



yago school

Boarding Home

Table of Contents

1. Welcome.....	5
2. Boarding Principles and Practice.....	6
2.1. Principles of Boarding at Yago School.....	6
3. Arrival.....	7
3.1. New boarding students.....	7
3.2. Luggage.....	8
4. Terms of Occupancy.....	8
5. Facilities and Amenities.....	8
6. Daily routines.....	9
6.1. Mornings.....	9
6.2. After school.....	9
6.3. Homework and academic study time.....	10
6.4. Prep guidelines.....	11
7. Meals.....	11
7.1. Evenings.....	12
8. Leadership opportunities, Responsibilities, Duties and Information.....	12
9. Cleaning and Orderliness.....	13
10. Laundry service.....	13
11. DP 1 and DP2 (International IB).....	14
12. Personal belongings and privacy.....	14
12.1. Pocket money and personal expenses.....	14
12.2. Personal items.....	14
12.3. Medication.....	15
13. Community spirit.....	15
13.1. Boarding activities.....	15
13.2. Celebratory dinners - Special occasions.....	16
14. Communications, safeguarding/security and staffing.....	16
14.1. Pupil communication.....	16
14.2. Communication with home.....	16

14.3. Getting in touch - Parent communication.....	17
14.4. Safeguarding and security.....	18
14.5. Emergencies.....	18
14.6. Visitors.....	19
14.7. Fire drills.....	19
14.8. Security checks.....	19
15. Health.....	20
15.1. Get enough sleep.....	20
15.2. Biometric keypads.....	20
15.3. Do not eat in your room.....	20
15.4. Infectious diseases.....	20
15.5. Maintain a clean and tidy room.....	21
16. Leave and late curfew applications during term time.....	21
16.1. Leave from boarding to stay with a friend.....	21
16.2. Late curfew on weeknights.....	22
17. Term breaks and returning home.....	22
18. Code of conduct.....	22
18.1. Attire and appearance.....	23
18.2. Hair.....	23
18.3. Piercings and Tattoos.....	23
18.4. Speech and language.....	24
18.5. Cultural and religious differences.....	24
19. Boarding Rules and Regulations.....	24
19.1. Curfews, roll-calls and daily checkouts.....	25
19.2. Noise levels.....	25
19.3. Lights out.....	26
19.4. Reporting sick.....	26
19.5. Mobile devices and internet.....	26
19.6. Screen Time curfew.....	27

19.7. Out of bounds.....	28
19.8. Appropriate behaviour.....	28
19.9. Bullying - KiVa programme.....	28
19.10. Prohibited items.....	29
19.11. Serious misconduct.....	30
20. Yago and <i>Boarding Home</i> Citizenship.....	30

1. Welcome

Dear Boarding Home student,

Welcome to the Yago School International Boarding Home. Your new home away from home. As the Head of the Boarding Home at Yago School, it is with great pleasure that I write this letter to you all. I continue to be honoured for the third year, being given the opportunity to be entrusted with this role. Having 30 years of educational experience, it has been an exciting adventure with our first two groups of students. Now it is your turn to join the adventure and I am really looking forward to meeting you and creating a welcoming, supportive and safe environment for all of you as new Boarding students.

As the Head of the Boarding Home, my primary responsibility is to ensure the well-being of all of our students, both academically and emotionally. I will be working closely with our group of dedicated staff in order to provide a nurturing and enriching experience for all those students whom we take in under our wings. Our team is committed to creating a warm and welcome inclusive community where each and every student feels supported and valued.

As part of our commitment to student welfare, we will be implementing a range of activities and initiatives that will promote personal growth, social development and academic success. We will also be closely monitoring each student's progress, providing academic support and guidance where and when necessary. I believe that open communication between students, parents and the school is vital to the success of our Boarding Home. As such, I encourage students and/or parents to contact me with any questions or concerns they may have. I will always be available to discuss any issue, whether big or small and I am committed to working collaboratively with everyone to ensure we achieve the best outcome for our students.

I am looking forward to seeing you all join the Yago School Boarding Home and get to know you all better. Together, we can create a safe and supportive Boarding Home environment that fosters academic excellence and personal growth.

Yours sincerely,

Mr. Mark Davis,
Head of Boarding Home

2. Boarding Principles and Practice:

The purpose of the Boarding Home is to create a community where each individual can live happily, developing his or her talents, appreciating those of others, learning respect and understanding of others and contributing to communal life. The Boarding staff members aim to create a secure and positive environment in which each pupil may thrive, safe in the knowledge that each Boarding student is personally known by staff, that each student has opportunities to thrive, both personally and academically, and that each student is involved in making wise choices in his or her actions and decisions.

2.1. Principles of Boarding at Yago School

Boarding at Yago School is designed to offer all students a safe and caring environment in which to develop the skills and character strengths that will enable them to thrive and be successful beyond school. We encourage our Boarding Home students to play a full role in the life of the School and embrace the School values by aiming high with integrity, being adventurous and serving others.

All Yago School Boarding students are treated with respect as individuals, irrespective of age, sexuality, nationality, religion, ethnicity or cultural background. Our resident members of Boarding Home staff aim to create a homely atmosphere where students can be themselves and grow as young adults.

The rights of individuals are of real importance at Yago School and we acknowledge ‘Keeping Children Safe in Education’ and a child-centred and co-ordinated approach to **safeguarding** and promoting the welfare of children. The four principles are:

- **Protecting children from maltreatment;**
- **Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;**
- **Taking action to enable all children to have the best outcomes;**
- **Preventing impairment of children’s health or development.**

Students at the Boarding Home have Mr. Mark Davis as their Head of Boarding and also as their legal guardian who acts ‘in loco parentis’ where applicable. Resident Tutors are there to support the Head of Boarding, together with Housekeeping staff completing the team.

