

BOARDING



BRAEBURN INTERNATIONAL SCHOOL ARUSHA

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Described by our students as 'home away from home', our boarding has a caring family feel, which enables everyone to be an individual, just as they would be in a family. Catering for students from 7 years to 19 years and from 10 different countries of the world, we limit the number in the junior house to 8, in the senior boys' home to 48 and the senior girls home to 24. This gives all our homes the intimate family-feel that we all value so much. Add to this, the usual family comforts you would expect in a home, along with home-made food and a range of activities to choose from, and you can be sure you will feel comfortable.

Situated in a four acre garden with spectacular views of Mount Meru and the Monduli hills, all three homes are just a five minute walk away from school. This means it is easy to join together to do different activities from time to time.

Facilities

The boarding home boasts three spacious and comfortable lounges equipped with DSTV. There are a range of books and games for students to play including:

- board games
- table tennis
- an outdoor connect four
- pool table
- football
- darts
- gym equipment

In addition there are internet facilities and computers in our prep rooms.

Students can also make use of the school facilities at certain times during the weekend, when accompanied by a member of staff. This includes:

- the swimming pool
- the basketball court
- the gym
- the football pitch
- the indoor sports hall
- the Amphitheatre
- the library

Mountain bikes are also available.

Karibu

Welcome to Braeburn International School Arusha's boarding home. We hope that you find this handbook useful in explaining what you can expect from the boarding home and what the boarding home will expect from you.

Vision

Every student a successful learner, a confident individual, a responsible citizen.

Mission:

The Braeburn Group of International Schools is a group of co-educational international schools offering British/International curricula in Kenya and Tanzania. Our schools actively value and celebrate diversity, nurturing personal growth by providing a friendly and supportive environment.

Braeburn International School Arusha aims to ensure:

- our **learners are successful** through offering a wide range of academic, extra-curricular and sporting activities so that all our students can find their strengths and excel. We empower students so they can make the transition into world-wide university education successfully.
- each **individual is confident** by providing a safe and stimulating environment with a 'family feel'. We recognise and celebrate everyone's achievements and provide them with the opportunities they need, to become assertive and respectful communicators.
- that all our **citizens are responsible** by cultivating holistic learning that enhances global citizenship and promotes intercultural and international understanding and respect.

Meet the Staff



Mr Ngugi has been the Head of Boarding since January 2009. He has had a great deal of experience of working with young people. He was a trained foster carer in the UK and worked for the National Children's Home in their Residential Care Unit.



Jacob, an experienced father, is the much loved patron of the Boys' Boarding house. Having worked in the boarding since September 2009, he is an enthusiastic and well-respected carer. Jacob loves watching football with the boys, playing games with them and helping out with home learning.



Fina started work as the matron for the home, in October 2014. An experienced carer, both as a mother of 3, and of children from all over the world, Fina has fit into the home with ease. Her warmth, and motherly care ensures that she has quickly become a firm favourite with children in the Junior House.



Shabani joined the team in September 2015 as an assistant patron and driver for the home. His patience and sense of calm are a valuable asset to the team.



Lilian started work as the matron of the girls' house in September 2019. Previously she had been working in our school in Dar Es Salaam within the catering team. She is organised and pro-active and the girls enjoy her company.

In addition, there's a resident chef and a team of gardeners, askaris and cleaners, all who help the home to run like clockwork!

Your Voice

Every six weeks, at the start of each half term, we all meet together to discuss issues and concerns in our home. Day to day issues like food, activities, prep and the way we interact with each other are discussed in these meetings. We all live together as a family and all of your views are important to us. It is key to the happiness of everyone in the home that we understand why things happen in certain ways, even if we do not always agree with them.

Things that have been introduced as a result of these meetings are:

- The introduction of healthy salads on the menu.
- An extra cinema trip for all those who return on time.
- The rewards for focusing during Prep.
- Privacy in the bedrooms.
- The buying of the pool table.
- A sanction for being late down to school in the morning.

Boarding Prefects

Each house has a boarding prefect who you can talk to if you have any concerns. They will raise your concerns with the Head of Boarding, if you feel unable to talk to him yourself. The Boarding Prefects help to ensure that the rules of the house are followed and that everyone feels safe and secure.

The Patron, Matron and Head of Boarding

The members of staff in the Boarding home are all approachable and you can talk to them at any time about any concerns, worries or frustrations that you may have. Most problems are able to be sorted out through talking about them.

School Liaison Support Staff

A member of the teaching staff lives in the Junior House. She is there to support you and provide a link between the boarding home and the school. She will help to find solutions to any difficulties that have been raised or observed in school or in home. She can also support you with any problems you are facing with your home learning.

Routines

Like any home, we have our regular routines. Our week day routine looks like this:

	JUNIOR STUDENTS (Y3-6)	SENIOR STUDENTS (Y7-13)
6.30am	Wake up and shower.	Wake up and shower.
7.00am	Eat breakfast	Eat breakfast
7.50am	Walk to school	Walk to school
3.00pm	Return to the boarding house OR	Return to the boarding house OR
4.00pm	Return to the boarding house after flexible learning	Return to the boarding house after flexible learning
5pm	Prep	Free time
6.00pm	Eat dinner	Eat dinner
6.30pm	Free time	Prep
8.30pm	Get ready for bed.	
8.30pm	Lights out	
9.45pm		Get ready for bed
10.00pm		Lights out

On Friday and Saturday lights out is one hour later: 11pm (for senior students) and 9pm (for the junior House). Students can wake up as late as 9am for breakfast. There is no prep for primary and secondary students on Friday and Saturday, although the sixth form exam candidates are expected to do an additional three hours work over the weekend.

Prep starts again on Sunday:

- 3.00pm – 4.00pm (The Junior House)
- 3.00pm – 5.00pm (The Senior House)
- 3.00pm – 6.00pm (Sixth Form Exam Candidates)



Settling In

Before arriving at boarding, the Head of Boarding will meet you and your parents. This is an important meeting as it is a time for sharing information:

- what food you can and cannot eat
- medical needs
- religious needs
- whether you have lived away from home before

At this meeting, he will also go through our rules and expectations and will show you around the house. You will get the chance to meet the other boarders and possible room-mates.

You will then arrange the date and time of arrival, and the Head of Boarding will ensure that you are picked up and brought to the home. He will 'buddy' you up with another member in the same room, who will help you to settle in.

On the Friday of the first week, there will be a House meeting where further issues and new initiatives will be raised and on a Saturday, early on in the term, team building games will be arranged to ensure bonding within the house.

If you are new to the home, you will have an individual meeting a couple of weeks into the term to ensure that you have settled in and to deal with any problems or frustrations which may have arisen. If you are unhappy with your room mates, now is the time to raise your concerns, as the Head of Boarding will be able to move you to a different room.



Food

We sit down together to eat our meals in the dining area. Mobile phones and the TV are switched off at meal times to encourage conversation. Head phones and music are not allowed at the table. Juice or water are served with the meals but some students spend their pocket money on buying sodas.

The menus are varied and there is a mixture of several cultural styles. The kitchen offers a rotating menu but is willing to make changes should any special requests be made. Students are expected to share any special dietary needs so we can try to accommodate them. Requests for changes to menus or meal times for religious festivals such as Ramadan should be made to the Head of Boarding well in advance. Vegetarian dishes are served at all meals.

Once a month we enjoy a delicious BBQ for our Sunday lunch. Fruit or a desert is served with all meals.

We ask you for regular feedback on the food served at boarding and changes are made, as a result.

The Boarding Shop

The boarding shop is run by students and is open from Monday – Friday from 4.30pm – 5.30pm and on Saturday and Sunday from 5pm – 6pm. It is located in the stables. It is stocked with stationery, batteries, telephone credit, fruit, samosas, biscuits, cold sodas, ice creams and snacks.

Religion

We encourage all of our students to practice their own religions. Transport for groups of students is available to places of worship in town over the weekend and to the mosque on Friday lunch time. A prayer room has been set aside for students who wish to go somewhere quiet to pray and we can cater for your dietary needs. Please share your religious needs with us so that we can accommodate you properly.



My Room

Our rooms cater for up to 4 students, and we try to organise you into rooms with others of a similar age. We want you to enjoy some privacy and space and so rooms are private and should not be entered by others. Each bed is protected with a mosquito net and there are cupboards and individual lockers in each room. Lockers should be used to store expensive items but should be available for inspection at any time by the Head of Boarding.

Each room in the senior boarding homes have ensuite bathrooms with two sinks, a shower and a toilet. Students have to tidy their rooms at the weekend and make their own beds.

Students must place their dirty washing in the laundry baskets in their rooms. Washing is collected daily during the week; washed and ironed before being returned to their rooms. Students are expected to put their clean clothes away each evening before the evening meal.

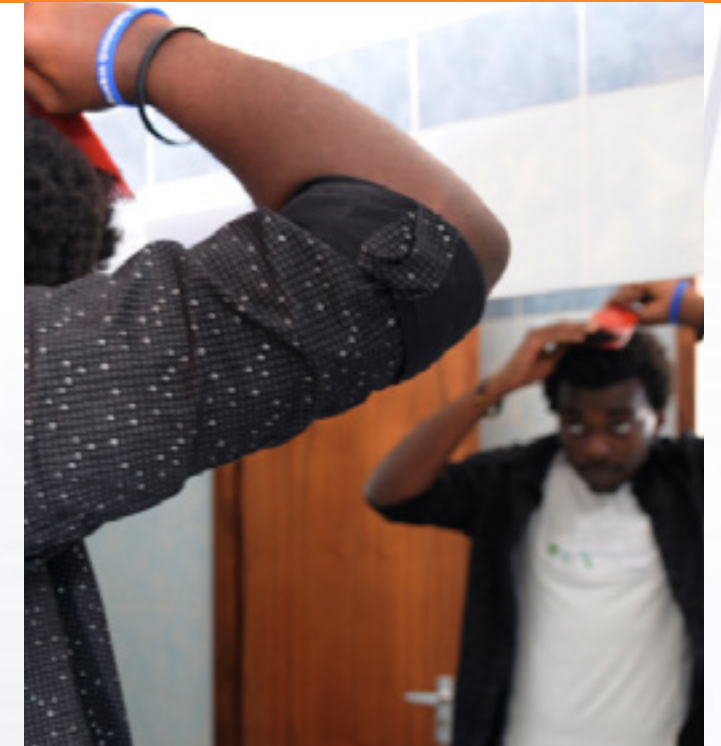
Bedding is provided and each room has a bedside lamp but students should bring their own towels. Students can decorate the wall by their bed with posters, pictures and photographs of the student's choice as long as they are appropriate and don't cause offence to fellow students, staff or visitors. Some students also choose to bring their own bedding or their own rugs to personalize their rooms further.

Electrical Power

The school power supply is set for 220V AC so please ensure that any appliance is set for that voltage. All electrical sockets are 3-pin square sockets (UK type). Our generator supplies power to the houses during power cuts. Voltage regulators and surge protectors are advised for larger electrical devices as the school cannot be responsible for damage to personal equipment that is the result of a power surge.

Electronics

Electronics including Ipads, phones and lap tops are not to be used after lights out. As a result, students hand them in to the matron/patron at 9.45pm to be locked safely in a cupboard until the morning when they can be collected.



Laundry

Laundry will be collected from your room every morning during the week. To ensure that you don't lose anything, please mark all your clothing with your name or initials. If you don't do this, your clothing may go missing and the school cannot be held responsible. Each room will be given two laundry baskets: one for coloured clothes and one for white clothes. Great care is taken during the washing process but we request that you do not put any items which are delicate or items that are not dye-fast into the laundry. Ironing is also done by the laundry staff, but each boarding house is equipped with its own iron and ironing board if you prefer to iron your own clothes. When your clothes are returned you need to put them away before the meal time. If anything is missing when the washing is returned please raise it immediately. Rooms will be checked during prep to ensure they are kept tidy.

Can I choose who I share my room with?

The Boarding matron/patron usually assign the rooms although you may request room mates and your request will be considered, but not guaranteed. Once assigned we don't normally allow changes, but if you are really unhappy please raise your concerns with the Head of Boarding so that we can review your situation.

Sharing a room with others comes with responsibilities. You need to keep your space and the shared bathroom clean and you need to be quiet once lights are switched off to allow your room mates to sleep. You also need to take responsibility for any item that you break – either from your room mate or from the school. Finally, it is important that your room feels like a 'safe' and 'private' space. If you want to meet with friends from another room, please meet in one of the common spaces or in the garden. Please do not invite others into your room.

Expectations

We have clear expectations in our home that everyone agrees to when they join. They are probably similar to the expectations that you have in your own home.

We agree:

- to respect one another.
- to support one another.
- that everyone should feel safe.
- to be good role models.
- to use the internet responsibly.
- to look after the house, furniture and each other's possessions.
- not to borrow money from each other.
- to be punctual to meal times, prep times and the bus.
- that bedrooms are private. We can socialize in the common areas.
- that intimate relationships are not acceptable.
- that the law must be up-held eg. No cigarettes, alcohol, drugs, theft, pornography or weapons allowed.

In addition, we expect the following:

- Students will leave the home to go to school by 7.50am and will return back to the home no later than 4pm on a school day.
- Students will pack all their equipment the night before going to school.
- No student will be given permission to return to the home for anything they have forgotten.
- Students will return to the boarding home, after a holiday on the Sunday before school opens and will not arrange their flights at the end of term, before school closes.
- Mobile phones will be switched off during meal times and prep.
- All electronics will be handed in to the matron or patron before going to bed.
- Only parents, or guardians designated by parents can sign students out. Students should be dropped back to boarding by 3pm on Sunday, in time for prep.
- Students will clean the table once a week as per the duty rota.
- Students will put their clothes away each day and make their beds and tidy their rooms at the weekend.



Responsible use of Internet

An agreement about the use of the INTERNET

The internet is an invaluable source of information which pupils and staff should be able to use within the home both for work and for relaxation. However the very openness of the Internet means that we cannot control everything that our residents have access to.

We trust that the young people in our home will use the internet responsibly and have listed a number of basic principles to guide them in their use of the internet:

- The use of foul or abusive language is totally unacceptable (in any language).
- Racist or sexist behaviour is unacceptable.
- Illegal activities are forbidden (e.g. hacking or accessing pornography).
- Responsible use of the Internet An agreement about the use of the INTERNET
- You should not reveal personal information (addresses, telephone umbers) of yourself or others.
- E-mail is not private.

Down loading games, music or films may only be done on an individual's laptop and not on the school computers, and can only be done overnight. Downloads slow the system down for everyone during the day.

Failure to abide by these guidelines will result in access being withdrawn and appropriate disciplinary measures taken.



Anti-Bullying Policy

Braeburn International School Arusha's Anti-bullying policy is upheld in the Boarding Home.

AIM:

To ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour; it is unacceptable and will not be tolerated.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time. The four main types of bullying are:

- **PHYSICAL** (hitting, kicking)
- **VERBAL** (name calling, racist remarks)
- **RELATIONAL** (spreading rumours, excluding someone from social groups)
- **CYBER** (texts, e-mails, picture/video clip bullying, instant messaging)

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness or clinging to adults. There may be evidence of changes in work patterns, such as lacking concentration.

We encourage students to report bullying. The house staff will act promptly and firmly against it in accordance with school policy.

Implementation

The following steps will be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded and given to the Head of Boarding and copied and given to the deputy head teacher (pastoral). The account should be written by the pupil, signed and dated.
- The Head of Boarding will interview all concerned and will record the incident. He will inform the Deputy Head Pastoral and the Key Staff Co-ordinator of the outcome.
- Parents will be informed.
- Appropriate consequences will be put in place in consultation with all parties concerned.

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a member of staff in the boarding, a form tutor or member of staff of their choice.
- reassurance and by offering continuous support.
- restoring self-esteem and confidence.
- arranging counselling, if considered necessary.

Pupils who have bullied will be helped by:

- discussing what happened.
- discovering why the pupil became involved.
- establishing the wrong doing and need to change.
- informing parents or guardians to help change the attitude of the pupil.
- arranging counselling, if considered necessary.

The following disciplinary steps can be taken, depending on the nature of the offence and the presence/absence of a history of bullying:

- official warnings to cease offending.
- removal of privileges eg. mobile phone; lap top; cinema trips.
- Washing up after Sunday lunch.
- Suspension.
- Permanent exclusion.

PREVENTION:

The school will support the boarding house by raising awareness of the nature of bullying through inclusion in PSHE, form tutorial time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.



Consequences

The young people in our care recognize there are consequences for their actions. Some of the sanctions that we use in our home are listed below:

Action	Consequence
Leaving the home late to go to school in the morning.	One hour's community service on the same day from 5pm – 6pm.
Arriving back to the house late at the end of the day OR being late to prep.	Missing after-school activities for one week.
Arriving back to the boarding house late at the start of term.	Missing a trip to the cinema.
An untidy room.	Missing the Sunday shopping trip.

Depending on the situation, other consequences that you may face are:

- having your mobile phone confiscated for a week.
- getting you to pay for damaged property.
- washing up after Sunday lunch.
- limiting internet access.
- phoning parents or guardians so that you can explain what you have done to them.

If students are caught fighting they would face

- suspension in the first case and expulsion for the second incident.

Students who are caught stealing, drinking alcohol, smoking cigarettes, engaged in sexual relations or taking drugs would be expelled from the boarding home.

For any accident or disciplinary incident both staff and students are asked to fill in an incident report form, so that we keep a careful record of the event.

Zero Tolerance

Boarding life does not suit everyone. Many 17 and 18 yr olds struggle to sign up to some of our expectations and so it is important that you really consider our expectations properly and if you think boarding is not for you, then we could support you in finding alternative accommodation in town. Please consider the following carefully:

Smoking: None of boarding students or staff are allowed to smoke on or off site whilst on any school/boarding activity. Burning insect coils and incense are also not allowed for safety reasons.

Alcohol: None of our boarding students or staff are allowed to drink alcohol on or off site whilst on any school/boarding activity. Occasionally we carry out breathalyzer checks and if your child is found to have drunk alcohol, then they will be expelled from boarding and will need to find alternative accommodation.

Drugs: The use of drugs including the misuse of prescription medicine is illegal in Tanzania and any student found in possession of codeine cough medicines or other drugs will be expelled. All students and parents sign a form on arrival that gives permission for the staff to test any student at any time for the use of drugs. The staff carry out random 'urine' tests each term. If the school is concerned that a student is misusing drugs we may seek further permission to get a blood test done. It is in everyone's interests that we do

this as we need to keep all our students safe and if your child is misusing drugs they need to get support from professionals.

