



BOARDING SCHOOL INFORMATION

**St.
Louis
School** 

CARPE MAGNIFICENTIAM

INSPIRING EXCELLENCE

Prospectus

St. Louis School of Milan is an international school which provides a high quality education within a friendly, secure, purposeful environment. We foster creativity, independence of thought and an enduring love of learning which prepares our students to take their future role as citizens of the world. By embracing the different backgrounds of our students, we instil an appreciation of the rights of individuals within our children, irrespective of race, creed and culture.

We believe that everyone within the school community should be treated with respect, tolerance, fairness and concern. By actively involving our parental body in assisting their children to learn, we also create an openness that builds mutual trust and appreciation which socially models a climate of international understanding.

From our Mission Statement

St. Louis School

St. Louis School is an independent international school, catering for children from ages 2 to 18. It is an International Baccalaureate (IB) World School, a member of the Council of British International Schools (COBIS) and is authorised by the Italian School Authority as “Scuola Primaria Paritaria”. Furthermore, the University of Cambridge International Examination board has officially recognised St. Louis School as a Cambridge International Examination Centre.

Our unique curriculum is based on the British National Curriculum and incorporates the Italian Curriculum for children fluent in Italian.

Our staff are highly competent, qualified teachers with invaluable experience teaching in the U.K. and Italy; they work closely together as a team to create a positive, caring, learning environment for our students. There are clear expectations for the children but the emphasis is on being enthusiastic, motivated, independent and therefore successful. Pupils at St. Louis School are treated with respect, tolerance, fairness and concern.

Throughout the year, students are engaged in many special events including school outings, music concerts, sports events, international events and trips.

Clubs form a major focus in our ex-

tracurricular programme. We offer a wide range of sports, artistic, musical and learning activities. Each year, examiners from the Associated Board of the Royal Schools of Music (ABRSM), the world's leading music examining board, hold exams at our school.

St. Louis School is also proud to offer students aged 14 to 18 The Duke of Edinburgh's International Award, the world's leading youth achievement award programme. The award brings together practical experiences and skills to equip young people for life. The school has three campuses in Milan. At the premises in via Caviglia, southeast Milan, we educate students in Infant, Primary and Middle school, in Via Pantano, close to Duomo, we teach students from Year 10 to Year 13, while the premises in via M.A. Colonna care for students from Nursery to Year 11 and are located near Corso Sempione/Portello area.

All sites are conveniently located close to public transport and a private bus service is also offered to reach the premises. The school has two gymnasiums, a large outdoor playground and sports area with facilities for football, basketball, volleyball and many other sports. The school has a well-equipped kitchen and canteen where nutritious meals are prepared daily for all students.

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Exceptional Locations



Via Colonna

Campus

Here at St. Louis School, our boarding community strives to create a homely yet structured atmosphere for our resident students. We believe this allows them to achieve their best in all fields: academic, sporting and cultural.

Our Colonna Campus is located in via Marco Antonio Colonna 24, Milan, just a five-minute walk from the City Life area. Facilities in the neighbourhood include two supermarkets, various restaurants, a shopping mall with various shops and a cinema. A subway station is in close proximity, allowing students to reach the city centre in ten minutes.

Milan



Milan is one of the main Italian cities, it is vibrant, full of energy, with a rich historical and cultural background. Home to the impressive Duomo, La Scala theatre, some beautiful parks and an array of museums and galleries, you are sure to find something to keep you busy. Events and festivals run frequently and the Rho Fiera exhibition center hosts fairs and events all throughout the year. Outside of the city, Milan is well located for you to reach lakes, mountains or even the coast within a short journey, so whether you prefer to spend a day by the sea or your weekends skiing in the mountains, Milan is perfect! Well connected by train, the rest of Italy is easily accessible and affordable.

Milan Cathedral

The Duomo is the symbol of the city. It is located at the heart of Milan and with its gothic style it provides a unique and majestic sight. It is the largest cathedral in Italy, seat of the Archbishop of Milan.



Navigli With its lively day-and-night life, the Navigli area is one of the most attractive spots for tourists and young people. We recommend a walk along one of the two canals.



