



# Boarding Houses

Information Handbook



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# THE STUDENT PROFILE



AIM	What to do?	Awarded for...
<b>ENGAGEMENT</b>	<p>Be curious</p> <p>Be responsible</p> <p>Be a lifelong learner</p>	<ul style="list-style-type: none"> <li>• Acquiring new skills.</li> <li>• Showing respect for our peers.</li> <li>• Actively taking charge of our own learning.</li> </ul>
<b>RESILIENCE</b>	<p>Be optimistic</p> <p>Be self aware</p> <p>Be determined</p>	<ul style="list-style-type: none"> <li>• Showing perseverance.</li> <li>• Keeping things in perspective.</li> <li>• Making time to have fun, relax and stay fit.</li> </ul>
<b>COMMUNICATION</b>	<p>Be collaborative</p> <p>Be a good listener</p> <p>Be compassionate</p>	<ul style="list-style-type: none"> <li>• Expressing ideas creatively.</li> <li>• Actively listening.</li> <li>• Working harmoniously with those around us.</li> </ul>
<b>INTEGRATION</b>	<p>Be respectful</p> <p>Be inclusive</p> <p>Be kind</p>	<ul style="list-style-type: none"> <li>• Working together in a spirit of unity and companion.</li> <li>• Understanding others.</li> <li>• Valuing individual contributions but sharing responsibilities.</li> </ul>
<b>THINKING</b>	<p>Be creative</p> <p>Be a problem solver</p> <p>Be reflective</p>	<ul style="list-style-type: none"> <li>• Being creative and imaginative.</li> <li>• Applying what we learn in the classroom in the outside world.</li> <li>• Reflecting upon our experiences to make better choices in the future.</li> </ul>
<b>LEADERSHIP</b>	<p>Be inspirational</p> <p>Be humble</p> <p>Be authentic</p>	<ul style="list-style-type: none"> <li>• Showing enthusiasm, optimism and warmth to others.</li> <li>• Showing humility.</li> <li>• Being authentic.</li> </ul>



## Welcome to JIS Boarding

The Boarding Houses are situated within the extensive and completely private, 120 acre JIS campus. Four Boarding Houses cater for approximately 256 students aged 11 years to 19 years. There are two girls' Houses and two boys' Houses for students ages 11-18 years. Full Boarding (7 nights per week) and Weekly Boarding (5 nights per week) is available.

Once a child is successfully admitted to JIS they are assigned to a Boarding House. Belonging to a House is like being a member of an extended family with all the usual ups and downs. We ask Boarders to settle into a House for the duration of their time at JIS and only on very rare occasions do we consider moving the student from one House to another. At the end of the school year, we ask the children who they would like to share a room with in the coming academic year, although there are many other factors that influence final rooming arrangements. Each of the Boarding Houses has a unique vibe, but all have a welcoming and caring environment for your child to be a part of.

The Boarding Houses are led by a resident team of staff and are overseen by the Boarding Coordinator. Each Housemaster and Housemistress lives in purpose built family accommodation within the Boarding House for which they are responsible. In addition, there is a Deputy Housemaster or Housemistress and a Matron who live within the Boarding Houses. There is also a team of House Tutors, some of whom also live on site. These tutors are teachers at the school. This provides for a busy, yet supportive Boarding environment.

The aim of the Boarding Houses is to provide a safe, secure, welcoming, home like community where each child is able to thrive and achieve excellence in all they do. We want it to be a place where life long friendships are made and when a child leaves, it should be with happy memories!

**Nicholas Sheehan**  
*Principal*

# Boarding Ethos and Practice

At Jerudong International School our boarding ethos and practice tie in with our School Aims. JIS has a significant number of nationalities within the boarding houses, with students coming from a range of cultural backgrounds. Some students will join or leave boarding part-way through an academic year. As a result, the major aim of boarding is to provide an environment in which all students are seen and treated as individuals, while assisting them to integrate into the boarding community, their year group and the wider school community. By creating a supportive and nurturing environment all boarding students will have the confidence to participate, a strong sense of wellbeing, think for themselves and develop leadership skills. As a result boarding supports students to achieve excellence.

How students conduct themselves within boarding can lead to them being awarded Polio Points in line with the School Aims.

## **ETHOS**

- To be a home away from home
- To prepare students for life beyond JIS
- To encourage every student to achieve their version of excellence
- To allow students to lead through good communication with staff, house councils and student representation
- To ensure equality between houses, genders, cultures, experiences and abilities so every student can flourish
- To ensure students have the right to privacy, security, have access to and know how to access channels of support
- And most importantly to develop a sense of community where trust and respect for each other are highly valued

When students are in boarding at Jerudong International School, the learning never stops. Their lessons extend beyond the walls of the classroom to encompass social skills, independence, self-confidence, tolerance and more. Boarding life not only involves an academic education, but also supporting the broader development of the whole person.

JIS boarding students learn to be responsible for themselves and their possessions, developing character traits like self-reliance and independence in a community environment. Students are able to build up their confidence in their ability to manage school work, stay healthy and go on to thrive in tertiary education. In addition, our boarding provision immerses students in the living and learning environments of their peers, teachers and House staff, where every voice is valued.



JIS attracts students from all over the world and such, host a diverse range of international and domestic students who share meals, sleeping quarters, and classes – fostering a close bond that transcends gender, geographical, racial, or ethnic differences. As a very transient community, students join and leave boarding throughout the year not just at the start/end of academic years. By creating a supportive and nurturing environment, all JIS boarding students will have the confidence to participate, a strong sense of wellbeing, think for themselves and develop leadership skills.

As students in our JIS boarding village share personal stories, cultural insights, and new experiences with each other, they learn to see beyond categories of difference. They learn that a person's character is as meaningful as their background – a deeply important lesson they can take with them for years to come.

At JIS, we offer different types of boarding to accommodate the needs of our students and their families:

- **Weekly boarding:** Students will arrive at their boarding House on a Sunday evening from 6pm and stay with us until 11:45am the following Friday.
- **Full boarding:** Students will arrive at their boarding House at the start of the new term (from 6pm the evening before the first day of term) and remain with us until half-term / end of term. Airport collection and drop off can be arranged as required.
- **Flexi-boarding:** Weekly boarding students are able to stay in our boarding facilities on a chargeable, ad hoc basis, to take part in events that may occur over the weekend: International Award Weekend training, SAT tests, production rehearsals.