Our commitment to boarding ensures the home is staffed throughout the day and night, providing excellent care and attention for the community. The Head of Boarding liaises closely with Heads of Departments in school and also the academic tutors to ensure continuity of pastoral care throughout a Boarding student's school career.

The health of pupils in the Boarding Home is helped by having a School Nurse on site. Pupils have access to the Nurse at all times **during the school day**. The Boarding Home has a self-contained medical room where sick pupils stay throughout the day instead of alone in their rooms. That way, they are never unattended to and can be cared for, as required. Equally, all boarding students have access to the School Counsellors who may be contacted by email or through the Head of Boarding or staff. Boarders also have the possibility of contacting their parents at any time out of school hours and the Head of Boarding liaises with pupils' parents on a regular basis.

At weekends and with parental/guardian consent, boarding students may visit the local town, plan a trip into Seville, seek authorization to stay at a friend's house or visit the cinema, providing students are academically on track and the weekend protocol is followed. Students will also have the opportunity to attend fun organised activities throughout each term. There are lots of possibilities available, but the main task of the Head of Boarding and staff members is to ensure that weekends are enjoyable with plenty of opportunities for the boarders. However, as aforementioned, school commitments must always be honoured before pupils are free to organise their social time.

3. Arrival

Boarding students are expected to arrive on Monday 1st September 2025 for the Induction programme and to settle in. New students are advised to arrive (if possible) around 12:00 midday when the Boarding Home opens to check into the Boarding Home. There will be an organised tour of the Boarding Home and Yago School premises, for both students, and also another one separately for parents. For safeguarding reasons, no family members are allowed into private bedrooms.

3.1. New boarding students

New boarding students will be greeted by Resident Tutors who will meet them on their arrival to help them settle into the Boarding Home. The Resident Tutors will help new boarders get used to the daily routines. In addition, there will also be a compulsory boarding induction programme that all new boarding students undergo. [☰ Induction programme for new boarders](#)

3.2. Luggage

Once everything is emptied, all suitcases and large bags are to be stored in the Boarding Home storage rooms.

Luggage is not to be left on the room floor. It is important that the living space is void of any form of obstruction that can pose a hazard, harm to cause an injury or threat to safety during emergency evacuations and also to aid the daily cleaning of the room.

4. Terms of Occupancy

- At the beginning of each school year, each resident student must review and complete the [room check form](#). This form verifies the condition of the room when the student moves in. At the end of the year it will be used to assess any damages incurred and the associated costs of repair.
- Room decorations are permitted so long as they do not mark or stain or violate the values or safety standards of the school.
- Students may not have any item that could be a potential safety or fire hazard.
- Room furniture may not be removed from the room nor disassembled.
- Students must always turn off all lights and electrical appliances before leaving the room.
- Improvised room partitions are a fire hazard and are strictly prohibited.

5. Facilities and Amenities

Each bedroom has space for a maximum of 4 residents. Each bedroom has 4 beds, 1 bathroom with 2 private shower stalls, 2 sinks and 1 private toilet (en-suite) and a desk and chairs. Additionally, there is wardrobe and closet space for each student. All bedrooms are spacious, with air-conditioning and fast WiFi connection.

- Students will be in large, fully furnished rooms with 4 beds.
- Bathrooms (en-suite) are located within the room.
- Students will often be paired with students who speak a different first language (mixed-culture) and at a similar age level.
- Rooms are equipped with a desk, chairs, drawers and closet space for each student.
- All bed linen and towels are provided and changed and washed weekly.

- 24-hour adult supervision provides a safe and comfortable living environment.
- Living room area (leisure activities).
- Study room.
- Common room equipped with a kitchenette.
- Transportation to/from airports can be arranged.
- School Infirmary (only during school hours) and a hospital close by.
- Outdoor Swimming Pool (25 metres) covered and heated in winter.
- Fitness Centre.
- Jet pool.
- Within walking distance, there are restaurants, shops/ a large shopping centre, a local sports centre with tennis and padel courts and supermarkets, cafés, etc. Students may walk to these amenities in their free time, but only when they have finished their studies. Students may leave the site as long as they are in pairs or groups and have signed out with a resident member of staff and have parent authorization.

6. Daily Routines

Good discipline and a positive attitude is necessary for success. At our Boarding Home, this begins with keeping to daily routines that will teach students how to prioritise activities in their schedule.

6.1. Mornings

Mornings at the Boarding Home begin with students waking up around 7:30 am on school days. All students are expected to manage their own mornings. Boarders are to be dressed in their school uniform, ready for checking with the resident tutor, before leaving the Boarding Home for breakfast at 8:00 am in the school dining room. All checkings are in place to ensure that the Boarding Home maintains control of the comings and goings of students in case of emergency.

Once breakfast is finished, students may return quickly to the Boarding Home to brush their teeth and collect their belongings for the school day. At 8:35 am, all students should make their way to their respective classrooms to join with their academic tutor and study group. By 8:45 am, all students must be out of the Boarding Home.

6.2. After school

Depending on each boarder's school schedule, students are expected to be back at Boarding Home from 17:00 pm onwards. Starting at around 17:15 pm, students can attend extra curricular activities, either on site or outside of the premises.

Unless special permission has been granted by the HoB or a member of staff, boarding students are not allowed to be back in the Boarding Home before 17:00 pm at any time.

DP1 students finish classes at 17:15 pm twice per week and may return to the Boarding Home at that time, always with a Boarding Home staff member present.

Once classes have ended, students return to collect their afternoon snacks, change clothes (for sports activities) and then leave the residency again.

