



HARROW
INTERNATIONAL
SCHOOL
BENGALURU

STUDENT BOARDING HANDBOOK



BOARDING HOUSE FACILITIES

The boarding houses at Harrow Bengaluru are well equipped to provide students with a comfortable and supportive living environment.

Students in **Grades 6 to 10** are accommodated in twin rooms, each shared by two boarders. Every twin room is furnished with two single cot beds, one cupboard per student for clothes and personal belongings, a bedside table beside each bed, and two individual study desks with a bookshelf and chairs.

Students in **Grades 11 and 12** are accommodated in **single rooms**, with the option of sharing a twin room if preferred. Each single room includes a single bed (with mattress and pillow), a cupboard, a bedside table, and a study desk with a chair.

Shared toilets and shower cubicles are located at the end of each corridor.

A limited number of single rooms are fitted with an ensuite wet room comprising a toilet, basin, and shower. These ensuite rooms are allocated to the most senior students in the boarding house, subject to availability. Please note that ensuite rooms are not guaranteed for all students.

In addition, each boarding house is equipped with its own reading room, pantry, multiple common rooms, a laundry room, an infirmary, and a meeting room.



PASTORAL CARE AT HARROW BENGALURU

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

HOUSEMASTERS AND HOUSEMISTRESSES

The most important relationship for any boarder is with their Housemaster or Housemistress, who lives in the boarding house with the students and provides consistent care and guidance throughout a boarder's time at school.

The Housemaster or Housemistress is supported by an Assistant Housemaster or Assistant Housemistress, who helps with daily routines, covers when the Housemaster or Housemistress is off duty, and builds strong, supportive relationships with the students in their house. The Housemaster or Housemistress may be a member of the teaching staff or a full-time pastoral professional.

These sessions allow tutors to provide academic guidance, assist with homework, and offer personal support, serving as an additional point of contact for any concerns. provide academic guidance, assist with homework, and offer personal support, serving as an additional point of contact for any concerns.

MATRONS AND WARDENS

Each boarding house is supported by a warden or matron who assists with students' daily routines, including monitoring wake-ups and bedtimes, laundry, maintaining tidy rooms, promoting healthy eating habits, and attending to other practical needs. Wardens and matrons

habits, and attending to other practical needs. Wardens and matrons provide a vital perspective to the pastoral care team, ensuring the well-being and smooth daily functioning of the boarding house.

PERSONAL TUTORS

Each boarding student is assigned a personal tutor. Tutors take attendance during the Morning Bill and meet students during scheduled tutor time at school. These sessions allow tutors to provide academic guidance and offer personal support, serving as an additional point of contact for any concerns.

VERTICAL HOUSE STRUCTURE

Harrow Bengaluru follows a vertical house structure, meaning each house includes students from every grade level. Students remain in the same house throughout their time at school. This arrangement allows long-term relationships to develop with staff, enables younger pupils to benefit from the guidance of older students, and provides opportunities for senior students to learn leadership by assisting younger peers.

SCHOOL-LEVEL SUPPORT

Beyond the house teams, the school provides a wide-ranging pastoral support system. This includes a school nurse, an emotional counsellor, a school doctor, and, in case of emergencies, a school ambulance. Together, these resources ensure that students receive comprehensive care and support at all times.

WEEKLY AND FULL BOARDERS

Harrow Bengaluru offers two boarding options: **Full Boarding** and **Weekly Boarding**.

FULL BOARDERS

Full boarders are expected to remain in school throughout term time while the school is in session. All meals, seven days a week, are included in the full boarding fee. Boarding houses will be closed during the following holidays: **Diwali (October), Dasara (October), Christmas (December), Spring (April), and Summer (June)**. Please refer to the term calendar at the end of this handbook for specific dates.

WEEKLY BOARDERS

Weekly boarders are expected to return home each weekend. As a general guideline, they should leave school after 3.30 pm on Friday afternoon and return by 8.30 pm on Sunday evening. Weekly boarders may, however, choose to stay on Friday night in order to take part in activities scheduled for Saturday morning.

Meals are not provided for weekly boarders over the weekend, except for Saturday breakfast if they remain overnight on Friday.

In exceptional cases, weekly boarders may stay on campus for the weekend at the written request of parents to the Boarding Coordinator. Such stays will be chargeable, and arrangements must be confirmed in advance.

Further details regarding entry and exit procedures for boarders can

ROOM ASSIGNMENT, REGULATIONS AND PERSONALISATION GUIDELINES

Room assignments are conducted by the Housemaster/ Housemistress and endorsed by the Boarding Coordinator. Our room allocation is guided by the principles of fairness, inclusion and personal development. Once assigned, room changes are not permitted. This policy enables students to navigate initial challenges and foster positive, mutually beneficial relationships with their roommates.

Upon assignment, boarders are expected to uphold their accommodations to acceptable hygienic standards and assume responsibility for any breakage or damage to furniture or hardware therein. All rooms are equipped with a pinboard for personalisation. Boarders may also bring tabletop photo frames and soft toys. However, materials with inappropriate or offensive content are strictly prohibited. Affixing posters or other items to walls, cupboard doors, doors, mirrors, etc., is prohibited. Alterations to rooms, including painting, furniture changes, or rearranging the room layout, are not allowed



FIRE SAFETY

The school is committed to ensuring the safety of students, staff, and visitors. In the event of a fire or fire alarm, students must evacuate the building immediately and assemble on the 4G football pitch. Regular fire drills are conducted to familiarise students with the evacuation procedures and ensure everyone knows how to respond safely.

