

HOLLOTOLI SCHOOL



BOARDING HANDBOOK

Dear Parents and Students

We look forward to welcoming you to the boarding and we are excited to have you all. At Hollotoli, we aim to cater and prepare the students for a future where they become responsible and independent individuals. Along the way they will pick up many social skills which will stand in good stead for the rest of their lives. For many students, the structure of boarding life is especially helpful for studying where we provide supportive working environment in order to achieve academic success. We also ensure that each individual student is actively encouraged to be involved as positively as possible in the school community.

From this academic year 2024-2025 we are also delighted to introduce the Weekly Boarding Program where students have the opportunity to experience the benefits of boarding life while still maintaining close ties with their families on weekends. Our Weekly Boarding Program allows students to reside on campus during the week, immersing themselves fully in the rich academic and extracurricular offerings of our school. They return home to their families on weekends, fostering a healthy balance between school life and home life.

Parents and students now have the option between Full Boarding and Weekly Boarding Program. Regardless of the boarding option chosen, our priority remains the holistic development and well-being of each student. Our admission team is available to provide guidance and assistance in selecting the option that best suits your family's needs and preferences.

Kindly go through the handbook. It will guide you through the necessary instructions and regulations to be followed by the boarders, whilst providing you with insights into the day-to-day life here at Hollotoli.

Chubamenla Jamir
Principal

ARRIVAL AND REPORTING

- Boarders should arrive at the school by 5 p.m on the day preceding the first day of school.
- Boarders must wear full uniform on arrival and departure from the school.
- On arrival, the parents and new boarders will be met by the Head of Boarding and wardens, and will be apprised of the dorm allocation.

CONTACT WITH PARENTS

- Boarders are given the option to bring their mobile phones along with them while reporting to the boarding.
- Mobile phones to be compulsorily submitted to the wardens on arrival in the campus.
- Boarders are allowed to use their mobile phones once a week on Sundays to call their parents from 1:00 pm to 2:00 pm.
- Boarders without mobile phones can call their parents on Sundays for which the phone will be provided by the wardens.
- Outside of these hours, parents should contact the wardens incase of emergency.

WARDENS CONTACT NUMBER

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| 1. Girls' Warden | - 9862481022 |
| 2. Boys' Warden | - 7085623329 |

VISITORS & VISITING HOURS

- Parents are allowed inside the boarding house at the start of the academic year. At no other time during the year are parents/guardians permitted to enter the boarding house except in the case of an emergency.
- Parents/Guardians will meet their wards in the reception area only.
- In case of emergency, visits can be arranged with prior permission only.
- Parents/ Guardians of full time boarders are allowed to meet their ward every 2nd Saturday of the month. Timing : 10:00 am - 1:00 pm. Boarders are permitted to go home every 4th Saturday of the month.

ATTENDANCE

- All academic lessons, activities, assemblies and games as per the time-table / daily schedule is to be attended, unless exemption is granted by the Principal.
- No boarder may leave the campus without the prior permission of the Head of Boarding.
- The school's policy on 'Leave' must be respected. Leave granted will only extend to two days, apart from the time taken for travel.
- Any application for attending marriages, functions or any other eventuality during the school term will not be entertained unless it pertains to immediate family members. Written permission for the above should be obtained well on time.
- In case of an unfortunate event in the family, leave may be granted after seeking permission from Principal.

MEDICAL CARE

- Parents/ Guardians must provide all significant details of the students' health at the time of admission.
- Parents must inform the Principal in writing if their child has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities.
- Boarders will not be allowed to keep and take medicines/ tonics without the knowledge of the warden.
- The School Infirmary is open 24 hours to look after the medical needs of the students. A qualified school nurse provides the basis for immediate concerns. Minor ailments and injuries will be attended to at the school infirmary.
- In the event of a medical emergency, medical treatment at a recognized hospital will be provided if a parent cannot be contacted in time as per the consent given in the medical form at the time of admission.

LAUNDRY

- All laundry of boarders is taken care of under the direction of the supervisory staff.
- In order to reduce the amount of lost property, we kindly request that the belongings/ personal clothings to be clearly marked using an indelible marker, showing the admission number of the student. Please collect admission number from the school office.

SAFETY AND SECURITY

All necessary steps to enhance overall security management in the campus is taken care of. The school has security guards in attendance 24x7 . The CCTV network is in operation on campus and is monitored and recorded for the purposes of prevention of untoward incidents and for the safety of our students.

TUCK

Boarders are allowed to keep tuck in their dorms, but certain guidelines do apply:

- Tuck should not be seen as a substitute for meals.
- Boarders can bring in such items as dried fruits, biscuits, cookies, chocolates and healthy snacks.
- Cooked food, pickle, noodles, breakfast cereals, consumable liquids or aerated drinks are not allowed.
- Parents should refrain from sending excessive tuck to their children.
- Parents/Guardians can bring tuck for their ward(s) during the 2nd Saturday visits.

