



# HOLLOTOLI SCHOOL

BOARDERS'  
HANDBOOK

Dear Parents and Students,

Welcome to the Boarding House. We are pleased to share with you the Boarding Handbook for the current academic year. This handbook sets out the expectations, procedures, and guidelines that govern boarding life and help us maintain a safe, structured , and nurturing residential environment.

Our boarding programme is designed to promote independence, responsibility, mutual respect, and balanced growth. Life in the boarding house offers students structured study time, supervised routines, meaningful peer interaction, and opportunities for holistic development.

Parents and students are requested to carefully read this handbook and ensure adherence to all rules and regulations. Cooperation between home and school is essential in creating a positive and enriching boarding experience.

Warm Regards  
Chubamenla Jamir  
Principal

# BOARDING PROGRAMME

The school offers:

## **Full Boarding**

Full boarders stay on campus throughout the academic term. They return home only during scheduled holidays or approved leave. They may go home on the fourth Saturday of each month, subject to prior permission.

## **Weekly Boarding**

Weekly boarders stay on campus during the school week. They return home on weekend and must report back to the Boarding House at the scheduled time before classes resume.

Irrespective of the option chosen, all boarders are expected to observe the same standards of discipline and conduct.

# ARRIVAL AND REPORTING

1. Boarders must report by 5:00 p.m. on the day preceding the reopening of school.
2. Weekly boarders returning from weekend leave must report by 5:00 p.m on Sunday.
3. Full school uniform must be worn on arrival and departure.
4. New boarders and parents will be received by the Head of Boarding and Wardens for dormitory allocation.

## DORMITORY REGULATIONS

1. Beds must be arranged immediately after the morning bell.
2. Boarders must sleep only in their allotted beds.
3. Students must use their own toiletries and keep them in the designated washroom area.
4. Cupboards must be maintained neatly at all times. Surprise inspections may be conducted.
5. Items not listed in the approved boarding kit may be confiscated.
6. Shoes must be kept neatly in the shoe rack. A maximum of four pairs is permitted.
7. Rooms and cupboard tops must be dusted daily.

## BOX ROOM

1. The box room may only be opened with prior permission from the Warden.
2. Suitcases, trunks, and additional bags must be kept in the Box Room.
3. No luggage is to be kept inside the dormitories.
4. Daily-use items must be kept neatly in the cupboard allotted to each boarder.

## PERSONAL GROOMING & APPEARANCE

1. Boarders are expected to maintain a neat and appropriate haircut at all times.
2. Hair must be simple, clean, and in keeping with School standards.
3. Extreme hairstyles, coloured streaks, shaved patterns, spikes, or fashionable cuts that draw undue attention are not permitted.
4. Boys must maintain short, well-trimmed hair.
5. Girls with long hair must keep it neatly tied.
6. Nails must be kept short and clean.
7. No jewellery other than permitted items may be worn.

Failure to comply with grooming standards may result in disciplinary action.

## DINING HALL REGULATIONS

1. Attendance at all meals is compulsory.
2. Proper decorum must be maintained. Grace must be observed respectfully.
3. Food must not be wasted.
4. Students must serve themselves. No junior shall serve another student.
5. Entry and exit must strictly follow the scheduled timings.
6. Students are not permitted to enter the kitchen or interact directly with kitchen staff.

## LAUNDRY

1. Laundry services are provided under staff supervision.
2. All clothing and personal linen must be clearly labelled with the student's name and admission number using an indelible marker.
3. Parents are requested to ensure proper labelling to prevent loss.
4. Students are expected to maintain personal responsibility for their clothing and belongings.

## TUCK POLICY

Students may keep limited tuck in their dormitories under the following guidelines:

1. Tuck must not replace regular meals.
2. Permitted items include dry fruits, biscuits, cookies, chocolates, and healthy snacks.
3. Cooked food, pickles, noodles, breakfast cereals, liquid beverages, and aerated drinks are not allowed.
4. Parents are advised not to send excessive tuck.
5. Tuck may be brought during designated visiting days only.

## USE OF LAPTOPS

1. Students from Class IX onwards may bring laptops strictly for academic purposes.
2. Usage shall be allowed only at designated times under supervision.
3. The school will not be responsible for loss or damage.

## RECREATION & GAMES

1. Boarders may use designated recreational areas during scheduled hours.
2. The television room and indoor games area may be accessed only at approved times.
3. Games and activities must be conducted in a disciplined and respectful manner.
4. Any misuse of facilities may result in temporary withdrawal of privileges.
5. Students are encouraged to participate actively in sports and supervised activities.

# BOARDERS' CODE OF CONDUCT

Adherence to boarding rules is mandatory.

1. Bullying (verbal, physical, or emotional) will result in strict disciplinary action, including expulsion.
2. The use of foul language toward staff or students is unacceptable and will invite serious consequences.
3. Students must maintain courtesy, respect, and proper conduct at all times.
4. Daily routines must be followed unless exempted on medical grounds.
5. Possession or consumption of narcotics, tobacco, alcohol, or intoxicants is strictly prohibited and will result in immediate suspension or expulsion.
6. Damage to school property will be charged to parents.
7. Boarders may not ask day scholars to bring food or other items.
8. Entry into the Boarding House during school hours is not permitted without authorization.

# PROHIBITED ARTICLES

The following items are strictly prohibited:

1. Matchboxes, lighters, candles, incense sticks, crackers, knives, paper cutters, weapons, or any dangerous articles.
2. Whitener bottles or adhesive containers.
3. Cash and valuables (the school will not be responsible for loss).
4. Electrical appliances such as heaters, kettles, irons, or similar devices.

Confiscated items may not be returned.

## ATTENDANCE & LEAVE POLICY

1. Attendance at all academic classes, activities, assemblies, and games is compulsory unless officially exempted.
2. No boarder may leave campus without prior written permission from the Head of Boarding.
3. Leave will normally not exceed two days (excluding travel time).
4. Leave for family functions will be considered only for immediate family members and must be applied for in advance.
5. Emergency leave may be granted at the discretion of the Principal.

## VISITORS & VISITING HOURS

1. Parents may enter the boarding house only at the beginning of the academic year.
2. During the year, visits are permitted only in designated reception areas.
3. Emergency visits require prior permission.
4. Full-time boarders may meet parents on the 2<sup>nd</sup> Saturday of every month (10:00 a.m. – 1:00 p.m.).
5. Boarders may go home on the 4<sup>th</sup> Saturday of the month, subject to permission.

## CONTACT WITH PARENTS

1. Students may bring mobile phones but must submit them to the Warden upon arrival.
2. Boarders may use their phones once a week on Sundays between 1:00 p.m. and 2:00 p.m.
3. Students without phones will be provided access during the same time.
4. In case of emergencies, parents may contact the Wardens directly.

## MEDICAL CARE

1. Parents must disclose all medical conditions at the time of admission.
2. Written information must be provided if a child is unable to participate in physical activities.
3. Students may not keep medicines without informing the Warden.
4. The School Infirmary operates 24 hours with qualified medical support.
5. In case of emergency, medical treatment will be arranged as per the consent provided during admission.

## SAFETY AND SECURITY

1. The campus maintains 24×7 security.
2. CCTV surveillance operates across the campus for safety purposes.
3. All necessary measures are taken to ensure a secure residential environment.

## WARDENS' CONTACT

Girls' Warden: 9862481022

Boys' Warden: 8119962105

**Note:** The school management reserves the right to amend or modify boarding rules as and when required.

## BOARDERS DAILY ROUTINE (MONDAY - FRIDAY)

<b>Activities</b>	<b>Time</b>
Rouser	5:45 a.m.
Wash & Change	5:45 - 6:20 a.m.
Morning Prep	6:20 - 7:20 a.m.
Morning Prayer	7:20 - 7:30 a.m.
Breakfast	7:30 - 7:50 a.m.
School	8:00 a.m. - 2:30 p.m.
Light Snacks	2:30 - 2:50 p.m.
Remedial	2:50 - 3:40 p.m.
Evening Sports & Games	4:00 - 5:30 p.m.
Snacks & Shower	5:30 - 6:00 p.m.
Rest	6:00 - 7:00 p.m.
Dinner	7:00 - 7:30 p.m.
Evening Prep	7:30 - 9:30 p.m.
Rest	9:30 - 10:00 p.m.
Lights Out	10:00 p.m.

## SATURDAY ROUTINE

<b>Activities</b>	<b>Time</b>
Rouser	5:45 a.m.
Wash & Change	5:45 - 6:20 a.m.
Morning Prep	6:20 - 7:20 a.m.
Morning Prayer	7:20 - 7:30 a.m.
Breakfast	7:30 - 7:50 a.m.
School	8:00 a.m. - 2:30 p.m.
Light Snacks	2:30 - 2:50 p.m.
Free Time	2:50 - 4:00 p.m.
Evening Sports & Games	4:00 - 5:30 p.m.
Snacks & Shower	5:30 - 6:00 p.m.
Rest	6:00 - 7:00 p.m.
Dinner	7:00 - 7:30 p.m.
Evening Prep	7:30 - 9:30 p.m.
Rest	9:30 - 10:00 p.m.
Lights Out	10:00 p.m.

## SUNDAY/HOLIDAY ROUTINE

<b>Activities</b>	<b>Time</b>
Rouser	7:00 a.m.
Room & Cupboard Cleaning	7:00 - 7:40 a.m.
Wash & Change	7:40 - 8:15 a.m.
Morning Prayer	8:15 - 8:30 a.m.
Breakfast	8:30 - 9:00 a.m.
Church	9:00 a.m. - 12:00 p.m.
Lunch	12:00 - 1:00 p.m.
Evening Games	4:00 - 5:30 p.m.
Evening Sports & Games	4:00 - 5:30 p.m.
Snacks & Shower	5:30 - 6:00 p.m.
TV	6:00 - 7:00 p.m.
Dinner	7:00 - 7:30 p.m.
Free Time	7:30 - 9:30 p.m.
Lights Out	9:30 p.m.