Students are allowed to leave the premises to visit the local shopping mall, have a hair cut or go for a walk/ meet with friends, etc, but only if they have permission and are not punished at school or the Boarding Home for any bad behaviour. Parents need to sign the permission paper prior to any student leaving. [PERMISSION TO LEAVE THE BOARDING HOME/SCHOOL PREMISES](#)

Before leaving, each student must first seek permission from a member of staff before leaving. Every time students enter or leave the residency, for safety reasons, it is mandatory for students to **sign out** whenever they leave and then **sign in** once they have returned to the Boarding Home.

Having concluded after school activities and on returning to the Boarding Home, students should shower after doing sport activities and then get ready for the start of study time.

6.3. Homework and academic study time

All boarding students are expected to report to the study room for a time of supervised self-study and homework. There will be Formal Quiet Study Time during the evenings. This will run from 19:00 pm – 20:30 pm. All students are expected to be able to manage their own study and revision time. There may be some exceptions such as students arriving later than 19:00 pm due to external extracurricular activities. In this case, the Boarding Home staff will help individual students to organise their studies correctly.

6.4. Study time Guidelines

Formal Quiet Study Time will run from 19:00 pm – 20:30 pm during the evenings. We recommend that students study at least 4 hours per subject per week outside lessons.

Guide Time	Per Subject
1 hr 30 min each day	30 minutes per subject
	At least 2 - 4 hours per subject per week outside lessons

7. Meals

Breakfast, lunch and dinner is provided on a daily basis in the school dining room, located next to the Boarding Home. Breakfast or “Brunch” is provided during weekends and public holidays. When students leave the residency on a school based trip, food is provided as necessary.

Meal plans are updated weekly and can be found posted on the Boarding Home notice board and school website in Educamos. Meals are served following the schedule below:

Mealtimes

	Breakfast	Morning snack	Lunch	Afternoon snack	Dinner
Weekdays	8:00 am to 8:30 am	11:45 am	2:30 pm	5:00 pm - 5:15 pm	8:30 pm to 9:00 pm
Weekends & Public Holidays	Brunch 12.30 am to 13:30 pm	*depending on activity	*depending on activity	*depending on activity	8:30 pm to 9:00 pm

All boarding students have access to a shared kitchenette in the Boarding Home. The kitchenette is equipped with 2 refrigerators, 2 microwave ovens, hot-and-cold running water and large storage space with individual boxes for personal food such as cereals, biscuits, coffee, etc. As the kitchenette is shared, we ask that all boarding students respect the space and keep it clean after each use. There will be an induction activity once students arrive to review the “what to do and how to do it correctly” procedures of the correct use of the kitchenette. Cleaning duties are also shared between students.

Boarding students are **not allowed** to cook in their own bedrooms. If you wish to prepare your own food using the microwave, you are to do so in the kitchenette only.

7.1. Evenings

After dinner, between 21:00 pm and 22: 45 pm, students are encouraged to spend time with fellow boarders, either through small group interactions or whole group activities such as; chats, TV or films, video games or sports related games, etc. This time is important and students are allowed their own free time to unwind from the day at school before bedtime. At this time, students will not be allowed to leave the premises.

It is important to remember that all services are closed at 22:00 pm. Students can use the sports facilities of the school but they **MUST** all be back in the Boarding Home by 22:30 pm for evening check in time. Students are asked to leave for their room by 22:45 pm before lights out at 23:00 pm. The WiFi access goes off at midnight.

8. Leadership opportunities, Responsibilities, Duties and Information

Being part of the boarding community expands and extends our students' opportunities for participation beyond their immediate school communities. At the Boarding Home, the Head of Boarding and Resident Tutors are in charge, but students get the opportunity to have their say on the routines and share opinions within the Boarding Home during weekly meetings.

One idea that we have implemented is to have a Boarding Home representative who will be appointed. They will be responsible for liaising with the Boarding Home staff regarding the day to day or weekly boarding matters, act as representative and promote active participation in school and Boarding Home activities and events for other boarders. These could be things such as meetings, trips and excursions; older boarding students learn to mentor younger students in the house, collectively learning to lead by serving others.

In order to promote leadership skills and responsibilities amongst the boarders, everyone is expected to carry out minor duties to ensure the smooth running of the Boarding Home, such as taking turns to be on kitchen duty. There is always a member of staff to supervise and help them when they are doing their duties. Students will also have the opportunity to study C.A.S (Creativity, Action and Service) as part of their IB diploma study programme. This is a programme that is designed to help students participate in arts, sports and community service activities, both in and outside of school.

9. Cleaning and orderliness

Students are responsible for the tidiness of their own room and also their own property. Rooms and bathrooms are cleaned on a daily basis. However, students must keep their rooms neat and in order to assist the cleaning staff by having all areas clean of objects. This involves;

- making their own bed.
- airing the room.
- ensuring laundry is dried correctly in the laundry room.
- tidying up before school hours begin. There will be regular room checks.
- turning off all electronic equipment such as air conditioners, heaters, etc.
- floors and tables should be clean and free of objects.
- items should be stored in the appropriate places. Books on shelves, clothes in drawers, shoes in storage space under beds, towels on racks, laundry in baskets, etc.
- students are allowed to decorate their room, personalising with pictures, posters but these decorations must be within reason and ONLY sellotape used on walls.
- no furniture, such as beds or chairs should be moved from one room to another without permission from a member of staff. Neither is it permitted to move other pieces of furniture or common objects from their place to another.
- all bags and suitcases must be emptied upon arrival and stored in one of several storage rooms within the Boarding Home. If any bags or suitcases are found in a room, then they will be removed from your room and put into storage.
- rooms are cleaned on a daily basis and all bed linen and towels are changed once a week. Further cleaning of all areas of the Boarding Home happens everyday, except weekends. All rooms are cleaned and checked by the cleaning staff.

