



SENTINEL
KABITAKA



Boarding House Handbook



Contents

1.	Message from the Headmaster	3
2.	Message from the Boarding Master	3
3.	New Boarders:	4
3.1.	Useful Contacts	4
4.	Boarding House Routine	5
5.	Boarding House and Dormitory Rules for Students	6
5.1.	Items you are not permitted to bring to the school (or have in the dormitory)	7
6.	Drop-Off, Collection & Signout Procedures.....	8
6.1.	Half Term Collection and Drop-off:.....	8
6.2.	End of Term Pick-up:.....	8
6.3.	Start of Term Drop-off:.....	8
7.	Protection of Personal Property	9
8.	Management of Pocket Money	9
	Tuck Shop Accounts	9
9.	Sports kits	10
10.	Boarding Houses	10
10.1.	Boarding House Common Rules	10
10.1.1.	Speaking English.....	10
10.1.2.	Quiet Hours	10
10.1.3.	Tidying of rooms	11
11.	Rewards And Sanctions In Boarding.....	12
11.1.	Rewards.....	12
11.1.1.	Sanctions	12
12.	Appearance	13
12.1.	School Uniform.....	13
13.	Cars and Bicycles.....	14
14.	Roll Call & Signing in and Out	14
14.1.	Bounds	14
15.	Health issues – Sick Bay	15
15.1.	School Nurse	15
15.2.	Visiting Doctor	15
16.	Half Term	15
17.	Films & TV Programmes.....	15
18.	Laundry.....	16
19.	Mealtimes	17
19.1.1.	Dining Room	17
19.1.2.	Littering.....	17
20.	Afternoon or Extra- curricular Activities	18
21.	Calls to/from home	19
	Mobile telephones	19
22.	Force.....	20
23.	Complaints	20



1. Message from the Headmaster

Welcome to Sentinel Kabitaka Boarding. This handbook will provide most of the information necessary to familiarise parents and students with the maintenance of an atmosphere conducive to learning in our boarding houses and dormitories. We ask that you to read the procedures carefully and please feel free to ask any questions. For good community spirit to be maintained good communication is essential and we include e-mail addresses and telephone numbers of the Boarding Master and Matrons for your information.



As a student, you will belong to one of the four boarding houses or dormitories which are run by our Boarding Master, Matrons and a team of Tutors. We aim to promote a **safe, friendly and family atmosphere within the Boarding Houses and Dormitories**. We feel it is important that good relationships are built with all the students by supporting them and maintaining an expectation that each student will aim to achieve their best. We encourage students to contribute fully to the life of the school in the academic, sporting, musical, dramatic and spiritual spheres. An ethos of co-operation, trust and respect for each other and for property is fostered.

Our Matrons and Boarding Tutors are responsible for creating a framework for a disciplined and productive living and working environment. With this aim in mind, there are specific rules within the boarding houses and dormitories. I would ask you to read these very carefully and support us with the policies we have put in place.

Mr. Matshakaile
(Headmaster Sentinel Schools)

2. Message from the Boarding Master



It is with great joy and pleasure that I welcome you to our boarding family at Sentinel Kabitaka. Our boarding facilities are built among miombo woodlands while observing conservation of the natural environment. As you join the fabulous family-oriented Boarding Team, it is expected that there will be times when you will miss your home, parents/guardians. Please understand that this is perfectly normal and our Boarding Team is well experienced in dealing with such situations.

We try to create a home away from home where boarders' needs are accommodated as best as we can. Our Boarding Staff Team, the Prefects and House Captains are there to ensure your child appreciates life in boarding by fostering high standards, a safe environment, routine and acquisition of skills that promote self-confidence and independence.

I am readily available to listen and serve as a guiding figure to make the boarders' stay, growth and development interesting and fun. I believe in promoting equal principles of boarding life experience irrespective of differences in ethnic backgrounds, cultures, gender and physical abilities. Kindly feel at liberty to contact me via email or phone (during working hours) for any queries that you may have.

