



THE CONCORD SCHOOL

Handbook & Guidance
Notes for Boarding Parents, Staff and Students

Academic Year
2020-2021.

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WELCOME MESSAGE FROM THE MATRON

On behalf of our Boarding Staff, I wish to welcome you to The Concord School Hall of Residence. For us, creating a healthy, friendly and family atmosphere is a top priority because these conditions enable us to support our children and their families to achieve desirable positive school outcomes.

At the Concord School Hall of Residence, our boarding team is committed to supporting young children as they develop social habits and behaviours which are required to succeed in the real world. We have woven together a range of extra-curricular activities and programmes to support this process.

We are on a focused journey to creating a boarding community which encourages students to learn, be happy and always willing to go the extra mile. Our residential staff members are always around to maintain safety and to ensure comfort at all times.

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We look forward to welcoming you to The Concord School Hall of Residence family.

Bukola Ilori
Matron

OUR BELIEFS

We believe that children are our greatest resource and count on each member of our team to be a superstar who collectively creates a high-performance team. We treat our boarders with respect and parents as guests in our hostel. We recognize our staff as partners in efforts.

We realize that our clients' input and energy are critical to our success. By using their ideas, we improve the organization and help them see the important role they play.

We believe life is meant to be enjoyed. Success comes more quickly by having fun while working toward our objectives. We take pride in the services we deliver and know anything worth doing is worth doing with excellence. We plan continually for success. Only by having passion for what we do will we generate the intensity in our quest for perfection.

We believe Mr. Thomas Edison was right when he said, "if we did all things, we are capable of doing, we would literally ASTOUND OURSELVES.

AIMS OF THE BOARDING HOUSE

The Boarding House is meant to serve as a home away from home for students of The Concord School who are under eighteen years of age. This set of people have reached a mutual agreement with their parents/guardians to reside in the Boarding House while studying at The Concord School and as such are considered to reside at the venue in question out of freewill and not under duress.

The Boarding House welcomes all children irrespective of race, ethnicity, colour, religious belief or class. All boarders are considered equal and are so treated.

Basic amenities to make boarders feel homely are provided. No boarder is exempted from making use of any facility either as a result of discrimination or punishment.

CHANNELS OF COMMUNICATIONS AND COMPLAINTS PROCEDURE

As a boarder, you have the opportunity to raise issues of concern and suggestions for the development of boarding. You are encouraged to express your views and make suggestions on how boarding provision can be improved, as well as raising matters of concern during your weekly meeting with both House Parents. The dates and times of these meetings will be shared with you by the House Parents. Matters raised by you will be discussed and you should feel assured that your opinions are always given serious consideration and will be responded to.

Communication with parents is a vital part of the development of the boarders. In this regard, the boarding management maintains frequent communication with parents through email, and phone calls. All boarders use the house phones to contact their parents with permission from staff. Phone calls will not be made during study times.

Parents or students be dissatisfied with the services or conditions in the Hall of Residence should discuss their concerns directly with the school through any of the officers. Client Service Manager, School Administrator, Principal. If, for whatever reasons, this does not resolve the issue, they make a formal complain to the Director of Schools.

HOLIDAYS/HALL OF RESIDENCE RESUMPTION AND CLOSURE

Work hours during holidays

During the holidays, the staff of the boarding house are not relieved of resuming at office but are rather relieved through reduction of working hours during such days. Some days are generally observed as public holidays. Pupils are expected to spend such days with their parent(s)/guardian(s). Parents/guardians shall therefore come early enough to take home their child(ren)/ward(s). However, if such public holiday is declared as impromptu or falls within week days, the management will take charge of the children as expected.

Boarders must return to school on the Sunday before School resumes, no earlier than 12 noon and no later than 7pm. To that effect, students should be returned to the Boarding House on the day and time stipulated for resumption except for special or emergency reasons. Upon returning to the

residence the first and most important action boarders must take is signing in, to be done in the presence of either Matron or either House Parent, who will counter sign the residence register.

STAFF INDEPENDENT OF THE BOARDING SCHOOL

These have been identified as the Director of Schools (Designated Safeguarding Lead and Child Protection Officer) and the Principal

GUARDIANS

Parents should ensure that the named guardians are fully aware of their responsibilities. Guardians should:

- Have authorization to sign for medical treatment.
- Be able to collect the student from school and care for her/him if she/he is ill for more than three days when parents are unable to do so.
- Be able to collect and accommodate the student over the weekend and half-term breaks, if parents are unable to do so, unless alternative arrangements have been made.
- Be able to collect and accommodate the student should the school deem it necessary and parents are unable to do so.
- Make travel arrangements for the student if they are travelling outside of Ibadan or overseas, if this is not done by parents.