10. Laundry service

Laundry service is available to all boarders at no additional charge. Boarding Home bed linen and towels will be washed on a weekly basis. Every Sunday, students are required to leave their bed linen and towels in the laundry room to be washed. Students need to ask a staff member for a fresh set of towels and bed linen in order to make their bed again.

School uniforms will also be washed by the laundry service, on a twice a week basis. Boarding students will drop off their laundry items in their laundry baskets in the laundry room. Once the school uniform has been washed and ironed, it

will be returned to the boarding student's assigned shelf in the washroom, ready to be collected by the student.

Each student is then in charge of their own personal washing. Undergarments cannot be sent to the laundry. There are washing machines and a dryer available to students who want to wash their own regular clothing using the facilities in the washroom.

11. DP 1 and DP 2 (International IB)

Senior students at the Boarding Home will be accorded the privilege of more independent management of time and activities. As such, DP1 and DP2 students are encouraged to do self-study in the designated Study Room or around the Boarding Home. DP 2 students will be allowed to study in the privacy of their own rooms.

Not only senior students, but also ALL students are expected to exercise responsibility and uphold the values of the school and organisation they represent in all aspects of behaviour and conduct in and outside of the Boarding Home. Should there be a breach of rules of custom and conduct, privileges will be revoked and consequences be dealt with as laid out further on in this Boarding Home handbook.

12. Personal belongings and privacy

At the Boarding Home, all students share rooms with at least one other person. It is important that they learn how to manage their own belongings and respect the privacy of their roommates to avoid unnecessary misunderstandings.

12.1. Pocket money and personal expenses

A weekly allowance of around 50 euros is usually more than enough for students when they are out of the Boarding Home. This will cover the costs of any public transport, buying food and/ or drinks, cinema tickets, leisure activities, hair cuts, etc. **We advise parents to control the spendings of their son/daughter.**

12.2. Personal items

All boarding students are provided drawers in their bedrooms where they can store their belongings. Important, personal documents and valuables such as **passports, flight tickets, money, jewellery** or any **personal electronic devices** must be handed in to the Head of Boarding and kept under lock and key when students arrive. **Students are responsible for their own belongings** if they keep them in their room. For hygiene purposes, students are also not to

share items such as personal thermometers, toothbrushes, towels and toiletries such as shavers and combs. All boarding students are strongly advised to procure a toilet bag to contain their own toiletry items in the shared bathroom.

12.3. Medication

All students who take medication **must** send a medical report to the school nurse **before** they arrive. Please send this medical report to; nurse@yagoschool.com. Students on long-term medication for chronic conditions should report the list of medication brought into the Boarding Home to the Head of Boarding and School Nurse. Medication is **not to be shared** between roommates or other Boarding students. This includes over-the-counter medication such as Paracetamol. All students must seek to take medications only when supervised by an adult.

For any student who needs to take medicine, please bring your medication and hand it in to the School Nurse or Head of Boarding for safe keeping upon arrival. Only medicines issued by the School Medical Centre can be administered by Boarding Home staff when they consider it necessary. Such medication might include pain relievers such as Paracetamol or Ibuprofen and a record is kept of all medicines administered by staff. All medication is kept and controlled in the Head of Boarding's office. In terms of medications, only those necessary for personal use are allowed, and they must be accompanied by a copy of the prescription (including a full translation in English and/or Spanish, indicating contents, purpose of medication and dosage) or a medical report. **Students are not allowed to keep medication hidden in their bedroom. Any medication found will be confiscated and consequences will be given.**

13. Community spirit

The Boarding Home is a multicultural living space. This is a unique space where you get to live in close proximity and learn from those who come from different cultures. Let respect for others and yourself guide your choices.

13.1. Boarding Activities

Regular weekend Boarding Home activities are organised each term that will add to the breadth of experiences boarders will have in their education journey in Spain. Boarders are encouraged to participate in them as a way of team building and to get to know members of the boarding community better. We promote that Boarding students also have the opportunity to take the lead in planning and running some of these activities for their fellow boarding peers.

13.2. Celebratory Dinners - Special occasions

Major festivals and events from home countries such as BBQs, Easter, Christmas and goodbye dinners are celebrated at the Boarding Home, especially to mark the start and end of each calendar year. Attendance at these dinners is a community expectation.

Birthdays are calendar events celebrated by Boarding Home students, together with the Boarding Home staff. Parents can send gifts and have them delivered to the school.

14. Communications, safeguarding/security and staffing

Communication is key to the day to day running of our Boarding Home. Being able to keep in touch with each other and following safeguarding, security and emergency protocols is important in ensuring the safety of everyone in our Boarding Home community.

Each student will be in constant contact with the Head of Boarding, Resident Tutor(s) as well as an academic tutor. Together they will ensure the students' personal and academic success. The Head of Boarding and Resident Tutor(s) will have continuous communication with the academic tutor regarding the student's assignments, exam schedules and deadlines.

There will also be meetings to obtain feedback regarding academic results and pastoral performance, together with support. These meetings will be on a weekly basis to discuss all students in our care and guarantee a personalised approach. We also have a safeguarding team on hand if any concerns arise.

14.1. Student communication

Students will be able to reach their Head of Boarding/Resident Tutors at all times out of school hours through an emergency contact line that will be made available to them upon check-in. Also, they will be informed of the contact details in case of any safeguarding concerns. Each student will also be given their own Yago School email address for all school work related activities.

14.2. Communication with home

Communication with families is a top priority. Families will always remain notified of any matters regarding their child, whether a success or a matter of concern. Yago School uses a programme called "**Educamos**" which enhances connections

between staff and families, both inside and outside of school. The app permits fluid communication, especially through newsletters, test grades, end of term grades and report cards, which are just some of the key focuses of the programme.

