



BOARDING SCHOOL POLICY

WELCOME TO BOARDING – THE BRITISH SCHOOL OF LOMÉ

The boarding life at the British of Lomé is unique – a home-away-from-home experience. The school and boarding facilities are set in comfortable surroundings (Résidence du Benin – CAISSE) and a close-knit community where the friends you make are for a lifetime.



Alumni, parents and friends of the school attest to that, and it is the hallmark of the school. Boarders live in houses on the Residence close to the main school campus. If you want to learn and develop your talents in a happy, positive and productive environment, this is the right school for you. If you need support and guidance to discover and reach your full potential, this is the best choice to make. The school site is secure yet welcoming, offering pupils freedom of movement in a reassuringly safe environment unrivalled in other large West African cities.

We understand that our boarding students have come here seeking the best form of pastoral care and so within an internationally structured environment we provide our boarders with an education tailored to their individual needs within a British framework with emphasis on traditional African values, discipline, respect, compassion and lifelong skills on which to thrive.

This guide will help inform you about how the boarding section at BSL is run and answer some questions you may have. If you happen to have any further queries please do not hesitate to contact us at any time.

Introducing The British School of Lome's Boarding Facility: Catering to Flexible Timings for Busy Parents

At The British School of Lome, we understand the challenges that busy parents face in juggling their professional commitments with their child's education. That is why we are proud to offer a state-of-the-art boarding facility designed to provide a comfortable and nurturing environment for our students, accommodating both long-term and short-term stays, with the added advantage of flexible timings.

Our boarding facility is carefully supervised by two dedicated Boarding Parents who ensure that each student's needs are met. They create a supportive atmosphere where students can thrive academically, socially, and personally. Our Boarding Parents act as mentors, offering guidance and encouragement to help students adapt to the boarding experience and excel both inside and outside the classroom.

Enrolling your child in our boarding program at The British School of Lome comes with numerous advantages for both students and parents. Here are some of the benefits:

1. Enhanced Independence: Boarding fosters self-reliance and independence in students. They learn to manage their time effectively, adapt to new routines, and take responsibility for their studies and personal well-being.

2. Focus on Academics: With access to supervised study sessions and resources, boarding students have dedicated time and support for their academic pursuits. This conducive environment allows them to concentrate on their studies and achieve their full potential.

3. Holistic Development: Boarding students have the opportunity to engage in a wide range of extracurricular activities, including sports, arts, and leadership programs. This diverse and inclusive environment encourages holistic growth and the development of valuable life skills.

4. Global Perspective: Our boarding facility attracts students from different backgrounds, fostering a culturally diverse community. Through multicultural interactions, students gain a broader world perspective and develop intercultural awareness and understanding.

5. Personalized Care and Support: With our Boarding Parents and dedicated staff, we ensure that each student receives individual attention, care, and support. Students have access to guidance and mentorship whenever they need it.

6. Seamless Transition: For families moving to Lome from other locations, our boarding facility provides a seamless transition. Students can commence their education at The British School of Lome while adjusting to their new surroundings.

We firmly believe that our boarding facility is an excellent option for busy parents seeking a supportive educational environment that accommodates their unique schedules. By combining academic excellence, personal development, and a warm community atmosphere, our boarding program at The British School of Lome offers students an enriching and inclusive experience.

For more information about our boarding facility or to arrange a visit, please contact our admissions team. We look forward to welcoming your child into our boarding community at The British School of Lome.

NEW BOARDERS



Prospective parents and those of newly enrolled boarding students joining our school should be assured that their wards are going to be challenged academically and at the same time provided with an enabling environment ideal for nurturing their innate, creative qualities. Our dedicated team of boarding house parents is responsible for the daily care of boarders and their general welfare. House parents guide the boarders through their journey here at school working closely with the parents of the learners to make sure that they get the very best out of their experiences here at BSL. We pride ourselves in helping instill in our boarders a sense of integrity, independence, community and teaching them to respect the values and viewpoints of others.

