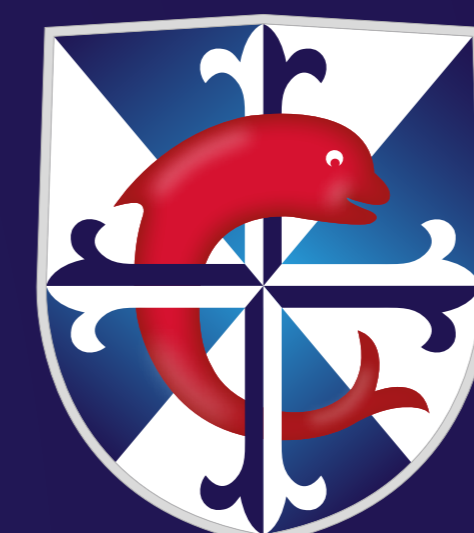




Home

away from home

Boarding House Handbook
2023-2024



COLLÈGE
CHAMPITTET
FONDÉ EN 1903

Greetings from the Head of school



Dear Boarding Students and Families,

For many of you, boarding is a completely new experience, indeed an exciting time of your life. Since the boarding house will be your ‘home’ for the next months, we will do whatever we can to make you feel welcome and a full member of our community. You will find the answers to most of your questions in the following pages of this booklet.

Collège Champittet is much more than a school, it is a community in which you can thrive, identify, and meet your potential, and acquire skills which will give you access to the best higher educational institutions in the world.

While being able to realise your academic ambitions is important, boarding at Champittet will add a further dimension to your education. French and English bilingualism is well established, both in the boarding house and during day classes. You will have a choice of many extracurricular activities and sports on our unique campus. And you will bathe in a culture of openness and mutual respect.

Together with your Head of Boarding, the house staff, and the teachers, I will take a strong interest in your personal development at Collège Champittet and the progress you make in your studies. I will always be available if you need to speak or if I can help in any other way.

Given our fine set-up in this picturesque location and with the level of care you will receive, I am confident that you will soon feel at home, make friends for life and benefit from this amazing experience to build a successful future.

Philippe de Korodi

Head of school

Champittet Alumnus (1976-1982)

Greetings from the Director of Boarding

Dear Boarding Students and Families,

I would like to extend my sincerest welcome to all our new boarders and their families, while acknowledging the ongoing support, kindness, and generosity of our returning boarders. The forthcoming school year promises to be filled with great adventures, friendships and of course 'living and learning' in our residence-your new home.

As a boarder, you have a unique opportunity to develop soft life skills that will help you navigate the challenges that lie ahead in your future endeavors. You will learn how to manage daily and weekly routines which will foster good work ethics, discipline, and a sense of accomplishment. Additionally, this lifestyle allows you to become more independent, grow as an individual, and embrace your own personal leadership skills. Boarding at Champittet promotes a family like culture that helps one recognize the value of lifelong learning and care for others.

The boarding programme complements the academic and extracurricular programmes offered to both day and boarding students ensuring a rewarding and enriched experience for all. We aim to share experiences that embrace active healthy living, enriched culture, love of languages and provide opportunities for travel and adventure.

We cherish the opportunity to provide a safe, nurturing, and vibrant residential environment where individuals of all backgrounds can live together in harmony. This experience is one that will create unforgettable memories that will last a lifetime. Most importantly, you will become part of a family that will be supportive and always available to help you be the best version of yourself.

We look forward to having you part of our Champittet Boarding family. Welcome home!

Tiziana Patella

Director of Boarding



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Champittet Boarding mission statement

Champittet Boarding Programme is a family style boarding home which offers domestic and international students a safe and caring residential atmosphere.

It serves as a real life-classroom where we strive to create an active learning environment that teaches life skills while supporting the school's core values and mission.

Did you know?

Collège Champittet is the closest of all the Swiss schools to the lakes shore - just 200m away!

Important dates 2023

Did you know?

There are numerous travel opportunities for both boarding and day students. Check out our travel brochure.

School & Bank holidays 2023	
19 th August	New boarding & admissions welcome day 09:30 start
20 th August	Boarding induction day Activities will be organised
20 th August	Returning boarders arrive Times will vary
21 st August	First day of school Start of classes
16 th - 18 th September	Swiss bank holiday Trip to Annecy Camps (optional, but included in 7 day boarding fees) Boarding closes at 16:00 on Friday, 15 th Sept. and reopens at 17:00 on Monday, 18 th Sept. for those not attending
19 th September	Classes resume
14 th - 29 th October	Autumn break Boarding trip to South Korea (optional). Boarding closes at 16:00 on Friday, 13 th Oct. and reopens at 17:00 on Sunday, 29 th Oct. for those not attending the trip
30 th October	Classes resume
20 th December - 7 th January 2024	Christmas holiday break Boarding is closed. The last day of classes is 20 th Dec. 2023 (12:10). Departures will depend on flights booked

Important dates 2024

A separate calendar with exams dates for the year will be emailed to all parents via the academic deans.