Equally, we require that families notify the Boarding Home staff of any matters that may affect their child's well being or academic performance. This open communication, via emails or notifications in Educamos, is of the utmost importance, especially as it could have an effect on the learning abilities or happiness of any student. There is also at least one academic tutorial programmed per trimester with the student's tutor. The Head of Boarding is also available to resolve any doubts or questions.

We encourage a 3 way "triangular" communication system between all students, parents and staff. Maintaining this system is important to avoid any communication breakdowns. Of course, all information will strictly remain confidential, but will help us identify and provide the best support and personalised care.

SCHOOL CONTACT DETAILS

- Head of School: Ms. Paz Romero
- Head of Boarding Home: mark.davis@yagoschool.com
- MYP & Secondary: blanca.dominguez@yagoschool.com
- IBDP & Bacalaureate: german.tenorio@yagoschool.com
- Technical Secretary: rafael.romero@yagoschool.com
- University Counsellor: lincoln.brody@yagoschool.com
- Admissions & cancellations: admissions@yagoschool.com
- Administration (Payments and account numbers):
administration@yagoschool.com
- General information: secretary@yagoschool.com
- Uniforms: uniforms@yagoschool.com
- Technical problems: tic@yagoschool.com
- School Infirmary: nurse@yagoschool.com
- MyYAGO - [Useful links](#)
- safeguarding@yagoschool.com

14.3. Getting in touch - Parent communication

During the first few days and weeks of the course, the Head of Boarding will contact the parents of the new Boarding Home students in order to reassure all is well, resolve any doubts, queries or concerns. The Head of Boarding is always available to meet with parents for a private discussion, through the schools' official parent portal, by appointment via Meet or phone call message via WhatsApp. An email can also be sent at any time. It is recommended that

parents add the school Facebook, Twitter or any other social media accounts due to regular information and/ or photos that will be frequently uploaded.

14.4. Safeguarding/Safety and security

At Yago School and the Boarding Home, our main priority is the safety and welfare of our students. We strongly believe in a culture of care and safeguarding, which is put into practice to protect the health, well-being, safety and human rights of everyone involved. All students play an important role and are responsible for the collective safety of the community.

It is therefore important that everyone is familiar with emergency protocols and practices at the Boarding Home. We have a safeguarding team on hand to help prevent and respond to any abuse, neglect, exploitation, harmful practices or any violence. There are state of the art security cameras in and around the Boarding Home to help with safety and to protect everyone at all times. There is also a security company who do regular patrols around the school premises in order to maintain the security and safety of everyone whilst on site.

[Yago School Safeguarding and Child Protection Policy](#)

SL for Yago School: Blanca Domínguez: blanca.dominguez@yagoschool.com / safeguarding@yagoschool.com

SL for Yago Boarding Home: mark.davis@yagoschool.com

To share high or low-level concerns and allegations within the school write an email to safeguarding@yagoschool.com / My Concern

14.5. Emergencies

All Boarding Home students are required to have a working local mobile number. This is for the purpose of contact tracing during emergencies. You will receive text messages via the school Boarding/Resident Tutor mobile phone, which will require your response. This is to ensure that your mobile number is working. It is therefore imperative that you respond when such an exercise is triggered. All students are required to have **WhatsApp** installed and functioning. Also, every student has downloaded and activated the **Life 360 App** which allows students to be localised at all times whenever they leave the premises for safety reasons. **Students must have it connected at all times.**

Each evening, a residential staff member will also be on duty to receive any emergency calls to the school Boarding/Resident Tutor mobile phone. Please be familiar with the number you can reach the staff on duty. As this number is meant only for emergencies, do not misuse it. Boarders who use the emergency

contact number of the school Boarding Home phone irresponsibly will be subject to disciplinary action.

14.6. Visitors

All boarding students must seek permission from the Head of Boarding prior to inviting a guest over to the Boarding Home. All visitors must first have their parents send an email to the Head of Boarding and those who have been given permission to enter the Boarding Home will be given a visitor's badge to identify themselves. This must always be worn on the premises and shown upon entry and on request by any person of authority or resident of the Boarding Home. Visitors must sign in and out at the main office within the school building upon entry and departure. **For safeguarding purposes, visitors are not to go beyond the Common Room or Study Room area.**

Parents are welcome to visit their children at the Boarding Home. All visits must be pre-arranged; the Head of Boarding must be informed of parents' planned visits at least one calendar week (7 days) in advance of the visit. Parents are to sign in at the reception area of the main office to collect their visitor's pass and must be escorted to the Boarding Home by a member of the Boarding Home staff. When permitted, parents can be accompanied to a Boarding student's room, but during the visit, the boarder's **room door must be kept open at all times for safeguarding reasons. No other students must be present in the room.**

14.7. Fire drills/emergency evacuation

The Boarding Home will conduct regular fire drills/ emergency evacuations (scheduled and unscheduled) throughout the calendar year. Everyone must participate in the evacuations, follow the guidance provided by the school and familiarise themselves with the evacuation routes and assembly points. **Any student who deliberately sets off a fire alarm will face consequences.**

14.8. Security checks

The Head of Boarding or resident staff may request to have sight of all items you have brought into the Boarding Home upon your return when you sign in. Random checks will also be made from time to time of all boarding students' rooms by boarding staff throughout the school year. Any prohibited items will be confiscated and returned to you upon your earliest check-out to leave the country during term breaks. You can find **a list of prohibited items on page 22 of this handbook.** Please be warned, any rule breaking of prohibited items within the Boarding Home will lead to disciplinary actions.

15. Health

Part of living independently is learning how to manage your physical and mental health. It is important that you maintain good health by keeping up with good personal habits and hygiene practices. Regular exercise and healthy eating habits are a must, as well as getting the correct amount of sleep. Take care of your body at all times and check in with the school nurse and/or counsellor from time to time.