LOCKDOWN PROCEDURE

In the event of a lockdown, students must remain inside their boarding houses and follow instructions from the boarding or school staff without exception. If you are in the field when the lockdown alarm sounds, head to your respective boarding house immediately. Doors will be secured, and students should stay away from windows and maintain silence until an all-clear is communicated. Lockdown drills are conducted periodically to ensure students are familiar with the procedures and can respond calmly and safely.

HOMEWORK SESSIONS

Each weekday evening, a homework session is held in every boarding house. During this time, all students are expected to work quietly.

The session is supervised by the Housemaster or Housemistress (or their assistant) and by a different tutor each evening.

The house team is available to assist students, providing impromptu tutorials or answering individual questions as needed. Tutors will also take the opportunity to meet with each of their assigned tutees, offering guidance and support to their small group of students within the boarding house.

BOARDING DAILY SCHEDULE MONDAY - FRIDAY

6:30 AM	Wake up and shower/ freshen up
7:00 AM	Breakfast (counter closes at 7:45 AM)
7:45 AM to 8:00 AM	Morning Bill in the Boarding House Atrium
8:00 AM	National Anthem & Leave for school
3:30 PM to 4:30 PM	After school sports and CCA
4:30 PM to 5:55 PM	Evening session - Return to boarding - tidying up room, organise cupboards, grooming time - Shower & change, get ready for evening prep.
6:00 PM to 7:00 PM	Evening session begins
7:30 PM to 8:00 PM	Dinner
8:00 PM to 8:45 PM	Evening session - Shop open
8:15 PM to 9:15 PM	Optional prep in boarding houses
9:15 PM to 9:30 PM	Evening Bill in the Boarding Hall - All boarding devices
8:15 PM to 9:15 PM	Optional prep in boarding houses
10:00 PM	Lights out for grades 6,7,8, & 9
10:30 PM	Lights out for grades 10,11, & 12

NOTE:

Weekly boarders leave after 4:30 pm on Friday
Friday lights out for all grades at 11:00 PM.

SATURDAY

8:00 AM	Wake up & freshen up
9:00 AM to 10:00 AM	Breakfast
10:00 AM to 12:00 PM	Sports activities
1:00 PM to 2:00 PM	Lunch
2:00 PM to 4:00 PM	Time to clean the storage cupboards, and grooming time
4:00 PM to 4:30 PM	Evening Snacks - Phones issued
4:30 PM to 5:55 PM	Free time - students
6:00 PM to 7:30 PM	Study time in the boarding
7:30 PM to 8:00 PM	Free time
8:00 PM to 8:55 PM	Play time - Tuck Shop open
9:15 PM	Evening Bill - Submission of devices
11:00 PM	Lights out for all grades

SUNDAY

8:00 AM	Wake up & freshen up
9:00 AM to 10:00 AM	Breakfast
10:00 AM to 1:00 PM	Weekend Activity is per the activities calendar/ Leisure time
1:00 PM to 2:00 PM	Lunch
2:00 PM to 4:00 PM	Weekend Activity is per the activities calendar/ Leisure time
4:00 PM to 4:30 PM	Evening Snacks - Phones issued
4:30 PM to 5:55 PM	Sports and game time
6:00 PM to 7:30 PM	Free time
7:30 PM to 8:00 PM	Lunch
8:00 PM to 8:55 PM	Play time - Tuck Shop open
9:15 PM	Evening Bill - Submission of devices
10:00 PM	Lights out for grades 6, 7, 8 & 9
11:00 PM	Lights out for grades 10, 11 & 12

PASSPORT, STUDENT VISA, AND FRRO (FOREIGNERS REGIONAL REGISTRATION OFFICE) REQUIREMENTS

The following regulations apply to all non-Indian students enrolled as boarders at Harrow Bengaluru:

Visa Requirement

Non-Indian students must obtain a Student Visa endorsed for study at Harrow International School Bengaluru (except in the case of OCI card holders).

FRRO Registration

Parents/guardians are responsible for ensuring that the student holds the necessary visa and registers with the FRRO in Bengaluru within 14 days of their initial arrival in India, in order to obtain a Residence Permit/Stay Visa. Upon confirmation of admission, the school will provide the required bona fide letters to support the student's visa application and FRRO registration.

Visa Extensions

Applications for visa extensions (submitted online) must be made at least 30 days before the visa expiry date. The school will assist by issuing a Bona fide Certificate, C-Form (as residence proof), and a request letter for visa extension.

Application Process

All online applications and associated payments to the FRRO must be managed by the parent or local guardian. Students must be physically present in Bengaluru throughout the application process and may not travel from the time of submission until the visa extension or residence permit is issued. Processing usually takes two to three working days after submission.

LOCAL GUARDIAN REQUIREMENTS FOR OUTSTATION BOARDING STUDENTS

Parents residing outside Bengaluru are required to appoint a local guardian in Bengaluru before their child can be admitted to the boarding facility. The appointed guardian must be able to provide the following support:

- Accommodation during periods when boarding is closed, such as holidays, emergency evacuations, or suspensions.
- Accommodation for extended recovery after hospitalisation, and isolation in the event of a contagious illness.
- Care and presence during overnight or extended hospitalisation.
- Transportation and supervision for weekend sign-outs, external examinations, and similar requirements.
- Assistance with matters related to passports and visas, if not managed directly by the parents.