William Kamalamba.
Boarding Master

3. New Boarders:

The new boarders are closely monitored and supervised by the friendly Boarding Team and are helped to learn the structures and routines of the Dormitories and Boarding Houses. The already existing boarders also take great care of new students, which enables them to make friends and settle in quickly. Parents of new boarders should expect regular updates in the first days about their child's progress until the child has settled in. After that, regular contact will then be kept throughout the term.



3.1. Useful Contacts

Name	Position	Cell #	Email Address
Dr Matshakaile. M	Head of Sentinel Schools	0968 039599	mthulisi.matshakaile@sentinel-kabitaka.com
Mr De Wet. R	Deputy Head Teacher	0965 005294	ryan.dewet@sentinel-kabitaka.com
Mr. Kamalamba. W	Boarding Master	0960 254084	boardingmaster@sentinel-kabitaka.com
Mrs. Katebe. J	Senior Matron	0966 787819	julie.katebe@sentinel-kaitaka.com
Ms. Munyeme. M	Junior Matron	0961 035460	miyanda.munyeme@sentinel-kabitaka.com



4. Boarding House Routine

TIME	ACTIVITY
WEEKDAYS	
5:00am	Rising Bell
5:10am	Shower
6:10am	Inspection (Beds to be neatly made, room swept, litter in bin and clothes neatly folded in cupboard and Foot Locker). Students are well groomed and presentable
6:15am	Breakfast
6:45am	Depart for school
1.00pm	Lunch
1:40pm	Return for afternoon activities
1.50pm	Afternoon registration
2.00pm	Afternoon activities e.g., sports, rowing, clubs etc
3.30pm	Dormitories open: Activities or downtime
4:30pm	Return to boarding houses or dormitories to shower/ downtime
5:45pm – 6.30pm	Supper
6:30pm	Roll call and start 1 st session of prep
7:40pm - 8:00pm	Break - restricted to DH area, evening snack
8:00pm	Start of 2nd session of prep
8.30pm	End of Junior Prep, roll call and prepare for bedtime
9.00pm	Juniors Lights out
9.00pm	End of Senior Prep, roll call and prepare for bedtime
9.30pm	Seniors Lights out
WEEKENDS	
Friday and Saturday Nights	Social, barbecue or games night
Sunday Morning	Scripture Union/Chapel/Youth Group meeting/Bible study
NB Times on weekends will be adjusted accordingly to include regular trips into town.	



5. Boarding House and Dormitory Rules for Students

1. In addition to normal school rules, the following guidelines apply to the boarding houses and dormitories. Above all, we live in a community. It is vital to have consideration for each other, for each other's property and for the physical environment of the boarding houses and the dormitories. The Matrons are responsible for good discipline within the boarding houses and dormitories, therefore, if any student has a complaint or question in this area it should be addressed to them in person, in the first instance.
2. Details of fire drills are published in each boarding house and dormitory. Please familiarise yourself with these. This is an important health and safety requirement.
3. You are expected to have your room tidy before the start of the school day. It will be inspected before break time.
4. Late night working: Under exceptional circumstances (Monday to Thursday) permission may be given to individuals to work after lights out. You must be changed for bed at normal times.
5. No laptops or tablets should be brought to the school. All phones for contacting parents/guardians should immediately be handed over to be kept by the Matrons for students' use at stipulated times.
6. No students should be outside of the Boarding Houses or dormitories after lights out.
7. Heaters and other similar electrical appliances are not permitted within the boarding dormitory. These are considered a fire hazard.
8. All clothes must be clearly labelled. The school cannot be held responsible for any loss of property.
9. Dress code – after formal school hours, students can change into home clothes. Please dress appropriately. No offensive words on t-shirts and any thin strappy tops or short skirts/shorts.
10. There is no reason for boarders to have money at school. If you do bring in money, please hand it to the Matrons for safekeeping. Refer to the Pocket money policy.
11. Do not hang anything over your bedside lights due to fire risk.
12. You will be expected to pay for damage to walls, doors, windows and floors in your room if you have damaged them. Posters are not permitted.
13. You are not allowed to play ball games in the boarding houses or dormitories. Access to the school fields is allowed. Studded boots must not be worn inside the dormitory or Dining Hall.
14. If you are ill or unable to attend games, you should follow the medical procedure and inform your Matron.
15. Students of the opposite sex must not visit each other's boarding house or dormitories. The only exception applies to the dining hall or common rooms during organised activities and this is only under the supervision of a member of staff. Students ignoring this rule face immediate expulsion.
16. You must be in the boarding dormitory by 18:40pm for roll call in one of the common rooms. This is the time when messages and notices will be given out.
17. No student is allowed in the boarding houses or dormitories during normal school hours unless they have permission from a Matron or the Boarding Master.



