



# **ATLANTIC HALL**

## **SCHOOL BOARDING POLICY**

## **Introduction**

The following document sets out the fundamental ethos, organization, structure and policy governing boarding in Atlantic Hall.

The policy is organic in nature and is regularly reviewed and updated so as to reflect both best practices, but also compliance to both external and internal regulations

## **Boarding Aims**

Boarding at Atlantic Hall aims to provide a safe, supportive, challenging and stimulating environment in which borders can thrive and be happy.

In formulating the school's policy on Boarding, Atlantic Hall has taken into account a range of relevant documents to help guide its policy formation as well as to reflect standards of best practice from both national and International schools.

Key documents consulted include:

- Lagos State Teaching & Learning Quality Assurance Policy
- Lagos State Health & Safety Policy
- Lagos State Child Protection and Safeguarding Policy
- UK Boarding Schools National Minimum Standards
- COBIS 'Patron's' Accreditation Standards
- Other schools' (of similar orientation) policies

Other relevant school policies are also reflected in our boarding approach and structure.

Boarding is overseen by the Vice-Principal Administration who in turn is supported by the Heads of Boys and Girls Boarding Houses and their deputies who undertake their respective duties according to school policies and procedures.

Boarders and parents / guardians are encouraged to maintain regular contact with boarding staff and report any concerns promptly (and without fear) to an appropriate member of staff.

Boarders' views are sought both formally and informally via Boarding House meetings and the Student Representative Council to identify areas of concern and opportunities for development in order to continuously evaluate and improve the range and quality of boarding provision

## **Boarding Principles**

As a full Boarding School, the boarding concept and ideals underpin the fundamental ethos of the school. Since transitioning from our origin as a day school to our current boarding school status, those of us who have lived in a boarding environment whether currently, or in the past recognize that boarding in Atlantic Hall has a special atmosphere and character that embraces, nurtures and recognizes the individuality and talents of our boarders.

Therefore, a key part of Atlantic Hall boarding is based on the following principles:

- Boarding promotes both independence and the development of the whole person.
- Boarding is based on mutual respect and a sense of responsibility for oneself and others within the community. There is an atmosphere of trust in which pupils feel confident that they will be treated with respect by other pupils and by staff.
- Boarders should be able to work, play and relax free from pressure, teasing or intimidation from others or from bullying or abuse. Positive, friendly relationships are established in which boarders feel safe to approach staff or other pupils to seek encouragement, advice and support.
- Individual differences are valued. There is equality of opportunity and respect, regardless of social, ethnic, cultural or religious background, or of gender or disability.
- Boarders should be able to develop intellectually in an atmosphere of positive encouragement, where effort is valued, conditions are conducive to work, well-structured routines are in place and there is access to staff, facilities and participation in activities.
- Boarding seeks to develop boarders' qualities of leadership and their ability to work as part of a team.
- Boarding makes a significant contribution to the expression of individual talents, promoting each boarder's moral, social, cultural and physical development through a range of activities, hobbies and opportunities, appropriate to age and maturity.

Boarding seeks to provide well-maintained accommodation which is comfortable, functional, appropriate to age and maturity.

- Living together in a community requires tolerance and consideration, and boarders and staff acknowledge the need also for privacy as appropriate (this applies to boarders and staff alike).
- Boarding safeguards and promotes the welfare of pupils, by providing an environment which is, as far as possible, free from physical hazards and the danger of harm of any sort.
- The school sees positive relationships and links with boarders' parents, families and guardians as a vital part of the development of each pupil.
- The importance and value of boarding to the school as a whole, the welfare of pupils and the development of boarding staff are matters of active interest to and are monitored by the Governing Body Boarding House Committee

## **Boarding Guidance**

Below are important guidelines which we ask all students and parents to note and comply with as appropriate.

### **School Resumption Days:**

- Resumption hours are from 10 am to 5pm on resumption day.
- All students are expected to be in school within the stipulated times.
- Parents are expected to contact the school if they are unable to bring their child on resumption day, or if they are running late.
- All students should come to school dressed in house wear and appropriately groomed.
- All student luggage will be inspected by the house parents for contraband before any student is allowed into the hostel
- Student whose hair does not meet the school guidelines will have to correct the hair style using the school barber or braider before being allowed in the hostel. (Boys hair should be on step 1 on resumption, and can grow up to step 2 before another hair cut is needed. They should have a clean face. No beards, side burns or moustache. Girls hair should be braided (normal size, and not gigantic braids, the length not exceeding the shoulder blades. The color of the hair extensions used should match the girl's natural hair color). The hair should be kept in a bun.
- Any contraband (see below) found will be confiscated and given to the parent/Guardian to take back home, and the student will be sanctioned accordingly.

### **Prohibited (Contraband) items:**

The following items are considered contraband and should never be brought to school;

- Cell phones, Cash, Pornographic materials, flash drives
- Non-medical drugs, Tobacco products, electronic cigarettes, alcohol, any illegal drugs
- Weapons such as knives, guns, fire-works, explosives
- Candles, Matches, lighters, any cooking implements.
- Provisions, i.e. food of any kind
- Make up for the girls other than the allowed, such as body lotion, armpit deodorant, plain lip balm.

This list is by no means exhaustive. Additional items may, from time to time be added to this list. Atlantic Hall reserves the right to remove any inappropriate or offensive items and confiscate them.