School year 2024-2025

Classes begin for the new school year
20th August

School & Bank holidays 2024

7 th January	Boarding House reopens Students are welcome to return from 13:00
8 th January	Classes resume
10 th -18 th February	February half-term break Trip to Zermatt (optional) Boarding closes at 16:00 on Friday, 9 th February and reopens at 17:00 on Monday, 19 th February for those not attending
20 th February	Classes resume
11 th - 14 th March	Ski Camp Ski camp in Fiesch is only for 7 ^e -11 ^e & FLE 9-13 All other students have regular classes
28 th March	Last day of classes Boarding closes at 16:00 on Friday, 28 th March and reopens at 18:00 on Sunday, 14 th April
29 th - 14 th April	Easter holiday break Trip to Canary Islands (optional)
15 th April	Classes resume
9 th - 12 th May	Ascension break Trip within Switzerland (optional, but included in 7-day boarding fees)
18 th - 20 th May	Pentecost break Trip to Europa Park optional, but included in 7-day boarding fees). Boarding closes at 16:00 on Friday, 17 th May and reopens at 17:00 on Monday, 20 th May for those not attending
21 st May	Classes resume
30 th May	Corpus Christi Classes end at 12:15
19 th June	Last day of classes
21 st June	Closing and Prize Giving Ceremony End of the school year

Residential staff structure



Tiziana Patella Radicchi

Head of Boarding
(Pastoral Care)

tiziana.patella@champittet.ch



Michèle Bise

Deputy Head of Boarding
(Logistics and Operations)

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Guillaume Aebi

Boarding Manager
(Academic Support)

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Residential staff structure

Lead House Parent and Discipline

Giordano Radicchi giordano.radicchi@champittet.ch

Boarding Activities Coordinator

Angela Naritelli angela.naritelli@champittet.ch

Boarding Mentor and Extracurricular Support

Mercedes Dueñas mercedes.duenas@champittet.ch

Telephone

Boarding House Office + 41 21 721 0556

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Boarding Assistants

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Boarding Study Coaches

Alain Molleyres Elodie Rochaix

Emilie Bettero Emilien Ulrich

Cyntia Lukala Guillaume Viret

Anna-Cristina Currat Martin Simon

Louis Mirallie Helio Chaplin

General contact

boarding@champittet.ch



Boarding House team

Each member of the Boarding Team plays an integral role in the residential life of a boarder. To ensure timely communication, boarders will be assigned to a specific residential advisor who will closely monitor the holistic growth of those boarders within their group and provide parents/legal guardians with timely, pertinent information regarding the well-being of their child.

Both the resident and non-residential staff are there to support boarders in their day-to-day life. This can be anything from helping one improve 'soft skills', such as organisation, priority management and hygiene habits or encourage character development and strong study skills.

Students are always encouraged to communicate with and share their concerns or worries with an adult of their choice. Our key focus is to help them achieve the very best on both an academic and personal level.



Room allocation

Every effort is made by the Head of Boarding along with the Deputy Head to allocate the rooms and pair the right student to the right room. Placement is made firstly based on the room placement questionnaire which is provided in the enrollment package. We take great care in these placements and monitor them closely throughout each term, but room allocations can change at any time throughout the year for various reasons. We appreciate the understanding and cooperation of both the boarder and the parents.

Did you know?

Lausanne has just received the Emerging Culture City award.

Accommodation

Our residence is located in St. Augustin which is the main building of the school. Male and female boarders occupy different floors within the Boarding House. Rooms include a bed with storage, a desk, a closet space, shelving, shoe racks and shared vanity area. Each floor also has toilets, a shower facility, and a common room.

The 'Salon Mixte' is another shared common room which is located next to the Boarding office where all boarders can use during free time in the evenings and weekends to play games, billiards, watch movies or simply enjoy each other's company.

Students will have access to a kitchen area. This is a privilege and students are responsible to clean it after use and keep it tidy.

At the beginning and end of the school year, a room check is carried out. Students should show care for the property of others.

Upon departure, at the end of the year, if a student has left the room in an unacceptable state, parents will be charged. This can include excess garbage, unwanted belongings and vandalism.

Students and their parents/guardians are accountable and financially responsible for any damages caused to property which belongs to the school.





- Smoking and vaping are strictly forbidden in the buildings and in the rooms. As is the use of incense or candles (this may lead to severe sanctions and immediate confiscation). Setting off the fire alarm system will involve a severe sanction, and the costs incurred will be charged to the student.
- Food and drinks (except water and fruit) are NOT allowed in bedrooms or common rooms, except the *Salon Mixte*. Any food found during the daily check of rooms will be automatically confiscated, and the boarder will receive an infraction.
- All prescribed medication must be declared upon arrival and given to the Boarding Management who will administer accordingly.
- Music in the room is acceptable only to the extent that the sound level is reasonable and does not disturb the other students. This means that the music must not be heard in the corridor, with the door closed.
- Students may decorate their rooms, but care must be taken not to incur any damage to the walls or to the furniture. Any damage will be charged to the student.
- The lift is not to be used by students.
- All students are required to use their room safes for valuable and/or expensive items. If possible, students should avoid bringing expensive personal belongings. Bedroom doors must always be locked.

