

ACADEMIC YEAR 2025 - 2026

# Boarding Handbook

for Residents & Families



Brookes  
Moscow

Unlock your  
potential.



# Home Away From Home







中 莫斯科中国贸易中心

Soluxe Hotel Moscow



# Table of Contents

<b>1. Introduction to Brookes Moscow</b>	<b>2</b>	<b>4. Boarding Life</b>	<b>9</b>
1.1 Our Guiding Statements	2	4.1 The Daily Schedule	10
1.2 Our Vision, Mission, and Values	2	4.2 Study and Prep Time	11
1.3 Our Pillars	2	4.3 Sleep Hygiene and Lights Out	11
<b>2. Welcome to Brookes Moscow Boarding House</b>	<b>3</b>	4.4 Invitations	11
2.1 Introduction	3	4.5 Pocket Money	11
2.2 Joining Brookes	3	4.6 Catering and Meals	12
2.3 Welcome from the Head of Boarding	4	4.7 Uniform and Dress Code	12
2.4 Boarding Aims & Values	5	4.8 Clubs, Events, Activities, and Trips	13
<b>3. Boarding House Information</b>	<b>7</b>	4.9 Weekly House Meetings	13
3.1 Communication from us	7	4.10 Boarding Rewards	13
3.2 Contact Information	7	4.11 Someone to talk to	13
3.3 Term Dates	7	4.12 Medical Information	14
3.4 Events Calendar	7	4.13 Medicines	14
3.5 Boarding Options and Going Home	8	4.14 Illness	14
3.6 Facilities	8	4.15 Cleaning	15
3.7 Laundry	8	<b>5. Boarding Essentials</b>	<b>15</b>

5.1 Packing List	15	7.6 Anti-Smoking Policy and the Alcohol and Substance Policy	21
5.3 Arriving at School and the Boarding House	15	7.7 Inappropriate Behaviour & Contact Policy	21
5.4 Homesickness	16	7.8 Safe Restraint	22
5.5 Leaving for Summer	16	7.9 Search	22
<b>6. Expectations, Security &amp; Administration</b>	17	7.10 PDA (Public Displays Of Affection)	22
6.1 Holidays	17	7.11 Behaviour Policy	22
6.2 Security	17	7.12 Guidelines / Sanctions	22
6.3 Exeats: Leaving Boarding or the School Site	17	7.13 Further Information and Policies	23
6.4 Administration	18	7.14 Child Protection & Safeguarding Policy	23
<b>7. Health &amp; Safety</b>	18	7.15 Preventing and Tackling Bullying	23
7.1 Fire Evacuation Procedures	18	7.16 Safer Recruitment	23
7.2 Risk Assessment & Management	18	7.17 Complaints Procedure	23
7.3 Electrical Equipment	18	7.18 First Aid	23
7.4 House Rules & Behaviour Guidelines	18	<b>8. Brookes Moscow: Boarding Arrival Checklists</b>	24
7.5 Use of Computers, Mobile Phones and Other Personal Portable Devices	19	8.1 Preparation Checklist	25
		8.2 Items (Packing) Checklist	26





## 1.1 BROOKES MOSCOW GUIDING STATEMENTS

TO PROVIDE PREMIUM INTERNATIONAL AND LOCAL EDUCATION

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TO REALISE STUDENT POTENTIAL

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TO PROVIDE A SAFE LEARNING ENVIRONMENT

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# 1. INTRODUCTION TO BROOKES MOSCOW

## 1.2 Our Vision, Mission, and Values

### Our Vision

We aim to create a future filled with self-confident, lifelong learners who are connected and inspired to help others.

### Our Mission

Students are supported in a caring environment and given opportunities to learn about themselves and to take action in areas in which they are passionate. Our students and teachers come from diverse backgrounds, and we connect globally with our other campuses to learn about the world, from the world. We inspire and teach students about global issues by connecting ideas and stories locally. We strive to use our environment as a tool and a canvas for learning and action.

### Our Values

Through leadership challenges and opportunities, we help students discover their passion, develop their character, and understand their connection to others and society. We espouse creativity, build character and develop connections to deliver exceptional educational learning.

## 1.3 Our Pillars

We believe our responsibility as educators is to unlock the human potential within each student through the guiding pillars of our academic approach.

- **CHARACTER** must be cultivated with care to allow each student to become the best possible version of themselves.
- **CONNECTIVITY** is a vital tool for understanding, which is the first step to inspiring change.
- **CREATIVITY** is so much more than a love of the arts. A creative mind can understand, adapt and innovate, and is a valuable asset.





## 2. WELCOME TO BROOKES MOSCOW BOARDING HOUSE

### 2.1 Introduction

Welcome to the Brookes Moscow Boarding community. Boarding with Brookes offers students a variety of fantastic opportunities and experiences. Whether it's developing independence or making long-lasting friendships, boarding can offer something for everyone. We run the house as a family unit – this is a home away from home, and much more than just a place to sleep.

