



St. Gilgen
International
School | SALZBURG
AUSTRIA

Path of Excellence

Boarding Handbook



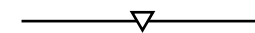
HOME AWAY FROM HOME



—▽—
"YOU ARE OFF TO GREAT PLACES.
TODAY IS YOUR DAY. YOUR MOUNTAIN
IS WAITING, SO GET ON YOUR WAY!"

Dr. Seuss

The Boarding Experience



WHY BE A BOARDER AT StGIS?

Helen Keller was an American author and political activist of the late 19th and early 20th century. She was the first deaf/blind person to go to university and earn an honours degree. Among many wise words she said;

"Alone we can do so little; together we can do so much."

Around the same time, Kurt Hahn, a pioneer in international education said,

"The boy growing up in brotherhood with foreigners, cannot help but learn to care about the rights and happiness of at least one other nation." Kurt Hahn 1936.

Together these quotes epitomize why international boarding schools provide such a valuable and inimitable experience, to shape and form young minds into the influencers and leaders of tomorrow. The undisputable benefits of an international boarding education, where students learn together to embrace diversity, challenge pre-conceptions and display respect and tolerance for all fellow men, provide an exceptional recipe for success.

At StGIS, we are proud to embody these principles. Nestled in a valley in the Austrian mountains, perched at the edge of the breathtaking St. Wolfgang lake, we endeavor

to live, laugh and learn together, pursuing academic excellence whilst striving to become the best versions of ourselves.

Our school consists of three boarding houses; Haus Traube, Haus Bachwirt and Haus Kendler. Experienced, committed, caring and attentive residential house teams are on hand at all times to offer support and guidance in safe, secure and welcoming surroundings.

Together, these houses are committed to providing an outstanding level of care and encouragement to all our boarding students, helping to make their school days at StGIS valuable, productive and unforgettable.

In the following pages, you will find a comprehensive guide to boarding life at StGIS which we hope will answer many of your questions and will provide you and your child with reference material in the coming weeks and months. We are of course always available to answer any additional questions you may have.

We can't wait to work with you!

Adam Crew,
Head of Student Life

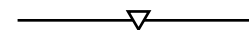


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The information contained within this Boarding Handbook aims to inform all concerned about the principles, policies and procedures that will prepare students for a happy and successful boarding experience.

Important Contact Details



HOW DO I GET IN CONTACT WITH THE HOUSES?

	BOARDING HOUSE TRAUBE	BOARDING HOUSE BACHWIRT	BOARDING HOUSE KENDLER
E-mail	traube@stgis.at	bachwirt@stgis.at	kendler@stgis.at
Houseparent Phone	+43 664 886 596 82	+43 664 169 18 23	+43 664 886 596 31
Deputy Houseparent Phone	+43 664 953 47 22	+43 664 953 47 20	+43 664 754 858 38
Duty Phone	+43 664 754 785 31	+43 664 953 47 33	+43 664 754 785 32





HAVE A LOOK AT
WWW.STGIS.AT/STUDENT-LIFE
 OR FOLLOW US ON



"WE WILL HELP YOU
 DISCOVER YOUR
 PASSION AT StGIS"

Boarding at StGIS

WHAT ARE OUR AIMS AND OBJECTIVES?

The boarding team at St. Gilgen. International School takes great pride in our boarding community. We provide a high-quality boarding experience, promoting the welfare of each student within a safe, caring and happy environment.

We develop the individual character and confidence of every student. The boarding house team provides a healthy balanced lifestyle offering guidance and support, enabling boarders to reach their full potential. Our aims are to:

- Provide a home from home boarding experience that is safe, relaxing and comfortable.
- Promote a spirit of teamwork and communal responsibility within each boarding house.
- Ensure that each boarder can develop academically, socially, morally and culturally in an atmosphere of positivity, encouragement and trust.
- Provide open and positive dialogue and work in close partnership with all boarders and their parents.
- Provide a solid foundation for our boarding students to understand and embrace our School Vision and Values.

WHAT OUR BOARDERS SAY

"I have felt constantly loved and supported by the house team in the Bachwirt this year. Living with lots of other people is definitely challenging at times, but it is an amazing experience that I will remember for a life time."