THE SCHOOL WEEK



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Wake up 6am				
Breakfast 7:30am				
Registration 8:00am – 8:10am				
Period 1 8:10am – 9:10am				
Period 2 9:10am – 10:10am				
Break 10:10am – 10:30am				
Period 3 10:30am – 11:30am				
Period 4 11:30am – 12:30pm				
Lunch 12:30pm – 1:15pm				
Period 5 1:15pm – 2:15pm				
Period 6 2:15pm – 3:15pm				
After School Activities				
Supper 5:30pm – 6:20pm				
Prep 6:30pm – 8pm				
Free Time				
Bedtime – 9pm (Juniors) 10pm(Seniors) IBs				

THE WEEKEND

SATURDAY	SUNDAY
Wake Up 8:30am	Wake Up 9:00am
Breakfast 9:00am	Church Service/Islamic Studies 10am
Activities 10:00am	Brunch 11:30am
Lunch 12:30pm	Free Time/Siesta
Free Time/Activities	Dinner
Supper 5:30pm	Study Period
Evening Activities 7:00pm – 9pm	Bedtime
Bedtime 9:30pm (Juniors), 10:30pm (Senior) IBs	



THE HOUSES

There are currently two Houses, one for boys and the other for girls. A maximum of twelve boarders stay in each of the Houses with their respective live-in House parents. The Learners in each House have the help and support of their own Houseparent with an emphasis on maintaining a family atmosphere where every child can discover and build on their talents and can grow steadily in confidence and maturity.

All rooms in the Houses are equipped with air conditioners. The kitchens have cookers, microwave ovens and fridges. There is also a laundry machine in each House. There are TVs, decoders, and Wi-Fi in each boarding house. Each House has a worker who helps with the laundry and cleaning. There is also a gardener for each House.

THE ROOMS

A maximum of 4 boarders are allowed in a room, all sharing a set of bunk beds. The rooms have wardrobe spaces to arrange personal effects and also hang clothing. Pillows and bed linen are provided by school but boarders are allowed to bring their own if they so desire. There are desks in each room where students can and are encouraged to do independent studies.



BOARDER RESPONSIBILITIES

Boarders are required to ensure tidiness in the rooms and in the spaces they share collectively. They must make their beds every morning and tidy up before leaving their rooms. They have to bath at least twice a day – in the morning and then after school. There are general house rules and school rules and guidelines they have to adhere to. All boarders, with the exception of those with medical certificates excluding them from physical exertion and exercise, have to participate in both physical and non-physical activities during the weekends.

SECURITY WITHIN THE HOUSE

Each boarding house has a night security guard who records all movements to and from the house. During the school day there is always a housekeeper at home and that provides a sense of security.

PROPERTY CARE & DAMAGE

Accidents do occur and so you are expected to be prudent in the use of school property – which is there for your benefit as well as that of your colleagues/housemates. Willful damage of property is an offence and is punishable by deduction of cash from your pocket money or from the parents' account depending on the value of the item in question. If any appliance is faulty or not operating as it should in the house this should be reported to the boarding parent or the worker on duty at the house. Repair and maintenance jobs are reported to school through the maintenance department (Estate Manager's office).

LAUNDRY

Boarders' laundry is done from Monday to Friday. There is a washing machine and a pressing iron in the Houses. There some personal items such as trainers, socks and PE bags, and very delicate or expensive clothing which boarders are encouraged to care for and wash by themselves.

PERSONAL ITEMS & LOST PROPERTY

It is easy to lose things at school during the day than at the boarding house so boarders are advised to have name tags on their clothing or label them with permanent markers. Most lost items are collected at school and stored in a 'lost and found' storage unit. The personnel in charge can always be contacted to check for lost items during the school day. Exceptional cases of lost items or property must be reported to House parents for a proper search to be carried out.

ELECTRONIC DEVICES & ELECTRICAL APPLIANCES

The voltage supply in Togo is between 220V and the frequency is 50Hz. The electrical sockets are two-pin so be advised that if you are coming from a region with different voltage and electrical sockets you may need adapters or special transformers. Boarders are encouraged to bring laptops to school – classes from Year 7-IB require them for work at school and to do their assignments. Phones are allowed but should not be misused.

POCKET MONEY

There is an account at the Bursar's office into which money is deposited by parents for disbursement to their wards weekly. The money is collected from the bursar's office at the close of school on Friday by the Houseparent and given to the boarders.

