



HAMELIN-LAIE INTERNATIONAL SCHOOL  
BARCELONA

A NORD ANGLIA EDUCATION SCHOOL

# Hamelin-Laie Boarding Handbook

2025-2026



# WELCOME TO HAMELIN-LAIE INTERNATIONAL SCHOOL

Dear Boarding Students and Families,

Welcome to the Hamelin-Laie family! We are delighted that you are joining our boarding community for this exciting time in your life. For many of you, boarding may be a brand new experience, and we will do whatever we can to make you feel welcome and at home in our boarding and school community.

Hamelin-Laie is an exciting place to call home and a warm community in which you can thrive and grow in confidence. As a boarder you will add a further dimension to your education, developing an understanding of other cultures and customs as you live and learn with others from around the world.

In addition to academic growth, boarding at Hamelin provides a unique opportunity for you to develop essential social and independent living skills. You will cultivate friendships, learn to manage your time effectively, and become more self-reliant, all of which are vital for your personal and emotional development.

You will have access to an amazing array of cultural and sporting opportunities that will enrich your boarding experience. You will also benefit from our amazing seaside location, enjoying the calm, relaxing environment – perfect for study.

All of our team here at Hamelin from the classroom to the boarding house will be invested in your success and on hand to make sure that you enjoy your time here and achieve your academic goals.

Should you have any questions at any time, please do reach out to me – my door is always open!



**Sarah Osborne-James**  
**School Principal**

# WELCOME TO OUR BOARDING COMMUNITY

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I am truly delighted to welcome both our new and returning boarders to the 2025-2026 academic year at Hamelin-Laie International School Barcelona.

Whether this is your first experience of boarding or you're coming back to familiar faces and places, I have no doubt that you'll settle in quickly. There will be countless opportunities to make new friends, explore new interests and enjoy all the fun and challenges that come with life as a boarder. And if you're feeling a bit nervous—that's perfectly normal. Just know that my team and I are here for you every step of the way. Our priority is to make sure you feel safe, supported and ready to thrive.

Our boarding community at Hamelin-Laie is something special. It's warm, welcoming and built on genuine connections. You'll be part of a close-knit family where everyone is encouraged to be themselves, celebrate their differences and grow together. You'll share daily life with peers from around the world, form friendships that last a lifetime, develop skills and independence that will serve you well far beyond your time here.

At the heart of our community are the values we live by every day: respect, responsibility, and kindness. These aren't just words on a wall - they guide how we treat each other, how we make decisions and how we face the ups and downs of boarding life. We respect each other's space, culture and individuality. We take responsibility for ourselves, our actions and the shared spaces we live in. And above all, we are kind to others and to ourselves.

Boarding is a wonderful adventure but like any adventure, it comes with its share of challenges. When those moments arise, you won't face them alone. We'll face them together - with support from your fellow boarders, our house staff and the wider Hamelin-Laie community. That's how we build resilience, confidence and character.

Please take a moment to read through the handbook before you arrive. It's packed with helpful information about our routines, expectations and the exciting programme we've planned for you.

I can't wait to welcome you in person and begin this journey with you. Here's to a fantastic year ahead - welcome to the Hamelin-Laie boarding family!



**Reece Ray**  
Head of Boarding

# TABLE OF CONTENTS

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<u>1. Welcome to Hamelin Boarding</u>	5
<u>2. Your Arrival: Practical Information</u>	9
<u>3. Our Boarding House and School</u>	18
<u>4. Life in Our Boarding House</u>	23
<u>5. Extra-Curricular Activities &amp; Trips</u>	32
<u>6. Food and Mealtimes</u>	36
<u>7. Your Health and Wellbeing</u>	40
<u>8. Boarding Expectations</u>	47
<u>9. Rules and Regulations</u>	57
<u>10. Information for Parents</u>	62
<u>11. Key Dates and Holiday Planning</u>	75



1

WELCOME TO  
HAMELIN BOARDING



# OUR BOARDING PROGRAMME IS DESIGNED TO BE...

...A place to...

**1 LIVE**

**2 LEARN**

**3 GROW**

At Hamelin, we believe that boarding is more than just where you stay... it's where you live, where you learn, and where you truly grow.

## **Live**

We know that students thrive when they feel happy, supported, and at home. Our boarding environment is designed to help you settle in, build self-esteem and develop independence. From managing exam stress and navigating life online and offline, to building meaningful friendships, our dedicated staff are always here to listen, guide and support you every step of the way.

## **Learn**

Academic success is at the heart of everything we do. Whether your goal is to study at a top university, launch your own business or begin a career in your chosen field, our team is here to support your journey. Daily supervised study periods in the boarding house, combined with strong communication between our academic and boarding teams, ensure that you stay focused and on track to achieve your goals.

## **Grow**

Living in Barcelona and being part of our diverse international community gives you the chance to experience something truly special. We help you embrace local and global cultures, connect across languages and backgrounds and gain the personal skills and global perspective you'll need to succeed beyond school. At Hamelin, we will help you grow into a confident, resilient and globally minded young adult; ready to shape your own future.

# OUR BOARDING PRINCIPLES & PRACTICES

## SUPPORT PERSONAL GROWTH

- We help you discover your strengths, build confidence and grow into your best self.
- We encourage reflection, resilience and ownership of personal goals.

## LIVE OUR VALUES

- We empower you to show respect, responsibility and kindness in everything that you do.
- We also promote empathy, ethical behaviour and thoughtfulness in daily life.

## CREATE A HOME FROM HOME

- Our boarding houses are safe, supportive spaces where you feel secure, cared for and known.
- We nurture trust, inclusion and emotional balance.

## BUILD SKILLS FOR LIFE

- We challenge you to be collaborative, creative, critical thinkers and effective communicators - ready for life beyond Hamelin-Laie.

## PROMOTE BELONGING AND IDENTITY

- We value your background and experiences.
- We foster a culture of equality, diversity, inclusion and belonging where you feel seen and heard.

## NURTURE PURPOSE AND DIRECTION

- We guide you to set meaningful goals, be principled and reflective and take responsibility for your future.

## CHAMPION EACH VOICE

- You are listened to and supported to speak up, lead and contribute to community life with confidence and integrity.

## CULTIVATE A GLOBAL MINDSET

- We encourage you to be open-minded, curious and informed, engaging with new ideas, cultures and perspectives.





# 2

## YOUR ARRIVAL: PRACTICAL INFORMATION

# ORIENTATION

Our “Welcome to Hamelin” boarding induction are designed for you to get to know your fellow boarders, build community, and settle into your room and get familiar with your new routines.

## ARRIVAL DAYS & TIMES

### **New boarders & returning Y10 & Y11:**

2nd September 2025 (arrive by 5pm).

*All parents to leave campus by 5pm.*

### **New boarders & families Welcome Day:**

3<sup>rd</sup> September 2025 (09:00-11:00am).

*Boarding families depart by 1:00pm*

### **First day of school for Y10 & Y11:**

4<sup>th</sup> September 2025

### **Y12 & Y13 boarders arrive**

5<sup>th</sup> September 2025 (arrive by 5pm).

*All parents to leave campus by 5pm.*

### **Boarders ‘Welcome to Hamelin’ Induction Weekend**

(all boarders on campus)

6<sup>th</sup> & 7<sup>th</sup> September 2025

### **First day of school for Y12 & Y13**

8<sup>th</sup> September 2025

Please note that **no leave out is permitted** throughout this timeframe in order for you to fully immerse yourself in the vast amount of activities we have on offer to help you settle in to life in boarding at Hamelin-Laie.

# GETTING TO HAMELIN-LAIE

If you are travelling with your family, please come directly to the boarding house located:



**Carrer de Carmen Amaya, 10, Montgat, Barcelona**



(<https://maps.app.goo.gl/VgvdYsqUEwP7jatf6>)

There is public parking along the road directly outside the entrance.



## FROM BARCELONA AIRPORT:

On arrival and departure days, we offer an airport transfer service. One airport travel service to and from the airport is included in the annual boarding fees. Any transfers on top of this cost €60 each way.

All boarders in Year 10 and 11 are recommended be met by a member of Hamelin staff, our own taxi company or responsible adult. IB boarders can use our transfer service or make their own arrangements.

## FROM BARCELONA TRAIN STATION:

All boarders in Year 10 and 11 are recommended to be met by a member of Hamelin staff, our own taxi company or responsible adult. IB boarders can use our transfer service or make their own arrangements.

## TRAVEL ARRANGEMENTS:

Our travel system REACH Boarding, is where you will submit all of your travel arrangements for arrival, departure and any additional travel throughout the school term.

We ask that all transport requests are submitted at least two weeks in advance of the end of a term so that arrangements can be made and confirmation sent to parents. Details lodged after this deadline will likely not be possible to arrange through Hamelin-Laie.

# WE RECOMMEND THAT YOU BRING THE FOLLOWING ITEMS WITH YOU:

## SCHOOL UNIFORM

If you are a Secondary boarder, you will be required to wear a school uniform up to Year 11. The uniform items are available for purchase from the school shop and we will make sure you are kitted out during your first days.