*'In my 4 years of boarding, there were undoubtedly many amazing experiences I can safely say that day students will never be able to reminisce about. From the constant support from friends and teachers whether it be school work or for social purposes to boarding events such as lip sync, there are never ending memories created and lessons learnt. One of my favourite pastimes in the boarding house is playing rugby during our free time with all the different Houses and different year groups. The laughters and friendships I have developed I will always miss. All these memories I will treasure as boarding has been a big part of my life, making me who I have become today. I am eternally grateful to have the opportunity to board' - Debs Year 13*



# OSPREY HOUSE



**Rekha Karshan**  
*(Computing Teacher)*  
Deputy Housemistress



**Jennifer May**  
*(English Teacher)*  
Housemistress



**Zarina Latip**  
Matron

## Contact Details for Osprey House

**Tel:** +673 241 1000 Ext 3026

**Email:** [hsms.osprey@jis.edu.bn](mailto:hsms.osprey@jis.edu.bn)

## “Live Well, Laugh Often, Love Always”

Osprey House is home to 64 girls aged 11 to 19 years comprising of three floors, each with its own kitchen, common room area and plenty of showers and bathroom space. Girls' bedrooms accommodate two to four students with personal space for clothing and study. Osprey House has a large study area equipped with numerous computers where supervised evening study ensures school work is completed and help is available when needed. A smaller study area allows for collaborative work. Osprey girls are fortunate to have a music room with a piano and a small gymnasium/dance studio equipped with a running machine and other small apparatus. The many varied spaces in Osprey allow the girls to pursue their interests comfortably, whether they be academic or in dance, fitness, art, drama, music or quietly reading or chatting with friends.

Osprey House is a happy and calm oasis, where the students are valued, respected and feel at home. Osprey girls are encouraged to forge strong, supportive relationships with staff and peers, to respect each other and their environment and to make the most of the opportunities on offer: they soar to great heights and experience success in many areas of their school life.

The resident staff are assisted by a team of non-resident tutors.



**Sara McKay**  
*(English Teacher)*



**Nikki Smith**  
*(Drama Teacher)*



**Joe Heath**  
*(Humanities Teacher)*



**Hope Jootna**  
*(English Teacher)*



# OSPREY HOUSE



*Around school, Osprey is best known for being ultra supportive and tight knit. Osprey girls also have a distinct competitive streak....*

*Osprey House is partnered with Hawk House (a boys' Day House)*



# EAGLE HOUSE



**Rachel Norton**  
*(Maths Teacher)*  
Deputy Housemaster



**Dan Stirling**  
*(PE Teacher)*  
Housemaster



**Wheltz Domingo**  
Matron

## Contact Details for Eagle House

**Tel:** +673 241 1000 Ext 3110

**Email:** [hsms.eagle@jis.edu.bn](mailto:hsms.eagle@jis.edu.bn)

**“Nothing is ever achieved  
by doing nothing”**

Eagle House is a “home away from home” for up to 64 Boarding boys. They sleep in rooms of two or four, depending upon their age. With five adults resident in the House, we are able to create an atmosphere in which the boys feel well cared for and happy. Regular routines, clear guidelines and reasonable expectations ensure that school work and daily life are managed with ever-increasing confidence in order to leave plenty of time to make the most of opportunities for activities and friendship. Staff and prefects form an effective team with our matron in supporting the boys, not least the younger and new members of the community.

All Eagle boys are encouraged to “work hard and play hard”. Participation in school activities is an important part of our Boarders’ lives. We have facilities in Eagle for table tennis, pool, table soccer and a variety of board games. We also have basketball and badminton courts.

Happy boys, who try hard academically, grow in confidence, achieve their potential and develop qualities that will stand them in good stead for the rest of their lives: this is what we are all about.

The resident staff are assisted by a team of non-resident tutors.



**Brendon Hallot**  
*(PE & Swimming  
Teacher)*



**Rob Beswick**  
*(Media Studies  
Teacher)*



**Ravi Karsan**  
*(Computing  
Teacher)*



**Peter Foster**  
*(Geography  
Teacher)*



**Chad Baxter**  
*(Economics Teacher)*

# EAGLE HOUSE



*Around school, Eagle boys are best known as being the teams to beat on the sports field.*



*Eagle House is partnered with Fireback House (a girls' Day House)*



# KINGFISHER HOUSE



**Georgina Rodgers**  
(Drama Teacher)  
Deputy Housemistress



**Beenal Roberts**  
(Business Teacher)  
Housemistress



**Kris Lo**  
Matron

## Contact Details for Kingfisher House

**Tel:** +673 241 1000 Ext 2431  
**Email:** [hsms.kingfisher@jis.edu.bn](mailto:hsms.kingfisher@jis.edu.bn)

## "Where dreams take flight"

Kingfisher House is a warm and welcoming environment. The House comprises of four buildings for up to 64 girls from Year 7 to Year 13. The girls' rooms are bright and comfortable, and provide them with a space they can make their own. The House also has four communal areas where the girls can socialise and develop positive and supportive friendships. Books and board games are available, and the girls can also often be found setting up study groups around a cup of tea in their free time. Outside, the girls have easy access to a badminton court, a basketball court and a large grassed play area.

Each of our four buildings accommodates up to sixteen girls. Members of our residential team live in each building to ensure our girls feel at home. Our dedicated team of Boarding House Prefects act as "big sisters" to the girls and offer advice, encouragement, and organise events to celebrate the cultural diversity of the House.

The resident staff are assisted by a team of non-resident tutors.



