

Nilai International School

Boarding House Guide

Academic Year 2019 - 2020



Welcome!

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Please read this booklet carefully. It contains information about your day and will help you to get to know House routines for Supervised Study, meals, registration and activities.

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Welcome to Boarding @ Nilai!

Nilai's modern and comfortable Boarding House is not just a place to study and sleep, but a **home away from home**. The House is a sociable, secure and positive place with committed, experienced staff to support you!

Who's Who?

Ms. Sarah and the House-Parents are here to **support** and **encourage** you!



Ms. Sarah Boyle

Head of Boarding and International Projects

House-Parent and Teacher of Drama and English

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Ms. Sarah is from the U.K and has many years' experience working in Boarding Schools. After graduating with a Masters from The University of Kent and teacher training through Canterbury Christ Church University, Sarah took a Post-Graduate Certificate in Boarding Management and Pastoral Care. Sarah loves Drama and English Literature, and has been Head of Drama in four British Schools and is an examiner for the London Academy of Music and Dramatic Arts (LAMDA), EDEXCEL and AQA. Sarah also has 10 years' experience with a prestigious Summer School based in London. Her responsibilities have included training teachers and overseeing and managing multiple courses.

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Mr. Amerul

House-Parent and Teacher of ICT

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With his background in Computer Science, Mr Amerul believes strongly in nurturing student's interest in exploring the vast spectrum of Computer Science and ICT. Amerul believes technology holds the key to the future and therefore mastering this field will ensure a smooth journey ahead. He is also keen in being part of the changes that is happening in the field of education and enjoys exploring various methodologies he believes will benefit his students. In addition to his technical background, Amerul is in awe with the world of performing arts. Always seeking opportunities to break into a song like his life is a Broadway show, he is a firm believer that performing art is a form of self-expression that helps build one identity and self-confidence. Amerul hopes his tenure in Nilai International School will take his students and him to a whole new world.



Mr. Aziz

House-Parent and Teacher of Bahasa Malaysia

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Abdul Aziz Seti holds a Bachelor of Mass Communication (Broadcasting) from Universiti Teknologi MARA. He is very interested in language and communication studies. His deep interest in both areas saw him qualify as a journalist on current affairs and entertainment for Malaysian TV. His eloquence also enabled him to work for the prominent national airline, Malaysia Airlines Berhad. Now working for NIS, he teaches Bahasa Malaysia to primary, secondary and IGCSE students. HE is proud that last academic year, most of his IGCSE students obtained A*'s in their examinations. In addition to teaching, he actively encourages the learning of Malay culture through poetry, dance, costume and celebrations of major Malaysian festivals.

Mr Aziz also teaches Performing Arts and leads choirs. His Choir Performances are able to amaze audiences with the combination of a capella voice harmony, alto, tenor, soprano and bass singing. He enjoys sharing his knowledge with all of his students.

Ms. Sarah and the House Parents act *in loco parentis*. This means that we are here to support you with your **academic, physical and emotional well-being**, and

to act as responsible and caring parents, in a positive environment and well-run Boarding House. Please talk to us about anything that may be on your mind!

We also have dedicated Security, Cleaning, Transportation and Maintenance teams.

House Meetings and Supervised Study

The House meets as a community to discuss general matters and announcements every day at **1845** in the Common Room. Then you will complete your **supervised study** and **personal reading** until 2000 on Mondays - Thursdays and on Sundays. You are expected to do your Supervised Study in **silence**, unless the teacher supervising approves you to work in pairs or groups.



Boarding Prefects

Boarding Prefects are selected annually. Their responsibilities include:

- Being positive role-models.
- Ensuring that the Boarding House is a friendly, kind and supportive home-away-from-home.
- Communicating effectively with Boarders and all Boarding Staff.
- Ensuring Boarders adhere to the School and Boarding House rules.
- Supporting the smooth-running of the House.

Attendance and the Boarding Timetable

Attendance registers are taken in the morning at 0745, at the start of Supervised Study at 1845 (or early evening during the weekends) and at Lights Out at 2200. Students must be **registered**, so that we know you are **safe**!