### Hamelin Uniform:

- Polo shirt (long or short-sleeved)
- Long formal uniform trousers (boys or girls cut)
- Formal shorts or skirt
- Winter coat, Baseball-style jacket or gilet
- Grey/black socks or tights
- Black shoes or trainers (including soles).
- Laboratory coat & Tech/Art coat

### Sports Uniform:

- Sweatshirt
- Sports quick dry t-shirt
- Long tracksuit trousers, sport shorts, sport skirt or leggings
- White sport socks
- White trainers (no patterns or decorations)

## CLOTHING

- Underwear and socks
- Bathrobe
- Winter coat, raincoat
- T-shirts
- Jeans, trousers, dresses, skirts
- Pyjamas
- Sweatpants, leggings
- Sweaters
- Sports clothing
- Gym shoes
- Swimming costume
- Hat and sunglasses
- A formal outfit for special occasions

## TOILETRIES

- Shampoo, conditioner
- Shower gel
- Toothbrush, toothpaste
- Hairbrush
- Deodorant
- Sunscreen SPF 30+
- Mosquito Repellent
- Any prescription medication - sufficient for one school term (to be managed by boarding staff)

## SCHOOL SUPPLIES

- Pencil-case
- Pencils and pens
- Eraser, ruler, compass, scissors, glue-stick
- Calculator (recommended model for ESO: Casio fx-82SP IB: Casio fx-CG50)
- 3 highlighter pens
- Backpack
- Laptop that meets the school's IT specifications ([Laptop requirements here](#))

## MISCELLANEOUS

- Posters, photos and personal items to decorate your room and to make it feel homely.
- Whiteboard marker
- Blue Tak (tape is not permitted)
- Pillow (1 is provided by Hamelin)
- Portable Alarm Clock
- Headphones
- Small quantity of healthy snacks
- Electronics and chargers
- Universal adapter
- Reusable water bottle

# PLEASE DO NOT BRING THE FOLLOWING PROHIBITED ITEMS WITH YOU:

## ENERGY DRINKS

- Energy drinks such as Red Bull, Monster, Rockstar and similar brands containing caffeine are not allowed on campus. These drinks contain high levels of sugar and caffeine, which can negatively affect sleep, concentration and overall wellbeing.

## COOKING EQUIPMENT

- Cooking appliances of any sort are not permitted due to the fire risks they pose. Boarders may make use of the microwaves in common rooms and in addition, the boarding kitchen or the outdoor BBQ area under supervision.
- Coffee machines.
- No items such as utensils, knives or electrical items are required to be brought on campus.

## HUMIDIFIERS & DIFFUSERS & CANDLES

- Humidifiers and diffusers are not allowed in boarding rooms. They can cause damage to electrical equipment and may interfere with fire safety systems.
- If there is a medical need for one, this must be discussed in advance and will be considered on a case-by-case basis
- Candles of any sort are not permitted in boarding

## EXTENSION CABLES

- Extension Cables are not permitted in boarding rooms. The wall sockets are rated to 13 amps. Using adapters can overload the system, damage electrical circuits, and increase the risk of fire.

## MEDICATION

- Boarders are not allowed to keep any type of medication that contains paracetamol or ibuprofen in their rooms or in their personal possession.
- Vitamins are permitted.

## PRODUCTS CONTAINING NUTS

- To protect boarders with severe allergies, no products containing nuts are allowed at Hamelin-Laie.
- Boarders must not bring, store, or consume any food items that contain nuts or nut-based ingredients on campus. This includes snacks, spreads, and any packaged goods labelled as containing or "may contain" nuts.
- All food brought from home must be nut-free. Any items found containing nuts will be removed.

## CHEWING GUM

- Chewing gum is not allowed anywhere in the boarding houses or on campus. It causes damage to furniture, carpets, and other surfaces, and creates unnecessary mess.

## ITEMS PERMITTED WITH CONSIDERATIONS

- **LED LIGHTS**, provided they are not attached to any paintwork as repair charges may occur.
- **TRAVEL ADAPTERS**, provided they have a CE mark.
- **PROTEIN POWDERS AND/OR SUPPLEMENTS**, provided written parental permission is obtained and the use of has been cleared by our school nurse.
- **HAIR DRYERS AND HAIR STRAIGHTENERS**

# VALUABLES AND PERSONAL PROPERTY

## PASSPORTS AND ID

All Passports and ID cards will be kept in the house safe and managed by our House Parents and the Boarding Coordinator. You will be asked to hand yours in for safekeeping when you arrive. Of course, we will make sure that your documents are returned in time for your departure.

## KEY BRACELET AND ROOM ACCESS

Access to your room and the boarding houses is with a key bracelet that you will receive when you arrive. It is important that you keep your key bracelet safe as it is the unique access to your room. If you lose or damage your keycard, there is a cost for replacement of €10. It is important to make sure that you do not share your keycard with other boarders and that when you leave your room, you close the doors and windows securely.

## VALUABLE ITEMS

In your room you will find a safe for storing any items of value you may have. It is important that you make use of the safe and follow the security procedures. The school cannot accept liability for any property or personal possessions of students, parents or other persons, or any consequential losses.

## STORING ITEMS

Once you have unpacked, your suitcase and any boxes must be stored in our dedicated secure storage area. You must make sure that your suitcase is completely emptied before you put it in the storage facility.

## POCKET MONEY

We recommend that you have around €50 to spend each week for incidental purchases. Pocket Money may either be brought as cash or the money deposited into a bank account. If you don't yet have a bank account, we recommend that you organise an account that you can access from Spain.

If you bring cash or a bank card to boarding and wish to keep it in your bedroom, you're responsible for keeping it safe. You should always keep these items in the personal safe provided in your room. Don't leave them out or share access with anyone. If you lose your card or cash, let a member of the House Staff know straight away.

# ELECTRONICS

All electrical items will be required to meet the safety standards before you will be able to use them in your boarding house. You will need to declare any electronic items when you arrive so that we can check and register them and make sure they are safe for use.

Hair straighteners and hair dryers are permitted but only if they are fitted with an automatic shut-off device.

At Hamelin-Laie, we use the standard European two pin charging sockets. We recommend that you bring an adapter with you. In case you need, you will be able to purchase an adapter locally.

# DEVICE POLICY

We know that getting a good nights sleep is essential for wellbeing and academic success, which is why we keep the devices of our younger boarders overnight. We give them the time away from the temptation of screens to recharge and get ready for a busy day ahead.

## **Secondary Boarders (Y10 & Y11)**

Are required to hand in all their personal electronics at 21:30 during the school week. On Friday and Saturday evening, electronics may be kept with you so that you can learn to manage your access.

## **IBDP Boarders (IBDP 1 & IBDP2)**

Are permitted to keep their personal electronics overnight. This is a privilege which can be changed at any time by staff due to behaviour, lack of academic progress or parental requests.

Electronics are not permitted to be used after the official 'lights out' time.

## SIM CARDS

You will be able to purchase a Spanish SIM card on our regular shopping trips once you have obtained your residency card. Our House Staff can support you to find the right package in the interim to suit your needs and would suggest an international e-SIM such as “Lobster Mobile” or “Hola Fly” that may be obtained online, without your residency card.

## POST AND PARCELS

If boarders wish to receive items in the post, please send to:

**\*BOARDERS NAME\***

**Hamelin-Laie International School Barcelona  
Carrer De Carmen Amaya, 10  
08390, Montgat  
Barcelona  
Spain**

Please be aware that we have measures in place to detect any contraband items which will be confiscated. Please do not send any perishable food items!



# TOP TIPS

Here are our top tips to help you get settled into your new boarding life at Hamelin-Laie:

- **Get Involved:** Join in the house and orientation activities so that you can meet your fellow boarders and make connections.
- **Personalise:** Make sure you bring some personal items with you to decorate your room. Photos and trinkets and your own bedding can help you feel at home and are good conversation starters.
- **Prepare:** Get used to sleeping alone before you arrive. All of our rooms are single occupancy, so you will have your own space.
- **Don't be afraid to ask:** Talk to your House Parents, teachers or other students if you are unsure about anything.
- **Familiarise yourself with the routines:** Make sure you learn what time breakfast is and where you need to be so that you are comfortable for the first days of school.
- **Organisation:** Get all of your materials ready the night before so that you are ready and have everything you need for the school day.
- **Hygiene Matters:** Get into a routine of daily showers, regular hand washing and clothes laundering.
- **Join the Extra Curricular Activity Programme:** Take advantage of the fact you do not have to travel to school every day and make the most of the activities on offer.
- **Expect a Fire Drill:** We have at least one fire alarm drill every month, so it's a good idea to keep suitable outer clothing, your key card and shoes near your bed just in case!
- **Be open minded:** Its a significant part of Hamelin learning. Our students understand and appreciate cultures and personal histories and are open minded to the perspectives and values of other students and communities.



3

OUR BOARDING  
HOUSE AND SCHOOL

# YOUR ROOM

You will be allocated a room in one of our four buildings. All are located within our beautiful boarding campus - surrounded by gardens and nature.

Room Allocation: Students are assigned a room based on a careful placement process that considers multiple factors. This is to ensure a balanced and inclusive environment within each boarding house. For this reason, room change requests are not permitted.

- Single occupancy
- Ensuite bathroom
- Individually controlled air-conditioning / heating function (*depending on the time of the year*)
- Study desk and chair
- Whiteboard
- Mini Fridge
- Large storage wardrobes with 5 hangers
- Personal safe for valuables
- Personal laundry basket
- Laundry bags for whites and dark clothing
- Ethernet ports in each room
- Fresh bedding and towels (changed once per week)



# LOOKING AFTER OUR ACCOMMODATION

When you arrive you will be asked to check your room and report anything that may need repair. It's important that you do this within the first 24 hours so that you are not held responsible for existing damage. You are responsible for the upkeep of your room and any damage or breakage will be charged to you or will be retained from the refundable deposit made at the start of the Academic Year.

