that all students get the opportunity to get enough sleep or, in the case of senior students, to study in a quiet, undisturbed atmosphere.

All boarders are expected to respect the community's quiet time rules.

The following times are considered to be quiet times:

- All study times (i.e. from 19:00 until 20:30 on school nights)
- Half an hour after a particular Grades' curfew time
- On school nights, the entire period from 22:30 until 07:00 the following morning
- On Fridays and Saturdays, the entire period from 23:30 until 09:00 the following morning

During quiet times, the following should be avoided:

- playing loud music
- playing noisy games
- excited discussions
- bouncing balls
- making phone calls (unless headsets are used)
- any activity or behaviour that may cause loud noise or a disturbance to your roommate and/or floor mates

Phone or video calls

We understand that it is not always possible to contact your friends or family during the normal free times in the boarding house. Boarders who wish to make phone or video calls during quiet times must arrange a **suitable time and place** with the houseparent on duty.

Rooms

Personalising your room

Boarders are welcome to personalise their rooms, provided they adhere to the following regulations:

Wall decorations

Boarders should take note of the following guidelines:

- Wall decorations and hangings are allowed, as long as no permanent damage is caused to the walls or the paint.
- Boarders should ask permission from boarding staff first before affixing **adhesive hooks** to walls.
- Care must also be taken with **adhesive materials** because these might damage the paint.

- Any posters, paintings or display items need to be in line with the **College's values**. Students with any such offending items will be asked to take them down.

Additional furniture

While some students may want to buy additional furniture for their rooms, it usually only contributes to the unnecessary accumulation of waste. **We therefore do not encourage students to buy additional furniture for their rooms.** There is not sufficient space for additional, loose furniture in student rooms.

Lockable space

All boarders should purchase a padlock for their wardrobe so that they have a lockable space in their rooms.

Room cleanliness / neatness

Boarders are expected to keep their rooms tidy and organised at all times. This is especially important as all students have roommates. It also makes it easier for the cleaning staff to wash the floors on a regular basis.

Room checks will be conducted on **Sunday evenings and Friday mornings**. If a boarder's room is found to be untidy or disorganised, they can expect to be **gated** until they have shown a member of the boarding staff that they have tidied up their room properly. For students who regularly fail to maintain a basic level of tidiness in their rooms, more significant support and/or disciplinary consequences may be put in place.

Suitcases and boxes

All suitcases and boxes, along with any other large, seldomly used items, must be stored in the store rooms in the boarding houses. If there is insufficient space in the store room, a student should talk to their houseparent to come up with an appropriate storage place.

Room allocation

At the end of the academic year students are invited to indicate, using a confidential form, their habits, living preferences and those with whom they would not like to share a room the following year. The housestaff arrange all the rooms taking into account the students' wishes, though it is not always possible to accommodate all requests with the limited spaces and rooms available.

Students are allocated to rooms in such a manner so as to avoid, whenever possible, that students of the same nationality and/or home language share a room, in order to maximise opportunities for relationship building and integration in the community.

Locking doors

For safety and supervision reasons, students are not allowed to lock the doors to their rooms. **Students should never go to sleep with a locked door.** If a door is found to be locked and the student does not answer or open upon repeated knocking, then the houseparent on duty will open the door using a student room master key, in order to make sure that the student is not in any kind of distress.

Room searches

The boarding staff have the right to search any room and its contents when needed for reasons of health and safety, disciplinary issues, or child protection and safeguarding concerns. Any such search will be conducted in a respectful manner by at least two members of the boarding team.

Safeguarding

Safeguarding refers to policies and practices put in place to create an environment that does not cause harm to a student's physical and socio-emotional development.

Student floors

In Dover Boarding, the floors where students' bedrooms and bathrooms are located are meant to be private, safe spaces for all students living in that particular floor. Boarders are assigned to floors according to their sex assigned at birth. Under no circumstances should a student enter a floor assigned to a different sex.

Anonymous reporting

If boarders feel unsafe or that someone else is unsafe, they are encouraged to share this with their houseparent or the designated safeguarding lead immediately. If they do not feel comfortable to share their concerns in person, they can also report their concerns anonymously using the QR codes located on every corridor noticeboard.