### **Room Allocation:**

- Room is allocated by the school, and the student's names posted on the doors to the rooms. Each year group is assigned a quadrangle which contains a maximum of seven

rooms, and the number of students in a room can range from six in the smaller rooms to 12 students in bigger rooms.

### **Choice of Bed:**

- The school utilises a bunk bed system and the choice of who gets the top or bottom bunk bed is based on a first come first served basis.
- Bottom bunk beds being the most popular can in exceptional circumstances sometimes be reserved for a student based on medical grounds confirmed by a medical doctor. For example, who may be on the heavy side and may not be able to manage going up and down the ladder, sleep walkers or those afraid of heights.

### **Independence Skills**

Students are expected to have secured the following basic independence skills on arrival to boarding:

- Bathe / shower properly
- Dress properly (including Tie)
- Take care and be responsible for their books and personal items (including laptop)
- Organise their laundry submission
- Bring the correct books / materials required for each lesson
- Be able to be at the right place at the right time (without prompting)
- Be able to wash undergarments properly and hygienically

### **Hostel Cleanliness:**

- Students are expected to keep their hostel rooms clean generally and also their individual space, i.e. make their beds and keep their lockers tidy and their personal belongings nicely put away.
- All students receive rotational morning and evening duties which includes sweeping their rooms, general tidying of common areas and emptying of dust bins. They are expected to carry out these duties with no exception. Non-compliance will result in disciplinary action.
- Students who struggle with staying dry at night and end up wetting their beds will be expected to follow the laid down boarding house protocol, and that is to strip their beds and rinse the wet bedding and place it in a bucket ready to be collected and taken to the laundry. Smaller children will be trained and assisted by their house parents.

### **PRIVACY**

- All boarders have the right to privacy. Staff and boarders are expected to respect the private space and property of others, and should always knock when visiting rooms. The

school reserves the right to check the personal belongings of students on their arrival at the beginning of each term. It may be necessary to check the personal belongings of students at other times, in which case, specific reasons will be given for doing so. This will be done with the student present.

### **Room Inspection:**

- Room inspection is conducted daily by the assigned house parents. Any student who fails room inspection will be given a verbal warning and will then be expected to rectify the problem. If the situation persists, the students will not only be expected to rectify the situation but will also face disciplinary action which can range from missing socials, sports activities to a working sanction.
- Rooms that are consistently clean will be rewarded. A reward could range from a verbal praise by the head of boarding, the Vice Principal Administration, public acknowledgement during the general assembly on Monday by the Principal, to receiving special privileges in the hostel e.g. longer time with the laptops or additional 30 minutes awarded before bed time.

### **Labelling of Items:**

- All boarders should have their personal belongings properly labelled and have them insured under their parents' household insurance. No claim can be made against the school's insurance for students' property. Boarders are encouraged to hand valuable items, including passport to their Head of Boarding House for safekeeping.
- Any damage should be reported as soon as possible to the House Parent, Form or Subject tutor so that repairs can be made as quickly as possible. In cases of avoidable or deliberate damage, the cost of repair to the school's or other student's property may be charged to the parents' bill; parents will be informed in advance of billing.

### **Expensive Personal Items**

- The school strongly discourages expensive personal items from being brought into school (e.g. Laptop, watches, sunglasses etc) and **will not be held responsible** in the case of loss or damage to said items. Items should be functional and not 'top of the range / designer brands etc.

### **Laundry submission:**

- Laundry is done thrice a week. Students must submit their uniforms (Trousers, skirts, shirts, ties, and blazers), House wear, Sunday wear, beddings, towels and all items that are allowed to go for laundry on scheduled laundry days.
- Laundry is returned back to students twice a week, two days after submission

- Careful planning on the part of the student is needed to ensure that they don't run out of clean uniforms.
- Students are responsible for washing their own under garments such as under wear, vests, and socks.
- Washing of undergarments and socks is done between Friday and Sunday afternoons. Each year group have their own scheduled day for this to happen.

### **Use of Common rooms:**

- Use of the common rooms is available in free time at weekends and public holidays
- Students may watch TV programmes as directed but are limited to age appropriate programmes only.
- Food and drink are not allowed in the common room.

### **Morning Routines:**

- All students are responsible for waking themselves using an alarm clock.
- Junior secondary students (JSS1-3) will receive assistance from staff in regards to waking up and preparing for school.
- It is the responsibility of every student to ensure they have a watch with an alarm on it.
- Students must vacate the hostel not later than 6:45am on week days and that is Monday – Friday, and not later than 7:45 am on Saturdays and Sundays

### **Meals and the Dining Hall:**

- Every student must attend the dining hall at each meal time and no student should be found wandering outside – sanction will apply
- Books or laptops are not allowed in the Dining Hall during meal times and must be safely stored in their lockers
- All students are expected to go straight to their tables and await the blessing of the food they are about to receive
- Students will then go to their designated serving point, table by table to get their food in an orderly manner.
- Students are expected to clear their plates and trays at the end of their meal, and await end of the meal blessing before leaving the dining in an orderly manner.
- Students who break plates, cups will be surcharged for the replacement of the items.
- Plates, cups and cutlery must not be taken out of the Dining Hall. Doing so will attract a very serious sanction

### **TUCK SHOP AND POCKET MONEY**

- Learning the value of money and being able to manage their own finances is an important part of a child's education. Being given a fixed amount on a regular basis enables a student to make choices, and budget wisely. We have no cash on site and the students are issued with Cheque books for purchases at the school tuck shop. This is then taken out of the parents' account deposited with the school.
- Money required for specific purposes can be deposited with the account office. Students have no opportunity to spend cash on site, so **please do not give the students money at any time.**
- The consumption of high-fat foods and high-sugar content drinks is discouraged. Students may spend a maximum of N500/week.