If the boarding team are unable to establish individual responsibility, the repair costs will be shared jointly.

## HOUSEKEEPING & ROOM TIDINESS

Our housekeeping staff are an important part of our boarding community and will make sure that our boarding houses are clean and pleasant places for you to live. They will clean your room and bathroom on a weekly timetable - it is your responsibility to make sure that your room and any personal items are kept tidy and litter free.

We will do a daily check of your room to make sure it is tidy and that your bed is made before you leave for school. You will be awarded points for your efforts and there are some great prizes to redeem on e-praise!

We know that having a tidy room will help you to be organised, so if your room is consistently untidy rooms it may lead to a loss of privileges. Our boarding team have the right to check rooms regularly.

We have a dedicated time on Sunday evening for you to organise your room and laundry for the week ahead.

## BED LINEN & TOWELS

We will provide you with a full set of linen which includes; sheets, a duvet, pillow and a selection of towels which are cleaned once a week. You are welcome to bring your own linen to personalise your room if you wish - we recommend linen for single size beds (135cm x 200 cm). Please note that you will be responsible for cleaning those personal items.

## LAUNDRY SERVICE

We offer two options for laundry:

- An in-house laundry service that is completed by our Housekeeping team each week and you will be allocated specific days when you arrive. You will have two laundry bags to put your dirty clothes in and these are left in the designated areas before school and returned clean the following day.
- We also have communal washing facilities within each boarding house that you will be able to access if you choose to complete any laundry yourself. Detergent is also available to collect from the House Staff. The washing facilities within the boarding houses cannot be used after the official 'lights out' time.

Please make sure that all of your clothing is clearly labelled and kept together in your laundry bags while using these services.

## INTERNET ACCESS

Our boarding houses are fully equipped with Wi-Fi broadband which, in order to ensure a restful night's sleep, is switched off at 22:30 Monday to Friday and switches back on at 07:00.

Over the weekends, it is switched off at 00:00 and switches back on at 06:00.

Our network is monitored by our Child Protection and IT team and it is prohibited to use peer-to-peer software or download copyrighted material. Our team will disconnect any user in breach of these acceptable use rules from the network.

Boarders may not use dongles purchased from mobile phone providers or their own WiFi routers.

# FIRE SAFETY & EVACUATIONS

Due to the risk of fire, please note that items such as candles, incense sticks, diffusers matches and lighters on our boarding campus is forbidden (*full list on page 13*). Fire sensors are located around the boarding houses and within each student bedroom.

In the event of a fire alarm sounding, you must:

- Leave the building quickly and quietly via the nearest emergency exit. All rooms in boarding have the evacuation plan displayed on the room doors for reference.
- Walk to the assembly point, do not run.
- Wear appropriate clothing wherever possible prior to leaving the building.
- Go straight to the allocated assembly point in silence.
- At the assembly point, line up quickly and quietly. Answer your name when called.

It is very serious to not leave the boarding house whilst hearing the fire alarm sound or tamper with any of the fire protection or fire fighting equipment around campus as this will merit a high level sanction. Similarly, if you irresponsibly cause a fire alarm and thus a mass evacuation of a building, a high level sanction will be imposed.

Please be aware that in boarding we have at least one fire drill per term.





4

LIFE IN OUR  
BOARDING HOUSE

# WEEKDAY ROUTINE

## MONDAY - THURSDAY (ALL YEAR ROUND)

07:00	WiFi enabled
07:30	Morning Wake-Up
08:00	Second Wake-Up
08:00	Years 10 & 11 collect electronics from reception
08:00 - 08:45	Breakfast ( <i>boarders arrive ready to go to class</i> )
08:45	Out of Boarding and en-route to lessons.
09:00 - 16:00	School day
16:00 - 19:15	Free Time / Off-campus Extra-Curricular Activities programme.
19:15-20:00	Dinner (served in the canteen)
19:30	On campus curfew for all year groups
20:00-20:30	Free time
20:30-21:30	Supervised Study Time in own rooms
21:30	Electronics hand in (Y10 & Y11)
22:00	Own houses and rooms for all boarders. Roll-call begins.
22:30	Lights out, WiFi disabled and house alarms activated

# WEEKEND ROUTINE

## FRIDAY (SEPTEMBER 2025 - DECEMBER 2025)

07:00	WiFi enabled
07:30	Morning Wake-Up
08:00	Years 10 & 11 collect electronics from reception
08:00-08:45	Breakfast ( <i>students arrive ready to go to class</i> )
08:45	Out of boarding and en-route to lessons.
09:00 - 16:00	School day
16:00 - 18:30	Boarding Carmen Amaya Gate opens, free to depart for weekend leave and free time
19:15-20:00	Dinner
20:00-22:30	House Activities & Free Time
21:00	On Campus Curfew for Years 10 & 11; Saturday day leave submission cut-off
22:00	On Campus curfew for Years 12 & 13
22:30	Own houses and rooms for all boarders. Roll-call begins.
23:00	Lights out and house alarms activated
00:00	WiFi disabled

## SATURDAY (SEPTEMBER 2025 - DECEMBER 2025)

06:00	WiFi enabled
09:00	Day Leave from campus / weekend leave begins ( <i>no earlier without advanced permission being obtained from your HouseParent</i> )
10:00	HouseParents morning check-up, Breakfast Snack collection from Reception
12:30-13:15	Lunch in cafeteria
14:00	Boarders on campus must roll-call in Reception
12:30-18:30	Free Time and Weekend Activities
19:15-20:00	Dinner
20:00-22:30	House Activities & Free Time
21:00	On Campus Curfew for Years 10 & 11; Sunday day leave submission cut-off
22:00	On Campus curfew for Years 12 & 13
22:30	Own houses and rooms for all boarders. Roll-call begins.
23:00	Lights out and house alarms activated
00:00	WiFi disabled

# WEEKEND ROUTINE

## FRIDAY (FEBRUARY 2026 - JUNE 2026)

07:00	WiFi enabled
07:30	Morning Wake-Up
08:00	Years 10 & 11 collect electronics from reception
08:00-08:45	Breakfast ( <i>students arrive ready to go to class</i> )
08:45	Out of boarding and en-route to lessons.
09:00 - 16:00	School day
16:00 - 18:30	Boarding Carmen Amaya Gate opens, free to depart for weekend leave and free time
19:15-20:00	Dinner
20:00-22:30	House Activities & Free Time
21:00	On Campus Curfew for Years 10; Saturday day leave submission cut-off
22:00	On Campus curfew for Year 11
22:30	On Campus curfew for Years 12 & 13, own houses and rooms for all boarders, Roll-call begins.
23:00	Lights out and house alarms activated
00:00	WiFi disabled

## SATURDAY (FEBRUARY 2026 - JUNE 2026 )

06:00	WiFi enabled
09:00	Day Leave from campus / Weekend Leave begins ( <i>no earlier without advanced permission being obtained from your HouseParent</i> )
10:00	HouseParents morning check-up, Breakfast Snack collection from Reception
12:30-13:15	Lunch in cafeteria
14:00	Boarders on campus must roll-call in Reception
12:30-18:30	Free Time and Weekend Activities
19:15-20:00	Dinner
20:00-22:30	House Activities & Free Time
21:00	On Campus Curfew for Year 10; Sunday day leave submission cut-off
22:00	On Campus curfew for Year 11
22:30	On Campus curfew for Years 12 & 13, own houses and rooms for all boarders. Roll-call begins.
23:00	Lights out and house alarms activated
00:00	WiFi disabled

## SUNDAY (ALL YEAR) ROUND

06:00	WiFi enabled
09:00	Day Leave from campus / weekend leave begins ( <i>no earlier without advanced permission being obtained from your HouseParent</i> )
10:00	HouseParents morning check-up
11:30-12:30	Brunch in the cafeteria
12:30-19:30	Free Time and Weekend Activities
19:30	On Campus Curfew for all boarders (Day & Weekend Leave)
19:15-20:00	Dinner in the cafeteria
20:00-21:00	Staff Mentor Group Meetings
21:00-21:30	Room Tidiness
21:30	Electronic hand in for Junior Boarders
21:30-22:00	Free Time ( <i>depending on completion of Room Tidiness</i> )
22:00	Own houses and rooms for Roll-Call
22:30	Lights Out

## KEY TERMS EXPLAINED

**On-Campus Curfew** is the latest time when you must return to the boarding campus arriving through Carmen Amaya. On-campus curfew times are extended on Friday and Saturday evenings. Failure to comply with the published curfew times will result in this privilege being removed entirely.

**In House Curfew** is the latest time when you must return to your own boarding house.

**In Own Rooms Curfew** is the latest time when you must return to your own bedrooms in preparation for evening roll-call.

**Roll-call** is a routine check where the house staff verify your presence in the boarding house.

**Lights-out** refers to the set time each evening when you are expected to be settled in bed for a good nights sleep. This marks the beginning of quiet time in the boarding house and helps ensure you get enough rest. After lights out, you should not leave their rooms or continue socialising.

**Supervised Study Time** is a designated period when you are expected to focus on academic work. During this time, you work quietly in your bedrooms with bedroom doors open.

**House Meeting** is a regular gathering of all boarders held once a week to share important reminders, updates and celebrate the weeks achievements. Attendance is mandatory and it is a key part of the boarding routine.

**Sunday Room Tidiness** is the expectation that you are cleaning and organising your bedrooms for the week ahead. You are expected to have your bedroom door open during this time. The House Staff conduct checks to ensure that floors and surfaces are clear, personal items are organised, trash is removed and personal laundry is put away properly.