The school declines all responsibility for any theft of valuables, lost or damage in the bedroom and on the premises.

Room inspections

Daily room inspections are conducted by Boarding Residence staff. Students are responsible for keeping their own room neat and tidy throughout the day. This involves making their bed every morning, tidying up and switching off lights before leaving for classes. Constant lack of tidiness will lead to systematic confiscation of mobile phone.

Should the Boarding Management suspect there to be something deemed unsafe or not warranted in a room, a thorough room inspection can occur with or without the presence of the boarder. A communication to parents will be provided should this situation arise.

Although our housekeeping staff take care of general cleaning of rooms, changing of bedsheets, washrooms, hallways and common areas, all boarders have a collective responsibility to keep the residences clean and in good condition. The residence is their home while they are at the school and they should take care of it as they would their own home with respect for fellow residents.

To assist with keeping showers, toilets, and common rooms clean, a task force will be organised on each floor on a rotation basis to ensure everyone shares responsibilities of the spaces used.

Non-respect for the bedroom rules such as untidy bedroom including bed not done in the morning, desk, sink area, shelves and drawers and lights left on will lead to a sanction.

Room system colour chart

Green - Good to go (clean room)

Yellow - Warning (must tidy up)

Red - No outing permitted (due to multiple warnings)





Uniform and dress code

Upon arrival, students are provided with the compulsory Champittet uniform set which also includes the sports uniform. The uniform consists of a polo shirt, a hoody or pullover sweatshirt. Students can wear casual pants, jeans, skirts, and appropriate length shorts for bottoms.

Dress code

We require all students to always wear the school uniform throughout the school day including during the exam periods. Students have permission to be out of uniform only on the last working day of the month which is deemed as 'causal day'. During sports lessons, it is compulsory to wear the Champittet sportswear.

Boarders must wear the uniform to breakfast until the end of lessons. This includes correct shoes. This also applies during exam time.

Boarders may change into appropriate comfortable clothing in the evenings and weekends. No flip flop or open toed shoes are permitted in the dining hall. Students must refrain from any eccentricity or provocative clothing. For example, dyed hair, piercings, tattoos, visible underwear, miniskirts, shorts, torn jeans, leggings or military trousers and any offensive or profane language on clothing are not allowed.

All students are expected to adhere to the dress code and pay the utmost attention to personal hygiene.

Personal hygiene

All boarders are required to shower daily (specifically in the evenings) and use shampoo, soap, deodorant etc. They are expected to shower after sport and other physical activities if needed.

Boarders are expected to change their clothes regularly. They must put their clothing out for washing according to the laundry schedule.

What to bring

Clothes

- | | |
|---|---|
| <input type="checkbox"/> Underwear | <input type="checkbox"/> Pyjamas |
| <input type="checkbox"/> Bathrobe | <input type="checkbox"/> Socks |
| <input type="checkbox"/> Jacket, raincoat | <input type="checkbox"/> Sweatpants, leggings |
| <input type="checkbox"/> T-shirts | <input type="checkbox"/> Sweaters |
| <input type="checkbox"/> Jeans, trousers | <input type="checkbox"/> Dresses, skirts |
| <input type="checkbox"/> Hiking shoes (expedition) | <input type="checkbox"/> Waterproof jacket |
| <input type="checkbox"/> Swimwear | <input type="checkbox"/> Gym shoes |
| <input type="checkbox"/> Rucksack | <input type="checkbox"/> Rain jacket, warm jacket |
| <input type="checkbox"/> Leisure daily wear shoes | <input type="checkbox"/> Sport clothing |
| <input type="checkbox"/> Sunglasses and sun cream | <input type="checkbox"/> Clothes for sport and outdoor activities |
| <input type="checkbox"/> A formal outfit for dinners and special occasions at the Boarding House is recommended (shirt, suit, dress/elegant jumpsuit, formal shoes) | <input type="checkbox"/> Medium size backpack (approx. 25 liters) |

Toiletries

- Shower caddy (personal items may not be stored in the bathrooms)
- Shower sandals/flip flops
- Personal toiletries (shampoo, soap, toothbrush, toothpaste, razors, etc.)
- Tissues

Clothes for the ski season needed by the October half-term

- Ski clothes (warm jacket, ski pants)
- Warm socks
- Gloves, goggles, hat, scarf
- Personal ski equipment if possible. Rental equipment is an option on request and provided free of charge by the Boarding House

What to bring

The school will provide notebooks, folders, textbooks, and art kit on arrival.

School supplies

- Basic set of stationery: pencil-case, pencil, set of pens in red, blue and green, eraser, ruler, compass, scissors, glue-stick, calculator, highlighters
- An agenda or planner
- Backpack
- Chargers (phone, laptops, iPad)
- Alarm clock

What not to bring!