### **Exeats**

- Atlantic Hall is a full boarding and all students are expected to be in residence except during holidays.
- Parents who in exceptional circumstances may need to take their children out of boarding are required to send an official request through the school's official e-mail address at least 24 hours in advance during office hours (Mon-Fri 8.00am -5.00pm & Sat 9.00 am – 11.30 am).  
**N.B.** Requests sent on Sunday will be processed on Monday once the office is opened.
- Parents must state their reason for wanting to take their child out of school, and they should wait for the response that their request has been granted before setting out on the journey to school.

### **Prefect Selection/Student leadership team:**

- Each year Atlantic Hall selects, with contributions from the body of students, prefects from the senior class
- The prefects are the student leadership team. They are given extra responsibilities, and are the liaison between the student body and the school management team.
- Qualifying to be a prefect is very competitive. Selection begins in JS1
- The following is an example of criteria that is used in the selection; good standing academically, consistently well behaved, consistent exhibiting of leadership skills, and must be involved in community / whole school service.
- Selection is a rigorous process, with objective criterion-based assessments and interview.
- In addition to the prefects, elected students from each year group constitute the Student Representative Council (SRC) with a Speaker elected directly from among the SS3 students.
- The body of prefects shall elect (or appoint) two of its members into the SRC
- Each year group shall elect two members to represent it in the SRC
- The SRC meets at least four times in a term, twice in each half term.

## **Visiting Policy:**

- Visiting days are scheduled on every third Saturday after resumption
- Parents are **not permitted** to visit their child / children outside of scheduled visiting days
- Visiting hours are between 11am and 5pm.
- Students must be signed out from the hostels for visitation by their parents or guardians
- Parents or guardians who are unable to visit, but would like their child to join family friends are required to send a letter or e-mail prior to the visiting day, giving the school permission to release their child to the other family during visiting hours. Full details of the hosting family or individual should be included in the letter or e-mail message.
- Students are not allowed to take any food back to the hostel, and parents/guardians are encouraged to bring just enough food for consumption during the visitation
- All visitors are expected to leave the school premises following the siren by 5.30 pm latest.

## **Family Pets:**

- No pets are allowed on the school premises (without exception)
- Families found with pets on the school premises will be asked to leave immediately

## **Birthdays:**

- In a school of over 600 students, it is not practical to celebrate each child's birthday on the actual day that each child was born.
- Our birthday recognition days are celebrated on every second and fourth Saturday of every month.
- Students can pick any one of the two Saturdays within their birthday month to celebrate their birthday.
- Parents can bring the following items for their child's birthday celebration: Cake, Drinks, Biscuits and sweets. Cooked food is not allowed.
- Please only bring enough food for the occasion (any excess will be seized)
- Birthday food items should be dropped directly at their child's hostel
- The child will celebrate the birthday with his/her peers in school (parents are not permitted to attend)

## **HOMEWORK**

- Students study and do homework during evening prep which is supervised by house parents. Students are expected to record their homework in their planners which they are required to take to every lesson and prep session. Staff may make comments in the

planner with respect to the completion of homework, attitude and difficulties encountered. Planners are checked regularly by Form Tutors, House Parents and Mentors. Students also have quiet study time in their Boarding Houses to complete unfinished homework, review notes or read.

### **Prep Time/Study Time:**

- Junior students (JS1-3) must attend 'Prep' which is between 7:00pm – 8:30pm (Monday -Thursday), 4:30 – 6:00pm on Friday and 9.00am - 10.30am Saturday
- Senior students (SS1-3) must attend 'Prep 7.00pm - 9:00pm (Mon-Fri) and 9.00am - 11:00 am on Saturday.

### **Lights-out:**

- Lights out time (Monday to Sunday) is at **10.00pm** for senior secondary students and **9:00pm** for junior secondary students.
- Students are expected to start preparing for bed, (i.e. shower, brush teeth, etc) **30 minutes** before lights out.

### **Changing of a hostel Room**

- Changing rooms is a last resort will only be allowed under exceptional circumstances.
- Any request to change a room should be submitted to the head of boarding in the respective boarding house, and can only be approved by the Vice Principal Administration.

## **HEALTH AND MEDICATION ARRANGEMENTS**

### **Clinic visits**

The health of our students is of vital importance to us. The School Clinic is staffed 24 hours by a resident doctor and 2 nurses. Students may visit the clinic in accordance with the following:

- During school hours (8.00am-3.30pm) students are required to get a clinic 'tag' from their class teachers, Vice Principal Administration, and present this for admission into the clinic.
- During out of school hours (3.45pm-6.15pm, students can walk into the clinic at any time to be attended to.
- During evening prep and for night consultations, students must be accompanied by house parents, teacher on duty.
- Based on the assessment of the attending doctor, students may be admitted for observation and further care. In such situations, the parents of such students are contacted and informed of the admission.

- Students on admission **may not leave the clinic** before they are discharged. Students who contravene the doctor's order to remain on admission until properly discharged will have their parents notified, and may be sent home.
- In cases of emergencies, students will be given initial care and stabilized in the school clinic. Parents will be informed and they will advise the school on the choice of hospital for referral. The affected student will then be conveyed in the clinic ambulance, accompanied by a nurse or nurse assistant.