FIRE PRECAUTIONS, EVACUATIONS AND DRILLS

Fire drills for the boarding residence will be taken twice a term and will follow the relevant School policy. The House Parents are responsible for ensuring that boarding students understand the procedure in the event of a fire and that these procedures are clearly displayed throughout the residence. Matches, lighters or candles should not be brought into the boarding residence

Action to be taken in the event of a fire

Raising the Alarm: It is critical that the discovery of a fire be immediately communicated to the nearest adult. Anyone discovering a fire will activate the nearest fire alarm

- Any student discovering a fire will, in addition to activating the nearest alarm, inform the nearest member of staff

Evacuating the area

- When the fire alarm sounds, boarding staff will instruct students to leave the building by the nearest exit and proceed in a calm and orderly manner, to the designated assembly points
- If the alarm is activated during the night, leave quickly, but bring an item of warm clothing if easily accessible.

Boarding Staff on duty will conduct a roll call and investigate the nature of the alarm and cross check the roll call. The Principal will be called and the Director of Schools informed if necessary.

Academic matters

The boarding environment provides a conducive environment to help students achieve positive outcomes academically, using the facilities, the staff, and each other as resources. Boarding students have supervised prep every evening. Prep may be held in individual rooms, but supervised by the staff on duty.

GOOD BEHAVIOUR POLICY

Concord is a friendly, caring family community striving for excellence – committed to achievement and sharing in the success of each individual. We believe that the best way to encourage excellent behaviour is to adopt a positive approach.

Good behaviour is a partnership between home and boarding house. Parents and the hostel management working together will ensure that our boarding house is always safe, secure and a happy environment in which all children may achieve their full potential.

Our Behaviour Policy is based on respect for oneself, for others and for all properties. From this principle of respect, we prepare Concord Children to become model citizens of the future.

Children's code of conduct

- Being polite and thoughtful of others
- Treating others as we would like to be treated
- Listening to others and respecting and respecting their views
- Taking care of the school and other people's belongings
- Striving to work to the best of our abilities
- Using good manners
- Being friendly and understanding and never being unkind
- Never fighting, bullying or using bad language
- Keeping ourselves and others safe
- Trying to spread happiness by being cheerful.

Boarders who give cause for concern (whose effort grades fall short of the expected standard) may have their study time directed to a different room where they can be supervised individually. Prep time may also be extended, within reason, when students fall behind in class work or controlled assessments. It is hoped that direct supervision is only a short-term measure and should act as an incentive to improve a student's effort

ANTI-BULLYING POLICY

The school believes that all children have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

All institutions, large or small, contain some pupils with the potential for bullying behaviour. If a school is well disciplined and organized, it can minimize the occurrence of bullying. The school has a clear behaviour policy which promotes good citizenship. It also states that bullying is wrong and will not be tolerated.

Bullying is of different forms which may include:

- Physical bullying: A child may be physically punched, kicked, hit, spat at e.t.c.
- Verbal bullying: This can take the form of name-calling which may be directed towards gender, ethnic, origin, physical/social disability, family or personality.
- Exclusion: A child may be bullied simply by being excluded from discussion/activities with those they believe to be friends.
- Damage to property or theft: Pupils may have property damaged or stolen. Physical threats may be used by the bully in order that the pupil's hands over property to them.

The boarding house provides conducive environment to minimize bullying through:

- Proper supervision of boarders
- There are no ceremonies (initiation, send forth, anniversary e.t.c.) intended to cause pain, anxiety or humiliation.
- Discussing aspects of bullying and the right way to behave towards each other.
- Dealing quickly and firmly with any complaints, involving parents where necessary.
- Strict but fair discipline structure.
- Treating bullying as a serious offence and taking possible action to eradicate it from the hostel premises
- Reviewing policy to examine the degree of success.

In the event of reported bullying, the following action is taken:

- Complaints are resolved either to the complainant's satisfaction, or with an otherwise appropriate outcome which balances the rights and duties of pupils without unreasonable delay.
- Pupils are not penalized for making a complaint in good faith.