- Lighters / matches, candles / incense (no naked flames)
- Iron, refrigerator, toaster, hot pots, coffee maker, kettle, or any kitchen electrical appliance (these are available in the common room)
- Any network hardware such as hubs
- Dartboards, external monitors over 27" or 3D Printers
- Halogen lamps / bulbs
- TV and any gaming consoles are not permitted in the rooms
- Any gaming equipment (i.e. : Nintendo Switch, etc.) must be approved by the Upper Management Team

Pocket money

The school will provide a Swiss Bankers card to each boarder, unless a parent chooses to opt out of this service. A Swiss Bankers card is like a debit card and parents will be invoiced accordingly. **An automatic amount of 50 CHF will be reloaded at the beginning of each week**, unless advised differently by the parent.

Should a parent need to change the amount provided to their child; they may do so by informing the school **before Tuesday morning**. This includes if the child requires additional funds for trips, special birthday dinners, etc.

All requests must be made in advance and parents must email both accounting@champittet.ch and boarding@champittet.ch

Any other financial questions or concerns should always be directed to accounting@champittet.ch

SIM card for cellphones

Students have the possibility to subscribe to a local SIM card provider by choosing among three different packages which will vary in cost. This information will be provided during the check-in process upon arrival.

Did you know?

Lausanne hosts what is often considered the best restaurant in the world, l'Hôtel de Ville de Crissier, with Master Chef Franck Giovannini.

Laundry

Laundry bags are provided by the school.

Full boarders are given a laundry bag with a white logo and there is no additional charge for this service.

Weekly boarders are given a bag with a red logo for their laundry and will be billed monthly.

On laundry days, boarders are required to gather their soiled clothing and bring their laundry bag downstairs to the main floor before breakfast on specific days.

Laundry days

Girls	Collection Monday morning Return Wednesday evening
Boys	Collection Wednesday morning Return Friday evening
Dry cleaning	Provided at an additional charge

New this year

Boarders will have their clothing microchipped.
Labelling clothing is still recommended.
Labeling clothing is recommended.

Snacks and food delivery policy

Students are welcome to purchase snacks, but all snacks must be stored in the allotted 'snack room'. Only a Boarding staff member has access to this area and students must ask for permission to retrieve their snacks. Boarders can only consume their snacks in the hallway, outside or in the Salon Mixte. No food should be kept in bedrooms or on the boys/girls common room floors (3rd to 5th floors).

Ordering food or bringing food on campus

This is a privilege and not a right. No student is permitted to order food and have it delivered to the school without permission from the Boarding House Upper Management. This also includes food/takeaway that was purchased off campus while students were out.

- School policy states that no deliveries are permitted during working hours.
- Should permission be granted to order food, boarders must eat their food in the Salon Mixte and clean up after themselves.

Energy drinks

All energy drinks are strictly forbidden in the Boarding House and on the campus.



Security and school access

At the start of the school year, students will be provided with a Champittet bracelet equipped with a microchip for door access to the residence building. **Boarders must wear their bracelets at all times.** Security bracelets are a critical part of the school security system and, as such, must never be loaned to anyone. Any lost or stolen bracelets must be immediately reported to the Upper Management team; a charge may be billed to your school account for a replacement.

There will be no access to rooms between 08:00 to 15:10. After lights out, each floor will be programmed with security alarms.

The Collège Champittet and the Boarding House are under 24^h video surveillance, indoor and outdoor.

A member of the residence staff lives on each of the student floors in the Boarding House so that boarders can reach them at any time should the need arise.



Safety first

Collège Champittet and the Boarding House are under 24^h video surveillance, indoor and outdoor.

Boarding Advisors and academic support

At the beginning of each academic year, selected members of the Boarding House will meet with appointed boarders to discuss individual academic objectives, discuss interpersonal skills and aspirations. Boarding Advisors will meet regularly with their advisees, monitor academic progress, communicate with parents, teachers, Deans, and the Pastoral office to discuss their academic performance and progress.

Mr. Guillaume Aebi, Boarding Manager, is responsible to arrange private tutoring and extra lessons. Mr. Aebi and the Boarding Advisors will consult with the Director of Academics to discuss the appropriate next steps to support the student.

How the school communicates with parents

1 EcoleDirecte App

This is the school platform available to parents and students which provides the following information: daily homework, student grades, report comments, teacher contact details, class schedules, and any important updates from the day school

2 Monthly newsletters

3 Closed Facebook group for families

4 Boarding reports on your child's personal growth

Study time and Study Coaches

Study time is an essential component to succeed at Champittet. Working regularly and being organised in all aspects of schoolwork will help you achieve your objectives.

Use study time wisely and ask for help if you need it. Study Coaches and Boarding Assistants are here to support your learning and consolidate your knowledge.

Study Coaches have specific subject knowledge but can also help with homework instructions, recommendations of websites, study strategies and so forth.

Study Coaches supervise study time and will keep track of the work you complete and report to the boarder's respective advisors.