Monday to Friday, Term-Time

700:	Wake-up
745:	Depart House for Breakfast
830 - 1530 / 1630:	Lessons
1645 - 1745:	Evening English / IELTS Lesson
1800 :	Dinner
1845 - 2000:	Supervised Study (with the exception of Friday)
2000 - 2200:	Laundry / Room Tidying / Free time / House Activities / Wednesday Shopping / Make phone calls to parents
2200 :	Lights Out*

Saturday and Sunday

With the exception of Excursion Days, the following timetable is operated:

1100 - 1200:	Brunch
1300 - 1700:	Volunteering / Activities / Shopping / Sports / Study / Laundry / Room Tidying / Free Time / Make phone calls to parents
1800:	Dinner
2200:	Lights Out*

***Students are not permitted to be out of their rooms after Lights Out.**

Meals

It is important that you eat a healthy, balanced diet, and that you learn British table-manners and table-talk, which will help you in later life. All Boarders must attend all meal-times in the **cafeteria** and sit as a community together.

Trips and Excursions

Regular trips and excursions are organised for Boarders' enjoyment, well-being cultural knowledge and educational experience.

There are both **compulsory** and **non-compulsory** trips.

Students wishing to attend non-compulsory trips need to **sign-up**, get the **permission** form completed and **sign in and out**.

Signing In and Out

For safety, House staff need to know where students are **at all times**. If you have an additional club, rehearsal, study period or want to spend time with day students after school, **let the Duty Staff Member know in advance**. Boarders will know who the Duty Staff Member is from the noticeboard in the Common Room.

You must never leave the school campus alone or without prior approval from your parents and a member of House Staff.

In order to leave the House after school, at weekends, or in holidays, you must:

1. Get permission from your parent / guardian, and ask them to email / message the Duty Staff Member.
2. Give a completed **Permission Form** to the Duty Staff Member. In a conversation, you need to say where you are going, who you are going with and when you will be back.
3. Ensure you have your School ID card.
4. **Sign out** in the Sign Out Book.
5. Hand your completed **Permission Form**, signed by the Duty Staff Member, to Security at the Gate.
6. **Sign in the Pink Book when you return** and tell the member of staff on duty that you have returned.

In Case of a Fire

It is important that you familiarise yourself with your nearest fire exits now.

In case of a fire, leave all of your belongings.

Close your door. Calmly walk to the nearest Fire Exit in silence.

Assemble at Fire Point 2 on the lawn outside of the House in a straight line and remaining silent.

Wait to be registered.

DO NOT RETURN TO THE HOUSE UNLESS TOLD BY A FIRE OFFICIAL OR YOUR HOUSE PARENT THAT IT IS SAFE TO DO SO.



FIRE ASSEMBLY POINT

Use of Technology

- Mobile phones, tablets and laptops **CAN** be used during social times.
- Mobile phones are **NOT** allowed during Supervised Study.
- We prefer that you **do not** use technology during meal times for educational reasons, instead use this opportunity to converse and enjoy your food in company.
- The **internet is turned off** between 2300 - 0530. You should be asleep during this time so that your body is refreshed and your mind is able to learn.
- Year 7, 8 and 9 need to **hand in their technology** at Lights Out.

- Years 10 and 11 will have their technology confiscated if they are known to use it **after 2300**.
- Students are expected to use their technology **respectfully** and not use media to make any unkind or inappropriate comments.

Rewards and Behaviour Expectations

At Nilai, we look for opportunities for Student to "Let their Light Shine". Positive qualities and behaviours are **recognised and celebrated**. In particular, we recognise and thank Boarders for displaying the following qualities:

Kindness and Courtesy

Care for the Environment

Diligence and Perseverance

Punctuality and Personal Organisation

Behaviour Expectations

In order to enable effective boarding to take place, good behaviour in all aspects of school and boarding life is necessary. A successful boarding community runs on trust and respect for all. We promote good behaviour in the Boarding House and want to deter negative behaviour and habits.

It is sometimes necessary to issue sanctions if Boarders behave in a way likely to affect the smooth running of the house. We will not tolerate poor behaviour. All warnings and sanctions are recorded in our sanction folder.

Minor misdemeanours such as missing sign-in or being late will be recorded in the Boarding Office. Being late three times or a failure to sign in and out over a short period of time will result in a House gating. This means that the Boarder will not be permitted to leave the Boarding House during non-School hours.

If such behaviour becomes a consistent problem, parents will be informed and may be asked to meet with the Head of Boarding and, in some cases, the Principal.

More serious infractions may result in a suspension from Boarding or even suspension or exclusion from school. Parents will always be involved should this stage be reached. Please consult the **Student Handbook** and the **Boarding Student Handbook**, both available on the NIS Website under Wellbeing and Safety, for full and detailed school rules and sanctions.