Jelena, 18, Serbia

"I'd like to say that, boarding and its energy is the closest thing to home I could have asked for. I'm proud and content to call what is provided for me here, home"

Erick, 17, USA

"Boarding involves constantly stepping out of your comfort zone but I have found that the more you put in, the more you get out. Here, your friends become your family."

Amelie, 16, Germany

"The best thing about boarding at StGIS is the relationships you develop with people from lots of different countries. For me, highlights have been learning to ski and even learning some Russian."

Arjes, 16, Albania

"Challenges such as sharing a room with someone else is something that new boarders face at the very beginning of their experience. Believe me, it gets easier as you get to know the person you live with and there are times when you become really close friends with your roommate"

Noelia, 17, Albania

Our Boarding Houses

WHERE WILL I BE LIVING?

Our Boarding Houses are all excellent facilities and we try to create an individual feel and character that suits the dynamic of the students who live there.

The room standards are high, but room sizes and configurations may vary.

In their rooms, students will have:

- A bed
- A desk and study chair
- Storage space for books, clothes and personal items
- A combination safe for valuables
- A bedside light
- Desk lamp
- Pin board

All rooms have en suite facilities, and many enjoy lake and mountain views from a balcony. Sharing a room fosters important personal skills and enhances the boarding experience. Wherever possible, room changes are kept to a minimum.

Students are encouraged to make their rooms feel homely whilst respecting the surroundings and style of the individual houses. Only pin boards are to be used to display personal items and photos etc. House Parents will brief and guide students accordingly.

Food is not allowed in rooms. Students are encouraged to bring their own lockable tuck boxes, and these can be stored in the kitchen.

All residential house staff are first aid trained.

- No matches, fuel, candles, electrical cooking items or other flammable material should be kept in rooms.
- Electrical sockets must not be overloaded – a maximum of one four-socket extension cable is allowed per room.
- Boarders are reminded to take care around open windows and balconies. Students are not to hang out/over these areas.



TRAUBE HOUSE

The Traube is a great home, with sprawling gardens that are great for barbecues or ball sports, a gym, common room, games room and large dining hall all on site. Boarding students learn the important skills of tolerance and compromise as they share with a roommate, teamwork and service as they complete kitchen duties, competitiveness in inter-house

competitions, and, as they move up in age, leadership in the house prefect positions. We provide an environment that is family-like, with an experienced Houseparent and Deputy ably assisted by a graduate residential assistant and a housekeeper who prepares outstanding breakfasts and tasty snacks, as well as occasional nudging if rooms are not tidy.

BACHWIRT HOUSE

Bachwirt is a cosy home from home for the boarding students. Enriched by an international atmosphere and the variety of interests and passions that boarders possess, the house benefits from the camaraderie that brings everyone together both in good times

(including inter-house competitions) and when the going gets tough. Having a roommate helps the boarders to share experiences that will lead to long-lasting friendships. Furthermore, the house provides a safety net to try new things and develop leadership skills.

KENDLER HOUSE

The Kendler is a warm and welcoming home. Here, under the experienced guidance of a dedicated house team, the boarding students have comfortable en-suite accommodation in large study bedrooms. Downstairs, all students will share the spacious and inviting communal living areas for cooking, studying,

living, laughing and learning together. We feel this provides an exciting opportunity for students to prepare for the next steps in life, in an environment that promotes independence and responsibility, whilst offering the security of a supervised and safe home.

"THE FRIENDSHIPS I MADE ARE FRIENDSHIPS
THAT WILL LAST A LIFETIME"

Map of the Village



WHERE ARE WE?



CAMPUS

St. Gilgen International School,
Ischlerstraße 13

- Reception & Administration
- Mathematics, Sciences
- Humanities, Languages, Art
- Cafeteria & Library
- Primary School & School Nurse

Dept. of Music: House Ratz,
Lienbachweg 3-8

Dept. of Art: Art Garage,
Schwarzenbrunnerstr. 5

Boathouse,
Lienbachweg 3-8



BOARDING

House Bachwirt, Steinklütstraße 5
House Traube, Aberseestraße 4
House Kendler, Brunnleitweg 1



RESTAURANTS

Hotel Gasthof zur Post, Mozartpl. 8
Wirt am Gries, Steinklütstraße 6
M-Place, Ischlerstraße 18
Brunnwind, Mondseestraße 12
Hotel Gasthof Kendler, Kirchenplatz 3



MAP

Daily Routines and Timings



WHERE SHOULD I BE AND WHEN?