Arco della Pace Very close to the school, this well-known entrance to Parco Sempione provides remarkable scenery with the Castello Sforzesco in the background.

Boarding



Meet the Houseparents



Our houseparents, Michael and Anne Robertson, are from Liverpool, England, and have two children, Michael who is 11 years old and Sophie who is 19. They have over 60 years between them in Education in England working with many students from a wide variety of backgrounds. Michael has been head of Business Studies, Work

Experience and Enterprise for many years and Anne has extensive experience working with students in Science. They strongly believe in the importance of family values. This is one of the reasons they take their role as houseparents seriously, and seek to create a welcoming and safe environment for all members of the boarding community.

Welcome to Boarding

We would like to welcome all of our students, parents and families to St. Louis School's boarding House. This brochure explains our unique boarding system to you in detail. We believe that students embrace the boarding experience because we strive to create a "home away from home", which simultaneously provides outstanding academic opportunities.

Boarders are exposed to a rich and

balanced portfolio of experiences at St. Louis Boarding House. We arrange many recreational and educational school trips and outings. Our aim is to instill meaningful values and good behaviour. Respect and consideration of others are the cornerstone of our philosophy. Rest assured that your son/daughter will not only enjoy their time with us, but thrive and blossom in this highly stimulating environment.





Boarding Values:

- Mutual regard for one another: honesty, fairness, kindness, courtesy and compassion
- Personal responsibility and consideration of the boarding community
- Boarding community values include self-improvement, discipline and hard work.

Introduction

At St. Louis boarding school, we create an environment where pupils have peace of mind and are able to achieve their best in a nurturing, stimulating and supportive atmosphere. All boarding students are expected to follow the guidelines outlined in this booklet and therefore uphold the values of St. Louis School, which are at the heart of our boarding community.

Academic Study Programme

All of our boarders are required to participate in our academic study programme. During this time pupils are monitored, supervisors check work is being done and whether assistance is required. All staff members are aware of the academic work that has been set, and when it is due, so each individual is challenged and supported to achieve their best. The last hour of academic study is dedicated to independent learning. This system teaches and trains the students on how to study/conduct research by themselves. There are close links between academic staff,

Weekday timetable

6.50	Alarm call
7.30	Breakfast, informal roll call
7.55	Students sign out leave for school
8.00	Lessons begin
10.50	Break
11.10	Lessons
13.50	End of school lessons
14.00	Sign in and lunch
14.45 - 17.00	Afternoon activities
17.00 - 18.30	Formal study
18.45	Dinner
19.15 - 20.00	Independent study in own rooms. Doors remain open for room inspection, all floors to be clear and rooms tidy
20.00	Formal roll call All students in the living room
20.15 - 22.00	Downtime
22.00	Bedtime
22.30	Lights out

Weekend timetable

Saturday:

9.30	Breakfast and informal roll call + activities/trips
13.30	Lunch
17.30	Afternoon curfew
18.45	Dinner
20.00	Informal roll call + downtime
22.00	Bedtime
22.30	Lights out

Sunday:

10.30	Breakfast and informal roll call
13.30	Lunch
17.30	Afternoon curfew
18.45	Dinner
20.00	Formal roll call, all students in the living room for downtime
22.00	Bedtime
22.30	Lights out

Gym – opening times:

Monday to Friday: 6.30 - 7.30 in the mornings,
16.00 - 17.00 and 20.00 - 21.00 in the evenings
Saturday and Sunday: 7.00 - 21.00

sporting staff, cultural spheres and the boarding community to ensure effective communication.

Daily house routine

Lessons at school are from 8.00am to 1.50pm. Afternoons are organised so that students have time to practice sports or various other activities. Talks or visits to local environmental and cultural places of interest are regularly offered to our students. We try to enrich our boarders' education in the following manner:

- business careers program: presentations by successful business personalities and researchers. Close links to UK and US universities;
- Technology/creative: we encourage our boarders to be creative providing opportunities for the following types of projects: creating blogs, making

short films, musical productions. The boarding house also provides the opportunity for students to take part in extra-curricular technological and creative enhancement activities.