Sexual Relationships: Students are taught about relationships in school including the importance of consent and safety. However, in both the boarding house and all outside boarding activities our students are not allowed to engage in sexual relationships. If a student is found to be breaking this rule, they will be expelled from the house.

Vehicles: In the interests of safety no student is allowed to bring a motorized vehicle to school while he or she is a boarder. Furthermore, a boarding student is not allowed to ride on the back of a motorcycle, in a tuk tuk or any form of open vehicle.

APPEAL

For any student who is unhappy with a decision made in boarding, they can speak to the Deputy Head Pastoral at school or their Key Stage Co-ordinator or form tutor to try to resolve the matter and raise their concerns.

If you have a problem...

Or you are feeling stressed by exams, school or something at home, please don't keep it to yourself! A problem shared really does help.

You could:

- Talk to one of the boarding prefects about it.
- Talk to one of the boarding staff.
- Put a confidential note about your worries under the door of one of the boarding staff.
- Talk to your form tutor or a member of staff that you trust at school.
- Make an appointment with the school counsellor.

Home Learning

Our homes are big and as a result we need to be considerate and think of each other. There needs to be some quiet time every day for everyone to have time to focus on their home learning.

The demands for different year groups are different:

Our Junior House do 5 hours of prep a week.

Our senior students do 10 hours of prep a week.

Our Sixth form exam students should plan for 15 hours of prep a week.

Prep takes place at the following times:

	Junior	Senior	Sixth Form Exam Candidates
Monday	5.00pm – 6.00pm	6.30pm – 8.30pm	6.30pm – 9.00pm
Tuesday	5.00pm – 6.00pm	6.30pm – 8.30pm	6.30pm – 9.00pm
Wednesday	5.00pm – 6.00pm	6.30pm – 8.30pm	6.30pm – 9.00pm
Thursday	5.00pm – 6.00pm	6.30pm – 8.30pm	6.30pm – 9.00pm
Friday	FREE	FREE	6.30pm – 8.30pm
Saturday	FREE	FREE	FREE
Sunday	3.00pm – 4.00pm	3.00pm – 5.00pm	3.00pm – 6.00pm
TOTAL HOURS	5 hours	10 hours	15 hours

These are the designated quiet times for work, but if you have not finished your work in the time set aside, you should make the effort to complete it in your own time. There are tables in every room or a designated quiet room in which you could work.

PARENTS AND GUARDIANS – Please avoid phoning or visiting the home at these times.

Students should follow the guidelines below:

- Arrive to prep on time. If you are more than 5 minutes late, you will get one warning, and the next time you are late, you will miss after school activities for a week, to ensure you are ready on time.
- Make sure that you have what you need BEFORE prep starts.
- If you need to ask someone for something – ask them in the 5 minute break.
- Please **switch off your mobile**. If it rings it will be confiscated.
- **Do not distract** other students during prep. If you have more than ONE warning in the prep session, your phone will be confiscated for the weekend.
- No-one should wander round during prep time.
- No-one should spend more than one hour on the computer during prep time.

- You are **not allowed** to visit social network sites, e-mail accounts or game sites during prep. If you do, you will be banned from the internet or from using a computer during the weekend.

A range of teachers visit on a rota during prep time to support you in your home learning. They may support you in a variety of ways:

- By listening to young students read.
- By helping individuals on a one-to-one basis.
- By running subject specific revision workshops.

There is a reward system for prep.

Points can be gained for:

- Sitting in your seat at the start of prep with your books, planner and equipment out.
- No movement or talking for 1 hr.
- Completing the home learning set in the planner.

The teacher on duty will wander round at the end of the prep session checking home learning set in the planner against the home learning done. They will add reward points to your cards at this stage.

Helpful Websites

The Following Sites May Prove To Be Useful:

www.homeworkhigh.com

www.bbc.co.uk/schools/csebitesize

www.s-cool.co.uk

www.topmarks.co.uk

www.revisionaid.co.uk

www.schoolsnet.com

www.channel4.com

www.mymaths.co.uk

www.englishbiz.co.uk

www.revisioncentre.co.uk

www.gcseguide.co.uk

www.projectgcse.co.uk

Our exam board website is: www.cie.org.uk You can download specifications and past papers from this site.

If you want to look up a book or find out more about an author please visit: www.fantasticfiction.co.uk

If you would like some practical help on bullying please visit: www.childline.org.uk OR www.nspcc.org.uk

For careers and university advice you could visit: www.connexions-direct.com OR www.coursefinder.co.uk

– Helps you find the right course for you in 15 mins

www.fasttomato.com

– Interactive careers and education

website www.ucas.com on HE courses in the UK and how to apply

During Exams

During the IGCSEs and A level exams, students will go down to school, as usual to revise. They will be given a quiet room and a member of staff will be available to support them.

HINTS FOR REVISION

- Remember to VARY the ways you revise. Each day should consist of a range of methods, including:
- Past papers in exam conditions – remember to mark them with the mark scheme and check where you went wrong and why

- Testing each other in pairs
- Getting past essay questions and bullet point planning your answer and then checking your text books to see what you missed out
- Re-reading work and making bullet point notes; mind maps or visual reminders ... DON'T sit with a book in front of you and NO pen in your hand as you will probably not be properly revising.
- Recite work aloud and then check it afterwards
- Answer short test yourself questions in text books OR on revision websites.

What to bring

You SHOULD bring the following:

- TWO sets of school uniform - please make sure they are labelled
- A selection of home clothes
- Toiletries including toothbrush, toothpaste, roll on (not spray) deodorant, soap, shampoo, conditioner, skin cream and brush or comb.
- Two towels
- School equipment including:
 - 2 pens
 - Pencil
 - Highlighter pen
 - Rubber
 - Ruler
 - Compass
 - Protractor
 - Calculator
 - Coloured pencils
 - English dictionary
 - A transparent drinking bottle
- Pocket money (We advise no more than 200,000Tsh for half a term)

Please ensure that ALL your clothes are labeled.

Pocket money should be handed in to the Matron or Patron to keep. Students can request their money on a weekly basis and a careful account is kept of their withdrawals.