Guardians, whether relatives or family friends, must be over 25 years of age. In the case of guardian couples, details of both individuals must be submitted using separate guardianship forms.

In the absence of suitable guardianship arrangements during contagious illness, suspension, or emergency closure of the boarding, parents must arrange for their child to return home at the earliest possible opportunity.

Boarding staff will periodically verify guardianship details. Parents are required to complete the local guardian form at the start of each academic year and update it promptly if any changes occur during the year. Failure to appoint a valid local guardian may affect the student's continued enrolment in the boarding programme.

LIVING IN BENGALURU

Known as the Garden City of India, Bengaluru enjoys a pleasant climate for most of the year. Daytime temperatures usually range from 20–35°C, while evenings and nights are cooler, averaging 15–22°C depending on the season.

Light, comfortable clothing is suitable throughout the year, though a sweatshirt or warm jacket will be useful during the cooler monsoon and winter months. For leisure time after school and on weekends, students generally prefer casual wear such as T-shirts with trousers or shorts, paired with trainers or sandals.

Students are expected to maintain neat and appropriate standards of dress. Outfits with offensive graphics, very short garments, or revealing styles should be avoided. Dressing gowns or bathrobes are also recommended for suitable use within the boarding houses.

WHAT TO PACK

1. SCHOOL ESSENTIALS

- School uniforms (as per school recommendation)
- Basic stationery (pens, pencils, erasers, ruler, notebooks, etc.)
- 4-digit combination locks – 3 to 4

2. CLOTHING & FOOTWEAR

- Underwear – 10 sets
- Socks – 4 pairs
- Pyjamas / Nightgown – 2 sets
- Dressing gown / Bathrobe – 1
- T-shirts / Blouses – 7
- Shorts / Track pants / Joggers – 4
- Casual trousers / Jeans – 2
- Sweatshirts / Pullovers – 2
- Lightweight rain jacket / Poncho – 1
- Shoes – 2 pairs (1 casual, 1 formal)
- Trainers – 1 pair
- Slippers / Sandals – 1 pair
- Ethnic attire – 1 or 2 sets (for festivals and special occasions)

3. BEDDING & PERSONAL CARE

- Quilt / Duvet / Comforter – 1
- Single bedsheets with pillow cover – 2 sets
- Bath towels – 2 (lightweight/microfibre recommended)
- Face towels – 2
- Personal toiletries (toothbrush, toothpaste, soap/shower gel, shampoo, loofah, hair oil, comb, trimmer/shaver, nail cutter, tongue scraper, mosquito repellent, sunscreen, moisturiser, etc.)
- Hand sanitiser
- Shoe cleaning kit

4. DAILY USE & MISCELLANEOUS

- Water bottle (1 litre) – 1
- Hat / Cap – 1
- Umbrella or rain poncho – 1
- Cloth hangers – 10
- Alarm clock
- Detergent liquid (for top-load washing machine)
- Cutlery set (1 microwave-safe bowl, 1 tablespoon, 1 teaspoon, 1 fork)
- Spare set of eyeglasses and prescription (if applicable)
- Sunglasses
- Small backpack/rucksack for outings/treks

5. SPORTS & LEISURE (OPTIONAL)

- Swimming gear (swimming trunks & cap for boys; one-piece swimsuit & cap for girls)
- Table tennis paddles, tennis or badminton rackets, or other sports gear of your choice
- Personal musical instrument
- Desk lamp
- Good reading books

WHAT NOT TO BRING

- Expensive electronic gadgets, smart watches, money more than 2000 rupees, or valuable jewellery
- Loudspeakers, video gaming units
- Electrical appliances (kettle, coil heater, heating pads/blankets, hot plates, iron, steamer, toaster, blender, mini-fridge, room heaters)
- Candles, incense sticks, matchboxes, lighters
- Alcohol, tobacco, vapes, or illegal substances
- Non-prescription / over-the-counter medications
- Weapons of any kind (including Swiss knives, pen knives, razor blades – disposable razors are allowed)
- Pets
- Fireworks or explosives
- Motorised vehicles

LABELLING OF PERSONAL BELONGINGS

All personal belongings must be clearly labelled with the student's name. While the school cannot be held responsible for the loss or damage of items, proper labelling greatly helps in identifying and returning misplaced belongings.

BEDDING

The school provides each student with a mattress, bed sheets, and a pillow with a cover. Please note that these may not be brand new. Students are advised to bring a quilt, duvet, or comforter for the colder months, and may also bring extra pillows or cushions if preferred. Families who wish to provide their own bed sheets and pillow covers are welcome to do so.

STORAGE LIMITATIONS

Storage space in boarding rooms is limited. Each student should restrict their belongings to a maximum of two suitcases. Large bags and suitcases must be locked and stored above cupboards. During long breaks, students must either take all belongings home or store them securely in a locked suitcase in the storeroom. The school will not take responsibility for items left unsecured in rooms during holidays.

LAUNDRY

Laundry services are provided up to three times a week. At the start of the year, each student receives a uniquely numbered laundry bag. On designated days, students must submit their bags in the morning before leaving for school. Clean laundry is usually returned the following evening.

