



ST. GILGEN INTERNATIONAL SCHOOL  
AUSTRIA

## STUDENT AND PARENT HANDBOOK

Academic Year 2010 - 2011



'We are what we repeatedly do.

Excellence, then, is not an act, but a habit'. Aristotle

### **Context for this Handbook : A climate of innovation**

*St. Gilgen International School is a growing, dynamic and innovative learning community that is committed to continuous improvement. This means that very little remains static at our school as we continue with our drive towards excellence.*

*The content of this Handbook was correct at the time it was written (30<sup>th</sup> July 2010), but we reserve the right to change published procedures as circumstances or improvements dictate.*

*A current and accurate version will be placed on the School Website ([www.stgis.at](http://www.stgis.at)) and will remain updated throughout the Academic Year. Equally, it is essential for students, parents and staff to consult the comprehensive information on the website at every relevant opportunity. This Handbook covers basic routines and policies. There is so much more to St. Gilgen International School than this.*

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*'We are what we repeatedly do. Excellence, then, is not an act, but a habit.'*  
Aristotle

Dear Parents and Students

It is with pleasure, pride and humility that I write the first introduction to this handbook as the new Headmaster of St. Gilgen International School.

An education of the highest quality is the greatest gift that parents can give to their children. The next global generation will need exceptional academic and intellectual creativity to take on positions of leadership and address the many challenges that face our world. Given this, it is vitally important that the leading schools in the 21<sup>st</sup> Century provide a genuinely holistic international education to prepare learners for the responsibilities they will face in their lives. St. Gilgen is such a school and we will not shirk this challenge. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. As a boarding and day school for boys and girls aged 10 to 18, we are committed to providing a Total Curriculum.

Academic study lies at the heart of St. Gilgen International School. We are determined to give our students every opportunity to make the most of their abilities through a combination of excellent teaching, an inspirational learning environment and by enabling students to take significant responsibility. Through our values of *'Respect, Courage and Discipline'* we expect excellence and nothing less.

High standards in the classroom combine with opportunities for independent study to create an intellectual curiosity in St Gilgen students that stays with them for life. Our diverse and rigorous curriculum means we are constantly able to help our learners to fulfill, if not exceed, their academic and intellectual potential.

The enormous range of activities away from the classroom ensures that each learner can grow and develop wherever their interests and talents may lie. Our wonderful learning environment inspires students to a level of remarkable creativity. We provide a plethora of opportunities in a community that rewards ambition, enthusiasm and hard work and where, without doubt,

everyone enjoys themselves. Even more important, it is where honesty and mutual respect are expected.

As Vincent Lombardi wisely said, *'The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavour'*. At St. Gilgen International School excellence is indeed a habit.

A handwritten signature in black ink, appearing to read 'M. J. Chapman', with a large loop at the top and a long vertical stroke extending downwards from the bottom right.

**Michael J Chapman**

**Headmaster.**

## **CONTACT DETAILS**

School Reception	+43 (0)6227 20259 a.schleifer@stgis.at
Admissions	+43 (0)6227 202 59 v.hambleton@stgis.at
Business Administration	+43 (0)6227 202 59 r.riedl@stgis.at

## **BOARDING RESIDENCES**

Senior Boys' Residence (Kendler)	+43 (0)6227 202 59 k.wadsworth@stgis.at
Senior Girls' Residence (Radetsky)	+43 (0)6227 202 59 l.may@stgis.at
Junior Residence (Altersheim)	+43 (0)6227 202 59/1901 j.house@stgis.at
Residence (Ratz)	+43 (0)6227 202 59/2001 j.wren@stgis.at

**In addition, we will enjoy the support of four new Residential Boarding Assistants :**

- Mr Travis Campbell
- Mr James Earwood
- Ms Jess Murphy

Through negotiation with the relevant Boarding Team, each Residential Boarding Assistant will be assigned to a House and parents will be notified.

## **SCHOOL DOCTOR**

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

## **SCHOOL RECOMMENDED DENTISTS**

Dr. med. univ. Bernhard Ritzberger +43 (0)6227 22820  
Aberseestr. 11 a, A-5340 St. Gilgen

Med. Dent. Annette Steinmetz +43 (0)6227 20429  
Aberseestr. 7, A-5340 St. Gilgen

