



ST. GILGEN INTERNATIONAL SCHOOL
AUSTRIA



ST. GILGEN INTERNATIONAL SCHOOL
ISCHLERSTRASSE 13, A-5340 ST. GILGEN

STUDENT AND PARENT HANDBOOK



**LIVING AND LEARNING
IN A
CREATIVE CARING COMMUNITY**

2009/2010
August 2009

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INTRODUCTION



“Living together is an art.”

□

William Pickens
Author (1881-1954)

Dear Parents and Students,

There are few more accurate phrases than the one above from William Pickens to describe the life of students and staff in a boarding school where the individual elements of academic learning, activities and boarding are closely interlinked for all members of the school community. Every day provides opportunity and challenge for growth in these areas. To allow each individual to extend themselves and make their own contributions, we provide guidance in the form of clear policies and procedures, which are set out in this Handbook.

St. Gilgen International School provides a safe and orderly environment based on ‘Respect and Peace’, in which each student is able to feel valued and cared for. Students and staff live and work together with clear expectations about how they are supporting each other, contributing to a positive atmosphere and making the school a centre of learning for life.

This Handbook outlines how we do this every day and functions as a living reference document with regards to all areas of student life. Students and parents are advised to take the time to read the Handbook carefully, as attendance at the school requires adherence to all the policies and procedures outlined.

While “living together is an art”, it is clearly a real life adventure with many benefits. We look forward to sharing this experience with you every day of the school year.

Christopher Greulich
Headmaster

STAFF LIST

Mr. Christopher Greulich Headmaster
Mr. Martin Reeves Director of Admissions and Acting Deputy Head

Residence Managers

Miss Natalia Varone Housemistress and E.A.L. Teacher
Mr. Kirk Wadsworth Housemaster, Teacher of Technology and P.E.

Faculty

Mr. Neil Bradley Teacher of Mathematics
Mr. Barret Fabris Teacher of Geography and History
Miss Adelheid Gruber Student Activities Co-ordinator and Grade 5 German Teacher
Mrs. Angelika Kearey Teacher of English and German
Mrs. Estelle Lefranc Teacher of French
Miss Tanja Manners Teacher of Mathematics and P.E.
Miss Claire Moore Teacher of English, World Religions and Theatre Studies
Mr. Philip Rees Teacher of Science
Miss Beatrix Schmied Teacher of Art and Boarding Tutor for Juniors
Mrs. Martha Sullivan Teacher of Science
Miss Gemma Theyer Grade 5 Teacher
Mr. Justin Wildridge Teacher of Music
Miss Agnes Zauner Teacher of German and Spanish

Administration

Mrs. Claudia Reeves P.A. to the Headmaster and Senior School Secretary
Mrs. Natascha Lohse Business Administration and Human Resources
Miss Karina Leitner Administrative Assistant
Mrs Anita Schleifer Receptionist

CONTACT DETAILS

School Reception	+43 (0)6227 20259 info@stgis.at
Headmaster	+43 (0)6227 202 59/ 1111 c.greulich@stgis.at
Director of Admissions	+43 (0)6227 202 59/ 1114 m.reeves@stgis.at
School Secretary	+43 (0)6227 202 59/1112 c.reeves@stgis.at

BOARDING RESIDENCES

Boys' Residence	+43 (0)6227 202 59/1901 k.wadsworth@stgis.at
Girls' Residence	+43 (0)6227 202 59/2001 n.varone@stgis.at

SCHOOL DOCTOR

Dr. Peter Kowatsch Salzburgerstr. 4, A-5340 St. Gilgen	+43 (0)6227 2307
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SCHOOL RECOMMENDED DENTISTS

Dr. med. univ. Bernhard Ritzberger Aberseestr. 11 a, A-5340 St. Gilgen	+43 (0)6227 22820
Med. Dent. Annette Steinmetz Aberseestr. 7, A-5340 St. Gilgen	+43 (0)6227 20429

SCHOOL BANK

Raiffeisenbank St. Gilgen Mozartplatz 4, A-5340 St. Gilgen	+43 (0)6227 2269 25
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SCHOOL EXPECTATIONS FROM STUDENTS

An important part of education is to lead students to take personal responsibility. Students and faculty live together in a small community and the school needs to be a safe place in which consideration, respect for others, and an awareness of the effects of our actions guide essential agreements and rules. These Essential Agreements are reviewed annually with the Student Government, but are set by the Headmaster:

APPEARANCE	Students should always act as school ambassadors, with their appearance reflecting this role. See also page 10.
ATTENDANCE	Students should be punctual and must attend all lessons and other school events. Unforeseen absence must be satisfactorily explained by a student's parents, the boarding Housemaster/mistress or doctor. Requests for special absence (an Exceptional Exeat) should be made in advance to the Headmaster.
BOUNDS	The Bundesstrasse, the lake shore and the St. Gilgen village boundary mark the bounds of the 'school campus'.
CONDUCT	Students are expected to show tolerance and respect at all times. Students must behave in an orderly manner in St. Gilgen, during school activities and when travelling to and from the school. Inappropriate contact between students is not allowed.
DRESS	School uniform must be worn by all students during school hours and at designated events.
GENERAL	Any action which offends against common sense or good manners is a breach of School Expectations.
PERSONAL	All possessions should be clearly marked with the owner's name.
PROPERTY	Mobile phones may be brought to school, but must be switched off during all formal school commitments. Students must safeguard their personal possessions; the school is not responsible for the loss of valuables. Items deemed to be offensive or dangerous, such as guns, knives and laser pens, must not be brought to school.
SPORT	The published regulations concerning safety on the games field, around the lake, and in the Sports Hall, must be observed at all times. When at school, students may only swim in the lake with Staff supervision.
SUBSTANCE ABUSE	Students are not allowed to be in possession of illegal drugs, cigarettes or alcoholic drinks.