You **COULD** bring the following:

- A mobile phone - however, this is not essential as you can maintain contact with your family through the matron and patron's phone.
- A laptop – essential for students in the sixth form and students following our Fast For Word programme.

Please note that every student is given a personal locker to keep valuables safe but we do not encourage students to bring valuables to boarding. Braeburn International School Arusha, is not liable for lost, stolen or damaged items at the boarding house, which have been left out.

Medical

We ask that all our residents come with a medical insurance card, so that it is easy for us to take them to the Doctor.

In your admissions interview with Mr Ngugi, he will ask you and your parents for the hospital of your choice. In Arusha our students usually attend one of the following hospitals:

- Selian
- Ithnasari Charitable Hospital
- AAR Hospital
- AICC Hospital
- The Aga Khan Clinic

If your child is feeling unwell, either we will notice, or they will inform us, and we will arrange an appointment to see the Doctor. If they fall ill at school, the nurse will arrange for them to see the Doctor, and a member of the boarding staff will take them to the clinic. Any prescribed medicine is kept and administered by the patron and matron in the boarding house, following the Doctor's instructions.

In more serious cases of an accident or a serious illness, the student may be admitted, and Mr Ngugi would call your parents immediately. He would wait at the hospital until either your parents or your local guardian could arrive before he hands over. It is for this reason, that it is extremely important that you have a local guardian, especially if you travel out of the country a lot.

Students MUST hand any cough medicines that they come with from home to the boarding staff to administer. Students caught with cough medicines in their possession will be suspended.

A medical form must be completed for each student on arrival giving as much detail as possible. This form will be held with the school nurse and the head of boarding.

On-Call Nurse

We have a nurse living on site who is on-call in case of an illness or emergency in the house.

Infectious Diseases

If a child has an infectious disease they will be moved into an isolation room in the Guest Wing. The nurse will stay in the room next door, to be on hand.

Students who had previously shared a room with the 'sick' child will be kept off school for a couple of days to monitor them. They will eat and exercise at a separate time to the rest of the boarding home. Work from school will be sent up to them to do during this time.

Arrivals and Departures

Every half term you will be issued with an activity programme and calendar, which clearly states when you should arrive back to the boarding home and when you can arrange tickets to depart. The boarding home opens after lunch, the day before school opens. Mr Ngugi will arrange transport to pick up your son or daughter from the bus station, the Kilimanjaro shuttle office (for flights to/from Kilimanjaro) or Arusha airport if you inform him of your son or daughter's arrival time.

Students who return back to the boarding on time are rewarded with the following:

- a meal of chips mayai
- an extra cinema trip

Students who are late returning, miss out on learning at school and this affects their confidence, as they spend much of the next half term trying to 'catch up'. It is worth pointing out that the school policy is that students whose attendance is less than 90% should repeat the year, as statistics show us these students seriously underachieve in their final exams.

Families need to buy and organize tickets for their children and send the details to Mr Ngugi (Tel: 0759 123 122) so that he can organise transport, as required.

Please note that school will not organise transport to the bus station or airport if tickets have been arranged outside the authorized time for departure or arrival, unless there is a real emergency. In this case, families need to make their own arrangements for their son or daughter to reach the boarding house.

The boarding home stays open for a further 22 hours after the close of school to ensure everyone has time to organise transport home. So if school closes on Friday at 1.30pm, the boarding home will remain open until Saturday 11.30am.

Passports and Visas

It is the responsibility of each family to assure the appropriate travel documentation is in place prior to travel. Passports, yellow fever vaccination certificates and air tickets should be given to the Head of Boarding for safe keeping while students are in residence.

Residence Permits

Non-Tanzanian students require a student residence permit. The school can help obtain these on behalf of parents upon request. For new arrivals in Tanzania you are advised to acquire a visitor's entry permit on first arrival; the school will subsequently process the application for a student residence permit, which may take a while to obtain.

Student ID Card

Students will be issued with a school ID as soon as their picture is taken. This ID is valid for use on domestic air travels. Should a student lose their ID, a new one will be issued after paying 20,000Tsh.



Visiting the Home

Parents, guardians and friends are welcome to visit the boarding house at any time so please feel free to come and see what is going on. However, it is worth calling to check what is planned for the day, as sometimes parents pop in and find everyone out on a trip. Visitors must sign in the visitors' book, on arrival and be introduced to the Boarding staff. Please try, wherever possible, not to visit when prep is on-going as this is the 'silent' period of the day and if you have taken your child out for the day please ensure they are back in the house in time for prep on Sunday at 3pm.

Parents are welcome to settle their children into their rooms on the day of arrival and to help them pack on the last day. However, due to our safeguarding rules, parents and visitors are not allowed in the student's bedrooms during the term time. However, they are welcome to meet in the gardens or in the common lounges. Parents are also welcome to join us for a meal and if we have space in our guest house, they are welcome to book a room for the night for the cost of \$15.

Signing Out

Students at Braeburn International School Arusha are not allowed to sign themselves out nor are they allowed to be signed out by friends under 21 years old. At your admissions interview, your parents will specify the names and contact details of any guardian or person they give permission for you to be signed out with. Anyone wishing to sign a student out must:

- arrive at the boarding house in person. We will not release a student to a driver.
- meet a member of staff and sign a book with the date and time of taking the student.
- return the student personally and sign them back in the home.
- ensure that the student is returned before prep on Sunday (3pm).

It is important that you realize the boarding home does not take responsibility for individuals once they have been 'signed out' of the home.

Occasionally you may be invited for a 'sleep over' at one of your friend's homes. If this happens, you need to ask for the invitation in writing. We need to know the telephone number of the host and how you are going there (eg. on the school bus at the end of the day) and how you are coming back.

We will then give the telephone number to your parents. We will ask your parents to phone the 'host' to check they are happy with the arrangements. If they are, they need to write us a letter stating they have talked to the 'host' and know the arrangements for the sleep over and how you are getting there and back. Once the head of boarding receives this letter you will be given permission

to go. As you can see, this procedure can take a little bit of time, so we need **THREE** days notice of a sleep over – to check that everyone is happy with the arrangements.