**Day Leave** is when you are allowed to leave campus during the day to visit approved areas. Permission must be granted through REACH and approved by parents and House Staff prior to departure. You must return to campus on time and check back in with house staff upon arrival.

**Weekend Leave** allows you to stay off campus overnight, typically from Friday after school (16:00+) until Sunday evening (*no later than 19:30*) with permission from your parents and house staff.

## TRANSITION FROM SECONDARY TO INTERNATIONAL BACCALAUREATE

Ensuring a smooth and successful transition from Year 11 into the IBDP programme is a key priority for us and as such, we start this process for Year 11 boarders after the Easter holidays.

Mutual trust and regular review between boarders and staff are essential to this process. Ultimately, decisions around added flexibility and privileges will be made by House Staff based on behaviour, maturity, and readiness.

The following outlines the timeframes and our policy and approach to supporting Junior (Secondary) Boarders as they take this important step in their boarding journey.



Earlier curfew in place for all Secondary boarders



4-week review period begins to assess whether Year 11 boarders may retain electronics overnight



Evening on-campus curfew times relaxed for Year 11 boarders



Review complete: eligible Year 11 boarders may begin keeping electronics overnight. Day leave privileges open up for Secondary boarders.

# ELECTRONIC DEVICE TRANSITION - SECONDARY BOARDERS

To help you maintain a healthy routine during the week, Year 10 & 11 boarders follow these guidelines:

- Monday to Thursday and Sunday: Hand in all electronics (*mobile phones, iPads, Kindles, Apple Watches, etc.*) at Boarding Reception by 21:30.
- Friday & Saturday nights: You may keep your electronics overnight, as long as they are used responsibly.
- Morning collection: You can collect your electronics from 08:00 before leaving the House for breakfast.

Year 10: Required to hand in electronics every night throughout the year.

Year 11: Must hand in electronics from the start of the school year.

However, a review period will begin on 2nd March 2026, to determine if Year 11 boarders may retain their electronics overnight for the remainder of the term. The review lasts four weeks and will assess:

## **1. Academic Effort & Organisation**

- Demonstrates consistent completion of prep and academic tasks on time.
- Keeps bedroom and personal areas tidy and organised.
- No instances of non compliance on record about routines.

## **2. Responsible Technology Use**

- No incidents of inappropriate, excessive, or disruptive use of electronics.
- Devices are used only during permitted times and for appropriate purposes (e.g. academic work, communication with family).
- No history of bypassing screen time limits or using VPNs/proxies.

## **3. Behaviour & Respect for Rules**

- Consistently respectful to house staff and peers.
- No serious behaviour issues or repeated rule-breaking.
- Demonstrates maturity and trustworthiness in daily routines.

## **4. Sleep & Wellbeing**

- Maintains a consistent lights-out routine.
- Not observed to be overly tired in the mornings or during class.
- Understands and demonstrates the importance of balanced screen time.

## **5. Staff Feedback & Review**

- Positive feedback from House Parents, Form Tutors and your Head of Year over at least a four-week period.
- Final review and decision made by the Boarding Leadership Team based on input from relevant staff.

This privilege can be withdrawn at any time if misused.

# LEAVE OUT - SECONDARY BOARDERS

To help you explore Barcelona safely, especially as it's a new city for many of you... we have clear guidelines on off-campus leave. These procedures are in place from September 2025 - December 2025.

## **Local Leave**

- Year 10 & 11 boarders may go to Mercadona independently (no group required).
- REACH approval is always required.

## **Day Leave**

- For places like shopping centres or Barcelona visits, permission may be granted based on your recent behaviour.
- You must go in a group of at least 3 students (mixed Secondary/IB allowed).
- REACH approval is always required.

## **Final Decision**

- The Boarding Team will always have the final say on whether unsupervised outings are permitted, based on your behaviour in the days before the trip.

## **January 2026**

- Evening on-campus curfew timings relaxed for Secondary Boarders (if responsibility is shown).

## **6<sup>th</sup> April 2026**

- Day Leave privileges open up for Secondary Boarders (if responsibility is shown)

# STUDENT LEADERSHIP

## HEADS OF HOUSE

Our Heads of House are IBDP2 boarders who apply and are appointed the previous academic year. They play an important role in our community, working closely with the Head of Boarding and House Staff to help make sure our boarding houses are running smoothly and that everyone feels represented. They set a good example at all times by promoting the values of our boarding community. They support with tasks including; representing Hamelin-Laie at events, touring prospective families and guests, leading a team of Boarding Ambassadors and end of year speeches,

## BOARDING AMBASSADORS

Our Boarding Ambassadors are IBDP2 boarders chosen to support the Heads of House and House Staff by setting a positive example, helping new boarders settle in and promoting a respectful and inclusive environment. They are trusted members of the house and play a key role in the daily life of boarding.

At Hamelin-Laie, we believe your experience in boarding should reflect your voice, ideas and perspectives. The Boarding Council gives all boarders a chance to contribute to the development of our boarding programme and daily life.

The council meets once a week with the HouseParents to discuss suggestions, give feedback and explore new initiatives. Topics may include boarding routines, weekend activities, wellbeing ideas and house events. Meeting minutes are recorded and displayed on the noticeboards in our boarding houses so everyone stays informed.

As part of the Boarding Council we also host a Food Council discussion once a month. This is a time to share ideas for new dishes, cuisines or themed menus. Boarders are also invited to suggest special meals or celebrations that reflect the cultural diversity of our community and key events in the academic year.

The Boarding Council is a great opportunity to get involved, develop leadership skills, and help shape the life of your boarding community.

## BOARDING BUDDIES

At the beginning of the year, House Staff select returning boarders to act as “Boarding Buddies’ to new boarders joining Hamelin-Laie. Our Boarding Buddies are there to help and support through the first few weeks of school to ensure you transition to your new environment well.





5

EXTRA-CURRICULAR  
ACTIVITIES AND TRIPS

## EXTRA-CURRICULAR SPORTS PROGRAMME

Our extra-curricular sports programme operates in addition to the extra-curricular programme that is coordinated and led by the main school. Together, these programmes offer a balanced and diverse range of after-school activities for you to enjoy.

The boarding programme has been designed exclusively for boarding students and the activities have been carefully selected in order to take full advantage of the beautiful natural environments and wonderful sports facilities that we have nearby.

The objective of the programme is to encourage physical activity, whilst creating friendships, camaraderie and a togetherness through sport. Not only does our programme benefit your physical health, but it plays a massive part in developing and maintaining positive mental health and an overall sense of well-being, too.

## OFF-CAMPUS GYM

As part of our commitment to supporting your overall wellbeing and healthy lifestyle, we are pleased to offer access to SOHO Fit Gymnasium , a fully equipped gym located in Badalona, just a short 15-minute journey from Hamelin-Laie.

SoHo Fit offers a range of modern fitness facilities, including weight and cardio equipment, fitness classes and wellness services. It is an excellent option for you if you wish to maintain or build your fitness routines beyond the school ground.

If you are interested in joining, the gym provides an annual membership package. Should your parents approve your participation, the cost will be recharged to your school account, making the process straightforward and secure.

Please note:

- Membership is voluntary and subject to parental permission.
- Once signed up, you will be expected to follow all gym rules and attend during approved times.
- Transport to and from SOHO Fit will be arranged for some days throughout the week in line with our other extra-curricular activities programme.

If this is something you would like to pursue, please speak to Boarding Staff who will guide you through the sign-up process.

## PADEL TENNIS CLUB

Padel tennis is one of the fastest growing sports in the world and is now played by over five million people here in Spain, making it the second most popular sport in the country in terms of participation.

The game is engrained in both Catalan and Spanish culture, which is why it plays such an integral part of our extra-curricular programme. Our Padel Tennis Club takes place on Monday afternoons and is our most popular after-school activity.

## BEACH TENNIS CLUB

Beach tennis was born in Italy, but it grew up here in Spain where it has exploded into a hugely popular professional sport that is played on every coastline in the country.

The impressive El Masnou Beach Tennis Club is a short walk away from campus, and this is where we hold our Boarding Beach Tennis Club sessions on Wednesday afternoons.

## WATER SPORTS CLUB

We are truly blessed to live a five-minute walk from the Mediterranean Sea with its endless stunning coastline and golden sandy beaches. This beautiful natural environment is where our Boarding Water Sports Club sessions take place on weekends during the Summer and Autumn Terms.

Depending on the environmental conditions, you will have the opportunity to practise how to sail, surf, windsurf, sea kayak, SUP (stand-up paddle) and padel surf.



# WEEKEND ACTIVITIES AND TRIPS

With its blend of cultures, arts, sports and history, Barcelona is a fantastic place to live with amazing opportunities to experience fun and interesting weekend activities. Every week we organise excursions and activities in Barcelona and beyond so that you can make the most of living in this exciting part of the world.

- Water sports in the Mediterranean Sea and beach days (sailing, paddle boarding and kayaking)
- Cultural excursions and festivals in different parts of Catalonia and Spain
- Takeaway nights
- Shopping trips
- Visits to local restaurants

One mandatory weekend activity for all boarders is a requirement each term. Information of the days and times are published on house noticeboards in advance of the activity taking place.

Be sure to immerse yourself in the Spanish and Catalan culture. Spend time with your friends and build the connections that you will take with you for a lifetime.

All Weekend Activities and Trips are published on the REACH Events Portal for you to sign-up too.