5.1. Items Not Permitted

The following are not permitted to bring to the school (or have in the dormitory)

1. Hi-fi (stereo) or Laptops or tablets
2. External Speakers for computer DVD/CD player
3. Television
4. Motorcycle / vehicle
5. Drugs with or without a doctor's prescription (all prescription medication to be handed to the Matron for administration)
6. Alcohol
7. Weapons (including knives of any sort)
8. Cigarettes and cigarette lighters
9. Hair dye or gel





6. Drop-Off, Collection & Sign-out Procedures

6.1. Half Term Collection and Drop-off:

Boarders can be dropped off at the boarding house after 16.00 on the Sunday preceding the start of the school half term. **Please ensure that your child signs in with the member of staff on duty. Matrons will check off and sign for trunks/suitcases.**

Boarders should be picked up on a Friday after 14:00 at the end of half term and **again students should be signed out with the duty staff.**

If you intend to visit your child for whatever reason during normal term time, we ask that you contact the Boarding Master or Matrons in advance so that duty staff can be informed.

Please fill out the form about your contact details and your child's medical information so we can update our records.

6.2. End of Term Pick-up:

Students can be picked-up **from 13:50 – 16:00** on the afternoon of the last day of school. If you have any difficulties and are not able to collect your child by 16:00, please contact the Senior Matron (Boys) or Junior Matron (Girls) respectively so that they can arrange for the appropriate supervision.

6.3. Start of Term Drop-off:

Students can arrive back at boarding in the **evening prior to** or on the **morning of the first day of school**. Please note that **students cannot be admitted into boarding without a boarding fees clearance slip** from the finance office. Please ensure that this is arranged prior to dropping your child off. In order to facilitate this, the following procedure will be in place:

Evening Drop-off:

- Admissions will be from **14:00 until 17:00**.
- Roll Call will be at **18:40** and supper will be from **17:30 – 18:30**.
- A staff member will be available at the office in both boys' and girls' dormitories/ houses to assist with any needs or enquiries from students or parents.
- The Finance Office will be available between **14:00 and 16:00** to assist with any fee clearance issues.

We would really appreciate it if you could assist us with this by adhering to the above procedure to make the admission process as convenient and trouble free as possible. If you anticipate any difficulties, please contact the Matrons of the Girls and Boys Dormitories/ Houses, respectively.



7. Protection of Personal Property

- Students are responsible for their own belongings and should take care to ensure that valuable items are either securely locked away in their personal lockers or signed in with a staff member for safekeeping.
- Boarding houses and dormitories cannot be held responsible for items being left unattended.
- Students should ensure that they have a sturdy lock with which to close their lockers securely.
- Students should leave a spare key with their Boarding Master in case they lose their key.
- Personal and clothing items (including shoes, football boots, trainers etc.), should be clearly labelled with the students name and year group. These, likewise, should be securely locked away in a student's personal locker.
- In the case of an item going missing or a suspected theft, the student should report the issue **immediately** to a boarding staff member. Any delay in reporting the item missing significantly reduces the possibility of recovering the item.

8. Management of Pocket Money

A minimum of K700 and a maximum of K1000 should be lodged each term with the school administrator. Balance brought forward will count towards the amount to make up either the minimum or maximum amount. Each student will have a pocket money management sheet opened in their boarding files to be kept with the school administrator as they arrive at Sentinel Kabitaka School.

