

# AV Boarding Handbook 2019/20





Dear Student(s), Parent(s), and Guardian(s),

Welcome back or welcome for the very first time to Boarding at AMADEUS International School, Vienna. This Boarding Handbook is our 'go-to guide' in terms of what to expect, where to be, and how to behave, in order to enjoy a rewarding, enriching and safe boarding experience. It contains the most important information concerning the principles, policies, and procedures, explains our set of routines and expectations, and serves to guide all students and staff in our daily lives in Boarding.

Our aim is to offer a high quality duty of care that safeguards our students, enhances student wellbeing, and creates an inclusive, happy, and caring school environment. Our Boarding Staff act '*in-loco parentis*' and, whilst we know we cannot replace parents or guardians, we present ourselves as role models, and attempt to guide the students in our care to make informed decisions that impact themselves and others positively. Furthermore, our boarding staff are integrated into the life of the main school, with the team consisting of teaching staff, activities staff, and counselling staff, which serves to improve the overall educational experience.

It is expected that all students and parents familiarise themselves with the key policies and procedures within. This will ensure a well prepared arrival, a smooth and effective transition into boarding and academic life, and an ongoing enriching experience at Amadeus Vienna. We therefore invite you to read through the document and sign the declaration, and invite all students to prepare for our handbook session in the orientation days by fully understanding the contents. It is important that we are in agreement with the handbook, and that we fully embrace the expectations within, in order for the community to live harmoniously and for us all to enjoy our educational experience at AMADEUS Vienna.

We thank you for taking the time to fully understand the contents of this document, and very much look forward to welcoming you all.

Best regards,

The Boarding Team



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## STRUCTURE AND COMMUNICATION

Effective and positive communication is a key factor for success. The following information outlines how to successfully communicate with our Boarding Team and your child/ren during their time at AV.

### The Boarding Team

The Boarding Team consists of the following staff that live on site:

- ❖ 2 House Parents
- ❖ 2 Deputy House Parents
- ❖ 2 Residential Boarding Assistants
- ❖ 1 Residential Day Assistant

And the following staff that support during key times:

- ❖ School Nurse
- ❖ School Doctor
- ❖ Teaching Faculty
- ❖ Weekend Day Assistants

All colleagues are supported by the Head of Boarding, who also operates as a House Parent and Teacher.

### Contact information - Head of Boarding

Email: [colin.kay@amadeus-vienna.com](mailto:colin.kay@amadeus-vienna.com)

Office Phone: +43 1 470 30 37 40\*

Address: Bastiengasse 36-38, House 3, 1180 Vienna, Austria

### Contact Information - Girls Boarding House

Email: [girls.boarding@Amadeus-vienna.com](mailto:girls.boarding@Amadeus-vienna.com)

Office Phone: +43 1 470 30 37 41\*

Address: Bastiengasse 36-38, Pavilion 1, 1180 Vienna, Austria



## Contact information - Boys Boarding House

Email: [boys.boarding@Amadeus-vienna.com](mailto:boys.boarding@Amadeus-vienna.com)

Office Phone: +43 1 470 30 37 40\*

Address: Bastiengasse 36-38, House 3, 1180 Vienna, Austria

\*All calls to the office phone will automatically be forwarded to the Duty House Parent.

## Contacting us

- ❖ General communication should be done through email;
- ❖ Emails are answered within 24 hours during term time;
- ❖ Phone calls are answered at all times for emergencies;
- ❖ For extended phone calls, please arrange a time via email;
- ❖ Parents are requested to copy Boarding Parents and/or Head of Boarding into their communication with other sections of the school;
- ❖ Parents'/guardians are required to ensure that Boarding has up-to-date contact information. All contact information updates must be done through the school support office.

## Contacting you

We will contact you for the following reasons:

- ❖ Start of school year briefing;
- ❖ New student updates within the first month;
- ❖ Student health and wellbeing updates;
- ❖ Student academic and behavioural updates;
- ❖ Regular updates on student activities and boarding life through our social media outlets.