### **Clinic visiting hours:**

- The visiting hours are 4-5.30pm Monday to Fridays and 11a.m to 5pm Saturdays and Sundays
- Friends/Siblings wishing to visit a patient on admission may do so during the above hours (with permission)

Parents may visit their child on admission at any time

The school will require all parents to state in writing any ongoing health problem their children may have; this will include allergies, asthma and any other conditions. All new students will be required to bring in the report of a comprehensive medical examination from their family doctor.

Prescribed medications are kept securely in the Clinic, and a written record is kept of all medication, treatment and first aid administered to students. Likewise, a written record is kept of all significant illnesses, accidents or injuries to students. Parents are asked to give permission in advance for the administration of first-aid and appropriate non-prescription medication to their children, and to seek medical treatment when required. Every effort is made to keep parents fully informed if their child requires medical aid.

Parents should inform the school by letter if their child has been ill during the holidays, has a condition which restricts physical activity, or has received any injections. It is vital that the school is informed when a student is returning to school whilst taking any medication. Parents are asked not to bring their children to school if they are ill or carrying a contagious illness.

Students wearing spectacles must have a replacement pair at the school in case of emergency. Contact lens wearers must have a pair of glasses available to use in emergencies.

### **HEALTH RECORDS**

An individual record of a student's health is kept confidentially and securely in the Clinic. This includes information provided by parents, as well as details of illness necessitating consultation with a medical practitioner or a stay in the Clinic. These records are consulted by, or copied to, medical staff likely to administer medication or treatment. As appropriate, pastoral and teaching staff will be kept informed. Records also include parental and emergency contact details, and parental responsibility information.

## **HEALTH EDUCATION**

The school has a Personal, Social and Health Education (PSHE) programme, which includes age appropriate education on health issues. Topics comprise relevant advice and guidance on alcohol, substance misuse, smoking, sex education (including sexually transmitted infections) and personal safety.

## **MANAGEMENT OF HEALTH AND PERSONAL PROBLEMS**

Each year group has pastoral structures in place to support students in relation to any health or personal problems (for example, food allergies, asthma, homesickness, bereavements and other personal difficulties). Some students will exhibit aspects of homesickness when they first start a boarding school. It is perfectly natural to do so. However, most students quickly get over this feeling once they settle in and make new friends, and discover the great opportunities that Atlantic Hall can offer in terms of learning, sport, activities and friendship. As a parent, please do not be too concerned if your child takes a while to settle in their second home, this is normal.

To help your child settle in, we ask parents not to contact their child in the first two weeks, although you are welcome to call the House Teams for news of your child. Too much contact with home can be unsettling in the early days.

### **Medication:**

#### **All medicines are to be handed to the Clinic at the start of term or half-term.**

- Prescribed medicines are kept in the School Clinic where it is dispensed by a Nurse.
- Students who have been prescribed medication in school or from their family doctor are followed-up daily to ensure compliance.
- Medication is taken to the Dining hall by a nurse during breakfast and also at dinner time to enable ease of regime compliance.
- The clinic has a medications compliance form where defaulting students are tracked. Such students are then brought by their house parents if it is in the evening, or head of year to take their missed doses.
- Appointments with the family doctor, dentist, optician and orthodontist can be arranged but where possible routine visits should be arranged for during the holidays.
- In the event of a serious illness or accident, parents will be contacted and a boarder can return home if a prolonged period of absence from school is anticipated.
- The school should be informed of any major medical treatments received by a boarder during the holidays.
- The school offers general counselling support and gives specific advice in the areas of health education and diet.

## **HEALTH AND SAFETY**

- The Boarding Houses are all subject to Health and Safety audits as required for best practices. House Teams are responsible for ensuring that students are aware of, and follow the guidelines regarding safety.

## **SECURITY AND SAFETY**

Each Boarding House has planned responses to a range of foreseeable major incidents or crises. There is a security guard stationed at each of the Boarding Houses and others around the site 24 hours a day. Our primary responsibility to all of our students is for them to be safe and secure.

## **FIRE PRECAUTIONS AND DRILLS**

Regular risk assessments, with regard to fire, are carried and advice is taken from the Fire Service professionals. Fire drills are carried out regularly. House Teams are responsible for seeing that the students understand the procedure in the event of a fire, and these procedures are clearly displayed in each hostel. Matches, lighters, candles or inflammable materials should not be brought into the Boarding Houses.

## **SECURITY**

- Students are encouraged to communicate, interact and enjoy activities together rather than listen to music or play games in isolation. It is for this reason that the use of mobile phones, laptop computers (particularly from home), games consoles and any other electronic devices are highly controlled in the school.
- Every effort is made to ensure the security of the students in our care (e.g. security staff and tested locks) and that access to the boarding accommodation is both restricted and closely monitored. Students are given clear guidelines on how they can contribute to the security of all. No student is allowed to leave the school campus without adult supervision and a clearance slip signed by the Vice Principal Administration at any time.
- The school is in constant communication with security and government agencies to guard against or engender appropriate reaction to any form of invasion or intrusion.  
Atlantic Hall is a community where security is taken very seriously.

## **CODE OF CONDUCT**

Students' conduct at Atlantic Hall is expected to be excellent. One vital element within the guidance process is that of good discipline, with an emphasis on enabling students to acquire appropriate self-discipline over time.

Students will be rewarded with praises and merits for displaying good behaviour and will be reprimanded when they misbehave.