**Alison Williams-Young**  
(Food & Nutrition  
Teacher)



**Kerry Nelson**  
(Art Teacher)



**Russell Newlands**  
(Physics Teacher)



**Amy Lai**  
(Upper Years  
Administrative Officer)

# KINGFISHER HOUSE



*Around school, Kingfisher is best known for having balance: they excel on the sports pitch as well as organising superb Boarding House events.*

*Kingfisher House is partnered with Monarch House (a boys' Day House)*



# IBIS HOUSE



**Charles Tutty**  
*(English Teacher)*  
Deputy Housemaster



**Ed Lockyer**  
*(History Teacher)*  
Housemaster



**Marianne Garibay**  
Matron

## Contact Details for Ibis House

**Tel:** +673 241 1000 Ext 3008

**Email:** [hsms.ibis@jis.edu.bn](mailto:hsms.ibis@jis.edu.bn)

## "Integrity"

Ibis House provides a comfortable, caring 'second home' for up to 64 Boarders and is made up of four buildings. It has a common room in each building with a table tennis table, large screen television, comfortable seating and kitchen amenities.

Ibis boys are very proud of their House and live by our motto, which guides everything an Ibis does, the way he involves himself in activities, the manners he exhibits and the way others perceive him. It serves to create an atmosphere of mutual respect and a sense of commitment. Coming from a variety of backgrounds, Ibis boys are expert in sharing and valuing one another and working together is a strong quality of the House. This team spirit is evident all the time, but especially at those times of the year when cultural celebrations occur.

The resident staff are supported by a team of non-resident tutors.



**Adam Richardson**  
*(Maths Teacher)*



**Claire Fletcher-Jones**  
*(English Teacher)*



**Andy McCulloch**  
*(Geography Teacher  
& HE Counsellor)*

# IBIS HOUSE



*Around school, Ibis is best known for their team attitude and winning performances in events such as lip sync. Practice makes perfect in Ibis!*

*Ibis House is partnered with Blackeye House (a girls' Day House)*



# MYNA HOUSE



**Polly Fear**  
Weekend Boarding  
Coordinator



## Contact Details for Myna House

Email: [hsms.myna@jis.edu.bn](mailto:hsms.myna@jis.edu.bn)

**“Work hard, be kind and amazing things will happen”**

Myna House is a family centred home away from home in one happy place, where our youngest boarders can flourish within our bustling community. Whilst part of our whole boarding provision, their daily schedule is designed specifically for their age group with designated Junior School teaching staff providing the link between home and school.

Each individually themed shared bedroom can be personalised by the children to create a happy place for them to return to each day, with welcoming staff and friends all around. The superbly equipped common spaces allow for a range of activities and hobbies for the children to pursue, with separate spaces for quiet reading. Our study area provides a calm and quiet place for homework to be completed under the supervision of supportive staff.

Time spent living with ‘family’ in Myna House, coupled with input from our senior boarding staff during Term 3 of Year 6, allows for a seamless transition into our senior boarding Houses.





# WEEKEND ENRICHMENT



**Polly Fear**  
Weekend Boarding  
Coordinator



**Liza Dalit**  
Matron

## Contact Details

Weekend Boarding Housemistress:  
[fullboarding@jis.edu.bn](mailto:fullboarding@jis.edu.bn)



## "Extended Family"

Weekends are a highlight of boarding when the boarders enjoy a programme designed to engage, support and enhance their JIS experience. Cared for by a designated experienced weekend team, the full boarders are able to foster relationships with students of all ages and cultures within the weekend community, deepening understanding and support and creating a real sense of family.

Facilities on site are available for the boarders to enjoy. Supervised study sessions allow boarders to fulfill their academic commitments whilst learning to balance the demands of study and relaxation. Specialist coaches run weekly sessions in activities as diverse as archery, karate, horse riding, badminton and athletics to enable boarders to enjoy existing hobbies as well as develop new ones. Evenings consist of movies and games nights, attending plays and musical events, enjoying cookery, table tennis and pool in Houses and BBQs and campfires in our extensive grounds. Boarders are able to partake in outings each weekend to local places of interest as well as trips to the cinema, bowling and billiards.

Our younger students follow a carefully planned programme, which provides age appropriate activities and a correct balance of organised games, sports, study and free time. Older students are able to engage in a more flexible programme, thus allowing for a greater level of independence in the structure of their weekend. They are able to have choices in the activities they attend on a week by week basis depending on their academic demands whilst still receiving the necessary support from staff.

The feel of boarding at the weekends is that of a home from home and as such, visits from friends and family are welcomed. With consent from home, boarders are able to visit friends and make the most of the extended JIS community.



# School Week Routines

**Daily Routine** - Getting used to Boarding can take a little time and new Boarders are given special consideration and care and this continues for as long as is necessary. When a new boarder arrives, everyone within the House will be helping him or her to settle. An established boarder will be asked to guide the new boarder through the daily routines.

## Monday to Thursday follow this routine

6.00am	Dining hall opens for breakfast (Students collect Campus Card from dining hall)
6.15am	Students still sleeping are woken
7.10am	Breakfast ends. Boarders leave for school
7.25am	Initial bell to head for registration
7.30am	Registration begins
7.55am	Lessons commence
12.05pm	Lunch served in School Canteens
3.00pm	School Ends
3.10pm	After school CCA programme begins

5.15pm	Dining Room opens for dinner
6.15pm	Dinner finishes
6.30pm	Roll call in each House Common Room
6.45pm	Study starts for all years

## Friday follows this routine

6.00am	Dining hall opens for breakfast (Students collect Campus Card from dining hall)
6.15am	Students still sleeping are woken
7.10am	Breakfast ends. Boarders leave for school
7.25am	Initial bell to head for registration
7.30am	Registration begins
7.50am	Lessons commence
11.45am	School Ends
12.30pm	Buses leave the Boarding House (Weekly Boarding are collected by private transport)

## Sunday Evening Routine (Also in effect after Weekday Public Holidays)

From 6.00pm	Students arrive at the Boarding Houses
8.30pm	Students should all be in their blocks/houses, then follow usual bedtime and lights out

## Study End Times and Bedtimes

Year Group	Study Ends	House Time	Devices in office by	Lights Out
7 & 8	7.45pm	8.00pm	8.10pm	8.30pm
9	8.15pm	8.40pm	8.40pm	9.00pm
10	8.30pm	9.00pm	9.10pm	9.30pm
11	8.30pm	9.15pm	N/A	9.30pm
12 & 13	8.45pm	9.15pm	N/A	9.30pm

## Weekends

A varied programme is run for full boarding students. This includes a range of compulsory and optional activities.



