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**Boarding Handbook  
and  
Residence Guidelines  
for Parents and Students**

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August  
2022

# Home Away From Home

5 minutes walk

boarding

main school





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# Welcome to Brookes Moscow Boarding House...





## 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 students can be great, but Boarding life must have some rules 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 routines and expectations. Please ask questions! Our staff are always happy to help and other students are always glad to give advice.

## Joining Brookes

The Brookes Russia Admissions Team is now taking enquiries for Boarding and will be delighted to speak to existing or new families about any enquiry for 2022/23:

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



## Welcome from Head of Boarding

*My moto is:  
“So others may study”*

I was always interested in education and in acquiring new knowledge. I have been working in the educational sector for 15 years, and for most of my career, I have been working with children from all walks of life. This is surely my passion and call in life. I have had the pleasure to work in several well known private Schools in Moscow, as a Tutor, Civics Teacher, Deputy Headmaster, IB Diploma Coordinator and Head of Boarding. I now see myself as being a Boarding and Pastoral specialist. My first degree is in Psychology, followed by a Ph. D. in Law with a background in criminal law and criminology. I have 3 fascinating kids who I am exceedingly proud of. As an educator, I am keen at instilling in each individual strong life skills with respect to human rights. This can only be achieved through a nurturing personality. My previous experience as a criminal detective has surely exposed me to such ideals. I am glad to be part of an international team of Boarding professionals, in the best School in Russia, if not the whole world!



*Dr. I. Koshevoi  
Founding Head  
of Boarding role*



## Boarding Aims and Values

- To safeguard and promote the welfare of each boarder.
- To develop the whole person and a respect for others.
- To 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.
- To provide accommodation that is comfortable and suited to the needs of boarders.
- To develop the ideal that everyone looks after everyone else as well as everything around them.
- To develop boarders' leadership qualities and ability to work as part of a team.
- To 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 civilized, caring community, based upon mutual respect, trust and courtesy between staff and students.
- To emphasize 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.
- To ensure 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.
- To acknowledge each other's right to privacy.



# Boarding House Information...

*Moscow Brookes  
Boarding House*





## 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.

## Contact Information

### Full Postal Address

Lazorevyy Pr., 7  
Moscow,  
129323, Russia

### Contact Number

Main School Number  
+7 (499) 110 70 01

### E-mail Contacts

Boarding@moscow.brookes.org  
School Office.  
info@moscow.brookes.org

## Calendar

The School calendar is available on our website:

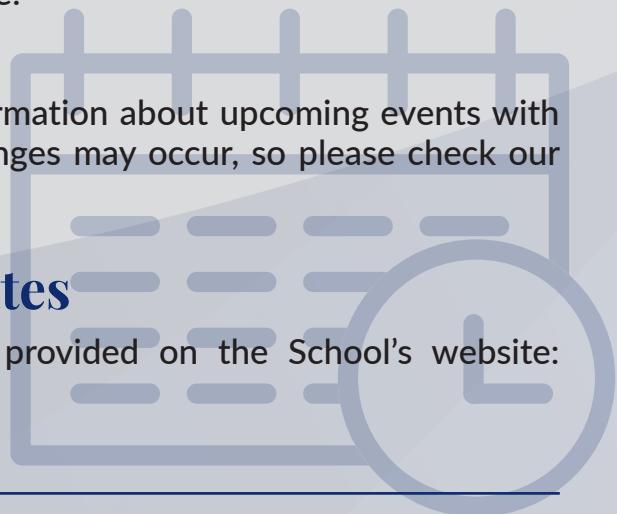
<https://moscow.brookes.org/events/>

The School will do its utmost to provide information about upcoming events with as much notice as possible. Occasionally changes may occur, so please check our website and newsletter regularly.

## Term Dates

Term dates for the academic year will be provided on the School's website:

<https://moscow.brookes.org/term-dates/>





## 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 full 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.

### Facilities

Our spacious bedrooms all have en suite facilities. There is WiFi throughout the Boarding, and the floor has its own lounge with a television and a kitchenette. Duvets, duvet covers, pillows, pillow cases, sheets and mattress covers are provided and laundered weekly, but students may bring their own as long as they are named.

Boarders will also have access to the School facilities alongside our day students. This includes our playing field, sports hall/equipment, art room and IT suite (with the agreement and supervision of the teaching staff). Boarders have wardrobe and storage space for their personal use.

### Laundry

A full laundry service is provided for boarders. Older boarders may prefer to wash their own clothing and this can be accommodated by liaising with the house parents. We request that all Boarder's clothing is named to ensure it is returned to the correct person.