Living with other boarders can be great, but boarding life must have some expectations and guidelines so that everyone can be happy and healthy in our community. Please make sure you read through this document thoroughly before your arrival, as it provides important information about our routines and rules. Please ask questions! Our Head of Boarding and House Parents are always happy to help and other students are always glad to give advice.

### 2.2 Joining Brookes

The Brookes Russia Admissions Team is now taking enquiries for Boarding and will be delighted to speak to existing or new families:

- **email:** [admissions@moscow.brookes.org](mailto:admissions@moscow.brookes.org)
- **call:** +7 (499) 110 70 01

## 2.3 Welcome from the Head of Boarding



My name is **Liam Peter Metcalf-White** and I am very glad to greet you as the **Head of Boarding at Brookes Moscow**.

I am very passionate about boarding education and was introduced to residential care and boarding life during my bachelor's degree when I worked at a British summer school for international students from all around the globe. Since that time, I have worked at and directed a number of British summer schools for international students learning English as a foreign language. I have also spent the last six years working at a large boarding school in

Moscow as a Housemaster, Boarding Coordinator and Designated Safeguarding Person, and virtual house team captain.

My vision for boarding life at Brookes is to develop a strong community spirit which helps its boarders to gain independence and make lifelong friends. I am really glad to be able to shape boarding education at Brookes to help students grow and develop not just academically, but also socially and emotionally in preparation for life outside of school and secondary education. I want our boarders to feel valued not just for their academic and extracurricular talents, but also for who they are as people in the world.

Alongside my work in boarding and residential care, I received my BA and MA degrees in the Study of Religions and for four years I taught anthropology and philosophy of religions and academics skills to undergraduate students. During my time in Moscow, I also had the opportunity to teach English as a foreign language to younger children.

I find living in Moscow both exciting and rewarding. As an Englishman from a smaller countryside town, living in a big city like Moscow and travelling to new cities all around Russia takes me outside of my comfort zone in a good way. I really enjoy learning about art and culture and I especially like trying local foods in new cities and countries. I play the guitar and enjoy playing pool with boarders and having tea, biscuits and a good chat.

## 2.4 Boarding Aims & Values

- Safeguard and promote the welfare of each boarder.
- Develop the whole person and a respect for others.
- Produce a tolerant, open and trusting environment in which each boarder feels able to approach any other member of the community (staff or student), confident in the knowledge that he or she will be treated and respected as an individual.
- To provide a range of activities and opportunities that will assist in the personal, social and cultural development of each boarder.
- Provide accommodation that is comfortable and suited to the needs of boarders.
- Develop the ideal that everyone looks after everyone else as well as everything around them.
- Develop boarders' leadership qualities and ability to work as part of a team.
- Encourage boarders to contribute to the needs and welfare of others in the house and school, as well as those in the wider community.
- To provide a civilised, caring, community, based upon mutual respect, trust and courtesy between staff and students.
- To emphasise and encourage personal responsibility, honesty, reliability, tactfulness, integrity, independence, adaptability, perseverance, initiative and self-confidence, so that students learn how to conduct themselves as individuals and as part of a team.
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- To enable students to develop a sense of their own identity and value.
- To prepare students to be responsible citizens when they leave school.
- For staff and boarders to acknowledge each other's right to privacy.





Brookes Moscow  
Boarding House





## 3. BOARDING HOUSE INFORMATION

### 3.1 Communication from us

Boarding staff will maintain close links with parents of boarders. The majority of communication from the School will be provided through email. Please feel free to write to us or call should you wish to discuss anything boarding related.

### 3.2 Contact Information

**Full Postal Address:** Boarding House Address:  
Lazorevyy Pr., 7 Vilgelma Pika St., 16  
Moscow, Moscow, 129226, Russia  
129323, Russia

**Contact Number:** **E-mail Contacts:**  
(Main School) boarding@moscow.brookes.org  
+7 (499) 110 7001 School Office.  
info@moscow.brookes.org

### 3.3 Term Dates

Term dates for the current academic year are available on our website:

<https://moscow.brookes.ru/en/information/>

### 3.4 Events Calendar

The School will make every effort to provide timely notice of upcoming events. At the start of each term, families will receive a Termly Events Calendar. Please note that changes may occur, and we advise regularly checking the school website and all communications for updates.





### 3.5 Boarding Options and Going Home

Brookes offers a full range of Boarding options including, full, weekly, weekend, flexi and ad hoc, which means that boarders can get the most out of the educational opportunities during term time. Boarders have complete flexibility if they wish to return home to their families / guardians, though it is typical for full boarders to remain in the house most weekends. Generally, all boarders go home during the school holidays.

### 3.6 Facilities

Our spacious bedrooms all have ensuite facilities and a study desk. Wardrobes and storage spaces are provided for personal use. There is Wi-Fi throughout the boarding house, and we have a large common room with a television and a kitchenette. Duvets,

duvet covers, pillows, pillowcases, sheets, and mattress covers are provided and laundered weekly, but students may bring their own, provided they are clearly labeled. Boarders also have access to the school facilities alongside our day students.