### **Appropriate Relationship Policy:**

- As a co-education school, students are expected to relate to each other appropriately. Any sexual impropriety between students will result in an immediate sanction.

### **Restricted Areas:**

- Students are to observe stipulated boundaries; for example, no male students should be found in or near the girl's hostel and no female students should be found in or near the boy's hostel.
- All students are not allowed in staff residential areas or any demarcated 'out of bounds'

### **Physical Violence:**

- Physical violence of any kind, e.g. fighting, threat of physical violence may result in an immediate sanction and possible dismissal.

### **Harassment/Bullying:**

- Atlantic Hall has a zero-tolerance policy on bullying or harassment and any student who is found bullying or harassing another student will be referred to the Vice Principal Administration for appropriate sanction according to the school discipline policy.

### **Foul Language:**

- Use of profane language is not acceptable. Any student caught using profanity will be given one verbal warning for the first time. Subsequent offenses will result in more serious disciplinary action.

### **Appropriate use of Technology:**

- All students must adhere to the school 'laptop policy'
- All students must hand in their laptops to their house parents before lights out
- Any student who is found using any electronics after lights out or fails to hand in his/her computer will face disciplinary action

### **Search Policy:**

- Atlantic Hall reserves the right to search the hostel rooms, hostel lockers as well as school lockers and box rooms at any time.

### **Dress code:**

- Students must be neat and presentable at all times. Students are expected to take pride in their appearance.
- All students must wear their school blazers to Monday school assembly.
- Students must wear the appropriate uniform as prescribed by the school during school hours and when attending classes.
- Students are allowed to wear their house wear, and the appropriate foot wear as prescribed by the school.
- All students are expected to wear their Sunday wear to church for worship.

### **Respect:**

- Students are expected to accord (Nigerian) respect to all members of the school community and visitors.
- Students are expected to treat all adults and fellow students with respect and courtesy at all times. Behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.
- Students are expected to show respect for all school property, other students' belongings and their own.
- Students are expected to respect the school environment by keeping it clean and litter-free, and not walking on the green areas.
- Students are expected to comply with an adult's instructions, to work to the best of their ability and to present assignments and homework neatly and on time.
- Students are expected to attend every class and all school activities unless they have been excused by the School Clinic or House Team.
- Students are expected to move quickly to lessons, activities and the Boarding Houses. They are not allowed to loiter.
- Disrespect, in whatever form, will not be tolerated and may result in disciplinary action.

### **Access to the hostel during school hours:**

- The hostel will remain closed during school hours therefore all students must plan ahead and pack everything they need before leaving the hostel each school day i.e. to have all books and required materials for lessons or activities.

Only under exceptional circumstances will a student be given a hostel tag to go back to the hostel during school hours.

### **Conduct in the Boarding House**

- Students should keep their belongings and rooms tidy.
- Students should respect the privacy of other students.

- Students are expected to show tolerance and kindness to others.
- The Boarding House is out of bounds during the school day.
- Students should remain in the Boarding House after 9.00pm
- Students are expected to attend a religious service (Interdenominational/Catholic/Muslim).

## **EQUAL OPPORTUNITIES STATEMENT**

We will take every opportunity to ensure that

- No member of the community should be a victim of sexist, racist or other discriminatory attitudes.
- All students are encouraged to perceive difference positively and to develop confidence and a sense of self-worth.
- Students are encouraged to become independent and to recognise and make constructive criticism of bias and prejudice.

## **Clubs and Extra- curricular activities**

- All students are required to join a minimum of three extra- curricular activities and are expected to participate in a club or sporting activity after school.
- All students should report to their hostels immediately after school (Monday – Friday) for roll call, dropping off their back packs, change of clothes, and siesta.
- Students are allowed out for extra- curricular activities at 4:30 pm.

## **Box room:**

- Students will keep their suitcases in the box room which will be locked and keys kept by the house parents.
- The box rooms will be opened during select times and supervised by the adult
- Access to the box room outside the select times will only be granted by the house parent in charge of that box room, and the student’s activity in the box room will be supervised by an adult.

## **School Closing Days:**

- Students are expected to be in their full uniform on closing days, and will wait patiently in their hostel for their parents / guardians to sign them out.

## **Airport Transportation**

- The school coordinates an airport shuttle to and from the airport for students who live outside Lagos.
- Participating in the airport shuttle is a voluntary school service, and attracts a fee.

- Airport drop off and pick up times are between 10:00 am and 3:00 pm on both the closing and resumption days.
- All flights must be scheduled within the prescribed time line.
- All flight information must be submitted to the **school e-mail address** ([enquiries@atlantic-hall.net](mailto:enquiries@atlantic-hall.net)) not less than 1 week prior to the departure date for all students planning to use the school airport shuttle.
- The school reserves the right to cancel this offer but with adequate prior notice to regular subscribers.

## **DISCIPLINARY POLICY**

- The school operates a system of rewards and sanctions in order to promote a positive and friendly atmosphere around the school.
- Rewards and sanctions are given by members of staff based primarily on the behaviors of students and work effort.
- Rewards and sanctions are fairly applied. Parents may not request that a reward or sanction be given or removed.
- Appreciation of compliant behaviour, support to peers and authority is demonstrated by open recognition, award of testimonial, gift, etc
- A student who persistently refuses to respond to correction will be referred to the Vice Principal Administration and/or the Senior Leadership Team for escalated sanctions which may include a letter home/phone call, home suspension or permanent exclusion from school (please see below).