## STAFF LIST

Chapman	Michael	Headmaster
Wadsworth House	Kirk	Head of Boarding/Activities
May	Jeremy	Housemaster/PE
Wren	Leaza	Housemistress/Economics
	James	Housemaster /IT
Alexandrov	Mila	Biology
Borerro	Christine	Middle Years Grade 7
Bradley	Neil	Mathematics
Cicero	Valerie	History/TOK
Chough	Jennifer	Chemistry
Davey	Abby	Drama/Theatre Studies
De Leigh	Antonio	ESL
Fischer	Agnes	German/Spanish
House	Aleisha	Housemaster/Grade 5
House	Jeremy	House Parent/PE
Kearley	Paul	School Administrator/Physics
Lamont	Kirsty	Art
Lefranc	Estelle	French/Music
May	Leaza	Housemistress/Economics
Moore	Claire	English/Drama/IB Coordinator/Examinations
Reynolds	Matt	Mathematics
Reichhardt	Stefan	German A/German B
Schmied	Beatrix	Activities Assistant
Seaman	Valerie	History
Theyer	Gemma	Grade 6
Wadsworth	Kirk	Head of Boarding / Housemaster / Activities
Wauge	Belinda	Library
Wildridge	Justin	Music
Woodman	Andrew	Geography
Wren	James	IT/Housemaster
Campbell	Travis	Residential Boarding Assistant
Earwood	James	Residential Boarding Assistant
Murphy	Jessica	Residential Boarding Assistant
Schleifer	Anita	Reception
Lohse	Natascha	Business Administration/HR
Riedl	Renate	Business Administration
Warter	Judith	Business Administration
Hambleton	Vivienne	School Office/Admissions
Trimborn	Arnulf	IT
KoECK	Manfred	Caretaker
Begovic	Suvad	Facilities
Kmet	Jan	Facilities
Stadlmann	Annie	Head Housekeeping
Begovic	Emina	Housekeeping
Horach	Andrea	Housekeeping
Mittmannsgruber	Heidi	Housekeeping
Sams	Brigitte	Housekeeping
Wagner	Gabi	Housekeeping

## **TERM DATES 2010 - 2011**

The following is a summary of the key term dates for the Academic Year 2010 – 2011. Parents and students should always consult the detailed calendar on the school website for more specific information.

### **AUTUMN TERM 2010**

4 <sup>th</sup> September 2010	New Boarding students arrive
5 <sup>th</sup> September 2010	Returning Boarding students arrive
6 <sup>th</sup> September 2010	Term commences
17 <sup>th</sup> December 2010	Term finishes
	Boarders may leave after lessons at 16.00 Residence close 14.00 Saturday 18 <sup>th</sup> December

### **SPRING TERM 2011**

9 <sup>th</sup> January 2011	Boarders arrive Sunday afternoon by arrangement with the School Office.
10 <sup>th</sup> January 2011	Term commences
8 <sup>th</sup> April 2011	Term finishes
	Boarders may leave after lessons at 16.00 Residence close 14.00 Saturday 9 <sup>th</sup> April

### **SUMMER TERM 2011**

1 <sup>st</sup> May 2011	Boarders arrive Sunday afternoon by arrangement with the School Office.
2 <sup>nd</sup> May 2011	Term commences
1 <sup>st</sup> July 2011	Term concludes
Saturday 2 <sup>nd</sup> July	Boarders may leave after the Speech Day ceremony Residence close 14.00 Sunday 3 <sup>rd</sup> July for the holidays

## **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.

### **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 student representatives. 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 (DARE)**

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 at the School 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.

## START OF TERM ARRANGEMENTS 2010 - 2011

### UNIFORM SHOP

The school uniform shop will be open on **2<sup>nd</sup> and 3<sup>rd</sup> September 2010**. Parents wishing to visit the shop should contact Vivienne Hambleton (v.hambleton@stgis.at) the school in advance of their visit to arrange a mutually convenient appointment.

For Boarding students unable to attend the uniform shop on these dates we will, of course, ensure that an appropriate uniform is provided upon their arrival at the school and charges passed on accordingly.

### SATURDAY 4<sup>th</sup> SEPTEMBER 2010

Arrival of **new** boarding students by 18.00.

### SUNDAY 5<sup>th</sup> SEPTEMBER 2010

Induction day for new boarding students.

Arrival of **returning** boarding students by 18.00.

(All boarding students should read page 26).

### MONDAY 6<sup>th</sup> SEPTEMBER 2010

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.

On the first day of term **ALL students should bring a copy of their passport**

During the first week of term, the academic timetable and evening activities programme will be co-ordinated to help everyone settle in to 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.*

## **BEGINNING OF TERM ARRANGEMENTS - BOARDERS**

### **SATURDAY 4 SEPTEMBER 2010**

- 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 5 SEPTEMBER 2010**

- 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 6 SEPTEMBER 2010**

#### **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

## **FIRE AND EMERGENCY ARRANGEMENTS**

Every Classroom and Residence has a detailed evacuation plan. Students must familiarise themselves with all procedures. In addition, they should always be sensible when using electrical appliances and remember to switch off as many appliances as possible during the day and at night. Regular practice drills will take place.

### **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 via mobile or in person to the Headmaster. Staff should not allow anyone to disperse until instructed by the Headmaster.

## **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 **must** 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, is required by the school prior to taking up a place at the school.