USE OF LAPTOPS

- Students from Class IX onwards are permitted to have laptops for educational use at specified times. The timings and rules regarding the usage of laptops will be instructed by the wardens.
- The school will not be responsible for loss or damage of laptops.

RECREATION

Boarders are allowed to use the TV area and Games Room after prep and over weekends.

BOARDERS CODE OF CONDUCT

Adherence to the boarding rules and regulations is a must for each and every boarder. They must strictly follow the rules laid down for punctuality and discipline. Disciplinary action will be taken for breach of code of conduct.

1. Bullying in any form (verbal/ physical/ emotional) is a punishable offence and students will be EXPELLED immediately.
2. Use of foul language against anyone (warden/ teacher/ student) will call for strict disciplinary action.
3. Boarders are expected to display acceptable form of behaviour, maintain discipline and decorum in the boarding house. A courteous behaviour is the hallmark of a good education(i.e., wishing all staff and visitors the time of day, keeping hands outside pockets, being respectful and polite in interaction with others etc.) It is expected that every student conducts himself/ herself in a manner that reflects favourably on the school and its insistence on the highest standards of courtesy.
4. Daily routine of the boarding and school are to be followed by the boarders unless exempted on medical grounds.
5. It is strictly forbidden to bring, consume or possess narcotics/ tobacco/ alcohol or any intoxicants both inside as well as outside the boarding. If found guilty, the student will be suspended/expelled immediately from the boarding irrespective of the time of the year.
6. If a boarder is found to have damaged school property , parents will be notified and charged for the repair or replacement of the damaged property.
7. Boarders are not allowed to ask day scholars to bring food or any other items for them.
8. No student will be allowed to enter the boarding during school hours.

BOX ROOM

1. The box room is never to be opened unless due permission is sought from the warden.
2. No suitcase, bags or boxes are to be kept inside the dormitories. All baggage is to be kept in the box-room. All articles of daily use are to be kept in the cupboard space provided to each boarder.

IN THE DORMITORY

1. All the boarders are to arrange their beds as soon as the morning bell rings.
2. Boarders must sleep on their own allotted beds.
3. Boarders are supposed to use their own toiletries and should keep it in the washroom and not in the cupboards.
4. Cupboards must be arranged neatly. Surprise checks will be made by the wardens. Any extra items, other than those specified in the boarding kit will be confiscated. Shoes to be arranged neatly in the shoe rack. The number of shoes is limited to four pairs. Boarders will dust their rooms and cupboard top daily.

IN THE DINING HALL

1. Attendance at all meals is compulsory.
2. There must be decorum observed when grace is said before meals. Food should not be wasted.
3. Boarders are to serve themselves and no junior or any other student will serve anybody at their tables.
4. No one will be allowed to enter or leave the dining hall before or after the given time.
5. Boarders are not allowed to enter the kitchen or deal with the kitchen staff for any reason.

BANNED ARTICLES

1. Pupils are not permitted to keep match-boxes, lighters, candles, incense-sticks, firearms, crackers, knives, paper-cutter, weapons or any other potentially dangerous items.
2. Whitener in a bottle/ fevicol jars are not permitted.
3. No cash or valuables are allowed in the boarding. Valuables will not be the responsibility of the school.
4. Electrical gadgets like heaters, kettles, irons or any other such appliances will not be allowed in the hostel.

(The information furnished in the handbook is for the convenience of the parents and students. The school management reserves the right to change or amend any part of the contents without prior information from time to time and as and when required.)

BOARDERS DAILY ROUTINE MONDAY - FRIDAY

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

SATURDAY ROUTINE

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

SUNDAY/HOLIDAY ROUTINE

ACTIVITIES	TIME
Rouser	7:00 a.m.
Room & Cupboard Cleaning	7:00 a.m. – 7:40 a.m.
Wash & Change	7:40 a.m. – 8:15 a.m.
Morning Prayer	8:15 a.m. – 8:30 a.m.
Breakfast	8:30 a.m. – 9:00 a.m.
Church	9:00 a.m. – 12:00 p.m.
Lunch	12:00 p.m. – 1:00 p.m.
Evening Games	4:00 p.m.– 5:30 p.m.
Snacks & Shower	5:30 p.m. – 6:00 p.m.
TV	6:00 p.m.– 7:00 p.m.
Dinner	7:00 p.m. – 7:30 p.m.
Free Time	7:30 p.m.– 9:30 p.m.
Lights Out	9:30 p.m.

Head of Finance