The right to belong

The boarding house community is a deliberately diverse one, which means that there will always be people in the community who hold different and sometimes conflicting perspectives and behaviours from one another. We recognise that everyone has the right to hold their own perspectives, many of which are influenced by their background and culture. We also recognise that every person holds biases that impact their thoughts and actions. We ask every community member to actively work on understanding their impact on others, especially when a person's beliefs and perspectives may come into conflict with others. We aspire to live the UWC Mission every day in all interactions, and recognise that to live in this community requires us to adopt the UWC values as laid out in the Boarding Manifesto, whether or not they are the same values from our past. **We do not tolerate any form of exclusionary behaviour that causes harm to others in our community.**

If a student experiences any form of harmful exclusionary behaviour, they can seek support from their houseparent or the safeguarding leads. There is also a DEIJ Committee (Diversity, Equity, Inclusion and Belonging), composed of staff and students, who work to raise awareness and provide support for students who experience harm from others.

Designated safeguarding leads

The two adults who are specifically trained and designated to manage safeguarding concerns are **Marcel Campbell** and **Josh Wigmore**.

School holidays

Dover Boarding will be closed during school holidays and all boarders (with the exception of scholarship students) are required to check out of the House within 24 hours of the end of school on the last school day.

In some instances, and only when permission has been granted by the Director of Residential Life, students may be allowed to return temporarily during holidays (for example, to help students who are returning from College trips). Such requests need to be made at least two weeks in advance so that adequate staffing arrangements can be made.

Opening and closing times

Dover Boarding will remain open for **24 hours** at the **end of each school term or half-term**. This means that if school ends at 15:00 on a Friday afternoon, the last boarder should leave the House by 15:00 on the Saturday afternoon.

Boarders who wish to stay longer must seek **special permission** from the Director of Residential Life. At the discretion of the Director of Residential Life, and only in exceptional circumstances, boarders may be allowed to extend their stay for up to a further 24 hours. **All boarding rules, guidelines and expectations still apply during this period.**

At the start of a new school term, Dover Boarding will be open again to returning boarders any time **after 14:00 on the Saturday** before the new school term resumes. All boarders must be back in the House by **18:00** on the Sunday before the start of school.

Boarders who need to arrive early must again seek **special permission** from the Director of Residential Life. Permission will be granted only if no alternative arrangements can be made and the supervising capacity of the Houseparent on duty is not exceeded.

Early departures / late returns

All boarders are expected to remain in residence until the last day of the school term / half-term. If, for whatever reason, a boarder needs to leave at any time before the end of term, permission needs to be requested from the boarder's **Head of Grade**, since this is considered to be an academic matter. Parents should send a request to their child's **Grade secretary** in which they explain the reasons for requesting leave for early departure.

Likewise, boarders who plan to arrive after the start of the new term need to inform both the High School as well as their houseparent or BSE of their plans. An **authorised absence form** needs to be completed (obtained from the Grade secretary).

Unless authorised absence has been granted by the respective Head of Grade, leaving early or coming back late will be treated as a case of **unauthorised absence**, which may be followed up with disciplinary action from the College. Please note that in order to comply with student pass regulations, there is a limit to the number of days that a student can miss school time, and should a student exceed the number of permissible missed days, their student pass will be revoked.

Travel arrangements / holiday plans

Parents are responsible for making all transport arrangements for school holidays. In the case of flights, once reservations have been made, a copy of the tickets should be sent to the relevant BSE. The flight details should also be stated in the boarder's final leave request for the holidays. If a boarder is staying with their family in Singapore, this needs to be communicated to the houseparent and BSE as well.

When arranging transport to/from Singapore, please note that the boarding team can only support students needing assistance (such as for unaccompanied minors) from 07:00 in the mornings up to 23:00 at night.