Typical day schedule 2023-2024

	06:45 - 08:00	08:00 - 17:25	12:15 - 13:10	13:15 - 14:10	15:10
Girls	Wake up 06:45 - 07:10 25 mins to get ready for breakfast	School begins for all students (schedules vary by grade). If no morning class, students must attend Study Hall. Dorms closed from 08:00 until end of classes	Lunch Grades 6-10	Lunch Grades 11-14	School ends for grades 6-8 and mandatory assisted study begins at 15:30 for all Grade 8 students. Other grades may still have classes. After school schedule begins
Boys	Wake up 07:00 - 07:25 25 mins to get ready for breakfast				

After school schedule 2023-2024

GRADE/HOURS	15:30 - 16:25	16:30 - 17:30	17:30 - 18:30	18:45 - 19:45	20:00 - 20:45	20:45 - 21:30	
Grade 8	Assisted study with a teacher	Extracurricular activities with day school	Free time on campus	Dinner	Extra time for study to cover homework AND Boarding House extracurricular activities	Free time on campus	
Grades 9-10	Assisted study with a boarding assistant						
Students with classes finishing at 16:25	Classes	Free time OR Checkout for Seniors (over 16 year olds) until 17:15	Study time with Study Coaches OR Extracurricular activities with day school		Weekend and House meetings (1 x per week)	*Study time with Study Coaches OR Boarding House extracurricular activities	Study time with Study Coaches OR Boarding House extracurricular activities
Students with classes finishing at 17:25	Classes	Classes	*Optional study OR Extracurricular activities with day school OR Free time		*Mandatory study time with Study Coaches	*Study time OR Boarding House extracurricular activities	

- Extracurriculum activities for Juniors and Seniors are on Mondays, Tuesdays and Thursdays.
 - Changes of one's extracurricular activities are possible after the holidays (in October, December or Easter).
 - House meetings every Monday evening.
 - Students who finish classes at 16:25 or 17:25 do a check at the Boarding House office where they opt out for study or extracurricular activities of the day between 17:30-18:30.
- * Students must do a minimum of 2 out of 3 periods of study time per evening.

Bedtime routines

Juniors (Grades 8-11)

21:30	Hand in all electronics and get ready for bed
21:45	Get ready for bed in rooms
22:00	Lights out

Seniors (Grades 12-14)

22:30	Hand in all electronics and get ready for bed
22:45	Get ready for bed in rooms
23:00	Lights out

Example of weekend schedule

FRIDAY	Evening				
	18:45 - 19:30 Dinner	20:00 On campus activities, study time	22:00 (Juniors) 22:30 (Seniors) Lights out		
SATURDAY	Daytime				
	09:30 Breakfast	10:30 - 11:30 Study time (depending on activities planned)	12:00 Lunch	Afternoon Activities	19:00 Dinner
Evening					
	20:00 Senior outing	23:45 - 00:00 Check-in time	00:15 Lights out, silence in rooms		
SUNDAY	Daytime				
	09:30 Optional breakfast	10:30 Optional English mass	12:00 Brunch	Afternoon Outdoor activities	19:00 Dinner (5-day boarders must return by 17:30)
Evening					
	19:45 - 20:00 Mandatory house meeting for all students	20:00 - 21:00 (Juniors) 20:00 - 21:30 / 22:00 (Seniors) Study time	21:30 (Juniors) 22:30 (Seniors) All students on their floors, electronic devices handed in	21:45 (Juniors) 22:45 (Seniors) In room curfew	22:00 (Juniors) 23:00 (Seniors) Lights out, silence in rooms



Residence routines and expectations

Respecting the timetable is essential to ensure the smooth running of the day within our community. Being punctual is expected and you must adhere to all roll calls.

Attendance checks

Several times a day, outside of lesson times, we will conduct an attendance check for security reasons.

ALL STUDENTS MUST BE PRESENT

Mealtime guidelines

All meals are compulsory, and every boarder must be present at mealtimes.

Boarders sit in groups of Juniors and Seniors, according to a seating plan which should be strictly adhered to. When they have finished eating and the table has been cleared, they may ask for permission to leave the dining room.

Mornings and evenings, students enter the dining room in an orderly fashion and remain standing, without touching any food or drink, until announcements have been made.

The table will be laid out and cleared by the boarders according to a weekly rotation. Every boarder is expected to take part in the life of the boarding community.

Students are expected to have good table manners and show respect for the kitchen staff and the food.



- No electronics during mealtimes are allowed as this will lead to confiscation.
- Access to the kitchen is not permitted to students without permission.
- Proper uniform is required at breakfast including proper footwear.
- Appropriate casual / comfy clothing is permitted at dinner only – no open toe shoes without socks and outfits that do not respect the established dress code (as defined by the school) are permitted.
- Weekends: evening appropriate casual / comfy attire and lateness rules apply.
- No drinks, food (except fruit) or cutlery may be taken out of the dining room.
- It is strictly prohibited to order and consume take-away or delivery food from off campus at any time and under any circumstances. Bringing food or soft drinks into the dining hall is strictly forbidden during mealtimes.

Mealtimes

Breakfast	7:00 – 7:35 Boarding House roll call
Lunch	12:15 – 13:10 Juniors’ lunch (Grades 6-10) 13:15 – 14:10 Seniors’ lunch (Grades 11-14) Vie Scolaire / Pastoral care roll call bracellet swipe Seniors going out for lunch must check out/in with boarding staff
Dinner	18:45 – 19:45 Boarding House roll call
Punctuality at meals is expected	

Lateness for breakfast and dinner will lead to 24-hour confiscation of the phone.