All monies should be deposited with the Matron upon arrival. A receipt will be issued, and the school administrator will update the student's record on the first working day of the school term. Students may not keep more than K20 on their person at any time. Should any large amounts go missing from a student's personal possession, the school will not accept responsibility.

Students are required to complete a pocket money slip should they wish to withdraw funds. This will encourage them to plan. There is one opportunity per week to withdraw funds, which is a Friday. The deadline for request slips to be handed in is Wednesday at 12pm.

Tuck Shop Accounts

A tuck-shop account works in direct conjunction with the pocket money account. On the pocket money request form is a section in which a student can request to have money transferred to their tuck-shop account. This can be done at the same time as the pocket money request. A limit of K100 is allowed for transfer to the tuck-shop. Pupils cannot spend more than K20 per day at the tuck-shop.



9. Sports kits

- SKAB sports shorts
- SKAB polo or golf shirt
- House T-Shirt (to be worn for House events or competition)
- Visible blue socks
- Mouthguard (recommended)
- Running shoes (not street or skate shoes)
- Soccer studded boots
- School safari hat

10. Boarding Houses

Sentinel Kabitaka currently has 3 boarding houses and four dormitories. The three boarding houses, T7, T8 and T13 are mainly occupied by the prefects and some senior students. Living in the boarding houses is a privilege; however, it comes with the following responsibilities:

- Cleaning and always maintain cleanliness, inside the house. This includes the showers and toilets.
- Maintaining and cleaning the flowerbeds and gardens.
- Cleaning the furniture

The four dormitories are named after the biggest rivers in Zambia and include:

1. Zambezi- for the girls
2. Kafue- for the girls
3. Luangwa- for the boys
4. Luapula- for the boys

The dorms are open dormitories housing on average 28 students per dormitory. Students use bunk beds and are each assigned a cupboard and locker. Students clean and tidy up the boarding houses, dormitories, and surrounding ready for inspection every Saturday at 08.00am. This helps to instil discipline and the students to be responsible for their rooms and surrounding.

10.1. Boarding House Common Rules

10.1.1. Speaking English

We respect and support all people's right to speak their first language. Nonetheless, in a setting with many different languages and cultural practices it is important to share an approach to communal living and common courtesy. To that end, English is the language we all share on the boarding and academic campuses. We ask that all students be aware that language can be a bridge and a barrier. We should all use language as a bridge to common understanding and respect.

10.1.2. Quiet Hours

Quiet hours are between 10.00pm to 05.00am every day.



The common rules are in addition to normal school rules. The normal school rules obviously apply to all boarders when they are at school and in their dormitories/ houses. The common rules should be strictly adhered to by boarders in each boarding house and dormitories. The common rules are available in hard copy at the school administration and in electronic copy on the Boarding page on the school website.

Note: *No student may enter dormitories during the school day without the permission of Boarding Master or Matrons, and a member of staff accompanying him or her.*

10.1.3. Tidying of rooms

1. Students' rooms are expected to be tidied thoroughly every day as follows:
2. Rooms and private areas must be kept neat, clean, and tidy.
3. Clean clothes will be packed away in drawers and cupboards.
4. Dirty clothes will be placed in the laundry basket.
5. Towels need to be hung up on rails or hooks.
6. Quilt – fold twice and put at the end of the bed.
7. Blanket – fold in the manner as the quilt and put-on top of the quilt.
8. Shoes – to be put on the floor of the wardrobe. Students are not permitted to leave shoes strewn about their room.
9. Curtains/windows need to be opened each morning.
10. All Electrical items to be unplugged or switched off when not in use.
11. Desks are to be always kept tidy and free from general rubbish and clutter.
12. Floors to be always clear.
13. Large items can be stored under the beds.
14. Electrical devices should not overload power points.
15. Electrical cords must not run across the rooms
16. Pupils must bring a Laundry Bag (Pillowcase) clearly labelled with their name.