Once again it is important that **you realize the boarding home does not take responsibility for individuals once they have been 'signed out' of the home.** It is your parents' responsibility as they have spoken to the host and have handed responsibility over to someone else. Therefore, it is very important that your parents have checked the arrangements and are happy with them.

Finally, you may be invited to a party or an event by one of your school friends – a person not specified by your parents as being able to sign you out. In this situation you need to talk to your parents about the invitation. If your parents are happy for you to go to the event, they should write a letter to the head of boarding giving written permission for this ONE occasion. His address is: headofboarding@braeburn.sc.tz. We need this permission at least TWO days in advance so that we can arrange transport. The school will then arrange for the individual to be dropped and picked up at the event and so we can hand over to the host properly. In this case, the boarding house is taking responsibility of getting your son/daughter to the event and back. However, it is **important that you are aware that we are not supervising them at the event.** Should your son/daughter get into any trouble at the event eg. drinking alcohol or fighting etc. that would prevent an easy entry back into the boarding house then the school would take the action specified in the school discipline plan.

The decision of the Head of Boarding in all signing out situations is final.

Birthdays

We like to celebrate the birthdays of the individuals in our care. We will bake a cake and the house will come together to sing 'Happy Birthday' and share the cake together.

Many parents also choose to send in some snacks and sodas at this time, for a little party. Some also join us on the day. Let us know what you would like to do and we will do our best to follow through your wishes.



Keeping in Touch

Regular communication is important to us as we recognize that we are raising your child in partnership with your parents.

By Phone The main way we keep in touch with your parents is through the phone:

- Mr Ngugi's number is: +255 759 123 122
- Fina's number is: +255 757 123 123
- Lilian's number is: +255 765 452 067
- Jacob's number is: +255 767 123 561

If your son or daughter is ill, or has had a problem at school or in the boarding house or if they have done particularly well we may phone you. Similarly, if you have any concerns about your children, either from something they have said, or as a result of a school report, then we would encourage you to phone us.

Letters The Head of Boarding sends letters home at the end of every half term sharing the highlights of the last six weeks and the activity calendar for the next six weeks. This is a very good way of keeping in touch with what your son or daughter is doing in boarding.

e-mail Your parents can contact the Head of Boarding through the following e-mail address:
headofboarding@braeburn.sc.tz

Reports A boarding report is included once a year. This illustrates how you are studying, mixing with others and participating in activities.

Photos You can see photos of boarding activities on the Braeburn website. www.arusha.braeburn.com

Newsletter You should be signed up for our weekly electronic newsletter where news of the school and our boarders is shared.



Fire

We have termly fire drills in the home. But if you are new, you need to know what to do if there is a fire.

If you hear the alarm, then you need to leave what you are doing and make your way calmly out of the home through the nearest free exit. Please do not delay to collect belongings and do not run. Once outside, assemble on the front lawn near the car park as this is the fire assembly point.

The head of boarding will try to assess where the fire is, at this stage and whether it is a false alarm. If it is a small fire the gardeners will attempt to deal with it without putting themselves at risk.

Mr Ngugi, will then call First Air Responder for assistance.

The matron or the patron of the affected house will take the register of students as well as checking the visitor's book, to check that everyone is present, whilst the Head of Boarding will check that all the rooms have been vacated. He will shut the windows and doors of each room as he leaves.

Once all children and staff are accounted for, the Head of Boarding will take them over to the safety of the school hall. The boarding homes must not be re-entered until pupils/ staff are notified it is safe to do so by the Fire Brigade and the Head of Boarding.

Outdoor Activities

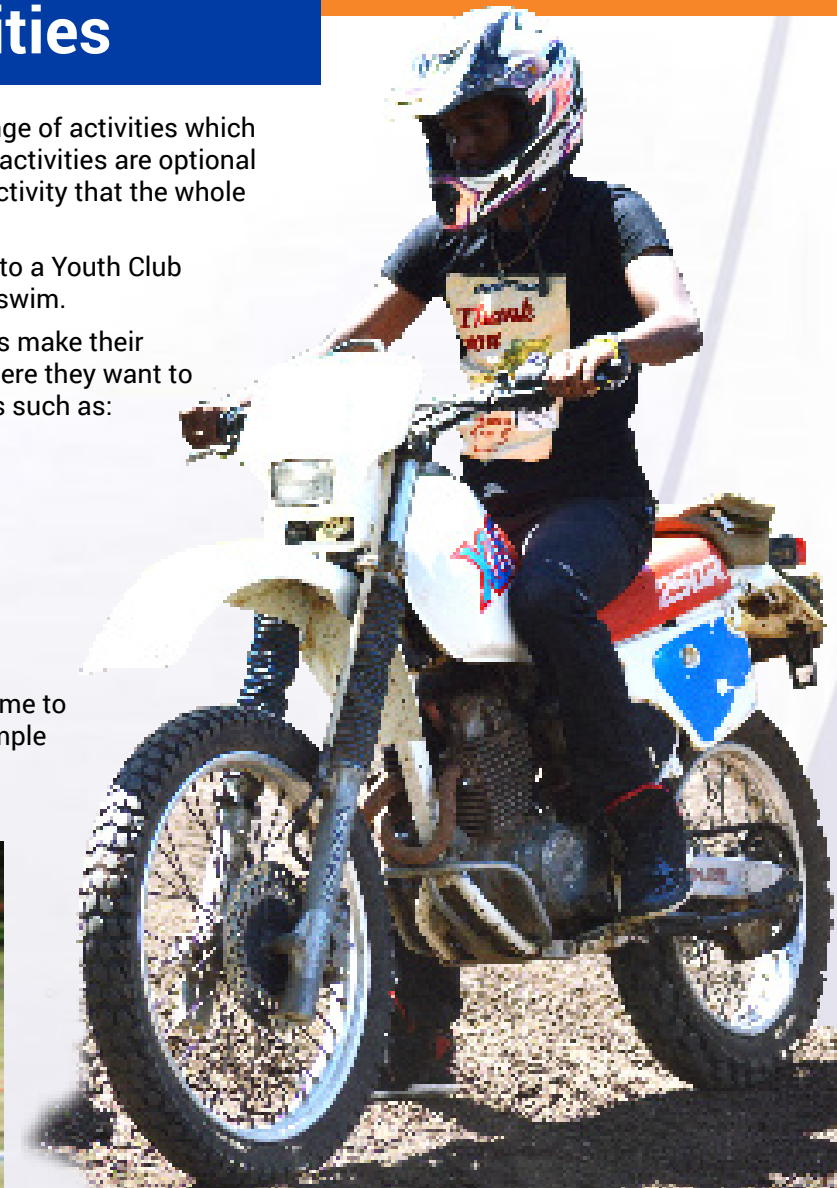
At the weekends and on public holidays we offer a range of activities which our household can choose to do. On the whole these activities are optional but once every half term, we organise a compulsory activity that the whole house has to do together.