The application of disciplinary action will be determined by the level of misconduct of the student which are categorized into **minor or major misconducts**.

### **Minor misconducts may include the following:**

- Inappropriate or disruptive behaviour during lessons
- Repeated poor class work
- Repeatedly failing to bring the correct equipment to lessons
- Littering the school environment
- Lateness to classes, dining hall, or waking up late.
- Dress code violations, rudeness, refusing to do chores
- Poor academic performance
- Persistent poor behaviour around the school, e.g. during the sports, prep
- Lack of or lateness in handing in homework
- Being in a restricted area without permission
- Leaving personal belongings carelessly around the school

- Use of foul languages
- Braids extension beyond shoulder length/ not black (girls)
- Rough, too high or unkempt hair (boys)
- Inappropriate uniform or appearance e.g. too short skirt, wrong school shoes, tight-fitted trouser for boys etc.

## Penalty

**'Three Strikes Out'** (properly documented in student's planner) - **sanctions are only applicable after giving two (2) warnings.**

- Community service e.g. washing plates in the Dining, picking litters around the school, etc.
- After school detention
- Writing lines
- Student's standing at the back of the classroom
- Isolating on a different table.
- Students may miss snacks or favourite activity/social event.
- Referral to a member of the Senior Leadership Team

### Major Misconducts are:

- Possession of contrabands (e.g. mobile phones, iPod, cash, pornographic materials, illegal drugs, tobacco, alcohol, weapons, repeated minor infractions, etc).
- Sexual misconduct/ Assaults
- Physical fighting or attack
- Damaging or defacing school properties
- Examination malpractices or Impersonation
- Alteration of marks awarded by teachers
- Bullying or harassment (see the Anti-Bullying Policy)
- Disrespecting a member of staff
- Taking other people's things without their consent

## Consequence

**All major misconducts will be reported to a member of the Senior Leadership Team. After which any of the following could apply:**

- Incidents report by the erring student.
- Staff involved might also be required to write a report depending on the seriousness of the offence.
- Inviting the erring student's parents to the school.

- Sending of e-mail message to notify the parents.
- work detail after school or during the weekend.
- loss of privileges such as taking part in socials, sports, etc
- Hairdresser or barber to cut the hair (shave) after notifying the parents involved.
- Internal/ External Suspension
- Expulsion

**Any sanction (except expulsion) shall be documented in student's planner**

### **RULES FOR INTERNET USE (to Contact with Family and Friends at Home)**

Regular communication and contact between students and their families is encouraged by the following means:

1. Telephones are provided to receive incoming calls at designated times during weekends, the numbers for each Boarding House are available on the contact sheet;
2. Contact with home is encouraged using emails at weekends (Friday – Sunday) under the supervision of House Parent.
3. For reasons of safeguarding and personal security, instant messaging and social networking websites are blocked by the school's systems. This is the same in most boarding schools as young people can be vulnerable to adult predators on these sites.
4. Family visiting days are designated on the calendar to provide your child with vital emotional support. We expect parents to make every effort to attend, or if this is not possible to send another family member or friend. Should no one be available, please inform the House Team in advance, so your child can be paired with another family for the day.

Families are welcome to join the religious services on a Visiting Day from 9:00a.m. They may also bring along a picnic to share with their child(ren).

### **AUTHORISED ABSENCE**

Students may be excused from school for the following reasons:

- Serious illness or death in the student's immediate family.
- Recognised religious holidays observed by the student's faith.

### **PROGRAMME OF ACTIVITIES AND FREE TIME**

The daily routine of each Boarding House allows students adequate free time. Students have access to a range of activities both within the Boarding House and those organised by the school. Students will be expected to participate in the wide range of co-curricular activities offered but should choose a balanced programme of sports and other clubs.

Having finished the formal school day, students are encouraged to take part in the school's extensive activities programme. Students who are not taking part in a specific club will have free time during which they can use the computers in their Boarding Houses. Alternatively, they may use the time for personalized study in the library.

Students are also given age-appropriate access to newspapers, satellite television and DVDs, etc. as well as Internet access during their leisure time, in accordance with the school's Internet Policy. Members of staff monitor the suitability of what is being watched while they are on duty. The school has a filter that allows only suitable sites to be accessed while students are on the internet.

Activities are offered in four categories:

1. Indoor games and recreational sports
2. Intellectual/leadership
3. Creative and Performing Arts
4. Additional paid activities, as may be made available from time to time.

With the wide variety on offer, every student should be able to participate in their own area of interest, talent or ability.

## **CHILD PROTECTION POLICY**

Atlantic Hall has a Child Protection Policy, which includes procedures in response to allegations or suspicions of abuse. All staff and adults working at the school are made aware of the policy on an annual basis, and it forms part of the induction programme for new staff.

The Boarding House has a role to protect children from abuse both in the house and outside; abuse might be physical, emotional, neglect or sexual in nature. The Heads of Boarding are responsible for security and safety of students and staff in the Boarding Houses. All staff are trained in Child Protection procedures and follow the policy to ensure the safety of all children in our care.

A student's desire, needs and right to speak in confidence to others about matters that concern them should be respected. Boarding House Staff can guarantee that they will:

1. Pass on information to only the minimum number of people to ensure that the proper action is taken to tackle the problem.
2. Never tell anyone who does not have a need to know.
3. Take whatever steps they can to protect the informant from any retaliation or stress that might be feared as a result of the disclosure of alleged abuse.