- Year 5-8 (4,000FCFA)
- Year 9 (5,000FCFA)
- Year 10-11 (7,000FCFA)
- IBs (10,000FCFA)

You should not keep large amounts of money on you in the boarding house or give to anyone for safe-keeping except the school's Bursar, from who you can always make withdrawals. Boarders are however encouraged to save parts of their weekly allowance with their houseparent. This is good and helps develop good financial habits.

HEALTH & SAFETY

There are two trained nurses on duty during the school day from 7:30am – 4:00pm; there is always one of them on duty after school and through night. The nurses can be called anytime to attend to emergencies by the House parents.

The school has specialist doctors it refers to in cases of serious and specific illnesses – dentist, ophthalmologist, general surgeon, pediatrician, ENT specialist and a psychologist. The nurses also serve as a 'safety net' for communication and help provide emotional care and support for boarders. There is always someone to listen to you and talk to you, so

please make use of this support system – form tutor, teachers, friend, senior management team member and head of school.

- Smoke alarm?
- Fire extinguishers

HOUSE SOCIALS

Boarding students are allowed and encouraged to have social events such as outings to restaurants, fairs and parks. Boarders can have birthday parties, in-house movie nights and musical evenings, the last of such kind was the International Jazz Day organized by a group of IB students from the girls' house - Stirling.



WHAT TO BRING

Kindly refer to the attached lists (personal effects for boys and girls) at the end of the document*

Boarders are not permitted to have prescribed medication on them. The school nurses need to be informed about students with special health needs and conditions. Alcoholic and tobacco products are strictly prohibited. Penknives and lighters are also not allowed.

ARRIVAL & DEPARTURE DATES

Boarders are required to report to school at least a day before classes resume. Arrangements are made for airport pickup when confirmation of arrival is reported to school. Departures are usually on the day school closes for any of the term holidays. School buses drop off students, accompanied by their house parents, at the airport at least two hours before their flight.

COMMUNICATION & PARENTAL/BOARDING VISITS

We encourage regular contacts with our boarders by their parents but this should be done at the right times – after prep and before bedtimes. The weekends are flexible (kindly check the school day and weekend schedules to be sure of when to call). Kindly find the contact details of the house numbers at the end of this guide.

HOSTING BOARDERS

Boarders are allowed to visit the homes of friends but rules must be followed. The boarder must have a written note from the host addressed to the houseparent who must then get final approval from the head of secondary responsible for pastoral care. A boarder's invitation can be declined for various reasons, one being the boarder's disciplinary record. Invitation from the host must come in at least 72 hours before the visit. On occasions we will require parental consent.

IB STUDENT PRIVILEGES

IB boarders have a few privileges in the boarding house. They do not have curfew hours however they are required to be at the boarding house by 10:30pm. They are permitted to have bicycles and can order food from nearby restaurants within La Caisse community.

UNIFORM & APPEARANCE (prescribed – IB code)

All boarders are required to be in school uniform throughout the school week and during some official student events that happen outside of the school day and at weekends. Learners are encouraged to be presentable in the school attire – clean and respecting the school rules regarding the right colours for shirts, skirts and trousers and footwear. The IB students have a colour code uniform. White long sleeved shirt and black trousers for the boys (smart casual polo shirts are allowed) and white blouse, ladies' shirt with skirt or trousers. No leotards or tights are allowed.

DISCIPLINARY CODE

*Kindly refer to pages 7&8 of the Learner's planner (Disciplinary Code) and to page 24 for Bullying Prevention Code

CONTACTS

SCHOOL TEL: (00 228) 22 26 46 06
EMAIL: admin@bsl.tg

BOYS' BOARDING HOUSE (BIRMINGHAM HOUSE) TEL: (00 228)
(HOUSEPARENT) TEL: (00 228) 9004 8212
EMAIL: ernest.dagbovie@bsl.tg

GIRLS' BOARDING HOUSE (STIRLING HOUSE) TEL: (00 228)
(HOUSEPARENT) TEL: (00 228) 9017 1891
EMAIL: eunice.dagbovie@bsl.tg

Policy revised and agreed by SLT: Oct 2023 Policy review cycle: 2024/2025 (or as and when needed)
Member of staff responsible for the policy: Departmental Head, House Parents and Head of School

Name:

Signature

Date: