

Made for  
*You*

Parent & Student Boarding Handbook  
2024-2025



**COLLÈGE DU LÉMAN**  
International School • Geneva

# Dear parents, dear students



Welcome to Collège du Léman Boarding, where we share a common goal: to ensure the happiness, confidence, and security of our students during their most formative years. At Collège du Léman, we believe in providing equal measures of support and challenge to help our students achieve their goals and reach their full potential. As someone who understands the hopes and aspirations of parents and students firsthand, with both of my daughters having been students here, I am committed to delivering an exceptional educational experience.

Our ultimate aim at Collège du Léman is to instill a lifelong love of learning in our students, accompanied by internationally recognized qualifications. These qualifications will help to open doors to the best-suited university courses that align with your children's abilities and aspirations, but of even higher importance is the way we teach our students to value a sense of balance in their lives, to gain confidence and a better perspective in life.

We hold ourselves to high standards of excellence and have great expectations for our students. We foster a culture of hard work, commitment, self-conduct, and respect within our learning community. We appreciate the trust parents place in us, and in return, we promise to deliver the highest quality education possible.

Education at Collège du Léman extends beyond the boundaries of the classroom, although academics are at the heart of our mission. We offer a diverse range of opportunities in music, art, theatre, sports, adventure, service, leadership, internationalism, and educational trips abroad. These avenues allow each student to excel in their chosen areas, build confidence, and develop new skills. Our approach is personalized and tailored to identify and maximize the strengths of every individual while helping them overcome any obstacles along their journey.

We consider personal wellbeing to be an essential component in preparing our students for the future. We empower students to understand their strengths and weaknesses, to reflect on the significance of their decisions, and to find balance in their lives. By achieving a sense of contentment with themselves, students gain confidence and, most importantly, happiness. This holistic approach to success sets our students up for a fulfilling future.

Thank you for entrusting your children's education to us. We are committed to providing the best possible educational experience and we look forward to partnering with you in this exciting journey.

## Academic expectations

At Collège du Léman, we understand that each student has unique learning needs and preferences. We have identified three distinct learner profiles within our community: independent learners who show self-discipline and take charge of their learning, standard learners who benefit from support, and structured learners who require supervision. Our goal is to create a supportive and inclusive environment that caters to each student's needs. No matter which learner profile a student identifies with, our aim is to provide a supportive and inclusive learning environment that caters to their individual needs. By recognizing and embracing these diverse profiles, we can effectively tailor our educational approach and ensure that every student receives the guidance and resources necessary to excel academically.

## Participation expectations

We consider it a privilege to provide a rich environment for self-development. At Collège du Léman, we expect our students to understand the values of RISE, and we expect them to embrace and embody these principles. With countless opportunities for growth, we expect active participation in a wide range of activities, community service, and charity work. We foster a culture that celebrates creativity and encourages students to seize every chance to express themselves. In addition, we expect students to sign up for our rich programme of trips abroad, many of which will provide a platform for students to explore their passions and broaden their horizons, creating a truly transformative educational experience.

Justin Usher  
Director of Boarding



# The CDL News App



## Keeping you up to date

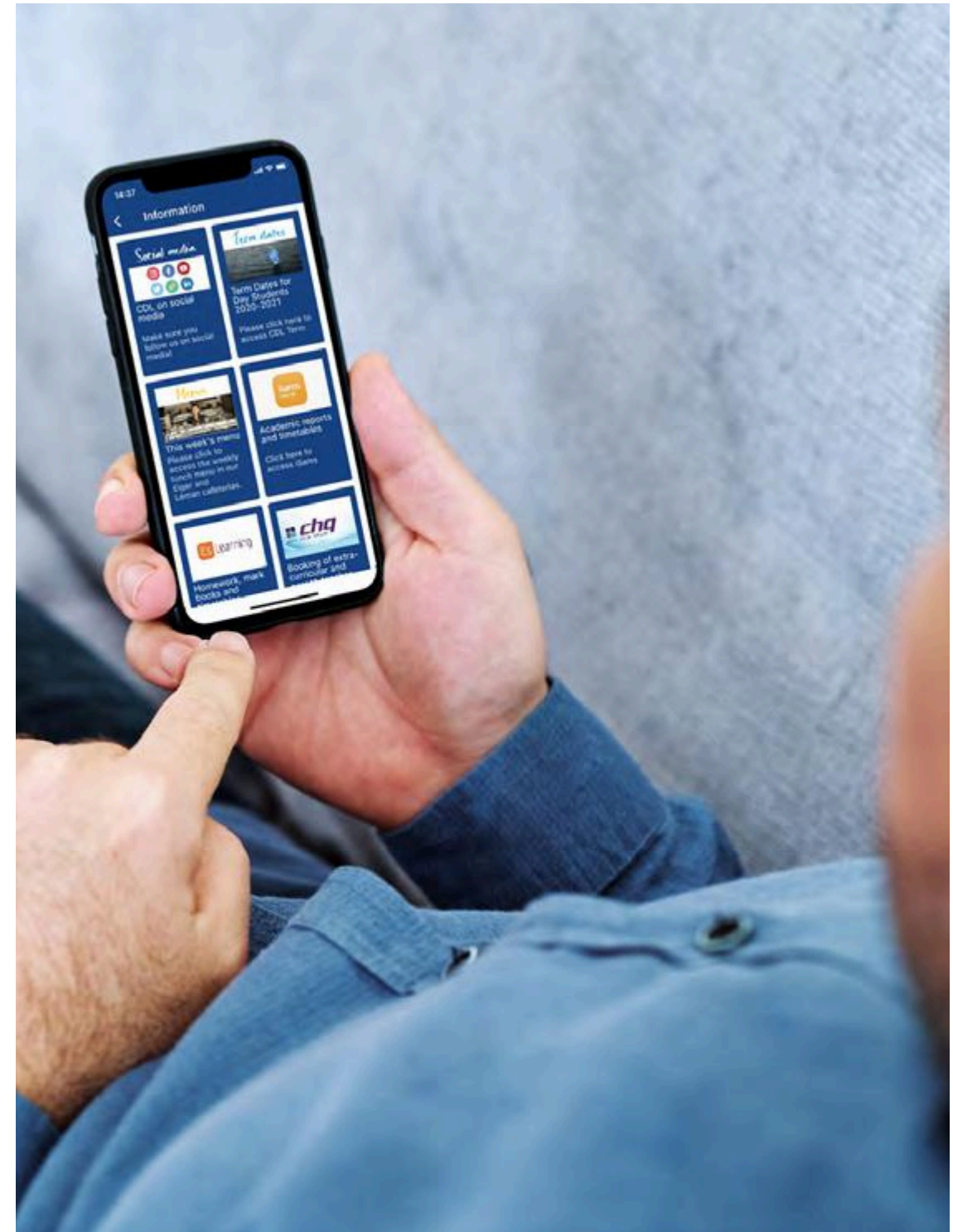
We have found that close communication between House Staff and parents makes a positive difference in the lives of boarders. We should be working in partnership with parents and agents. It is therefore important that House Parents have your full contact details including your address, work phone numbers, mobile phone numbers, and email addresses.

For current parents and students, please remember that your insights are valuable, and I will always listen carefully to your views. In addition, I recommend you all download the CDL News App - it is by far the best way to stay in touch and see what's going on at school.

The CDL News App is the most direct way for us to provide you with rich, timely, and relevant information based on your child's age group.

Through the CDL App, all families will have access to the weekly bulletin from the Boarding office to receive regular updates on the most relevant events regarding our Boarding community. You can read any news updates immediately, browse them later, or simply use the app as a source of useful links, contacts, and information. All straight from your phone or tablet, making life simpler. You can find instructions on how to download the app and guidelines for the app features on our [school's official website](#).

Download







The content of this Handbook was correct at the time it was last updated (May 2024), but we reserve the right to change published procedures as circumstances or improvements dictate.  
A current version of this Handbook is on the school website (cdl.ch) and will be periodically updated. Students, parents and staff should regularly consult the comprehensive information on the website.

Cover photo by Roberta Di Gia'

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# Our boarding aims and objectives



The boarding team at Collège du Léman International Boarding 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, focusing on student Wellbeing.
- Promote a spirit of teamwork and communal responsibility within each Boarding House.
- Ensure that each boarder has the opportunity to 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.

## Our goal is simple

To help your child reach their academic potential while nurturing the values of respect, responsibility, independence and hard work. We depend on your support to help your child achieve their full potential.

### Respect

We expect all students to show respect towards other students, visitors and all staff, whether they are cleaners, teachers, House Staff, or management.

### Wellbeing

We expect all students to embrace the wellbeing culture that is delivered through the Boarding Programme.

### Academics

We expect all students to work hard and concentrate in lessons, as well as study halls. Where students are seen to be in need of extra help, such support will be provided for them.

### Activities

We expect students to invest in the Boarding Programme, and while many activities are voluntary, some are compulsory.

### Educational trips

We expect all students to sign up for at least one of our educational trips from the variety that is on offer. These transformational experiences are essential to foster a better understanding in the context of our international environment.

### Exeats

While we accept that every so often students will have opportunities outside the Boarding Programme, weekend exeats are expected to be kept to a minimum, in general once a month.

## Boarding Mission Statement

We strive to provide a safe second home for all of our students, dedicated to stimulating and positive character-building education, devoted to the best student pastoral support, promoting the core values of...

Responsibility • Self-Improvement • Respect and Tolerance  
Mutual Understanding • Resilience



# Welcome to your Boarding School



## So, let's get started!

The information contained in this Handbook aims to inform all those concerned about the principles, policies and procedures that will prepare you accordingly for a happy and successful boarding experience.



### Our RISE values

Something that you will hear and see a lot when you arrive is our core values of Respect, Internationalism, Team Spirit and Excellence (RISE). This ethos is in place to support our students to become their best selves, promoting wellbeing and creating life-changing experience. Challenging students to be ambitious in their learning through authentic inquiry and reflection. Fostering well-rounded, autonomous citizens of the world who exhibit moral integrity and social responsibility. This is our mission!