## Contacting your child

Parents are able to contact their children everyday being mindful of students' schedule and adhering to the following:

- ❖ Parents are requested to refrain from persistent contact with students during orientation days;



- ❖ Phones are not allowed during the school day, study hall, and meal times;
- ❖ Packages and letters from home are welcomed and greatly appreciated by the students. Please use the address listed above and include the school and boarding house name.

## PHILOSOPHY AND HOUSE CULTURE

### Our School's Mission

AMADEUS Vienna is a unique day and boarding school with an integrated Music and Arts Academy. We are dedicated to creating an internationally minded community of happy, passionate and aspirational learners. Through a caring, individualized approach we develop curiosity, creativity and excellence. Aspire, Create, Excel!

### Partnership - students, parents, staff

A positive and effective partnership between students, parents and staff at AV is an essential factor for the success and wellbeing of all of our students.

### Parent support

Parent support is welcome in many different ways. Please let the Head of Boarding know if you would like to get involved in any of the following ways:

- ❖ Preparing and sharing national dishes at the boarding houses;
- ❖ Sharing professional expertise through presentations or conversations;
- ❖ Donating recreational items or equipment for the boarding houses - these are always welcome and well-received;
- ❖ Becoming a member of the AV Community Association.

### Student behaviour

#### ME - WE - AMADEUS

“Me - We - Amadeus” is our school slogan. It is also a way of thinking in our community. Our daily behaviour is measured against these three simple guidelines and we attempt to live this in Boarding in the following ways:





**ME** - give one's personal best to learning and growing whilst at AV (respect yourself)

**WE** - give one's personal best to the teams and groups to which we belong (respect community)

**AMADEUS** - give one's personal best to being a positive ambassador for AV (respect the school)

Student, staff and parent behaviour is expected to follow our school slogan. Appropriate responses to student behaviour outside of these standards will be determined by the Boarding Team, with major infractions possibly leading to suspension or immediate expulsion. They include but are not limited to:

### Major infractions

- ❖ Bullying - verbal, physical or psychological intimidation which causes distress to a victim;
- ❖ Consumption or possession of alcohol at school, in the boarding house or otherwise whilst under the school's duty of care (excepting occasions sanctioned by the Head of School).
- ❖ Smoking or possession of smoking related substances at school, in the boarding house or otherwise whilst under the school's duty of care.
- ❖ Consumption or possession of drugs at school in the boarding house, or otherwise being under the influence of drugs whilst under the school's duty of care.
- ❖ Physical or verbal violence - any aggressive physical or verbal behaviour, attacking and/or insulting students or staff;
- ❖ Entering off-limit areas without explicit permission by a staff member e.g. dormitory areas of the opposite gender;
- ❖ Breaking Austrian law.



## STUDENT WELLBEING

Our students' health and safety is the main priority in boarding. Boarding staff are in close contact with the school nurse, school doctor, school counselors, school homeroom teachers and school safety officers to ensure each student's physical and mental wellbeing.

### Healthcare

Please familiarise yourself with our healthcare regulations and procedures.

#### Available healthcare services

- ❖ The school nurse is available during the school day and provides support for sick boarding students;
- ❖ School counsellors are available for consultations and referral recommendations during school days;
- ❖ The school doctor is available for personal consultation at school once a week;
- ❖ Upon referral by the school nurse, doctor ,or parental request, an appointment can be made with a specialist;
- ❖ Parents may request private medical services at additional costs set by the medical provider;
- ❖ Public medical services only are fully covered by the mandatory standard insurance;
- ❖ Private or out-of-hour services are available but will incur additional fees for parents;

#### General healthcare regulations

- ❖ Private and school medication will be stored in the nurse's office, with Boarding Staff having access to medication as per the nurse's instruction;
- ❖ Special permission to keep medicine in a dorm room can be given upon agreement with the school nurse. All decisions are based on a case to case basis;
- ❖ The school nurse will work with Boarding staff on a list of medication for common ailments that Boarding staff can give your child safely;
- ❖ Private medication will be checked by the school nurse for legality in Austria;
- ❖ Any unauthorised medicines brought into school will be confiscated;
- ❖ Students with contagious illness will be isolated to prevent spread;
- ❖ Boarding staff will ensure are taken extra health precautions when contagious illnesses are present;