# Meals

Within our boarding community, food is viewed as an integral part of a healthy lifestyle and social interaction. Breakfast, dinner and supper are all provided within the Boarding Houses in the boarding Canteen which acts as an important social hub within the community. A range of dishes to provide choice is available. For lunches on a School day, boarders use a campus card in one of our School canteens: Borneo Pasar or Hornbill Cafe. In brief, boarders are given a daily credit allowance to purchase lunch, snacks and drinks in school. Parents can then view online what eating choices their children have made. Menus are available online for parents and students to view in advance.

Allergies and special dietary requirements are also catered for. Within the Boarding Houses, this is organised by each House matron who will liaise with the catering staff as required.

## MONDAY TO FRIDAY

**Breakfast:** 6am to 7.15am

**Break:** 9.45am to 10.05am

**Lunch:** 12.05pm to 1pm  
(at main school canteens)

**Dinner:** 5.15pm to 6.15pm

**Supper:** After study

## WEEKENDS AND PUBLIC HOLIDAYS

Meal times are flexible and arranged depending on the activities the students are taking part in.



# Medical Issues, Mental Well-being and Matrons

Each Boarding House has a live-in matron. Within the framework of the Boarding House, the matron provides first-contact medical care but is also seen as a focal point for many personal issues. The pastoral aspect of her work is crucial and our matron is seen as an integral part of our House teams; a person with whom our students can relax with a cup of tea and a sympathetic ear. Three of our matrons are fully qualified nurses and all other residential staff have completed a certified emergency first aid course over the last 2 years. Should students be unwell, we are well equipped to deal with minor ailments as needed. Staff are trained in psychological First Aid - in order to be able to support our students well-being.



*Really like boarding because you get to spend time with your friends.*  
- **Jonathan Year 8**

*The good thing about boarding is that you can do different activities with your friends.* - **Scott Year 8**



# Boarding Events

Through the year the 5 Boarding Houses all come together to hold a number of special events. In the past these have included: **Lipsync | Talent Show | Winter Formal Dinner | Hari Raya Open House | It's a Knockout competition | Concerts | Acoustic Nights**



# What to Bring to Boarding

The list below suggests the minimum requirements for each student. Casual clothing should not have any inappropriate logos, pictures or words. Girl's clothing should cover shoulders, cleavage and midriff adequately. Short shorts or dresses and skirts are not allowed and neither are spaghetti strap tops.

BOYS CLOTHING - All Named	
SCHOOL UNIFORM	
4 white collar shirts	
5 black ankle socks	
1 Boarding House Polo Shirt	
1 Boarding House Shirt	
3 navy blue trousers	
JIS Jumper (optional)	
1 House tie	
All black shoes (ideally leather)	

SPORTS UNIFORM	
2 Dry-fit PE shirts	
2 cotton socks	
2 Dry-fit shorts / Dry-fit sweatpants	
Swimwear (short style trunks)	
Trainers / Football Boots / Shin Pads	

PERSONAL BELONGINGS	
2 Pyjamas	
6 underpants	
3 shorts	
5 t-shirts	
2 swimming towels	
Personal sports gear	
Sun hat	
2 pair of jeans or trousers	

GIRLS CLOTHING - All Named	
SCHOOL UNIFORM	
4 white school blouses	
2 short / long tartan skirts	
JIS Jumper / Cardigan (optional)	
5 white cotton ankle socks (For those below year 10)	
All black shoes (ideally leather)	
1 Boarding House shirt	
1 House tie	

SPORTS UNIFORM	
2 Dry-fit PE shirts	
1 Swimwear	
Trainers	
2 Dry-fit shorts / dry-fit sweatpants	
Trainers / Football Boots / Shin Pads	

PERSONAL BELONGINGS	
2 Pyjamas/nighties	
6 underwear	
4 bras	
2 shorts	
Sun hat / cap	
5 t-shirts / blouses	
2 swimming towels	
2 skirts / jeans / trousers	
Personal sports gear	

MISCELLANEOUS	
Casual shoes / sandals	
Desk Lamp	
Alarm clock	
Face cloths	
Schoolbags	
Handkerchiefs /tissues	
Toiletries	
Sunscreen	
2 padlocks	
Nail scissors	
Watch	
Rain jacket	
Headphones	
Hair dryer	
Games / soft toys	
Water bottle	
Musical instruments	
Mobile phone	
Chromebook (Years 6 - 9)	
Laptop (Years 10 - 13 only)	
Prescription medicines (to be Handed to Matron)	
<b>*All bedding and towels are provided but boarders are welcome to bring their own.</b>	