15.1. Get enough sleep

It is very important that everyone respects the lights out time so that all members of the Boarding Home get enough rest each night. It is recommended that you get at least 8 hours of uninterrupted sleep daily. If you really need to complete your work and get in the occasional extra hours of study, do consider dedicating some of your extra free time rather than staying up late at night. If you need advice, please don't get stressed. Speak with a member of staff, they are there to help and guide you!

15.2. Electric keypads

Germs pass easily from person to person, including at the electronic keypad door scanners. Please wash your hands after each use of the scanner to reduce the risk of infections passing from person to person in the Boarding Home. Each student also has their own keypad code for their door. These codes are personal and must not be shared with others for safety reasons.

15.3. Do not eat in your room

While it is very tempting to do so, it is **prohibited** to take food into your bedrooms. Eating food, keeping or having any type of food waste in your rooms can attract insects and other rodents that are vectors of diseases. **Students found with food in their rooms will have the food confiscated and disciplinary actions will be taken.**

15.4. Infectious diseases

In the event you come down with an infectious disease such as chicken pox or hand-foot-mouth disease (HFMD), you will be required to be quarantined in a designated room at the Boarding Home for the duration of time as advised by a doctor or member of the school medical staff. During this period of time, contact with your other roommates will be restricted until the medical doctor certifies you fit to come into contact with the rest of the community again. Those students who are sick and deemed not fit to go to school will be seen first by the school nurse and then stay in Infirmary to be monitored. **A cold or sore throat is not something to stay in the Boarding Home all day.**

15.5. Maintain a clean and tidy room

You are expected to keep your own living spaces, including your en-suite bathroom, clean and tidy. Spend time each week to make sure your personal spaces are clean and tidy. We recommend that students dedicate some time during Sundays to catch up with tidying their room space, personal belongings and clothes, as well as making their bed when they do bedsheets and towels change. Your room will be cleaned by cleaning staff each day during the week but at weekends, maintain your rubbish bins by not allowing them to overflow.

No food or drinks should be taken outside the kitchenette space. Students may take a water bottle outside but no glass is to be taken to avoid breakage, cuts and/ or injuries.

16. Leave and late curfew applications during term time

There may be times during which students need to leave the Boarding Home. While some of these reasons for leave can be a consequence of a sudden emergency, we please ask students and parents to plan and apply for leave from the Boarding Home in a timely fashion, as soon as travel or leave plans are made.

16.1. Leave from Boarding Home

Should there be a need to stay out of the Boarding Home for a night, for example over a long weekend and/or public holiday, your parents may apply for leave from the Boarding Home using the [Boarder's Leave Request Form](#). This has to be completed **NO LATER THAN 24hrs BEFORE** the leaving date for logistic reasons. The following information must be provided in their leave application for you:

- Dates of leave/ return
- Time of leave/ return (students cannot return before 10:00 am the following day)
- Name of adult/family you will be staying with
- Address of stay or place of visit
- Local contact number of person you are staying with
- Signed authorization from parents as well as the person who you are staying with.

16.2. Late curfew on weeknights

Late curfews on weeknights will only be approved under the following circumstances:

- External tutoring for classes such as music or dance classes, approved by the Head of Boarding and parents.
- School events such as extra curricular, class trips to concerts or workshops.

Late curfew will only be approved by parents sending a formal email minimum 24 hours in advance and by the Head of Boarding reviewing the situation.

17. Term breaks and returning home

Plans to return home at any time of the year must be made known to the Head of Boarding and academic coordinator/tutor at least one week ahead of time. Leave applications must be made by parents through the appropriate channels via Forms with the following documents submitted in support:

- Letter from parent indicating dates of departure and return
- Travel itinerary issued by airline
- Necessary documentation if child is flying unaccompanied as a minor

Boarding students are expected to vacate the Boarding Home during breaks. These are during the December/January (Christmas), Spring (Easter) holiday and June/July/August (summer) holidays. During these months, the Boarding Home will be closed and will conduct a general cleaning and maintenance of all empty rooms and facilities. All Boarding student's belongings are to be packed into boxes or suitcases. If space permits, it is possible to arrange to have any luggage stored in the Boarding Home storeroom for the holiday period. There is also the possibility of returning home for long weekends or whenever the school is closed, but **students must return for classes on time**.

18. Code of Conduct

Our code of conduct supports and reinforces the values held by Yago School. They are meant to guide behaviours and interactions within the Boarding Home and advise your daily decisions. You can find all the important information in the parents guide;  [ENG Parents Guide - Sept 24.pdf](#) .

18.1. Attire and appearance

All boarding students must wear the correct uniform as our school uniform policy indicates during school hours.

- Full School uniform should be worn to and from school, during school hours and for all school activities and excursions, unless indicated, like at weekends.
- Clothing, P.E. kit and other personal possessions must be clearly marked with the owner's name. All clothing should be clean and in good condition.

After school hours students must dress appropriately abiding by a sensible interpretation of the school dress code. While dress standards outside of school hours are less formal, they should always be appropriate and decently attired while the school is still open and also in the Boarding Home. Skirts and/or shorts should be of appropriate length; shirts and shoes must be worn at all times. Clothing should not bear any vulgarities in text or image. It is not permitted to walk around the Boarding Home barefoot nor is it permitted to be inside wearing only a swimming costume or bikini, etc.

18.2. Hair, makeup and nails

- All students are expected to have clean and tidy hair.
- Extreme cuts and styles are unacceptable, as is ill-kept hair.
- Hair length should not be shorter than Grade 2.
- Boys' hair must have no significant difference in the gradation applied to their hair.
- Unnatural hair colours are not permitted.
- Boys' hair must be cut above the collar (and not be worn as a pony tail).
- Beards and moustaches, and any other facial hair, are not permitted.
- Girls should tie their hair back so that it is not touching their shoulders.
- Any kind of accessory that is not part of the uniform, i.e. bracelets, necklaces and chains can be worn as long as they are not visible.
- Makeup, and nail polish/gel nails are forbidden. Nails need to be kept to a short length.