We believe it is important to take a moment to focus on our values because they are our foundation and set us apart from others. We have a mnemonic that allows these values to be at the forefront of our minds in all areas of school.

The word is RISE, and you will surely see it everywhere you look on campus. It is represented by the statue at the entrance of school. The statue is titled “Élève toi” – “RISE” by Igor Ustinov, a former student of Collège du Léman. This statue is a symbol and a daily reminder to us that as a person, our foundations must be rock-solid for if we aim to achieve success, regardless of our definition of success. It illustrates too that one person's success is supported by many others, whether they are family, friends, house parents or teachers.

This bedrock of values defines your experiences in your new homes, your Boarding Houses. Each House has its own unique flavour, and ethos, but within this character you will find the same values are embedded.







E

## Excellence

We define excellence as displaying a growth mindset to become the best possible self, through intrinsic motivation, resilience and ambition

S

## Spirit

We strive to be an inclusive community	We support and encourage each other	We value empathy	We have a social responsibility to others	We are generous	We take pride in our school community
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I

## Internationalism

We welcome everyone from everywhere	We value our diversity	We are open-minded	We are understanding	We strive always to work with others	We celebrate internationalism
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R

## Respect

We respect and value:	Ourselves and our families	Other cultures and religions	The environment	The property of others	All members of our community	The laws and traditions of the societies in which we live and work
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We open doors for our students by creating a diverse and inclusive learning community that flourishes.  
*Unus pro omnibus, omnes pro uno.*

## 1. We discover and develop individual strengths

through outstanding educators and a world of opportunities that we offer as part of our curriculum and activities.

## 2. We make powerful, lifelong, global connections

through our focus on diversity and inclusion and the opportunity we give each and everyone to contribute to the community.

## 3. As forward thinkers, we inspire our students to be their best selves

by instilling a strong growth mindset and a solid foundation of wellbeing.



# Meet the team



## Boarding



Justin Usher  
Director of Boarding



Mélanie Lam Van Ba  
Administrative Assistant



Salvatore Politano  
Deputy Head of Boarding



Lucelia Malengue  
Activity Coordinator



Claire Rocheteau  
Camps Manager



Romolo Calvini  
Extracurricular  
Senior Manager

## Administration



Pauline Nord  
Director General



Mathieu Hartmann  
Principal  
Primary



Elizabeth Harvey  
Principal  
Middle School Secondaire



James Bearblock  
Executive Principal  
High School



Emmanuel Coigny  
Executive Principal  
Secondaire

“

*Every child deserves a champion, an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be.*

”



# Have you remembered everything?



## Before you pack - the school dress code

Primary Boarders wear school uniform during timetabled school events and may change into their own clothes after their last school commitment. Secondary students must follow the Dress Code Policy. Full details of the school uniform policy are given in the Parent & Student Boarding Policies and Procedures.

During the school week, we expect our students to dress appropriately for classes and activities, following our dress code and our ethics. We do not feel there is a need for excessively expensive clothing and branding plastered all over their tops and trousers. This generally sends a negative message, misleads our kids' behaviours, and attracts unnecessary attention.

In our experience we see that some students place excessive attention on branded clothing as they believe that brands will contribute to greater social acceptance helping them to fit into a particular subculture or peer group.

In this sense, our effort against branded clothes is not a campaign against quality products but rather an action aimed at addressing issues such as insecurity, peer pressure, and a determined attempt to reducing feelings of personal inadequacy and anxiety.

When we ask our students to reflect on things like branded clothes, it is not about restricting their choices; our sole aim is to make sure that in our community students don't cultivate the belief that brands or more generally the pretentious display of wealth and luxury translate to popularity, sense of accomplishment, or sense of belonging.

We are fully aware that the number one job of an adolescent is to develop an identity among his or her peers, and we want our students to feel camaraderie, House spirit and belongingness to an international community. We do this through our Boarding Programme, House and community events, by promoting nationalities to learn from each other, educating that actions have consequences and that showing kindness, love and compassion are more valued than brands, egos, and titles.



# Have you remembered everything?



**Valuables should be clearly marked** and a record should be kept of the serial numbers or identifiable features of these items.

Parents' personal insurance should cover all valuable items.

The school does not take responsibility for any loss or damage and you are urged to avoid bringing valuable items and large amounts of money.

## What to bring

- Personal clothing, to include smart casual items (polo shirt or shirts, equivalent for girls)
- 1 formal outfit for special dinners
- Pyjamas
- Personal toiletries
- Towels
- House shoes (slippers or suitable indoor shoes)
- Winter boots (casual)
- Winter coat (casual)
- Classroom stationery (basics will be provided at school)
- iPad or laptop computer (a school iPad or MacBook - grades 11 / 12) will be provided at school for academics)
- Mobile phone (compulsory - Swiss SIM card - available on arrival day)
- Headphones for use with electronic media
- Watch
- Alarm clock
- Hair dryer (optional)
- Torch
- Small sewing kit
- Copy of vaccinations book
- Documentation of any medical conditions
- Coat hangers
- A medium size padlock

Bring the **magic** of your favourite books, along with an abundance of **positivity** and contagious good **energy**!

## Extra-Curricular Activities:

- Sports clothing and equipment (new students receive the basics at school)
- Gym shoes (for indoors only)
- Outdoor running shoes
- Water bottle
- Waterproof walking boots
- Water Sports Equipment
- Swimming costume (one-piece)
- Beach towels for water activities
- CDL ski jacket
- Digital camera (only required for photo club activity option)

## What not to bring

- Pets
- Knives
- Candles
- Electric Scooters
- Electrical cooking equipment, coffee machines, or refrigeration devices
- Electric heaters
- Irons
- Television
- Medicines - please see Medical Care appendix





## New Boarders

Collège du Léman has welcomed boarders from every part of the world for over 60 years. However daunting it may first appear, the boarding routine will become second nature surprisingly quickly. There will be important issues to get right at the beginning, such as student ID card, school materials and physical education kit, uniform (primary students only), the timetable, layout of the school etc.

Each new student will be paired up with an experienced student buddy to whom they may go with any queries. Furthermore, as soon as they join our community, new students are provided with a thorough induction which allows them to become familiar with key places, daily routine, rules and regulations, expectations, and school values. The initial weeks in a completely new environment can sometimes present some emotional difficulties for many new students and their families. 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. Many make the transition with ease 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 text messages, usually involving a request to come home, a refusal to take part in organised activities that are optional, isolation and visible signs of unhappiness.

As parents, we hope you realise 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 between losing temporary 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.



# Let's get you settled in...



The whole school community comes together to support a child who is struggling with homesickness, and most of the times, the attention, care, and encouragement, alongside the experience of our dedicated boarding team, are the right antidote to homesickness.

However, there are some useful steps that can be taken by families as well to help move your child more 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. Together we will monitor progress carefully. Handled sensitively and positively, most cases of homesickness pass within a short time.





# A happy, safe place to live



At Collège du Léman, we pride ourselves on being a warm and welcoming place for young people to discover and grow. As in any family, each of Collège du Léman's boarding students holds a special and unique place. Whether our new students are a first-time boarder or at ease being away from home, the warm welcome our Boarding Houses offer guarantees a smooth transition into their second family. Our Boarding School offers the support that students need to achieve and be happy, and the freedom they require to become independent and confident. When students join our safe and welcoming Boarding School, they become part of our family community.

Our Boarding family concentrates on the emotional, social, physical, and academic growth of students aged between 10-18 years old. During these years, your children will see their independence and individuality advance.

It is important that the student's experience during this vital period is guided by their loving family and a dedicated pastoral team that supports each student's development, so that they gain the confidence to meet the challenges in front of them.



An experienced team of House Staff, teachers, counsellors, nurses, and administrators work together to support the educational needs, physical, psychological, and emotional wellbeing of all our students. While a priority is academics, within Boarding our primary goal is to keep our students, safe, happy, healthy, and motivated. We like to challenge our students to be the best version of themselves. We promote healthy living through a balanced range of activities and outdoor programmes. We promote wellness through our extensive wellbeing programme. We promote creativity by offering opportunities to discover new experiences and share their talents. The above all links into our core values of Respect, Internationalism, School Spirit and Excellence (RISE) as a school.

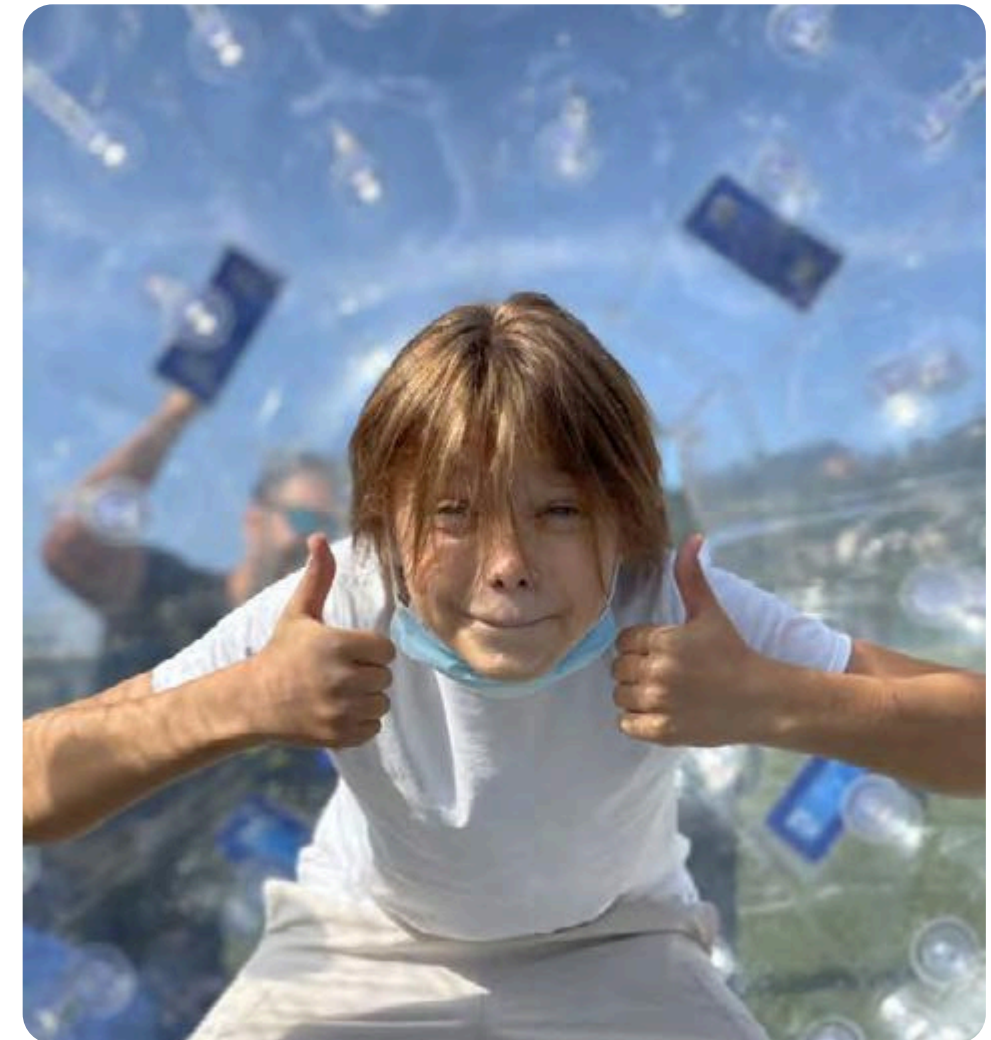


# A happy, safe place to live



The House Parents play a key role within the Boarding team as they constantly look out for their students' best interest and welfare and have an overall view of their academic progress and wellbeing. The Boarding Staff will create a triangle of trust between themselves, the students, and their families, through regular, open, and consistent communication.

The fundamental requirements of the pastoral system are to insist upon high expectations, to develop positive cultures, and to provide individualised care and attention to our students. When these three elements are in place for our students, we create a powerful and positive effect upon the child's development and the learning environment as a whole. Underpinning the success of these three aspects is **communication**.



## Special circumstances

House Parents have a holistic overview of each child's development. It is therefore essential that, however trivial they may seem, any special circumstances that may affect a student's life at school, is communicated to House Staff without hesitation, so that potential issues may be dealt with sensitively, swiftly enabling appropriate support to be given.



# A message from our Primary & Middle School House Parents



## Welcome to Collège du Léman!

We are thrilled to have you join our community and are here to support you every step of the way.

At the Boarding House, you will have the chance to form wonderful friendships in a nurturing, familial atmosphere. Our dedicated team in the Primary and Middle School will become an extension of your family, creating a warm, welcoming, and caring home away from home.

Transitioning to a new school—and for many, a new country—can feel strange and unfamiliar during the initial weeks. Everything might seem different compared to home: faces, places, routines, habits, and especially food. This is entirely normal and nothing to worry about. Soon, the Boarding School will feel like a second home, and you will quickly become part of our wonderful Boarding Community. Each House has its unique character to meet the needs of our students and offers all the necessary facilities for a cozy and comfortable environment.

You will have plenty of opportunities to participate in various activities. Sports enthusiasts can enjoy football, rugby, tennis, and golf, while on-campus activities include music lessons, art, cooking, wood crafting, and robotics. Off-campus activities range from horse riding, wakeboarding, and sailing to skiing and snowboarding. Whether you have existing passions or are eager to try new things, Collège du Léman offers something for everyone.

We understand that adapting to new food can be challenging for students unfamiliar with international meals. Our House parents will support you during the initial weeks to ensure your diet is well-balanced and you always have the energy you need.

Our goal is to provide a fun, safe, respectful, and inclusive environment that encourages lifelong learning. We aim to help our students develop self-discipline, maturity, independence, cooperative learning, and critical thinking. We also encourage reading for pleasure to broaden knowledge and cultural awareness.

In the Boarding Houses, we also teach our students the value of money, humility, and modesty. Therefore, we kindly request that you avoid bringing too many high-value items, including expensive branded clothing, shoes, and accessories. While only Primary students are required to wear a school uniform, we expect all students to adhere to the school dress code.

We are confident that you and your parents have packed your suitcases for your arrival in Geneva and the start of your journey at Collège du Léman. If you have missed any items from the attached packing list or find you need something, don't worry. We will have time to go shopping on the weekends.

We recommend bringing only essential electronic devices. Our schedule is full of afternoon and evening activities, as well as weekend trips, which will keep you engaged. A personal mobile phone will suffice, and most of you will receive a school iPad for academic tasks. We aim to teach responsible technology use, encouraging you to limit screen time to promote healthy habits and participation in diverse activities that will help you develop physical, social, emotional, and cognitive skills, ensuring a well-rounded and enriching experience at Collège du Léman.

Wishing you a safe journey!



Rym HADDAM



Ronan GALLAGHER



Cristina FERRI CORTES



Tarun UPPAL



# A message from our High School House Parents



Gordon WILSON



Yewande AJALA



Antonio MONTES

## Welcome to the High School section!

We are the largest boarding section of Collège du Léman and the one where you will encounter the most significant growth in students. It is during these High School years that students mature into the responsible young adults of the future, as they prepare their journey towards their career path. Boarding students settle quickly into their Houses due to the vertical systems allowing them to gain the experience and knowledge of older students who act as mentors and buddies towards them. This advancement of ages through the House enables students to develop leadership skills as they support the growth and confidence of younger students.

The House is managed by a team of experienced staff, exclusively dedicated to Boarding, who take on the role of parents within the House. They are fully invested in creating a family atmosphere which encompasses every aspect of a young person's needs. While a priority is academics, within Boarding our primary goal is to keep our students, safe, happy, healthy, and motivated. We like to challenge our students to be the best that is achievable for them. We promote healthy living through a balanced range of activities and outdoor programmes. We promote wellbeing through open dialogue on the most pressing issues for teens. We encourage advancement by pushing our students to expand their self-awareness, emotional resilience, and social skills. We promote creativity by offering opportunities to perform, teach and share their talents. As House Parents in the High School section, it is our duty and passion to ensure we are instilling the best values and virtues upon our students. We have a full set of activities to subdue the sportiest of students or to inspire the most creative!

Your daily life will be as rich as you want it to be, and it is our hope you join us with a lot of natural energy, motivation, and willingness to participate and make this global exchange as fruitful as possible. As a High School student, you will be closely followed by the House Parents and Academic Pastoral Heads, but you will also be encouraged to take responsibility and ownership over your choices and actions. Guidance and advice will be available every day for you within your House and outside of it. We will support you in your projects and encourage you to search for new goals and push yourself to new limits. As one former student said: "Boarding is all about all the things you can do!"







At Collège du Léman, we believe in a balanced lifestyle and thus, we have created a large array of various activities for every weekend of the school year, cultural and educational trips for the holidays, and city breaks for the weekends.

From water activities to indoor sports, to photography and art, and excursions in the Geneva area, we want our students to have all the opportunities to be active, to connect with others, to grow and discover, and most importantly have fun while doing all this!

Our clubs and students' committees are a great way to help develop our students' character and the skills that will benefit them in school, but also in life. Skills like commitment, leadership, effective communication, and being able to work successfully in a group all come from participating in a club or committees!

The proximity of a city like Geneva gives us a privileged access to its big cultural offers like the Red Cross Museum, the CERN, and the United Nations as well as the magnificent Lake Geneva which allows us to practise many water sports such as sailing, wakeboarding, paddleboard etc.

We will encourage you to make the most out of all these incredible opportunities which you will discover through our extensive Lake Geneva Programme!

## Our Clubs:

- Art Club
- Badminton Club
- Basketball Club
- Boxing Club
- Drama Club
- Debate Club
- Golf Club
- Horse riding Club
- Music Club
- Soccer Club
- Tennis Club
- Volleyball Club
- Woodwork Club



# Educational Trips: Expanding Horizons Beyond the Classroom



We offer a well-rounded education that extends far beyond the classroom. We are proud to provide your child with transformative experiences, exceptional educational opportunities, and the essential attributes, values, and skills to confidently embrace their future journey.

Immersive trips and adventures are a vital part of our educational philosophy. Whether it's exploring Switzerland's breathtaking landscapes, immersing themselves in the rich cultures of European capitals, honing their skills on the ski slopes, enjoying thrilling moments in Europe's amusement parks, or embarking on unforgettable overseas adventures, our carefully curated trips go beyond traditional travel. They are designed to foster personal growth, cultivate lasting friendships, nurture a global perspective, and help your child embrace cultural diversity while developing a deep appreciation for the world around them.

For details regarding the 2024-2025 Trips Programme, please consult the Trips Booklet. We invite you to explore the wide range of enriching travel opportunities available this year.

## Our trips:

Tanzania and Zanzibar  
Iceland Experience  
Europa Park  
Disneyland Paris:  
Lucerne Excursion  
Latin Europe  
Zurich Visit  
Zermatt Exploration  
Ticino Adventure

Lucelia Malengue  
Activity Coordinator

“

*Jambo Tanzania!*

*This Easter break, we set off on an exciting adventure to Tanzania. Our first week was joined by fellow students from various Nord Anglia Schools and took part in a lot of meaningful activities. We rolled up our sleeves and contributed to the community by helping construct a school, goat sheds, and installing solar lighting. The sense of accomplishment we felt, knowing our efforts made a tangible difference, was truly heartwarming.*

*The thrill continued as we ventured on a safari, coming within an astonishing five meters of a wild lion! It was equally thrilling to forge new friendships with students from other schools, sharing stories and experiences that enriched our journey.*

*The second week offered us a needed rest on the sun-soaked beaches of Zanzibar. After the rewarding yet exhausting first week, we embraced this time to celebrate our hard work. Diving into the local history and engaging with the Zanzibar community added layers of fun and learning to our relaxation.*

*Reflecting on our time in Tanzania, it's clear that this journey was not just a trip but a profound life experience that will remain with us forever. It was truly an amazing adventure.*

”

Apollo – Grade 11 student







Student voice involves students actively participating in our school, community, and our education system, contributing to decision making processes and collectively influencing outcomes by putting forward their views, concerns, and ideas.