## Staff responsibilities and procedures

The staff are responsible for:

- ❖ Showing getting to know students individually and building trusting professional relationships;
- ❖ Monitoring the well-being and development of all students;
- ❖ Reporting any observations and concerns to the Head of Boarding and, consequently, other relevant members of the community;
- ❖ Arranging appointments with the school doctor and counselors;
- ❖ Providing 24 hour care for ill students;
- ❖ Administering and/or monitoring regular prescribed medications;
- ❖ Informing the Academic Department of student absences.

In case of illness, the following procedures will occur:

### Minor Illness

- ❖ Upon assessment of the school nurse the student may remain in boarding house to rest. The student will be monitored regularly by the nurse and boarding staff, provided with fluids and an appropriate diet, and over-the-counter medication as required.
- ❖ An update on recovery will be sent to the parents every 24 hours.

In the event of a major illness, an appointment will be made by staff with the school doctor or emergency doctor and advice will be followed. An update on recovery will be sent to parents every 12 hours or during any unexpected developments.

## Student responsibilities and procedures

Students are responsible for:

- ❖ Immediately informing staff when they fall ill;
- ❖ Providing boarding staff with any new medication to be stored in the nurse's office;
- ❖ Ensuring they follow general healthy lifestyle tenets (e.g. personal hygiene, dental care, proper nutrition, regular exercise);
- ❖ Bringing a doctor's note when coming back from an appointment;
- ❖ Checking out through reception if falling ill at school. Reception staff will inform boarding staff.



## Parental responsibilities and procedures

Parents are responsible for:

- ❖ Informing boarding staff about any updates/changes in their child's medical condition and treatments (incl. vaccinations);
- ❖ Informing boarding staff about their child's medical appointments during term time at least 2 days prior to the appointment;
- ❖ Providing staff with a list of medications brought to boarding (please see form section);
- ❖ Providing a true and honest assessment of the student's health and wellbeing prior to arrival at AV.

## Healthy Lifestyle philosophy

We believe in and commit to a healthy lifestyle. We support students in all aspects of their health - physically, emotionally, mentally and spiritually.

## Nutritional guidelines

In order to support age-appropriate, balanced nutritional and social habits, we have installed the following guidelines:

- ❖ Caffeine and energy drinks intake is monitored and may be restricted by staff;
- ❖ Sugar intake is monitored and may be restricted by staff;
- ❖ The intake of balanced meals is monitored and encouraged;
- ❖ Healthy snacks between meals are provided by boarding;
- ❖ Staff reserve the right to restrict private snacks if students are found to follow an unhealthy diet;
- ❖ A food committee consisting of students, boarding staff and the kitchen will work together to build a healthy, nutritious, balanced and tasty menu;
- ❖ Electronic devices are not allowed to be used during meal time.

## Sleeping and recreational habits

- ❖ Boarding staff support and if necessary enforce age-appropriate healthy sleeping habits
- ❖ Time spent on electronic devices is monitored and limited to assure that students are able to develop active social behavior
- ❖ Boarding staff will liaise with parents to ensure students sign-up for a balanced After School Activities Schedule based on age and interest



## Academic and study habits

- ❖ Boarding staff and teachers support students to develop effective study routines;
- ❖ Study hall is compulsory for all students;
- ❖ Students are responsible for managing their own workload, with the support of boarding staff and teachers;
- ❖ Study hall is not restricted to what the teachers have asked to be completed for homework. Students always have something to do and can, for example: revise, go over work covered in class, read and make notes, etc.
- ❖ Study hall is the absolute minimum time that students are expected to be working outside of class. To do well, students will also need to work outside of these times.