18.3. Piercings and Tattoos

- Girls are permitted to have a single stud ear-ring in the ear lobe of each ear.
- All other body piercing (including nose/ tongue piercing) is not permitted.
- Tattoos are illegal until the age of 18. Visible tattoos are not permitted.
- No visible jewellery is permitted, only discreet jewellery such as one small earring in each ear lobe and and/or watches.

18.4. Speech and language

In the same way, be mindful of your speech and choice of language at all times. English is the language of inclusion at the Boarding Home. While we are naturally proud of and feel comfortable when we speak our native language, speaking in languages that cannot be understood by all can cause isolation to those who do not understand you. Choose inclusion instead and use English in common spaces. No inappropriate language is permitted at all in and around Yago School or the Boarding Home. **Insults or strong language towards any student or member of staff is totally prohibited at all times.**

18.5. Cultural and religious differences

Spain is a multi-cultural and mainly religiously Catholic country. The Boarding Home is a microcosmic society, and as such, you will find people here of different backgrounds, each with a rich history to share. Boarding Home students are expected to be sensitive to differences, which may include, but are not limited to dietary habits, race, ethnicity, gender, religion.

Whenever in doubt, do seek clarification with the Head of Boarding and/or roommate(s).

19. Boarding Home Rules and Regulations

Rules and regulations at the Boarding Home are advised by similar structures and terms that guide student behaviour at Yago school. These include rules that govern relationships, respect and integrity of all school and school students. The rules and regulations listed in this handbook are *in addition* to school rules that guide boarding interactions at the Boarding Home. Students who break these rules will, just like during a normal school day, will be given COMMUNITY SERVICE. It is important to adhere to the school rules, if not, you are given a STAGE report card. Any student who is suspended from school from between 1 to 3 days will have to spend this suspension period either at school or in the Boarding Home under the supervision of a staff member.

In the Boarding Home, students must also be aware of the [TIER REPORT](#), which will also include completing community service in and around the Boarding Home as well as other obligations depending on the severity of the action. Students who do not follow or accept the rules will lose the right to their phones or weekend privileges. These disciplinary actions can also lead to students being **suspended/sent home** from the Boarding Home or even **expelled completely**.

19.1. Curfews, roll-calls and daily checkouts

For the safety of all boarders and the community, it is important that daily checks are done and curfew hours are adhered to. Morning checks imply being dressed correctly (school uniform on a school day) before leaving for breakfast. This also includes leaving cell phones with the Resident Tutor in the HoB's office. ALL students need to leave for their tutor group classroom, starting at 8:35 am and must leave the Boarding Home no later than 8:45 am. At 9:00 am, classes begin, so **NO student should be inside the Boarding Home.**

NO student is allowed to return to the Boarding Home except in special circumstances and everything must be notified through the correct means; emails or messages to Head of Boarding, tutor, coordinators, the school nurse or via the secretary office. In this case, students need to be accompanied by a staff member. **NO student is permitted to return to his/her room or take their cell phone WITHOUT permission.**

Evening checks must be done at 19:00 pm when ALL students check in for study time in the Study Room. Checks at 20:30 pm on a daily basis are also done when leaving the Boarding Home for dinner. Both check ins and outs must also be followed when leaving the school premises during free time periods for those students with permission and also at weekends when students go off site in groups.

Boarding students who habitually fail checks may have their evening or weekend privileges taken from them and additional boarding duties assigned to them. The same applies for more severe rule breaking but with additional consequences as mentioned above in point 19. Boarding Rules and Regulations.

19.2. Noise levels

The Boarding Home is part of a larger residential neighbourhood. As considerate neighbours, noise should be kept to a reasonable level between 21:00 pm and 7:00 am daily. Please keep sound levels comfortable for your roommate(s) and others living in the Boarding Home by observing the following:

- No noise-generating games/ sports activities such as basketball, football/ soccer in open areas after 20:30 pm nightly.
- No audible alarms to go off before 7:30 am. Audible alarms are to be turned off after 10 minutes of continuous ringing. Remember to set your alarms on mute if you are leaving for the holidays.

- No music playing out of speakers in open areas after 21:00 pm.
- No audio/video calls after 23:00 pm. If you must take a call, please do so in the study room. **Any students breaking this rule will have their phone confiscated.**

Any of the above are also applicable to rule breaking and will be included in the [TIER REPORT](#) card.

19.3. Lights out

Boarders are expected to wind down each evening at a suitable time that will give them sufficient rest to participate in the next day's activities. All boarding students should return to their rooms between half an hour to fifteen minutes before lights out. Lights out are for all students and staff members too. No students should be out of their rooms after 23:00 pm without a good reason.

19.4. Reporting sick

If you feel unwell during the night, students must inform a Resident Tutor immediately. Students are not supposed to be informing or worrying parents during the night. If necessary, A resident Tutor on night duty will inform parents.

If a student is still unwell in the morning, you are to report sickness to the member of staff on duty by 8:00 am. You will either stay in your room or waitinfig downstairs until the school nurse arrives.

The School Nurse will make the first diagnosis. If necessary, a visit to the doctor will be arranged for you. A medical certificate with your diagnosis written on it must be presented to the Nurse and/ or Head of Boarding before the end of the day to register the visit. Students will be provided with a comfortable room when sick, supervised by the School Nurse (15.4). Absence from school without a valid reason is a disciplinary offence.

19.5. Mobile devices and internet

Each boarding student is allowed to bring their own personal devices into the Boarding Home. You are allowed to bring:

- a laptop and/or an iPad
- one mobile phone

The school will give you a digital device to assist your studies. All non-school issued devices must be brought into the school's I.T office to be configured to meet the security specifications of the Boarding Home. This will include the installation and setting up of screen time Apps.