Weekdays are full of activities and they are organised to let students choose which activity to participate in.

During the weekend, various recreational outings are available to our boarders. These include cultural activities and other recreational venues like art collections, museums, sports centers, Italian lakes, mountains and the seaside, all allowing our students to explore the city of Milan and the beautiful surrounding landscapes. Students can also choose to have some "downtime" to relax. The campus itself offers many options to entertain the students.

Your Rooms

We can host up to 26 students in nice apartments consisting of two bedrooms and one bathroom. Each room is organised to accommodate two students. Each student is given a high bed with a cupboard and bookshelves underneath. Rooms are well-equipped with modern furniture, including a desk for students to study and a small whiteboard for personal use. The possibility of having a room-

mate is an enriching aspect of the boarding experience. Study areas can be decorated with posters on the provided boards, as long as the images are acceptable. The boarding house has a dining room, a TV room and a large living room where students can spend free time together. A laundry is also available, where students can leave their clothes to be washed and ironed.



An example of typical bedroom organisation, with two resident students.

Beyond the classroom





The Arts

For students living in Milan, it is important to visit a number of museums and cultural sites located all over the city. Some of these include the Museo del 900, which hosts modern art exhibitions, Palazzo Reale, where many paintings from different artists are permanently on display, the Convent of Santa Maria delle Grazie, with the Ultima cena by Leonardo Da Vinci, La Scala Theater, Hangar Bicocca and the EXPO site. We also encourage students to play an instrument: Music practice rooms are available for use every evening and during the weekends. Students can play an instrument as an extracurricular activity and they have the possibility to take the ABRSM exam (Associated Board of the Royal Schools of Music of London) in May. Furthermore, the school library and Art room are accessible in the evenings until 8.30pm when the main school building is closed. Boarders can also access the dance studio when used as a part of the school timetable. A wide range of extra-curricular activities are offered to boarders as part of daily school life, such as Drama, Journalism, Model United Nations, French and/or German language, piano lessons.

The trips

We organise trips to beautiful towns in Italy, such as Venice, Bergamo, Como, Florence and Rome.

Transportation is arranged either by private bus or by train, depending on the destination. Houseparents accompany the students during these trips and organise a number of activities for boarders as well as tourist sites to visit. On daily trips, boarders depart early in the morning, have lunch on the trip, spend the whole day touring the chosen town or city, and are back to the boarding house by dinner time.

The Sports

Boarding students have access to all school facilities to practice sports, as well as free courses organised for them throughout the

year. During their downtime they are allowed to use the school's football and basketball pitch, as well as the school gym to train and exercise.

Twice a week a qualified teacher will be able to provide personal training for boarders who seek advice in this field. Various supervised activities take place after school, for students who wish to enroll in them. Volleyball, basket and football tournaments are organised by the school, which boarders are more than welcome to take part in, as well as pool tournaments. Also, free yoga and krav maga courses are available for boarders and high school students only, giving them the opportunity to try new disciplines.



Academic programme



High School



The aim of our educational programme is to provide students with a curriculum that will enable them to gain internationally recognised and respected qualifications, and prepare them for University anywhere in the world. The St. Louis High School is a Cambridge Inter-

national Examination (CIE) Centre and an IB World School.

The school programme covers 4 years comprising CIE's International GCSE (IGCSE) examinations for Years 10 and 11, and the International Baccalaureate Diploma Programme (IB) for Years 12 and 13.

Cambridge IGCSE is widely recognised by higher education institutions and employers around the world as evidence of academic achievement.

Cambridge IGCSE is the world's most popular international qualification for 14 to 16 year olds. The programme is more rigorous than the standard GCSE's and broadens opportunities for students who wish to further their education either domestically or internationally.

Assessment takes place at the end of the course and includes written, oral, practical assessment and coursework.

Grades are benchmarked using eight internationally recognised grades, A* to G, which have clear guidelines to explain the standard of achievement for each grade.

The St. Louis School is the only International High School offering a full IGCSE programme in Milan.