On Friday after school, some of the older students go to a Youth Club whilst other students prefer to go to the gym, or for a swim.

Weekends, as in any family are busy times as students make their individual choices about what they want to do and where they want to go. A typical Saturday morning would include choices such as:

- Sport Fixtures
- Swimming
- Basketball Training
- Team Building Activities
- Meals out
- Art and Craft activities

Each half term students are given an activity programme to share with their parents, as they return home. An example for the juniors and seniors is seen overleaf.



Junior House Boarding Activities

Day	Morning	Afternoon	Evening
Sunday 8th January		ALL BOARDERS RETURN	Unpack and get ready for school
Thursday 12th January	Picnic in Arusha National Park		Free time
Friday 13th January			Boarding Meeting
Saturday 14th January	10am: Planting and Pot painting	2pm: Swimming 3pm: Treasure Hunt	Reward Cinema trip
Sunday 15th January	Church or cycling or free time	3pm: Treasure Hunt Reward Cinema trip	6pm: Free Time
Friday 20th January		Prep, music lessons and swimming	Free time
Saturday 21st January	10am: Pirates and Parrots	6.30pm: Campfire Games & toasting marshmallows	6.30pm: Monopoly
Sunday 22nd January	Church or cycling or free time	Prep, music lessons and swimming	6pm: Free Time
Friday 27th January		5pm: Drumming workshop	
Saturday 28th January	10am: Making miniature gardens	2pm: Swimming 3pm: Nature walk	Cinema Trip
Sunday 29th January	Church or cycling or free time	Prep, music lessons and swimming	6pm: Free Time
Friday 3rd Feb		Swimming	Free time
Saturday 4th February	10am: Creating a collage	2pm: Swimming 3pm: Boat building	Popcorn and movies
Sunday 5th February	Church or cycling or free time	Prep, music lessons and swimming	6pm: Free Time
Friday 10th February		5pm: Jigsaws and Puzzles	7pm: Watch the production of Aladdin at Braeburn theatre
Saturday 11th February	10am Costume Making for World Book Day (CBA)	2pm: Swimming 3pm: Camel riding at the snake park	6.30pm: Lego Challenges
Sunday 12th February	Church or cycling or free time	Prep, music lessons and swimming	6pm: Free Time
Thursday 16th February			
Friday 17th February		School closes at 3pm	The Boarders fly back home
Saturday 18th February	The boarding house closes at 12pm		

STUDENTS NEED TO BE BACK IN BOARDING ON SUNDAY 26th February at 5.45PM.
Please do not return late.

Senior House Boarding Activities

Day	Morning	Afternoon	Evening
Sunday 8th January		ALL BOARDERS RETURN	Unpack and get ready for school
Thursday 12th January	Trip to Arusha National Park for Y7-10 & Y12 Y11 & 13 revision and lunch at Tembo		Free time
Friday 13th January			Boarding Meeting
Saturday 14th January	Rehearsal 8.30am – 1pm	1.30pm BBQ by the pool 2pm Team Building Activities	Reward Cinema trip
Sunday 15th January	Church or cycling or free time	3pm: Treasure Hunt Reward Cinema trip	7pm: Youth Club
Friday 20th January		Football training, swimming or gym OR Play Practice	Free time
Saturday 21st January	Secondary Swim Meet at ISM OR Play Practice 8.30am 8am: ACT mocks	Activity for Upper Senior Boys 12, and Upper Senior Girls	Music Quiz (GRI)
Sunday 22nd January	Church or cycling or free time	1.30pm- 2.30pm shopping 3pm prep and music lessons 5pm: swimming or football	7pm: Youth Club
Friday 27th January		Football training, swimming or gym OR Play Practice	Free time
Saturday 28th January	U15 FB & U19 BB SCIS	Play Practice 2pm	Cinema Trip
Sunday 29th January	Church or cycling or free time Lower senior girls outing Lower senior boys outing	1.30pm- 2.30pm shopping 3pm prep and music lessons 5pm: swimming or football	7pm: Youth Club
Friday 3rd Feb		Football training, swimming or gym OR Play Practice	Free time
Saturday 4th February	U15FB & U19BB ISMAC Cooking Workshop	Play Practice 2pm	Camp fire games (MMA)
Sunday 5th February	Church or cycling or free Work Experience trip and play cast leave for Nairobi	1.30pm- 2.30pm shopping 3pm prep and music lessons 5pm: swimming or football	7pm: Youth Club
Friday 10th February			7pm: Aladdin
Saturday 11th February	IELTs exam	Treasure Hunt Junior Group Outing Upper Senior Boys outing	Cinema Trip
Sunday 12th February	Church or cycling or free	1.30pm- 2.30pm shopping 3pm prep and music lessons 5pm: swimming or football	7pm: Youth Club
Thursday 16th February	The cast of Aladdin fly to Dar		
Friday 17th February		School closes at 3pm	Boarders fly home
Saturday 18th February	12pm The Boarding house closes		

STUDENTS NEED TO BE BACK IN BOARDING ON SUNDAY 26th February at 5.45PM.
Please do not return late.

Trips

On some Saturdays we organise group trips out. In the past these have included:

- A picnic and walk to Lake Duluti
- A picnic and walk to some waterfalls in Moshi
- A picnic and walk in Arusha National Park
- A trip to Tarangire National Park
- A visit to the Snake Park
- A trip to the cinema to watch an age appropriate film
- A trip to the market
- A picnic and swim at Maji Moto



Activities in the Home

As in all families, not all our entertainment comes from going out. We organise a lot fun and games in the house, both during the day and in the evening:

Activities we have included in the past have been:

- Baking
- Art and Craft
- Drumming
- Roller Skating
- BBQ and games
- Talent Show
- Fashion Show
- Quiz
- Dance Competition
- It's a Knock Out
- Board game competitions
- Debates
- Films

Sundays

Sundays are more leisurely. We offer the students the chance of going to any of the following services:

- the Lutheran Church
- the Catholic Church
- the Pentecostal Church
- the Anglican Church

Or students can go on a cycling trip or choose to have their hair cut with our visiting barber.