Please note:

- Dry-cleaning services are not available.
 - The school cannot take responsibility for unmarked clothing.
 - Delicate garments should not be included in laundry bags.
- For additional convenience, automatic washing machines are available in each boarding house for students to wash undergarments and delicate items. Clothes must not be dried in rooms; the designated drying area must be used.

SAFETY AND SECURITY

At Harrow Bengaluru, the safety and well-being of our students are our highest priority. To ensure a secure and nurturing environment, we have put in place strong safeguarding measures:

- **CCTV Monitoring:** Boarding houses are equipped with CCTV cameras in common areas to support continuous supervision.
- **Staff Supervision:** A dedicated team of staff members is present at all times to provide active care and oversight.
- **Emergency Procedures:** Updated emergency response protocols ensure swift and effective action in case of any incident.
- **Health and Safety Checks:** Regular inspections and maintenance are carried out to maintain the highest standards of safety and hygiene.

These measures are designed to give parents peace of mind, knowing that their children are safe, secure, and well cared for.

MOBILE PHONES & SMARTWATCHES

Boarders may bring one mobile phone to school; however, its use is strictly regulated.

- **Weekdays:** Phones may be used between 7:30 pm and 9:15 pm.
- **Weekends and holidays:** Phones may be used between 4:00 pm and 9:15 pm.
- Phones are not permitted during lessons or while attending any school activity.

At the end of each day, during evening roll call, all phones must be handed in to the duty staff in the boarding house for safekeeping and will be returned the following day.

Students may carry only one mobile phone. It is advised not to bring expensive phones, as the school will not be responsible for any loss or damage. Any additional phone found will be confiscated. Smartwatches are not permitted in school. Any misuse of these regulations may result in the phone being confiscated for an extended period.

DINING

Boarders receive breakfast, morning snack, lunch, evening snack, dinner and supper as part of their boarding package. The menu is varied, offering a mix of multi-cuisine styles with both vegetarian and non-vegetarian options. Meals are served buffet-style, and students are expected to partake in all meals. Students must clear their own plates and cutlery to the washing window.

Please inform us of any dietary needs or allergies, especially those related to medical issues, prior to arrival. This information must be conveyed to the boarding parent and the boarding nurse. Requests for changes to mealtimes for religious observances, such as Jain food, fasting during Ramadan, etc., should also be communicated to the boarding staff well in advance.

HEALTH DISCLOSURE POLICY FOR BOARDING STUDENTS

Ensuring the safety and well-being of all students at our boarding facility is our top priority. In order to cultivate a healthy and supportive environment, we emphasise the importance of full transparency regarding each student's health status. Parents or guardians of boarding students are required to furnish comprehensive information pertaining to the student's medical history, encompassing ongoing medical conditions, allergies, medications, and prior surgeries or treatments. Additionally, disclosure of any known mental health conditions or behavioural concerns is essential.

All health-related information provided will be handled with the utmost confidentiality and shared exclusively with relevant staff members directly involved in the student's care. Concealing or withholding information regarding a student's health poses risks to their safety and that of others within the boarding community, underscoring the critical importance of honesty and transparency. Failure to adhere to this health disclosure policy could impact the student's continued enrollment in the boarding program.

MEDICAL CARE AT BOARDING

Our boarding facility is equipped with its own infirmary, one for the boys' boarding and one for the girls' boarding. A nurse is available throughout the day and night to address any medical needs of our boarders.

If a student feels unwell, they are required to notify the boarding staff on duty and consult the boarding nurse promptly. The school doctor or nurse has the authority to determine whether a student is fit to attend classes.

If a boarding student feels unwell during the school day, they must inform their class/subject teacher and proceed to the infirmary on the ground floor. Based on the doctor's assessment, the student may return to class, stay in the infirmary for a period, or be taken to the hospital for further consultation with parental consent.

Any oral or intravenous medication is administered only after obtaining telephonic consent from the parent. Any attempt to feign illness to avoid school will result in disciplinary action.

CONSULTATION AND TREATMENT

For cases requiring consultation with a specialist doctor, appointments are arranged at Manipal Hospital, Doddaballapur. Students are required to attend these appointments and must cooperate with the medical staff.

PARENTAL INVOLVEMENT

In instances of major illness requiring hospital admission, the boarding staff or nurse will contact the parents. The presence of a parent or local guardian is necessary, as overnight care cannot be provided by the school. Medical decisions in the absence of parents are the responsibility of the local guardian.

CONTAGIOUS CONDITIONS

If a student is diagnosed with a contagious condition, parents or the local guardian are required to take the child home immediately until full recovery.

REPORTING AND BILLING

After any doctor or hospital visit, the boarding nurse will send a detailed report to the parents. The school's infirmary is outsourced to Giga Care and has a partnership with Manipal Hospital, with bills directly settled from the students' contingency fund.

MEDICATION MANAGEMENT

Students are not permitted to store or administer medicines themselves. All medications brought from home must be declared to the boarding nurse, accompanied by a prescription, and kept in the boarding infirmary. Sharing medications with other students is strictly prohibited.

ARRANGEMENTS FOR MEDICAL CONSULTATIONS OUTSIDE SCHOOL FACILITIES

For medical concerns of a cosmetic or aesthetic nature (e.g., orthodontic treatments), or if parents prefer to consult specific doctors, arrangements for appointments, transportation, and chaperone must be organised by the parent or local guardian. The school will not be able to facilitate these arrangements.