Through our committees, at Collège du Léman we aim to promote student responsibility by enabling our students to have...

- a voice in the community,
- experience of teamwork and leadership,
- a feeling of belonging to the decision-making process,
- an opportunity to contribute to the community,
- an understanding of collaborative teamwork,
- an opportunity to prove their experience to a university or place of work.

Our committees meet at least once a month, and they work on and develop specific projects.

## Dining Hall Committee

This committee meets internally every month and externally with the Kitchen staff once a term. We monitor food choice and quality and provide constructive feedback. In addition, we run the International Dinners. Representatives can be of any age.

## House Representatives

These students are 'spokespeople' for their Houses and are required to canvass opinions that represent their Houses. They work closely with House Parents, but also with the Student Voice responsible. Open to any grades.

## House Captains

House Captains are responsible students in a Boarding House. They possess positive leadership skills, a strong school spirit and good organizational abilities, which we rely on to support their House Parents in the Boarding House. They also encourage their peers to participate in the House competition and uphold the values of RISE. This role is open to the more senior members of the House.

## Inside Boarding Magazine

This club is run by a group of enthusiastic students who are passionate about writing and sharing their boarding life experiences. They write about everything from trips and friendships to events and daily routines. Their engaging articles are published in the online magazine and shared with families and the wider school community.

## Community Service Group

This is a way for students to selflessly give their time, energy, commitment or help to others. We believe that in the privileged position we are in, it is important we recognise this, and that volunteering enables students to acquire life skills and knowledge, as well as to have a positive impact on others.

Different initiatives include litter picking in the local area, helping younger members of the school, baking for the school Christmas market, deliveries to houses to name a few.

## Charity Committee

The Charity Committee members are dedicated students committed to community service. They demonstrate empathy, teamwork, and a willingness to help others, which we value highly. These students participate in various activities, like organising charity events, taking part in the school's charities and making a positive impact. They inspire their peers to join in these efforts and embody the values of generosity and responsibility. This committee is open to all students who are eager to make a difference and contribute meaningfully to the community.

## Prefects

These are senior students in Grade 12 who are role models and ambassadors from the student body. They are selected because in previous years have displayed high standards of behaviour by being respectful, cooperative, helpful, well-mannered, trustworthy, and responsible. They also display leadership qualities such as confidence, initiative, problem-solving skills, and are willing to take on extra responsibilities. They reflect the values that we hold dear. Prefects meet weekly with our Director of Boarding.



# A message from our Extracurricular Department



At Collège du Léman, we are deeply committed to providing our students with a comprehensive educational experience. As part of this commitment, we offer an extracurricular programme of the highest quality.

The primary objective of our extracurricular programme is to complement and enrich the academic curriculum while reinforcing key aspects of our mission throughout the entire school. We strive to meet the diverse needs of our school community through these activities.

Participating in extracurricular activities offers numerous benefits for our students, both socially and academically. These activities are available at all levels of our school system and encompass a wide range of options, including sports, performing arts, student council, school clubs, academic programmes, art, and various social events.

We firmly believe that extracurricular activities are an integral part of education. Engaging in these activities provides students with valuable opportunities for personal growth and skill development. Working in groups allows them to cultivate important collaborative and teamwork skills. Exploring hobbies and interests outside of the academic setting nurtures their individuality and broadens their horizons.

Through activities such as producing artwork, participating in plays, and engaging in interscholastic athletics and intramural sports, students have the chance to discover and develop their talents. These experiences mirror real-life situations, preparing them for the challenges and opportunities they will encounter in the adult community.

We view extracurricular activities as a means to foster a well-rounded education and encourage our students to explore their passions and talents beyond the classroom. By offering a diverse range of activities, we aim to create an inclusive and supportive environment that promotes personal growth, social connections, and academic excellence.

At Collège du Léman, we are dedicated to providing our students with a holistic education that extends beyond traditional academics. Our extracurricular programme is a testament to this commitment, ensuring that our students thrive in all aspects of their lives.

Romolo Calvinini  
Extracurricular Senior Manager

## The weekly activity programme

As part of the Boarding experience, each student must choose some after school activities, depending on their age. Each student needs to select a minimum number of activities per week:

**Grade 5 & 6 - 4 activities**

**Grade 7 - 3 activities**

**Grade 8 & 9 & 10 - 2 activities**

**Grade 11 - 1 activity**

**Grade 12 - Open choice**

Our aim will always be to ensure that the student's schedule is adapted to suit the best experience for each individual. There will be the possibility to sign up for suitable activities prior to arriving on campus, and this information will be communicated to parents by the Extracurricular Department and the House Parents. Should it not be possible for parents to complete the necessary before or during the summer vacation, House Parents will ensure that all students choose extracurricular activities according to their passions and interests, meeting the needs of the Boarding programme, and considering the minimum required hours of Study Hall. Please bear in mind that activity choices are made twice a year, allowing access to a greater choice.





# A message from our Camps Department



At Collège du Léman, the Camps and Boarding Departments work closely together throughout the school year, delivering some fantastic Winter and Summer programmes.

The Orientation Weekend is the first of our Boarding Mountain Weekends programme, designed for the boarding community to create memories together, learn new skills in the mountains, and, most importantly, connect with fellow students and staff.

During the winter season, interaction between the two departments peaks, with students and staff participating in several weekends in the mountains. Taking place in the Swiss Alps, these weekends provide students with the opportunity to try skiing or snowboarding for the first time, or for more advanced skiers, to fine-tune their skills and enjoy the traditional Swiss resorts.

What if you are not a keen skier or snowboarder you may ask? We have developed an exciting non-skier programme to offer the chance to our boarders to experience non-skiing winter activities such as curling, ice-skating, snowshoeing, dog sledding, and many others!

We aim to offer to our boarding students unique moments that will create memories they will cherish forever. These weekends are an integral part of a boarder's life at CDL!

Claire Rocheteau  
Camps Manager

“

*There are only a few things that really impressed me in my life. One of them would definitely be the magnificent and beautiful scenery seen from the Swiss ski resorts. I have experienced snowboarding at most of the popular ski resorts around the world but none of the other ski resorts were better than the ski resorts in Switzerland. I would never forget my undefinable feeling I had when I first visited Crans-Montana which is the ski resort where boarding of Collège Du Léman travels every winter season. I promise you that it will be one of the valuable things you will experience during the boarding life.*

”

Kotaro – Grade 12 student







## Our Wellbeing Programme

At Collège du Léman, we prioritise the wellbeing of our students through our comprehensive Wellbeing Programme. Boarding provides us with the luxury of time, allowing us to go beyond school hours and create a range of opportunities to support the holistic wellbeing of each student. Wellbeing is integrated into every aspect of our school.

In Boarding, we take our responsibility for the safety and overall social, emotional, and physical wellbeing of our students seriously.

Dedicated House Parents passionately mentor and guide each student, providing support through the challenges that arise at different stages of development.

Our comprehensive CDL Wellbeing programme ensures that essential topics such as sleep, nutrition, exercise, emotional regulation, relationships, and online safety are thoroughly explored.

House Parents and students actively engage in various activities and initiatives related to these wellbeing themes, promoting personal growth, open discussions, reflection, and collaboration through individual and community projects.

**The Wellbeing programme is structured around five pillars:**

**Healthy Minds and Bodies**

**Protecting against Bullying and Respecting Diversity**

**Building Positive Friendships**

**Online Safety**

**Making Safe and Responsible Choices**

These pillars guide our work throughout the school year, providing opportunities for students to take ownership of their wellbeing. The caring presence of our dedicated Boarding team, led by the House Parents, supports and encourages students to deepen their awareness and understanding of what it takes to flourish and thrive.

## Embracing the Role of Wellbeing Advocates

In the lively and dynamic setting of our Boarding school, students have a unique opportunity to take on the role of Wellbeing Advocates, which is essential for fostering a positive and supportive community.

Each of the five key pillars is overseen by a dedicated staff advocate. These staff members are responsible for developing content, delivering materials, and coordinating various initiatives and events related to their specific pillar.

Our experience has shown us that active participation and engagement from students are crucial for the success of our Wellbeing Programme.

As a Student Wellbeing Advocate you will contribute by selecting the most relevant themes for each pillar and outlining effective strategies to ensure that our community truly benefits from the discussions, activities, information, and knowledge shared.

This advocacy not only enhances your own personal growth and resilience but also contributes to a nurturing and compassionate school culture, preparing you to be empathetic leaders in the wider world.

## Parental Engagement: Our Collaborative Approach

Maintaining communication and collaboration with parents is of utmost importance to us, as it plays a vital role in fostering genuine motivation and enthusiasm in our students to prioritise their wellbeing. Each pillar is explored for a duration of 4 to 6 weeks, and at the end of each semester, families receive a detailed Wellbeing report, alongside the Academic report. This comprehensive approach ensures that parents are actively involved in their child's holistic development and wellbeing journey at our Boarding school. We highly value feedback and encourage parents' direct involvement in discussing wellbeing-related matters with the Boarding team.

Salvatore Politano  
Deputy Head of Boarding



# A message from our Boarding Counsellor



To fully enjoy a rich and successful education we believe every student should be emotionally, socially, personally, and academically guided and supported. As Collège du Léman is a holistic education system, his support is part of the educational programme and is free of charge.

The Collège du Léman Boarding Counsellors embrace a highly holistic approach to supporting our boarding students.

We work collaboratively with House Parents, the Pastoral Team, and academic staff to deliver a comprehensive and tailored programme that includes interactive workshops, presentations, house visits, and one-on-one support. Additionally, we conduct formal wellbeing check-ins through surveys for specific age groups throughout the year to identify common issues and address them promptly and effectively.

Counsellors will assist students through prevention and education approaches which complement the overall Boarding Wellbeing programme. Students are encouraged to reach out to a counsellor when necessary, with any concerns they may have, whether they be related to exam stress, motivation, friendships, or anything else that is on their mind.