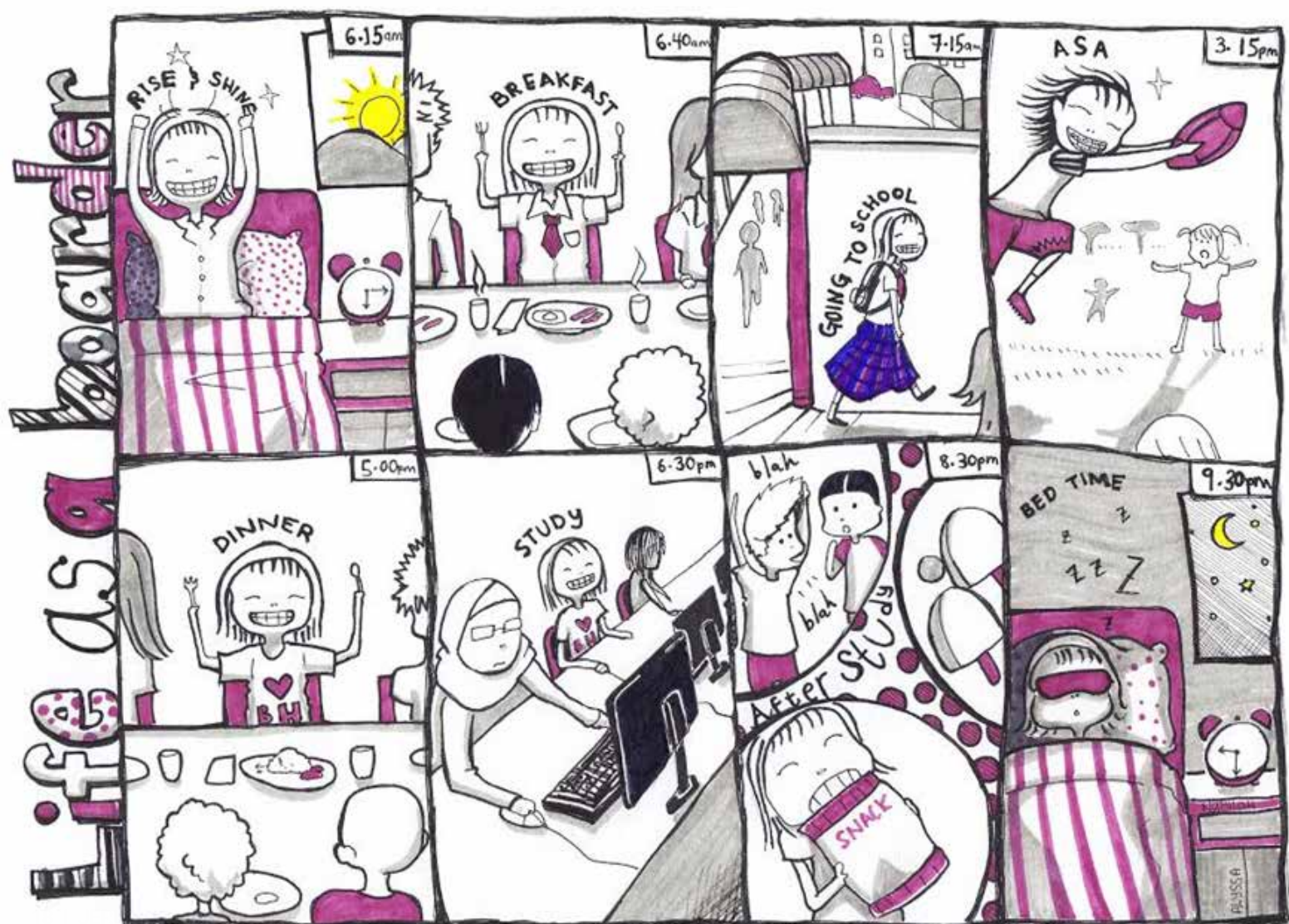
**NOTE:** During the academic year, the school organizes internal events such as International Day (students wear traditional attire), Book Week (dress up as their favourite character), Earth Week and Peace Week (casual clothes) etc. Please contact us for more information.



# What Not to Bring to Boarding

The majority of needed items in boarding such as kettles and irons are found in every common room. To reduce the risk of fires in bedrooms and damage to expensive property students are discouraged from bringing the following to boarding. If students are found to be in possession of prohibited items they will be confiscated and sent home with the students on a Friday or at the end of term.

PROHIBITED ITEMS	
Kettles/Irons	Weapons including knives of any kind
Expensive Jewellery	Inappropriately rated computer games or movies or other content
Candles, fireworks	Banned Substances including alcohol, cigarettes, e-cigarettes, vaping equipment, drugs and associated paraphernalia
Inappropriate logos or writing on personal items, clothing, posters etc	Fridges
Bikes	Matches, Lighters - where needed for International Award activities these should be handed to Boarding Staff upon arrival and collected when necessary



# The A-Z of Boarding at JIS

## Academic Curriculum

Middle Years (Years 7-9) and Upper Years (Years 10-13) booklets are available from the admissions office or by download from the school website.

## Academic Support

If you have a concern about how your child is performing academically you should initially make contact with their tutor. They will then solve or pass on any concerns you may have to the appropriate people and work with your child to rectify any situations.

## Achievements

These are celebrated within House assemblies periodically. Students may also be invited to visit the School Principal to discuss their successes.

## Alcohol

Alcohol and related products are prohibited on school site. Their possession or consumption may result in suspension or permanent exclusion.

## Bed linen

This is provided each week for the students. However, you are more than welcome to provide personal bed linen. Please ensure they are named clearly.

## Birthdays

Boarders are welcome to celebrate their birthdays in the House common rooms after school with their friends. Food can be ordered at the discretion of the HsM.

## Boundaries

Students may not leave the boundaries of the school at any point, without prior permission by the HsM. The Boarding Houses are out of bounds between 7.30am and 3pm.

## Bullying

Bullying is not tolerated at JIS. Please refer to the Bullying Policy in the online parent portal on Firefly for further details of how to support your child.

## Bus Routes

At the start of each new academic year a bus route planner will be provided to help you plan your child's journey. Miri, KB, Tutong and Seria are all well served.

## Bus Supervisors

Each school bus includes a driver and a supervisor to ensure the safety and good behaviour of students while travelling. The supervisors have all been trained and liaise with the school regularly.

## Calendar of Events

A comprehensive school calendar is visible on the school website. This ensures you are always viewing the most up to date version.

## Co-Curricular Activities (CCAs)

These are available everyday afterschool until 5pm. Students are encouraged to take part in as many as possible. Each student will be provided with a CCA login and can make their choices at the start of each term.

## Complaints

Should you have any complaints about the school, please follow the advice in the Parental Complaints Policy included in the online parent portal on Firefly.

## Counsellors

The school has two full time counsellors to help your child through any difficulties they may be facing. Both counsellors spend time in the Boarding Houses and can be contacted at: [counsellor@jis.edu.bn](mailto:counsellor@jis.edu.bn)

## Dining Hall

There is a central dining hall for Boarders to use for all meals, except lunch, which is provided in school. Food is catered for

by a resident chef who creates varied weekly menus. These are viewable on the school portal Firefly.

## Discipline

The discipline policy is outlined in the online parent portal on Firefly. Minor issues will be dealt with by the HsM within the Boarding Houses. Parents will be contacted if issues escalate or become more frequent. Following this and for more serious matters the Deputy Principal may be involved in any sanctions given.

## Dress Code

Out of school hours Boarders may wear their own clothes. We ask all Boarders, staff and parents to dress sensitively when around the Boarding House. For the most part this simply means ensuring that for boys and girls the body is covered, in particular the underarms, chest, midriff and upper leg. Logos and designs on clothing such as t-shirts should not be offensive. Further details are outlined in the online parent portal on Firefly.