Universal languages

The spoken languages in the dining hall are always **French** and **English** to allow everyone to be included and understand.

We remind our boarders and parents that as a diverse community, we respect all cultures and nations, and we ask our students to do the same.



Study time (how to best prepare)

- At the first bell, students must go to their allocated study room and follow the seating plan.
- Students must be punctual or lateness will lead to 24-hour confiscation of their phone.
- Students must hand in their mobile phones and headphones at the beginning of each session on the desk in front of the class. Phones should be turned off or on plane mode.
- Students must bring their necessary materials / books / folders / charged iPad / computers. If a student forgets something they will be allowed to go and get it. However, lateness or lack of preparation will not be tolerated. Systematic tardiness or lack of preparedness may lead to a detention on Wednesday afternoon.
- Each student must check their homework every day through the EcoleDirecte platform.
- During study time, the Study Coach will check on students individually. If a student has a question concerning their work, or needs help, they should raise their hand and wait silently for the Study Coach to address them.

- Complete silence is to be observed during study time.
- Should students need to work with a partner or in a group, they must first ask the study coach permission to do so.
- Study hours are exclusively for the completion of homework and academic research. No student is authorised to leave during the study hours unless for toilet breaks.
- School iPads are used by students until Grade 9 and laptops are accepted from Grades 10 onwards during evening prep time. They can only be used for academic and research purposes. Any misuse of electronic devices will lead to confiscation.
- The use of headphones for Juniors requires prior permission from the Upper Boarding Management and/or Study Coaches supervising the study time.
- Seniors are permitted to use their headphones providing they remain focused on homework and volume is kept to a minimum.
- At the end of the study period, all students must make sure their desk is clean and tidy, the chairs are put back as well.
- No eating is allowed during study time, but students may drink water.

Study privilege

At each mid-term report (demi-bulletin), some Grade 13 and 14 students (except FLE) **may be allowed** to study in their respective rooms if their grades are:

4.8 out of 6 for the Maturité Diploma

5.5 out of 7 for the IB Diploma

16/20 for the French Bac

8/10 up to Grade 10

The Boarding House Management reserves the right to cancel this in-room study privilege at any time in case of non-compliance with this rule. I.e.: If the student is not found in his room, not studying, or roaming around the Boarding House or the campus.



Free time, electronics and extracurricular activities



Free time

- Juniors can check out on Wednesday afternoons in groups of minimum 3 from 13:30 until 17:30 and on Friday after lessons from 15:10 until 18:30.
- Seniors can check out daily after lessons from 15:10 until 17:30.
- Senior students are allowed to check out on Wednesday afternoons from 13:30 until 17:30 and on Friday after lessons from 15:10 until 18:30.
- Girls are not allowed onto the boys' floor and vice versa.
- Day students are not allowed in the Boarding House without permission, including the Salon Mixte. Any breach will lead to a sanction for the inviting boarder and one coche for the day student. The Pastoral Office will equally be informed.

Electronic devices

- At the start of the school year, boarders declare all their electronic devices. If a boarder acquires a new device, it must be declared. All undeclared devices will be immediately confiscated for a month. Please label your devices.
- Only one mobile phone is permitted per boarder.
- All computers/ phones/ iPads/ other electronic devices with Wi-Fi connectivity must be handed in at 21:30 (Juniors) and at 22:30 (Seniors) and placed on the common room shelves for the night, except on Saturdays.
- Grade 13 students will be allowed to keep their electronic devices on Fridays.
- Grade 14 students are allowed to keep either phone or computer at night unless otherwise specified by the Boarding House Management. This is a privilege and not a right.
- Any member of the staff may forbid the use of phones or computers at their discretion.



Boarding House prefects

- Boarding prefects will be appointed by the Boarding House Management and will act as a liaison between the boarders and the Boarding House Management.
- Some positions are appointed in June and the other positions will be appointed in early October.
- This leadership opportunity is open to boarders who demonstrate a natural self-discipline, responsibility, general wellbeing and remain true to the core values of the Boarding House.
- The prefects will also have regular meetings to discuss issues, upcoming events, and plan projects.
- Student leadership is important because many come from different backgrounds with varying beliefs, values, and experiences so the Boarding Management counts on these prefects to help enhance the boarding programme.

Did you know?

Lausanne's University Hospital CHUV has been nominated one the world's best 10 hospitals by magazine Newsweek.

Extracurricular activities

- Juniors are expected to participate in three extracurricular activities per week which are selected at the beginning of each term.
- Seniors are required to participate in two extracurricular activities per week under the same conditions as Juniors.
- Students must commit and attend the activities they have chosen.
- Students will have the opportunity to change extracurricular activities every quarter.
- Mobile phones cannot be used during extracurricular activities. In case of non-respect of this rule, the mobile phone will be confiscated.

Did you know?

Lausanne is the world's Olympic capital and host the International Olympic Committee (IOC) headquarters.