A Boarding Counsellor is available for all boarding students five days a week, including Sundays and some evenings.

Vasiliki Ekoutsidou  
Boarding Counsellor





# Our Health Centre



The School's Health Centre is here to support your child's well-being, open from 07:30 to 18:00 on weekdays. Our team of qualified nurses and assistants is dedicated to caring for students who feel unwell, providing thorough general checks and a comfortable place to rest. If your child is ill, they will be cared for in the Health Centre for the remainder of the day. During this time, we kindly ask that phones, MacBooks, and iPads are not used to ensure they get the rest they need.

We always make it a priority to reach out to parents if their child needs to spend time in the Health Centre. Our school doctor is available to see your child if necessary every Tuesday. Additionally, we have trusted local doctors who assist us daily as needed.

If your child feels unwell outside of the Health Centre's operating hours, our caring House Parents will seek medical advice and, if needed, arrange for a doctor's visit. Should a hospital visit be recommended by a doctor, the House Parents will ensure your child receives the necessary care.

The Health Centre also coordinates optician and dental appointments, as well as other treatments or physiotherapy, though please note that optical and dental care are not covered by the students' insurance plan.

For safety reasons, all medications must be managed through the Health Centre. No medication should be brought to school without a prescription and without informing the House Parents.

We ask that you keep us updated on any health matters, especially following holiday illnesses, so we can provide the best care for your child.







Health and safety matters and areas of improvement are discussed between staff and students regularly within House meetings. All boarders are made aware that continuous monitoring should be kept on all Health and Safety matters so that the House can enjoy a healthy and safe environment. Regular checks are made to identify potential safety hazards and steps are taken to remove them or bring them to a boarder's attention.

## Notable safety concerns include:

- No knives should be kept in rooms.
- No matches, lighters, fuel, candles, 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.
- No medication should be brought to school without a prescription

## Fire / Intruder alarms

All Houses are fitted with systems that alert staff and students in the case of a fire or unauthorized entry.

All necessary fire safety equipment is checked and maintained on a regular basis. Full House fire practices are carried out regularly and new students who join late are taken individually through the fire evacuation procedure.

All students are expected to follow fire alarm protocols. The sanctions for not doing so will have serious consequences.

A panic button is situated in the reception area in case of emergency.

**Always act**  
when you hear the  
Fire Alarms!

**Safe & Sound**  
The majority of  
House Parents,  
Residential Tutors,  
and Residential  
Boarding Assistants  
are first-aid trained.



## Security:

The Boarding Houses are securely accessible only to students and staff with an electronic key. Final Year students may have independent access to the House with parental permission, dependent on academic performance and general behaviour. All campus Houses are equipped with special locks that can be opened using an electronic key provided to students. Replacement keys will incur a charge. Boarders are required to submit their passports and Swiss residence permits to the Boarding Office for safekeeping. We also recommend that travel tickets and important documents are handed to their House Parents for safekeeping. These items are securely stored within the House or School safe and can be retrieved upon request. It is important for boarders not to keep large sums of money on their person or in their rooms. **We enforce a strict limit of 200 CHF for cash kept in the room safes, and this must be adhered to at all times.** We encourage everyone to follow common-sense security measures. Boarders are expected to use the school's pocket money facilities for their safety. It is essential to respect all property and personal items. Boarders are responsible for safeguarding their own belongings and should not take items that do not belong to them without asking for permission.

## Campus:

Students are not allowed to leave the campus except during designated free time, with permission from their House Parent.

## Electronic signing in and out:

The House Staff is responsible for ensuring the safety of their students.

The following guidelines are in place to maintain a clear overview at all times:

- Students' whereabouts are known during the regular school day, including lessons, activities, and school events. Outside of these times, it is the student's responsibility to inform their relevant House Parent of their movements using the House signing-out system.
- Each Boarding House is equipped with an electronic signing-out system.
- Boarders are expected to use the system to inform the rest of the House about their whereabouts. Failure to do so may result in consequences, such as restricted movements outside of the Boarding House.

- Interaction between Boarding Houses is encouraged, but visiting students of the opposite gender are not permitted outside of common social areas under any circumstances.
- All visiting students should sign in and out of another Boarding House and obtain permission from the House Parents in advance.
- Guests, including immediate family members, should obtain permission from the House Parents in advance if they are likely to enter the Boarding House.

## Telephones:

All students are required to have a Swiss SIM card, which can be obtained with the assistance of our team upon arrival on campus. Telephones are everyday tools for most students and can be important for communication within the school, between family and friends, and for safety and security purposes. As long as they are used responsibly, telephones are permitted in the Boarding Houses. However, they should not be used during study hall, mealtimes, or after lights out. Failure to adhere to the telephone rules will result in temporary withdrawal of telephone privileges, as determined by the House Parents or duty staff.





# General health and safety



## Computers:

The use of computers in the Boarding House is subject to the Acceptable Use Policy for School Computers stated in the School Rules & Disciplinary Section.

## Vehicles:

Boarding students are allowed to have and ride bicycles in accordance with their off-campus permissions. Bicycles must be parked in designated areas. Electric scooters, mopeds, motorcycles, and cars are not allowed. Boarding students should never ride in cars driven by other students without permission from Boarding Management.

## Weekend Curfew Times:

All boarding students must return to campus by the specified times and remain on campus for the rest of the night:

All students must be back on campus by 18:30, except Prefects with special arrangements.

Friday	Grades 9, 10 - 20:30	Grades 11, 12 - <b>21:30</b>
Saturday & Sunday	18:30	

On weekends and after holidays, all students must check in with the duty team upon returning to campus.

## Privacy:

A student's House is their home at Collège du Léman, and boarding students are expected to respect the privacy of others. Students should not enter another student's room without an invitation, should always knock on the door before entering, and should only enter when given permission to do so.

## Electrical Appliances:

To ensure safety, heaters, fans, cooking appliances, refrigerators, televisions, and sun lamps are not permitted in the rooms. Students must always consult with the House Parents before purchasing any items that may potentially be prohibited from being kept in the room.

## Cooking:

Students are encouraged to engage in cooking and can do so at mutually agreed-upon reasonable times in coordination with House Staff, making use of all the resources available in the House kitchen. However, it is essential for students to seek permission before attempting to cook and to adhere to the safety guidelines provided by House Parents during induction days.







## Your House

Our Boarding Houses are all excellent facilities, and we try to create an individual feel and character that suits the lives of the students who live there. The room standards are high, but room sizes and configurations may vary due to the different styles and geography of the buildings. In their rooms students will have:

- A bed
- A desk and study chair (not primary)
- Storage space for books, clothes, and personal items
- A fan
- A lockable cupboard or drawer (padlock required)
- A combination safe for valuables
- A bedside light
- A laundry box
- Connection to the internet

All rooms have toilet and shower facilities close by and many enjoy wonderful views. Students will be paired up with a roommate. Sharing a room fosters important personal skills and enhances the boarding experience. Therefore, we do not offer individual room accommodations for our students, except in extremely exceptional circumstances. The importance of matching roommates successfully is clear, and House Parents will consult with boarders when allocating roommates, taking into consideration a range of factors, based on our experience. Requests to change rooms will only be considered where a safety or wellbeing issue is raised. Students are encouraged to make their rooms feel homely whilst respecting the surroundings and style of the individual Houses. House Parents will brief and guide students accordingly. Any wilful damage to the student's area, including furniture and walls, will of course be billed to students.

## Communal areas

All Houses have generous communal spaces, providing opportunities for boarders to interact socially, play games, or watch films. Boys may not go into girls' Houses and girls may not go into boys' Houses, except with permission from the House Parents and they will only be allowed in the communal areas. These spaces are also used for House assemblies and informal gatherings. Communal areas also include various spaces and facilities on campus, as well as the fitness room and sports areas.



# Boarding life- your daily routine



## Weekday timings

07:00	Wake up
07:30	Breakfast
08:20	Lessons
12:30	Lunch (time depends on grade)
15:50	End of classes
16:15	Activity 1
17:35	Activity 2
18:30	Dinner - Juniors
18:55	Dinner - Seniors
19:30	Social Hour
20:45	Curfew & Study Hall
21:30	Quiet time
21:30	Lights Out (time depends on grade)

## Weekend timings

The weekend routine is more relaxed, and timings depend on the events and activities planned, taking into consideration workload and exams.