### ***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**

The Headmaster is always available for students who have specific concerns, as an alternative to the staff in each Residence or if difficulties remain unresolved. Currently, he is the Designated Child Protection Officer for the school.

## STUDENT MEDICAL REPORT FORM : CONFIDENTIAL

To be completed for all children by parents before the start of each Academic Year

### Contact Details

Surname of Your Child (in block capitals) :	First names :  (please underline name normally used)
Date of birth :  Day                      /                      /                      Year	Place of birth
Country of birth :	Student's School House :

Name and Address of Doctor :    Telephone Number: If Austrian, Social Security Number :	Is your child to be insured through the school insurance scheme:  Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>(If YES, the form needs to be completed and returned)</u>
Is your child medically insured outside of the school scheme?    Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, Name and contact details of medical insurance company:  .....

Full Name of <u>Emergency</u> contact :    Title: Mrs / Ms / Miss / Dr / Other	Relationship to child:
Daytime Telephone :	Evening Telephone :
Mobile Telephone :	

Full Name of <u>routine</u> contact :    Title: Mrs / Ms / Miss / Dr / Other	Relationship to child :
Daytime Telephone :	Evening Telephone :
Mobile Telephone :	Email:
Full Postal Address:	
Post code :	

## Medical History

Does your child suffer from any of the following (please tick as appropriate and give details of treatment, medication and severity).

Allergies <input type="checkbox"/>	Details:	
Diabetes <input type="checkbox"/>		
Asthma <input type="checkbox"/>		
Eczema <input type="checkbox"/>	(Or other skin conditions):	
Epilepsy <input type="checkbox"/>		
Hay fever <input type="checkbox"/>		
Regular sore throat or ear problems <input type="checkbox"/>		
Vision/hearing problems <input type="checkbox"/>		
Dental problems <input type="checkbox"/>		
Any other relevant information <input type="checkbox"/>	(e.g. hospital admissions, congenital abnormalities, eating problems, emotional concerns, etc).	
Continue on separate sheet if needed	.....	
	.....	

Has your child suffered from any of the following (please tick as appropriate and give approximate dates).

Measles <input type="checkbox"/>	Dates:
Chicken Pox <input type="checkbox"/>	
Whooping Cough <input type="checkbox"/>	
Mumps <input type="checkbox"/>	
Glandular Fever <input type="checkbox"/>	

**Immunisation History**

(Please tick as appropriate and give approximate dates).

Diphtheria/Tetnus/Polio <input type="checkbox"/>	Dates:
Measles/Mumps/Rubella <input type="checkbox"/>	
Meningitis 'C' <input type="checkbox"/>	
BCG (Tuberculosis) <input type="checkbox"/>	
Hepatitis 'A' <input type="checkbox"/>	
Hepatitis 'B' <input type="checkbox"/>	
Typhoid <input type="checkbox"/>	Dates:
Yellow Fever <input type="checkbox"/>	
Other (please specify) <input type="checkbox"/>	

Are there any reasons why your child cannot take part in normal school activities? Yes  No

If YES, please give details; .....

.....

Please give details of any tropical infections contracted and treatment received:

.....

.....

**Please read the following and give your consent or otherwise:**

I consent to my son/daughter being given appropriate treatment or medication by the medical or nursing staff at the school in the event of illness or injury. Yes  No

I consent to my son/daughter having a routine medical examination by the School Medical Officer and medical staff. Yes  No

I wish to be present during the above medical examination Yes  No

If withholding consent for any of the previous points, please give details here;

.....

.....

**Foreign travel immunizations**

Foreign travel immunisations will be given at the **written request** of parents, providing such requests meet with the Medical Officer's approval. If any immunisations are given during the school holidays, it is imperative that the Medical Centre is informed so that records may be updated. The Medical staff will be pleased to give information and advice over the telephone if necessary.

**Medication**

If a pupil is on medication when they first come to the school, or if they are prescribed medication during a school vacation, it is essential that the Medical Officer is informed in writing, so that such medication may be continued, monitored, terminated and generally supervised as appropriate.

Please feel free to contact the school at any time, about your child's health.

**Declaration**

I confirm that the information on this form is correct and that I have disclosed all relevant information that might affect my child's health and welfare.

Parent signature: .....	Printed name in full : .....
Relationship to the Child: .....	Date : .....

This form must be returned to the school before the start of term.

PLEASE ATTACH A FULL COPY OF YOUR CHILD'S VACCINATION / IMMUNISATION REPORT CARD.

## **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.*

## **PHOTOGRAPHS AND CELEBRATING ACHIEVEMENT**

It is the policy of St. Gilgen International School to celebrate the multiple achievements of our students, both within the classroom and within the wider range of activities of the school. A key component of this is taking photographs of students and celebrating their success on the school website, in newsletters and other school publications.

Our assumption is that this strategy is supported by parents unless we are expressly informed to the contrary.