SCHOOL HOLIDAYS AND TRAVEL ARRANGEMENTS FOR BOARDERS

Boarding Houses will remain closed during Dasara, Diwali, Winter (Christmas), Spring (April) and Summer holidays, and students are expected to travel home or stay with their local guardian.

Students will be dismissed after lunch (between 12:00 pm and 1:00 pm) on the last working day before each holiday. Parents or local guardians are requested to arrange pick-up from the boarding house between 1:00 pm and 8:00 pm on the day of closure.

Early departures or late returns from holidays are not encouraged.

Pick-up must be done by a parent, local guardian, or a pre-approved driver (with prior email approval from the boarding Housemaster/Housemistress). Students will not be permitted to travel by online taxis (Ola/Uber, etc.) unless accompanied by a responsible adult who signs them out. Please plan accordingly to avoid any last-minute difficulties.

School-provided airport transfers for boarders will be available as per the schedule below. If you wish to use this service, please email the respective Housemaster or Housemistress. Requests should be submitted at least 72 hours prior to the travel date to allow us

Holiday	Boarding Closes	Boarding Reopens	Airport Drop-off (Departures)	Airport Pick-up (Arrivals)
Dasara	30th Sept, 8:00 pm	5th Oct, 12:00 pm	Bus leaves school at 4:00 pm (book flights after 7:00 pm)	Pick-up available at Terminal 1 & 2 from 5:30 pm to 6:30 pm
Diwali	17th Oct, 8:00 pm	26th Oct, 12:00 pm		
Winter (Christmas)	12th Dec, 8:00 pm	5th Jan, 12:00 pm		
Spring (Easter)	27th Mar, 8:00 pm	5th Apr, 12:00 pm		
Summer	12th Jun, 8:00 pm	To be confirmed		

Any pick-up outside the schedule above must be arranged directly by parents/local guardians. Please note that boarding staff will also be on leave during these holidays, and the school cafeteria will remain closed.

Boarding will, however, remain open on long weekends and holidays that are not listed above.

If a family is hosting another student during one of the holidays, this must be shared with the school in advance. Approval must be obtained from both the hosting parent and the guest student's parent before signing out.

CONTINGENCY FUND

The refundable contingency fund of Rs. 30,000 per term covers expenses such as medical emergencies, weekend activities/ outings, purchases from the boarding tuck shop, pocket money for mall trips, etc. The school accountant will maintain a log of these expenses, and the fund will need to be replenished at the beginning of each new academic year.

SHORT-TERM BOARDING STAYS

For parents desiring to have their child stay in the boarding for a short duration, it is possible, provided there is a vacancy at the time of the request. Parents need to inform us at least one week in advance and complete all administrative formalities within this time. By sending their child to stay in the boarding for a short duration, parents agree to the rules and regulations of the boarding for the said period and also to reimburse the school for any medical or other expenses incurred by their child during such stay.

OUTINGS AND ACTIVITIES

At Harrow Bengaluru, we are committed to providing a balanced and enriching environment that nurtures both intellectual growth and physical well-being. Our students take part in a wide range of outings and activities throughout the year, each designed to support their holistic development.

Students enjoy off-campus excursions such as trekking, national parks, visits to Bengaluru's lively malls, restaurants and adventure venues. They also participate in meaningful community service initiatives. Some weekends are dedicated to engaging in in-campus activities that inspire creativity, problem-solving, and teamwork. From crafting medieval-style projects to participating in interactive games and challenges, these experiences encourage collaboration and curiosity.

In addition, cultural celebrations such as Diwali, Christmas, and other festive occasions are celebrated with great enthusiasm, giving students a sense of belonging and an opportunity to embrace traditions while creating lasting memories with their peers.

Through this balanced programme, students build strong friendships, gain essential life skills, and enjoy experiences that make their time at Harrow both memorable and transformative.

An events calendar and consent form will be shared with parents at the beginning of the year.

Active participation in boarding clubs and committees is also essential. Every boarding student must be involved in at least one club or activity. For IB students, many of these activities can be counted for CAS.

MALL OUTINGS

Boarders are given the opportunity to visit a local mall on designated weekends, as scheduled in the events calendar. These outings are supervised by school staff, with transportation provided by school buses. Students are required to wear a school t-shirt paired with comfortable trousers and sneakers/shoes.

During the visit, students may explore the mall in small groups (not individually). Staff will conduct random checks and regular attendance to ensure safety. At all times, students are expected to demonstrate exemplary behaviour; any incidents of misbehaviour will result in disciplinary action by the boarding or school management.

Boarders must keep their mobile phones switched on throughout the outing and promptly respond to calls or messages from staff. Under no circumstances are students permitted to leave the mall premises. On return to boarding, routine checks of students and their belongings will be conducted, which may not be refused. Bringing valuables such as iPads, laptops, or Bluetooth speakers to the mall is discouraged, and the school will not take responsibility for any loss or theft.

The school does not monitor student spending during mall trips. Parents who provide students with bank cards or UPI access are advised to set appropriate limits to prevent overspending without prior approval.

SAFETY

While all reasonable precautions will be taken to ensure the safety of students during activities and outings, in the unlikely event of an accident, the school or its staff will not be held liable for injury, loss of property, treatment expenses or any other circumstances resulting from the accident.