Year 10 and 11
Cambridge IGCSE:

A wide range of IGCSE subjects are available at the St. Louis School and these are grouped into five curriculum areas. IGCSE students study five compulsory subjects, at least one Science and other electives. Students in Years 10 and 11 are encouraged to take part in the school sports programme and

international programmes such as the Global Maths Challenge, Model United Nations, the World Global Challenge, Duke of Edinburgh International Award and educational trips abroad. Computer Science Technology and an inbuilt pastoral programme are an integral part of our Key Stage 4 curriculum.

Languages	Humanities and Social Sciences	Sciences	Mathematics	Technical and vocational
English	History	Physics	Mathematics	Drama
Italian	Global Perspectives	Chemistry	Additional Mathematics*	Art and Design
French		Biology		Computer Science
Spanish	Economics			Physical Education
Mandarin Chinese				
Greek				
Latin				

*Additional Mathematics is an IGCSE subject that will be followed by the high ability mathematicians.

Year 12 and 13 IB Diploma

The International Baccalaureate (IB) Diploma Programme aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect (www.ibo.org). The IB Diploma Programme is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 18, for success at university and life beyond. Students choose a programme of subjects based on six curriculum areas. Students also need to fulfil three Core Requirements:

St. Louis School outstanding results

The school has achieved an International Baccalaureate (IB) average result of 37 in 2016 and 2017 (and 36.12 in 2015), placing it at the top of the IB rankings in Europe for three years running.

The Extended Essay (EE)

Students engage in independent research through an in-depth study relating to one of the subjects they are studying.

The Theory of Knowledge (ToK)

Students reflect on the nature of knowledge by examining different ways of knowing (perception, emotion, language and reason) and different kinds of knowledge (scientific, artistic, mathematical and historical).

Creativity, Action, Service (CAS)

Students actively learn from the experience of doing real tasks beyond the classroom. Students can combine all three components of CAS or do activities related to each one of them separately.



Grading

Each subject is graded by external examiners on a scale of 1 to 7. The IB Diploma candidate must also meet the three additional requirements: submission of an Extended Essay, satisfactory completion of

the Theory of Knowledge course, and compulsory participation in the extra-curricular CAS programme. Award of the Diploma requires a minimum total of 24/45 points.

Studies in language and literature	Language acquisition	Individuals and society	Science	Mathematics	The arts
English Italian	English Italian French Spanish Mandarin Chinese	Economics History Philosophy Business & Management	Biology Chemistry Physics Computer Science Environmental Systems & Societies SL	Mathematical studies Mathematics SL Mathematics HL	Music Theatre Visual arts

Career Guidance

Each IB student participates in a series of individual interviews designed to focus on opportunities available for higher education within Europe and globally. Work experience opportunities matched to their interests and skills.
Contact is kept with UCAS (the Universities and Colleges Admissions Service) in the United Kingdom and with EducationUSA and the Fulbright Commission in the United States to guide IB students on the options before them and on the processes in place to make their university applications. Students will be invited to attend university fairs arranged in the locality and to visit university campuses to gain valuable first hand insight.

The students are guided in their research of universities and courses around the world, and especially on the entry requirements expected of applicants for undergraduate study. As part of our ongoing career development, we host guest speakers from various professions, to help students gain a better understanding of the different fields of work they might wish to enter. St. Louis also provides High School students with opportunities to visit universities in Italy and abroad as a group. Students are also encouraged to conduct their own campus visits, especially when in other countries.

University Entrance - Italy

The Italian Ministry of Education recognises the IB Diploma as a basis for students seeking admission to courses at universities and other

institutions of higher education in Italy if the candidate selects a programme which conforms to one of the following options:

Liceo Linguistico	Liceo Scientifico	Liceo Classico	Liceo Scienze Umane
Italian English	Italian English	Italian English	Italian English
Choice of 1 subject History Economics Philosophy	Choice of 1 subject History Economics Philosophy	Choice of 1 subject History Economics Philosophy	Choice of 1 subject History Economics Philosophy
Choice of 1 subject Chemistry Physics Biology Environmental System and Societies Computer Science	Choice of 1 subject Chemistry Physics Biology	Choice of 1 subject Chemistry Physics Biology Environmental System and Societies Computer Science	Choice of 1 subject Chemistry Physics Biology Environmental System and Societies Computer Science
Mathematics or Mathematical Studies	Mathematics or Mathematical Studies	Mathematics or Mathematical Studies	Mathematics or Mathematical Studies
Third language	Choice of 1 subject Chemistry Biology Environmental System and Societies Computer Science Latin Arts	Greek	Choice of 1 subject Philosophy History Economics Arts

i diplomi di baccellierato internazionale rilasciati dall'Istituto St. Louis School di Milano (Italia), sono riconosciuti quale superamento dell'esame di stato conclusivo dei corsi di studio di istruzione Secondaria Superiore - Liceo Classico, Liceo Scientifico, Liceo Linguistico e Liceo Scienze Umane aventi valore legale ai fini dell'ordinamento italiano (Decreto MIUR del 15 aprile 2014).

Tabella di conversione punteggio IB/Maturità

24	→	60
25	→	62
26	→	64
27	→	67
28	→	69
29	→	71
30	→	73
31	→	76
32	→	78
33	→	80
34	→	82
35	→	84
36	→	87
37	→	89
38	→	91
39	→	93
40	→	96
41	→	98
42	→	100



Nell'ambito dei 4 corsi di studio, i programmi elencati devono prevedere 3 materie a livello avanzato e 3 materie a livello standard. Si segnala tuttavia l'esigenza che sia fissata almeno una materia obbligatoria a livello avanzato caratterizzante il corso di studio per ogni tipo di liceo.

Per il liceo linguistico: prima lingua;
Per il liceo scientifico: matematica;

Per il liceo classico: latino o greco;
per il liceo delle scienze umane: storia o filosofia.

University Acceptances and Applications

UK Universities

University of Cambridge
University of Oxford
London School of Economics
Imperial College London
Durham University
Warwick University
University of Lancaster
University College London
University of Surrey
University of Bath
University of Exeter
University of East Anglia
University of Birmingham
University of Leeds
University of Southampton
University of Sussex

University of Edinburgh
University of York
King’s College London
University of Nottingham
University of Kent
University of Bristol
University of Sheffield
University of Glasgow
Queen Mary, University of London
Royal Holloway, University of London
SOAS

American Universities

University of Pennsylvania
University of California at Berkley
New York University
Rhode Island School of Design
Florida Institute of Technology

Princeton University
Fordham University
MIT University
Stanford University
Harvard University

European Universities

Erasmus University, Netherlands
University of Maastricht
Leiden University

IE University, Spain
Università Luigi Bocconi
Politecnico di Milano

University Acceptance

St. Louis School provides comprehensive University Counselling and Career guidance, with presentations and workshops from local professionals, form tutors and University Counsellors. In addition, students are required to do work experience with

local organisations in Years 10 and 12. Many St. Louis School students also participate in Pre-University courses, internships and volunteer projects locally and abroad throughout the year in order to prepare them for future career choices.



High School timetable

From 8.00 am to 1.50 pm
each subject is taught by subject specialists.

From 1.50 p.m. to 2.30 p.m.

Lunch (Not compulsory)

From 2.30 p.m. to 5.00 p.m.

Study time and/or School activities (Sport/Clubs/Music/ICT etc.) optional.

Rules and regulations



The school promotes a community spirit with maximum co-operation between parents and the school.

Everyone works to ensure that the educational and social needs of the child are identified and provided for with due care and attention in such a way as to offer children the best possible start in life.

All our children are growing up in a multicultural society and the earlier they learn to understand each other, the earlier they are able to develop trust and respect.



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Important information for boarders

Respect for other pupils and school property

We enforce respect and care for others and for school property. Pupils who bully or distress other pupils may be expelled. Any damage caused to school property must be reported to a member of staff. Students are liable if they damage school property.

House leaders

Two students will be nominated house leaders to aid in the organisation of the boarding house. They will report directly to houseparents and help to implement the smooth running of the House systems on a day-to-day basis. Boarders can turn to them for assistance, should they need to.