### 3.7 Laundry

Weekly and flexi boarders may take their clothes home for washing at the end of the week or may make use of the washing machine facilities should they wish. Full boarders can wash their own clothing and arrange this liaising with the House Parents. We request that all boarders' clothing be clearly labeled to ensure it is returned to the correct person.



## 4. BOARDING LIFE

Boarding life at Brookes Moscow, your home-away-from-home, is a wonderful opportunity to grow as a person, become more independent, make lifelong friends, and develop useful life skills. There are lots of ways to get involved in residential life and the Head of Boarding and House Parents are available for support and encouragement. Here are some examples of what getting involved and immersed in the Brookes boarding house might look like:

- Managing a healthy sleep and hygiene routine.
- Allowing time for sports and creative pursuits.
- Following boarding expectations, including being on time for the boarding bus and making your bed in the morning.
- Earning a 'Tidy Dorm' certificate.
- Planning goals to focus your attention and engage with House Parents for help and support.
- Take opportunities to practice English with House Parents and peers.
- Take advantage of time spent wisely in Prep.
- Understand your own behaviours, what situations you thrive in, and take the most sensible or considerate course of action.
- Learn to give yourself space and be kind to yourself.
- Offer to help with chores around the boarding house.
- Attend all weekly house meetings and be an active participant.
- Suggest new ideas for the benefit of the Brookes boarding community.
- Create a boarding house activity or annual tradition.
- Attend a boarding weekend trip or activity.
- Be a part of something bigger than yourself that has a social meaning or impacts the wider school community.
- Take part in and encourage others to join in with school and house events and traditions.
- Be an advocate for the benefits of a boarding school education at Brookes Moscow.





## 4.2 The Daily Schedule

Time	Detail	Time	Detail
07:00	Wake up	19:00	Prep time for Years 10 to 13 & free time for all Years up to Year 9
07:50	Getting ready for School	20:45	Year 5, 6, 7, 8 and 9 dorm time
08:00	Depart for School and have breakfast	21:00	Year 5, 6, 7, 8 and 9 lights out
08:30	School Day Commences	21:45	Year 10 and 11 dorm time
16:10	Prep for Lower School and Upper School students / Brookes Plus (Wed & Thu only)	22:00	Year 10 and 11 lights out
17:15	Rest time	22:45	Year 12 and 13 dorm time
18:00	Dinner time	23:00	Year 12 and 13 lights out
18:30	Return to the Boarding House		

On Friday evenings and Saturdays, boarders have free time and a later bedtime. On Saturdays and Sundays, they also have the opportunity for a morning lie-in before Brunch. Sunday nights follow the regular weekday routine to help boarders prepare for the week ahead.



## 4.2 Study and Prep Time

On weekday evenings between Monday to Friday, students complete their school homework, referred to as "Prep." Prep sessions are held at school and are supervised by a member of the school or boarding staff who supports the boarders' learning and study time. The Head of Boarding and House Parents support boarders by keeping track of homework tasks and supporting where necessary. The Brookes boarding team keeps in close contact with Homeroom tutors and subject teachers to ensure that they have a good understanding of a boarder's homework expectations and tasks to complete.

## 4.3 Sleep Hygiene and Lights Out

Sleep is a key part of a child's wellbeing and plays a vital role in their social, emotional and mental development. A consistent approach to boarding routines and sleep hygiene supports a child's health, learning and behaviour. In our boarding house, we make sleep a priority and encourage boarders to follow and settle down early into their bedtime routines to ensure that they and their housemates develop a healthy attitude and approach to sleep patterns and good quality rest.

At night, all phones and electronic devices are collected by the Head of Boarding and House Parents, and any medication is distributed by the duty Nurse. Boarders remain in their own bedrooms until they are woken by the house parents at 07:00 the following morning. Boarders are expected to go to sleep after lights out and wake up early in the morning to ensure that they are dressed and ready for the school day.

## 4.4 Invitations

Boarders can request permission to invite a Brookes Moscow day student friend to spend time with them in the boarding house. On weekdays, visits are permitted from 18:30 to 20:30, and on weekends from 11:30 to 20:30. These visits are subject to the discretion of Head of Boarding or duty House Parents and are subject to verbal and written parental permission.

## 4.5 Pocket Money

House Parents are responsible for managing the storage and distribution of pocket money if parents choose this option. We recommend that parents allocate approximately 1,000 rubles per week, with an initial deposit of around 10,000 rubles, which can be provided to the House Parents at any time.

Alternatively, parents may issue a debit or credit card to boarders, allowing them to monitor and manage spending as needed.