Staying with a host family in Singapore

In the case where boarders are staying with an adult host in Singapore, full host details must be provided prior to the start of the holidays. Confirmation must also be provided by the boarder's parents. Where possible, houseparents will put the host and the boarder's parents in contact with each other. **The same guidelines and expectations as for regular overnight leave will apply during school holidays.**

Hotel stays

Only boarders who are older than 18 years are allowed to stay unaccompanied in hotels in Singapore. Parents need to share all booking details with boarding staff before the start of the school holidays.

Please note that boarders are not allowed to stay in rental apartments (e.g. AirBnB properties) without an accompanying adult, irrespective of the student's age.

Sports & games

Boarders are welcome to use the College's sports facilities at the times specified on the boarding calendar. Correct attire and footwear (trainers/football boots) are required at all times. Boarders are expected to use the sports facilities in a **responsible, safe** and **considerate** way.

Gym and Fitness Centre

Boarders may use the Fitness Centre under supervision of a member of staff. The times when supervision will be available will be given on the Dover Boarding calendar. Occasionally a member of the boarding team might volunteer to open and supervise the gym for boarders at additional times. Correct footwear (no flip flops, Crocs or bare feet) and attire are required at all times. Sweat towels must also be used at all times.

Sports halls & sports equipment

Our campus has sports halls that are used for various types of activities. Some of the halls have been reserved for boarders' use on weekday and weekend evenings. The exact times will be posted on the boarding calendar. Whenever any of the sports halls are not in use, boarders may request to use them by speaking to the houseparent on duty.

Sports field (Astroturf)

If the field is not being used by any of the College sports teams or an outside group, then boarders are welcome to request to use it. In the evenings, the houseparent on duty will communicate with Security to make sure that the lights are switched on. The field lights need to be switched off no later than 22:00, in accordance with local community regulations. You may also be able to use the astroturf hockey pitch. Please ask a Houseparent in advance.

Swimming Pool

Boarders can use the school pool at any other time as long as a lifeguard and staff member are present. Under no circumstances should students use the swimming pool if there is no lifeguard or supervising adult on duty.

Lightning warning system

Under no circumstances may boarders use the sports fields, hockey pitch or swimming pool in the event of heavy rain and/or lightning. All of these areas are equipped with a lightning detection alarm that signals the proximity of a storm: once the alarm rings and/or the warning lights are activated, the field, pool and other outdoor areas must be evacuated immediately.

Store rooms

There is very limited space for storage in Dover Boarding, and as such, students are limited to no more than 4 boxes or suitcases per student. Boarders should take infrequently used items home each break.

All items in the store rooms need to be clearly marked with the boarder's name. Any items in the store room that cannot be clearly identified will be removed and disposed of at the end of the academic year.

Study times

Supervised study time takes place from 18:45 - 19:45 for Grade 8 & 9 students, 18:45 - 20:15 for Grade 10 students and 19:00 to 20:30 for Grade 11 and 12 students on school nights. On Community Tuesdays, students have the option to join a community activity as an alternative to study time.

Grade 8 and 9 students study under supervision in the Kurt Hahn House Learning Lab. Grade 10 students study under supervision in the Kurt Hahn House Discovery Hub. Grade 11 and 12 students will be allowed to manage their study time according to their proven self-management skills. At the start of the school year, all Grade 11 students will study in the library under supervision from August to December. If, in that time, they prove to be a capable self-manager (for example, on time for breakfast and dinner check-ins, keep their room and space tidy and organised, on time for curfews, use study time effectively, have healthy sleeping and eating habits, etc.), then they will be given the option to study in alternate locations on campus rather than in the library, but only with their houseparent's approval. Students who take longer to develop strong self-management habits may be required to study in the library under supervision until the end of

Grade 11 and possibly even into Grade 12, depending on the level of support they require.

Grade 12 students are required to study in their rooms with an attendance check from August to October. If in that time, they prove to be a capable self-manager, then they will have the option to structure their evenings independently from after the October break onwards, but only with their houseparents' approval. Grade 12 students who take longer to develop strong self-management habits may be required to complete their study time in their rooms during the evenings until the end of the academic year.