Parents of students will be informed and consulted at every stage of an investigation if external agencies are involved.

## **ANTI-BULLYING POLICY**

Atlantic Hall places great importance on the good relationships which are fostered by the expectations of the school, and which are actively promoted by staff, parents and students. The school reinforces this by a framework of rules which aim to promote positive behaviour.

Atlantic Hall operates zero-tolerance of bullying. There are policies, systems and procedures in place to ensure the safeguarding of students which include sanctions for both students and staff who do not comply with policy. Staff are trained to be vigilant towards signs of bullying and students are also taught to report bullying. All reported and suspected incidents are investigated.

## **CHANNELS OF COMMUNICATION & COMPLAINTS PROCEDURE**

Boarders have a wide range of channels of communication available to them. It is hoped that the ethos of the Boarding Houses enables students to voice and discuss any concerns or problems openly with the Boarding House staff or their Form Tutor. In addition, the Principal, Heads of Boarding and the school's Guidance Counsellor are available to all students. Teaching staff are also available as part of the pastoral and boarding structures, and are happy to lend a listening ear.

All students are encouraged to express their views and make suggestions on how boarding provision can be improved via the Student Representative Council (SRC). There is also a Suggestion Box accessed only by the Principal for this purpose. Matters raised are discussed as appropriate by staff, and students should feel assured that their opinions are always given serious consideration, and will be responded to. The Student Representative Council is a forum to give formal expression of the student's views about their lives as boarders and learners. Each form group and prefects' body is represented by students elected by their peers.

## **PARENTS**

All staff at Atlantic Hall aim to work closely with parents to ensure that students reach their full potential both in personal and academic achievement. We recognise the particular needs of parents of boarding students to be kept closely informed of the welfare and academic progress of their children. Telephone numbers and e-mail addresses of the relevant House Teams are supplied to parents, and every effort is made to keep parents informed. Parents may also contact the school directly during the working day. Parents should always contact their child's House Parent(s) in the first instance as he/she is involved and responsible for every aspect of your child's academic performance and welfare in school.

Our staff is committed to providing the highest levels of personal care to students. We expect all parents to be supportive and show respect at all times in all their interaction with staff. If parents have a cause for concern or complaint, they should raise this with their child's Head of Boarding but may, if required, escalate their concerns to a member of the Senior Leadership Team.

## **CHANGE OF DETAILS**

We require that all parents provide a reliable e-mail address as all school communication will be sent through this means. Telephone contact will also be used in case of an emergency. Please ensure that you communicate any change of details to the school at [enquiries@atlantic-hall.net](mailto:enquiries@atlantic-hall.net)

## **STUDENTS**

### **What to do if you just want to talk to someone**

All Boarding House Staff are always ready to help as are close friends, older students and student mentors to whom you feel that you can turn. There may be times when you feel that you cannot or do not want to talk with anyone in the Boarding House nor to your parents. On such occasions you can contact the school's Guidance Counsellor.

### **What to do if you want to make a complaint**

Sometimes you may wish to complain about a concern or worry. The first thing to do is to speak to any member of staff that you trust. You can take a friend along - another student or another member of staff, which usually resolves the matter. If the matter cannot easily be resolved it may be necessary to make a formal complaint. In this case, you should write to the relevant Head of Boarding or make a formal complaint in person, in accompanied by someone else such as a friend, teacher or other member of staff if necessary.

The Head of Boarding will record the complaint in the Complaints Book and will attend to it within two days of the complaint being made.

***Please take your time to read this policy and understand both the content and its purpose. Its fundamental aim is to ensure a harmonious and transparent insight into our boarding arrangements and protocols to ensure a seamless and consistent operation for the good of all students, parents / guardians and staff.***

**Policy Reviewed:** April 2021

**Next Review:** April 2022

## Monday – Thursday School Routine

All Year Groups		
Time	Activity	Comment
5:30	Wake up	
5:30 – 6:30	Private Prayer, Shower, Tidy up rooms	
6:45 – 7:15	Breakfast (Junior)/Locker time (Senior)	
7:20 -7:40	Breakfast (Senior)	
7:30 – 7:55	Class registration/ Tutor time/Locker time (Junior School)	
7:45 – 7:55	Class registration/Tutor time (Senior)	
8:00 – 8:45	Period 1	Lessons
8:55am – 9:40	Period 2	Lessons
9:50 – 10:25	Assembly/ Tutor time	Staggered general assembly (Monday/Wednesday)
10:25 – 10:40	Short break	Snacks are served in the Dining Hall.
10:45 – 11:30	Period 3	Lessons
11:40 - 12:25	Period 4	Lessons
12:30 – 13:15	Lunch (Staggered)	Duty teachers supervises batch 2 students for lunch.  Batch 1 students move to open lawn immediately after lunch
13:25 – 14:10	Period 5	Lessons
14:20 – 15.05	Period 6	Lessons

15:10 – 16:20	Siesta / Co-Curricular (Tuesday – Junior Students and Wednesday – Senior Students) Extra/Intervention/Detention Class etc. for identified students	Boarding houses to be notified /Siesta for other students.
16:30 – 17:30	Activities	Activities may include Sports, leadership, intellectual, creative pursuits, choir practice.
17:30 – 18:00 18:00 – 18:45	Wash up Review of work with House Parents (Senior)	Boarding House
18:00 – 18:30 19:00 - 19:30	Dinner (Junior) Dinner (Senior)	Dining Hall.
18:30 – 20:00 19:30 – 21:00	Junior Prep Senior Prep	Under the supervision of staff on duty. Under the supervision of staff on duty.
20:15 – 20:45	Evening Snacks/brush & Shower (Junior)	Boarding House, preparation for next day
20:50 21:00 – 21:30	Warning bell for Lights Out Evening Snacks/brush & Shower (Senior)	Junior
21:00	Lights Out	Junior
22:00	Lights Out	Senior