#### 4.6 Catering and Meals

All meals are provided at the School. Weekday lunches are also served by the School's catering staff. The food provided is nutritious and balanced, with careful attention to quantity, quality, choice, and variety. Additional snacks are also available. Boarders have access to a kitchen in the boarding house where they may prepare hot or cold drinks and snacks during their free time. Occasionally, and with the permission of the Head of Boarding or duty House Parents, students may use their pocket money to order food deliveries. Food products ordered to the boarding house are subject to inspection by boarding staff and should, where possible, be healthy and nutritious. A list of prohibited food items is provided to boarders at the start of the school year and posted on bulletin boards and fridges in the house.

We make every reasonable effort to accommodate individual dietary requirements, whether for medical, ethical, religious, or other reasons. Please indicate these requirements on the enrolment form before joining or speak with the House Parents to discuss your child's dietary needs. Please note that we are a nut-free school. All outside food products must be checked by the duty staff, and any products containing nuts and other prohibited items will be confiscated immediately.

#### 4.7 Uniform and Dress Code

During the school day, boarders are required to wear the correct school and sports uniform. This includes ensuring wearing the correct dress shoes are worn. Boarders should always appear neat and tidy, and any damage to their clothing should be reported to the House Parents. Outside of school hours, boarders are encouraged to change into "home clothes." These should be clean, free of offensive wording or logos, and should fit and cover the body appropriately. Ideally, all clothing should be machine washable and clearly labelled.

A list of required uniform and school items is provided separately prior to the student's arrival, along with the student handbook. If you have not received or have misplaced your copy, please contact the School Office to request a new one. Parents are advised to purchase enough uniform to last through the week. Uniforms can be purchased directly from the School. All items must be clearly labeled with the student's name.



### 4.8 Clubs, Events, Activities and Boarding Trips

A variety of clubs, events, and trips are available for boarders. They have ample opportunity to participate in these activities during weekdays and weekends. Most of these are included in the fees, and full participation is expected. However, if boarders prefer not to attend, they may arrange to spend time with their parents instead. Occasionally, parents may be asked to contribute towards the cost of planned activities, and advance notice will be provided in such cases.

Additional information about clubs, events, activities, and trips will be communicated by the School throughout the year.

### 4.9 Weekly House Meetings

Each week, all of the boarders in the house gather for the weekly house meeting led by the Head of Boarding and House Parents. This is an important time for the whole boarding community to join together to hear about important boarding news, celebrate positive behaviour and rewards, and to enjoy spending time with each other.

### 4.10 Boarding Rewards

While we do expect a level of cleanliness, tidiness, kindness and respect from boarders in the house without reward, they are also rewarded in a variety of ways. To promote positive approaches to boarder behaviour in the house and in school, the Head of Boarding and House Parents

*Give verbal praise to boarders.*

*Send positive emails and call home to parents and guardians.*

*Award "Tidy Dorm" certificates to boarders.*

*Purchase treats from the Brookes Café.*

*Give high praise and positive comments in boarding reports.*

*Offer interesting and unique weekend trips and activities for boarders.*

### 4.11 Someone to talk to

It is good practice to encourage all children to speak with a responsible and trusted adult about any concerns they may have, typically their parents or guardians. At School, students have access to a Student Adviser/Mental Health First Aider who is available throughout the school day for support. Posters with helpline information are displayed on notice boards in the boarding house and throughout the School.

As our school benefits from the support of two Psychologists, they are also available to provide support to students during school time. This may be requested by students, families or by the school leadership, and will be coordinated with the Head of Inclusion, Stephen Barrett, and the Head of Boarding. Our Psychologists are also available to provide guidance and support to students and families, and can be contacted via email.

**CHILDREN'S HELPLINE**

**+7 (800) 200 01 22**

**DESIGNATED  
SAFEGUARDING LEAD**

**+7 (966) 117 11 73**

**Ekaterina Tolkacheva (Lower School)**

[etolkacheva@moscow.brookes.org](mailto:etolkacheva@moscow.brookes.org)

**Olesia Oleinik (Upper & Senior School)**

[ooleinik@moscow.brookes.org](mailto:ooleinik@moscow.brookes.org)

## 4.12 Medical Information

At Brookes, the care and safety of our students is our highest priority. Trained first aiders are available at all times for consultation. In coordination with daytime school staff, we manage routine daily care and treatments for boarders. For students with chronic conditions or disabilities, the School will collaborate with parents and seek professional advice to ensure appropriate care.

Parents and guardians must provide comprehensive medical information before their child's arrival by completing the enrolment form. This should include details of medical history, allergies, current treatments, and immunisation status. Additionally, parents are required to consent to the administration of medication.

Any changes in medical information should be reported promptly to the School Office and boarding staff to ensure that students receive appropriate care. We are committed to maintaining strict confidentiality regarding all aspects of medical care and treatment.

## 4.13 Medicines

All medicines are securely stored in a locked facility and administered by the medical centre staff. Medicines should be clearly labeled with the child's name, dosage, and the reason for the medication. Medicines should be handed directly to the House Parents or duty boarding Nurse for safekeeping.