Support the victim(s) in the following ways:

- Offering an immediate opportunity to talk to any member of staff
- Informing the victim's parent/guardian when/where appropriate

- Arranging for them to be included in group activities at times of possible risk of continued problems

Discipline and help are administered to the bully in the following ways:

- Investigating how/why they became involved in bullying
- Involving the bully's parents/guardians by invitation
- Continuing to work with the bully in order to overcome prejudiced attitudes as much as possible
- Positive reinforcement of any marked improvements.

Disciplinary steps:

- Official warning to stop offending
- Case referral to school pastoral committee
- Invitation of bully's parents/guardians
- Exclusion from play times, setting of extra work and removal of privileges
- Suspension from school (if problem persists)
- Expulsion (if the child becomes a serious threat to the safety and wellbeing of others).

Parents

Parents are to take the following steps at time of bullying

- Informing the school of suspected bullying of children
- Advising children not to fight back, as it makes matters worse
- Reassuring the child(ren) that the Boarding House has an Anti-Bullying Policy and that they must always ask for help.

OUT-OF HOURS STAFF

The residential staff provide 24hr cover for the boarders. They can knock on the door of the staff if they need assistance overnight. In the event of any emergency, the duty staff will ensure that boarders are kept safe.

BOARDING ACTIVITIES AND FREE TIME

The Concord Hall of Residence aims to offer a range of activities both during the week and weekends, which would take place both within the boarding residence, the School or even locations outside of the campus. The daily routine of the boarding residence allows students adequate **free** time but **never** idle time. Free time would involve reading, playing board games, following craft activities, writing up journal/diary entries, keeping abreast of world current affairs and news.

EVENING ACTIVITIES:

A variety of activities, such as sports, musical rehearsals, games and T.V. programmes are being offered to entertain, inform and educate boarders.

USE OF Wi-Fi

Boarders enjoy the school Wi-Fi but are not allowed to load any software without permission. Random checks are carried out to ensure that laptops do not contain unacceptable material. Also laptops are not allowed after lights out.

GENERAL GUIDELINES FOR BOARDERS

Expectations within boarding accommodation

Privacy and Personal Space

- Students are not allowed to enter other students' bedrooms without either the express permission of the student concerned, or the Boarding Staff.
- Boys and girls may socialise together in the dining room areas, but are not allowed to visit each other's room.

Tidiness

- Each student is responsible for keeping their bed area and study tidy. It is the collective responsibility of students to keep shared areas tidy, so that the cleaning staff can maintain high standards of cleanliness and hygiene.
- Floor space, including areas under beds and on window sills, should be clear of clothing etc and these and other possessions including books, should be stowed away as far as possible in desks, cupboard spaces and on shelves

Health and Safety

- Perishable foods and drink must not be kept in bedrooms for reasons of hygiene
- Immediately report any damaged property or material around you
- No kitchen equipment (for example, kettles, rice-cookers, refrigerators, coolers, toasters) is allowed in rooms for Health and Safety reasons
- Cooking in boarding rooms is strictly forbidden

Common Rooms

- Common areas must be kept tidy
- Electrical equipment (TV/DVD/Music) must be switched off when leaving the common room

Posters and pictures may be displayed on the boards that are provided. We encourage all children to decorate their dormitories with suitable posters, birthday cards etc. Small display boards are provided for this. If students need glue-tack or pins, please request from the boarding office. Please note that pictures should not be put up on any walls except on the boards provided, as this will damage the wall.

End of Term Routines and organization of boarding residence

- Rooms should be left clean and tidy

- All perishable items should be removed and binned
- The floor must be completely clear – including under the bed
- All bedding and unclean clothing should be taken to the laundry
- All electrical items should be turned off, and unplugged
- Some boarding rooms will need to be cleared [you will be informed in writing well in advance]. When this is necessary, items may be boxed and stored in a designated storage room
- If it is End of SUMMER, all posters etc must be removed from notice boards
- Items left in rooms may be destroyed.

NOTE: The School cannot be held responsible for items left in school. Items that are left in rooms or stored in the College over holidays are left at the student's own risk.