### Friday School Routine

All Year Groups		
Time	Activity	Comment
5:30	Wake up	
5:30 – 6:30	Private Prayer, Shower, Tidy up rooms	

6:45 – 7:15	Breakfast (Junior)/Locker time (Senior)	
7:20 -7:40	Breakfast (Senior)	
7:30 – 7. 55	Class registration/ Tutor time/Locker time (Junior School)	
7.45 -7: 55	Class registration/Tutor time (Senior)	
8:00 – 8:45	Period 1	Lessons
8:55 – 9:40	Period 2	Lessons
9:50 – 10:25	Assembly/ Tutor time	Staggered general assembly (Monday/Wednesday)
10:25 – 10:40	Short break	Snacks are served in the Dining Hall.
10:45 – 11:30	Period 3	Lessons
11:40 - 12:25	Period 4	Lessons
12:30 – 13:15	Lunch (Staggered)	Duty teachers supervises batch 2 students for lunch.  Batch 1 students move to open lawn immediately after lunch
13:25 – 14:10	Period 5	Lessons
14:20 – 15.05	Period 6	Lessons
15:10 – 16:20	Siesta / Co-Curricular (Tuesday – Junior Students and Wednesday – Senior Students) Extra/Intervention/Detention Class etc. for identified students	Boarding houses to be notified /Siesta for other students.
16:30 – 17:50	Prep	
16:30 – 18:45	Prep	
18:00 – 18:30	Dinner (Junior) Dinner (Senior)	Dining Hall.

19:00 - 19:30		
18:30 – 20:00	Indoor Games with leisure reading	<b>Parents may call on Fridays</b>
19:30 – 21:00	Indoor Games with leisure reading	<b>Parents may call same time with junior students</b>
20:15 – 20:45	Evening Snacks/brush & Shower (Junior)	Boarding House, preparation for next day
20:50 21:00 – 21:30	Warning bell for Lights Out Evening Snacks/brush & Shower (Senior)	Junior
21:00	Lights Out	Junior
22:00	Lights Out	Senior

### Saturday Boarding House Routine

All Year Groups		
Time	Activity	Comment
6:30 – 7:30	Aerobics	1 <sup>st</sup> & 3 <sup>rd</sup> Saturdays for Junior Boys and Senior Girls  2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays for Senior Boys and Junior Girls
7:30 – 8:15	Shower, tidy up rooms and private devotion	
8:15 – 9:00	Breakfast	Dining Hall.
9:00 – 11:00	Academic Activities	Academic Activities: Prep (or Occasional scheduled lessons)
11:15 – 12:30	Hand washing and relaxation	Students wash underwear and then may read, watch television, play board games or relax in the Boarding House.
12:30 – 13:30	Lunch	Dining Hall.

13:30 – 14:00	Prep / relaxation time	Boarding House (Leisure reading)/Singing Practice
14:00 – 15:00	Book Check and Tuck Shop	Boarding House staff check student books and planners. Students can purchase snacks using the school cheque system.
15:00 – 17:30	<b>Home call/Book Check</b>	<b>Parents are allowed to call on the numbers provided by the various Boarding Houses.</b>
17:30 – 18:30	Dinner	Dining Hall. Parents may not call at this time.
18:30 – 20:00	Relaxation/Social Activities	<b>Parents can call until 8.00pm.</b>
20:00 – 20:30	Evening Snacks/brush & Shower	Boarding House.
20:30 – 20:45	Students go to their rooms	Prepare for Sunday Services
21.00	Lights Out	Lights Out for Junior students
21:30	Lights Out	Lights Out for Senior students

## Sunday Boarding House Routine

Sunday		
Time	Activity	Comment
7:00 – 7:55	Shower, tidy rooms and private devotion	
8:00	Morning meeting	Boarding House Teams lead meeting.
8:15 – 9:00	Breakfast	Dining Hall.
9:00 – 10:30	Religious Services	All students are expected to take part in their various Religious Services
10:30 – 12:30	Relaxation – Pleasure reading	Preparation for the week.
12:30 – 13:30	Lunch	Dining Hall.
13:30 – 15:00	Relaxation/Pep talks	Students read, watch television, browse the internet, play board games or relax in the Boarding House.
15:00 – 17:30	<b>Home call/Recreation</b>	<b>Indoor games. Parents are allowed to call.</b>
17:30 – 18:30	Dinner	Dining Hall.
18.30-20.00	Relaxation/Personal Study	<b>Parents can call until 8.00pm.</b>
20:00 – 20:30	Evening Snacks	<b>Boarding House</b>
20:30 – 21:00	Brush & Shower & return to rooms	Students prepare for the next day
21.00	Lights Out	Lights for Junior Students
21.30	Lights Out	Lights Out for Senior Students

- 2<sup>nd</sup> Saturday shall include social activities like karaoke, dance, mimicking,
- Last Saturday shall include recitation, debate, drama, poetry, discussions/talk on contemporary issues

**Policy Reviewed: October 2025**

**Next Review: October 2026**