Inhalers should be kept with students, and their asthma management will be discussed upon arrival. Special arrangements will be made for students who are unable to manage their own inhalers. Similarly, individual care plans will be established for students requiring ongoing diabetic care.

Except for personal inhalers, boarders are not permitted to self-medicate or store any medication in their bedrooms. Any unidentified medicines found in the Boarding House will be confiscated and handed to the nurse for safekeeping. Boarding staff will contact parents or guardians to inform them of the discovery and request the necessary prescription or doctor's instructions.

Vaccinations are routinely administered at the School, but they will only be given with prior parental consent.

## 4.14 Illness

Boarders who become unwell will be cared for either in the medical centre within the Boarding House or, if appropriate, in their rooms by the nurse. Duty staff or the nurse will escort boarders to doctor's appointments or hospital visits. Parents will be regularly consulted and kept informed about their child's condition and treatment. If a student needs to visit the local hospital, the duty House Parent will accompany them and remain with them until their return. Parents will be notified immediately in such cases.



Parents are required to inform the School of any infectious illness or contact with infection prior to their child's arrival at school. Should a boarder develop a serious infectious illness while at school, they will be isolated in a single room in the boarding house until they can be collected by their parents or guardian.

#### **4.15 Cleaning**

Boarders' dorms and common spaces in the house are cleaned between Monday and Friday. Laundry including towels, bed linen, mattress covers and bathroom rugs are refreshed on a weekly basis. House Parents expect boarders to make their bed each morning and to keep their areas of the dorm neat and tidy to facilitate the daily cleaning schedule. The Head of Boarding and House Parents make daily rounds of all dorms to check for cleanliness and tidiness.

## **5. BOARDING ESSENTIALS**

### **5.1 Packing List**

The School provides all necessary bed linen and towels. However, boarders are encouraged to personalise their bedroom space by bringing items such as posters, personal bed linen, additional pillows, reading materials, and other personal belongings. These items can help create a comfortable, familiar environment and support a smoother adjustment to boarding life.

A detailed item checklist is provided at the end of this document.

### **5.2 Arriving at School and the Boarding House**

Students are expected to return to the Boarding House by 21:00 in the evening, prior to the start of term or on Sundays after a weekend at home. Upon arrival at the house, students proceed to the boarding office, where they are welcomed by a member of the duty boarding team.

For new students, a tour of the boarding house will be provided, and you will be shown to your room. Each new boarder will be paired with a buddy to assist in the settling-in process and help them feel at home.

If there are difficulties in organising flights at the beginning or end of term, parents are expected to arrange overnight accommodation to ensure that students do not miss any lessons. Passports, travel tickets, and medications must be handed to the House Parents for safekeeping. All money should be deposited with the House Parents and should not be left unattended in dorms. These items will be stored securely at all times.

For departures at the end of term, parents or guardians should arrange travel so that students leave the Boarding House no earlier than 07:00.

### 5.3 Homesickness

Homesickness is a common challenge for students living away from home, affecting students of all ages, including those who have previously lived away. The differences between home and the new environment can be overwhelming, and combined with potential language barriers, a child may experience a degree of anxiety.

Adjustment to the boarding environment may take time, but eventually, and with the support and care of boarding staff, the daily routine will become familiar. We recommend maintaining regular contact through phone, voice calls, or email in the evenings. To avoid disrupting the normal routines of study and sleep, please arrange the timing of phone or Zoom calls with the House Parent.

Allowing students time to adapt to their new environment is important for building resilience and managing the emotional aspects of living away from home.

If you have concerns about homesickness, please raise them with a member of the boarding or School staff. Our House Parents are experienced in supporting boarders and their families through homesickness. Do not hesitate to seek their advice and support if needed.

### 5.4 Leaving for Summer

Before the start of the Summer holidays at the end of the academic year, all boarding rooms must be completely emptied and cleared. All personal possessions should be taken home, as the School cannot be held responsible for items left behind during the holiday period. All school property must be returned to the boarding house.

Overseas boarders who will be returning to school in the autumn term may store some of their belongings in the Boarding House over the holiday period.







## 6. EXPECTATIONS, SECURITY AND ADMINISTRATION

### 6.1 Holidays

All boarders are expected to attend school for the full duration of term. Parents are asked not to withdraw their children from school outside of the published holiday times. If a boarder needs to arrive or leave outside of the term dates, special permission must be obtained from the respective Head of School in writing well in advance, and before any tickets or holidays are booked. If any school is missed, it is the responsibility of the student to catch up on the work they have missed.

### 6.2 Security

The safety and security of boarders is a top priority. Boarding accommodation is strictly reserved for boarders. It is protected from access by unauthorised persons, and boarders are instructed not to allow any unauthorised persons entry at any time. Entry is by electronic key fob, and only staff will have these key fobs. Parents are permitted to enter the boarding house only at the start and end of terms to assist students with their luggage.