# Boarding life- know your boundaries



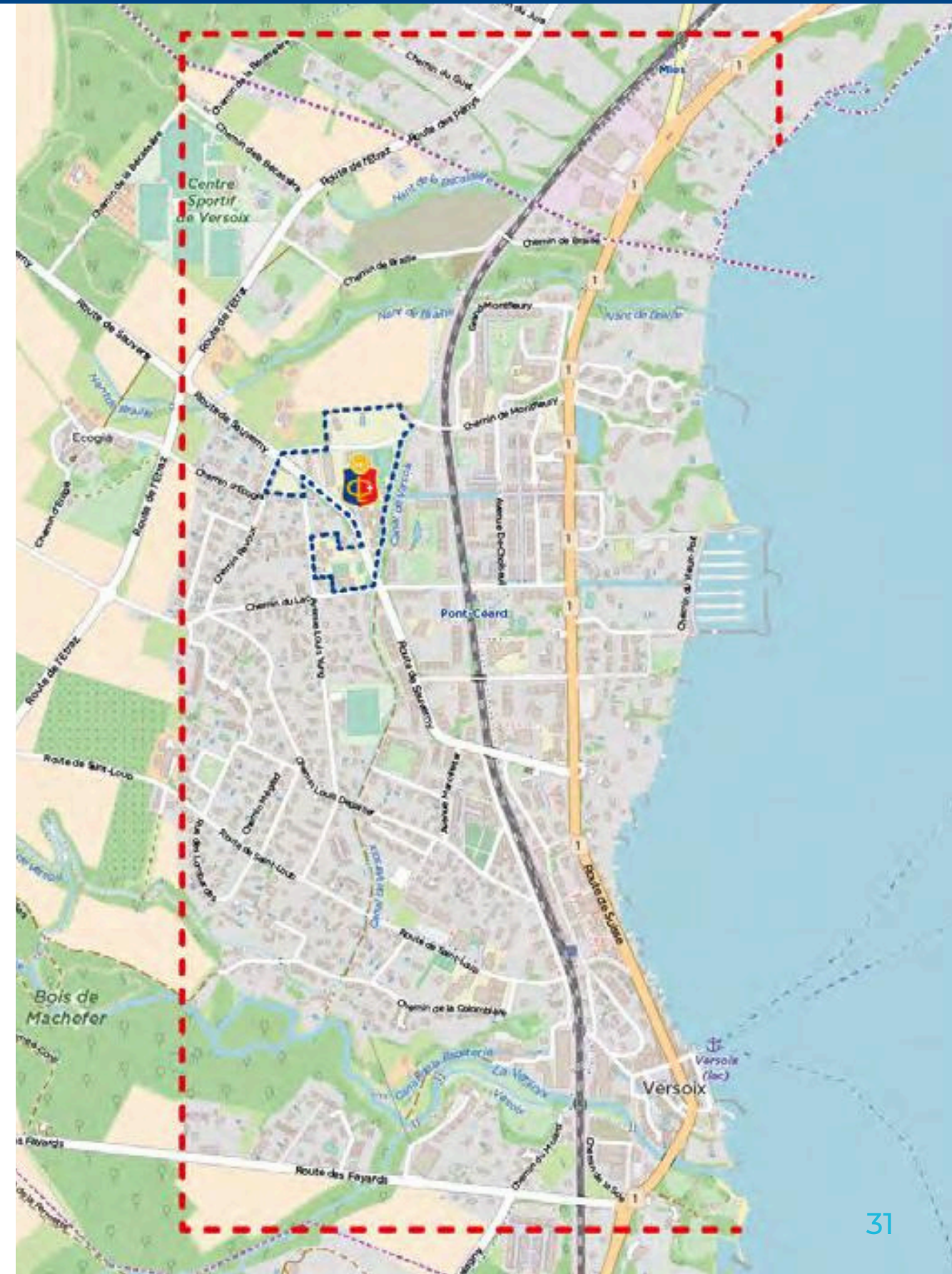
## Out of bounds and curfews

Boarders are trusted to stay within the confines of the school boundaries as laid out in the Student and Parent Handbook. After school, boarders are free to sign out but must remain within the school bounds. On Friday evenings or Saturday afternoons, boarders from Grade 9 upwards may go to Geneva with the permission of House Parents. Primary School and Middle School boarders may only go into Geneva accompanied by an adult. High School students are allowed to go into Versoix, once they have signed out with the House Parent.

Please note that all areas outside the dotted red line (including all water) are out of bounds.

Anywhere within the dotted red line is within the bounds allowed when signing out to Versoix. Please note that asking permission and signing out is still compulsory.

It's also important that you know where you can go. The map opposite shows what we consider to be the bounds of the 'local' area. For anything further afield you must obtain specific permission from parents and the House Parents.







## Pocket Money

At the start of the school year, or as soon as they arrive during the year students in secondary school are issued with a debit card which will be loaded with their pocket money each week. This card can be used as a debit card in shops and to withdraw cash at the ATM. Pocket money is issued weekly by the Accounts Office - parents should deposit money with the School for this purpose. If every so often students need to draw extra money for a special purchase, please contact the House Parent. Please note that we do not allow students, regardless of age, to withdraw or keep large amounts of money. All basic expenses are covered by us in school, so we strictly regulate the amount of spending money that students have. We expect parents to support us with this by not allowing students to have more than our recommended weekly amount.

## Pocket Money

Primary:	25 CHF
Grade 6:	50 CHF
Grade 7:	60 CHF
Grade 8:	70 CHF
Grade 9 & 10:	100 CHF
Grade 11 & 12:	120 CHF

## Laundry Services

We offer comprehensive laundry services to ensure the cleanliness and convenience of our students' belongings.

Here's what you need to know:

**Free Laundry Service:** We provide a complimentary laundry service for both school and personal items. This service allows students to have their clothes and other items cleaned regularly.

**On-Site Facilities:** All Boarding Houses are equipped with washing machines and dryers, which students can use under the supervision and support of the House Staff. This ensures that students have easy access to laundry facilities.

**Laundry Box:** Each boarder is issued one laundry box for their personal items. The box should be placed in designated areas within the Boarding Houses, ready for collection.

**Laundry Cycles:** We have established two laundry cycles to accommodate the needs of our students. Collection and return times will be provided for your convenience.

**Laundry Slip:** To ensure the safe return of belongings, students are required to fill in a laundry slip. This slip includes details of the contents of the laundry box, helping us maintain an organized system.

**School Bed Linen:** School-provided bed linen is changed every two weeks, ensuring students have fresh and clean bedding.

**Assistance and Guidance:** Our House Parents and Senior Students are available to remind and assist new students with the laundry system. They will be happy to answer any questions or provide guidance whenever needed.

## 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 stored in a designated place. 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. All students are required to use their safes and lockable areas for any expensive items.

## Pets

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

## Laundry Cycle 1

Collection: Monday morning  
Return: Wednesday afternoon

## Laundry Cycle 2

Collection: Wednesday morning  
Return: Friday afternoon





## Access to Houses

The Boarding Houses have specific guidelines regarding access during the day. Only Grade 11 and Grade 12 students are permitted to return to the Houses after 10:00 am if they have a private study period, provided they have obtained permission from the House Parent and maintain good academic standings. For all other age groups, the Houses are closed during the school day. Access to the Houses during this time is exceptional and can only be granted with authorization from the management.

## Evening Study Hall

Boarding students in grades 9 through 12 who have demonstrated their ability to study independently are granted the privilege of engaging in independent evening study. Students in these grades who have not yet reached this level will attend supervised study hall. It is important to maintain a quiet environment during the evening study hours to ensure a conducive atmosphere for focused studying. Movement from place to place should be avoided during this time. Parents of boarding students should be aware that telephone calls to students will not be permitted during the evening study periods, as this may disrupt their concentration and academic progress.

## House and social event

Each Boarding House will generally conduct one social event per term. This is a good opportunity for the whole House to enjoy time together, away from school in a more relaxed environment. Past social events have included meals out, cinema trips, ice-skating, bowling, and a water park trip. Every Wednesday there is a House Assembly where important matters and issues are discussed alongside general notes and administration. Some of these will be led by the House Parent and some by the students. Furthermore, educational activities and discussions around the topics of our Wellbeing programme enrich the weekly schedule of our students.

## Electronic Devices

Every student is issued their own iPad for work, grades 11 and 12 are provided with a Mac Book Air. Personal computers, iPads and similar devices are not permitted in school, subject to certain conditions set out in the Acceptable User Policy.

## Email

Each student is provided with an official School email address, which we expect them to check at least once a day. This email account is used by the academic team, administrative departments, and the boarding team to communicate with students. It is important to regularly check the email for important announcements and updates.

## The Disciplinary System

The Boarding House operates under a disciplinary system to maintain a harmonious living environment for all residents. Sometimes, students may not realize how their behaviour affects others. To address this, we have established House values and standards to foster an atmosphere where everyone can live together peacefully.

The Boarding staff strive to establish a positive and supportive environment. However, if a boarder consistently displays inappropriate behaviour, they will be placed on a specific Boarding Level. Consequences may include limitations on movement within the school, a written reflection, restrictions on the use of electronic devices for entertainment, exclusion from exeat, an earlier bedtime, additional duties, and community service.

There are three levels of disciplinary action, beginning with Level 1, which is managed by the house staff. If the behaviour persists, the student will progress to Level 2, where a meeting with the Deputy Head of Boarding will take place, and parents will be notified. Those reaching Level 3 will meet with the Director of Boarding and may face suspension as a minimum consequence. Each level entails an extended period of restricted privileges.

If a student's behaviour fails to improve, more serious disciplinary measures may be implemented. Parents might be requested to supervise their children during a suspension, and in severe cases, expulsion may be considered.



# Boarding life- expectations for students



As a student at our school, it is important to understand and adhere to the following basic expectations:

## Respectful Behaviour

In our diverse and inclusive international community, we uphold a culture of respect, kindness, and acceptance towards others. Students are expected to treat their peers, teachers, staff, and the school environment with respect, displaying good manners and avoiding disruptive, disrespectful behaviour. Our school values acceptance and tolerance, rejecting any form of violence or racism, and discrimination based on gender, religion, ethnicity, or any other characteristic.

## Academic Commitment

Students are expected to approach their studies with dedication and commitment. This includes completing assignments on time, actively participating in class, and striving for their personal best in all academic pursuits.

## Attendance and Punctuality

It is a general expectation that students will understand the need to be in the right place at the right time, not just for class but also in the House. Regular attendance and punctuality are essential for academic success and maintaining a positive learning environment. Students are expected to arrive on time for all classes, activities, and events.

## Personal hygiene and appearance

Taking 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 sessions. Clothes should be clean and tidy, and students are responsible for ensuring their laundry boxes are processed through the school laundry system. Students are responsible for doing their laundry or using the school- provided service, once they have been shown how to use them. Students should maintain a neat and appropriate appearance while adhering to the school's dress code policy. This includes wearing clean and tidy clothes or attire that is suitable for the specific activity or event.

## Sleep

We recognise the importance of sufficient and quality sleep for students' overall health and wellbeing. It is essential for students to establish regular sleep patterns and prioritise a restful night's sleep. To support this, we expect students to avoid using electronic devices or engaging in activities that may disrupt their sleep at night. We closely monitor and emphasise the importance of maintaining healthy sleep habits and avoiding sleep deprivation.

## Healthy Nutrition

We place a strong emphasis on providing a balanced and nutritious diet to promote the wellbeing and academic performance of our students. We expect students to make conscious and healthy food choices that contribute to their overall health. We closely monitor the consumption of processed or unhealthy foods, such as fast food, sugary snacks, and high-fat snacks, ensuring that students adhere to our guidelines and regulations in these areas.