START OF TERM ARRANGEMENTS

SATURDAY 5 SEPTEMBER 2009

Arrival of new boarding students by 18.00.

SUNDAY 6 SEPTEMBER 2009

Induction day for new boarding students.

Arrival of returning boarding students by 18.00.

All boarding students should read page 26.

MONDAY 7 SEPTEMBER 2009

08.00 Registration Day students should follow the signs.
Boarders will have been told where to go.

08.15 Mentor Tutor Time Student induction programme commences.
Full details will be given to students on the day.

During the first week of term, the academic time-table and evening activities programme will be co-ordinated to help everyone settle into school.

In the third week of term, parents of new students are normally contacted via email or telephone by their child's Mentor Tutor to report on how their child has integrated into the school.

Please consult the School Website Calendar page for the latest information on school events.

THE DAILY ROUTINE – INCLUDING BOARDING

Grades 6 to 10 - Monday to Saturday

07.00 - 08.00	Get up, wash, dress, breakfast (served 07.15 - 07.45)	
08.00 - 08.10	Registration for students at Reception	
08.15 - 09.10	First Lesson	
09.15 - 10.10	Second Lesson	
10.10 - 10.30	Morning Break	
10.30 - 11.25	Third Lesson	
11.30 - 12.25	Fourth Lesson	
12.35 - 13.15	Lunch in Village Restaurants	
14.00 - 14.55	Fifth Lesson	(There are no lessons on
15.00 - 15.55	Sixth Lesson	Wednesday or Saturday afternoons)
16.00 - 16.15	Afternoon Tea	
16.15 - 17.45	Personal Activities Programme	
18.30 - 19.00	Evening Meal in the Residence	(in Winter time 18.00 – 18.30)

Grade 5 - Monday to Saturday

Grade 5 are taught periods one to five, mainly by their Class Teacher. After lessons they have earlier supervised activities and study hall. Lights out is at 20.30.

Wednesdays and Saturdays

Both days are a mixture of lessons and Core Activities. A total of four lessons are timetabled flexibly either on Wednesday and/or Saturday. This approach allows us to take advantage of seasonal opportunities for activities. On Exeat weekends, lessons are always held on Wednesdays, to allow students to leave for a long weekend on Fridays.

Lower Middle School - Evenings Grades 6 and 7

19.00 - 20.30	Study Hall for Grades 6 and 7
21.30	Lights Out

Upper Middle School - Evenings Grades 8 to 10

19.00 - 21.00	Study Hall for Grades 8, 9 and 10
22.00	Lights Out

Sunday

For boarding students, Sunday is a more restful day based around the Residence.

FOOD AND DINING

All students are expected to attend meals. Day students join Boarders to eat lunch in local village restaurants. Food is nutritious, seasonal and ingredients are locally sourced where possible. Boarders have breakfast and their evening meals in the Residences.

A TYPICAL DAILY MENU

Breakfast (is varied each day) includes:

- Fruit juice and yogurt
- Cereals, fresh fruit
- Fresh bread and/or rolls, jams
- Milk, tea or coffee

Three Course Lunch (in Tutor Groups on Thursdays)

- Soup of the day, with fresh bread
- Main Course
 - Filet of trout with root vegetables and dill potatoes
 - or
 - Pork medallions with foil potatoes and vegetables
 - or
 - Vegetarian choice: vegetable curry with pilau rice
- Dessert
 - Apricot dumplings
 - or
 - Fresh fruit salad
 - or
 - Chocolate mousse

Afternoon Tea (a light snack)

Homemade cakes, light snacks and fruit. Daily variety.

Light Evening Meal

- Spaghetti with sauce
- or
- Vegetable strudel
- or
- Greek salad with bread

House Supper

Organised by students. All Residences have kitchens with refrigerators and cookers. The school provides for hot drinks, light snacks and fresh fruit.

There is also a Greisslerei (a small café and shop) on the School Park – see the Notice-board for opening times.

SCHOOL UNIFORM AND DRESS CODES

Students are required to wear the school uniform for classes, sports and activities, unless otherwise indicated.

In the evenings and at weekends during leisure time 'smart casual' clothing is allowed.

Jewellery: Students may not wear excessive amount of jewellery and it should be discrete and not offensive in any way. Jewellery must be removed upon request of a member of staff or school designated activity leader.

- Only girls may wear earrings - one set of studs or hoops.
- Rings - one signet or plain ring may be worn on either hand.
- Watch - one watch may be worn.
- Necklace - one discreet necklace may be worn beneath the shirt.
- Bracelet - no more than one discreet bracelet on each arm - the same applies to the coloured plastic bands representing charities or campaigns which are now fashionable.

Make up: Heavy make-up is considered to be inappropriate for school but it is acknowledged that, as young people move further up the school, a small amount, modestly applied may not be objected to.

Hairstyles: Should be appropriate for school. They should not include extreme colour lengths or styles.

All students are also expected to possess formal clothing suitable for smart occasions such as the End of Term Winter Celebration and Speech Day.

We expect all of our students to maintain a tidy appearance. The final arbiter of what is acceptable is the Headmaster.

ORDERING YOUR SCHOOL UNIFORM

School uniform may be bought from the School Boutique or via the portal on the School website (under development 2009-2010).

LANGUAGE OPTIONS, ACTIVITIES AND MUSIC INSTRUMENTAL LESSONS

LANGUAGE OPTIONS – GRADES 6 TO 10

All students study English and German. Students are asked to select either French or Spanish classes for their additional Language B2 instruction.

Students are asked to return their Language B2 Option form.

In future years we will add additional languages to the B2 programme enabling our students to learn conversational abilities in a wide range of additional languages.

ACTIVITIES OPTIONS – GRADES 9 TO 10

Students in Grade 9 and 10 may specialise more in their Core Activities by opting for a main sport. They do this by completing an Activities Option form.