Brookes Moscow boarding house is situated in a safe, family-friendly city environment. The site is

enclosed by a secure fence and is monitored by CCTV. There is a single main access point to the Boarding site, which is also covered by CCTV. The exterior of the Boarding House features four exits (two of which are designated fire exits), all of which are monitored by CCTV.

Boarders' privacy is paramount and any security provision does not intrude unreasonably on residents' privacy. At least one member of the boarding staff and a duty Nurse and security guard are on duty, and resident in the boarding bouse, at all times when boarders are onsite.

### 6.3 Exeats: Leaving Boarding or the School Site

Boarders are generally expected to remain on the School site and reside in boarding during the school week. Parents may, however, request that their child be allowed to leave boarding temporarily with their express permission to return home for medical, academic, administrative or family reasons, or to participate in a school trip. Whenever a boarder leaves the School site or boarding house, they must inform a member of the boarding staff who will confirm with parents and hosts via a phone call and in writing their departure and arrival arrangements. This procedure is a critical aspect of our safeguarding policy.



At weekends, boarders may arrange to go out for the day or night, provided that prior permission has been obtained from their parents and communicated to the House Parents. Overnight stays away from the School cannot be authorised by boarding staff without written parental consent.

In cases where boarders wish to join external groups, clubs, or organisations, parents must collaborate with boarding staff to determine feasibility. Parents will also be responsible for any associated costs and travel arrangements.

## 6.4 Administration

Please notify the Front Desk at [info@moscow.brookes.org](mailto:info@moscow.brookes.org) of any changes to your address, contact numbers, or any changes in circumstances affecting the School records as soon as possible.

# 7. HEALTH & SAFETY

## 7.1 Fire Evacuation Procedures

All boarders will be informed about fire evacuation procedures as part of their induction. Regular fire drills are conducted to ensure that boarders are familiar with the evacuation process and can safely exit the building.

## 7.2 Risk Assessment & Management

All boarding staff are responsible for ensuring that the boarding house and surrounding areas are as safe as possible. In addition to written risk assessments, a continuous, dynamic system of risk assessment is in place. Boarders also have a responsibility to report any

hazards they identify to the duty staff immediately; these will then be addressed by the appropriate member of staff. For activities deemed higher risk, individual parental consent will be required.

In the event of a critical incident or crisis affecting the School or boarding house—such as a water, power, or heating failure, a fire emergency, a health pandemic, or a serious security concern—arrangements will be made to return students to their parents until the situation is resolved. If necessary, temporary, secure, and suitable accommodation will be arranged.

Windows are equipped with integral safety restrictors.

## 7.3 Electrical Equipment

All electrical equipment must be in good condition and used safely. Electrical equipment must be switched off at the mains when not in use, or unplugged. Please check with the House Parents before bringing in any electrical items. Unauthorised equipment will be placed in storage until it can be taken home.

## 7.4 Boarding House Expectations and Behaviour Guidelines

- Boarding students must attend all meals for their own benefit.
- Accommodation corridors are quiet spaces: running, shouting and music is not allowed in the corridors so as not to disturb students or staff.

- Girls are not allowed access to the boy's areas and vice versa.
- Consideration for others is paramount - each member of the boarding house is responsible for actively helping to keep it clean and tidy.
- Boarders are expected to have good hygiene and to wash and shower regularly and ensure that their clothes are kept clean and tidy.
- Beds should be made each morning and rooms left tidy so they can be cleaned.
- Showers should not be taken after lights out.
- Students are requested to turn off unwanted lights and close doors quietly around the house.
- Music needs to be played at a quiet level in bedrooms so as not to inconvenience any other person.
- All films and videos viewed should be age appropriate and should be vetted by the House staff before viewing. This also includes films downloaded onto personal computers for individual or group viewing.
- Pets are not allowed.
- Phones and other gadgets should not be used during school time, meal time, study time or after bedtime, except in emergency or special circumstances. They **MUST** be handed in to the boarding House Parents as they head out of the boarding house for school. Unless authorised, electronic devices and phones must not be taken into school.
- Anything viewed on either the communal televisions or computers must be appropriate and no offensive content should be accessed or broadcast.

## 7.5 Use of Computers, Mobile Phones and Other Personal Portable Devices

At the start of each academic year all students must read and sign the appropriate Student ICT Acceptable Use Policy and Agreement on arriving at the School. The agreement must also be countersigned by either a parent or houseparent. The agreement applies to the use of all ICT including computers, mobile phones, tablets, gaming devices and other network dependent items. It further applies to the behaviour of users both in and out of school. Periodic checks will be made to ensure that devices and their uses are in accordance with the Student ICT Acceptable Use Agreement.

External hard drives, USB drives, and other flash media must not be used on school equipment without prior permission. All external storage devices must be checked and registered by the IT Manager before use on School devices or the network.