Rules on entering another boarder's room/dorm

- STUDENTS are NOT permitted to enter areas designated for the opposite sex at any time
- Respect each other's private space – entering a room/dormitory should be by invitation only. Permission from house parent on duty must be granted before students can go into other peoples' rooms
- Senior students must not go into the Junior School Boarding accommodation without direct permission from the Boarding Staff on duty
- While a guest in the dormitory of another student, if asked to leave, you should comply with the request willingly and immediately.
- Respect other people's property – ask permission to touch or use someone else's belongings before you do so

After 'lights-out' only leave your dormitory/room:

- in an emergency situation
- if you feel unwell
- if there is a problem

- to use the bathroom
- NEVER go into another dormitory after lights-out
- After lights-out – ANY PROBLEMS WHATSOEVER – go straight to the Staff on Duty

Male and Female boarders

Personal relationships are a particularly significant area in which we want our values to be clearly stated. All our students need to understand that, while some may have friends, school is not a place for intimacy. We hope that life within boarding will foster a wide range of friendship, activity and intellectual discovery, rather than exclusive relationships. Intimacy at this stage can involve pressure or occasional exploitation of one party or the other. Such situations can, and often do, get in the way of the aims of school life. In all relationships, we urge you to remember to think of the other person.

Our parameters within boarding are as follows:

- a) Students should dress appropriately at all times respecting others within the boarding environment, mindful that there are male and female boarders. Examples for guidance: Any student moving from shower rooms to bedrooms should be ap-appropriately dressed. Students should wear tops at all times; for girls, tops should not be too low or with midriff showing: Casual shorts/skirts should be above knee length. In communal areas, all students should be dressed appropriately; night-wear is not considered appropriate. Boarders must dress appropriately to the dining hall. Flipflops are not allowed to the dining hall
- b) There should be no overt affection. It is embarrassing for all, young and old, who encounter it. Students should expect a member of staff to put an immediate stop to such behaviour

c) Entering areas designated for the opposite sex will be regarded as a serious offence and may be dealt with as serious misconduct. This may result in suspension or immediate expulsion from boarding residence.

d) Sexual intimacy is an altogether more serious matter and will be deemed as gross misconduct under our disciplinary codes. Students should never find themselves in a situation where suspicion may arise. Where this guidance is not followed, students may forfeit their right to remain within boarding, or within school.

e) It is absolutely wrong to engage in verbal exchanges of a sexual nature.

These parameters apply equally on all school trips. While it is impossible to be prescriptive of every situation, these rules are in place for guidance and support.

Electronic Safety in Boarding

Personal stereos, iPod and Electrical Equipment (except laptops) are not permitted in the boarding residence and should not be brought into the residence. Only lap-tops configured to use in the School would be allowed in the residence.

All of the rules and procedures contained within the School's E-Safety policy apply fully within the boarding residence.

All Boarding students are subject to School Code of Conduct at all times when using personal or school electronic devices.

Students are forbidden from:

- Downloading music/film which breaches copyright laws
- Accessing gambling sites
- Using unauthorized file-sharing sites

- Using a proxy server with the intention of by-passing the school's 'safe' internet connection

If the Code of Conduct is abused, sanctions may include confiscation of devices, or restrictions on the use of the internet during the evening and the weekend.

- No student may make a recording or take an image of another student without their prior consent. NEVER use a camera facility in private areas within boarding (e.g. bedrooms or bathrooms)
- Students are not allowed to use any personal electronic devices which allow internet access or the creation of personal 'hotspots'.

Educational sites may be accessed through personal laptops but that is conditional on their safe and responsible use.

Students must:

- Ensure their privacy settings are set correctly and not to 'open access'
- Only accept friend requests from friends
- Not engage in conversations on-line with people they do not know
- NEVER post inappropriate pictures or contact details about themselves
- NEVER post an inappropriate or defamatory message about another person
- Know how to report or block inappropriate messages on-line
- Report any inappropriate activity on-line to a member of staff.

Boarders must be present in the Dining Hall at meal times and must not take food to the dormitories

- Beds should be made and rooms left tidy. Clothes must not be left on the floor
- Visitors will not be allowed into the premises except prior permission has been granted
- Boarders must be in bed by lights out. Anyone found roaming will be punished
- Other boarders belongings must not be taken out of their rooms without the owner's permission

- Suitcases and bags will be kept in the box room and not in rooms.

DAILY ROUTINES

ACTIVITY	TIME
WAKE UP -	05:00am [Saturdays 06:00am & Sundays 06:30am]
DEVOTION	05:00 - 05:30am [Saturdays 06:00am & Sundays 06:30am]
MORNING DUTY	05:30 - 06:00am
GET DRESSED -	06:00 - 06:30am
BREAKFAST	06:30 - 07:00am
LEAVE FOR SCHOOL	07:00am
TEA TIME	03:30 - 04:00pm
SPORTS/CLASSES	04:30 - 06:00pm
DINNER	06:30pm
PREP	07:30 - 09:30pm
LIGHTS OUT FOR PREP PUPILS	09:30pm
LIGHTS OUT FOR HIGH SCHOOLS	10:00pm

HEALTH

The health of boarders is particularly of utmost importance. To safeguard the health of our boarders therefore, during the admission process, an adequate record of health state and past health records shall be submitted to Hall of Residence Office.