## Drugs

Illegal drugs are prohibited at all times on school site. Possession or consumption may result in suspension or permanent exclusion.

## Exeats

There are a number of compulsory Exeats for full Boarding students, where students need to return home or to a guardian. Prior notice will be given to parents of these dates.

## Exit Passes

Before leaving the Boarding House with your child an exit pass must be collected from a member of staff and handed to the Security team at the gates. Without this you will not be allowed to leave the school site.

## Fire Alarms

The fire safety requirements in each House to meet with regulatory requirements. All Boarders are told on arrival of procedures to follow. Each House will hold a fire drill at the start of the year.

## Firefly

This learning platform is accessible to both students and current parents and holds a huge array of information regarding the school and your child. Please familiarise yourself with the system. Logon details are provided for new parents from their child's first school day. Visit <http://fly.jis.edu.bn>

## Flexi-Boarding

The school does not offer flexi Boarding during the school week. However, weekly Boarders who require accommodation for occasional weekend stays can do so at a fee. Details are available of rates at Admissions Office or Accounts.





### Food Allergies

Please let your House Matron know of any allergies or dietary requirements your child may have, so the kitchen can prepare suitable meals for them.

### Food Committee

There is an active food committee that feeds back students opinion on the variety and quality of the food. Students are encouraged to take part in these meetings if they have any ideas for improvement.

### Free time and Fun

Each evening Boarders have a small amount of free time to relax and have fun with their friends in the Boarding community. This balance is an important part of Boarding life and helps foster life long friendships.

### Guardians

All Boarding students whose parents live or are travelling outside of Brunei are required to have a guardian. Guardians will be appointed by the parents to act in "loco parentis" and must be able to respond readily to an urgent call to attend School.

### Gym

There is a small girl's gym in Osprey House for any Boarding girls to use in their free time. There is a small boy's weights system in Ibis for use for the boys in their free time.

### Hair

No excessive or unnatural colouring of hair or outlandish hair styles is allowed. Boys' hair must not exceed collar length. No facial hair may be grown unless it is for religious reasons, whereby written permission should be obtained from their HsM.

### Homework

This is completed in supervised study each night and should all be recorded in homework diaries. Year 9 are the exception to this and homework tasks are set on the firefly portal. Years 10 to 13 may study in their rooms.

### HsM

This refers to your child's Housemaster or Housemistress.

### Innings

Each Boarding House will have a termly 'innings' within their House. Attendance is expected at these events as they offer a unique opportunity for the Boarders to come together as a community.

### Insurance (Consent Forms)

Parents are required to fill in an Insurance Waiver for low risk trips to places such as The Mall at the start of each year. This will allow Boarders to take part in such Boarding House trips as arranged by their House.

### Laundry

The Boarding Houses have an excellent free laundry service. Students may put personal items of clothing, bedding and towels into the wash in the mornings and these will be washed and folded and returned to them that evening. Please ensure all clothing is named to use this facility.

### Medical Issues

Each Boarding House has a live-in Matron who provides first-contact medical care but is also seen as a focal point for many personal issues as well. Matrons have a close relationship with the Nurses who work in school during the day to provide appropriate care for any students that are sick.

### Medical Insurance

Full Boarders, who do not hold Bruneian Citizenship, must provide a copy of their Medical Insurance at time of admission.

### Mobile Phones

The use of expensive smart phones is discouraged. Boarders in Year 7 to 9 will have their phones collected from 8.45pm each night by duty staff and returned in the morning.

### Music Practice

Each House has a Piano for use by the students. Both Osprey and Eagle have music rooms available to use for practice of instruments by students from any of the Boarding Houses.

### Passports

Students travelling from outside of Brunei should hand in passports to their Matron on arrival at the Boarding House for safe keeping. Similarly if a child is going on an overseas trip, they should leave their passport with the matron until it is needed.

### Piercings

There should be no visible body piercings other than one small stud in each ear, except for religious reasons. In this circumstance the HsM should be contacted and provided with information.

### Pocket Money

This should be passed to a member of House staff on a Sunday evening who will log it and keep a check on the student's account. Students do not need large amounts of money in the House.

### Possessions

Boarders should be responsible for their own possessions and keep them tidy and in good order. Items of value should be handed to the HsM for safekeeping. No responsibility can be accepted by the School for articles or money left in common areas of the Boarding House. All possessions MUST be clearly named.

### Post

Post is only accepted for Full Boarders and should be restricted to letters or postcards due to parcel restrictions within Brunei. All post should be addressed c/o your child's HsM and sent to:

**Student Name, HsM Name, House Name, Jerudong International School, PO Box 1408, Bandar Seri Begawan, BS8672, Brunei Darussalam.**

### Prayer Room (Surau)

The male Prayer room is located on the ground floor of Eagle House and the female Prayer room, on the ground floor of Osprey House. These are available for visiting parents as well as students at any time out of the school day.

### Prefects

Each House has a team of Year 13 prefects to help support the other students in the House and are led by a House Captain. They will also take responsibility for running House events.

### Reporting

There are a number of Parents Evening and reports that are sent home throughout the year. These are also accessible on



Firefly. The School Calendar contains details of when these are scheduled. Each student will receive 2 full reports a year.

### **School Regulations**

Please refer to the online parent portal on Firefly during the online application process for details on: Academic honesty, internet safety, bullying, complaints procedure, child protection, discipline, drugs, counselling and school uniform.

### **Sleeping**

Bedtimes and lights out times have been planned to allow children as much free time as possible, balanced with appropriate rest. After lights out there should be no noise. If children have difficulty sleeping, they should talk to a member of staff and appropriate arrangements can be made.

### **Smoking**

Smoking is forbidden. No students may have in their possession cigarettes or tobacco, e-cigarettes, matches or a cigarette lighter. Their possession or use may result in suspension or permanent exclusion.

### **Staff**

All staff and their families resident in the Boarding House campus have undergone criminal record checks in their country of origin prior to taking employment at JIS. All contract workers are accompanied by a member of the schools security team while on school site.

### **Stationery**

The school shop provides all stationery required by Boarders. A stationery pack list will be given to you each year to select what you require. Boarders can collect this at the start of each New Year.