ACCESS TO SCHOOL AFTER SCHOOL HOURS

After school hours, boarding students are not permitted to access the school building or areas beyond the creek separating the boarding and school without staff supervision.

Students are, however, allowed to use the sports facilities and common areas, including the fitness centre, multi-purpose hall and swimming pool, provided they are under supervision. The creek marks the outer boundary of the areas students may access independently.

STAFF ACCESSING STUDENT ROOMS

Boarding staff reserve the right to enter the rooms of boarding students as needed and will do so considerately. Regular room checks will be conducted to ensure that the boarding environment remains safe for everyone. Additionally, housekeeping staff will enter rooms for daily cleaning while the students are at school.

INTERNET & ELECTRONIC DEVICE USAGE POLICY

Boarders are permitted to use personal electronic devices such as smartphones, tablets, and laptops for educational purposes, communication with family, and recreation during designated times. Usage for social media, calls/messages, or recreational activities like movies and gaming is prohibited during classes, study sessions, meal times, or other designated activities.

The IT department has implemented several protection systems to ensure safe internet usage. Wi-Fi is available throughout the campus. Boarding students are not allowed to use private Wifi hotspots, data cards, smart watches and dongles.

Responsible and respectful use of electronic devices is expected to avoid disrupting others and respecting the privacy of fellow students and staff. Accessing inappropriate content, including violence, pornography, hate speech, or illegal activities, is strictly prohibited. Students are responsible for the security of their devices and should not share passwords or personal information. Devices should be kept locked when not in use.

NOTE: Boarding staff may inspect students' devices, messages, and social media accounts if deemed necessary.

SOCIAL MEDIA

Boarding students, parents and staff must refrain from sharing content that portrays school or boarding life negatively or affects the school community's reputation. Negative remarks about fellow boarders, schoolmates, or staff on social media platforms are strictly prohibited. Cyberbullying, including harassment and spreading harmful content online, is not tolerated. Respect fellow boarders' preferences regarding photo sharing and avoid tagging individuals on social media without their consent. Promptly report any instances of cyberbullying to school authorities, and address concerns or grievances through appropriate channels.

MEDIA AND PRIVACY NOTICE

Boarders regularly shares photographs and videos showcasing activities at boarding through various social media platforms (Instagram, Facebook, LinkedIn, WhatsApp, etc.) and on its website and newsletters. If you do not wish your child to be photographed or featured in any of these publications, please inform the Head of Admissions at the beginning of the term.

LEAVE REQUESTS (UNSCHEDULED LEAVE / SCHEDULED EXITS)

- Boarders may be picked up only by their parents, local guardian, or a pre-approved personal driver.
- Personal drivers must be employed by the parent or local guardian. Taxi drivers and app-based cab services (e.g., Uber, Ola) are not permitted for student sign-out.

PERMISSION & TIMELINES

- All leave requests must be made in writing by parents or guardians via email.
- Requests must be received no later than Wednesday evening or 48 hours prior to the planned leave/exit weekend.
- Requests for short-duration leave or for attending regular after-school classes/coaching must be submitted by email to the Housemaster/Housemistress at least three days in advance (prior to the first occurrence in the case of repeat classes).
- Parents or guardians are responsible for arranging and specifying all travel/transport details in the communication.

RETURN TIMINGS

Boarders on short leave must return to the boarding house by 7:00 pm for dinner, or by 8:30 pm if they have already had dinner.

The school gate closes at 8:30 pm. No entry or exit is permitted after this time unless approved by the Boarding Coordinator in case of an emergency.

Early morning returns are permitted only between 6:00 am and 7:30 am. Failure to comply may result in this privilege being revoked.

In specific cases (e.g., weekly boarders), students may return with the morning school bus, provided they arrive in full uniform, ready to go directly to class.

OUTPASS / EXIT SLIP

When leaving the boarding premises with a parent, local guardian, or personal driver, students must obtain an out-pass issued by the boarding staff on duty. Exiting the campus without an out-pass is considered a serious violation of boarding rules.

For safety, the contact details of the person collecting the student are recorded, and ID verification is carried out where necessary.

GUIDELINES FOR BOARDING STUDENTS ATTENDING EXTERNAL EVENTS, HOLIDAY STAYOVERS, SLEEPOVERS, AND BIRTHDAY PARTIES

Boarding students invited to a day scholar's home or another boarder's home must have written permission from both their own parents and the host student's parents. This permission must be submitted at least three days in advance of the planned exit.

To ensure safety, boarding staff may conduct random verification calls to the host parents. The Boarding Coordinator reserves the right to deny permission if supervision arrangements are unclear or if the outing conflicts with a scheduled school or boarding event. Permissions will not be granted on weekdays.

Once approval is given, the responsibility for the student's safety, well-being, and conduct rests with the parents/guardians/host parents during the stay. The school will not assume responsibility for any incidents during this period. However, disciplinary action may be taken against any student who engages in misconduct off-campus that tarnishes the school's image.

REQUEST PROCESS

Intimation: Hosting parents must email invitations to the invitees' parents, copying the Boarding Coordinator and the respective Housemaster/Housemistress, with details of the event at least three days in advance.

Parental Consent: Written consent from the boarding student's parents must be provided, with copies sent to the host parent, the Boarding Coordinator, and the Housemaster/Housemistress.