Though it may first appear daunting, the boarding routine will become second nature surprisingly quickly. There will be important issues to get right at the beginning, such as uniform, the timetable, layout of the school and the daily routine. In order to facilitate this, each new student will be paired up with an experienced student mentor (buddy) to whom he / she may go with any queries.

Weekdays all follow the same pattern, apart from Wednesday afternoons

06h45	Breakfast set up (Kitchen duty team only)
07h00	Breakfast and house announcements (kitchen duty team clean up)
07h50	Students leave for school
15h50	School ends, students return to house. A snack is available
16h15	Activities (15h15 on Wednesdays)
17h30	Activities end, free time
18h00	Dinner set up (Kitchen duty)
18h15	Dinner, followed by clean up
19h00	Study hall starts

GRADE	CURFEW	QUIET TIME IN ROOMS	LIGHTS OUT
7	21:00	21:15*	21:30
8	21:00	21:15*	21:30
9	21:45	22:00*	22:15
10	21:45	22:00*	22:15
11/12	22:00	22:30	23:00

* Students will be asked to hand in screens to promote better sleeping habits

Friday and Saturday night curfews are 30 minutes later; Sunday night curfew is one hour earlier.

Students who have been home over the weekend should return to the house by no later than 20h00.

Sunday evenings are an important time in the house; rooms are tidied up after the weekend and preparations made for the new week ahead.

House Duties

HOW CAN I HELP OUT?

Each boarder will carry out a house duty, as per the duties rota. This is to ensure cleanliness within the house and develop a sense of respect and pride in the Boarding House. Each duty should take no longer than 15 minutes except kitchen duty which

takes a little longer. These include sweeping entrance ways, tidying boot racks, emptying bins etc. Senior students (house prefects) may assist in ensuring that these duties are carried out to a high standard and report to the House Parent.



Meals

FOOD FOR THOUGHT

Breakfast and evening meals are enjoyed in the Boarding Houses. Lunches during the week take place at local restaurants. At weekends students are free to eat at one of the village restaurants using a voucher system. House parents will guide and brief students accordingly as to which restaurants that they are able to frequent. Takeaway food should be brought back to the house and should be consumed in the dining room.

Meals are important times to come together

and discuss aspects of the day in a relaxed and friendly environment. Boarders should be on time for meals and be dressed accordingly, having showered if physical activity has taken place beforehand. Appropriate table manners must also be displayed. Phones are not to be used during mealtimes.

All students are expected to assist those on kitchen duty by clearing away their tables and by leaving their eating areas as they would wish to find them.

COOKING

Students are encouraged to cook and may do so at reasonable times to be agreed with

House Staff. No student should attempt to cook unless they have permission to do so.



Safeguarding

READY, RESPECTFUL, SAFE

1. SIGNING IN AND OUT

Authorised Leave – a period away from school. This may be authorised absence during a weekend, or authorised absence during the week due to a medical appointment or family commitment for example. Boarders are free to leave their houses on other weekends if they do not have a school commitment or have not signed up to an extracurricular activity. School commitments are published in advance through the school website. Parents wanting their children to leave school during a normal weekend are to inform House Parents **by Wednesday**

afternoon before the weekend in question. Requests are to be made and authorised via the Orah software.

Parents wishing to remove their children during normal weekday school time (e.g. for exceptional family occasions) should make the request a **minimum of 14 days in advance, via Orah**. Requests without reasonable validity will be unauthorised. Longer absences or unusual requests for absence will only be approved following consultation with the Head of Student Life.

"YOUR CHILDREN WILL BE HAPPY HERE, AND CARED FOR AS IF THEY WERE OUR OWN."