## Electronic devices usage

- ❖ Phones are to be muted and packed away during study hall and meal times;
- ❖ Phones, laptops, tablets and gaming devices have to be turned into the boarding office 30 minutes before lights out;
- ❖ Students may checkout their devices daily, after breakfast;
- ❖ Grade 10-12 students can earn the privilege to keep electronic devices overnight, dependent on behaviour and academic success;
- ❖ Boarding staff will monitor, and if necessary, restrict electronic devices usage during weekdays and weekends.



## STUDENT SAFEGUARDING

AMADEUS Vienna strives to make sure that the School is as secure and safe a place as possible. This requires cooperation on the part of all members of our community, staff, students and parents.

### General safeguarding regulations

- ❖ Boarding staff are present when students are in Boarding Areas;
- ❖ Boarding areas are only accessible by students and designated staff;
- ❖ Boarding staff must be notified before visitors enter any boarding area;
- ❖ Visitors must remain in common areas and not enter the dormitory corridors unless given express permission from boarding staff;
- ❖ All visitors (including day students and parents/guardians) must sign in and out of boarding houses with boarding staff;
- ❖ Students should not leave valuables unattended in common areas;
- ❖ Amadeus Vienna takes no responsibility for stolen items;
- ❖ If students personal property is taken, the incident must be reported immediately to Boarding Staff. In cases where it is deemed necessary, the school administration may involve the local police;
- ❖ Boarding students are not permitted to bring weapons of any form (e.g. pocket knives, martial arts implements, sport guns) to the boarding houses. Special permissions may be given for martial arts, but must be stored in spaces designated by boarding staff and is at the discretion of boarding staff;
- ❖ Open flames/fires, candles, lighters, matches, irons, refrigerators and similar electronic devices are not allowed in student bedrooms at any time;
- ❖ Additional lights or similar items need to be approved by Boarding staff in advance;
- ❖ Power points and adaptors must not be overloaded;
- ❖ Corridors and exits must be kept clear of obstructing objects;
- ❖ For fire safety reasons all boarding students are made aware of regulatory requirements on their arrival and will participate in regular fire and lockdown drills (fire and lockdown procedures will be shared with students during their orientation).

### Staff responsibilities and procedures

- ❖ Inform students about school internal or external visitors, workmen coming to/ accessing boarding areas;
- ❖ Ensure that no internal or external visitors have unsupervised access to students;



- ❖ To ensure the health, safety and hygiene of students, boarding staff will complete regular room inspections.

## Student responsibilities and procedures

- ❖ Students must not open outside doors for strangers, if in doubt they have to ask a member of the boarding staff;
- ❖ Reporting to boarding staff any unauthorised persons in the school building and/or boarding house;
- ❖ Students expecting visitors must inform boarding staff as soon as possible so their arrival can be anticipated;
- ❖ Dormitory corridor doors must be left closed at all times;
- ❖ All dormitory doors must be locked when students leave their room;
- ❖ Students are responsible for ensuring that their possessions and rooms are kept safe;
- ❖ Students are responsible for ensuring their personal documents - passport, visa, etc. are kept locked and safe in their lock box. At parents' request, Boarding staff can store passports, etc. in the boarding office

## Parental responsibilities and procedures

- ❖ Parents must announce their visits to boarding staff in ample time to allow for planning;
- ❖ Parents must be mindful that the boarding houses are home to other children and their child's room is also another child's room. Parents, therefore, may not enter the dormitory areas without staff permission.

## Privacy

- ❖ The boarding team will make every effort to protect general student privacy, although students cannot expect absolute privacy in the boarding houses;
- ❖ Boarding Staff may enter a student's room whenever it is deemed necessary (e.g. to prevent safeguarding issues);
- ❖ If it is believed there is reason to suspect contraband and/or any materials, substances or information that could pose a safety risk to students, the school reserves the right to search the boarding houses including student rooms and student personal belongings. In such formal searches, at least two Amadeus Vienna employees, and the student wherever possible, will be present;
- ❖ AMADEUS Vienna has the latest firewall and software and diligently enforces security filters according to allocated and specified age groups;



- ❖ Student's electronic devices may be scanned without warning under severe circumstances.