PRIVATE MUSIC INSTRUMENTAL LESSONS

Students are also asked to return the Musical Instrumental Lessons form if they wish to have private tuition on their chosen instruments. The cost of these private lessons will be invoiced separately.

COURSE OPTIONS FOR ACADEMIC YEAR 2009-2010

Student Name and School Grade	
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ADDITIONAL LANGUAGE OPTION

Please choose one of the following two languages for the **Language B2** Timetable Option:

FRENCH		SPANISH	
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Please advise if you wish to have additional tuition in your mother-tongue:

MOTHER TONGUE (state language)	
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PRIVATE MUSICAL INSTRUMENT LESSONS

If you wish to have private tuition on your chosen instrument(s), (the cost of which is euro 30 – 50 / hour, payable for a whole term) please answer the following questions below:

Name of instrument?	
Number of years tuition on this instrument?	
Any Grades achieved?	
Do you intend to bring your own instrument?	

ADDITIONAL PRIVATE TUITION

Please use this space to request any further educational requirements, such as a second musical instrument or Latin lessons. We will confirm receipt of each request.

SUBJECT	ADDITIONAL INFORMATION

Date: _____ *Signature Student:* _____

Signature Parent: _____

Please return the completed form as soon as possible to:
 Claudia Reeves, c.reeves@stgjs.at, Fax: +43 6227 20 259 10

CORE ACTIVITIES OPTION FORM YEAR 2009-2010

To be completed for Grade 9 and 10 students only.

Student Name and School Grade	
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WATER SPORTS

Grade 5 to 8 students will do both sports on offer. Grade 9 to 10 students are requested to choose one of the following two options:

ROWING		SAILING	
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WINTER SPORTS

Students of all Grades will participate in skiing and snow-boarding. Grades 5 to 8 will additionally be experiencing cross-country-skiing and ice-skating. (Winter sports equipment can be brought or rented here.)

MOUNTAIN SPORTS

Grade 5 to 8 students will do both sports on offer. Grade 9 to 10 students are requested to choose one of the following two options:

HIKING AND ROCK CLIMBING		ORIENTEERING AND EXPEDITIONS	
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Date: _____ Signature Student: _____

Signature Parent: _____

Please return the completed form as soon as possible to:
Claudia Reeves, c.reeves@stgis.at, Fax: +43 6227 20 259 10

MENTOR TUTORING AND L.A.P.

MENTOR TUTORS

Each student is assigned to a tutor, a faculty member, who meets regularly with their group of six to eight students. Tutors get to know their tutees very well, monitoring their academic, co-curricular, social and physical development – usually throughout their schooling.

Tutors also meet their tutees for social events and eat lunch together on Thursdays. A tutor group will include students from a variety of Grades within either Lower Middle School (Grades 6 and 7) or Upper Middle School (Grades 8 to 10). Grade 5 are tutored by their Class Teacher.

Most importantly, students and their Mentor Tutor agree and set regular targets ensuring that students get the best from the many opportunities provided by the school.

Tutors are always available to parents by email.

ACADEMIC SUPPORT

Academic Support is an option within the Personal Activities Programme where students can work on homework, with the support of a duty teacher.

LEARNING ASSISTANCE PROGRAMME (L.A.P.)

The school organises a Learning Assistance Programme (L.A.P.) which supports the individual needs of students by providing one-to-one quality time. Volunteers are paired with specific students to help them for a variety of reasons.

Any student who would benefit from individual time can be part of the programme. Students who may benefit include those who:

- Have an interest or talent to be extended
- Need encouragement in academic work
- Need help with handwriting and/or the presentation of work
- Have low self esteem and confidence
- Are shy or have been disruptive
- Have English as an Additional Language
- Find aspects of literacy or numeracy a challenge
- Have emotional and social needs.

Further details of L.A.P. will be given to students during Assemblies.

FIRE AND EMERGENCY ARRANGEMENTS

See your Classroom and Residence Notice-boards for a detailed evacuation plan. Familiarise yourself with all procedures. Be sensible when using electrical appliances and remember to switch off as many appliances as possible during the day and at night.

FIRE INSTRUCTIONS

Anyone discovering a fire will:

- a. SHOUT "FIRE, FIRE, FIRE"
- b. PRESS THE ALARM BELL – if fitted in the building
- c. TELL THE NEAREST TEACHER OR ADULT

THE NEAREST TEACHER OR STAFF MEMBER WILL:

- a. Instruct all students and staff to leave the building, on way out check all rooms are clear and close doors. Follow students from the building to the Assembly Point.
- b. If the Alarm has been triggered, the Fire Brigade is already notified. If the Alarm has not been set off dial 122 and inform Reception.

ON HEARING THE ALARM STUDENTS SHOULD:

- a. EVACUATE THE BUILDING VIA THE NEAREST MARKED ESCAPE ROUTE, QUIETLY AT WALKING PACE, CLOSING DOORS BEHIND YOU
- b. NOT STOP TO COLLECT PERSONAL POSSESSIONS
- c. ASSEMBLE AS INSTRUCTED AT THE DESIGNATED ASSEMBLY POINT
- d. AWAIT ROLL CALL BY A MEMBER OF STAFF
- e. NOT DISPERSE UNTIL INSTRUCTED TO DO SO.

ASSEMBLY POINT

Campus Assembly Point is by the Boathouse Gate. Students and Teachers assemble by Grade. For evacuation of the Ratz Residence the Assembly Point is in front of the Swimming Pool entrance.

At the Assembly Point a roll call of all students and staff will be made and any unaccounted names will be sent by the person responsible (Martin Reeves; or in his absence Kirk Wadsworth) via mobile or in person to the Headmaster. Staff should not allow anyone to disperse until instructed by the Headmaster.

LIBRARY AND MEDIA CENTRE

At the beginning of each year, the librarian introduces the Library and Media Centre (L.M.C.) to students, enabling them to familiarise themselves with the school's educational resources and the Library Literacy Programme.

USE OF THE SCHOOL LIBRARY AND MEDIA CENTRE

The opening times for the Library and Media Centre vary and are posted on the L.M.C. door. When in the library please respect the expectation of others to work quietly.

USE OF I.C.T. FACILITIES

The I.C.T. Department, located on the ground floor of the Library and Media Centre, is available for planned bookings. Please consult the I.C.T. Notice-board for further information.

Students are asked to sign and always follow the school's I.C.T. policy:

[Acceptable Use of Computers Policy \(A.U.C.P.\)](#)

USE OF SCHOOL MACBOOKS

In particular, students are asked to use their School Macbook computers responsibly:

- keeping the battery charged
- keeping them in their protective cover when possible
- keeping them secure – use the lockers during the academic day
- keeping them dry and
- for boarders, handing them in to recharge overnight.

ACTIVITIES

All students are supported by their Mentor Tutor in structuring their co-curricular activity commitments to balance physical activities, practical skills and a service commitment. Students are encouraged to explore new talents and to further develop their favourite ones.

Co-curricular Programme

Each week a number of complimentary programmes run concurrently:

- **CORE ACTIVITY PROGRAMME**
- **PERSONAL ACTIVITY PROGRAMME**
- **CULTURAL ENRICHMENT PROGRAMME** - mainly Saturday evenings

Please consult the school calendar on the main school website

Extra-curricular Activities

Opportunities for additional activities such as riding, golf, joining local clubs and societies may be made on an individual or group basis, but may incur an additional cost. Please consult the Activities Coordinator with requests.

For all activities, health and safety is taken very seriously. All activities have been audited for Risk Assessment and students must follow the guidelines and instructions set.

C.A.S. WEEK

A highlight of the first term is our Creativity, Action and Service (C.A.S.) week. During C.A.S. week there are no formal lessons but students are expected to use the week constructively.

For October 2009 students will have three options:

- 1 To go home, using their time constructively on a programme agreed with their Mentor Tutor. This could, for example, be to travel and complete a travel diary, to learn a language on an intensive course, to do charity work or to complete a creative project.
- 2 Boarders may stay at school, completing a service project and a variety of local day trips.
- 3 To go on a cultural trip. If sufficient students are interested, this year we will arrange a trip to Cambridge/London. The cost of this trip will be invoiced.

With all options, students are expected to keep a written log or blog of their C.A.S. week activities.

Students and parents will be asked to decide between the C.A.S. week options in September.

CALENDAR EVENTS

OUTDOOR EDUCATION WEEKENDS

Two weekends in the school calendar are reserved for student expeditions and explorations with increasing challenge based on age and experience. All students are expected to attend the training for these weekends.

'UNEXPECTED SOLUTIONS' – ENVIRONMENTAL CONFERENCE

In November a number of schools are invited to take part in a youth conference with an environmental theme. Both students and faculty help to host this event.

END OF TERM WINTER CELEBRATION

The end of the first term is marked by a formal event held in a local venue. The dress code is formal or School Uniform and all students and faculty are expected to attend.

FASCHING CELEBRATION

In the local custom, the end of Fasching (the local carnival season) is marked by a themed event organised by the Student Government. The theme, once agreed by the Headmaster, is set in the December preceding the event.

SNOW DAY

Winter ski races and other competitions take place during a weekend in which parents and former students are invited to take part in a number of events to test winter skills.

StGIS CHALLENGE

Towards the end of the winter term, schools are invited to come and compete against our students across a range of events taking advantage of our local environment.

PRODUCTION

The end of the second term is marked by the school's main student production (a play or a musical). Parents and the local community are invited.

COMMUNITY PROJECT WEEKEND

Towards the end of the third term a major community project is held to celebrate the year with a particular emphasis on the links we have to our St. Gilgen host community.

PROM IN THE PARK

The end of the third term is marked by a musical finale on the School Park to celebrate the music talents within the school community.

SPEECH DAY

At the end of the school year our Prize-giving and Speech Day is held at which students receive their End of Year School Report. The event is held on the School Park and all students and faculty are expected to attend. Parents who are able to attend are also most welcome. The dress code for students is School Uniform or National Dress.

The school also seeks to introduce our students to the local cultural festivals and celebrations of the host country through the Activities Programmes.

SCHOOL DEMOCRATIC ORGANISATIONS

SCHOOL GOVERNMENT

The School Government consists of all the students in the school and meets once a term – usually to discuss and then vote on a single issue.

Day students are invited to attend if practicable.

The first session in 2009-2010 will create a school Environment Policy to adopt issues of Agenda 21 – how to reduce, reuse and recycle our waste efficiently.

BOARDING RESIDENCE COUNCIL

This meets regularly every term and is chaired by the Headmaster. It consists of all boarding students and gives you the opportunity to present your thoughts on boarding matters.

I.C.T. FORUM

This is an opportunity for representatives from each Residence, day and boarding, to discuss issues concerning the use and availability of Information and Communications Technology in school.

MEDICAL AND COUNSELLING ARRANGEMENTS

Under the School's Insurance Scheme, boarders are registered with the School Doctor. If you are ill or injured, you must report to Reception or a member of staff on duty. If you are unable to participate in a school activity, you will need an absence note from your parent or the Housemaster/mistress.

Minor ailments are dealt with in-house, more serious ones by the School Doctor.

Please ensure that routine medical and dental appointments are made during the school holidays, so that they do not disrupt your academic work during term time.

Parents should make certain their child's Housemaster/mistress are informed of any medical treatment or course of medication that a student might have received during the holidays and especially if it is continuing during term time. Other relevant personal medical information, such as record of immunisations, are required by the school prior to taking up a place at the school.

SCHOOL SURGERIES

Please consult the Medical Centre Notice-board.

NEVER SHARE YOUR PRESCRIBED MEDICINE WITH ANYONE!

All students should hand over all medicines to their Housemaster/mistress (please label them with your name) for safe-keeping (unless it is approved routine medication e.g. Ventolin).

The Housemaster/mistress must be aware of all medicines that students are taking.

COUNSELLING SERVICE

If you experience problems where you feel that it would be helpful to talk to an adult, then there are people in school to whom you can go – these include the House Staff, your Mentor Tutor, the Headmaster or the School Doctor.

DESIGNATED CHILD PROTECTION PERSON

Mr Martin Reeves is always available for students who have any concerns, as an alternative to the staff in each Residence.

ANTI-BULLYING

St. Gilgen International School is committed to providing a caring, friendly and secure environment for all our students. Bullying of any kind is unacceptable. We take responsibility for helping students understand what bullying is and the harm it can do. Any incidents of alleged bullying will be investigated and dealt with appropriately.

Anyone who believes that bullying is happening is encouraged to tell a member of staff.

What is Bullying?

- Bullying has been defined as the conscious desire to hurt, threaten or frighten another person.
- Bullying is usually deliberately hurtful, repeated and makes it difficult for the victims to defend themselves.
- Bullying can be physical, verbal, emotional, racist, and/or sexual.
- Verbal abuse includes name calling, being “picked on” and offensive or prejudicial remarks or actions.
- Bullying may involve students, staff or visitors and may occur outside the School Park.

Signs and Symptoms

A student may indicate by signs or behaviour that they are being bullied. Adults should be aware that these are possible signs and that they should investigate if a child:

- is frightened of walking to or from school;
- is unwilling to go to lessons;
- begins to do poorly in school work;
- becomes withdrawn, starts stammering;
- regularly has books or clothes destroyed;
- becomes distressed, stops eating;
- cries easily;
- becomes disruptive or aggressive;
- has possessions go “missing”;
- continually loses money;
- starts stealing money;
- is frightened to say what’s wrong;
- has nightmares.

The school’s full policy is explained to all students each year and is reviewed regularly.

SUBSTANCE ABUSE

ILLEGAL SUBSTANCES

The school takes a strict view of the law regarding the possession, supply and/or use of illegal substances and will take steps to protect those members of the community who are felt to be at risk. The school is committed to a programme of education about substance abuse. This programme is reviewed regularly in line with current developments.

Any member of the school who is found to be in possession of, consuming, distributing or selling illegal substances on or off the school grounds, either during term time, or during holidays, will be considered to have committed an offence, an assessment of which will lead to disciplinary action, up to and including exclusion.

The act of providing illegal substances to students of the school is totally unacceptable and the student can expect to be expelled from the school.

If students are found to be in possession or to have used illegal substances, then their parents will be informed and the implication of their child's action would be fully discussed with them.

ANTI-SMOKING

The school policy on smoking is clear and unequivocal: it is a practice of which the school disapproves and does everything it can to discourage. The school is a no smoking area. There are appropriate sanctions which will be applied to any student caught in the possession of cigarettes or other smoking materials.

ALCOHOLIC DRINKS RULE

Students are not allowed to buy, be in the possession of, or consume alcohol during term-time or whilst on school activities.

MAPS AND THE SCHOOL BOUNDS

Grades 8 to 10 students are allowed into the village during leisure time, but must sign-out of their Residence and must not cross the main road or go beyond the village boundaries.

Grades 5 to 7 may only go into the village in groups with the express permission of Residence staff and must also sign-out of their Residence.

A map of the School Bounds will be distributed at the beginning of term.

CYCLING AND VEHICLES

CYCLING

Cycling is a regular activity in the Activities Programme. Students should not cycle in their School Day Uniforms without the specific permission of a member of staff.

It is also possible to bring your own bicycle to school under the following conditions:

- 1 You must have permission to keep a bicycle in the school from your Housemaster/mistress. The bicycle must be maintained in a good roadworthy condition.
- 2 The bike must be clearly named and must be kept locked when not in use.
- 3 Parents should insure bikes against loss or damage.
- 4 You do not cycle beyond the Bounds of the school without the specific permission of your Housemaster/mistress or Duty Staff leaving an idea of your route and expected return time. You then check-in with the member of staff on your return.
- 5 Appropriate clothing for cycling must be worn and cycle helmets are compulsory.

Cycling is not allowed on the School Park.

CARS, MOTORBIKES AND MOPEDS

Students are not allowed to bring cars or other motorised vehicles to St. Gilgen.

Boarders are also not allowed to drive or rent cars at weekends within term-time or to travel to and from school for the vacations in their own car.

Equally, learning to drive is seen as part of our curriculum and arrangements can be made for students, in accordance with Austrian Law, to learn to drive as an optional activity, with both parental and the Housemaster's/mistress' written permission.

INTEGRATING DAY STUDENTS

Day students are fully integrated into curricular and co-curricular programmes at St. Gilgen International School. Each day student is also linked to a boarding Residence.

Our expectations of each student member of our community is equal, whether they board or join us each day. So the following sections for Boarding are also relevant to our day students.

BOARDING

Dear Students and Parents,

Moving to a new school is an exciting but challenging step to take in life. We warmly welcome you to St. Gilgen International School and hope your time with us is enjoyable and educational.

Whether this is your first experience as a boarder or if you have experience from other schools this handbook aims to give you some guidance as to what to expect when you arrive so please read it carefully with your parents.

We believe that St. Gilgen International School provides you with a unique educational opportunity and we are here to provide a safe and happy environment but to do this we have to have routines and structures in place. To help us make the Residence a success there are a whole team of adults at the school including your House Tutors who help supervise the evenings and our Housekeeper who helps with food, laundry and cleaning.

When you arrive you will become part of a “boarding team” and we will expect you to give as much as you can to create a positive residential environment and to respect all the other people in the Residence.

This year, for our younger boarders, we have additional support of a Junior Boarding Tutor and the Class 5 teacher who will regularly visit and support us to help the younger students with their specific needs.

We hope you enjoy and learn from your time in our community.

Mr. Kirk Wadsworth
Boys' Housemaster

Miss Natalia Varone
Girls' Housemistress

HOUSE STAFF

BOARDING RESIDENCES:

Junior Boarding Support

Boarding House Tutor for Juniors: Miss Beatrix Schmied

Class 5 Teacher Miss Gemma Theyer

Senior Boys' Residence

Housemaster: Mr. Kirk Wadsworth

House Tutors: Mr. Neil Bradley
Mr. Barret Fabris
Mrs. Angelika Kearey
Mr. Justin Wildridge

Senior Girls' Residence

Housemistress: Miss Natalia Varone

House Tutors: Miss Tanja Manners
Miss Claire Moore
Mrs. Martha Sullivan
Miss Agnes Zauner

SCHOOL MEDICAL CENTRE

School Doctor: Dr. Peter Kowatsch
+43 (0) 6227 2307
Salzburgerstr. 4, A-5340 St. Gilgen

CHILD PROTECTION OFFICER

Designated Person: Mr. Martin Reeves
+43 (0) 6227 20259 Extension 1114
m.reeves@stgis.at

BEGINNING OF TERM ARRANGEMENTS - BOARDERS

SATURDAY 5 SEPTEMBER 2009

- 16.30 - 18.00 New boarding students move into Residences, parents are welcome to help them settle in.
- 18.00 - 19.00 Evening meal for new boarding students, parents depart by 18.00.

SUNDAY 6 SEPTEMBER 2009

- 09.00 - 18.00 Induction day for new boarding students.
- 16.30 - 18.00 Returning boarding students move into Residences, parents are welcome to help them settle in.
- 18.00 - 19.00 Evening meal for boarding students, faculty and parents.
- 19.30 Each Residence holds an orientation meeting.

MONDAY 7 SEPTEMBER 2009

MORNING ARRANGEMENTS

- 07.15 - 07.45 Buffet breakfast opens – please “check-in” with house staff.
- 08.00 Students register at Reception.
- 08.15 Assembly for all students, followed by Mentor Tutor Time
Please follow the signs to the Soft Space.
- 09.15 Normal timetable starts.

LUNCH ARRANGEMENTS

- 12.25 Lunch with your Mentor Tutor

AFTERNOON

- 14.00 - 15.55 Normal Timetable
- 16.30 - 17.00 Activities Meeting

EVENING

- 18.30 – 19.00 Evening Meal in Residence

TERM DATES 2009/2010 - BOARDERS

AUTUMN TERM 2009

New Boarding Students	Boarding students may take up residence in the afternoon by arrangement with the School Office. 18.00 Evening Meal
Returning Boarding Students	Boarding students may take up residence in the afternoon by arrangement with the School Office. 18.00 Evening Meal
C.A.S. Week	Monday 26 October to Friday 30 October. Various options available
End: Friday 18 December	Boarders may leave after lessons at 16.00 Residence close 14.00 Saturday 19 December

WINTER TERM 2010

Start: Sunday 10 January	Boarders arrive Sunday afternoon by arrangement with the School Office.
Long Weekend	Thursday 11 February to Sunday 14 February. Various options available
End: Friday 26 March	Boarders may leave after lessons at 16.00 Residence close 14.00 Saturday 27 March

SUMMER TERM 2010

Start: Sunday 18 April	Boarders arrive Sunday afternoon by arrangement with the School Office.
End: Saturday 26 June	Boarders may leave after the Speech Day ceremony Residence close 14.00 Sunday 27 June for the holidays

PERSONAL ITEMS AND WHAT TO BRING

These should be clearly marked and a record should be kept of the serial numbers or identifiable features of valuables. Parents' personal insurance should cover all valuable items. The school does not take responsibility for any loss or damage and you are urged to avoid bringing valuable items, especially large amounts of money.

WHAT TO BRING

Personal clothing
School uniform
National dress (if appropriate)
Hangers

Personal toiletries
Dressing gown
House shoes (slippers)
Winter boots
Winter coat

Classroom stationery, including fountain pen
A4 Exercise books, lined and squared (G5 - 8)
A4 Colleg Blocks, lined and squared (G9 – G11)
Paper
Envelopes for letters
Hole punch
Stapler
Highlighter
Scissors
Calculator (can also purchased from StGIS)
Old long-sleeve shirts for Art classes
(Exercise books to be provided at the beginning of the school year)

Digital camera
Mobile phone (optional)
M3P player or similar (optional)
Headphones for use with electronic media
USB Memory Stick (at least 1GB)
Watch
Alarm clock
Hair dryer (optional)
Torch
Small sewing kit
Small personal first aid kit

What not to bring:

Pets
Personal Computers
Candles
Electrical cooking equipment
Electric heaters
Irons
Television or portable DVD player

Passport
Copy of vaccinations book
Documentation of any medical conditions
Pictures of family and friends
A collection of good novels in your mother-tongue language(s)

Co-curricular Activities

Sports clothing and equipment
Gym shoes (for indoors only)
Outdoor running shoes
Water bottle
Bike helmet
Bike and lock (optional)
Ice skating shoes (optional)
Skateboard (optional)
Rip-stick (optional)

Mountain Sports Equipment

Waterproof coat and trousers
Rucksack (40-50 litres)
Waterproof walking boots
Walking socks
3-Seasons sleeping bag
Camping mat
Camping plate, bowl and mug (plastic)
Camping cutlery

Water Sports Equipment

Swimming costume (one-piece)
Beach towels for water activities

Winter Sports Equipment and Clothing

Waterproof ski suit
Boots
Helmet
Good gloves
Scarf
Warm hat
Goggles

Lots of enthusiasm!