2. GENERAL CONDITIONS

- Students may exit on any weekend excepting those that are marked on the school calendar as whole school weekends.
- Parents/Guardians of boarders must provide the relevant House Parent all exit information requested via Orah at least two full days prior to the absence.
- St Gilgen International School will not release a boarding student without there being a responsible adult available to provide for the needs of the child. Thus, regardless of parental consent, we do not allow students to stay alone in hotels or to attend parties where no responsible adult is present. We consider what constitutes 'responsible adult' on a case-by-case basis (generally they must be persons aged 22 years or more).
- In instances where the boarding student is exiting to a third-party responsible adult (other family member or parents of a friend for instance) the school will require confirmation of the arrangements from both parties. This also applies to travelling home. These details are available on Orah as part of the sign out procedures.
- Where long standing arrangements are in place (for instance, the student departs every Friday to their Grandparents and returns every Sunday at 18:00) the school would require this arrangement to be made in writing at the beginning of the school year and expect that deviations from the arrangement (the student staying at school for the weekend) will be communicated as needs be.
- Students are free to exit, provided all the relevant permission is in place from 15h00 on Friday or after their last lesson on the day before a holiday. If a student has an after-school imposition on Friday, the expectation would be that this is completed before an exeat. Impositions run from 15.00 - 16.00 on Fridays. On any given normal weekend, students must return to the boarding houses by 20.00 on Sunday evening.
- Only emails coming from the registered parental contact on the school's official record will be acknowledged.
- House parents may wish to have verbal conformation of additional details.
- Students are not permitted to travel in a car driven by another student except for siblings and with explicit permission.



3. PERSONAL (UNSUPERVISED) OUTDOOR PURSUITS

We are always pleased to see our boarding students engaging with the wonderful environment on their doorstep, but it must be done safely. The following rules therefore guide students wishing to run, swim or cycle outside of structured activity times. In general, students are not allowed to use any school equipment for personal use; if they want to cycle privately, they must bring their own bike and helmet. Students should not

undertake these activities alone and must carry a fully charged mobile phone with them. It is particularly important that they sign out and make a member of house staff aware of the activity and route that they will be taking, and their expected return time. Permission to undertake these activities is at the discretion of house staff; parental permission will also be required.



WATERSPORTS

- All students participating in watersports must have the "all-round swimmer" qualification, or its equivalent. Swimming may then only be undertaken under supervision of a member of staff who is lifeguard qualified. There are special exemptions for students who are themselves qualified lifeguards.
- Tubing, wake boarding and water skiing outside of the school is allowed with St. Gilgen waterski company, but students are not permitted to use the electric boats without direct supervision from a qualified member of staff.



MOUNTAIN BIKING & CYCLING

- Unsupervised Mountain biking is only permitted to students from Grade 10 and up, who have shown their ability two times to a qualified member of staff on the specific track for which they get the permission. A permission form must be filled in with the Head of Outdoor Education.
- Countryside cycling is permitted for students in Grade 7 and above. They need the permission of their house parent and need to discuss the intended route.
- Students need to have their own bike and equipment, which must be checked by a qualified leader.



CLIMBING

- Outdoor rock climbing and indoor climbing is not permitted to students without any supervision by a qualified member of staff.
- There is an exception for bouldering, but permission can only be given by the Head of Outdoor Education.



WALKING & RUNNING

- Students in Grade 7 and above may go on countryside walks and runs with permission of their house parent on one of the recognized routes, displayed at the Boarding houses.



4. MEDICATION

For safe guarding reasons, students are not permitted to keep medications in their rooms for any reason, unless approved by the House Parent. This applies to natural remedies as well as prescription or over the counter medicines. All house staff need to be confident that they can identify the

ingredients in any medication in any language, in case of an emergency. Therefore, all medicines must be handed into house staff for safe keeping and administration. Please discuss any special medical circumstances with house staff or Health Centre staff in confidence and directly if needed.

5. ALCOHOL

During the school year a limited number of events are sanctioned at which alcohol may be served to some of our students. Every event will be fully supervised by our staff and consumption will be limited to a maximum of two standard drinks with relatively low alcohol content (beer and wine only). This program will be limited to Grade 11 & 12 students aged 16 or over. Parents **will be requested to sign a consent form.**

Outside of sanctioned events, drinking, or being in possession of alcohol is prohibited for all students, regardless of their age:

- in school buildings, boarding houses or grounds
- when under the authority of the school in St. Gilgen or elsewhere during the week and at weekends
- in restaurants and other licensed premises and whenever prohibited by law
- whilst on school outings and trips.