Resident pupils who behave badly can be reported by house leaders. Becoming a house leader is a highly prestigious role within the boarding structure. Responsible and caring students will be rewarded with this role if house parents deem that they have earned it.

Full-time boarders

Pupils stay on school campus seven days a week, except during holidays, including half term. If you wish to stay with a guardian during the holidays, you must contact them to arrange this well in advance. If parents/guardians wish to take their son/daughter/ward out on weekends, they must notify houseparents at least 24 hours in advance. By the Monday before each holiday or weekend break, full-time boarders should check that their parents or guardians have contacted their respective houseparents and given them the following information:

- address of the place where they are staying and contact telephone number of the responsible adult there
- if boarders are staying with a friend, houseparents will need confirmation from both families via e-mail, indicating that they are happy with the arrangements
- confirmation of transport arrangement
- boarders requiring taxis and/or flights when leaving or returning to the House should let houseparents know well in advance. Parent permission is also sometimes needed in writing before travel arrangements can be confirmed
- overseas students should make sure that documentation for temporary residence in Italy is valid.

Weekly boarders

Pupils stay on the school campus five nights per week, during term time only. Students are expected to arrive in time for school lessons at 8am on Monday morning and leave at the end of the school day each Friday. Any arrangements made outside of this time are not the responsibility of St. Louis School. Weekly boarders are expected to follow the same rules and procedures as full-time boarders.

Overseas students

Overseas students should be aware that, if flights arrive early in Italy, they can contact their guardians for collection. Guardians should bring boarders to the school (not before 5pm, please) unless they have an induction afternoon. All parties should be informed of students' whereabouts during these evenings

Sunday evenings

Full boarders should return between the hours of 6.00pm and 8.30pm. If students are going away for the weekend, they must notify house parents first, keeping in mind that school starts at 8.00am promptly.

Uniform

Uniform must always be worn during classes and at the appropriate time. No exceptions will be made.

Appearance and dress guidelines

Boarders will be expected to wear their school uniform during school hours and they must adhere to the same uniform requirements as our day pupils. Teaching staff will notify students when formal uniform is required to be worn. Students should check the following requirements:

- clean shoes;
- clean, tidy clothes;
- tie done up properly (if wearing formal uniform);
- neat hair - no dyed hair or extreme hairstyles permitted;
- no torn clothing;
- no jewellery (except for a wrist watch);
- all clothes must be labelled with a name.

Boarders may change into casual clothes after 4.00pm (or once they have arrived back at the boarding house) for their evening meal. Please note that boarders going anywhere outside of the school grounds must be smartly dressed.

Personal belongings and pocket money

If valuable items such as iPads, laptops, etc, or large sums of money are brought into the boarding house, they remain the sole responsibility of the owner. Boarders are recommended to bring a lockable tuck box and a small padlock to the house for small valuables. Pocket money is discretionary and houseparents will take care of safekeeping of cash and valuable items. Please note: we do not recommend bringing cash withdrawal cards to school.

Illness or accidents

We do not allow aerosols (use roll-on deodorant), weapons (knives, firearms, catapults, BB guns, knuckle-dusters and martial arts equipment), fireworks, bangers, candles, stink bombs and x-rated movies or games in the boarding house. Items including digital TV decoders, kettles, toasters, fridges and any other heating or cooking equipment are not allowed in students' rooms.

Mobile phones

There are strict rules that apply to the use of mobile phones. Personal mobile phones should only be used outside scheduled lesson times and not within the main School building. It is recommended that during the day all phones are kept in a safe place, i.e. inside each pupil's lock-up. Students will have to turn in phones to houseparents every night before bedtime, to avoid their use during night hours.

Cars

Written permission must be given to houseparents in advance by both parents/guardians before any pupil will be allowed to travel as a passenger with another pupil driving. Car keys will be stored and kept safe by houseparents. Parking is not available on the school grounds.