## Activity safety

During boarding time students will engage in a variety of physical activities. This may include:

- ❖ Activities which are deemed "assumed risk" such as Mountain Biking, Hiking Tours, Wakeboarding, White-Water Rafting, Rock Climbing/High Ropes Course, Paintball, Sledging, Swimming, Roller Coasters etc;
- ❖ Skateboards, scooters, bicycles etc. used on campus. These are permitted with written parental permission, are specific to designated areas, and are subject to determined safety protocols;
- ❖ During all such activities we ensure that appropriate safety regulations regarding equipment and supervision are met.





## ROUTINES

### General routines

Please read this section to find out more about everyday life in AV Boarding.

### Typical daily routines

07:00 – 07:15 Kitchen duty

07:00 – 07:20 Rise and shine! – Time to wake up

07:15 – 07:45 Breakfast \*\*

07:50 – 08:00 Uniform Check, way to class

08:00 – 15:20 Academic Schedule\*

15:20 – 15:40 Afternoon snack break

15:40 – 18:00 Afternoon study halls, ASA, individual lessons, free time

17:30 – 19:00 Dinner\*\*

18:15 – 21:00 Study Hall and/or free-time (according to grade level)

21:00 – 23:00 Lights out (time according to grade level)

\*The dormitory areas are closed during the academic day with the exception of sick students.

\*\* Students must attend breakfast for a minimum of 10 min and dinner for a minimum of 20min

### Curfew (Sunday to Thursday evenings):

Grade 6-7: 20:00

Grade 8-10: 21:00

Grade 11-12: 22:00

Curfew refers to the time at which a student must be in the boarding house and have checked-in with boarding staff. Students must then remain in their boarding house until the following morning.

### Lights-out (Sunday through Thursday evenings):

Grade 6-7: 21:00

Grade 8-10: 22:00



Grade 11-12: 23:00

Lights out refers to the time at which a student must be in bed with the lights in the dormitory room turned off. Students are expected to be in their rooms 15 minutes before lights out.

### Curfew (Friday and Saturday evenings)

Grades 6-7: 20:00

Grades 8-9 21:00

Grade 10: 22:00

Grade 11-12: 23:00

### Weekend lights-out (Friday and Saturday evenings)

Grade 6-7: 22:00

Grade 8-9 : 23:00

Grade 10: 24:00

Grades 11-12: 24:00

### Study hall

- ❖ Four study hall sessions are mandatory (minimum) per week for all boarding students;
- ❖ Further study hall sessions may be required for students in need of extra support during the weekend at a chosen time;
- ❖ Study hall takes place on campus Monday through Thursday at regular times;
- ❖ Each weekday study hall is run by boarding staff and/or a teacher from the secondary school;
- ❖ Grade 11 and 12 are expected to study 120 to 180 minutes per day. This will be supported in house;
- ❖ Starting in grade 11, students may earn the privilege to study in their room during their study hall time.

### Weekends

- ❖ During free time students can relax or spend time on a variety of activities in and outside the boarding areas;
- ❖ The boarding lounges offer a variety of activities including, televisions, video games, board and card games as well as books;
- ❖ Boarding hosts a wide variety of mandatory and optional weekend activities;
- ❖ Activities range from physical, entertainment, and cultural;



- ❖ An activities calendar will be created, with students, to provide a balanced and meaningful programme;
- ❖ Some activities are deemed “assumed risk,” meaning that extra safety precautions are taken. Those activities include, but are not limited to:
  - Mountain Biking
  - Hiking
  - Wakeboarding
  - White-Water Rafting
  - Rock Climbing/High Ropes Course
  - Paintball
  - Sledging
  - Swimming
  - Roller Coasters
- ❖ Students may use Bicycles, Skateboards, Scooters, etc. around campus and around Vienna when given permission by parents (Helmets are always required when using this equipment);
- ❖ Boarding may be closed during external boarding activities.

### School Holidays

Students are expected to return home or make alternative arrangements for the following school holidays:

- ❖ October break
- ❖ Christmas break
- ❖ February break (except for Grade 12 students)
- ❖ Easter
- ❖ Summer break

Travel plans must be submitted and communicated to the Head of Boarding no later than two weeks prior to the break starting. Parents and guardians will be contacted with a reminder.