In case of ill health or accidents, first aid medication may be administered before transfer to approved registered hospital. At the hospital, each child will have access to a named doctor for

professional guidance and consultation. Our boarders are usually accompanied by staff when being seen by medical personnel.

House parents administer prescribed medications in accordance with the prescription instructions. In advanced cases of ill health of boarders, parents are called in to take proper charge of such a child; that such a person may be called upon as a matter of impromptu and urgency for the safety and welfare of the boarder concerned.

We ask that parents keep all medications with the house master/mistress or matron, who ensures the administration of the right quantity of medication and at the right time.

EXEAT

- In the case of an exit, parents are requested to consult Client Service Manager, Administrator or the Principal at least one week in advance.
- Exit may not be taken during examination days. Emergency exit will be excused for the following reasons; illness, medical appointment, legal paper work or crises in the family.

VACCINATIONS

It is important we have a complete immunization record of all boarders in the school. Public Health recommends that all children are vaccinated. If a boarder has an incomplete or uncertain vaccination record, we may ask parents/guardians consent to arrange booster vaccinations in accordance to the National schedule.

VISITORS

- All visitors must report to the Security guard and then to the house mistress/master on duty. The relevant boarder will be called to receive the parent/guest in the prescribed visitor area. Visitors may not enter any hostel room without the permission of the staff member on duty.

- Visitors may not communicate with other boarders who are not related to him/her.
- All visitors will complete all details in the guard register before he/she is allowed to enter. The Guard will ensure that all visitors are out of the hostel at designated hour. Guards can also search the vehicle/person entering /leaving the hostel.

STAFF ABSENCE / ILLNESS

If as a house parent you know you will be unable to complete a duty, you must first discuss the matter with the Director of Schools and send an official email to that effect. Next, you discuss with other house parents and may arrange to swap duties. The new arrangement must be communicated to all boarding house parents.

When boarding house members are covered whenever they are absent for duties, they are also expected to reciprocate by providing cover when requested. If a house parent is ill then other house parents should attempt to arrange cover immediately. If this is not possible, they should contact the Director of Schools as soon as possible to arrange alternative staff to cover for such duties.

MEALS FOR STAFF AND STUDENTS IN THE BOARDING HOUSE

Students are to be served before any member of staff is entitled to meals and staff are expected to sit and eat with the students, making sure they observe their table –banners.

LAPTOP COLLECTIONS IN THE BOARDING HOUSE

It is mandatory for boarding parents to collect students' laptops or any other suspected contraband materials before students are allowed into their rooms for light out

DUTIES AND RESPONSIBILITIES OF HOUSE PARENTS;

- Implement appropriate sanctions/reward policies
- Retrieve student's Laptops according to the boarding house policy
- Use complaints policy document to record complaints received
- Check to see if light outs have been observed and if the children are sleeping
- Carry out regular room inspections and update records

- Make sure students are studying and not disruptive during prep
- sign student diaries to be sure home work is done
- check to be sure they are using the computer for the right reasons
- carry out routine random check to be sure there are no contrabands with children
- Comply with boarding policies and procedures
- Work well in teams, support other team members
- Comply and keep appropriate boarding house records
- Organise the children to be timely to events and school programmes
- Ensure that children dress properly and are with necessary materials for school
- Handle maintenance issues in the boarding house appropriately

LAUNDRY

As part of the education programme, we encourage pupils/students to undertake chores allocated to them. Clothes are left and collected from the laundry at designated hour. Each boarder's clothes are clearly marked and personally responsible for ironing. Little ones will be well taken care of by their handlers.

CATERING PLAN

We provide meals to boarders in adequate quantity, quality and choice, and made for special dietary, medical or religious needs. Dining rooms and furnishings are sufficient in size.

We also ensure boarders are provided with a proper balanced diet and to offer a variety of appealing dishes. Staff and students will eat breakfast and evening meal together in the boarding residence and meal times are seen as an occasion to socialise and learn good manners.

Lunch, during the school week, is taken at the usual lunch time. Drinks and snacks are provided for boarding students upon their return to the boarding residence in the afternoons when day school and extra curricular activities have finished.