Lost property

If boarders lose something, they should first conduct a thorough search for the missing item. Secondly, they should contact houseparents or tutors on duty for assistance. Items left lying around can sometimes be removed and find their way to the laundry; the staff will be able to help determine whether this has happened or not.

House Rules

Room Keys

Boarders will be given one set of keys upon arrival. The set includes a key to their flat, one to their room and an electronic fob, which opens the entrance gates.

Please note that it is students responsibility to bring their keys with them any time they leave the boarding house. In case keys are lost or misplaced, houseparents should be immediately notified. If keys are still not found, parents will be asked to pay a refund.

Cleaning and Room Inspection

Students are expected to maintain a clean and tidy room at all times. Rooms will be cleaned and vacuumed daily. Boarders should assist cleaners by making their job as easy as possible. If rooms are kept TIDY, cleaners will be able to keep them CLEAN! Housemasters will regularly check rooms with weekly inspections. In case a room is deemed too untidy, students will be disciplined accordingly. We would like to remind you that food is not allowed in rooms, it must be stored in the common kitchen area, either in the fridge or inside the available cupboards.

Before lessons start, boarders need to ensure the following:

- the floor should be clear of clothes and litter;
 - beds should be made and kept clear throughout the day;
 - curtains should be left open;
-

- clothes should be hung up in wardrobes or put away tidily in drawers;
- litter must be in bins and nowhere else;
- cups, plates, etc, should be kept in the house kitchen;
- lights should be switched off whenever boarders leave their room;
- hair dryers and straighteners should be unplugged when not in use;
- hair straighteners should be placed on a heatproof mat in order not to ruin surfaces;
- common rooms are a recreational area for ALL to enjoy, therefore they must be clear of litter and tidy. The last pupils to leave should make sure that the TV is switched off and that chairs are left neatly.

Kitchen

Boarders may use the kitchen area at the houseparents discretion to make snacks and hot drinks. Strict health and safety regulations dictate that kitchens must be kept neat and clean at all times. Each student is responsible for cleaning up after him/herself - the Health and Safety Committee has the power to close the kitchen, should it be deemed unhygienic. Anyone using the kitchen should ensure that appliances are used appropriately, with care and attention, and that taps/ lights etc. are turned off when not in use.

School Laundry Service

The laundry location will be indicated to boarders upon their arrival. Boarders should always have enough clean clothes to appear presentable. They should ensure that dirty clothes are put in a labelled laundry bag and left in a laundry trolley each week. All items should be clearly labelled, whites separated from colours, and collected promptly when ready (2 laundry bags are required). Any student without a laundry bag should ask the house parents for a new one and it will be provided at a charge. Students are kindly asked to put bedsheets and duvet/pillow covers into their normal laundry bag, ideally every week (students should have two sets).

We remind students that there is no facility for dry cleaning within the school laundry, so house staff should be consulted if this service is needed.

Mud and Dirty Shoes

All dirty shoes must be cleaned before being brought into the building, whether students are wearing them or not. They should be kept away from other clothes and put in the laundry room as soon as possible.

Music and general noise

Boarders may listen to music in their room during free time, until lights go out, as long as it does not disturb anyone else and it does not contain offensive lyrics. Headphones must be used during academic study (at staff discretion).

Computers/Phones

Boarders need to have a laptop at school and they can keep it in their room on the following understanding:

- it is a privilege that may be removed at any time, for any reason, at the houseparents discretion;
- any computer will be permanently removed if boarders are using it inappropriately, or if unsuitable material is found.

N.B. Computer games, laptops, games consoles, mobile phones and social networking must not be used at lunch, during homework time or after lights out. Offenders will have their equipment confiscated until further notice. The school uses filtering software to block any inappropriate website on computers accessing the network.

Ball Games

Ball games are not allowed in the boarding house. This includes bouncing, hitting, kicking or passing balls around. Students are asked not to play ball games close to the house in order to avoid breaking windows.

Behaviour and Discipline

Serious incidents will be recorded in students personal files and forwarded to a disciplinary committee.

Daily house routine

Mornings

All boarders are expected to attend breakfast every day at 7.30am. House leaders are responsible for checking that other pupils are correctly dressed at meal times and around the campus. They are also responsible for making sure that pupils keep the boarding house neat and tidy during the day.