Any parents who do not wish photographs of their child to be used in this way are asked to write to the Headmaster expressing this view before the start of each new Academic Year.

## LANGUAGE OPTIONS, ACTIVITIES AND MUSIC INSTRUMENTAL LESSONS

### LANGUAGE OPTIONS – GRADES 6 TO 11

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 the Course Options for Academic Year 2010-2011 form. This form can be found on page 20.

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

### ACTIVITIES OPTIONS – GRADES 9 TO 11

Students in Grade 9 to 11 may specialise more in their Core Activities by opting for a main sport. They do this by completing the Core Activities Option form, page 21. This form can be found in this handbook.

### PRIVATE MUSIC INSTRUMENTAL LESSONS

Students are also asked to return the Musical Instrumental Lessons form (as shown on the Core Activities Option form in this handbook) 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 2010-2011

Student Name and School Grade	
-------------------------------	--

### ADDITIONAL LANGUAGE OPTION

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

FRENCH		SPANISH	
--------	--	---------	--

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

MOTHER TONGUE (state language)	
--------------------------------	--

### PRIVATE MUSICAL INSTRUMENT LESSONS

Whilst we aim to offer a broad range of instrumental lessons, it is a question of supply and demand. From September 2010 we are pleased to offer Clarinet, Saxophone, Flute, Piano, Violin, Trumpet, Electric Bass and Electric Guitar with the addition of Drums and Voice if the demand exists.

Once a request for tuition is agreed, the student is committed to a minimum of one term's lessons on their chosen instrument. Each Instrumental Teacher will deliver a minimum of 30 lessons in an academic year and the duration of a lesson is 30 minutes, costing 25 Euros. Notice of stopping lessons must be in writing to the Headmaster and be not less than one half term.

If you wish to have private tuition on your chosen instrument(s), please answer the following questions:

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:  
Mr P Kearley [p.kearley@stgis.at](mailto:p.kearley@stgis.at) Fax: +43 6227 20 259 10

## CORE ACTIVITIES OPTION FORM YEAR 2010-2011

To be completed for Grade 9 to 11 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 11 students are requested to choose one of the following two options:

ROWING		SAILING	
--------	--	---------	--

### 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 11 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:  
Mr P Kearley [p.kearley@stgis.at](mailto:p.kearley@stgis.at) Fax: +43 6227 20 259 10

## **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 Reception 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 Reception 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 Reception telephone +43 (0) 6227 20259 / fax +43 (0) 6227 20259 10 or email [a.schleifer@stgis.at](mailto:a.schleifer@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 .....

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: [a.schleifer@stgis.at](mailto:a.schleifer@stgis.at)  
or fax:+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 similar events, 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 in excess of two months – depending on nationality.

## THE DAILY ROUTINE – INCLUDING BOARDING

### **Grades 6 to 11 - 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 - 13.45	Lunch in Village Restaurants (two sittings by rotation)	
14.00 - 14.55	Fifth Lesson	(There are no lessons on Wednesday or Saturday afternoons)
15.00 - 15.55	Sixth Lesson	
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 11**

19.00 - 21.00	Study Hall for Grades 8, 9, 10 and 11
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.

**If students require a vegetarian (or other special diet) the school should be informed in writing at the start of each term.**

### **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.

## MEAL TIMES AND NUTRITION : BOARDERS

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
	Exeat Weekend Saturday	08.30 – 09.30
	Sunday	08.30 – 09.30
Lunch:	<i>usually starts at:</i>	12.35 or 13.00
Evening Meal:	<i>usually starts at:</i>	18.00 or 18.30

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.

## **MAPS AND THE SCHOOL BOUNDS**

Grades 8 to 11 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 details of your intended 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**. Please bring this with you.

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.

## **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 Uniform Shop on the campus. Please contact Vivienne Hambleton at the school to make the necessary arrangements.

## 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, but are set by the Headmaster:

APPEARANCE	Students should always act as school ambassadors, with their appearance reflecting this role. See also page 9.
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, in its entirety, 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.

## **Positive Behaviour for Learning Policy**

St. Gilgen International School is a vibrant, stimulating and civilised environment in which all members of our community should feel challenged, respected and safe.

Our *Positive Behaviour for Learning Policy* seeks to shape good behaviour by effective use of education, rewards and consequences. We also encourage students to take responsibility for their actions and for any consequences of inappropriate behaviour.

Student behaviour is an educational matter, rather than just a management issue. The management of student behaviour is seen as an intrinsic role of all staff, at all times, as a part of the total educational process. All staff are therefore responsible for the implementation of the policy.

## **Rewards for Positive and Respectful Behaviour**

In order to create a positive achievement culture, it is hoped that all staff will spend more time issuing rewards than they do administering consequences. Staff are encouraged to ensure that all aspects of positive behaviour are rewarded and are relative to the capabilities of the individual. It is hoped that students will be regularly rewarded for:

- Good attendance
- Good behaviour
- Effort in class
- Higher attainment and progress
- Grades
- Personal Initiative
- Strengthen school/student relationships
- Strengthen the relationships between students and the local host community.