Rooms are inspected after lunch at 1pm. A bus will take students to our nearby shopping centre from 1.30pm – 2.30pm so that they can buy snacks for the week. Prep starts at 3pm and we have music teachers who come to give music lessons for students who want to learn a musical instrument.

A detailed calendar of activities is issued every half term along with a letter which shares the highlights and concerns of the past half term.

Activity Allowance

Families pay \$220 a term towards the activities. This is invoiced along with the school fees.

School Activities

For any school trips that your child wants to join, you will need to sign the permission slip and scan it back to the school. The boarding staff will not sign these permission slips on your behalf so you are aware of what your child is doing at all times.



Community Service

We encourage all our residents to consider others less fortunate than themselves and to do something positive to make a difference. This is an area of our home that most of our students excel at. It brings out the best in them as they busy themselves in making a difference. Many of our students take an active role in helping out at Saturday School, where children of our local community come to improve their English and Maths and learn to swim or they offer to help at the Canaan Children's Home.

The young people in our boarding house show that they have got a sense of social responsibility to our neighbouring families.



Our Boarders are Successful

Our boarders go on to be very successful. They have gone on to become architects, doctors, pilots, business men and women and engineers.

At the moment Braeburn Boarders are studying in 5 different continents and 18 different countries of the world and are keeping in touch with us, ensuring that we can provide important links for all our future students.

We ensure all our boarders gain the one-to-one support they need to make their applications to universities across the world. We take them to University Fairs, arrange one-to-one careers interviews with them and help them plan and write their applications. This has meant that 100% of our boarders have gained offers to universities in the last five years. We keep parents informed about their interests and the places that they are applying to, as well as the cost of tuition fees and living expenses. This helps parents to plan better.

Half of the prefects in school are boarders and so the boarding house continues to have a very positive influence on the school.

This is what one of our students said about the boarding house:



'Hi! I moved to Braeburn, from Brookhouse, and I have not looked back. The great thing about Braeburn is its family feel. Every new person to the school recognizes it and immediately feels at home. With over 50 different nationalities, it is definitely international in feel and all of us are taught to respect each other and each others' cultures. I think it's a great preparation to life in the 21st century, in a shrinking world. The other thing that struck me about Braeburn, is that the teachers are excellent. They really care and want all of us to achieve and be the 'best that we can be'. They are all prepared to give us extra time and help, when they see that we are struggling. I have enjoyed all of my lessons and have learnt a great deal in my two years here.

I am also a boarder. What I love about boarding is that there's an intimate family feel. It does not feel like conventional boarding dormitories, but like a home. We watch football together, cook together and play games such as basketball. It is a real home. The food is exceptionally good and is all freshly home cooked. There's a wide range of activities which we can opt into or out of, as we choose. It is easy to focus on our work and do our best in such an environment.'

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So what's boarding really like?

Justina explains:

Someone asked the other day, what living in boarding is really like ... If I had to sum it up in one sentence – it's like living at home – but with a few more people – 64 of us to be precise! But in spite of the numbers, it really does feel like a home. Unlike the rest of the school, we can walk home at the end of the day, and so save on the long tiring journey into town. We go for a swim, relax, or play basketball before showering. We eat a home cooked meal at 6.00pm and then get on with our homework. We haven't got our mums and dads to ask if we get stuck, but there's a lot of us ... so someone is bound to know how to solve the problem! And if they don't, well there's always a teacher nearby, who can be asked. At the end of our two hours of work, our homework is checked and our planners are signed. We relax with an hour of TV, listening to music or playing computer games together, before taking some supper and going to bed at 10pm.

During the weekends we get more time to relax and have fun as there's always a lot of activities on offer. Sport is big on the agenda: Going to the gym; playing basketball, or taking part in school fixtures are all popular activities. Going to see a film at the cinema is a favourite, but we also enjoy going to the French Cultural Centre from time to time to watch documentaries or see some live music.

BBQs, church and shopping make up our Sundays, but by 3.00pm we need to start preparing for school again and so we get out our homework and pack our bags. It's good to get everything prepared before our evening meal as it means that we can enjoy the rest of the night.

One of our highlights, this year, was preparing for our Dar trip. This was great, as it enabled our parents to get a glimpse of all the fantastic things that we do at school. We were able to share lots of lovely photos with them as well as perform our school musical. From all they said, they were definitely impressed!



Where to find us



We are situated just up the hill from the school on the Kisongo site.

1. Take the Dodoma Road out of Arusha towards Tarangire.
2. Go past the Arusha Cultural Centre on your left, through coffee plantations, past Arusha airport on your left and about 10 minutes later, the Tembo Club.
3. A few minutes after the Tembo Club you will reach a road on your left with lots of signs. This road goes towards the Mosquito net factory and Braeburn school. Turn left at this junction on the A-Z junction.
4. The school is on your left about 5 minutes down this road and after a road bump. You will notice the school football pitch on your right, just before the school on your left.
5. The boarding houses are found behind the school. Take the dirt road just before the school, on your left hand side.
6. The boarding houses are the third gate on your right.

Please phone us if you would like to make an appointment to meet us or if your child would like to try out a taster day/night to see what boarding is really like.

Stephen Ngugi – 0759 123 122

So what do I do now?

- Don't just take our word for it! Come and see us at the boarding house and try out a taster day or a sleepover.
- Fill in the application form and the school will arrange a meeting for you with the Head of Boarding.
- You will be formally accepted, given a start date and sent an invoice.
- Pay the fees into the bank and bring the slip to school on the start day.
- Agree your start date with the Head of Boarding and give him your travel details so that we can pick you up from the bus station or an airport.
- We look forward to seeing you soon!

Our Accreditations



+255 (0) 759 123 122
E-mail:- enquiries@braeburn.sc.tz OR
headofboarding@braeburn.sc.tz
www.arusha.braeburn.com



BISA is a member of the Braeburn Group of International Schools