Weekends

- All Junior students must take part in both weekend activities.
- All Senior students must take part in one organised activity during the weekend.
- Senior students are allowed to go out until 23:45/ midnight on Saturday evenings. An alcohol test will be carried out upon their arrival on campus.
- The weekend officially starts on Friday after classes and ends on Sunday at 17:30. The Boarding House must be notified of any lateness by the parents or guardians no later than 12:30 on Sunday afternoon.
- Students may only check out on Friday if their rooms are tidy. Check in before 18:30 on Sunday is compulsory for all students.
- Boarding students can take part in Sunday mass with the Catholic parish here on campus each Sunday. Mass starts at 10:30 in the Chapel at Collège Champittet.
- Boarding House meetings are mandatory for all students and will be held each Monday after dinner.

Requests for a day or weekend leave

Boarders are permitted to leave the Boarding House. Permission to do so must be sent in writing to the Director of Boarding or Upper Management ahead of time but at the latest by 19:00 (Swiss time) on the Wednesday preceding the weekend.

Parents will need to send the following information to boarding@champittet.ch:

- The contact details of the individual responsible for their child (phone, number, and address during their stay).
- An email on behalf of the responsible individual must also be sent to the Boarding House confirming this arrangement.
- No student is permitted to leave or travel alone.
- If a boarder is over the age of 16 years of age, they may leave for the weekend in groups of 3 or more providing the other students are of equal age and parental consent is given to do so with all the necessary details.
- Boarders are responsible to make their own arrangements and must return to the Boarding House before 17:30 on Sunday and/or Monday if on a long weekend.
- Once boarders leave the Boarding House, we relinquish all responsibility until the boarder returns to the Boarding House.

Special events and guests

We understand there may be some special times during the year when boarders will want to celebrate a birthday/event, or an unexpected family and friend arrives for a visit. This is wonderful, but we kindly ask that parents/guardians provide advanced notice (at least 48 hours) so that we can make the necessary arrangements to accommodate these requests.

Requests may not always be granted, but please know the reasons will be explained in detail and we appreciate your support and understanding of our decision.

Birthday dinner

The Boarding House will celebrate your child's birthday, but we understand this is a special time and some would like to celebrate their birthday with close friends. If a birthday falls on a week day, students will **only be allowed to go out on Friday or Saturday** with a maximum of six people. Permission must be sought in advance and exact details of time and restaurant location must be provided. Additionally, anyone who is invited must be in good behavioral standing to attend the dinner.

Additional supports and resources

School nurse

The school nurse is available every day of the school week. Boarders who are not well must immediately advise the staff member on duty. If a boarder is not well in the morning, they must first advise the staff member and then visit the nurse for a check-up at 07:45. The nurse will then determine the appropriate next steps. Boarders are not allowed to remain in bed without consulting an adult. In extreme cases, the nurse will visit the boarder.

Doctor's appointments are made on a case-to-case basis by the nurse. After 16:30 and at night, a full-time emergency service is available.

Medication

If a student is on regular medication, they must inform the Boarding House Management and hand in their medication. It is kept locked and only the Boarding House team is permitted to administer medication to students.

School counsellor

Ms. Aline Allenbach and Ms. Lisa de Paz are the school's counsellors. Students can make appointments to visit them. All conversations remain confidential unless a concern for the safety of the boarder or others arise.

School mediators and pastoral office

Should an issue arise at school, boarders may wish to use school mediators to help. School mediators are often teachers, appointed by the school. The Pastoral office is also there to help students during the day regarding absences, classes etc. Mediators also visit the Boarding House monthly to talk with students.

Safeguarding lead

Ms. Maria Zufferey is the pastoral and safeguarding lead for the school. Should an important matter arise, she will intervene and support students on a range of issues.

University and career guidance

Students also have access to the school's University and Career guidance Counsellor, Ms. Jane Driscoll to discuss their plans post-Champittet.

Chaplain

A chaplain can be made available on campus. He welcomes students to contact him should they wish.

Students have the possibility to follow the preparation for the Holy Communion and Confirmation.

Mail

If boarders receive mail, they can collect it in the Boarding Office. All mail for boarders should be addressed as follows:

**(Boarder's Name)
Collège Champittet
Ch. de Champittet, 1
1009 Pully
Switzerland**

Travel documents

Many boarders carry with them very important documents including passports, visas, and airline tickets. Boarders must give these items to the Director of Boarding for safekeeping upon arrival to the school.

Permits and medical cards

The school will make the necessary arrangements to register for a permit B residency card in the Canton de Vaud and obtain health insurance cards as outlined in the Admissions agreements. If a student does not hold a European passport, it is the responsibility of the family to apply for all the necessary Schengen visas to enter Switzerland.



Health regulations (dependent on current requirements)

Our Boarding House has strict protocols we follow to ensure the health and wellbeing of all individuals within our community. We consult and comply with the local health authorities regarding health matters.

At this time, we don't need to follow any covid protocols; however, we will inform parents of all necessary measures should the situation change.

Upon arrival (optional) parents may provide any health documents they deem necessary such as vaccination cards, medical tests, etc.