Curfew

All students are required to follow curfew regulations given by housemasters. Curfew hours will change throughout the year, depending on hours of sunlight during different seasons. Parents are asked to choose between one out of three levels of permission for their child, depending on the kind of freedom they wish to grant their son/daughter. If no preference is expressed, the student will automatically be granted level 1 permission. Once the level has been decided, boarders will need to arrange their outings in order to be back at the boarding house on time. Anyone who arrives later than allowed will see his/her permission level reduced.

Notes: curfews exist to help ensure your safety. Any breaches of curfew time are treated seriously and students will be subject to an earlier curfew time. Students who go home for the weekend should return to the boarding house no later than 9.00pm unless arranged with the house parents.

Permission	Level of Supervision	Curfews
Level 1	Students can leave the building only if accompanied by a member of the Boarding House staff or an approved parent/guardian.	5.30 pm Weekdays (Mon - Thu) 5.30 pm Weekend (Fri - Sun)
Level 2	Students can leave the building unaccompanied if travel is within the local area of the Boarding House. Students are able to visit designated areas only if travelling as a part of a group (2 or more Boarding Students) and must inform the Housemaster of their location/activity. Signing in/out is required.	5.30 pm Weekdays (Mon - Thu) 8.00 pm Weekend (Fri - Sun)
Level 3	Students can leave the building unaccompanied, but must inform the Housemaster of their location/activity. Signing in/out is required. Year 12/13 students only.	5.30 pm Weekdays (Mon - Thu) 9.00 pm Weekend (Fri - Sun)

Note: a member of the staff will be on-call outside of the Boarding House, meaning that on weekends they will be nearby should students need any support.

Signing In and Out

Anytime boarders leave the House, they must sign out on the sheets provided by the main entrance, indicating exactly where they are going. This is an essential legal requirement in case of fire or other emergency. Students must also sign in again upon their return.

Punctuality

Pupils who arrive late will be disciplined accordingly.

Television

Students may watch television in the common room during their downtime. The last person to leave the room must ensure that the television set is switched off.

Outside Employment

Students are asked to refer to school policy.

Weekend Routine

Saturday

Saturday timetables are dependent on inter-school sporting fixtures and organised trips. Students will generally eat lunch at school between 12 o'clock and 1.00 pm before departing for various activities and outings, and will be back by dinner time.

Please note that Saturday bedtimes may be altered at houseparents's discretion.

Weekend Trips

Possible excursions throughout the academic year may include:

- the Italian Lakes
- local towns of interest including Bergamo, Venice, Florence, etc.
- Rho Fiera Exhibition Centre
- Painting: The Last Supper
- Palazzo Reale
- Theatre

Sunday

Although times may change depending on the event or excursion planned, events or outings are arranged regularly and all boarders who stay at the boarding house during weekends are expected to attend. Please note that Sunday bedtimes follow the weekly routine.

At the start of term pupils should return to the House between 17.00 and 20.30 on Sunday nights.

Fire Protection

Fire Alarms and Smoke Detectors

All students are asked to carefully read and note the fire instructions posted on the notice boards and study rooms. They must follow them quickly and calmly in the event of a fire alarm. Each room is fitted with a smoke detector and fire extinguishers are positioned around the boarding house. It is both stupid and illegal to tamper with fire safety equipment. Anyone found tampering with any fire safety notices or equipment will be fined €100 and may also be prosecuted.

Fire Exits

Pupils must get to know all the fire exits in the boarding house. Fire exits should never be blocked by furniture or any other item, including litter bins, bags, etc., as they could prevent a quick exit. Combustible materials could also spread the fire and cause a "fire trap", preventing escape, so these should be moved whenever possible.

Fire Extinguishers

Fire extinguishers must remain in their emergency location at all times. House leaders should check that fire extinguishers are not removed or tampered with unless there is a real fire. Anyone who deliberately tampers with a fire extinguisher, fire exit or 'exit' sign will be fined € 100 and may be prosecuted.



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