### Leaves and travel routines

To allow for safe and smooth travels, arrival and departures please carefully read this section.



## Term arrivals and departure

- ❖ The boarding houses will open 3 days before the beginning of the school year, in August, for orientation and induction;
- ❖ The boarding houses will open 1 day before the beginning of the remaining terms and will close 1 day after the end of each term;
- ❖ The beginning of the year will include orientation days, and, therefore, it is important to plan and communicate arrival times in order to ensure your child has a successful and stress-free arrival, orientation and induction;
- ❖ Our school calendar provides all dates online as a downloadable pdf.

## Transport

- ❖ Transport from and to the airport or train station can be arranged by the School Office at the beginning and end of each term;
- ❖ All transport requests should be indicated initially via email, and, after integration of the new software, on Boardingware;
- ❖ Parents must provide travel information two weeks before leaving/arriving.
  - Date and Time
  - Flight/train number and destination/location of departure
- ❖ Chaperones are available upon request. The charge for this service is as follows.
  - Chaperone to check-in counter 50 Euros
  - Chaperone to gate 100 Euros

## Leaves

Parents and students must fill in the Leave Permission Form before or upon arrival at AV Boarding. Updates on the permissions given can be given any time via boardingware, once integration is complete.

### Types of Leaves

Type 1: Short leaves - up to 60 min

- ❖ Leaves from campus for short walks or errands e.g. going to the supermarket. Students must follow the sign-in and out procedure.

Type 2: Long leaves - up to 6 hours (Gr 6 - 9), up to 12 hours (Gr 10 - 12)

- ❖ Any leave from campus over one hour. e.g. family dinner or meeting friends in the city. Students must follow the sign-in and out procedure.



### Type 3: Overnight leaves - nights spent outside boarding during term time\*

- ❖ \*Additional parental permission is required at least 24 hours in advance for all students, even those aged 18 and over. Permission from and contact to the host family is also required.

### Leaves - safety regulations

- ❖ To be allowed leaves from campus a contactable phone number is compulsory;
- ❖ Students are provided with all the relevant numbers and are required to save them in their phones;
- ❖ Students may leave the city limits only with additional parental permission and prior approval from the boarding staff;
- ❖ Students must follow all school rules when traveling away from the school unless they are with their own parents;
- ❖ Students grades 6 and 7 may only leave in pairs or groups.

### Leaves - procedures

- ❖ Students must sign out in person with the boarding staff on duty;
- ❖ Students must carry a sufficiently charged and operational mobile phone or have one in the group;
- ❖ Students may be required to check-in with boarding staff every 4 hours during their leave;
- ❖ Upon returning students must, in person, sign in with boarding staff.

### Public transport

- ❖ Boarding students receive the “Wiener Top Youth Ticket”, an annual public transport ticket valid in the three counties Vienna, Lower Austria and Burgenland;
- ❖ New students receive an introduction to the Vienna public transport system;
- ❖ Students are encouraged to use public transport.

### Student money

- ❖ Bank accounts can be set up for boarding students that require them and this can be indicated on the [Boarding Arrival Form](#). Parents can have control over daily, weekly and monthly allowances and spendings and students may keep their card or hand it to boarding staff for secure keeping;



- ❖ Students must have access to money for general spending like school supplies, new uniform items and other school related spendings;
- ❖ It is recommended that students have a minimum of 50 Euros available at all times for such spending. This should be in addition to their pocket money;
- ❖ As a guideline, it is unlikely that a student should require more than 50 Euros pocket money per week.

## Uniforms and school supplies

- ❖ School uniform is compulsory for all students;
- ❖ New students can either purchase the uniform with their parents, or boarding staff can accompany students the day before term starts;
- ❖ Boarding parents can arrange group fittings and purchase of all necessary items in accordance with the parent handbook;
- ❖ All uniform items have to be marked with the name of the student;
- ❖ For more details please refer to the “what to bring” section.

