



Boarders Handbook

International School San Patricio Toledo
Boarding School

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Welcome

Allow me to introduce myself. My name is Mr. Declan Ennis and Head of the Boarding School and with over 20 years of quality experience in the international educational field.



Both full-time and weekly borders will enjoy our world-class residential facilities, in one of the safest areas in Toledo. As well as an outstanding opportunity to live among students from around 18 other nationalities, this helps students to develop the communication and social skills essential for life and which form part of the educational objectives of our school model.

Welcome aboard and looking forward to sharing this wonderful experience with you. My best wishes and I hope you have a lovely and successful

Kind regards.

A handwritten signature in blue ink, which appears to be 'Declan Ennis', written in a cursive style.

Our Boarding School

We have a professional team for each student who provides daily support for our students: Head of Boarding, Academic Tutor, Boarding House parent, counselling Dept, University Counsellor, IB programme Coordinator and Boarding House Nurse.



Or Boarding House Parent Team

Our experienced international boarding house parents look after the students' wellbeing in a variety of ways, for example, they ensure their physical and mental wellbeing and prioritise their safety. Welcome to the team!



Miss. Yaling Chen - Boarding Educator
Chinese L&L teacher
Email: ychen@colegiosanpatricio.es



Mr. Luis Llanos - Boarding Educator
Specialist at Environment and Biology
Email: llanos@colegiosanpatricio.es



Miss. Elena Redondo - Boarding Educator
Specialist in Boarding School
student welfare & Teacher
mredondop@colegiosanpatricio.es



Mr. José Antonio Rodríguez - Boarding Educator
Specialist in Sports & Teacher
jarodriguezf@colegiosanpatricio.es

Our Cuisine

Our Boarding House cuisine reflects our ethos. With such a rich variety of nationalities and cultures we look to celebrate our diversity. Likewise our chefs also appreciate the importance of a balanced diet and healthy eating.

We cater to a wide range of tastes and meal preferences of our student body with healthy, varied and wholesome dishes. Everyday meals are made freshly as great food and service are the hallmarks of our Boarding House. Throughout the course International lunches are prepared with our student body in mind. This gives our students a genuine input into designing bespoke Boarding House meals is of great importance; we even have a student food committee representing all our students and have regular meetings with our chefs and Culinary department!



Self-development for your future

In order to provide students with greater autonomy as a preparation for university and the future from the Boarding House we want to promote a series of habits. We focus on developing routines that foster greater independence and self-development for our boarders. This ensures that boarding life complements and supports the academic growth of our students

Term Dates

START OF ACADEMIC YEAR 2022/2023

- **Boarding House Opening date:** from 4th September 2022
- **Start date for Diploma classes:** 6th September 2022
- **Start date for MYP classes:** 7th September 2022

From Sunday 4th September (included) students will be welcomed by the Boarding House parents. On the first day of your arrival, you will be welcomed by the Boarding Educator, who will present all the necessary information for the beginning of the course.

CHRISTMAS PERIOD:

Christmas period during which the Boarding House will be closed (during which time students cannot reside in the Boarding House): From 22nd December 2022 to 9th January 2023. The closing time of the Boarding House on 22nd December will be 15:00 hours and the opening time on 8th January from 10:00 hours. Classes start on Monday 9th January 2023.

EASTER PERIOD:

Easter period during which the Boarding House will be closed (during which time students cannot reside in the Boarding House): From 31st March to 11th April 2023. The closing time of the Boarding House on 31st March will be 5 p.m. and the opening time on 10th April from 10 a.m. Classes start on Tuesday 11th.

END OF THE ACADEMIC YEAR 2022/2023:

The end of the course is scheduled for 20th June 2023 for MYP students and 21st June 2023 for Diploma students. The Boarding House will close on 21st June 2023 at 3:00 pm.