Consequences for not meeting the expectations above are outlined in the school's alcohol policy.

TESTING FOR ALCOHOL/NICOTINE

The school reserves the right to test students for alcohol and nicotine under the following circumstances:

1. Reasonable suspicion of intoxication/smoking
2. Safety assurance (random testing)



6. SMOKING/VAPING

Smoking, or being in possession of cigarettes, e-cigarettes, devices like 'juul', tobacco or tobacco related items e.g. lighters, matches, cigarette papers or snus is prohibited when a student is under the School's

authority. Students caught with any of the above items can expect to face consequences and parents will be notified. Further details are available in the smoking policy

7. DRUGS/MIND ALTERING SUBSTANCES

For the purposes of this handbook, a 'drug' means a substance which "when taken into the body, alters the body's function physically and / or psychologically" (drugaware.com).

Any student who tests positive for the presence of prohibited substances will be in violation of the school's policy and can

expect to be expelled from the school.

A student who refuses or whose parents refuse to allow the student to take any drug test will be expelled as such a stance would undermine the clear aims of our policy to ensure StGIS is free of drugs. Further details are available in the school's drugs policy.



Expectations

JUST THREE LITTLE WORDS....

At StGIS you will be part of a community where there is an expectation and a willingness to try new things and make friends with new people. It's challenging and rewarding at

the same time. In this section you will find helpful advice on how to make the most of your time here at StGIS.

BEHAVIOUR

Living together in a boarding house is not always easy and from time to time, young adults lack awareness of the impact their behaviour may have on others. House values and standards are well known and put in place to give everyone the best opportunity to enjoy living together peacefully.

We expect all members of our community to follow and abide by the three simple words that form the backbone of our behavior expectations at StGIS, namely;

1. Ready
2. Respectful
3. Safe

If boarders display unacceptable behaviour on a frequent basis, they are placed on Boarding Monitoring. This may include restricted movements around the school, a written reflection, loss of laptop, earlier bedtime, extra duties, etc.

Any student placed on Boarding Monitoring will have a brief meeting with the Head of Student Life and their parents will be informed. If behaviour does not improve, more serious disciplinary actions may be explored. Further details are available in our behaviour policy.



ACADEMIC

Amongst the benefits that boarding offers is a regular supervised slot to do homework in the evenings. Students in good academic standing and with the agreement of their Mentor Tutor and house team are permitted to study in their rooms, but expected to

work effectively during allocated time, sat at their desks, and to keep their work area tidy. Younger students or those needing closer monitoring may be asked to work downstairs under the supervision of the visiting duty teacher and house team.

WEEKENDS

We have a healthy mix in boarding of students who come from a few hours away, and those from countries all over the world. The weekend programme seeks to find a balance between making the most of our stunning location, providing interesting and stimulating things for students to do, whilst also providing downtime, and a chance, especially for senior students, to catch up on work. The activities on offer are therefore a mix between outdoor education, culture, and the sort of things one might do at home on the weekend, for example shopping and cinema. This is also when sports tournaments take place, and the boarding students often form the mainstay of the teams, travelling all over Europe to represent their school.

Given our location, there is an expectation that students here at the weekends will take part in the ski programme in the winter and should therefore come equipped. We offer Alpine (downhill) skiing and snowboarding, cross-country skiing, and, for the more advanced, ski touring and off-piste skiing. These weekends are interspersed with tobogganing, ice-skating, and other winter sports. In the summer, thoughts turn to mountain biking, hiking, watersports, and

exploring the local area.

Once a term, boarding houses will have their own outing, a chance to bond doing something fun as a whole house.

The regular weekend programme is advertised in advance, students sign up through the SchoolsBuddy software.

Older students may also use the weekends to visit Salzburg for shopping and entertainment, so long as they do not miss scheduled activities to do so. Students in Grades 11 and 12 are permitted to travel independently, but must inform their house staff in advance, and of course sign out. Students in Grade 9 & 10 may also visit Salzburg, only when with at least one other student, and with written permission each time from their parents. Staff will expect to be shown a working, fully charged, in credit mobile phone (which must be demonstrably capable of making calls in Austria), and informed of an expected return time. The opportunity to go to Salzburg is a privilege and may be withdrawn for students not meeting behavioural expectations. Students in the younger years may only visit Salzburg as part of a school-supervised trip.



—▽—
"CATCHING UP WITH
FRIENDS IN THE CAFÉ."

General Information

WHAT ELSE MIGHT I NEED TO KNOW?

What follows in this section are some miscellaneous points regarding life in a boarding house. You should find the answer to

many of your queries. Remember your friendly house staff are always on hand to help and guide you.

INTERNET, COMPUTER & PHONE USE IN HOUSES

Every student needs their own personal computer for work use and reasonable private use (we recommend MacBook Pro). Additional personal computers, iPads and similar devices are only permitted for students with a requirement for special educational support programmes.

Computers are linked into the school system and are subject to certain rules in line with the Acceptable Use Policy. Students will be briefed at the beginning of the school year regarding the importance of responsible internet use. It is acknowledged that social networking sites have advantages and disadvantages and usage will be monitored where

possible. Students deemed to be using their computers excessively may well face tighter controls and have more limited access.

Within a boarding context, laptops may be used during study periods and designated free time. Except for the IB cohort, all students are to hand in laptops 15 minutes before lights out. IB students who regularly miss morning roll call or students suspected of late night non-school related computer usage may be asked to hand in their laptops or have their usage monitored.

Further details are available in the school's IT policy.

HOMESICKNESS

Boarding can present some emotional difficulties for many new students and their families, especially during the first few weeks. It is important that the lines of communication are open between the houses and families. Parents are encouraged to remain in regular contact. Houses will also ensure that parents are informed and up to date about the experience their sons/daughters are having.

The process of moving into a boarding school provides most children, no matter what age they are, with wide ranging emotions that will no doubt include excitement and anxiety. Most adapt to the transition with little fuss whilst some find the change, initially, very difficult.

Homesickness is normal and is often triggered once the initial excitement has subsided and the initial challenges are faced. This may be an awkward social experience, a mistake that has been highlighted or a prolonged period alone where a child has time to think about loved ones.

Key signs of homesickness often include excessive phone calls or emails, usually involving a request to come home, a refusal to take part in organised activities that are optional, isolation and obvious signs of unhappiness.

As parents, please understand that this is a natural part of the adjustment process and that most students go through a period of

homesickness at some point during the early stages of boarding. Most young people are secure enough to face challenges but do require people around them that they trust for support through difficult times. Homesickness tends to occur in the period in between temporarily losing contact with established and trusted support (parents, brothers, sisters and close friends) and establishing new relationships at a new school. This takes time and explains why homesickness is usually a temporary experience.

There are some useful steps that can be taken to help your child move constructively beyond homesickness:

- Recognise the symptoms early and be prepared to talk and more importantly listen to your child.
- Give your child a sense of security and establish a regular telephone 'check-in' time since simple routines will go a long way to help your child build a sense of normality and security away from home.
- Encourage them to get involved and ask your child about their extracurricular activities, clubs and sports, and actively encourage them to take part and keep busy.
- Stay in touch with your child's House Parents and Mentor Tutor. Together, we will monitor progress carefully.

Handled sensitively and positively, most cases of homesickness pass within a few weeks.

MOBILE PHONES

Mobile phones are a part of everyday life for most students and can be important tools to communicate within school and between family and friends and for safety and security. As long as they are used sensibly, they are permitted in the boarding houses. Mobile phones are generally not to be used during study hall, meal times or after lights out. Students in Grades 7-9 will be required to hand in their telephones to ensure good sleeping habits. This may also apply to older students who prove incapable of managing their technology in a healthy way. Students who are found in possession of a second

phone or try to hand in a 'dummy' phone, will be subject to further tighter restrictions and parents will be notified.