### **Storage**

Boarders can store all their possessions during the school term in their own rooms using the storage space provided. Every boarder is provided with a lockable wardrobe. Inside that is a second lockable drawer. Please help us and your child by making sure that all personal items are clearly labelled, and by providing them with a couple of small padlocks.

### **Study**

Each House has a space for study that is open from 3pm each day until bedtime. All Boarders may use these. During study times (see daily routines) Year 11 to 13 may opt to study in their rooms.

### **Telephone**

Boarders are permitted to use the House phone to call home with permission from staff on duty. International Calls are not permitted for Weekly Boarders. In these situations or if parents are travelling abroad Skype or Facetime is recommended.

### **Text Books**

The school has a contracted supplier of textbooks who will provide a list of textbooks required each May for the following academic year. You do not have to buy your textbooks from them if you prefer to purchase from other sources.

### **Theft**

We believe in respect of one another and of each other's property and hence we consider theft to be a very serious matter indeed. Students who are found to steal the property of others may be suspended or expelled.

### **Tidiness**

All personal areas in bedrooms should be left tidy each morning for cleaning. Boarders may find themselves sanctioned should they persistently have untidy spaces.

### **Towels**

Towels are provided for daily use by the Boarders. However, students need to bring their own Towels for sports use, such as swimming.

### **Transport**

Any changes to 'normal' transport arrangements should be notified to the House matrons, ideally by Tuesday of that week at the latest.

### **Trips**

Boarding trips during the week are arranged in the evenings at the discretion of the HsM depending on school commitments. For full Boarders there are weekend outings such as: Museum visits, Basketball and Football Tournaments, Cinema trips, Shopping Malls, Trips to Concerts, and Markets, Swimming, Bowling, Exercise gyms and much more!

### **Tutors**

Each boarder has a tutor who is responsible for their daily academic and pastoral care. The first contact in the event of any queries is a student's Tutor. Each tutor spends an evening a week in the Boarding House supporting study time and House events.

### **Uniform**

School uniform, as set out in the online parent portal on Firefly, must be worn during school hours by all Boarders. Please refer to the checklist in this booklet to ensure Boarders have the right uniform.

### **Visas and Student Passes**

All expatriate students attending JIS and living in the Boarding House must comply with Bruneian Immigration Law concerning passports, student visas and student passes. Parents are ultimately responsible for ensuring that their child complies with the regulations. Please visit the school website where more information can be found or email [visa@jis.edu.bn](mailto:visa@jis.edu.bn) with any queries.

### **Visiting**

We welcome occasional visits from family members. However, everything the Boarders need during the week is here and while they may crave some home comforts, we ask for parents' co-operation in saving treats until the weekend. Please liaise with your child's HsM should you wish to visit. 24 hours notice should be provided, if possible, regarding visits.

### **Wi-Fi**

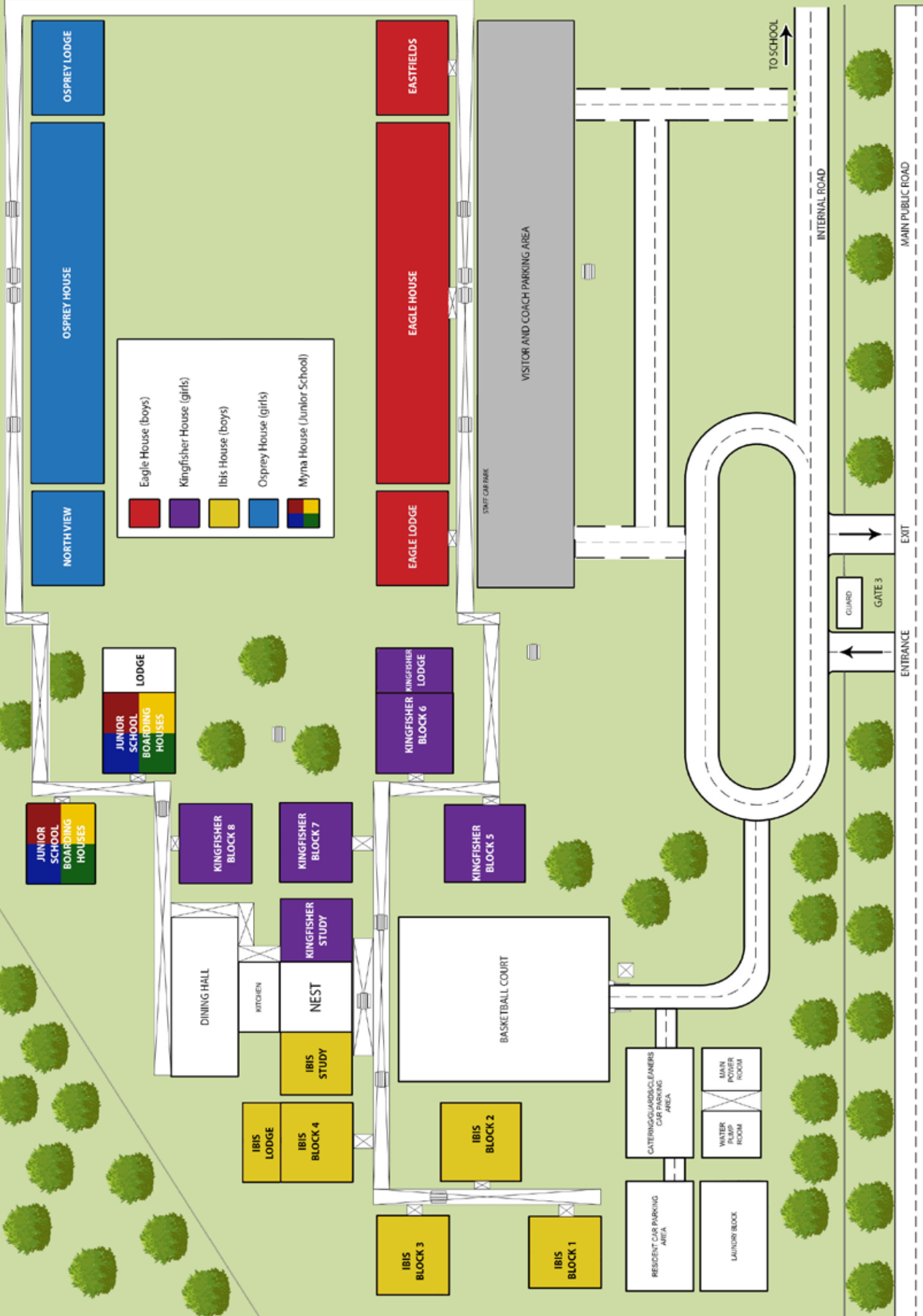
All Boarding Houses have full wi-fi internet access through the school system. Please refer to the Internet Use Policy in the online parent portal on Firefly for clarification on this matter.