## 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 should be made, clothes hung up or stored correctly, personal items put away and floors left clear to assist Housekeeping staff. Whilst House cleaners pay particular attention to cleanliness and hygiene, boarders are expected to be able to organise their belongings thoughtfully in readiness for the school programme. Room inspections take place on a regular basis with at least one thorough inspection a week. This can involve checking all the hiding places where clothes and things are often hastily moved out of sight. Restrictions are placed on students who continuously fail to respect the relevant House standards with regards to room tidiness.

## Active Life

We expect students to actively participate in a wide range of opportunities provided at school, including physical activities, sports, involvement in school committees, engagement in arts and cultural activities, participation in events, contributions to charities, and community service. These activities are not only essential for a student's development but also contribute to fostering an active and balanced lifestyle.



# Boarding life- expectations for students



## Integrity

Upholding honesty, respect, and ethical behaviour is fundamental within our Boarding community. Academic integrity, including avoiding plagiarism and cheating, is strongly emphasised. A culture of trust and integrity is cultivated among students.

## Respect for Property

Vandalism or any form of damage to school property will not be tolerated under any circumstances, and parents will be billed for any damages incurred. Theft is considered entirely incompatible with the values of our community and may result in severe disciplinary action, including potential expulsion.

## Health and Safety

Maintaining a safe and healthy environment is everyone's responsibility. Students should adhere to safety guidelines, follow proper hygiene practices, and report any health or safety concerns to the appropriate school staff.

## House Duties

While the Boarding Houses have dedicated cleaning personnel on a daily basis, students are also expected to contribute to the cleanliness and maintenance of their House. Participating in house chores fosters a sense of respect and pride in their living environment. Each duty is designed to be completed within a maximum of 10 minutes, except for kitchen duty, which may require a bit more time. Responsibilities include tidying up their own room every morning, making their bed, emptying bins during the weekend, and assisting with recycling efforts, among others. These tasks contribute to the overall cleanliness and well-being of the Boarding House and instil a sense of responsibility among students.

## Collaboration and Cooperation

We emphasise the importance of building positive relationships and working effectively with others to create a supportive and inclusive school community. Students are expected to actively collaborate, cooperate, and demonstrate teamwork in all school-related activities. It is crucial for students to accept guidance and support from House Parents and staff members, recognising the vital role they play in ensuring their safety and wellbeing.

## Decorations

Students may decorate their rooms within the bounds of decency and good taste, ensuring no damage is caused. They are responsible for any repairs needed due to damage incurred during the year.





# Boarding life- expectations for students



## Screen Time

At College du Léman, we are dedicated to educating our students about maintaining balance and staying safe in the online environment. Online safety entails ensuring the protection of children and young people when using internet-connected devices.

We understand that the online world can significantly enhance the lives of children and young people, both personally and academically. As this area continues to evolve, with advancements in virtual reality, there are notable changes in how young people engage with the digital realm.

While many adults believe that young people possess greater technological knowledge, proper technology usage involves more than just understanding the devices themselves. The internet now emphasises relationships, choices, and respect. Achieving this requires wisdom, positive personal values, emotional intelligence, and self-reflection. Schools and other institutions working with children and young people play a crucial role in leading the way in this regard.

We expect responsible and moderate use of electronic devices at our school. Excessive screen time can have adverse effects on sleep, physical activity, and social interactions. To encourage healthy habits, electronic devices are not permitted for use at night, and students are not allowed to keep them overnight until High School.

We discourage gaming except during designated social times and strictly prohibit access to inappropriate content. Social networking sites are monitored whenever possible to ensure safe usage.

In cases where students fail to adhere to the rules, regardless of age, devices and phones may be confiscated. By promoting these principles, we aim to foster healthy and responsible digital habits among our students.







# Boarding life- expectations for students

## Meals

Students are expected to attend all meals unless special permissions are given on some of the weekend meals and always with the agreement of House Parents. The school places very high importance on the value of nutrition, in helping our students to achieve their best. For this reason, our restaurants provide a healthy, balanced, and varied diet for all of our students, always with several options. All our meals are prepared in absolute respect of the hygiene regulations and are regularly subject to external checks from the Swiss Health authorities. Likewise, our cooks follow the nutritional requirements for a balanced meal and are coordinated by our nutritionist.

Meals are important times to come together and discuss aspects of the day in a relaxed and friendly environment. Breakfast and evening meals, as well as all weekend meals, are enjoyed in the Lemman dining room. Lunches during the week are taken on campus with day students. 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. All students are expected to assist our staff by clearing away their tables and by leaving their eating areas as they would wish to find them. All dining tables have a space reserved for a member of staff.

Take-away meals are allowed but strictly monitored and regulated. Meals are in general compulsory for all students. At the same time, the school recognises the importance in a boarding environment for senior students to be able to develop independence regarding their diet, as a preparation for their university years, but also as they balance the requirements of a limited number of hours in a day with the amount of work and activities that they must undertake. For this reason, Grades 11 and 12 may want to have more flexibility in the evening as they tackle their busy schedules- this will be given by allowing students who have demonstrated responsibility and whose behaviour is good, not to attend dinner on days that they feel that their schedule would not be helped by attending.

## Take-aways

With easy access to ordering platforms, students are tempted to treat themselves to unhealthy meals. We hope you will support us in encouraging your child to attend all meals in the school, where quality and balance are ensured.

## MEALTIME EXPECTATIONS

Please take at least 20 minutes to sit and **enjoy your meal**

Please **be respectful** to others in the dining hall - staff and students alike  
By all means take what you like to eat, but please **be conscious of waste**

Please **disconnect** from screens and headphones to  
**enjoy the company of others**

Please ensure that while inside you, take your coat off  
as well as hats and hoods

Please **clear away your tray**, and leave all crockery and cutlery in the  
dining hall







In the Boarding community at Collège du Léman, we recognise that each student has a unique approach toward their learning. While we embrace the differences in the way students progress on their learning journey, we strive to support them to do their best. All students are expected to recognise the privilege of education and push themselves to achieve their best- this does not necessarily equate to top grades, but we do expect students to demonstrate their desire to achieve their best. To this end, we recognise that students require different levels of support as they develop, and we want to reward students who demonstrate the ability to dedicate the correct amount of time and effort to their learning in an autonomous way, and at the same time, who balance their time to make sure they are not solely focusing on academics.

Within the Boarding community, we have 3 levels of status for all High School/ Secondaire students, depending on their motivation and autonomy:

## Independent Learner Status

Students demonstrate an awareness of the need to do their best without the need for any reminders. They never fail to hand in homework, nor do they underestimate the importance of Formative and Summative assignments. They are organised, punctual to class, and never skip lessons. Their grades reflect their organization, motivation, and effort. They never miss activities that have been committed to.

## Standard Learner Status

This category will encompass the majority of our students. Students demonstrate a general awareness of the need to do their best but require reminders, particularly in some subjects. They generally hand in homework, but they sometimes underestimate the importance of Formative and Summative assignments. They are still punctual to class, and never skip lessons. Their grades reflect their organization, motivation, and effort.

## Structured Learner Status

This category of students requires support and structure to allow them to do their best. Without the support, they will hand in homework late, or of an unacceptable standard. They need to be reminded of the importance of Formative and Summative assignments. In short, they require additional guidance to demonstrate the expected level of motivation toward their studies.

The Boarding Academic Team will review the status of students following Student Performance Review meetings and formal academic reports, 5 times during the year. Depending on the work habits that they demonstrate, they will achieve one of the 3 statuses. Students cannot get 'moved up' in between the review dates, if a student fails to engage at the level required to maintain the trust awarded by the status, they can be moved down at any point.

## Study Hall Expectations

**Independent Learner:** Students are free to choose when to work, respecting the normal bedtime expectations. They can choose where to work.

**Standard Learner:** Students must follow the study hall guidelines, though they are allowed to do this in their own rooms.

**Structured Learner:** Students must follow the study hall guidelines, in a supervised classroom environment.

*Please note that all new students, when they first arrive, will be assumed to be Standard Learners.*



# Boarding life- parent meetings



## Your child's progress

House Parents are readily available to engage in open and honest communication with parents at any time. In addition to our daily contacts, we recognise the importance of fostering continuous dialogue and are pleased to offer a formal avenue for receiving Wellbeing feedback for your children twice a year.

These feedback sessions are designed to parallel the Parent-Teacher meetings conducted for academic feedback and serve as an opportunity to discuss your child's non-academic experiences at Collège du Léman.

To facilitate these discussions, we have implemented two sets of online Parent Boarding meetings. These meetings utilise the Microsoft Teams video call platform, ensuring convenience and accessibility. Each session will be allocated a duration of 10 minutes, allowing us to cover various aspects of student life, excluding academics. During these conversations, we will focus on topics such as adaptation and connection, participation in activities, general wellbeing, resilience, and fostering a growth mindset.

We believe that these video-conferences provide an exciting and valuable opportunity for you to engage in meaningful discussions regarding your child's progress. Our aim is to establish ongoing and transparent communication with you, ensuring that we can work together in supporting your child's overall development.

We eagerly anticipate these meetings and the chance to regularly communicate with you throughout the year.





# Boarding life: academics and parent teacher consultation



## Academics, Reports, and Private Lessons

On arrival at School, your child will be given a timetable. All lessons including Physical Education are compulsory, and the penalties for missing lessons can be severe and students who exceed a certain rate of absence will not be eligible to receive credit or progress to the following Grade level.

Reports on Academic Progress are given at the end of each of the 2 semesters. At Collège du Léman, we care about the academic progression of your child. To make it easier for you to access your child's reports, holidays, gradebook and the school directory, Collège du Léman has its own internal Information System called ITSlearning. A username and password will be provided to you at the beginning of the school year.

Shortly after the end of the semester you will be able to access the reports using ITSlearning. Please note ITSlearning gives you real-time access to your child's grades and progress. Should your child need extra help in any subjects, the School offers Homework Support Classes. However, you may want us to organise private lessons at extra cost. To do this please contact the House Parent.

At Collège du Léman, Parent Teacher meetings are managed through an online portal. All new parents will be provided with a username and password by email.