11. Rewards And Sanctions In Boarding

11.1. Rewards

To encourage good behaviour within the boarding house, we believe it is essential to praise and reward individual students who regularly follow the procedures dutifully.

The boarding houses and dormitories are inspected daily by our staff. Those students achieving the best marks will be rewarded with house points, which will accumulate towards house rewards.

11.1.1. Sanctions

In the case of minor misdemeanours such as being late for roll call, a warning to the student is sufficient. However, where there is an on-going issue, sanctions can be applied as per the boarding detention system.

More serious issues, incidents and persistent misbehaviour can be dealt with using the following sanctions depending on how severe the incident or issue is:

- School detention
- Suspension from boarding
- Expulsion from boarding

Sanctions will follow a set progression:

1. First transgression – Warn student, ascertain any mitigating circumstances, assist in solving the problem and agree on an appropriate time period for meeting the requirement
2. Second transgression – Students placed on school detention (Friday afternoon)
3. Third transgression – If the same student continues their misconduct after these sanctions have been applied then they should be placed in school detention.
4. Continued misconduct can be dealt with using the following:
 - Incident form
 - Double school detention
 - Interview with Boarding Master/Pastoral
 - Suspension from Boarding
 - Expulsion from Boarding



12. Appearance

12.1. School Uniform

All pupils will wear school uniform to school. For boys this comprises khaki chinos, a white shirt and a designated school tie. For girls, this comprises a khaki skirt, a white shirt and designated school tie. School jumpers/jerseys are optional depending on the weather and how a pupil feels. Please note that school trousers and skirts should be bought from the school uniform shop. The school will not allow trousers/skirts that are dissimilar to those sold by the school.

Regular inspections are conducted to ensure that school uniform is always impeccable. Pupils are expected to wash and iron their own clothes and to polish their shoes. Due to supply difficulties, either brown or black school shoes may be worn. However, these must be polishable leather shoes, preferably in the style of Bata Toughees (RSA: Buccaneers) for both boys and girls.

PE kit must be worn for PE lessons and after school (non-house) sports activities. Tracksuits may also be worn but the proper PE shirts and shorts must be worn. Sports trainers must be worn with PE/house sports kit. On the days when house sports take place, the PE top must be exchanged for a house t-shirt. Pupils in the wrong top will be penalised. This is normally in the form of dress-parade for a minimum of two days.

Civvies

To ensure that rules are applied equally to boarders and day pupils, the following rules apply. Boarders may not wear casual clothes on school site before the end of the timetabled day, which is 15:30, Monday to Thursday, 14:00 on Fridays and at the weekend. Pupils are to wear full school uniform when going into town on Saturday mornings.

Earrings

School rules state that only girls will wear stud earrings. Of these, girls may wear just one pair and should have no other body piercings.

Hair

The standard haircut for boys is short back and sides. Any hairstyles deviating from this will not be tolerated; neither will long hair. Monthly trips into town are arranged, during which boys can have their hair cut.

Girls may have their hair relaxed, plaited, or braided. Whichever applies, the expectation is that hair is neat and in the simplest style possible as stipulated by the school rules. Braided hair needs to be tied down to the tips for safety purposes. Braids and hair should not be of an unnatural colour for a particular individual. All hairstyles should be styled to the side or back of the head and not falling forward onto the face. Dreadlocks are not permitted for either boys or girls.

Tattoos and Piercings

Existing tattoos must be covered. New tattoos, piercings and the dyeing of hair are forbidden.



13. Cars and Bicycles

No boarder may bring a car to school or drive during term time. No car may be kept in school or in the vicinity.

Boarders are encouraged to bring their own bicycles. However, boarders can only ride bicycles providing they have written permission from parents. Please see the separate bicycle policy.

14. Roll Call & Signing in and Out

The house schedule shows when roll call takes place. This normally happens either at the dining hall or at the houses. Unless authorised to be away from the school, all boarders must report for roll call. Failure to do so will result in sanctions.