To aid with communication, we strongly recommend students to have a phone capable of making and receiving calls within Austria – local SIM cards are available in the village. This is an important safety precaution for students going on trips, so that they are able to contact staff, and vice versa, in case of separation (there will not always be WiFi). Students unable to show a working phone will not be allowed to travel independently to Salzburg (see weekends section).

ROOM TIDINESS

Students are expected to maintain a high level of tidiness, cleanliness and order throughout the house and particularly with regards to their own personal spaces.

Beds must be made, clothes hung up or stored correctly, personal items put away and floors left clear. Whilst house-keepers pay attention to cleanliness and hygiene, boarders are expected to be able to organise their belongings thoughtfully in readiness for the school program.

Room inspections take place daily, with a more thorough inspection on Sunday evenings to ensure that students are ready and well-organised for the new school week ahead. Restrictions are placed on students who continuously fail to respect the relevant house standards with regards to room tidiness. **House parents will guide and brief the students accordingly on the required standards for room tidiness.**

"IF YOU WANT TO CHANGE THE WORLD,
START OFF BY MAKING YOUR BED"

Admiral William H McRaven

SECURITY

The Boarding Houses are all secure and can only be accessed by students and staff with an access card or key. At night the houses are fully alarmed.

All boarders have a lockable safe for personal and valuable items. Boarders are required to hand their passports, travel tickets and important documentation to their House Parents for safe-keeping. These items are secured within the house or School safe and are available upon request.

MONEY MATTERS

We can offer a pocket money account for your child with an ATM card at the Raiffeisenbank, St. Gilgen. You can decide the amount to be withdrawn from the account per day or per week. We recommend that

It is important that boarders do not keep large sums of money on their person, or in their rooms and everyone is encouraged to observe common sense security measures. All property and personal items should be respected. Boarders are expected to safeguard their own personal items and not take items that do not belong to them without asking. The school cannot take responsibility for any items going missing that have not been properly secured or locked away.

€50 is a sensible amount of cash to have in one's possession, and perhaps a maximum of €200 in the safe - ideally, a bank account is the safest place to keep money.



LAUNDRY

We provide a free laundry service for school items only (day uniforms and sports kit). Personal items can be washed in the boarding houses with the support of house staff or sent to the local laundry to be cleaned at a significantly reduced cost for the students. A termly invoice will be provided for each student using the paid laundry service and this amount can either be directly deducted from the student's pocket money account, if the debit order has been signed by parents. Boarders are issued two laundry bags, one white bag for personal items and one blue bag for school uniform items. These bags can be left in designated areas within the boarding houses, ready for collection. There are two laundry cycles; laundry collected on a Tuesday is returned on a Friday, and laundry collected on Fridays is returned on the following Tuesday. Any dry cleaning takes

longer, usually one week. Students are required to fill in a laundry slip, giving details of the laundry bag contents. This also ensures its safe return.

The school supplies bed linen and towels. These are collected and changed on Fridays; Students should strip their beds and bring down bedding and towels at breakfast. Cleaning staff will place fresh linen in the rooms during the day, which students should then fit before going to bed.

All boarding houses have a small laundry area, with washing machines and tumble dryers that can be used by students, plus an iron and ironing board. In general, we recommend that students use the weekly laundry service. House Parents and senior students will remind new students and assist with the laundry system.

NAMING PERSONAL ITEMS

It is essential that all personal items are named. Do not forget socks, shoes and bags. Experience tells us that students are capable of misplacing almost anything but

items that are named are usually reunited with the owner quickly. All clothes should be labelled with sewn-in name tapes or with permanent pen.

LOST PROPERTY AND INSURANCE

Most lost property is collected and handed out to students during regular meetings. If items are genuinely lost, this should be reported to the relevant House Parent and reasonable steps will be taken to find them.

However, neither the House nor the School can be responsible for any losses incurred on the premises. Parents are therefore advised to arrange for valuable items to be covered by an 'all risk' insurance policy.

PERSONAL HYGIENE

Taking the responsibility for one's personal hygiene is a basic, but important aspect of being a boarding student. All boarders are expected to shower once a day and more often if participating in physical activity ses-

sions. Clothes should be clean and tidy and students are responsible for ensuring their laundry bags are being processed through the school laundry system.