Our system of rewarding students will be effective if staff use it frequently and consistently and students feel the rewards are worth aspiring toward. Our Levels of Award are:

- 1 Smiles (Lower and Upper Middle School)
- 2 Positive Behaviour Slip – tracked by the School Office
- 3 Letters of Commendation (e.g. for participation in school production, school sports team) – checked at Faculty meetings and by administration
- 4 Grades and Written Reports
- 5 Award Certificates at School Ceremonies

Our system of rewards is discussed with our students. The main academic awards (and other rewards for whole school commitments) are given out to all year groups on Speech Day.

### **Consequences for Inappropriate Behaviour**

All faculty staff should expect to teach, mentor and live in a civilized and stimulating environment. This requires students to behave in a cooperative manner and respect the school rules. If this is not the case then there may be a need for consequences to be applied to get the student to reflect on their conduct and change their behaviour. Students should always understand why any consequence is being applied; in this respect 'community tasks' or 'reflective task' (such as researching the impact of a specific behaviour) can prove effective. Setting short term behavioural targets should play a major part in seeking to change behaviour, the students know what they have to do in terms of improvement and are regularly and clearly directed toward this and monitored. The table at the end of this policy details the disciplinary levels of consequences.

Classroom teachers should always take the responsibility for establishing a positive working environment in their lessons. House-masters/mistresses should take responsibility for establishing a homely, caring and civilized environment in each residence. As part of their responsibility, these staff may have to impose consequences for inappropriate behaviour. Housemaster/mistresses, Mentor Tutors and/or teachers should discuss the underlying cause of the behaviour pattern which led to the sanction and support the students in bringing about an improvement.

A serious misdemeanour is likely to result in:

Level 5 - a Formal Written Warning, issued by the Headmaster to the student in a Disciplinary Hearing with their parents (possibly by telephone for boarders). The Formal Warning is held on file for one year. Any recurrence of the poor behaviour is likely to result in the student being required to leave School permanently.

Level 6 - a Final Written Warning issued by the Headmaster outlining the consequence which may require the student to leave the School on a permanent basis.

### **Physical Intervention**

Physical restraint should only be used in extreme circumstances to prevent harm and any use of restraint by any member of staff must be consistent with our Guidelines for Physical Intervention Policy.

## In the Residences

In the **residences** the common sanctions are:

<b>Misdemeanour</b>	<b>Action</b>
Anti-social behaviour (e.g too much noise, physical play)	Early to bed
Late up or late to bed	Restriction to room
Inappropriate use of mobile or notebook computers after lights out or during study hall	On occasion students may be Residence-gated (not allowed to sign out of the house to go into St. Gilgen)
Minor damage	Uniform-gated (not allowed to change into own clothes)
Untidiness, including making a mess with shoes	

## Monitoring

The student is responsible for collecting a Monitoring Sheet at the beginning of the week and to ask each class teacher to complete their space on the sheet, reflecting on the monitoring focus. Each day the student should meet with his/her Housemaster/mistress to review their monitoring. At the end of the week the student should meet with the Headmaster.

## Behaviour Slips and Behaviour Tracking

Both positive and negative behavior should be recorded on a Behaviour Slip by a member of staff and passed to the School Office. Copies of a slip will be forwarded by the School Office to the relevant staff.

This structure enables the school to track, support and address behaviour as appropriate. This process involves: Teachers, Mentor Tutors, Housemaster/mistress and Senior Management.

## Incident Reports

Inappropriate student behaviour outside the classroom is to be dealt with by the staff member who first witnesses it. For more serious or persistent incidents the staff member should complete an Incident Report form – to be communicated to the School Office.

**CONSEQUENCE STRUCTURE** - a particular incident may warrant any level between 1-6

<b>LEVEL</b>	<b>ACTION BY SCHOOL</b>	<b>ACTION BY STUDENT</b>	<b>COMMUNICATION</b>
<b>Level 1</b> <b>Teacher:</b> <b>Informal</b> <b>Verbal Warning</b>	A short and private <u>discussion</u> between the member of staff and student (e.g. at end of lesson, break or lunch). Lunch-time <u>subject support</u> may be set.	Acknowledgement of their behaviour being inappropriate. In case of poor effort in academic studies work may have to be redone.	Member of staff to inform Mentor Tutor, and Housemaster/mistress if appropriate, through email.
<b>Level 2</b> <b>Teacher:</b> <b>First</b> <b>Formal</b> <b>Warning</b>	If the initial situation is not resolved by Level 1 then the student should carry out a 'community service' or <u>additional school work</u> , write a ' <u>reflective letter</u> ' as appropriate.	Student may be asked to complete additional work, write a letter or be sent to tidy up an area. The student is expected to improve their behaviour.	Teacher logs the incident on a <u>Behaviour Slip</u> and passes to the School Office for tracking.
<b>Level 3</b> <b>Housemaster/</b> <b>mistress: Case</b> <b>Meeting</b> <b>Mentor/Tutor</b>	The Housemaster/ mistress will manage the situation in conjunction with the Teacher or Mentor Tutor. A <u>case meeting</u> may be called. The student may be put on <u>Monitoring</u> .	Student expected to be cooperative in discussions to establish the root cause of the problem and improve their behaviour. Academic work may need to be redone to a satisfactory standard.	Housemaster/mistress informs the Deputy Head throughout the process, logs the incident on a <u>Behaviour Slip</u> and passes to the School Office for tracking. The Deputy Head will inform the Headmaster.
<b>Level 4</b> <b>Housemaster/</b> <b>mistress:</b> <b>Monitoring</b> <b>and Parental</b> <b>Phone Call</b>	The Housemaster/ mistress will manage the situation in conjunction with the Teacher or Mentor Tutor. A <u>case meeting</u> will be called. The student will be put on <u>Monitoring</u> . A meeting or minuted phone call with parents will be made.	Student expected to improve their behaviour. Student to satisfy the Housemaster/ mistress that they have reflected on their actions and learned from the mistakes made.	Housemaster/mistress informs the Deputy Head throughout the process, logs the incident on a <u>Behaviour Slip</u> and passes to the School Office for tracking, notifying and discussing the case with the Headmaster before contacting the parents to arrange an appointment or telephone conversation.
<b>Level 5</b> <b>Senior</b> <b>Management:</b> <b>Written Warning</b>	The Headmaster to meet with student and parents, with other staff present by invitation, for a <u>disciplinary hearing</u> usually resulting in a formal written warning to be held on file for one year. Internal or External Suspensions may be used.	Student expected to improve their behaviour so that they meet the school's expectations. Student to satisfy the Headmaster that they have reflected on their actions and learned from the process.	Letter to parents from the Headmaster.  <u>Formal Warning</u> logged for one year.
<b>Level 6</b> <b>Senior</b> <b>Management:</b> <b>Final</b> <b>Warning</b>	The Headmaster meets with student and parents and take appropriate action which may be to: issue a final warning; internal suspension, withdrawal of student or exclusion. If it is the latter the Chairman of the Board will be consulted	If a warning has been issued, student expected to meet the expectations within the letter. Student to satisfy the Headmaster that they have reflected on their actions and learned from the mistakes made.	Letter to parents from the Headmaster.  Notification to the Chairman of the Board  <u>Final Formal Warning</u> logged - if issued.

## **ANTI-BULLYING**

St. Gilgen International School is committed to providing a caring, friendly, safe and secure environment for all our students. Bullying of any kind is unacceptable. We take responsibility for helping students to understand the different forms that bullying can take and the harm it can do. All 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.

## **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.

We are planning a number of important improvements in the use of the computer facilities within the LMC in particular. These will include extra specialist tuition for all students on how to more fully utilise the potential of the computer infrastructure we have to support learning and creativity. In addition, there will be new user protocols developed and a separate, additional set of support for our younger learners in Grades 5, 6 and 7.

These changes will be communicated to students and parents early in September 2010.

## **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.

## **ACCEPTABLE USE POLICY (AUP) FOR COMPUTERS AT ST. GILGEN INTERNATIONAL SCHOOL.**

### **1 Introduction**

All the staff and students of St. Gilgen International School have been allocated school laptops (MacBooks) in order to enhance Learning and Teaching opportunities. In addition to this it is possible for students and staff to make use of various desktop computers situated around the school. The primary purpose of all the computers used at school is support you in your work and all users are required to read the AUP and sign that they will use computers in accordance with it.

The School considers the security and availability of its network and the safety of its users a high priority and reserves the right to:

- examine or delete any files that may be held on its computer system,
- to apply security patches/upgrades,
- to monitor any Internet sites visited,
- to randomly check the contents of any computer or storage media on the school site.

This includes flash drives, CDs, DVDs, MP3 players, I-pods, mobile phones or any other form of storage medium.

Any unsuitable material will be confiscated, deleted or destroyed. Inappropriate actions will be investigated and if necessary suitable disciplinary action taken. A deliberate breach of the AUP may result in removal from the network and/or loss of access to computers in the school.

### **2 General**

Users should store copies of all their important work on their own network-share. These files will be backed up. Private files should be stored on the local computer hard-drive, and the User should back up their own private files.

- The volume of the computer should be set at a level which will not disturb others.
- Copyright of materials and intellectual property rights must be respected. All material used must be appropriately referenced.
- Computer games should never be played in class unless they are part of the educational program and the teacher has given their permission.
- Students may not access information on any of the School's non-public servers.
- No students may use another person's laptop for any reason without that person's consent.
- The misuse of computer webcams and other self-produced digital material will result in the loss of computer privileges and/or further disciplinary measures.
- Users are liable for the cost of damages in the case of negligence.
- No eating and/or drinking next to a computer.

### **3 Use of the computers and network**

- Access to the computer network and services should only be made via your authorized account and password, which should not be made available to any other person. The School takes no responsibility for a User's data which becomes public through the irresponsible use of the password (e.g. sharing or loss of the password details).
- Users are responsible for any activity that takes place under their network account so passwords should be changed whenever a breach of security is suspected. Passwords can also be changed by the school, if necessary.
- No inappropriate material should be accessed, stored or transmitted and this applies to any computer used at school, whether connected to the network or not.
- Any large non-academic files (eg. mp3 or jpg files) should not be stored on the school's network and may be deleted and not restored if permission was not given for this.
- The installation of software on school computers is forbidden without the prior permission of the Head of School. Network users should not run any program that causes files to be installed on any workstation or on the network. If in any doubt, users should not proceed.
- No computer should be connected to the school network unless it has been configured by an IT staff member.
- Any action that compromises the integrity of the school network (e.g. "hacking" or use of spyware) will not be tolerated under any circumstances. Any misuse will be dealt with very severely by the Headmaster.
- All computers configured for connection to the School's network will have the School's antivirus software installed on it. Users must contact ICT staff if they suspect that this software is not functioning properly or is not up to date. Users may not disable the antivirus Software, remove programs or add programs without the express permission of the IT staff.

### **4 Internet Use**

- Users are responsible for ensuring that all Internet sites and material accessed are of an appropriate nature. Users are expected to avoid any material that is inappropriate. The categories of sites which should not be accessed include adult sites, nudity, sexuality, pornography, computer "hacking", forms of violence, the making of weapons, gambling and copyright infringement. Teachers should check with the Headmaster if they are unsure about a site they wish to use.
- The use of 'chat' programs during or outside school hours is only allowed with the permission of a teacher, administrator or house parent.

To preserve the Internet bandwidth needed by all in our community and for security reasons, the following applies to all students and staff:

- All internet traffic will be logged.
- No file sharing activity (e.g. Kazaa, WinMX, BitTorrent, Limewire). It should be noted that most file sharing is illegal.)
- No network games without permission or instruction from a teacher, administrator or house parents.
- No video conferencing or Internet phone calls, during the school hours or study hall, without the permission of the teacher, administrator or house parents.
- Any activity that involves the downloading of large files or results in high levels of Internet traffic should be avoided. Users should be particularly careful about the size of downloaded files.
- No saving of downloaded files without permission.

## **5 E-mail**

- Users are responsible for all e-mail sent.
- The sending of anonymous or offensive e-mails is forbidden
- It is school policy not to check e-mail randomly but if there are grounds for suspicion of misuse, the account of a User will be frozen and then inspected. The User will be informed about these steps.
- Users take care about their e-mail addresses (e.g. not to post on forums or sites), to avoid their e-mail boxes being the target of spam mail.
- If a user receives an e-mail from an unknown person or which is offensive and upsetting, it should be reported as soon as possible to a member of staff.
- Sending or forwarding chain emails is not acceptable.
- Do not send e-mails to multiple addresses of people who do not know each other. Use the Bcc facility.

## **5 Printing**

The School aims to avoid unnecessary printing and sees the use of available technology as a means to do so. The staff and students are encouraged to pass information through the use of storage devices, email and Bluetooth if possible.

- Users should only print essential material. Also, limits may be placed on a student's permission to print if they abuse this privilege.
- Staff are to guide students by providing clear instructions about when they need to provide a printed copy of work and when printing may not be necessary.

## **BOARDING**

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 we have an exceptional strong team of Boarding House staff and will be operating four Houses. As well as supporting your achievement of academic excellence, we will also do all we can to make you feel happy and safe, as well as helping you to enjoy all the activities on offer

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

Mr. Kirk Wadsworth  
Head of Boarding

## **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 House.

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.

## 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 College 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 or external hard drive for backing up

Watch

Alarm clock

Hair dryer (optional)

Torch

Small sewing kit

Small personal first aid kit

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 (compulsory)

Bike and lock (optional)

Ice skating shoes (optional)

Skateboard/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

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

#### **What not to bring:**

Pets

Personal Computers

Candles

Electrical cooking equipment

Electric heaters

Irons

Television or portable DVD player

## 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 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 Office. 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 Office). 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 a **Thursday** 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.

## **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.

## **LEARNING AND TEACHING POLICY**

The School aims and mission statement guide the members of the School community towards achieving "**excellence in education**". The culture and values upon which the school was founded inform this policy. It is these foundations which will guide how we live, learn and educate at St. Gilgen International School and therefore they should be in evidence in all that we do. Teaching and learning will permeate all that we do in school – in the classroom, park or even on the lake. This policy will help ensure that we can deliver our aims for educating our students.

### **RATIONALE**

As a school we aim to:

1. empower teachers at St. Gilgen International School with an ideal model upon which lessons are planned in order to maximise learning
2. provide common criteria against which excellent teaching and learning practice can be celebrated and develop that which isn't, toward excellence
3. ensure a common high quality of experience for all students to help maximise each individual's potential, whilst supporting creativity and individuality within teaching and learning.
4. help spread and share all teaching and learning practice that is of an excellent standard
5. provide an insight into the review and development of current and future teaching and learning practice, which enables faculty and students to remain stimulated and focussed.

It is what we are – be incredible, achieve excellence, have fun!

### **Quality Teaching:**

- provides carefully structured activity matched sensitively to student needs
- gives students some responsibility for their work and independence
- develops well planned, prepared and paced lessons that maintain high levels of interaction with the class
- provides ample, challenging work stemming from expert knowledge of curriculum, how to teach it and how students learn
- maintains high levels of student involvement in tasks
- creates a positive atmosphere in the classroom through excellent relationships
- incorporates high levels of praise and encouragement

- uses a variety of approaches; strategies and techniques are well selected and time is used productively
- uses homework effectively; particularly to reinforce and extend what is learned in school, if not prepare for a new topic

**Quality Learning is:**

- when students are captivated and enthused by what they are learning
- an active process – a product of doing rather than receiving
- linked to prior knowledge
- supported by both the teacher and other students, and takes the form of interaction, collaboration and teacher intervention
- collaborative through cooperation, dialogue and creating knowledge with others
- centred on the learners' responsibility for their own learning. They are able to exercise choice, develop goals, plan their approach and work independently.
- reflective and enables learners to monitor and review the learning
- where learners make considerably better progress than may be expected
- when students display a strong desire to contribute the effort and concentration required to match the teachers passion for learning

**OUR MAIN AIM: TO MAXIMISE EVERY LEARNER'S POTENTIAL**

In order to make this aim a reality, teachers at St. Gilgen International School should:

- Set high expectations of learners at school that clearly define the effort and behaviours that students should put into learning in lessons.
- Communicate optimism by using positive language and designing challenging tasks.
- Demonstrate a commitment to every learner's success, making him or her feel included, secure and valued.
- Create an environment where learners feel able to make mistakes and comfortable to learn from them, without feeling inadequate or foolish.

- Create opportunities for learners to develop personal qualities such as considerate behaviour and positive and tolerant attitudes that will enable them to contribute effectively to the community.
- Set high expectations of learners at home - engaging parents in their child's learning in partnership with the school. Parental involvement and support in the home is critically important.
- Provide a clear moral code as a basis of behaviour which is promoted consistently through all aspects of the school that will enable them to be role models within the wider community.
- Create a 'high challenge-low stress' environment for learning in which students are relaxed, believe that they can learn (high self-esteem) and want to learn (motivated).
- Create opportunities for students to enjoy themselves or have fun: this is when students learn best, because their emotional state is fundamental to learning.

### **Assessment for Learning used *Formatively to Involve Students in their Learning***

The key focus of assessment in teaching and learning must be to enable students to be continually aware of where they are now in their learning, where they can or need to get to, and most importantly how best to get there.

#### **This might be achieved through:**

- having a policies on "Marking" and "Assessment and Reporting" and "Assessment for Learning" which ensures that feedback is provided to teachers and students about progress in order to support future learning and informs necessary adjustments to teaching.
- sharing learning objectives with students.
- sharing assessment criteria with students very early on in tasks, in a way which is easy for them to understand and is transparent for all.
- recognising the standards to aim for by showing students exemplars of work previously produced by other students.
- providing the basis for varied and effective feedback and development points for students to help them realise their potential by making them active partners in their own learning.
- developing students' questioning skills.
- developing students' self and peer assessment.
- promoting confidence among learners and being aware of students' preferred learning styles.

- providing experiences and activities that enable students to be involved in assessing and monitoring their own achievements.
- ensuring that assessment yields information that is useful in helping to improve *teaching*; helping teachers to get to know students and to plan work with appropriate pace and challenge.
- ensuring that assessment yields information that is useful in helping to improve *learning*; helping students and parents to understand how they learn best, and how well they have learned.

Assessment is of prime importance to faculty to inform their future planning and activity with classes. We must recognise equally that it has a profound influence on student motivation and self-esteem. Therefore it must show consideration and be both constructive and sensitive. Also our ability to share this information with parents effectively is key to students being supported as well as possible at home.

## **MENTOR TUTORING AND LEARNING ASSISTANCE**

### **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 11). 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 unsettled
- Have English as an Additional Language
- Find specific aspects of learning to be a challenge
- Have emotional and social needs.

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