A shopping trip will be organised for students on the first weekend of term, for all items that you were unable to source.

LIVING IN A BOARDING RESIDENCE

The boarding houses are the shared home for the allocated boarding students. It is expected that the students respect the rights of the other students and staff of the house, and to respect the physical environment of the boarding house. Everyone is responsible for maintaining the routines and order of the house by doing allocated duties. All house maintenance items must be kept in the allocated places. All areas of the house may be checked by the Housemaster/mistress at any time.

House order

- From Monday to Friday, the house is closed to students between 08.15 and 15.55 (the end of school lessons - on Wednesday and Saturday until after lunch 13.15).
- Change to house shoes before going upstairs
- Wet coats and other items, as appropriate to be left downstairs
- School items needing repair are to be reported immediately on the Forms available in School Reception.
- On weekdays, except Wednesday, after 15.55 students who leave the school grounds, except for school activities are to sign out in the boarding house. On Wednesday afternoon and at weekends students should sign the Signing In/Out book in the Residences when leaving the site.
- Visitors are to be registered in the house Visitor's Book.
- Parents must inform the school and have agreed by the Headmaster by Monday if students will be away for the following Exeat Weekend. Requests should be sent to the Headmaster, with a copy to the School Secretary. Requests must be signed by a parent.

House books

- ***In and Out Board*** – please use this as if there is a fire or other evacuation; we always need to know who is in the building.
- ***Student Signing Out and In Book*** – for leisure time, especially on Sundays. Do not sign in or out on behalf of others.
- ***House Book*** – for house staff to record information.
- ***Visitors' Book*** – for guests to use, including students of other gender and day students.

Weekend Exeats

Permission has to be given by the Headmaster by the preceding Monday 12.00 (Parents should contact the Headmaster, with copy to the School Secretary). The School Office keeps a copy of all requests for reference and informs each Residence's staff of weekend arrangements.

BASIC RESIDENCE ROUTINES

Room Order

Rooms are checked regularly after 07.45 - before students go to school. The Housekeeper makes a morning check each weekday morning.

- Bed sheets and blankets neatly placed.
- Night clothes are tidied away.
- Clothes hangers used appropriately in the right direction.
- Clean clothes neatly folded in the drawers.
- Personal items ordered neatly.
- Shoes lined up together or in the shoe box.
- Cables neatly organised – unused cables packed away.
- NO SNACKS OR INAPPROPRIATE DRINKS to be consumed in bedrooms.
- All food should be stored and consumed in the kitchen or dining room.
- Hang up all towels – also the bath mat if wet.
- Toilet and wash basin surfaces to be kept clean.
- Only appropriate bathroom items to be in the bathroom.
- Rooms should be kept clean and floors are to be swept as required.
- Room bins are to be emptied by students in the appropriate house bins for recycling.
- Please compress rubbish when possible.
- Respect the needs and rights of the room partner.

Study Hall and Homework

As the normal routine, students should work independently. Group and media work, however, may be done in the L.M.C.

When students finish work they should read quietly. Watching films or television is not allowed but students may listen to personal music with headphones – if this does not disturb anyone else.

During Study Hall mobile telephones should be switched off.

Should cooperative group homework be allowed by the evening House Tutor on duty, they take responsibility for supervising the work.

On Friday evening, after one hour, Study Hall may finish early at the House Tutor's discretion.

On Sunday evening students should Prepare (Prep) for the week ahead.

LAUNDRY

School uniform, sports kit, towels, and bedding are washed weekly by the school. Jackets are to be dry cleaned during each holiday or as necessary.

Laundry **Collected Tuesday AM** **Returned Friday PM**

Please make sure all your belongings and clothing are labelled before you bring them to school (it is also wise to buy some sewn name-tapes). Any missing items should be reported to the Residence staff.

Fresh linen and bathroom towels are provided on **Wednesday** and dirty linen and towels are collected on **Thursday** morning **before school**.

ELECTRICAL APPLIANCES

Portable appliances, extension leads and plugs can be the cause of fires, serious or fatal injuries. It is therefore vital that items brought to school are safe and in good repair. Appliances brought into the boarding house should comply with the relevant Austrian Standards. Our maintenance staff will check appliances during September each year using portable appliance test equipment.

Certain appliances are permitted:

Chargers, hairdryers, electrical toothbrushes, lens sterilisers, shavers, portable audio equipment, mobile phones and portable electronic games.

We do not permit:

Kettles, fridges, toasters, heaters, microwaves, TV sets, portable DVD players, irons, fans. For the safety and comfort of others cooking in bedrooms is not permitted.

The above lists are not exhaustive and students should ask their Housemaster/mistress for advice if necessary.

POCKET MONEY

Parents must ensure that students have sufficient money for personal needs such as toiletries and for personal travel. It is advisable for students to have their own cash-cards or account passbooks to withdraw money, which may be regulated by parents paying in a certain amount each month (but not more than euro 100 is recommended).

LOST PROPERTY AND INSURANCE

Most Lost Property is taken and stored in Reception so students should check there first if an item has been lost. Please report the loss to School Reception. The School accepts no responsibility for any losses incurred on the premises.

DO NOT LEAVE MONEY AND VALUABLES lying around. Use your lockable cupboards properly and report any broken locks.

MEALTIMES AND NUTRITION

Mealtimes are a shared event for the students and staff of the Residence. It is expected that the students respect the rights of the other students and staff of the Residence, as well as the physical environment of the kitchen and dining room. Everyone is responsible for maintaining the routines and order by doing allocated duties. All Residence maintenance items must be kept in the allocated places.

Breakfast:	Monday to Saturday	07.15 – 07.45
	Except Weekend Saturday	08.30 – 09.30
	Sunday	08.30 – 09.30

Lunch:	<i>usually starts at:</i>	12.35 or 13.00
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Evening Meal:	<i>usually starts at:</i>	18.00 or 18.30
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Students may refer to the [Student Life Calendar](#) to check daily schedules.

Mealtime Etiquette

- Wash your hands before each meal.
- Be on time for meals.
- Greet everyone you meet for the first time.
- Use please and thank you.
- Use the serviettes appropriately.
- Use the appropriate cutlery.
- Return cutlery and dishes to the kitchen and say thank you to the kitchen staff.
- When you get up from the table at any time ensure your chair is pushed in.
- Be respectful of others.

Health and Hygiene

Students and staff preparing food are trained in health and hygiene.

GUIDELINES FOR FAMILY AND OTHER VISITORS

Visitors are welcome to visit a Residence at appropriate times, but please observe the following guidelines:

- 1 All visitors must be guests of a member of the Residence and be approved by the Housemaster/mistress.
- 2 Please sign in and out in the Visitors Book provided in entrance area.
- 3 They are only allowed into those rooms as agreed by the individual Housemaster/mistress.
- 4 Parents and other adults should not walk freely through the Residence without permission from the Housemaster/mistress. This is to show consideration for the privacy of other students.

PETS

There is no provision for pets of any type to be kept by boarders at the school.

TRAVEL ARRANGEMENTS (HOLIDAYS)

During school holidays students must leave the Residence and spend this time with their parents or guardians. Parents are asked to inform their child's Housemaster/mistress about the travel arrangements to and from school at these times if they are unable to collect them personally.

TRANSPORT TO/FROM SALZBURG STATION

The school can provide transport to/from Salzburg train station at the beginning and end of each term. However, it is essential that parents book this with the School Office at least two weeks in advance. There is no charge for this service, but a place can only be guaranteed if it has been booked beforehand.

The transport will depart from Salzburg train station no later than 20.00. Students must ensure that they arrive in good time for this service. Private arrangements must be made if you cannot arrive by this departure time.

TRANSPORT TO SALZBURG AIRPORT

At the beginning and end of each term, transport is provided to and from Salzburg Airport. Those travelling by air should arrive before 19.00, if possible. Students are requested to make their way to the Information Desk to meet the St. Gilgen International School representative.

The travel itinerary for a student should be faxed at least two weeks in advance to the School Office and to the Housemaster/mistress. It should include date of travel, airline, flight number, time of arrival/departure and the airport terminal. The form to be completed can be sent to you or you can make copies of the form shown on following page. This form should be faxed back to: +43 (0) 6227 20259 10.

The school must be informed of a student's travelling arrangements.

Unaccompanied Minors will be collected from the airport by taxi, to avoid any delay. The cost for the taxi will appear on the school account.

TAXI SERVICE

If the above transport arrangements do not cater for a student's requirements, we can arrange individual taxi transport to/from a particular destination and this can be organised by contacting the School Secretary: telephone +43 (0) 6227 20259 / fax +43 (0) 6227 20259 10 or email c.reeves@stgis.at

The cost for the taxi will be charged to the school account.

ST. GILGEN INTERNATIONAL SCHOOL

FLIGHT/TRAIN DETAILS – FOR AIRPORT/STATION TRANSPORT TO BE ARRANGED

Please complete the details below and return at least two weeks before departure to ensure transport is provided to and from the airport.

STUDENT'S FULL NAME

Unaccompanied Minor Yes/No

School Residence

TRANSPORT REQUIRED FOR: TERM MONTH 20....

JOURNEY DETAILS

DAY AND DATE OF TRAVEL

FROM (e.g London Heathrow)

TIME OF FLIGHT/TRAIN DEPARTURE

FLIGHT/TRAIN NUMBER

ARRIVAL TIME

STUDENT'S MOBILE NUMBER

OTHER INFORMATION

Students will be collected from the Information Desk at Salzburg Airport and from the main ticket office area at Salzburg Railway Station.

Forms to be e-mailed back to: c.reeves@stgis.at
or faxed to +43 (0) 6227 20259 10

Please ensure you receive a confirmation of travel arrangements from the school.

STORING BELONGINGS DURING SCHOOL HOLIDAYS

The school provides limited storage space for students' belongings over each school holiday. Students and parents should let their Housemaster/mistress know as soon as possible if request for storage is necessary. In general rooms should be left empty over each holiday, to allow cleaning and maintenance to take place. Rooms may be used over the summer holidays for Summer School, so must be left empty.

RELIGIOUS OBSERVANCE

St. Gilgen International School is a secular school where all world religions are respected.

The opportunity to attend a Church Service is a voluntary part of the weekend programme for Sunday mornings. In addition arrangements can be made for Confirmation classes.

Students who do not attend a religious service on a Sunday morning take part in a Meditation – a reflective activity.

GUARDIANSHIP FOR STUDENTS AND VISA REQUIREMENTS

Parents who do not reside in Austria or who may be abroad for a period of time on business or holiday, and who have children in boarding schools, are legally required to appoint a guardian. This person must be available at all times to act on their behalf and respond to the needs of both the child and the school. This is someone with whom the student can stay during certain Exeat weekends and C.A.S. Week, provide the necessary support and who would be able to act in case of an emergency.

Some students have relatives/family friends in Austria to take on this responsibility. However, other overseas students will have no suitable contacts in Austria and will need to nominate a local guardian – who may be the Housemaster/mistress.

Parents of students without an E.U. passport are responsible for arranging their own educational visa through their nearest Austrian Embassy. Please consider that this process may take a couple of months – depending on nationality.

Edit 2009-August