If a student is found to be in possession of more than the number of devices allowable, the additional devices must be brought to the school's I.T office for configuration.

The school does not allow any student to use their phone during the school day. Phones will stay in the Head of Boarding's office all day as **NO phones are permitted in the main school buildings**. They can be collected at 17:00 pm when returning to the Boarding Home before leaving for extra curricular activities. As a courtesy to others during breakfast and evening meal times and during the weekend, NO phones should be taken to the canteen. **ALL students should leave their phones in the Boarding Home.**

19.6. Screen Time curfew

The use of the internet and mobile devices is guided by the schools' Innovation and I.T department. In addition to what has been laid out, all mobile devices (handphones, tablets, laptops) must be registered with the Head of Boarding upon check-in and are subject to screen time controls by the boarding staff. Screentime controls will restrict all apps *except* the following when curfew is in effect:

- education apps such as dictionaries and e-readers
- productivity apps such as Google Docs, Notability, Notes, etc.
- phone functions for voice calls
- clock and alarms

Screen Time curfews for MYP students begin half an hour before lights out. Unless highlighted by parent(s) or academic faculty as requiring screen time controls, all DP boarding students are expected to manage their own devices. Screen Time curfew is lifted daily at 7:00 am. The school will be monitoring the devices to check that nobody is misusing any device.

Boarding students found to be in possession of an unregistered device will risk having the device confiscated from them for the remaining weeks of the academic term.

19.7. Out of bounds

The following spaces are out of bounds to all boarding students unless accompanied by a member of staff or specific permission has been given:

- Staff accommodation
- Bedrooms or toilets of the opposite gender
- Non-designated study and recreation spaces within the school and/or Boarding Home
- Swimming pool, Fitness Centre, jet pool or any other areas once curfew is in place

Boarding students found in breach of this rule will face disciplinary consequences ranging from a minimum of revocation of weekend privileges to expulsion from the Boarding Home, depending on the severity of the breach.

19.8. Appropriate behaviour

Appropriate behaviours are defined as those that **do not** bring harm to yourself and others around you, as well as those that **do not** make others uncomfortable or unsafe.

This includes fighting, inappropriate behaviour or rude language towards any member of the Boarding Home staff or fellow peers. Sex in the Boarding Home or in the vicinity is totally prohibited. **Public displays of affection** such as walking around holding hands in public, petting or sitting on another person's lap can be visible acts of intimacy and can cause others discomfort. It also socially isolates you from others around you and is discouraged at the Boarding Home.

Some good advice is simply to *stop* and think **BEFORE** you act. Would it be accepted at home? If the answer is "no", then it's **NOT** accepted in any areas of the school, including the Boarding Home.

19.9. Bullying - Anti bullying programme

At Yago School we follow a specific [anti bullying programme](#). This is to help everyone identify repeated and sustained acts that intend to hurt or harm a person or group who find themselves unable to respond. These can be physical or verbal acts and can occur in person or virtually via social media.

Example

- Saying unkind things to a person in a chat group.
- Repeatedly exclusion of a student

Threatened or attempted bodily injury - These are actions against another person in the community.

Example

- Physical act of aggression with the intention to hurt him/her.
- Threats.

19.10. Prohibited items

The following items are not allowed within the Boarding Home premises *at all times*. If found, these items will be confiscated without prior warning. While some items may be returned upon checkout, items that are prohibited by law will be removed and disposed of. Students found to be in possession of such items will be subject to disciplinary action.

Items prohibited in rooms

- Cooking appliances such as rice cookers and slow cookers
- Candles of anything flammable which could set the fire alarms off
- Boiling and heating elements such as kettles and heating coils

Items prohibited in the Boarding Home

- Offensive material
- Bikes or e-scooters

Items prohibited in and around Yago School and by Spanish law - Smoking, Alcohol and Drugs

- **Smoking** - cigarettes/ vapers/ nicopods - Yago School is a non-smoking zone. Any infractions of this rule are punishable.
- **Alcohol** - The possession and/or consumption is prohibited anywhere, both on and off the school grounds. Any infraction of this rule is also punishable as appears in the Spanish law.

- **Drugs** - Yago School promotes a healthy lifestyle. There is a total ban on dealing in, possessing and/or consuming legal or illegal substances both at or outside of Yago School. Such behaviour will result in immediate expulsion from the Boarding Home.
- **Weapons** such as (and not limited to) knives, sling-shots, airguns, airgun pellets.

19.11. Serious misconduct

A serious misconduct is defined as acts against another person or their property with an intent to cause harm or hurt. These are acts that are prosecutable by Spanish law. Any such acts committed by a boarder during his/her stay at the Boarding Home, regardless of whether these acts are carried out within the Boarding Home premises or outside, can result in the immediate expulsion of the boarding student from our boarding community.

Please do not let our Yago School Boarding Home community down with your actions.

20. Yago School and Boarding Home Citizenship

The Yago Code of conduct and Honor Code apply at all times while on the Yago School grounds. In addition to the Yago Citizenship program discipline system, Boarding Home students will adhere to the aforementioned rules at all times. Breach of these rules will result in a tiered response from the Head of Boarding.

BEHAVIOUR - TIER REPORT

Tier 1 - 5 Hours dedicated to giving back to the Yago community to be completed in 7 days.

Tier 2 - 10 Hours dedicated to giving back to the Yago community to be completed in 15 days.

Tier 3 - 20 Hours dedicated to giving back to the Yago community to be completed in 25 days.

Tier 4 - TBD

Work hard, play hard; Have fun, make new friends for life, enjoy your time here at Yago School Boarding Home in Seville and you will have an unforgettable experience!