Travelling

Should your child require any specific tests for travelling purposes, the school will make the necessary arrangements.

Did you know?

Collège Champittet is celebrating its
120th anniversary In 2023!

Good sanitary practices

Good sanitary practice is important for the wellbeing of everyone in our community.

- Wash hands before meals, before entering the dining hall and before using the common room kitchen.
- Cover your cough with your arm.
- Sneeze in your arm or in a tissue.
- Use the sanitizers when available.





Code of conduct

Appropriate language must be used in the Boarding House at school. In the presence of an adult, only FRENCH and ENGLISH are to be used.

Smoking / Vaping

Smoking and vaping are **strictly forbidden** to all students on and off campus. If students do not respect these rules, they will be given a direct detention and parents will be notified. Systematic breach of this rule will lead to a more severe sanction. Vaping is actually illegal in Switzerland for minors under 16 years of age and fines may be issued by local authorities if students are caught doing so.

Alcohol

The consumption and storing of alcohol on campus is strictly forbidden. In accordance with Swiss Law, we only allow students above the age of 16 to drink alcohol in moderation while off campus (max. 0.25mg/l). The Boarding House management will run regular

alcohol tests. Any excessive drinking will be severely punished, and boarders will receive an immediate sanction that can lead to suspension.

Drugs

The consumption and storing of illegal drugs, legal highs or any type of illicit substances is strictly forbidden. The school reserves the right to test a student for drugs at any time. If the test is positive or if the student possesses illicit substances, the student will be presented to the School Disciplinary Board, which may lead to immediate expulsion.

Vandalism

Willful or careless damage will be considered as acts of vandalism, and repairs will be the responsibility of the parents and charged to their accounts. Non-accident damage to property, careless breakage, graffiti or defacement of school property will not be tolerated.

Respect of the Boarding House rules

In the Boarding House, we encourage our students to maintain and display exceptional behavior and respect the house rules. Students demonstrating consistently positive behavior and/or attitude will be rewarded accordingly with bonuses and gratifications. In the unfortunate case of disregard for our rules students will receive sanctions according to our Sanction Chart.

To ensure a positive and rewarding experience at College Champittet, students need to respect themselves and each other. They must take responsibility for their actions and uphold the values of the school and its community.

Examples of breaking Boarding House rules and associated sanctions are listed, but not limited to, the charts on the following page.

BONUS

Bonus may be given for the following reasons:

- Excellent academic and/or personal effort
- Leadership
- Participation to school activities, (student ambassadors, volunteering, helping when needed and not asked to do so)

Rewards chart

Gratification = 3 bonus

Juniors

1. Exemption from one extracurricular activity for the week
2. Reward (20 CHF, cinema tickets, Starbucks, special gift, etc.)
3. ½ hour longer before lights out or ½ longer with electronics

Seniors

1. 1 extra *loisir* night per month
2. 5 hours of free time during the weekend instead of 4
3. Reward (20 CHF, cinema tickets, Starbucks, special gift, etc.)

Sanctions and misdemeanours

In the event of an infringement of the Boarding House rules, the Boarding Management determines the appropriate measure to take depending on the sanction. The student must expect, but is not limited to, the following consequences:

1. Confiscation of cell phones/devices

- **24-hour:** Late for breakfast, dinner, lights out, study or disruptive behavior in study
- **48-hour:** Missed study time or activity
- **1-week:** Caught with electronics after lights out
- **1-month:** Caught with undeclared electronics.

Repeated behaviours may lead to confiscation or sanctions that go beyond the indicated time.

2. Direct detentions

Sanction can be 2-hour detention on Wednesday with given work/ special on-campus tasks + no outings for the day

- Smoking/vaping without authorisation
- Eating in rooms or in unauthorised areas
- Delivery or take away of food without permission
- Going off campus without authorization
- Being in someone else's room after lights out
- Disrespect or arrogance toward Boarding staff
- Misuse of Internet (access to unauthorised, age-sensitive, illegal websites and applications)
- Other misdemeanors that are not appropriate or in line with our code of conduct.

3. BLAME

Will be issued if an accumulation of multiple detentions and infractions are repeated

Verbal warning

After an verbal warning parents will be informed by email of the incident.

Written warning

After a written warning the parents will be informed by email of the incident.

4. Suspension

When a student has received an oral and written warning and has already been sanctioned but continues to breach the behavioral code of the Boarding House rules and expectations.

5. Ultimatum

After an ultimatum, the school informs the parents in writing. The student will have specific expectations to meet and may even have a special contract; however, if the student has further infringements, the School's Senior Leadership will become involved, and the student may be placed in front of the Disciplinary Council which could lead to expulsion

May lead to expulsion

- Repeated serious offences or serious breach of the Boarding House rules (violence, bringing and/or consumption of illegal drugs or legal highs, excessive drinking etc.)
- Serious breach of house rules, endangering of someone's life or integrity, bullying, harassment, hate speech.

Ready to get on board?

We are looking forward to welcoming you!





COLLÈGE
CHAMPITTET
FONDÉ EN 1903

Collège Champittet Lausanne

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