Bullying of any kind is unacceptable at our Boarding House!

Essential Information

Electrical items

All electrical devices must be **safe for use** in the House. Boarders are welcome to bring a radio, MP3 or stereo but these should not be played so that others are disturbed. Headphones are recommended. There is no need to bring rice cookers, kettles, televisions etc. as these are available in the common areas.

Laptops/Personal Computers

Boarders are permitted to bring their own laptop/personal computer. The Network is closely monitored so inappropriate sites will be blocked. During Supervised Study time Boarders will only be allowed to make educational use of technology.

Boarders are not permitted to use laptops, personal computers, tablets or mobile phones after Lights Out.

Personal Property

Personal property remains the **responsibility of the Boarder**. The School is not able to take responsibility for items which are brought into the Boarding House, unless given to a member of staff to be locked away. It is essential that all Boarders take care of their possessions, **lock** their bedrooms, use any lockers or secure storage provided by the school, minimise the presence of valuable items in school, and give staff members any special items of value for safekeeping.

Bedding

Pillows and mattress covers are supplied by the House. Boarders should bring their own bedding in order to personalise their rooms.

Clothes

We recommend that all items of clothing are clearly marked using **name labels**. Within the House and during periods of free time, Boarders do not need to wear school uniform. All non-uniform clothes should be **appropriate** for use in a community environment and should be suitable for washing and tumble drying. Any items of clothing left behind after rooms are vacated will be donated to charity or recycled.

Damages

The House facilities are to be treated with **respect** and any wilful or negligent damage will be charged for.

Laundry

In order to encourage **independence** and to prepare Boarders for adulthood, Boarders do their own laundry. They have access to washing machines and tumble dryers in our laundry area.

Cleaning

Common areas are cleaned by our cleaning staff each day with the exception of Sundays. The cleaners work incredibly hard, so please leave these areas tidy, and say "thank you" to them whenever you see them. Boarders are responsible for cleaning their own rooms as this encourages independence. Cleaning items are available to borrow from the House Parents.

Boarders must not keep cleaning chemicals in their rooms.

Security

We have a dedicated team of Security staff. Ensure that you are **courteous** and that you speak to them (in English) using the words "please" and "thank you." In return, you should expect them to communicate with you politely and professionally. If you ever feel that this is not happening, speak to a House Parent without delay. There might be a misunderstanding.

Illness

If you are unwell during the School day, inform your **Form Tutor or a House Parent** who will then take you to the School Office. If necessary, you will be directed to the Sick Bay to recuperate if appropriate.

If the ailment persists, Boarders will be taken to seek **medical treatment**.

Once recovered, Boarders **resume** their classes and only return to the Boarding House at the **end** of the School day.

If you are unwell during non-school hours, including the night-time, notify the member of **House Staff** on duty by telephone. A House Parent will then come and help you.

Alcohol, Tobacco, Drugs, Vaping

These things are **not allowed** in the Boarding House under any circumstances. This includes empty bottles/containers/bags for drugs, tobacco or alcohol. If a

Boarder is suspected of having taken drugs, tobacco or alcohol, it may be necessary to carry out a room search, and/or test for drugs, which can only be done by the police. Boarders who are found to have been involved with alcohol or drugs will severely dealt with. Involvement with tobacco or vaping is also viewed as a serious offence. Do not bring these things into school.

Searching and Confiscation

Staff may need to search a Boarder, their room, or their possessions. This will be carried out by staff in pairs if there is suspicion that the child has banned items. Any banned items will be confiscated and not returned unless claimed by parents in person.

Medicines

Medicines should **NOT** be kept in bedrooms. Please give all medication to Ms. Sarah Boyle, who will ensure that it is kept securely and administered safely.

Who can help me?

The House Parents are here to help you advance educationally but also to ensure that you are healthy, happy and stimulated. Please do talk to us should you have any questions, worries or concerns.

If you have any concerns about House Parents, then please speak to the Principal.

If you would like to talk to somebody outside of School, you can use this service:

- **Befrienders**

A service for people who feel lonely, in distress, in despair or who are having suicidal thoughts.

24 hours a day, 7 days a week.

Free and confidential.

<https://www.befrienders.org.my/>

Phone: 603 - 79568145



Nilai
INTERNATIONAL SCHOOL