Signing in and out of the boarding house is a basic requirement. At Sentinel Kabitaka, duty staff expect a personal conversation with those leaving the house or going to another part of the campus at a time when they should normally be in the house. Similarly, the pupil should also check in personally with the member of staff on duty so that he/she can verify their safety and personal condition.

14.1. Bounds

There are certain areas around the school campus which are off limits to boarders. Boarders are not allowed to:

- Enter any staff houses.
- Walk along President Avenue into the estate.
- Walk into the lay-down area at Kabitaka Housing Development Corporation.
- Use the gate on President Avenue behind the headmaster's house.

Boarders are allowed to visit Solwezi town at certain times under the supervision of a duty teacher and using designated school transport with an Educare driver. This happens one Saturday a month between the hours of 9am and 12pm. The duty teacher will stipulate areas within the town in which boarders are bound. Breaking these bounds will result in loss of this privilege.

NB: Boarders are not allowed into town or the estate at any other time.

Public Houses

Pupils are not allowed in public houses, wine bars or bottle stores whilst under school jurisdiction.



15. Health issues – Sick Bay

15.1. School Nurse

Students are encouraged to speak to a member of staff if they are not feeling well so that help can be provided. All accidents, injuries, and sicknesses whether in the buildings, sports fields or during extra-curricular activities must be reported to the Boarding Master and the Senior or Junior Matron. Students who are not feeling well are still required to put on their school uniform and attend the morning roll call then report to sick bay or clinic to see the nurse.

On weekdays there is one school nurse in sick bay from 07:30am – 1.00pm and from 2.00pm- 3.30pm, and another school nurse will be at the school clinic. Boarders MUST get written permission from their Form Tutor, subject teacher, or teacher on duty before leaving to be attended to by a nurse. Over the weekends, one or both nurses will be at the clinic to attend to the boarders.

15.2. Visiting Doctor

If students feel unwell, they should report to their Matrons. If they are seriously ill the Senior Matron or Boarding Master will have the student transported to Mary Begg Health Services to be attended to by a Medical Doctor. Parents will be communicated to if any significant medical care is required.

(With written permission from Parents or Guardians, students may also visit doctors elsewhere but might be requested to pay in cash at the time of consultation).

16. Half Term

Please note that there will be no exeat weekends at Sentinel Kabitaka.

At half term, we expect students to go home or to friends. This time allows staff and pupils to get some much-deserved rest, therefore no child may stay in the boarding houses or dormitories at this time.

Students will not be allowed to depart early from school or report back late to school at half terms as this is disruptive to lessons.

17. Films & TV Programmes

Boarders must stick strictly to the age categories set for television programmes, videos and online activities. For example, those below the age of 16 should not watch films classified as 16. In all cases, boarding staff have the final say about the suitability of a film, even if a student falls within the appropriate category.

Television time is strictly limited at any time and monitored by the duty teacher to ensure appropriateness of content as well as fair usage of the television set for all.



TV times are as follows.

- From Monday to Friday, there will be at least one evening on which all pupils are expected to watch the news at 19:00.
- Saturdays & Sundays: 14:00 to 18:00. The programmes to be watched will be negotiated democratically. Duty teachers may restrict TV privileges based on academic performance and homework related issues.

18. Laundry

Each pupil in the boarding house is responsible for washing, drying and ironing their own clothes and linen. A rota for the use of the washing machine and irons will be disseminated at the beginning of each term which must be adhered to.





19. Mealtimes

The attendance of meals is compulsory for all boarders. Mealtimes are as follows.

Breakfast: 06:45

Break: 10:00

Lunch: 13:00

Supper: 17:30



Mealtimes will be closely supervised to ensure expectations of table manners and basic dining etiquette.

19.1.1. Dining Room

Students must wear either full school uniform or full casual clothes in the dining room for the evening meal. No open-toed footwear is allowed at any time. Hats and sports singlets will not be permitted to be worn by any student while in the dining room. No phones, iPods or earphones are to be use in the dining room.