6

FOOD AND  
MEALTIMES

## LET'S EAT

You will enjoy a wide variety of fresh and delicious meals cooked in house by our amazing catering team. They make sure you will have access to a healthy Mediterranean diet with plenty of fresh fruit and vegetables. You will also get to try new cuisines as we take pride in celebrating the many cultures amongst our boarders through food. We also like to make use of our outdoor kitchen and pizza oven and it's a tradition that our boarders love.

Enjoying a meal with friends is an important part of boarding life at Hamelin and it is one of our boarding rules that if you are in Year 10 & 11, you must attend breakfast. Breakfast, brunch, lunch and dinner are all served in our spacious dining hall. We kindly ask you not to take food out of the cafeteria at any time.

## SNACKS & DELIVERIES

If you wish to have a light snack outside of meal times, you will have access to fresh fruit, along with other exciting healthy snacks that may be collected from boarding reception after school or over the weekends. Snacks are not available after Study Hour and before bedtime.

We also have an on-campus tuck shop that you may purchase snack items from after school.

You will be able to order takeaway over the weekends from Uber Eats, Just Eat or GLOVO. Please note that any takeaways delivered mid-week will be confiscated.

Please ensure that takeaways are cleared away after you have eaten including cooking utensils, crockery and rubbish. Please note that takeaway bags and boxes are checked by staff at reception to ensure no prohibited items make way on to campus.

## FRESH DRINKING WATER

Keeping hydrated is essential for your health, focus and overall well-being, especially in our warm climate. Drinking enough water helps you stay alert, perform better in class and feel more energised throughout the day.

To support this, we've made it easy for you to access fresh, chilled drinking water around campus.

You'll find fresh water dispensers in every boarding house. Please bring and use your reusable water bottle and refill it as often as needed. Staying hydrated is your responsibility and these dispensers are there to help.

# ALLERGIES, DIETARY NEEDS & RELIGIOUS PRACTICES

At Hamelin-Laie, we operate a nut-free policy to ensure the safety of all students.

If you have any allergies or dietary preferences (*such as vegetarian, vegan, halal, or lactose intolerance*) please ensure that your parents share with us this information in advance of your arrival.

Our catering team is experienced in accommodating a wide range of needs, and we will work closely with you to ensure your meals are safe, nutritious, and suitable.

We are proud to be a diverse community made up of many nationalities, religions, and cultures. We support the expression of religious and cultural practices by creating an inclusive, respectful and welcoming environment.

When appropriate, we celebrate religious holidays and traditions together as a boarding community.

If you have specific religious needs such as time and space for prayer or dietary adjustments, your parents are to contact us so we can make the necessary arrangements.

## EL MERCAT DE MONTGAT

El Mercat de Montgat is a modern market that features 17+ shops including the Mercadona Supermarket which is a common destination for boarders to buy snacks, toiletries, and other essentials.

It is a perfect spot that is a 10 minute walk away from our campus to pick up fresh produce, local treats or study snacks after school.

# DINING ROOM ETIQUETTE

To ensure a pleasant, respectful, and communal dining experience for everyone, all boarders are expected to follow the guidelines below during meal times in the school dining room:

- **Appropriate Dress:** You must arrive properly dressed in suitable daytime clothing. Pyjamas, swimwear, caps/hats and hoods or any items of clothing that could be considered offensive or inappropriate are not permitted.
- **Footwear:** For hygiene and safety reasons, shoes must be worn at all times in the dining room.
- **Music and Devices:** To encourage conversation and a shared dining experience, headphones, earphones and playing music through mobile phones and/or speakers are not allowed in the dining room.
- **Clearing Trays:** After finishing your meal, you are expected to clear your trays to the designated area, including all used cutlery, crockery and any leftover food items.
- **Shared Condiments:** Sauces, juices, and condiments provided at the servery counter are for communal use and should remain there. They should not be taken to individual tables so others can also access and enjoy them.
- **Dining Room Opening Hours:** You must respect the official opening hours of the dining room. Entering before opening time or remaining in the dining area after it has closed is not permitted. This ensures that catering staff can operate smoothly and maintain hygiene standards.
- **Food Must Remain in the Dining Room:** For food hygiene and safety reasons, you are not permitted to remove any food or drink items from the dining room. This helps the kitchen ensure proper temperature control, reduces the risk of contamination and supports a clean and safe dining environment for all. Fruit is permitted to be taken back to the boarding campus.



# 7

## YOUR HEALTH AND WELLBEING

# HEALTH AND WELL-BEING SUPPORT

Your health and well-being are at the heart of all we do in our boarding community. We encourage all of our boarders to develop healthy habits and balanced lifestyles through personalised health and wellness guidance.

# SAFEGUARDING & STAYING SAFE

Safeguarding is all about keeping you safe and protected at all times whilst you are studying and living with us..

If something doesn't feel right - or if you are worried about someone else - talk to a trusted adult or speak to a member of our Safeguarding team. There are posters around campus and school reminding you who the Safeguarding team are and where you can find them.

We also have a Safeguarding & Child Protection Student Handbook written just for you. It explains your rights, how to recognise unsafe situations and what support is available to you.

Scan this QR code to read it.



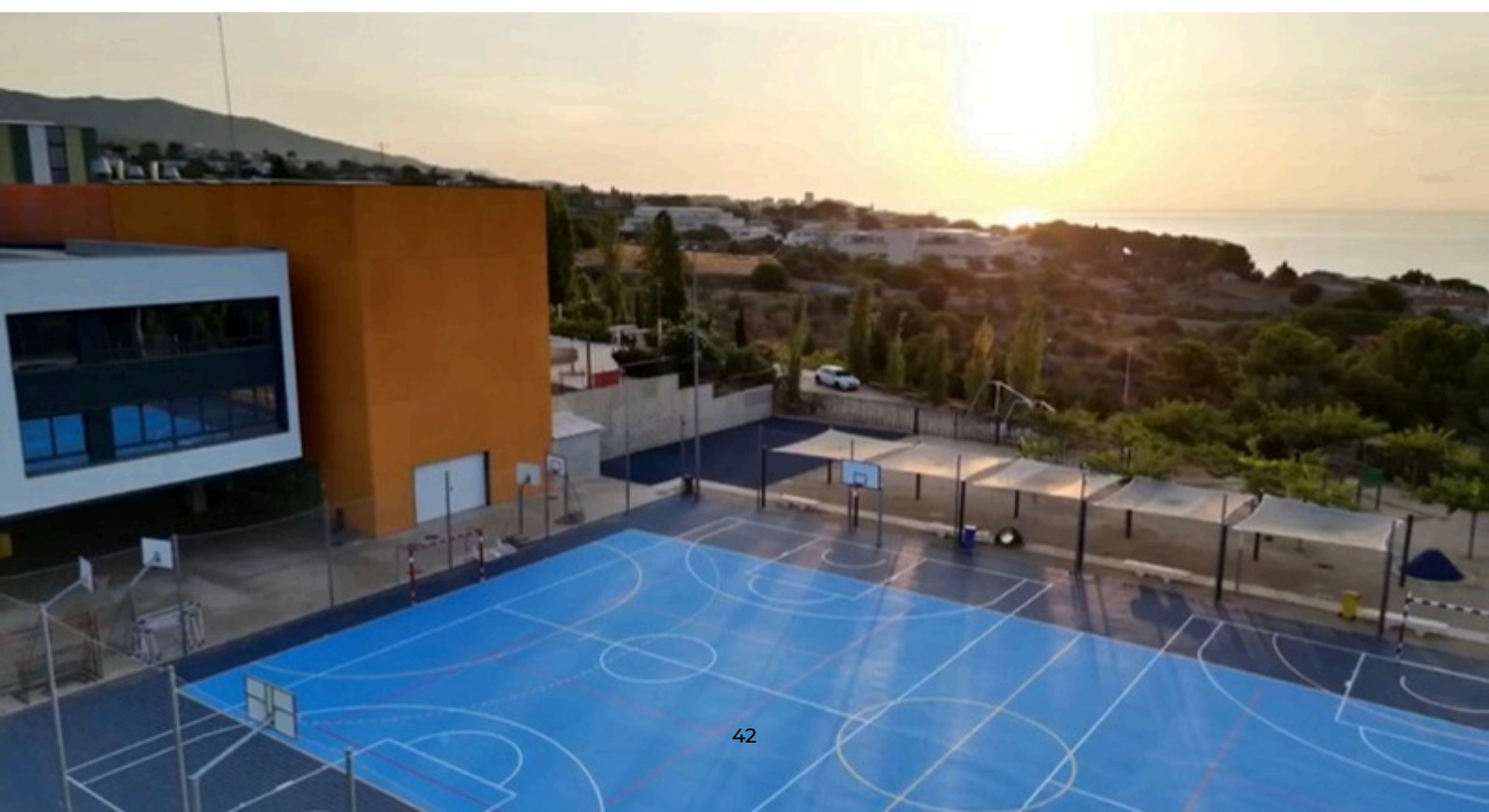
## IF YOU FEEL UNWELL

The first step if you are feeling unwell is to let the House Staff know you feel under the weather if this falls within boarding time. They will then, depending on their individual assessment, either refer matters to the school nurse, external practitioners or recommend boarders to attend school. Both the House Staff and Nurses will make sure you are taken care of and are set on the path to recovery. We will, of course, keep your parents informed.

With regards to your temperature, House Staff go by the national statistics in that if a student displays a temperature of 37.8 degrees C or above, this will be referred to the school nurse for assessment. Any temperatures measured below this statistic will result in a boarder being sent to school with further review if necessary.

If you are 'signed off' unwell for a day, you are required to remain on the boarding campus for the duration and remainder of that day including time after school.

It is only the School Nurses, Principal, Head of Secondary and the Head of Boarding who may permit a boarder to be absent from the school day due to being unwell. While we understand you may be feeling under the weather, it is not up to your parents to decide whether or not you may reside in the boarding house in such situations; that is the decision of our Nursing team here at Hamelin-Laie.



# MEDICATIONS

To keep everyone safe and healthy, all medications (prescribed and/or over-the-counter) must be handed in to the house staff when you arrive. This includes items like paracetamol, ibuprofen, antihistamines, or any other form of pain relief or supplements.

## **Important Guidelines:**

- Do not keep any medication in your room.
- Any medication found without authorisation will be confiscated and reviewed by our school nurses.
- All prescription medication must be accompanied by a valid prescription in English or Spanish.
- If possible, please send this in before your arrival so we can prepare appropriately.

## **Medication Support:**

- Our boarding staff are trained in administering and recording both prescription and non-prescription medications.
- The school nurse works closely with the boarding team and may authorise a student to self-manage their medication when appropriate and safe.
- A small stock of medication is available in the boarding house for minor health issues like headaches, fevers, stomach aches or general discomfort.

# MEDICAL CARE

Our school nurses are based in the main school building providing medical care and support to all students on campus during school time. There are also a number of doctors in the local area who can visit our campus to see you when the nurses deem it necessary and you are unable to travel to the doctors surgery.

In the boarding house, all of our staff are trained in first aid and the management of minor ailments and have access to all local medical services, if needed.

Please note that only the school nurse is able to authorise you to be absent from the school day.

You will be enrolled in Private Healthcare prior to your arrival at school. For specialist services including optometrist, dentists and other medical needs there are options close to our school campus.

After your arrival, you will be registered with the Spanish Public Healthcare Service. .

Our Boarding Coordinator will arrange and manage any appointments. Please be aware that any associated costs including medication and transportation will be charged to you.

# SUN PROTECTION

You are really fortunate to live and study in a climate where for much of the year it is warm and sunny. It is important that you are aware of the heat and sun and make sure that you are drinking enough water and that you are protected from the harmful effects of the sun when you go out.

We recommend that you bring with you and regularly apply SPF 30+ broad spectrum water resistant sunscreen. We encourage every boarder to make sunscreen application a part of their morning routine before school and before starting any outdoor excursion or activity.

Our boarding campus has many outdoor areas of sheltered sunlight and we recommend that you use those areas of shade for outdoor activities where appropriate.



# ACADEMIC SUPPORT

Our boarding programme offers a supportive environment that fosters academic success. There are a wide range of resources on our campus and support systems within our boarding community to help our students achieve their full potential.

We manage a structured study programme in collaboration with our academic team that will support you to develop good study habits and time management skills.

## **SUPERVISED STUDY**

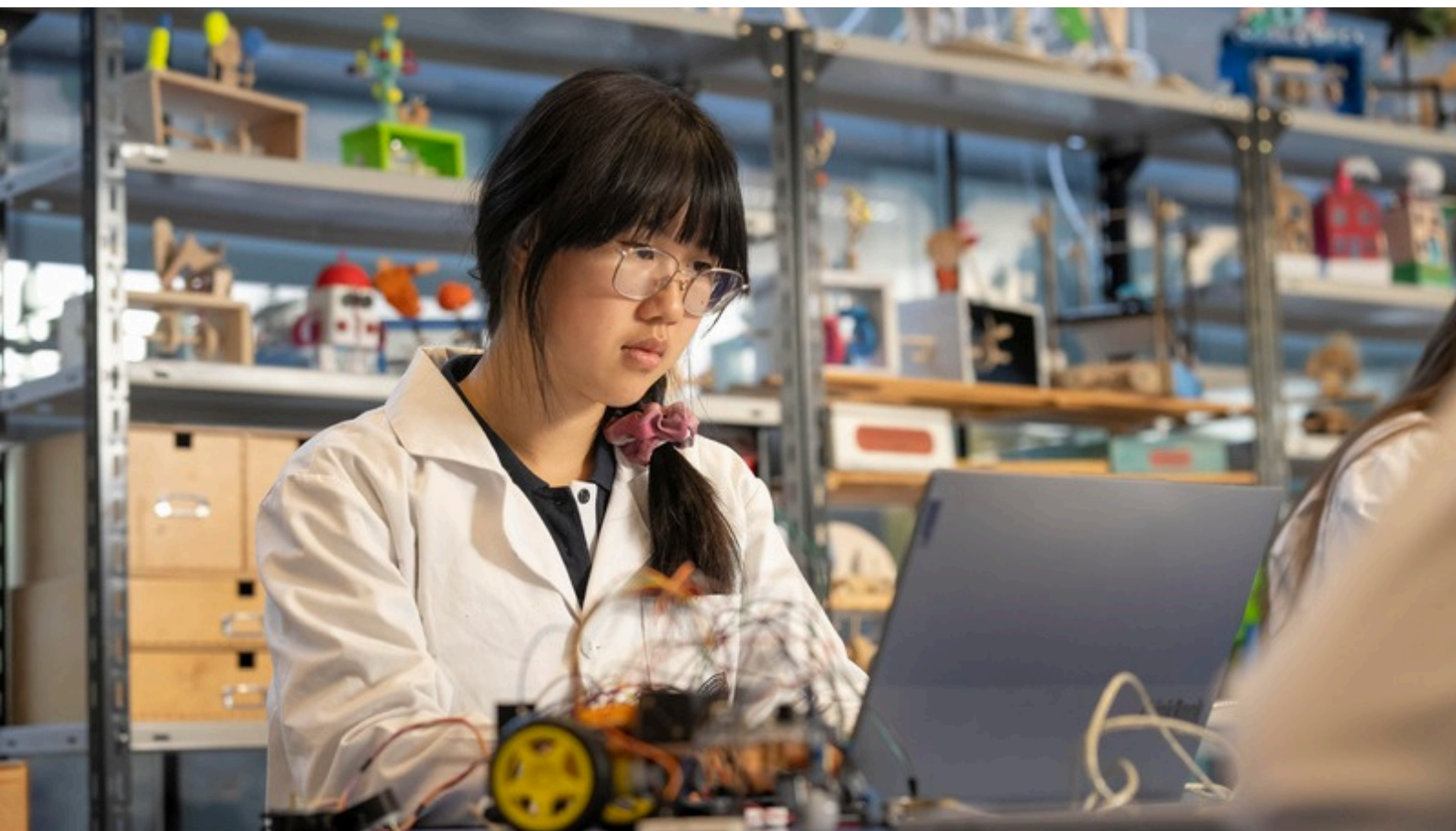
Every evening we run compulsory academic study sessions in the boarding house. Bedroom doors are to remain open throughout the duration of Supervised Study. Failure to comply with this will result in studying taking place with a school Director in a school classroom for a period of time.

## **COLLABORATION**

Our boarding team work in close collaboration with the school Directors, Teachers and Form Tutors to monitor your academic and social progress. This means that any challenges can be managed as soon as they arise.

## **ACCESS TO SCHOOL LIBRARY**

You will have access to the school library and study areas after school hours when required and when supervision allows.



# PASTORAL SUPPORT

## WHO SHOULD YOU TALK TO?

The most important thing if you are feeling upset or unhappy is to speak with someone. Our boarding team is available for support 24/7 and a member of staff can always be found around the boarding campus. Throughout the night you are able to contact A member of the boarding team who is the overnight contact (+934 62 50 50) or equally press the overnight doorbell in your house for assistance.

### WEEKLY MENTOR MEETINGS

Weekly mentor meetings are a good informal opportunity for students to chat to staff.

### CHAT TO US

There a number of formal and informal options open to you if you feel the need to speak with someone. Speak to a trusted staff member or even a fellow buddy or prefect within our student community.

If you need to speak to a professional, your House Parents are always there to help! And if you want to speak with someone who is not directly linked to boarding or academic life, these are options available;

- Parents
- School Nurse
- School Psychologist (*offering drop-in sessions on campus twice a week on Tuesday and Thursday after school*)
- External Agency
- Boarding Heads of House
- Boarding Ambassadors

### EXTERNAL AGENCIES

If you would feel more comfortable speaking with someone outside of Hamelin-Laie, you will find the contact details of a number of safe external agencies on the boarding notice boards and on the back of your bedroom door.

### IN TROUBLE?

If you find yourself in trouble, you can have any member of staff or a friend accompany them when talking to a senior member of staff. Whatever the situation, you will always have our full support with anything that you may need.



# 8

## BOARDING EXPECTATIONS

## DRESS CODE

Year 10 & Year 11 students will wear a school uniform and IBDP boarders will be expected to dress appropriately. Outside of the academic day, casual dress may be worn. We ask that you dress respectably. Items of clothing that may be offensive such as tube tops, short shorts, flannel pants, or sleepwear are not permitted outside the boarding houses or around the boarding campus at any time.

We also ask that you are appropriately dressed at all times while around communal areas of our boarding houses.

## SOCIALISING

There are lots of beautiful communal areas on our boarding campus where you will be able to meet with your friends. Inside you can use the common rooms and outside the gardens have many seating and socialising areas. It's important to remember that at curfew time, you must be back in your own boarding house. Please be mindful of noise levels.