Your Health and Well-Being

If you feel unwell the first thing to do is to let a house parent know. If they think you need to see Mrs Leticia Mateo-Sagasta, our school nurse, she will contact you. Our school nurse will then assess and decide the appropriate action. If you need to see a doctor, she will assist you in making an appointment. House staff will accompany you to medical appointments.

Daily Routine

Daily schedule from Monday to Thursday and Sunday (school days):

07:45	Wake Up	17:30 - 19:00	Activities
08:15 - 08:40	Breakfast	19:00 - 20:30	Study Session
08:50	Leaving the residence	20:30 - 21:00	Dinner
08:50 - 13:40	Morning School Sessions	21:00 - 23:00	Free Time
13:40 - 14:40	Lunch	22:00	Ready for bed
14:40 - 17:00	Afternoon School Sessions	22:30	Lights Off
17:00 - 17:30	Snack		

Schedule for Friday Saturday (weekends):

09:00 - 10:00	Breakfast
11:00 - 12:30	Study Session (1)
12:30 - 14:00	Brunch
16:00 - 17:30	Activities
17:00 - 18:00	Snack

20:30 - 21:00	Dinner
23:30	Ready for bed
00:000	Lights Off

Study Sessions. These take place from Monday to Thursday as follows:

- **MYP and 1DP students:** For one and a half hours
Study period starts at 19:00 and finishes at 20:30 (Designated classroom)
- **2DP students:** For one and a half hours
According to their timetables and previously informing an educator.

All the students are expected to attend the study session on time.

There is no study session on Friday.

We understand that weekends are for resting and enjoying, that's why we propose two different times for you to organise your study time:

- **MYP/DP students** (Designated classroom)
Morning session from 11:00 to 12:30
Afternoon session from 16.00 to 17.30



Weekend activities & trips

Our weekend activities detail our comprehensive enrichment programme for our boarding school students.

In each of the activities we focus on encouraging and developing the social and emotional wellbeing of our students. They will also have the opportunity to enrich their communicative and linguistic skills in the Spanish and English language



Leaving school ground

Weekday (Monday to Thursday)

You are allowed to leave the site for a walk, to the supermarket or the Health Club near the school from 17:30 to 118.45. You must let the boarding parents know where you are going and see them before leaving the site.

Once the permission is granted, you must sign out in the green folder located in reception before you go and sign back in when you get back.

To ensure the safety of our boarders, students must go in pairs or small groups, never alone.



Weekend (Friday to Sunday)

From Friday to Sunday you are allowed to leave the site to walk around the school area, supermarket and Health Club with previous permission from the boarding parents and not missing any meal, following the same procedure as the weekday and always signing out and back in.

However, if you wish to leave school for the day or overnight at the weekend you must complete the following steps by the Wednesday before:

- You must let your personal tutor know.
- Your parents or guardians must send an email to your personal tutor to give permission for your departure by the Wednesday before.
- If you wish to stay away overnight, your parents must nominate a guardian if they are not in charge of you, who will look after you for the duration of your exit from school. Your parents should include this information in their permission. The designated guardian will also have to send another email with the agreement and attach a copy of the ID or passport, address you are staying in and contact number.
- If a student from Diploma has the need to leave the school during their school timetable and will not assist classes, they must have permission from the Diploma coordinator. **As an International Baccalaureate School, there are a number of hours the students in Diploma must attend in all the subjects to fulfil the two years programme.**
- If you have to leave during the school day for family or medical reasons, you must notify your personal tutor 1 week in advance so that they can request permission from the coordinator corresponding to your course. Once you have the coordinator's permission, it is essential to organise your personal tasks of all the subjects that you have to do during your absence.
- Your personal tutor can cancel your permission if you don't have correct academic progress or you have work to turn in.

***All the students must be back on Sunday before 20:00 unless you have previous permission. Transfer from the train/bus station is available on Sunday before 20:00 depending on the previous organisation.**

Boarding information

Students bedrooms

The school reserves the right to enter any student room at any time without prior notification, of course with full respect. There are regular and routine random room checks. Students must make their bed every morning, keep their desk tidy and organise the room to ensure that cleaning staff can carry out the proper cleaning for the room.