- 1) *Students must follow the rules and conditions set out in the Student ICT Acceptable Use Agreement;*
- 2) *All personal devices **MUST** be checked and registered with the IT Manager before connecting to the School's network;*
- 3) *The use of internet file sharing, port sharing, peer to peer sharing, torrent programs and film, TV and external media downloading services is forbidden and may in some cases be illegal;*

4) *Music streaming services ARE allowed but only through recognised, correctly subscribed authenticated streaming services that have been approved by the IT Manager. Music is acceptable only to the extent that the sound level is reasonable and does not disturb the other staff and students.*

Internet connection sharing is NOT allowed. Personal Hotspot technologies on mobile devices are not to be used.

The IT Manager, as part of the equipment check, may request that certain softwares and systems be uninstalled or installed from any personal device if deemed necessary. Connection to the School's networks will NOT be granted until these processes are complete:

- 1) *Any bittorrent or peer-to-peer sharing software removed;*
- 2) *Any unauthorised or unqualified music streaming service removed;*
- 3) *Adequate and appropriate antivirus and antimalware protection added.*

Please note: Apple computers running installations of Mac OS are also required to be adequately covered by antivirus. All computers are susceptible.

Voice and video communication services such as FaceTime, Skype etc. on personal devices are permitted only if the device has been checked and registered by IT Staff. Voice and video communication on school devices is only permitted under the strict supervision of a member of staff.

Students may not load or attempt to load any application software on any personal device or school computer. If specialist software is required for study, requests should be approved and any installation and configuration supervised by the IT Manager.

Students are NOT permitted to have phones on school premises. Lower School and Upper School students must leave their phones in the boarding house before departing for school in the morning. Senior School students are allowed to bring their phones but must store them in their designated phone lockers.





## 7.6 Anti-Smoking Policy and the Alcohol and Substance Policy

The school operates a strict no smoking policy. This includes e-cigarettes. All students are prohibited from:

- Bringing alcohol onto school or boarding premises or being in possession of alcohol or obtaining/ supplying alcohol to another, or being impaired by alcohol while on school or boarding premises or in the care of the School;
- Bringing drugs and narcotic substances onto school or boarding premises or being in possession of them or obtaining/supplying drugs or narcotic substances to another, or being impaired by drugs while on school or boarding premises or in the care of the School. Breaches in these rules will lead to exclusion from the School and/or boarding house.

## 7.7 Inappropriate Behaviour & Contact Policy

Brookes Moscow has high expectations of its students in regard to conduct and behaviour. The School's Behaviour Policy outlines those expectations and the rewards and sanctions that apply. We refer to a Severe Clause in the policy where, in extreme cases, immediate action may be needed to alleviate a difficult situation, or to avoid disruption and disturbance, or where a person is in danger. In these cases, the student will be removed from the situation. Following a full inquiry, support may be offered or the student may face sanctions, such as a temporary exclusion from school or boarding house. This may result in permanent exclusion or request to remove.

Circumstances that may result in the clause being applied may include:

- Severe verbal abuse of another student, adult or teacher, particularly where there is repeated use of offensive language;
- Persistent non-compliance with the reasonable demands made by the teacher, boarding staff, bus driver, instructor, etc.;
- Physical violence or threatening behaviour towards another student, adult, or teacher;
- Theft, misappropriation of belongings from another student, teacher, or from school property;
- Intentional damage to school property;
- Harassment and/or abuse based on, but not limited to, nationality, race, religion, disability, gender and/or sexual identity/orientation;
- Sexual misconduct and harassment, indecency, upskirting, accessing obscene and pornographic websites on computers, or sexting;
- Possession of drugs, alcohol or offensive material for personal use;
- Possession of drugs, alcohol or offensive material with the intention of supplying to others;
- Being under the influence of drugs or alcohol; Possession or use of weapons.

## 7.8 Safe Restraint

In dealing with physical or 'out of control' behaviour, a member of staff may only use a degree of force if it is necessary to restrain a student who, in the opinion of that member of staff, is in danger of injuring him/herself or others or damaging property.

## 7.9 Search

Where there is a suspicion of theft, misappropriation, the presence of drugs, alcohol, offensive material or weapons, sexually explicit images or material, the School reserves the right to search a boarding student's possessions. This will take place in a controlled manner, as per our school policy, and may involve communication with parents.

## 7.10 PDA (Public Displays Of Affection)

As a school we seek to encourage healthy friendships between boys and girls. We also recognise that, in the modern world, young people are subject to a great deal of pressure through the media, internet, their peers and elsewhere to engage in inappropriate behaviour in public places at an increasingly early age. All students and staff should expect to feel comfortable, safe and relaxed in the School environment. For this reason, we require students to refrain from public displays of affection.

## 7.11 Behaviour Policy

Standards of behaviour at Brookes Moscow are consistently high with students who are well motivated, respectful, happy and able to achieve. This policy sets out the procedures used to promote and reinforce positive behaviour. It also sets out sanctions that are sometimes necessary.

## 7.12 Guidelines / Sanctions

Inappropriate behaviour and contact includes any behaviour that disrespects the individual's rights and feelings and/or goes against the School ethos and/or makes others feel uncomfortable or embarrassed.

This may include inappropriate intimacy and physical contact. If staff observe students displaying this kind of inappropriate behaviour, it is their responsibility to tell the students to stop whatever they are doing. This should then be reported to the Head of Boarding and House Parents who have an overview of the student's behaviour and context and are well placed to decide on a suitable course of action.

There are, of course, occasions when a hug or holding hands can be necessary to console someone who is upset, frightened, hurt or disturbed in some other emotional or physical sense or as a sign of affection among platonic friends. However, the closeness of students in boarding accommodation can lead to misunderstandings and so any interpretation of impropriety should be at the discretion of house staff. It must also be very clear to staff that vulnerable young people face greater risks in boarding, especially if they are feeling emotionally and culturally insecure, lonely or homesick and it can make them a target for bullying, self-harm and depression.

The boarding house operates single sex bedrooms only. These areas are out of bounds to the opposite sex and breaking this rule is seen as a severe infringement of school rules and sanctions reflect the severity of this rule breaking.



Sanctions are used as a last resort and discipline is firm and fair. Children break the rules and make mistakes for all sorts of reasons. We show compassion and discretion to judge the best option for each individual. The priority is to keep boarders on track and allow them to learn and develop within the boarding and school community.

In circumstances where assistance and monitoring has failed to have a positive impact on a boarder's behaviour, the Head of Boarding and duty House Parents resort to implementing consequences. Parents are always informed of good behaviour as well as bad by the Head of Boarding or duty House Parent.

### **7.13 Further Information and Policies**

For further information, please refer to the following Brookes Moscow policies, which are available on the School website.

### **7.14 Child Protection & Safeguarding Policy**

All staff receive regular training in safeguarding and child protection to assist them to understand and to discharge their roles and responsibilities as set out in this policy.

### **7.15 Preventing and Tackling Bullying**

All staff at Brookes Moscow are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. If bullying does occur, all

students should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell a member of staff. Bullying will not be tolerated at Brookes Moscow.

### **7.16 Safer Recruitment**

The guidelines have been drawn up to represent the good practice to be followed during the recruitment and selection process. The guidelines take account of equality of opportunity, relevant employment and safe recruiting legislation. It is recognised that the requirements for each post may vary and, therefore, these guidelines allow for flexibility with the process, but establish a set of principles within which the process should operate. This is particularly relevant for staff with responsibility for boarders, and is one aspect of our Safeguarding and Child Protection Policy.

### **7.17 Complaints Procedure**

Brookes Moscow is dedicated to providing the best possible education and support for all its students. This means having a clear, fair, and efficient procedure for complaints, so any issues that arise can be dealt with as swiftly and effectively as possible.

### **7.18 First Aid**


The First Aid procedure at Brookes Moscow is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. In the event of an accident, all members of the School community should be aware of the support available and the procedures available to activate this.

A photograph of two young men high-fiving outdoors. The man on the left has dark, curly hair and is wearing a white t-shirt. The man on the right has light brown hair and is wearing a dark blue blazer over a maroon shirt. They are both smiling and looking at each other. The background is a blurred outdoor setting with greenery and a building.

## **8. BROOKES MOSCOW: BOARDING ARRIVAL CHECKLISTS**



### 8.1 Preparation Checklist

TO DO 	
Filled out the enrolment form and given back to the school	
Paid the deposit	
Paid the registration fee	
Sent copies of passport and birth certificate to the School	
Visa arrangements made (if required)	
Arranged pocket money (to be banked by House Parent)	
Arranged transportation to arrive at the boarding house the evening before term begins (not later than 9.00pm)	
Packed uniform, boarding items, school items and personal belongings (see below)	

## 8.2 Items (Packing) Checklist

ITEM ✓		ITEM ✓	
Towels	Shower caddy	Wash bag	Shower sandals
Personal toiletries (shampoo, conditioner, razor, toothbrush and toothpaste)	Hairbrush or comb	Winter jacket / raincoat	Rain / snow boots
Casual trousers	Shirts / t-shirts	Skirts	Sportswear
Sweaters / jumpers	Trainers	Swimming costume	Pajamas
Slippers	Gloves	Winter hat and scarf	Dress shoes
Dressing gown	Umbrella	Laundry bag	Towels
Blanket	Dorm decorations (photographs, posters, etc.)	Headphones	Sports equipment
Small teddy bear	School supplies and stationery (pens, binders, highlighters, stapler, etc.)	Calendar	Backpack

Additional items may include a musical instrument, hair dryer (new or PAT tested), toys, spare name tags for new clothes, welly boots, etc. If you require additional information or advice, please contact the boarding house or the School Office.



[illegible]





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**Boarding Handbook  
for Residents & Famillies**  
2025/2026

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**Our Telegram**



**Our Website**