## Parents Teachers Consultation Day

This is a special day where parents can speak to teachers by appointment. We strongly encourage all parents to book online meetings to discuss directly with the teachers the academic progress of their child. These meetings are on:

**Friday 8/11/2024**

**Tuesday 11/03/2025**

Should you wish to attend one or both of the Parents Teachers meeting organised during the academic year, the online portal will permit you to reserve a suitable slot and meet subject teachers. You will be informed by email when it is possible to start making reservations. We are conscious that you may not be able to attend in person; so please be aware that House Parents monitor students' academic results across the year and will be booking appointments for students whose parents cannot attend. Please forward any question concerning the reservation process and timings to: [boarding@cdl.ch](mailto:boarding@cdl.ch)  
Should you experience difficulties accessing the portal write to: [help@cdl.ch](mailto:help@cdl.ch)







## Boarding House Visits and Parent Access

Parents, guardians, and family friends are encouraged to visit the Boarding Houses during the daytime. However, unless it is an emergency, please contact the House Parent beforehand to make suitable arrangements and ensure that visits do not interfere with the House routine or compromise security.

Parents have the right to talk to or visit their child at any time, but we kindly ask that visits be scheduled around timetabled events such as mealtimes and study hall to minimise disruptions.

If you plan to take your child out of school, please confirm your arrangements by emailing the House Parents with sufficient notice whenever possible.

## Planned absence / Authorised leave (Exeats – a period of time away from school)

Boarders are free to leave their Houses on some weekends if they do not have a school commitment or have not signed up for an extracurricular activity. This may be an authorised absence during a weekend or an authorised absence during the week due to a medical appointment or family commitment. School commitments are published in advance on the school website.

Parents wishing their children to leave school during a normal weekend should inform the House Parents by emailing them the Weekend Exeat form.

For absences during the school week (e.g., for exceptional family occasions), parents should notify the House Parents at least one week in advance in writing via email. This allows the relevant Principal to give permission. Requests without reasonable validity will be unauthorised.

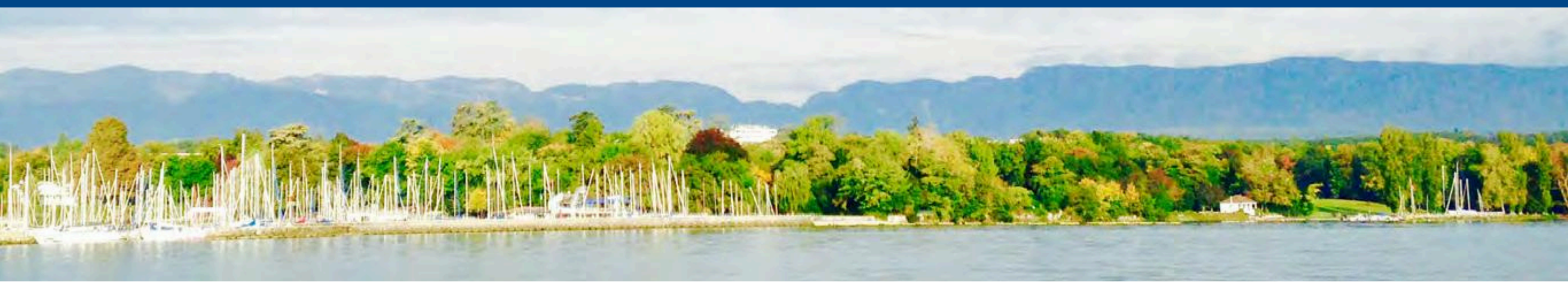
It is important to note that early departures or delayed arrivals after holiday periods are strongly discouraged, as they can significantly impact a student's overall academic progress and ability to adapt to the rules within the educational context.

It is important that families are familiar with the exeat procedures in the following General Conditions.

## Weekend planning - General conditions

- Students may take an exeat with the permission of the House Parents. In general, House Parents will authorise **one exeat per month**. Students must fulfil school obligations regarding study commitments and maintain a good discipline record before permission is granted for the weekend ahead.
- Parents/Guardians of boarders must provide the relevant House Parent with all exeat information requested on the official form at least two full days prior to the exeat (by Wednesday morning for a weekend exeat).
- We will not release a boarding student for an exeat unless a responsible adult is available to care for the child. Regardless of parental consent, students are not allowed to stay alone in hotels or attend parties without a responsible adult present. What constitutes a 'responsible adult' is considered on a case-by-case basis, generally requiring the person to be at least 25 years old.
- If the boarding student is exeating to a third-party responsible adult (such as another family member or the parents of a friend), the school requires confirmation of the arrangements from both parties (the hosts and the parents) and a signed Host Agreement must be provided.
- Students are free to take an exeat, provided all relevant permissions are in place, from 16:00 on Friday or after their last lesson on the day before a holiday. Students must return to the Boarding Houses by 18:30 on the evening before school recommences.
- Only emails from the registered parental contact on the school's official record will be acknowledged. House Parents will generally appreciate verbal confirmation of any additional details.





## Start, Middle and End of Term

Term dates for the academic year are published in the Student and Parent Handbook in addition to the school website. It is important that parents make transport plans taking account of these dates and timings.

Arrival and departure arrangements must be communicated to the school via the House Parents and the transport arrangements must be communicated to House Parents at least 2 weeks in advance, prior to departure.

For students using our shuttle service, the School will assume responsibility from the moment they are under our care on the bus. For students making their own private travel arrangements, the school will assume responsibility when the student has checked in with their House Parents at School.

The Houses in Boarding generally open 2 days before the start of lessons. We can organise for collection from the airport to School within 2 days of the start and end of holidays.

It is important when considering holidays to try to minimise the number of lessons missed as these can have a significant impact on students' progress.

## The School is closed during certain periods

### October Break (School trip available at extra cost)

Friday 11/10/2024 Leave: 16:00

Sunday 27/10/2024 Return: 18:00

### Winter Break

Friday 20/12/2024 Leave: 16:00

Sunday 12/01/2025 Return: 18:00

### February Break (Ski Week available at extra cost)

Thursday 20/02/2025 Leave: 16:00

Sunday 2/03/2025 Return: 18:00

### Spring Break (Easter trip available at extra cost)

Friday 11/04/2025 Leave: 16:00

Monday 28/04/2025 Return: 18:00

### Summer Holidays

(please note this depends on Grade – see school calendar)

**Last day of school** Wednesday 25/06/2025

Boarders are expected to attend lessons until the last day of school and to return to campus before the start of lessons. Additionally, it is important for our students to adhere to the guidance provided regarding the dates they are expected to arrive on campus, depart for home, and the beginning and end of each term.



# House staff and contact details



## House Parents - Contact information

Effective communication, regular exchanges, and open discussions with families are essential for the Boarding team to support and guide our students, ensuring their progress. We encourage all families to reach out to the House Parent Team with any questions.

We strive to respond as soon as possible, typically within 24 hours, except in special circumstances. To improve clarity and reduce response times, we hope this contact list will be useful.

If you need to contact a House Parent, use: [firstname.surname@cdl.ch](mailto:firstname.surname@cdl.ch) (e.g., [terri.davis@cdl.ch](mailto:terri.davis@cdl.ch)). However, to ensure the quickest response, we strongly advise always using the House email address.

## Boarding Houses

Champ des Bois:

Villa JB Terray 27:

Concha:

Portena:

Léman:

Olympus:

Villa du Lac:

Villa Franconis 20:

Villa Louis Dégallier 56:

Villa Louis Yung 7:

Villa Saint Loup 4:

Villa Saint Loup 9:

Villa Louis Dégallier 60:

Villa Ecureuil:

## House Email Address

[champdesbois@cdl.ch](mailto:champdesbois@cdl.ch)

[terray27@cdl.ch](mailto:terray27@cdl.ch)

[concha@cdl.ch](mailto:concha@cdl.ch)

[portena@cdl.ch](mailto:portena@cdl.ch)

[leman@cdl.ch](mailto:leman@cdl.ch)

[olympus@cdl.ch](mailto:olympus@cdl.ch)

[villadulac@cdl.ch](mailto:villadulac@cdl.ch)

[franconis20@cdl.ch](mailto:franconis20@cdl.ch)

[louisdegallier56@cdl.ch](mailto:louisdegallier56@cdl.ch)

[louisyung7@cdl.ch](mailto:louisyung7@cdl.ch)

[saintloup4@cdl.ch](mailto:saintloup4@cdl.ch)

[saintloup9@cdl.ch](mailto:saintloup9@cdl.ch)

[louisdegallier60@cdl.ch](mailto:louisdegallier60@cdl.ch)

[ecureuil@cdl.ch](mailto:ecureuil@cdl.ch)







## Contact information

Your child's House Parent is the primary point of contact and plays a vital role in their wellbeing and development.

House Parents are responsible for monitoring the general boarding routine, caring for and supervising students, and acting in loco parentis. They develop strong and meaningful bonds with the students, ensuring their nutrition, sleep patterns, screen time supervision, and active, healthy lifestyle.

House Parents also monitor academic progress, school and activity attendance, discipline incidents, and general behaviour at school. They contribute to the weekend activity programme and communicate regularly with families, agents, teachers, nurses, counsellors, and management. Additionally, they promote acceptance of diversity and other cultures within the Boarding House.

For initial concerns, please always contact the relevant House Parent. However, here is a list of people you are also welcome to contact directly for any specific matters:

### Health Centre

healthcentre@cdl.ch  
+41 22 775 56 11

### Boarding School Counsellor

vasiliki.ekoutsidou@cdl.ch  
+41 22 775 56 24

### Student Billing

accounting@cdl.ch  
+41 22 775 55 81

### Director of Boarding

justin.usher@cdl.ch  
+41 22 775 56 01

### Deputy Head of Boarding

salvatore.politano@cdl.ch  
+41 22 775 56 12

### Administrative Assistant

Mélanie Lam Van Ba  
boarding@cdl.ch  
+41 22 775 55 05

### Activity Coordinator & Trips Programme

lucelia.malengue@cdl.ch  
+41 22 775 55 66





We look forward to seeing you on campus.  
The Boarding Team.



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