Study time is quiet time. Boarders are expected to maintain a quiet and studious atmosphere for the duration of study time in all the different study locations. Any **group work** or **discussions** should preferably occur before or after study time. Boarders who need to make voice or video recordings, or who need to practise oral presentations, should ask permission from a member of the boarding team to do so in an isolated area so as not to disturb other boarders.

On Tuesday evenings study time will be optional. Boarders who choose not to engage in school work are expected to be involved in some kind of **boarding community activity** after checking in at their regular study location. There will be a range of activities on each of these nights offered by students and staff. If a student would like to lead a community activity, they can speak to the Tuesday duty houseparents in advance.

Study time check-in

Grade 8 to 11 boarders are expected to report to the staff member on duty in the different study locations at the beginning of study time for registration. Boarders who fail to register themselves with a staff member will be marked as late or absent and will receive an appropriate consequence. Grade 12 students will be checked in by staff in their rooms during the relevant study times.

Missing study time

Boarders who know that they will be missing study time must first ask for permission from their own houseparent and then communicate this to the houseparent on duty. This needs to be done *before* the beginning of study time so that houseparents can inform their duty teams accordingly.

Boarders who are missing study time because they are attending an on-campus event (e.g. a performance or an information evening) must communicate this to the houseparent on duty or another member of the evening duty team before the start of study time and sign out on REACH to the activity on campus location. It is expected that boarders will make up for the missed study time during their own free time, preferably during the afternoon *before* the event or activity.

Valuable items

For the community to develop in an open and honest environment, it is essential that the property of other boarders is respected at all times. Therefore, anyone caught having stolen or "borrowed without permission" something from someone else will face serious disciplinary action.

Boarders also need to keep in mind that it is very easy for items to be accidentally misplaced or mistakenly taken in a large community such as ours. Not every case of suspected theft will be an intentional act. Nevertheless, **boarders should think very carefully about bringing back any lavishly expensive items to the boarding house.** As a community, **we do not support**

excessive displays of wealth and request that all of our boarders consider the type and cost of the clothing, accessories and jewellery items they wear whilst they are part of the community. We also ask that all of our boarders consider the amount that they spend on activities, restaurants, birthday parties, electronics and outings and try to live thoughtfully and sustainably, no matter their financial means.

Cash, jewellery, expensive equipment, etc.

Boarders are advised to keep their valuable possessions locked in the lockable storage in their rooms. All belongings should be marked with the boarder's name, using a permanent marker or adhesive label. If a boarder has more than S\$100 in cash, they should ask their houseparent or BSE to keep it for them in the office safe, but this should be in exceptional circumstances only, not regular practice.

Important documents

Passports must be kept in the boarding community office at all times. Boarders should also have **digital copies** of their passport and other important documents, such as birth certificates. If a student needs their passport, then it must be signed out by a member of the boarding team. Passports must be returned to the office for safekeeping as soon as possible.

Physical student passes (IC cards) need to be kept with passports in the office safe. These should only be signed out for official business like opening bank accounts or arranging phone contracts. In most cases, students' UWCSEA identity cards (access cards) would be sufficient to serve as a form of identification.

Suspected theft

Any items suspected of being stolen must be reported to boarding staff as soon as possible. The longer a student waits to report a missing item, the more difficult it becomes to investigate and eventually retrieve the items.

Visitors

Boarders are welcome to invite their parents, relatives or friends to visit them in the boarding house. Different guidelines are applicable to different classes of visitors.

Parents

Parents who happen to be in Singapore during the school term are welcome to take their child/children out for dinner or for a midweek overnight stay. They must inform their respective houseparents of the arrangements and make sure that the boarder has no prior community commitments at those times. If there is a boarding community event or activity planned during the time of the parents' visit, then boarders will only be allowed to sign out at the end of the activity or event.

If parents or other close relatives want to join the boarding community for an activity or a meal, they should inform the relevant houseparent in advance in order for the appropriate arrangements to be made.

Entering boarders' corridors and rooms

Parents of new boarders are only allowed to enter boarders' rooms on **the designated Open Day prior to the start of the academic school year**. At any other time during the school year, **special permission** must be sought from the **house staff on duty** if a parent wishes to go up to their child's room. Parents must be accompanied by a member of staff at all times. This will only be permitted when students are out at school during school hours, not at times when boarding students are in the house.

The only other time that parents or family members are allowed to freely enter student floors and rooms will be on Graduation Weekend, and only for graduating Grade 12 boarders.

UWCSEA day students

Boarders are welcome to invite their friends over to spend time with them in Dover Boarding. Different guidelines apply for weekdays and weekends.

All visitors must agree to abide by all boarding rules and guidelines. Failure to do so may lead to individuals being barred from visiting the boarding house or, in cases of behaviour that goes against the UWC Code of Conduct, disciplinary action by the College.

Weekdays (Mondays to Thursdays)

The following guidelines must be adhered to:

- All visitors must be signed in by a boarder in the visitor's book at the front desk. **Each boarder is allowed to sign in a maximum of three visitors at a time.**
- At any one time, **no more than 15 visitors** can be accommodated in each House.
- Visitors may only use **common areas**. Boarders' bedroom floors and rooms are strictly off limits to all visitors at all times. Visitors may use the washrooms on the common area floors in each house.
- Visitors may stay until 18:00. Boarders who would like to have visitors after this time must request special permission from the houseparent on duty for that evening.

Disrespecting the visitor management system will lead to either the boarder not being allowed to sign in students, or the visitor being banned from visiting the boarding house for a given period of time.

Weekends

The same rules and guidelines apply as for weekdays: visitors must still be signed in and be accompanied by a boarder at all times, and visitors may only visit common areas.

On Fridays and Saturdays, visitors can stay until 18.00. If they wish to stay for longer, then special permission must be sought from the houseparent on duty for that evening. If permission is granted, then they will be allowed to stay in the boarding house until the curfew time of the student who has invited them. On Sunday evenings, visitors are only allowed to stay until 17:30.

Sleepovers

On Friday or Saturday evenings, boarders can invite UWCSEA day students or East boarders to stay overnight in Dover Boarding, provided space is available in their rooms. For safety and supervision reasons, a **maximum of three visitors** in total will be allowed to spend the night in each boarding house. To be fair to everyone, a boarder should only have one guest sleepover per month.

Visiting students must agree to adhere to all the rules and expectations of the boarding community (in particular, curfew, lights-out and quiet time rules).

The following procedure should be followed:

- The boarder must first ask permission from the houseparent who will be on duty on that particular day to arrange a sleepover.
- Once permission has been granted by the houseparent, the requesting student's houseparent will send an email invitation to the day student / East boarder and their parents / houseparent detailing the arrangements for the sleepover and expectations in terms of behaviour. Parents will be asked to inform us of **medical issues** or **dietary requirements**.
- It is the responsibility of the inviting boarder to make sure that all the necessary sleeping arrangements have been made.

Non-UWCSEA visitors

If boarders wish to invite friends from outside the College, they need to ask special permission from their houseparent. Non-UWCSEA visitors should follow the same rules and guidelines as apply to UWCSEA day students.

Visitors may stay until 18:00 on school nights. As in the case of UWCSEA day students, if a boarder wants a visitor after this time, special permission must be requested from the **houseparent on duty**. The same applies to Friday and Saturday evenings: with permission, visitors may stay until the boarder's curfew time.

Alumni

UWCSEA alumni who wish to visit the House at any time must request permission from their **former houseparent or BSE** or the **houseparent on duty**. They will be in the House as a guest of the houseparent, and as such they will have to follow the guidelines as determined by the houseparent.

Wake-ups

School days

Boarders in Grades 8, 9 and 10 will receive a wake-up check by a member of the boarding team between 07:15 and 07:30 on school mornings (Mondays to Fridays).

Grade 11 and 12 boarders are expected to wake up and get ready for school at 07:00, although this is meant to be **self-managed**. However, if a Grade 11 or 12 boarder is persistently late for breakfast check-ins (i.e. arriving after 08:00), then their houseparent will put measures in place to

help them wake up early enough to be at school on time.

Weekends

On weekends, all boarders are expected to be awake by 10:30am. Students are expected to check in downstairs between 09:00 and 10:30am. The same applies for public holidays.