You are allowed to invite day students to visit the boarding campus after school and up until dinner time. Your guest is required to sign in and out at boarding reception with a member of house staff. While on campus, your guest must follow all boarding house rules and expectations. It is your responsibility to ensure that both you and your guest act respectfully and appropriately at all times. If expectations are not met, visiting rights may be restricted, removed and school sanctions will apply.

## IBDP2 BOARDERS

Senior boarders in IBDP2 take responsibility and leadership within our boarding community, alongside the appointed Heads of Houses and Boarding Ambassadors and help with the smooth running of our close-knit community. We expect them to set a positive example at all times.

Along with this responsibility, we attribute a level of trust which allows for extra privileges.

As a part of their leadership role, IBDP2 boarders have the opportunity to mentor our younger boarders and are a part of our boarding support network.

# REWARDS

We want our boarding environment to be a positive environment in which boarders are valued and are encouraged to grow and develop. We use a wide variety of positive messages to recognise and encourage positive behaviour.

## **E-PRAISE**

We use an online system, E-Praise to recognise and track positive behaviour in boarding. You can earn points that can be used to redeem exciting prizes and privileges!



E-Praise points can be given by any member of staff or any senior staff member and are reflective of showcasing Respect, Responsibility & Kindness in all that you achieve!

## **PRIZES AND PRIVILEGES**

Points are accumulated on e-Praise and you can achieve bronze, silver and gold levels depending on the amount of points you have earned, each of which gives access to different rewards. Once you have enough points you will be able to redeem them.

Additionally, weekly boarding certificates and awards are presented at House Meetings, entries in the Hamelin boarding newsletter, house celebration events, end of year prizes and more!

## **BOARDER OF THE WEEK**

Boarders who have excelled in boarding and are top of the E-Praise Leaderboard that week are put forward for the 'Boarder of the Week' award that is decided by the House Staff before celebrating with everyone each Sunday evening during house meetings.

## Boarding Reward Points



### RESPECT

- 5 Top Room Tidiness
- 2 Respecting Quiet Hours
- 5 Respecting Staff
- 5 Great Manners
- 5 Shared Space Etiquette
- 2 Uniform / Dress Code
- 2 Tech / Device Respect

### RESPONSIBILITY

- 5 Great Timekeeping
- 5 Completing Duties in House
- 2 Proactive Behaviour
- 5 Academic Responsibility
- 10 Boarding Ambassador Duties
- 15 Head of House Duties
- 10 Boarding Buddy Duties
- 2 Good Packing Prep
- 2 Self-Care
- 10 Boarding Fire Marshal Duty
- 10 Participate in Extra-Curricular

### KINDNESS

- 2 Helping Others
- 2 Welcoming Attitude
- 2 Emotional Support
- 2 Conflict Resolution
- 2 Group Cooperation
- 2 Kind Gestures



# BEHAVIOUR & SANCTIONS

Our school rules are designed to ensure that everyone is treated fairly, and that Hamelin is a safe and happy place to live. The rules are very fair, and boarders can ask any member staff if they would like more help understanding the expectations.

## KEY TERMS EXPLAINED

### **Verbal Warning**

A formal reminder issued by a member of house staff to highlight inappropriate behaviour. It serves as an opportunity for students to reflect and make positive changes without further consequence.

### **Boarding Strike**

A recorded behavioural warning issued by House Staff. Strikes are cumulative over the course of a term. The accumulation of multiple strikes may lead to further disciplinary consequences as outlined below in the Sanction Pathway.

### **Reflection Hour**

A supervised period of reflection during which students consider the impact of their behaviour.

- A 1-hour Reflection takes place on Mondays after school.
- A 2-hour Reflection takes place on Fridays after school.
- Reflection is held in school and attendance is mandatory for students assigned this sanction.

### **5-Day Boarding Gating**

A sanction that confines the student to the boarding campus for five consecutive days, typically Monday to Friday, though the schedule may vary.

- Students must sign in with house staff every hour from after school until bedtime.

### **7-Day Boarding Gating**

A more serious form of gating. The student is confined to the boarding campus for seven consecutive days, beginning on a day determined by House Staff.

- Students must attend all boarding meal services (breakfast, lunch, and dinner) accompanied and seated with a member of House Staff.
- Sign-in is required every hour after school.

### **Suspension**

Applied for serious breaches of boarding rules or as an escalation of prior disciplinary steps. A student may be suspended from school and/or boarding pending a decision by the Senior Leadership Team's Disciplinary Panel.

- Upon return, the student must attend a reintegration meeting with the panel and sign a student contract outlining expected conduct.

### **Exclusion**

Reserved for the most serious violations, including grave breaches of school discipline.

- Expulsion is decided by the schools Disciplinary Panel, in accordance with the principles of fairness and natural justice.

# BOARDING SANCTION PATHWAY

LEVEL	STATUS	INCIDENT	ACTION BY	SANCTIONS AVAILABLE	PERSON RESPONSIBLE
1	MINOR	Failure to obey simple instructions or house procedures	Duty House Staff	Verbal Warning	Duty House Staff
2	REPEATED ACTIONS OR DISRUPTION	Repeats of Level 1	Duty House Staff	X1 Boarding Strike	Duty House Staff
		Occurrence of Lateness (1-10min) in a week		No leave out that evening until room is	
		Room Check Fail			
		Persistent silly behaviour		X1 Boarding Strike	
		Persistent lack of organisation			
		Lack of manners			
		Uniform infringement			
Failure to sign in/out					
<b>TIER 1 – 1hr Reflection Hour – 3 Boarding Strikes Accumulated</b>					
3	REPEATED ACTIONS, DISRUPTION & FAILURE TO RESOLVE THE PROBLEMS AT LEVEL 2	Failure to resolve problems at Level 2	Duty House Staff	As above but leading to tier 2	Duty HouseParent
		Use of any offensive or inappropriate language in the earshot of staff			
		Disruption at prep time, bedtime or throughout the night			
		Playing staff off against one another			
<b>TIER 2 – x1hr Reflection Hour and loss of privilege to sign out on Friday evening – 6 Boarding Strikes Accumulated</b>					
4	BLATENT DISOBEDIENCE, CONTINUAL REPEATED DISRUPTION	Repetition of Levels 1,2 or 3	Duty House Staff with HouseParent – Head of Boarding informed	Multiple boarding strikes	Duty HouseParent
		Blatant Disobedience		As above but leading to tier 3 (9 boarding strikes)	
		Out of bounds on campus			
		Lateness 15min+			
		Public displays of affection (PDA)			
		Visiting other bedrooms at night			
<b>TIER 3 – x2hr Reflection Hour and Loss of privilege to sign out over the Weekend (Friday, Saturday and Sunday) – x9 Boarding Strikes Accumulated</b>					

# BOARDING SANCTION PATHWAY

LEVEL	STATUS	INCIDENT	ACTION BY	SANCTIONS AVAILABLE	PERSON RESPONSIBLE
5	SERIOUS	Repetition of Level 4	Duty House Staff with HouseParent – Head of Boarding informed	Multiple sanction points	Duty HouseParent
		Rudeness to staff		As above but leading to Tier 4 (12 boarding strikes)	
		Fighting or any inappropriate actions towards other students			
		First occurrence of being off-campus without the relevant permissions			
		Damage to boarding property or misuse of boarding property.			
		Breaking conditions of the Hamelin-Laie Internet Appropriate Use			
		Failure to follow fire evacuation procedures or tampering with fire equipment			
		Lateness 30min+			
<b>TIER 4: Meeting with the Head of Boarding – 5 Day Boarding Gating including attending all Reflection Hours – x12 Boarding Strikes Accumulated</b>					
6	VERY SERIOUS	Repetition of level 5	Head of Boarding – Head of Secondary informed	Multiple sanction points	Head of Boarding
		Petty theft		As above but leading to Tier 5 (15 boarding strikes)	
		Being in the possession of smoking / vaping materials (including lighters and matches)			
		Forging or misleading leave requests			
<b>TIER 5: Meeting with the Head of Boarding &amp; Head of Secondary – 7 Day Boarding Gating including attending all Reflection Hours – x15 Boarding Strikes Accumulated</b>					

# BOARDING SANCTION PATHWAY

LEVEL	STATUS	INCIDENT	ACTION BY	SANCTIONS AVAILABLE	PERSON RESPONSIBLE
7	EXTREMELY SERIOUS	Repetition of Level 6	Head of Boarding with Head of Secondary and Principal informed Head of Boarding consults with Head of Secondary and Principal	Suspension and/or Exclusion as decided by the disciplinary panel (Head of Boarding; Head of Secondary and Principal)	Principal
		Being associated with smoking / vaping activity			
		Entering a room or house of the opposite gender			
		Violence or threatening behaviour			
		Being in the possession of smoking materials			
		Bullying			
		Use of offensive language to staff			
		Any drug related incidents			
		Serious incidents of theft			
		Drinking; being in the possession of alcohol; being associated with alcohol			
		Smoking			
		Inappropriate sexual behaviour or misconduct			
		Any incident which affects Health & Safety including tampering doors, windows or locks.			
		Bringing Hamelin-Laie into disrepute that may include police investigations or positive drug tests.			
Second occurrence of being off-campus without the relevant permissions					
<b>TIER 5: MEETING WITH THE PRINCIPAL – SUSPENSION/EXCLUSION FROM BOARDING/SCHOOL</b>					

# SEARCHING BOARDERS, THEIR POSSESSIONS AND PERSONAL SPACES

**Informed consent:** Boarding staff may search a student or their possessions or accommodation with their consent for any item. If a member of staff suspects that a student has a banned/prohibited item in their possession, they can instruct the student to empty their pockets or bag. Refusal to comply will result in appropriate sanctions.