*Great experience. You get to be and work with your friends. I like rooming with others because it makes you consider others. - **Egor Year 13***

*'I like boarding because it's fun and it teaches you another way of life' - **Charlotte Year 8***

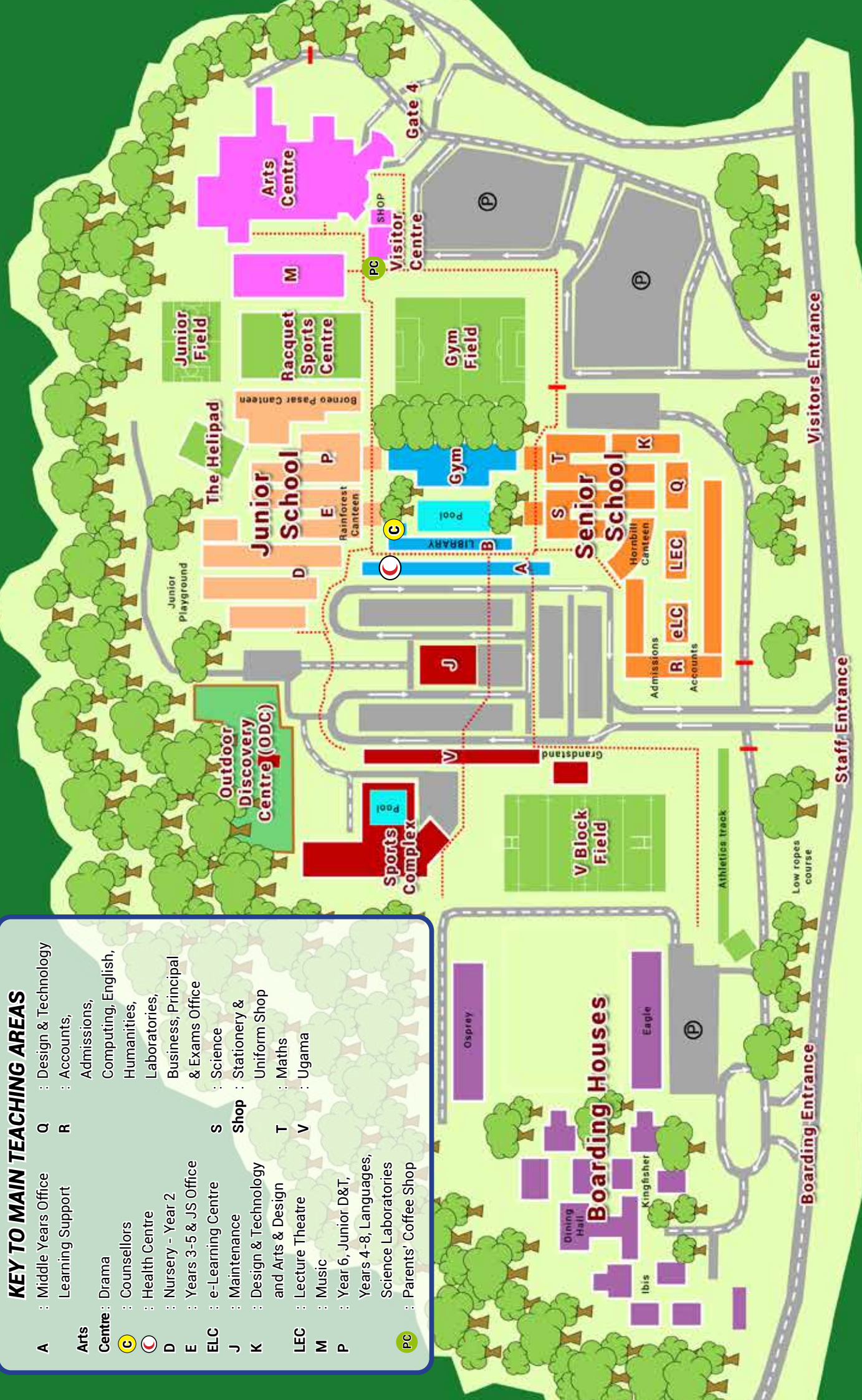
*'The boarding community is a family of caring and loving students and staff' - **Yanisa Year 10***



# MAP OF THE SCHOOL GROUNDS

## KEY TO MAIN TEACHING AREAS

- A** : Middle Years Office
- Arts Centre** : Drama
- C** : Counsellors
- D** : Health Centre
- E** : Nursery - Year 2
- ELC** : Years 3-5 & JS Office
- J** : e-Learning Centre
- K** : Maintenance
- LEC** : Design & Technology and Arts & Design
- M** : Lecture Theatre
- P** : Music
- PC** : Year 6, Junior D&T, Years 4-8, Languages, Science Laboratories
- Q** : Design & Technology
- R** : Learning Support
- S** : Admissions, Computing, English, Humanities, Laboratories, Business, Principal & Exams Office
- Shop** : Science
- T** : Stationery & Uniform Shop
- V** : Maths
- V** : Ugama
- Parents' Coffee Shop** : Parents' Coffee Shop



Boarding Entrance

Staff Entrance

Visitors Entrance

Boarding Houses

V Block Field

Gym Field

Junior School

Senior School

Arts Centre

Visitor Centre

Junior Field

Racquet Sports Centre

The Helipad

Borneo Pasar Canteen

Rainforest Canteen

Gym

Pool

LIBRARY

Hornbill Canteen

Admissions

Accounts

Grandstand

Sports Complex

Pool

Osprey

Dining Hall

Ibis

Kingfisher

Eagle

Low ropes course

Athletics track

Junior Playground

Gate 4



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