## Tutor groups

- ❖ All grades are assigned to a homeroom, with the central contact point for academic and pastoral matters in school being their homeroom teacher;
- ❖ The homeroom teacher knows all assignments and dates for the group, and has an overview of the student and their academic performance;
- ❖ Additional support will be provided by designated liaison teachers and boarding staff.

## Performance updates

- ❖ Each term, parents will receive a performance update about their child(ren);
- ❖ The update focuses on academics yet will include social and general information from boarding;
- ❖ In extreme cases, an update may be sent outside the usual time.

## Arts practice

We encourage and support our students with practicing musical instruments, dances, theatre and Visual Arts in a practice room or studio during non-academic hours. Students must sign-out to specific room, and the volume should never be so loud as to disturb or annoy others. Windows might have to stay closed at times announced by the Music Academy.



## STUDENT RESPONSIBILITIES AND DUTIES

Boarding students at AV are raised to be responsible and independent young people. Please read this section to be aware of which duties and responsibilities this includes.

### Room expectations

Roommates share equal responsibility for their room. Room tidiness will be checked frequently to ensure students are demonstrating good habits with regard to health, safety and general hygiene, and to allow for our maintenance and cleaning colleagues to perform their duties during the school day. The following is expected:

- ❖ Beds are made;
- ❖ The floor is clear;
- ❖ Desktops and shelves are tidy and organised;
- ❖ Clothes are stored appropriately in drawers and closets;
- ❖ Shoes are kept organised and tidy in an appropriate space inside the room or corridor;
- ❖ All lights are off during school times;
- ❖ Windows must be closed when no one is in the room;
- ❖ During the colder seasons, windows should only be open to air out rooms briefly.

### Private food

Students may store private food as follows:

- ❖ In designated areas in the boarding kitchen or storage room.

Students must also ensure:

- ❖ All food, with the exception of small snack items, must be consumed in the boarding dining areas;
- ❖ Sensitivity to differences in food preferences and the way certain foods can smell;
- ❖ Sensitivity to differences in cultural, religious and dietary requirements and how certain foods are perceived by others.

Whilst it is encouraged for students to consume their favourite food items from home, private food items are not necessary as the AV cafeteria provides all food and snack items. Food items, therefore, can be confiscated and/or disposed of at the staffs' discretion, without compromising a student's health and wellbeing.



## Kitchen Duties

All students are allocated weekly and other irregular kitchen duties:

- ❖ The duties include but are not limited to: setting up tables, preparing food, clearing the tables, rinsing the dishes, etc.;
- ❖ Allocation of weekdays and times are done by age groups and considering academic and ASA commitments;
- ❖ Students are responsible for finding a replacement if they are unable to perform their kitchen duty (excluding illnesses);

## Laundry

The boarding housekeepers regularly take care of linens, towels and school uniform. Students are responsible for personal and PE clothing. The following procedures and rules apply:

Items provided by AV:

- ❖ Towels are washed weekly;
- ❖ Bedding is washed bi-weekly;
- ❖ School uniforms are washed and ironed weekly.

Personal items

- ❖ Every student gets a weekly allocated washing time;
- ❖ Private bedding and towels must be washed by students;
- ❖ Laundry schedules are displayed within the boarding houses;
- ❖ Staff will assist students when needed.

## Private belongings

- ❖ Students and parents must fill out the Technology Registration Form which lists all technological devices that will be brought to the boarding house;
- ❖ Students and parents are responsible for announcing any updates to this list;
- ❖ Students are responsible for the security of their electronic devices;
- ❖ Boarding staff must be informed if a student changes mobile phone numbers.





## ACCOMMODATION

### Room Allocation

Rooms and roommates are allocated by staff at the beginning of the school year according to the following:

- ❖ Grade level;
- ❖ Languages spoken;
- ❖ Number of years attending Amadeus Vienna;
- ❖ Cultural interests and background;
- ❖ Social dynamics.

After a review and feedback from students, changes can be made at the discretion of the Head of Boarding and House Parent.

