



HARROW
INTERNATIONAL
SCHOOL
BENGALURU



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BOARDING HANDBOOK

HARROW INTERNATIONAL SCHOOL BENGALURU

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A WELCOME FROM THE HEAD MASTER



“ *It has been a great pleasure to see such a strong and supportive boarding family become established at Harrow Bengaluru over the past year.*

Nearly 70% of our students are boarders, hence joining a great tradition of boarding at Harrow which has been in place for over 450 years. During that time, very many students have seen the wonderful opportunities that come with boarding. At Harrow we truly believe that boarding students have the opportunity to enjoy a transformational and a deeply engaging school life, building friendships and memories which will last a lifetime. We believe further that in becoming boarders at Harrow you are joining a tradition of boarding excellence which is unrivalled.

Just like Harrow School in London, you will benefit from an outstanding team of staff who will support you and encourage you during your time in the boarding house: a house master or mistress will lead that team, supported by an assistant house master or mistress, a team of house tutors and a matron or warden. Always be ready to share any concerns you have with them as they are there to help you, as well as to keep an eye on everyone in the house, ensuring that all is as it should be.

Please read this booklet carefully, so you are aware of the expectations that are upon you as a boarder and so that you can take advantage of all the opportunities which await you. Exciting and rewarding years lie ahead as a member of our vibrant boarding community.”

Mr Andrew Leale
Founding Head Master



HARROW VALUES

All Harrovians are expected to conduct themselves in line with the values of Harrow Bengaluru which are:

• **Courage** • **Honour** • **Humility** • **Fellowship**

This is particularly important in the boarding house where students live closely together and where these values will be central to building a happy and supportive community.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.

WEEKLY AND FULL BOARDERS

Harrow Bengaluru provides two boarding options: Weekly and Full.

Full boarders are expected to remain in school throughout term time when the school is open. Their meals are included in the full boarding fee for seven days a week.

Weekly boarders are expected to return home each weekend. As a general rule they are expected to leave school after 3.30pm on Friday afternoon and return by 8.30pm on Sunday evening. However, weekly boarders may choose to stay in school on Friday evening so that they can attend activities on Saturday morning. Meals are not provided for weekly boarders at weekends (except breakfast on Saturday if they stay overnight on Friday).

Further information on entering and exiting the campus as a boarder can be read in a later section.

BOARDING HOUSE FACILITIES

The boarding houses at Harrow Bengaluru are very well equipped.

Students in Grades 6 to 10 will be accommodated in twin rooms. As well as two beds (with mattresses and pillows), twin room will have two cupboards for storing clothes and other belongings, a bedside table beside each bed and two separate study desks.

Students in Grades 11 to 12 will be accommodated in single rooms (unless they prefer to share a twin room). Single rooms feature a bed (with mattress and pillow), a cupboard, a bedside table and a study desk. In addition, many single rooms have an ensuite wet room with toilet, basin and shower.

Each boarding house also has its own library, pantry, several common rooms, laundry room, infirmary, and meeting room.



STAFF SUPPORT

Three staff members (and, where applicable, their families) live within each boarding house. The housemistress or master and their assistant each have their own homes which are attached to the boarding house. Additionally, a matron, warden or nurse has an apartment on the second floor of each boarding house.

In the event of a student feeling unwell or needing any other support at night, they can easily call for help.

WHAT TO BRING

Please ensure that all clothing and other possessions are clearly labelled so that they can be easily returned when mislaid and can be distinguished when returned from the laundry.

School Uniform including black formal leather shoes.

School Sports Clothing and Sports Equipment (including black sports shoes and protective equipment such as shinpads or knee guards).

INFORMAL CLOTHES

Students are allowed to wear informal clothes after 3.30 each day and at weekends when not attending official school classes, practices and rehearsals.

Please note that all clothing should be free of any messaging or images which could cause offence.

- **Nightwear**
- **Underwear**
- **Slippers and dressing gown**
- **Toiletries**
- **Shoe Cleaning Kit**
- **Swimwear**
- **Bedding and Linen:**
This may include Bath Towel, Hand Towel, Swim Towel, Pillowcase, Sheet, Duvet and Duvet Cover (or if preferred over-sheet/blanket/quilt) All boarding house bedrooms are air-conditioned.
- **Coat hangers**
- **Laptop and Laptop Case**
- **Rucksack or bag for carrying school books/ sports equipment**
- **Water bottle and drinking mug**
- **Stationery:**
A4 lined paper, pens, pencils, eraser, pencil sharpener, mathematical set
- **Your instrument**
(if you are a musician)

PASTORAL CARE AT HARROW BENGALURU

The pastoral care of our boarders is of paramount importance; being happy, healthy and cared for is the essential first step towards success academically and in life. At the centre of our pastoral care programme, then, lies a recognition that good relationships lie at the heart of a happy boarding environment.

The most key relationship for any boarder is with their house mistress or house master. They are classroom teachers who live in the boarding house with the students and provide a consistent thread through a boarder's school life. Each student will see their housemaster and housemistress regularly through the day, at mealtimes and in the house during the evening, keeping a constant watchful eye to ensure all is well.

The housemaster or housemistress are supported by their assistant who is also a teaching member of staff. The assistant fulfills a similar role, covering for the housemaster or housemistress when they are off duty and building strong, supportive relationships with the students in their house.

Each boarder also has a personal tutor who is another teacher. Each tutor spends one evening a week in the boarding house with responsibility for an allocated small group of tutees. They will provide academic advice to their tutees but will also be a further point of contact if wider assistance is needed.

Additionally, each boarding house has a warden or matron who is responsible for housekeeping. The matron or warden will help the students in their house with laundry needs, keeping their rooms tidy, ensuring they are eating well and other homely needs. The warden or matron is the one member of the house team who is not a member of the teaching faculty, allowing them sometimes to offer a different perspective and an academically detached aspect to the care team.

Our pastoral care at Harrow Bengaluru is further supported by the 'vertically arrangement' of our houses. This means that each house has students from every grade level living within it and that each student remains in the same boarding house, with a consistent pastoral team, throughout their time at Harrow. This allows trusting relationships to

build with staff over a long period and also ensures that younger pupils can benefit from the support and guidance of older students in the house, and that older students can learn to lead, as they assist those younger than themselves.

In addition to the house team, at a school level we have a school nurse, a school emotional counsellor, a school doctor and, in case of emergency, a school ambulance, ensuring that we are ready to help and support students with a wide-ranging pastoral set-up.

HOMework

Each weekday evening, a homework session takes place in each boarding house. During this time all students must be working quietly.

The homework session is supervised by the housemaster/mistress (or their assistant) and by a different tutor each weekday evening.

The house team is there to help. They may hold impromptu tutorials or be available to answer individual questions. The tutor will also seek to meet with each of their tutees (the small group of students in the boarding house to which they are assigned).

DAILY ROUTINE

MONDAY TO FRIDAY

7.00 am	Boarders wake-up, eat breakfast and prepare for the day
8.10 am	House meetings take place ahead of morning lessons
8.30 am	Morning lessons begin
10.45 am	Mid-morning break: Boarders can return to their boarding house
11.15 am	Lessons recommence
12.45 pm	Lunch in the central school dining room
1.45 pm	Afternoon lessons begin
3.10 pm	Afternoon lessons end
3.30 pm	Afternoon activities commence
5.30 pm	Afternoon activities end
5.40 pm	Afternoon refreshments in boarding houses
6.00 pm	Main homework session begins
7.30 pm	Main homework session ends
7.40 pm	Evening meal served in boarding houses
8.30 pm	Second homework session or free time
9.30 pm	Evening house meetings (all boarders back in houses)
9.45 pm	Bedtime routine begins



DAILY ROUTINE

SATURDAY : THE WEEKEND ROUTINE IS MORE FLEXIBLE AND LIABLE TO CHANGE

- 8.00 am** Full boarders wake-up and eat breakfast
- 9.00 am** House Meetings take place ahead of morning activities
- 9.30 am** Morning activities begin
- 12.30 pm** Morning activities end
- 12.45 pm** Lunch served in boarding houses
- 2.15 pm** Afternoon activities begin
- 4.45 pm** Afternoon activities end
- 5.00 pm** Refreshments served in house dining rooms
- 6.00 pm** Weekend evening routine begins
- 7.30 pm** Evening meal served in boarding houses
- 9.00 pm** Evening house meetings
- 10.00 pm** Bedtime routine begins

DAILY ROUTINE

SUNDAY

- 8.00 am** Full boarders wake-up and eat breakfast
- 9.00am** House Meetings take place ahead
- 9.30 am** Departure in the event of a full day trip
- 12.45 pm** Lunch served in boarding houses
- 1.30 pm** Departure in the event of a half day trip
- 5.00 pm** Refreshments served in house dining rooms
- 6.00 pm** Weekend evening routine begins
- 7.30 pm** Evening meal served in boarding houses
- 8.30 pm** Weekly boarders return
- 9.00 pm** Evening house meetings
- 9.45 pm** Bedtime routine begins

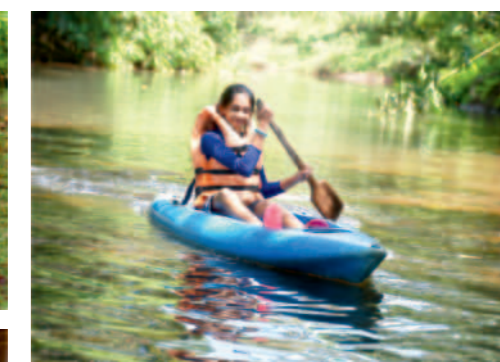
OUTINGS AND ACTIVITIES

At Harrow Bengaluru, we believe in creating a balanced and enriching environment that fosters both intellectual growth and physical well-being. Our students get the opportunity to participate in various exciting outings and activities throughout the year, carefully designed to enhance their overall development.

Each month, 2 weeks are dedicated to fun-filled excursions outside the school, such as trekking, go-karting, bowling, and visits to Bengaluru's vibrant malls and adventure sites. Additionally, students partake in community service initiatives like "Each One Teach One" where they mentor children in local government schools.

The remaining 2 weeks focus on engaging in school activities that stimulate creativity and teamwork. Whether it's crafting medieval weapons or competing in unique games, these activities are tailored to cultivate teamwork and intellectual curiosity. Through these experiences, students not only bond with peers but also learn essential life skills, making their time at Harrow both memorable and transformative.

OTHER INFORMATION



SAFETY AND SECURITY

The safety and well-being of our students are of the utmost importance at Harrow Bengaluru. To ensure a secure and nurturing environment, we have implemented robust safeguarding measures:



CCTV Monitoring: Our boarding houses are equipped with CCTV cameras in common areas to ensure constant supervision.

Staff Supervision: A dedicated team of staff members provides active supervision in all boarding areas.

Emergency Procedures: Our emergency response protocols are up-to-date, ensuring swift and effective action in case of any incident.

Health and Safety Checks: Regular inspections and maintenance are carried out to uphold the highest standards of health and safety.

These measures are in place to provide peace of mind to parents, knowing that their children are safe, secure, and well-cared.

MOBILE PHONES

Boarders are allowed to bring a mobile phone with them to school but the conditions under which this may be used are tightly controlled. Phones may not be taken into school during lesson time from 8am to 3.15pm, nor may they be used when attending any school activity.

At the end of each day all mobile phones will be handed in to the duty member of staff in the house for safekeeping until the next day.

Any abuse of these regulations will cause phones to be confiscated for an extended period of time.

LAPTOPS AND OTHER DEVICES

Harrow Bengaluru operates a Bring-Your-Own-Device (BYOD) policy for Laptops, iPads, MacBooks and other such devices. This means that each student is required to bring a device (usual a laptop) to school with them, which they will use for academic purposes.

The school offers a flexible approach in relation to such use. Some students choose to take notes using an iPad and stylus, for example; others use online rather than paper textbooks. In contrast, some use their device purely for research purposes, for which they may be required to bring it to class.

Unless permission has been granted otherwise, students should not be using their devices for non-academic purposes and will 'hand in' their laptop each evening before bedtime.

Again, abuse of these regulations will cause the device to be confiscated for an extended period.

VALUABLES

Students are strongly discouraged from bringing valuable items to school owing to the risk of them being damaged or mislaid. If it is necessary to go against this advice, students should inform their house master or mistress, who may look after the valuable item on their behalf.

The school cannot take responsibility for any valuable items brought to school; they are brought at the owner's own risk.

MONEY

Harrow Bengaluru is a cash free campus. Boarders should not bring any cash into school. Where funds are needed, payment can be made using online methods such as GooglePay.

FIRE SAFETY

The school takes very seriously its responsibility to keep students, staff and visitors safe. In the event of a fire or fire alarm, students should evacuate the building and muster on the 4G football pitch. We will hold fire practices regularly to ensure that students are aware of the fire procedure.

MEALTIMES

All students must attend all mealtimes (breakfast, lunch and supper).

A student-led house food committee exists in each boarding house, to reflect on the meals provided and make adjustments to bring about improvement.

DELIVERIES

In the event of a student ordering or receiving a delivery, it will be handed to their house master or mistress and opened in the presence of both the student and their house master or mistress.

Fast food deliveries are not allowed in school without the express permission of a student's house master or mistress.

Healthy eating is encouraged in school and hence ample fruit is provided for students between meals in the house dining room.

SCHOOL UNIFORM AND EQUIPMENT

The school uniform list is published separately.

Students are required to wear school uniform on weekdays from 8am to 3.15pm and when participating in official school activities outside of this time. On formal uniform days, hats should be worn when outside.

After 3.15pm and at weekends, informal dress may be worn when not attending an official school activity. Please note that all clothing should be free of any messaging or images which could cause offence.



LAUNDRY

Each boarding house is equipped with full laundry facilities. Students are responsible for gathering their laundry items and placing them appropriately for washing. Similarly, students should collect their clean laundry when it is ready.

LEAVING AND RETURNING TO CAMPUS

It is important that both students and parents should fully understand the system for leaving the campus as this is a key aspect of student safety.

Boarders are permitted to leave campus only with a leave permission slip issued by their house master/mistress or their assistant.

Such a permission slip will be issued only after correspondence has been received from the student's registered parent or guardian confirming:

- A. THE TIME AND DATE OF DEPARTURE;**
- B. THE DETAILS OF THE PERSON WHO WILL BE MEETING THE STUDENT WHEN THEY LEAVE;**
- C. THE PLACE WHERE THE BOARDER IS GOING;**
- D. THE TIME AND DATE ON WHICH THEY WILL RETURN.**

The exceptions to this regulation are:

- a. The end of each term and before extended holidays (when the school will be closed). At such times, all students will be permitted to leave (unless correspondence has been received from the registered parent or guardian to the contrary).
- b. When students are joining a trip organized/approved by the school.
- c. Weekly boarders will be allowed to exit after 3.30pm on Friday afternoon to return home for the weekend (unless correspondence has been received from the registered parent or guardian to the contrary).

WEEKLY BOARDERS SHOULD RETURN TO SCHOOL BY 8 PM ON SUNDAY EVENING.

Please note that during the

- **Dussehra Holiday** (5.30 pm on Friday 4 Oct. to 8 pm on Sunday 13 Oct. 2024),
- **Diwali Holiday** (5.30 pm on Thursday 31 Oct. to 8 pm on Sunday 03 Nov. 2024),
- **Christmas Holiday** (5.30 pm on Friday 13 Dec. to 8 pm on Sunday 5 Jan. 2025)
- **Spring Break** (5.30 pm on Monday 17 March to 8 pm on Sunday 27 April 2025)

the school will be closed and all students should be off-campus.

For all single day holidays, as shown on the annual school calendar, the school will remain open for full boarders.

Weekly boarders will be expected to take extended weekend leave where such holidays occur on a Friday or Monday. If such one-day holidays occur midweek, weekly boarders will again be expected to go home but may stay in school if they wish to do so and with the written confirmation of their registered parent or guardian.