On your arrival, you will be allocated to your room with students from different nationalities. Each room has a pin board for posters etc. You are asked not to stick anything to the walls or woodwork as this will damage the paintwork.

Each wardrobe has a lockable safe for you to keep your important belongings in a safe place.

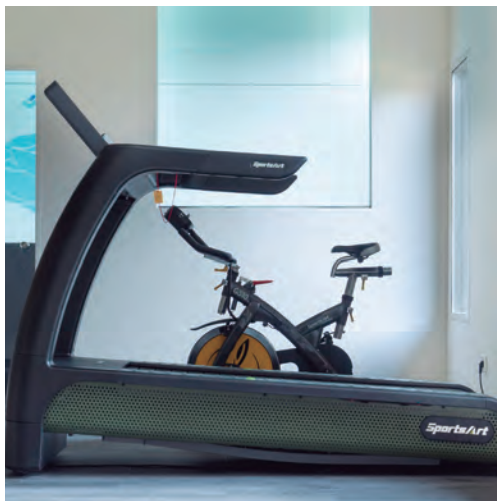
No food, drinks or snacks are allowed in the bedrooms.

The order in the bedrooms must be maintained at all times:

- Shoes in the bed drawer
- Clothes in the wardrobe
- Washing in the washing bag.
- Clothes are stored tidily

Restricted items – you must not have these in your bedrooms for your safety:

- Any form of rice/slow cooker.
- Kettles.
- Irons.
- Electrical heaters or fans.
- Candles and incense burners.
- Cigarettes/tobacco and vaping materials.
- TV's.



Swimming Pool indoor and outdoor use

All borders are allowed to use the swimming pools. There are rules for the correct usage which will be explained. **Use of the swimming pool is only permitted when the lifeguard is present.**

Meals & snacks

All food is provided seven days a week by our personal chefs. Snacks are stored in designated pantries and fridges.

The following is not permitted:

- Energy or caffeinated drinks.
- Fizzy drinks.
- Raw food.
- Pre - cooked food.

Linen and laundry

Laundry Service: Upon arrival you will be assigned a number that will correspond to your laundry box and your towel hanger in the bathroom. Laundry is done once a week and each room has an assigned day.

Bed changing:

Bed changing will be done once a week by domestic staff.

Sign in/out

You will be required to sign out/in when you leave/arrive at the Boarding House. There are two sign in/out registries located in reception by the front door. One is for local outings on the same day. The other one is for long weekends and overnight stays: you will need to write down your name, time out/in, your location, etc.

The local outing folder is used when you leave the site to the local shops and Health club, with previous permission from the boarding house parents.

The long weekends and overnight folder is used when you are out of the school for more than one night.

You must always sign when you leave the site and sign back in when you arrive, notifying the boarding house parents.

Medication

Students are not allowed to have self-medication and, therefore, bring their own medication from their country. If it is necessary, it must be given to the Boarding nurse for her to keep it in a safe place. However, in this case an official translation and use of the medication must be provided.

Damage

As young teenagers accidents do happen. However, no matter what the case may be, you must report any incident to your Boarding house parent. If vandalism has taken place, the relevant student's parents will be contacted and charged for the damage. We live in a community where everyone has the right to enjoy our facilities so mutual respect is vital.



Monteverde Sports & Health Club

Alongside the school there is a Health club and Spa available for the students to use with free access. A great opportunity to participate in areas such as:

- Classes on aerobics, fitness, spinning, pilates, yoga, zumba etc.
- Indoor swimming pool
- Sauna
- Outdoor swimming pool
- Tennis courts
- Tennis courts
- Paddle tennis courts
- Multisport courts for football, basketball and tennis.
- Extensive garden areas with a jogging circuit
- Indoor lounge with table games, handcrafts, board games etc.

The centre has a qualified team to cater to your needs.





San Patricio



Toledo

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