Boarding Coordinator's Approval: Approval will be granted by the Boarding Coordinator after reviewing the invitation, with the right to decline requests if necessary.

Sign-Out and Transportation Guidelines: The hosting parent must complete the sign-out and exit formalities in person and arrange safe transportation for the boarding student. Boarding students will not be permitted to travel unaccompanied, and this responsibility should not be delegated to a third-party driver or online taxi services such as Ola or Uber. However, a personal driver who is a permanent employee of the host family may be permitted, provided the vehicle is registered with the school and carries the school sticker.

Responsibility of Hosting Family: It is the host family's duty to ensure the student's safety, communicate household rules and expectations, and report any incidents promptly. Hosting families must not serve alcohol, tobacco, or any prohibited substances during the student's stay.

Responsibility of Boarding Students: Students must respect the rules of the host family, maintain good behaviour, and report any incidents to their parents or boarding staff without delay.

Return to Boarding House: Students must return to the boarding house no later than 8:30 pm. Late-night entries are strictly not permitted. Boarding staff will conduct checks on return, which may include verification for any prohibited substances.

Non-Compliance: Any violations, including late returns or breaches of rules, may result in disciplinary action.

IMPORTANT

We make every effort to ensure the safety of students while they are in the boarding facility, on campus, and during organised boarding outings. However, students often request parental permission to spend weekends at the homes of their friends. Parents are strongly advised to consider such requests carefully. Families can differ significantly in their values, ranging from very conservative to very liberal, and the safety of boarding students cannot be guaranteed when staying in friends' homes. Unsupervised or minimally supervised parties may occur. The role of the local guardian or host parent should not be to provide an opportunity for students to leave the safety of the boarding environment

PARENTS/GUARDIANS VISITING BOARDERS.

Parents and guardians may visit the boarding house with prior approval from the Housemaster/Housemistress. Visiting hours are as follows:

Weekdays: 4:30 pm – 5:30 pm

Weekends: 10:00 am – 12:00 pm and 4:00 pm – 5:30 pm (subject to the weekend activity schedule)

Important Notes:

Parents are not permitted to enter student rooms/ boarding floors. Meetings can take place in the visitors' lounge available in each boarding house.

Vehicles without valid **school-issued stickers** (including taxis) will not be permitted to enter the campus.

For safeguarding purposes, parent vehicles are to be parked in the common parking area only. Vehicles are not allowed to enter the boarding house area.

ONLINE ORDERING OF RESTAURANT FOOD

We understand that boarders may occasionally wish to order food from outside restaurants for variety, and such orders are permitted under the following guidelines:

Ordering Schedule:

- 1st and 3rd Saturday of the month – Lunch orders only
- Orders must be placed between 11:00 am and 1:00 pm
- Aerated beverages/soft drinks are strictly not allowed

Approval from the boarding staff is mandatory before placing any outside food order. Students must also inform the boarding staff once the order has been placed. All orders must be prepaid, and cash-on-delivery orders are not permitted, as they create coordination challenges for our security team.

Food must be consumed only in the boarding cafeteria, and any unconsumed food must be disposed of by the end of the day to prevent health risks. Cooked food cannot be stored in the pantry refrigerator. While ordering from outside is optional, students are encouraged to make use of the cafeteria at all times. Parents should note that the school will not assume responsibility for any food-related illnesses or health issues resulting from the consumption of outside food.

If parents wish to restrict their child from ordering outside food, this must be communicated in writing to the Housemaster or Housemistress to ensure the restriction is effectively enforced.

DELIVERIES

Any delivery received or ordered by a student- including food, online parcels, or items sent by parents - will be handed over to the boarding staff and opened in their presence, alongside the student.

PANTRY USAGE GUIDELINES

The girls' and boys' boarding houses each have separate pantries located on the first floor. These pantries are equipped with a microwave oven, a refrigerator, a kettle and a toaster. Students are allowed to use the facilities under the following guidelines to ensure that the pantry remains a clean and functional space for everyone:

- Leave the pantry and dining area neat and clean after every use.
- Wash all utensils, cutlery, and crockery immediately after use.
- Do not stuff the pantry refrigerator with personal items. Use an airtight container labelled with your name to store your belongings.
- Do not store cooked food in the refrigerator. Leftover food must be disposed of.
- Do not leave open containers in the refrigerator.
- Do not use the pantry after lights-out time.

VALUABLES

Students should not keep valuable items such as cash, jewellery, or expensive gadgets. Any expensive items, including original passports and aadhaar cards, must be deposited in the boarding office. Students are advised to keep their belongings locked in their cupboards, especially when leaving their rooms.

The boarding staff will not be responsible for any loss of valuables left unattended.

ROOM & BAGGAGE/CUPBOARD CHECKS

Students should not keep valuable items such as cash, jewellery, or expensive gadgets. Any expensive items, including original passports and aadhaar cards, must be deposited in the boarding office. Students are advised to keep their belongings locked in their cupboards, especially when leaving their rooms.

The boarding staff will not be responsible for any loss of valuables left unattended.

RELIGION

At Harrow Bengaluru, we do not observe any one particular faith but respect all religions. We support students in practising their own faith and religious beliefs. Arrangements for groups of students wishing to attend the nearest place of worship during important festivals can be considered upon request.