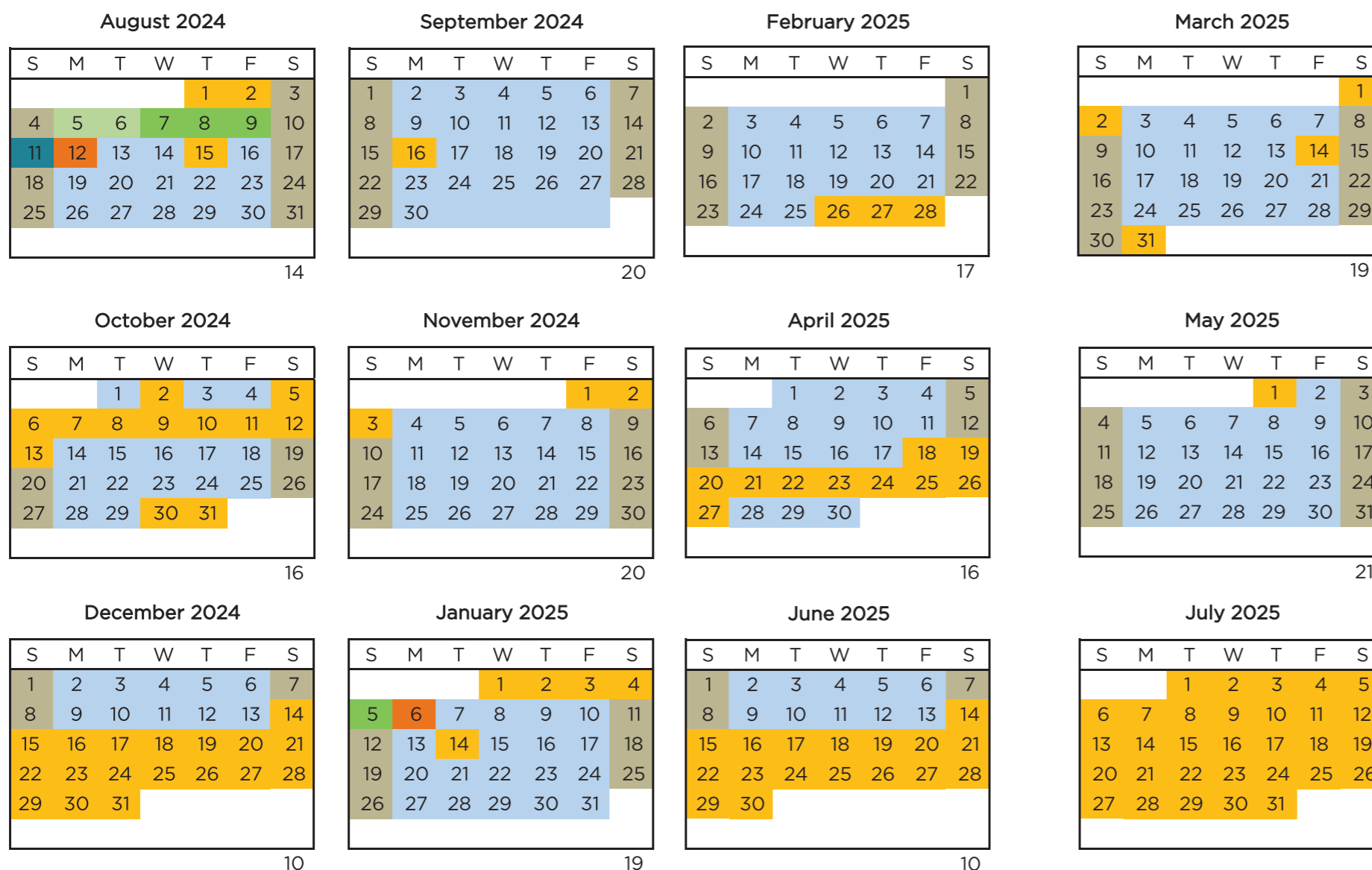
TRAVEL PLAN

The school provides a pick -up service from Bengaluru Airport for boarders who are travelling to school alone. Parents should contact their son or daughter's house master/mistress to arrange such pick up.



HARROW INTERNATIONAL SCHOOL BENGALURU

TERM DATES: 2024 - 2025



Beginning and End of Terms

- 11 Aug: Induction Day for new students and new parents
- 12 Aug: Start of Term 1
Boarders to report before 8:00 pm on 11 Aug
- 13 Dec: End of Term 1
- 06 Jan: Start of Term 2
Boarders to report before 8:00 pm on 05 Jan
- 13 June: End of Term 2

School Holidays (Inclusive)

- 15 Aug: Independence Day
- 16 Sept: Eid-Milad
- 02 Oct: Gandhi Jayanthi
- 05 - 13 Oct: Dussehra Break
- 30 Oct - 03 Nov: Diwali Break
- 14 Dec - 05 Jan: Winter Break
- 14 Jan: Makar Sankranti
- 26 Feb - 02 Mar: Mid Term Break
- 14 Mar: Holi
- 31 Mar: Ramzan
- 18 - 27 Apr: Spring Break
- 01 May: International Worker's Day
- 14 Jun - School closes for Summer Vacation

Student Days Per Term

Term 1: 80
Term 2: 102
Total: 182



School Days
 Weekends
 Holidays
 New Staff Induction
 Staff Professional Development Days
 New Student & New Parent Orientation
 First day of term