# Boarding Life ...





## The Daily Schedule

Time	Detail	Time	Detail
7:30 am	Wake up	7:30 pm	Prep for Years 10 to 13 (as required) free time for all Years up to Year 9
7:40 am	Get ready for School	8:45 pm	Year 7, 8 and 9 dorm time
7:50 am	Depart for School and have breakfast	9:00 pm	Year 7, 8 and 9 lights out. Year 10 dorm time
8:20 am	School (boarders do not go back to the house during the day)	9:15 pm	Dorm time for Years 11, 12 and 13. Year 10 lights out
15:00 pm (Friday)	Boarding diary/ extracurricular activities	9:45 pm	Year 11, 12 and 13 lights out
4:00 pm (Monday, Tuesday, Friday)	Compulsory swimming class		
5:00 pm	Prep for all year groups		
6:30 pm	Supper (Dinner) Time		
7:10 pm	Return to the Boarding House		

On Friday evenings and Saturdays, boarders have free time and a later bedtime. On Saturdays and Sundays, the boarders also have an opportunity to have a lie-in in the mornings. Whereas Sunday nights will be like a normal weekday night, preparing them for the week ahead.



## Study and Prep Time

On weekday evenings students do School homework, called 'Prep'. As boarders get older, Prep time becomes progressively longer. Prep sessions are supervised by a member of the School staff who supports the learning and study of the boarders.

## Lights Out

At night, all phones and electronic gadgets are collected in, any medication is issued and boarders remain in their own bedrooms until they are woken by the house parents at 7 am, the following morning.

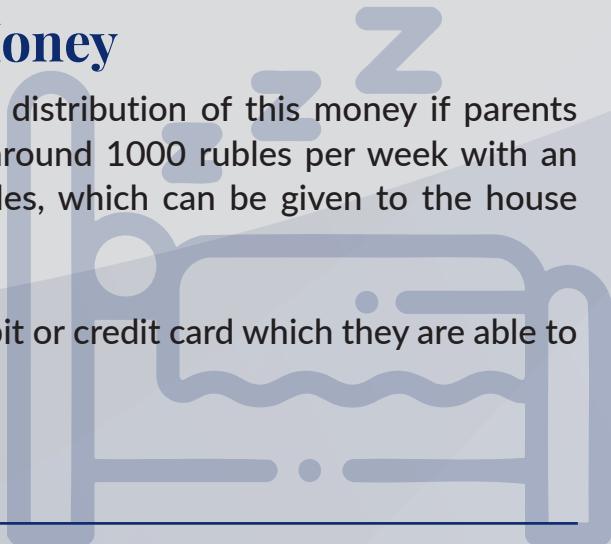
## Sleepovers

Occasionally boarders may request in advance for permission to invite a friend who is a day student to stay overnight in the Boarding house. This is at the discretion of the house parents. This is known as a "golden ticket."

## Pocket Money

The house parents manage the storage and distribution of this money if parents wish. We recommend that parents budget around 1000 rubles per week with an initial injection of approximately 10000 rubles, which can be given to the house parents at any time.

Parents may also provide boarders with a debit or credit card which they are able to monitor spending and top up as required.





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## Catering and Meals

All meals are provided in the School. Weekday lunches are also provided in the School by the School's catering staff. Food served is nutritious and balanced with careful consideration of the quantity, quality, choice and variety. Additional snacks are also available. Boarders also have access to kitchen where they may make hot or cold drinks and snacks in their free time. On occasion, and with the permission of Boarding House staff, students may use their pocket money to order take-away food.

We make every reasonable effort to cater for each individual's requirements, whether on medical, ethical, religious or other grounds. Please specify this information in the enrolment form before joining or speak to the house parents if you wish to discuss your child's dietary needs.

Please note we are a nut-free School. All outside food must be checked by the duty staff. All products brought on site containing nuts would have to be confiscated immediately.

## Clubs, Events, Activities and Trips

There is a variety of clubs, events, activities and trips available. Boarders are perfectly placed to make the most of what is on offer. Most Boarding activities are covered by the fees and full attendance is expected. However, it is possible for boarders to arrange to be with their parents instead, should they not wish to attend. Occasionally, boarder's parents will be asked to contribute towards the cost of planned activities, and where this is the case, advance notification will be given.

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

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## Someone to Talk to

It is good practice to encourage all children to talk to a responsible, trusted adult about anything that is concerning them. This is usually their parents or guardians.

We have a School Student Adviser/Mental Health First Aider who is available at any time during the School day for students to talk to.

Posters of helpline are on notice boards in the Boarding House and around the School.

Who	Number
Childline	+7 (800) 2000-122
Designated Safeguarding Lead	+7(926)878-3677

## Dress Code

During the School day, boarders wear School uniform. Boarders should always look neat and tidy, and report any damage to their clothing to the house parents. Out of School hours, boarders are encouraged to change into “home clothes.” These should be clean, without offensive wording or logos, and should fit and cover the boarder’s body appropriately. Ideally, all clothing should be machine washable and named.

## Medical Information

The care and safety of our students at Brookes is a top priority. Trained first aiders are available to students for consultation at any time. Liaising with daytime School staff, we will oversee routine daily care and treatments for boarders. The School will discuss with parents and seek professional guidance on how to provide for Boarding students who may have chronic conditions and disabilities.



Parents and guardians are asked to provide all relevant medical information prior to their child's arrival in the enrolment form, giving details of past medical history, allergies, treatments and their child's current immunization status. Parents are also required to sign for consent so we can administer medication.

It is important that any changes in medical information is reported to the School Office and Boarding parents, to ensure students are cared for appropriately. Confidentiality will be strictly maintained in the medical care and treatment of students.

## Medicines

All medicines are kept locked away and will be administered by the medical center. All medicines should be clearly labeled with a note outlining the reasons for the medication, the child's name and dosage. They should be handed directly to the house parents for safe keeping.

Inhalers should be kept with students, and the individual management of asthma will be discussed with students on their arrival. Special arrangements will be made for children insufficiently capable/mature to care for their own inhaler. Individual arrangements will also be made for students who may require ongoing diabetic care.

Other than personal inhalers, boarders are not allowed to self-medicate and must not keep medication in their bedrooms. Any unidentified medicines brought into School, including anything that does not come with a suitable English translation, will be followed up by Boarding staff, to clarify what the medication is.

Vaccinations are routinely arranged in School. However, these will never be administered without prior parental consent.



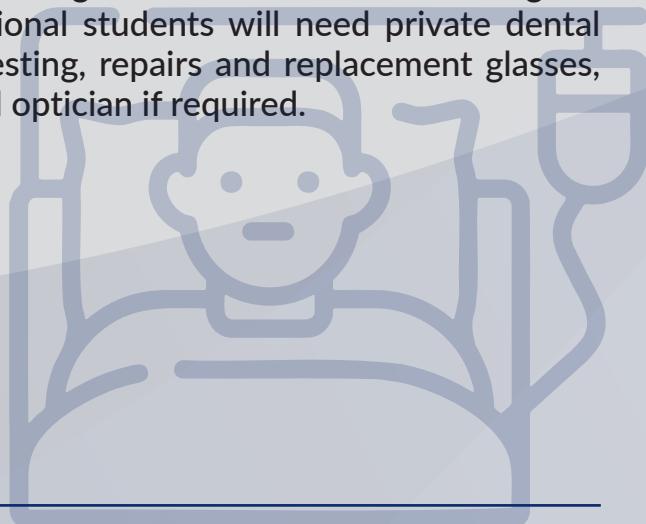
## Illness

Boarders who become unwell will be cared for in the Medical center in the Boarding House, or in their rooms by the nurse. Duty staff/nurse will escort boarders for doctors appointments or visits to the hospital. Parents will be consulted and informed regularly on their child's condition/treatment. Should a student need to visit the local hospital, School staff will accompany them and remain with them. Parents will be immediately informed.

Parents are requested to inform the School of any infectious illness / contact with regard to their child prior to their arrival at School. If boarders develop a serious infectious illness in School, they will be nursed in isolation in a single occupied room in the Boarding House, until they can be collected by their parents or guardian.

## Dentist and Opticians

Boarders are encouraged to remain with their existing dentist for routine care and to have regular checkups during the School holidays. This is especially the case where dental braces are concerned, the management of which involves regular appointments to an orthodontist. International students will need private dental insurance. Arrangements regarding sight testing, repairs and replacement glasses, and contact lenses can be made with a local optician if required.





# What to Bring





## Uniform

Uniform and School item lists are provided separately before arrival at the School, alongside the student handbooks. If you have not received one or lost your copy please contact the School Office for a new copy. Parents should purchase enough School uniform to get their child through a week. Uniform can be purchased from our School. All items must be named clearly.

## Packing List

All bed linen and towels are provided by the School. Boarders are encouraged to make their bedroom area 'homely' by bringing in personal items such as posters, personal bed linen, additional pillows, reading books, etc. This will help them settle in quickly and will also help them to sleep better at night.

There is a specific item checklist provided at the end of this document.

## Arriving at School

Boarders are expected to return to School from 7pm in the evening, prior to term starting and on Sundays after a weekend home. Once you arrive at the Boarding house, please make your way to the front desk where you will be greeted by one of our Boarding staff. If it is your first time at Brookes, we will provide you with a tour of the Boarding and show you to your room. New boarders will be assigned a buddy who will take care of them and will assist the settling-in process to help them to feel at home.

If there is difficulty in organizing flights at the beginning and end of term, the School would expect parents to provide overnight accommodation to ensure that students do not miss any lessons.



Passports, travel tickets and medicines must be handed in to the house parents for safekeeping. All money should be banked with the house parents and never left unattended in rooms. These items will be stored securely at all times.

When leaving School at the end of term, parents/guardians must arrange travel so that the student leaves School no earlier than 7:30 am.

## Homesickness

Homesickness is a common issue for students living away from home. It can affect students of varying ages, including those who have lived away from home before. Students can find the differences between home and their new environment overwhelming and, combined with the added pressure of language barriers, can become unhappy and anxious.

It may take some time to settle but eventually the daily routine will become normal. We recommend regular contact in the evenings via phone, voice call or email.

The timing of phone / Zoom calls should be arranged with the House Parent so that normal routines of study and sleep are not disturbed. It is advisable to allow students time to adapt to the Boarding environment and to develop resilience in dealing with emotional moments that come with living away from home.

It is important to raise any concerns to a member of staff. Our house parents are very experienced at helping boarders and their families deal with homesickness, so please ask them for more information if this is something that is concerning you.



## Leaving for the Summer

Before we break up for the Summer holidays at the end of the academic year, all Boarding rooms will need to be completely emptied and cleared. All personal possessions must be taken home. The School cannot be held responsible for possessions once students have left School for the holiday period. All School items need to be returned to the Boarding house. Overseas boarders returning to School in the autumn term may store their possessions in the Boarding House over the holiday period.





# Expectations, Security and Administration ...





## Holiday

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 student needs to arrive or leave outside of the term dates, special permission must be obtained from the Academic Principal 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.

## Security

The safety and security of boarders is a top priority. Boarding accommodation is strictly reserved for boarders. It is protected from access by unauthorized persons, and boarders are instructed not to allow any unauthorized persons entry at any time. Entry is by electronic key fob, and only staff will have these key fobs. Parents must be supervised by staff if they wish to see where their child is living.

Brookes Moscow is located in a safe, city setting. We have a fence entirely around the site which is monitored by CCTV. There is one main access point onto the Boarding site and this is also monitored by CCTV. The outside of Boarding House has four exits (two are fire exits), and all four are covered externally by CCTV. Boarders privacy is paramount and any security provision does not intrude unreasonably on residents' privacy. At least two staff will be on duty, and living in Boarding House at all times when boarders are in the house.

## Leaving the School Site

Boarders typically stay on the School site during the week, unless they have advanced permission from their parents to go home or if they are going on a School trip. Whenever a boarder leaves the School site they must sign out with a member



of staff. This is one of our most important safeguarding rules. All boarders must sign back in again on their return.

Boarders are able to organize days / nights out from the Boarding house, provided adequate permission has been given by a parent to the House parents in advance. Boarding staff are not able to authorize overnight stays away from the School without parental permission in writing.

There may be times when boarders wish to join outside groups, clubs and organizations. Parents will need to work with Boarding staff to establish if it is possible and will be responsible for additional costs and travel arrangements.

## Administration

Please remember to notify the School Office of any changes of address or contact numbers, or any change in circumstances affecting the School records at the earliest possible opportunity.





# Health and Safety





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## Fire Drill

All boarders will be informed about fire evacuation procedures as part of their induction. There are regular fire drills to ensure that boarders practise evacuating the building.

## Risk Assessment

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, an ongoing, dynamic system of risk assessment will always be in operation. Boarders also have a responsibility to report to the duty staff immediately any hazards they spot, which will then be dealt with appropriately by the relevant member of staff. For higher risk activities individual parental consent will be required.

Should the School, or the Boarding House face a critical incident or crisis, arrangements will be made to return students to their parents until the particular crisis is resolved. This incident could involve water, power, heating failure, a fire emergency, a health pandemic or a serious security concern. Temporary, secure, suitable accommodation will be sourced if necessary.

Windows are protected by integral safety restrictors.

## Electrical Equipment

All electrical equipment must be in good condition and used safely. Anything over one year old must be safety checked before it can be used in the Boarding house. 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. Unauthorized equipment will be placed in storage until it can be taken home.



## House Rules and Behavior Guidelines

- Boarding students must attend all meals for their own benefit.
- Accommodation corridors are quiet spaces: running, shouting or music is not allowed in the corridors so as not to disturb students or staff.
- Girls are not allowed access to the boys' areas and vice versa, unless supervised or with special permission.
- Consideration for others is paramount - each member of Boarding House is responsible for actively helping to keep it 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, or before 7:00 am.
- 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, videos viewed should be age appropriate and should be vetted by the House staff before viewing. This should also include films downloaded onto personal computers for individual or group viewing
- Guests and parents will only be allowed on campus with prior permission from a houseparent or the Head of School.
- Pets are not allowed.
- Phones / tablets should not be used during School time, meal time, study time or after bedtime, except in emergency or special circumstances. They **MUST** be handed into the Boarding House Parents as they head out of the Boarding House for School. Unless authorized, 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.



## 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 behavior 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 (or other flash media) must not be used on School equipment without permission. All external storage devices must be checked and registered by the IT Manager before use on the School devices or network.

All boarders wishing to connect their personal computers or other electronic devices to the Brookes wireless network must observe the following:

- Students must follow the rules and conditions set out in the Student ICT Acceptable Use Agreement;
- All personal devices **MUST** be checked and registered with the IT Manager before connecting to the School's network;
- 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;
- 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.

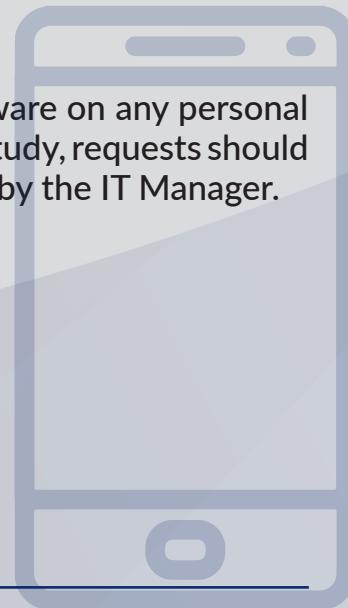
The IT Manager, as part of the equipment check, may request that certain softwares and systems be uninstalled or installed from any personal device if deemed necessary. Connection to the School's networks will NOT be granted until these processes are complete:

- Any bittorrent or peer to peer sharing software removed;
- Any unauthorized or unqualified music streaming service removed;
- 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.





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

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

- Bringing alcohol onto School premises or being in possession of alcohol or obtaining/supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School;
- Bringing drugs and narcotic substances onto School premises or being in possession of them or obtaining/supplying drugs or narcotic substances to another, or being impaired by drugs while on School premises or in the care of the School.

Breaches in these rules will lead to exclusion from the School and/or Boarding house.

## Inappropriate Behavior and Conduct Policy

Brookes Moscow has high expectations of its students in regard to conduct and behavior. The School's Behavior 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 behavior 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.

## Safe Restraint

In dealing with physical or 'out of control' behavior, 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.

## 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.



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## 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 behavior 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.

### Guidelines / Sanctions

Inappropriate behavior and contact includes any behavior 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 behavior, it is their responsibility to tell the students to stop whatever they are doing. This should then be reported to the house parents who have an overview of the student's behavior and context and are better placed to decide on a suitable course or 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 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. Boarding House operates single sex bedrooms. These areas 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.



## **Further Information and Policies**

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

<https://moscow.brookes.org/procedures-and-policies/>

### **Child Protection and 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.

### **Behavior Policy**

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

### **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.



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## 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.

## 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.

## 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.



# Brookes Moscow Boarding Arrival Checklist..





## 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 houseparent)	
Arranged transportation to arrive at the School the evening before term begins (between 6:00 pm and 8:00 pm)	
Packed uniform, Boarding items, School items and personal items (see below)	



## Item Checklist

Item	✓	Item	✓
Dressing gown		Sets of casual clothing x 5	
Beach towel (distinctive pattern or colour)		Non-uniform swimming costume	
Slippers		Waterproof jacket	
Nightware / Pajamas x 2		Cold weather clothing e.g. gloves / hat / scarf	
Underwear (including socks and tights) x 8		String laundry bag	
Toiletries e.g. deodorant/shampoo / conditioner / sanitary ware / toothpaste		School uniform and P.E. kit - (See separate uniform and School item list)	
Medicine (if required)		Shoes	
Small backpack for trips		Additional personal items	

Additional items may include a musical instrument, hair dryer (new or tested), toys, spare name tags for new clothes, wellington boots etc.

If you require additional information or advice please contact the School Office.