Lighting open flames/ diyas or incense sticks is not permitted in the boarding due to safety concerns.

GUIDELINES FOR GOOD BEHAVIOUR

Respect towards Boarding Staff and Fellow Boarders: Show courtesy and respect at all times.

Respect Privacy: Do not enter others' rooms without permission or when they are not present.

Music: Play music only using headphones. Loudspeakers are allowed inside the boarding.

Punctuality: Be on time for prep, meals, and other activities.

Bedtime Rules: Follow bedtime rules so your roommate can sleep without disturbance. If you need extra study time during exams, talk to your boarding staff and use a common area to study.

School Uniform: Wear the correct and complete school uniform at school. Non-school uniform clothing (jackets/pullovers, shorts, etc.) is not permitted.

Accessing Boarding during School Hours: No boarders are permitted to access the boarding premises during school hours. In case of sickness, contact the School Nurse.

Room Maintenance: Maintain and tidy your rooms, make your beds, and keep soiled linen in the laundry bags provided. Do not leave used clothes in the bathroom area.

Bathroom Etiquette: Flush toilets/urinals after each use. Dispose of used tissues or sanitary napkins in their designated dustbins only.

Pantry Cleanliness: Wash any cutlery and crockery used in the boarding pantry and leave the pantry area clean after each use.

Laundry: Empty the washing machine soon after the washing cycle is completed so that others can use it.

FOSTERING RESPECTFUL COMMUNICATION IN OUR BOARDING COMMUNITY

The use of offensive or inappropriate language is not acceptable in our boarding community. This includes verbal, written, and any other forms of communication that may be considered disrespectful or harmful to others. We are committed to fostering a positive and inclusive environment where all members feel safe, respected, and valued. Everyone in the boarding community is expected to maintain a respectful and welcoming

DISCIPLINARY ACTIONS

Our boarding staff work to create an environment conducive to personal responsibility, where boarders understand the need for organisation to ensure the smooth running of boarding life. Boarding team members are trained to promote positive attitudes and address conflicts arising from misunderstandings of one's role in the community.

In cases of minor issues, such as forgetting to tidy one's room or leaving late for school, the boarding team members use various strategies and counselling skills to help the student make better choices. When these measures are exhausted and behaviour does not change, a stepped disciplinary procedure is followed:

Step One

The boarder receives a reminder that their behaviour is inappropriate. They are warned that further issues will result in contacting home. A record of this step is entered in iSAMS.

Step Two

The student is reminded again of their inappropriate behaviour. The Boarding Housemaster/ Housemistress emails the parents to inform them of the situation and the potential for further action, including suspension. A record of this step is entered in iSAMS.

Post facing disciplinary action or suspension, students are given the opportunity to learn from their mistakes and not be forever tied to them.

Here are some examples (not limited to) of actions that may result in consequences:

- Not leaving for school on time
- Not wearing the correct and complete uniform
- Being late for or missing a study hall
- Misusing facilities
- Leaving the room untidy
- Displaying disrespectful or unruly behaviour
- Returning late after outings or holidays
- Playing loud or explicit music
- Storing opened food and soft drinks in rooms
- Using foul language
- Not adhering to health and safety protocols

SERIOUS OFFENSES

Write an escalation matrix

- Unauthorised or unsupervised access to the school after hours
- Possession or consumption of alcohol, smoking/ vaping, drugs, or illegal substances
- Racism, bullying, or harassment
- Repeated or intense public displays of affection
- Leaving the boarding premises without an out-pass
- Leaving the mall during outings/ group during fieldtrips
- Entering another student's room after lights out or when the occupant is absent
- Engaging in activities that threaten the health and safety of oneself or others
- Vandalism or theft
- Any other serious offence or negative behaviour not mentioned above

WHO TO CONTACT:

The Boarding Housemaster or Housemistress is responsible for the day-to-day management of their respective boarding house and should be your first point of contact. Any issues that cannot be resolved by the Housemaster or Housemistress will be escalated to the Boarding Coordinator.

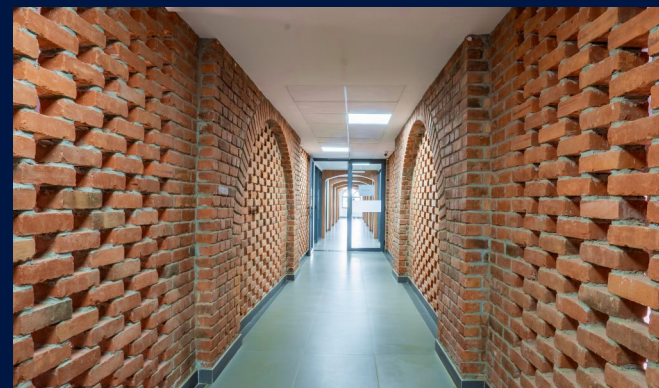
BOARDING TEAM MEMBER NAMES, DESIGNATION AND CONTACT DETAILS

Name:

Designation:

Contact number:

Email:







HARROW
INTERNATIONAL
SCHOOL
BENGALURU

HARROW INTERNATIONAL SCHOOL BENGALURU

Opposite DC office, National Highway 648, Doddaballapur Main Road,
Devanahalli, Bengaluru, Karnataka – 562 110 India

Tel.: +91-96630-11616 | Email: admissions@harrowbengaluru.in |

Website: www.harrowbengaluru.in