### Room Decoration

Students are encouraged to make themselves feel comfortable and decorate in an appropriate manner whilst maintaining tasteful minimalism. Wall decorations must be hung in the approved area with the approved adhesive.

### Keys

Students are issued with a school key chip which allows them into the boarding areas and into their room. They are programmed to only allow access into permitted areas and it is important to follow the following guidelines to ensure safety to all in the community. A lost key chip can often mean unwanted access to boarding.

- ❖ The key chip must be kept safe and on a personal keychain/ lanyard;
- ❖ It must not be loaned to another person at any time;
- ❖ A lost key chip must be reported immediately;
- ❖ Students with lockable cabinets are responsible for its respective key.

Students will be charged for replacement key chips.

### Damages

Damage to the facilities will be charged to students' parents. Charges for damage will generally be made for the replacement of furnishings and equipment as well as labour and time/costs.



## WHAT TO BRING

With only a few days between the arrival in boarding and the start of the school year, it is important that students bring key equipment with them. Additional equipment can be purchased in Vienna during the first weeks.

### Compulsory items and equipment

#### Clothing

- ❖ Personal clothing for at least 7 - 10 days;
- ❖ Personal clothing for evenings, weekends and public holidays should be neat, clean and in good repair. Students must not wear clothing with inappropriate logos, slogans or prints;
- ❖ Items with an inappropriate cut or style (e.g. too revealing) may not be worn;
- ❖ Boarding students must bring one set of formal/festive clothing for formal occasions.

The final decision on clothing appropriateness lies with boarding staff;

#### School Uniform

The following is the minimum recommended amount of uniform items. For grades 6 - 10 an additional festive uniform (formal skirt/pants, blouse/shirt, scarf/tie and blazer) is also required.

- ❖ 5 shirts (polos-grades 6-10 or formal-grades 11/12);
- ❖ 2 bottoms (skirts-grades 6-10, skirt-grades 11/12 or pants-grades 6-12);
- ❖ 1 hoodie or sweater or cardigan;
- ❖ girls are required to have blue tights (grades 6 - 10) or skin colored tights (grades 11/12) if wearing a short/skirt.

See the Parent handbook for further details on uniform.

#### Everyday equipment

- ❖ Alarm clock
- ❖ Hard case for computer



## Voluntary

- ❖ Private pillow case (70 x 90cm) and blanket cover (140x200cm);
- ❖ Throw blanket;
- ❖ Personal items such (e.g. posters and pictures).

## What not to bring

- ❖ Pets
- ❖ Candles/lighters/matches;
- ❖ Television or portable DVD player;
- ❖ Iron and Heaters;
- ❖ Knives (or any kind of weapon);
- ❖ Electrical cooking equipment (Rice-cooker, toaster, water cooker, refrigerators, etc.);
- ❖ Personal wifi routers;
- ❖ Furniture.



## FINAL REFLECTIONS

It is the intention of this document to serve as a guide to ensure student wellbeing and safety, in the interests of the community, rather than a list of rules and regulations. That being said, community living can be challenging and it is important to treat others with respect and in a way that does not impinge upon others' human rights and/or impact them negatively and, therefore, the guidelines serve to benefit us all.

This handbook, however, does not cover every aspect of boarding standards and behaviour. As situations arise, additional policies and procedures may be developed to help students, boarding staff, teachers and the School Leadership Team members increase safeguarding aspects, improve the boarding provision, and minimise conflict and subjectivity. This document, therefore, is a live working document, and students are encouraged, at specified times throughout the year, to recommend additional items to boarding staff that might be included in this handbook. We will work together, for the benefit of the AV community, to ensure a safe, enjoyable and positive learning experience for all students.



## DECLARATION

I have read and understood the guidelines written in this handbook and agree to the behavioural standards within.

Print Name

Date

Signature

Student:

Parent:

Boarding staff:

This declaration will be printed for you to sign on your arrival, or it can be sent prior to arrival to [colin.kay@amadeus-vienna.com](mailto:colin.kay@amadeus-vienna.com).