PETS

There is no provision for pets of any kind to be kept by boarders within boarding houses.

FIRE

All houses are fitted with systems that alert all staff and students in the case of a fire. All necessary fire safety equipment is checked and maintained on a regular basis.

Full house fire practices are carried out each half-term and new students who join late are taken individually through the fire evacuation

procedure. These practices are recorded in the house fire drill logbook.

We do not recommend using full head sets as the fire alarm might not be heard.

The local Emergency Fire Service number is: 122

"I CAN DO THINGS YOU CANNOT, YOU CAN DO THINGS I CANNOT. TOGETHER WE CAN DO GREAT THINGS"

Mother Theresa



"LIVING, LEARNING AND LAUGHING TOGETHER."

Kit List

WHAT TO BRING

GENERAL	WHAT NOT TO BRING:
Indoor sportshoes	Pets
Outdoor sportshoes	Candles
Winter boots	Electrical cooking equipment, kettles, coffee machines or refrigeration devices
House shoes (slippers)	Electric heaters
Water bottle	Irons
Rucksack	Monitor / gaming devices
Warm winter clothing (coat, hat, gloves, thermal layers)	
Waterproof jacket	
Swimming costume / shorts	
Flipflops	
Laptop from Grade 6 onwards	



School Uniform

PURCHASING INFORMATION

The School cooperates with an external uniform provider. The orders for the new academic year must be submitted at spring time. Families who process their order after this deadline, will not be guaranteed to receive all garments requested by the beginning of the new school year. All orders for September will be delivered to your home address or to school before the start of the school year.

During the rest of the year, the online uniform shop will be available to deliver all orders within 10 working days. In the unlikely event a garment will momentarily be out of stock, the delivery time might take up to 6 weeks.

Please find in our online uniform shop further details about our uniform policy and which items are compulsory or recommended.
www.uniqueuniforms.ch/stgis

Please note the following:

- No long nails or excessive jewellery for Movement and Wellbeing or activities.
- School uniform is required to be worn unless a student (g4-10) has Movement and Wellbeing on that day, when they will wear their official sports uniform.
- G11 and 12 students should have at least one school sports t-shirt for whole school Athletic events.
- School shoes should be formal and smart.

"THE STGIS CREST MUST BE VISIBLE ON EACH UPPER BODY LAYER"



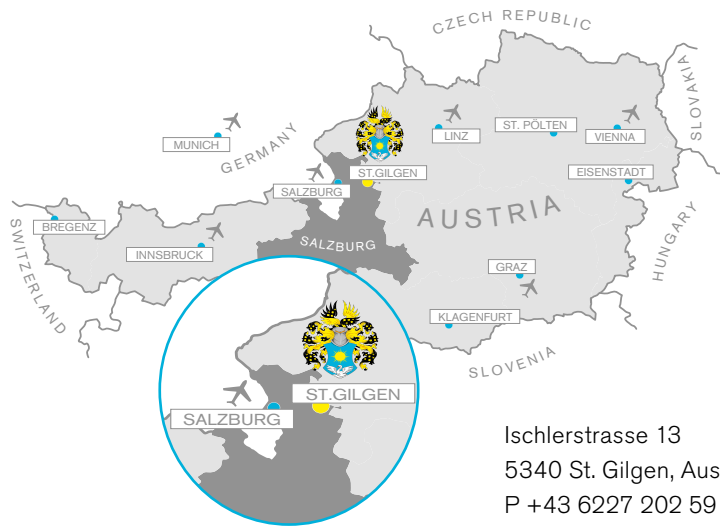
Closing Remarks



YOU ARE OFF TO GREAT PLACES. TODAY IS YOUR DAY.
YOUR MOUNTAIN IS WAITING, SO GET ON YOUR WAY!

Details in this handbook are as comprehensive as possible. Nonetheless, there may be exceptional circumstances which are unforeseen. Parents and students are encouraged to

communicate regularly and openly with house teams regarding any additional requests or queries. We will do our best to accommodate and advise accordingly.



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"THERE IS ALWAYS SOMETHING TO
OCCUPY THE INQUIRING MIND"

Margaret Atwood



St. Gilgen International School

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Accreditation and Membership