19.1.2. Littering

It is against Zambian Law to litter. It is a VERY serious offence to litter anywhere, therefore students must put away any rubbish or unwanted material in the bins provided for in designated areas within the school and boarding premises. When students go out of the school premises, they must observe the law and be good ambassadors of the school. If you are caught littering by a policeman or reported by someone, you will be fined.

NOTE:

Students are expected to clean their own table before leaving the dining room and students are rostered for a final clean.



20. Afternoon or Extra- curricular Activities

This term refers to the time between 15:30 and 17:00, after day pupils have left the school. Sentinel Kabitaka is a member of the ISAZ and offers a variety of competitive sports for both boys and girls. Full-sized natural grass athletics grounds, fields for soccer, hockey, netball and volleyball, a hard surface court for basketball and tennis.

A wide range of other activities to suit all pupils has been put together to enrich learning. These include

- Table tennis
- Badminton
- Community service
- Rowing,
- Swimming,
- Orienteering
- Duke of Edinburgh Award.

These will normally be divided by age group, gender and in some instance by choice of activity. However, it must be stressed that such activities are compulsory for all boarders. Roll call will be taken, and severe sanctions will be imposed on truants.





21. Calls to/from home

Parents/ guardians can communicate with their children on the following days, when phones are issued out for use by the Matrons, on Tuesdays, Thursdays, and Weekends, from 3.30pm to 4.30pm.

Mobile telephones

The management of phones is a key part of boarding management, primarily because until recently, mobile phones were not allowed in school. The main reasons for a carefully managed mobile phone strategy are as follows;

- Loss or theft of phones is a real problem
- The socio-economic diversity of the school is such that many pupils may not have phones, and some will have the latest in mobile phone technology. This makes for an inconducive social environment
- The risk of abuse of social media is high amongst students
- Mobile phones can be a distraction (plenty of research is available on this) to students if access is not governed.

The rules governing access to mobile phones are as follows;

- Bringing and using a mobile phone is a privilege that can be revoked should a child break any school rules
- Students are to bring just one phone and no other devices. Anything else will be confiscated and returned at the end of term
- Students are allowed access to phones once a week for an hour. The schedule is in the Boarding Handbook
- Charging of phones will be within the specified periods when students have access to their devices
- Phones must be signed back in by 16:30 with the matron. Students must keep their chargers
- It is the responsibility of all students to sign their phones out. Where parents cannot establish contact with children, they may contact the Matrons and the Boarding Master
- Keeping phones past the designated time may result in loss of the privilege. Parents will be informed of such an eventuality by the Matrons or Boarding Master
- The school operates a zero-tolerance policy towards the posting of inappropriate content on any social media platforms by students whilst they in the school's care
- Unless absolutely necessary, phones will not be issued when students go on trips and excursions
- Finally, the school will not be held responsible for loss or damage to a student's phone.



22. Force

Use of force to control or restrain pupils at Sentinel Kabitaka School is very rarely necessary. However, staff may use reasonable force to prevent a pupil.

- Injuring themselves or others
- Committing a serious breach of good order and school discipline, whether inside or outside the classroom
- Causing serious damage to property (even if their own)

Pupils, including prefects, do not have the right to use force to control or restrain other pupils. The expectation is that staff are close at hand to do so if needed.

23. Complaints

Whilst it is the hope of the school that parents and pupils will have very little to complain about, such matter do arise. When they do, the procedure to be followed is as follows:

1. Send an email to the relevant head of department (boarding, subject heads, key stage or head of school).
2. A docket will be opened which will track the complaint from inception to conclusion.
3. Should a parent/pupil be dissatisfied with the conclusion, the matter can be escalated and the above process repeated until satisfactory conclusion.





Appendix One

Medical

The first response to medical issues is through the school Nurse. For more serious issues a pre-approved clinic will be used for hospital visits. Parents will be liable for the costs in the next term's fees if the child is not covered by specific medical insurance. If the child is covered by medical insurance, parents should indicate this and make sure the child has a valid membership card and letter from the provider. The appropriate form should be filled in on application for admission as indicated here. Please fill in the details below as a reminder.

Medical Service details

Medical membership/number.....

Allergies.....

Significant previous medical history.....

Special instructions.....

Sign out instruction

Boarding Master/Matron discretion Yes/No

Name of people other than parents who have permission to sign out student

Name.....Phone.....

Name.....Phone.....

Name.....Phone.....



Appendix two

Girls

Qty	Items		Qty	Items
	Linen			Civvies and Other Clothes
1	Duvet		5	Underpants
1	Duvet Cover		5	Bras
2	Bed Sheets (single)		2	Pyjamas
1	Spare Blanket		1	Dressing Gown
	Pillow		1	Slippers
	Pillowcases		2	Shorts
1	Bath Towels		2	Shirts
1	Face Cloth		1	Longs
1	Swimming Towel		1	Jersey / Jacket
1	Mosquito Net		2	Shoes / Slops
			1	Track Suit
	Toiletries			Sundry Items
1	Toothbrush		1	Raincoat / Anorak
1	Hairbrush / Comb		1	Shoe Cleaning Kit
	Toilet Bag		1	Padlock & Key
	Soap / Shower Gel		2	Pairs PE Socks
	Toothpaste			Laundry Bag
	Deodorant			Clothes pegs
	Hand/Body Lotion			Plastic coat hangers
	Mosquito Repellent Spray			A torch with some spare batteries
	Sanitary wear (pads etc)			A watch
	Washing powder (no tables)			A bible
	Uniform			
5	School Shirts			
3	Skirts			
5	Pairs School Socks			
1	Black school shoes			
1	School Jersey			
2	PE Shirt			
2	PE Shorts			
1	PE Tracksuit			
1	School Swimming Costume			
1	Trainers			
1	School Hat / Cap			
1	School Tie			
1	House Shirt			



Appendix Three

Boys

Qty	Items	Qty	Items
	Linen		Civvies and Other Clothes
1	Duvet	5	Underpants / Boxer Shorts
1	Duvet Cover	2	Pyjamas
2	Bed Sheets (single)	1	Dressing Gown
1	Spare Blanket	1	Slippers
	Pillow	2	Shorts
	Pillowcases	2	Shirts
1	Bath Towels	1	Longs
1	Face Cloth	1	Jersey / Jacket
1	Swimming Towel	1	Shoes / Slops
1	Mosquito Net	1	Track Suit
	Toiletries		Sundry Items
1	Toothbrush	1	Raincoat / Anorak
1	Hairbrush / Comb	1	Shoe Cleaning Kit
	Toilet Bag	1	Padlock & Key
	Soap / Shower Gel		Laundry Bag
	Toothpaste		A Bible
	Deodorant		Clothes pegs
	Hand/Body Lotion		Plastic coat hangers
	Mosquito Repellent Spray		A torch with some spare batteries
	Washing powder (no tables)		A watch
	Uniform		Pressing Iron
5	School Shirts		
3	Shorts/Trousers		
5	School Socks		
1	Black school shoes		
1	School Jersey		
2	PE Shirt		
2	PE Shorts		
1	PE Tracksuit		
1	School Swimming Costume		
1	Trainers		
1	School Hat / Cap		
1	School Tie		
1	House Shirt		



Appendix Four

SCHOOL UNIFORM

	SECONDARY			
<u>GIRLS</u>			<u>BOYS</u>	
5	School Sec/Shirts		5	School Sec/Shirts
3	Skirts		2	Necktie (Stripped)
5	White/Khaki Socks		3	Trousers
1	Black school shoes		5	Black/Khaki Socks
1	Pullover		1	Black school shoes
1	Blazer		1	Pullover
2	PE Shirt		1	Blazer
2	House Golf Shirt		2	PE Shirt
2	PE Shorts		2	House Golf Shirt
1	PE Tracksuit		2	PE Shorts
1	Trainers		1	PE Tracksuit
1	Cap		1	Trainers
1	School Swimming Costume		1	Cap
1	Swimming Cap		1	School Swimming Costume
1	School Bag		1	Swimming Cap
1	Padlock		1	School Bag
			1	Padlock