## **Searches without consent:**

In relation to banned/prohibited items, the Principal / Head of Secondary or the Head of Boarding may authorise the search of a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a banned/prohibited item in their possession.

## **Banned/Prohibited items include:**

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers, vaping materials
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).

## **Searching with consent:**

Before any search is undertaken the student will usually be asked to give informed consent to be present. In seeking consent, the age and maturity of the student will be considered together with any special needs the student may have. Written consent will not usually be required.

The consent of the student must be obtained for searches for items that are not "prohibited items" as listed above. The consent of the student must be sought even if not at school at the time. If a member of staff suspects that a student has an item that is banned in boarding, they can instruct the student to turn out their pockets or bag.

If the student refuses to provide consent disciplinary action may be taken.

## **Confiscation:**

A member of staff may confiscate, retain, or dispose of a student's property as a disciplinary penalty where it is reasonable to do so. If illegal items are found, Hamelin-Laie are duly bound to contact the relevant authorities.

# SEARCHING ELECTRONIC DEVICES

An electronic device such as a mobile phone or a tablet computer may be confiscated in appropriate circumstances. If there is good reason to suspect that the device has been, or is likely to be used to, cause harm, disrupt teaching and learning, break School Rules, commit an offence, or cause personal injury or damage to property, any data or files on the device may be searched and, where appropriate, data or files may be erased before the device is returned to its owner unless the device needs to be given to the authorities.

Any search of an electronic device will be conducted in the presence of a member of the Child Protection team and in line with school procedures.

Hamelin-Laie is not required to gain parental consent to examine a student's mobile phone, or device, which has been confiscated to conduct a 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or might be, used to commit an offence or cause personal injury or damage to property.

Any data or files will only be erased, if there is good reason to suspect that the data or files have been, or could be used to cause harm, to disrupt teaching and learning or break school Rules. 'Good reason' to examine or delete the data or files requires a staff member to reasonably suspect that the data or file in question has been, or could be, used to cause harm, to disrupt teaching or learning or break the school rules.

If inappropriate material is found on an electronic device, the member of staff may delete the material, retain it as evidence of a breach of school discipline or criminal offence, or hand it over to the authorities if the material is of such seriousness that such involvement is required. This includes material that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image.

For any material which is inappropriate, but not requiring police attention, the staff member can delete any files or data from the device or retain the device as evidence of a breach of school discipline.



# 9

## RULES AND REGULATIONS

# TIME OFF CAMPUS

Parents are welcome to request time away (overnight) for you over the weekend and should send the request no later than each Thursday evening - via REACH for the forthcoming weekend. It is the responsibility of parents to make sure that they are satisfied with the time away and that there is a responsible adult over the age of 30 present. Hamelin cannot be responsible for a boarder who is temporarily out of our care. Weekend leave runs from the end of school on a Friday (*not before 16:00 unless specific permission granted*) until Sunday 20:30) The expectation is that school commitments are fulfilled before any weekend leave is granted.

Please also be aware that it is standard practice for your bags to be checked upon returning from day or overnight leave by House Staff before returning to your accommodation.

# WEEKEND LEAVE PROCEDURE

Request to be sent to the Boarding Team via REACH Boarding for approval - before 21:00 on Thursday.

## Details to include:

- Proposed dates and times of the weekend leave
- Address the boarder will be residing at
- Details of the responsible adult the boarder will be staying with and an emergency contact number
- Details of how the boarder will travel to their destination and whether or not transport is required.

## For visits with non-family members:

### From Parents/Guardian:

- The full name of the responsible adult (*over the age of 25*) responsible for your child.
- The full address your child will be residing for the duration of their stay.

### From the Host:

- Full contact details (full name and emergency contact information)
- A copy of their Identification (if not a parent of a Hamelin Student).

# DAY LEAVE PROCEDURE (MIDWEEK)

We encourage you to be independent and there are times during the week when you will be able to head out to the local supermarket, fitness centre or to go for a meal in Montgat.

Permission must be obtained through our online platform REACH Boarding, for any time you leave campus and leave through the Carmen Amaya entrance / exit. You must report back in at the reception area with a HouseParent when you return. To ensure safety whilst off-campus, all boarders must ensure that they have the house contact number on their devices.

It is important for boarders to remember that they still represent Hamelin whilst off-campus and should behave in an appropriate manner.

## BEACH LEAVE

Living so close to the coast means you'll have the chance to enjoy some time at the beach but safety always comes first.

Beach Leave is available on REACH and you must request approval in advance. Because being near water is considered high-risk, there are extra safety steps you need to follow before being allowed to go.

You must have:

- Attended the Boarding School Beach Safety Presentation during induction
- Read, understood and signed the Beach Safety Essential Agreement Form (annex in this handbook).

i

This agreement confirms that you:

- Know the hazards, risks, and dangers of visiting a beach
- Agree to stay Sun Smart, Sea Smart, and Beach Smart at all times
- Will behave responsibly and respectfully as a student representative of Hamelin-Laie.

A Few Safety Reminders:

- Always wear sunscreen and stay hydrated
- Never swim alone
- Follow all staff instructions and flag warnings
- Be on time for check-ins and curfews

Remember! Beach Leave is a privilege—your safety and conduct must always come first.

## OUT OF BOUNDS

Outside of school hours, you must be within the boarding campus - unless arrangements have been made with the boarding house staff.

Areas that are out of bounds unless you are accompanied by a member of the boarding team:

- School buildings (including classrooms after 19:00)
- Staff apartments
- School outdoor areas beyond the boarding campus after 21:00.
- Bedrooms of opposite gender boarding houses.
- Another boarders room after the official 'lights out' time.
- The outdoor Greek Theatre

## VISITORS

Boarders must be aware that all areas of the boarding campus, excepting their personal room, are public areas and visitors may be present at any time.

We welcome visits from parents, but ask that you first make arrangements with the boarding team before your arrival on campus. We ask you to be mindful of our boarders privacy and if you need to enter a boarding house during your visit, please inform the staff so that they can make the necessary arrangements. [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com)

Parents and visitors are not permitted within our boarders accommodation areas during term time - but are welcome at the start and end of term time.

## BUSINESS & GAMBLING

Boarders are not permitted to engage in any business activities, including but not limited to running or contributing to a company, website, publication, trading, gambling, or betting (whether on or off campus) without prior written approval from the Head of Boarding.

# RELATIONSHIPS

At Hamelin-Laie, we encourage positive friendships and respectful relationships among boarders. However, public displays of affection (both on and off campus) are not appropriate within the school community. Any form of sexual misconduct or inappropriate behaviour, regardless of where it occurs, will be treated with the utmost seriousness and may result in expulsion.

Boarders are not permitted to communicate or socialise with other boarders (*particularly of the opposite sex*) through open windows.

This includes:

- Calling out to or speaking with others through open windows
- Passing notes or items between rooms
- Linger near the entrances or outside windows of another boarding area

These behaviours undermine personal boundaries, privacy and the expectations of conduct within the boarding community.

Any breach of this policy will be taken seriously and may result in disciplinary action.

We appreciate the support of both students and parents in upholding these standards for the wellbeing of all boarders.





a) median  $n = \underline{\underline{6}}$

$$\frac{200}{2} = 100^{\text{th}}, 101^{\text{st}}$$

b) mode = 6

c) i)  $Q_1 = 5$

$$Q_3 = \frac{8+9}{2} = 8.5$$

d)  $\frac{54}{200} \times 100\%$

$$\begin{array}{r} 27 \\ 54 \\ \hline 200 \end{array}$$

# 10

## INFORMATION FOR PARENTS

# INFORMATION FOR PARENTS

We use email, Work WhatsApp accounts and social media to inform boarding parents of recent and upcoming news and provide regular updates. This includes weekly boarding round-ups and reviews of activities our boarders have been taking part in.

If parents require support with those aspects of school life encountered on a day-to-day basis, including practical issues such as lost property and indeed with anything that can make the home-school transition as smooth as possible. Please contact us via [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com).

## DROP OFF & SETTLING IN

When you drop your child off at boarding, it's essential that you give them the space to settle in independently. The house staff are trained to support this process and ensure every boarder feels safe, welcome and included from day one.

We run orientation days packed with fun activities, guided routines and important information to help students feel part of the community and ready for the year ahead. These first days are key to forming early friendships and building confidence in their new environment.

We kindly ask parents to say goodbye promptly and trust us to take it from there. Staying longer or frequent check-ins in those first few days can make settling harder for your child and as such, if you plan to stay in Barcelona after dropping your child off, it is expected that they remain on campus with us for the induction process.

## UNDERSTANDING HOMESICKNESS

It's completely normal for some boarders to feel homesick during the early days and weeks. That's part of adjusting to their new environment and it usually passes quickly with the right support.

Here's how we help:

- We keep routines predictable and comforting.
- We encourage students to get involved and stay active.
- House Staff check in regularly and offer emotional support
- We work behind the scenes to connect students with peers who can support them
- A 'Boarding Buddy' is assigned from a returning boarder to ease the process.
- If needed, we involve our school counsellor

Most importantly, we don't rush it. Every boarder adjusts in their own time. If we have concerns, we'll contact you directly and work together to support your child.

### **Here's how you can help:**

- Keep goodbyes short and confident
- Long, emotional farewells can make your child more anxious. A calm, reassuring goodbye shows your child you trust them to manage
- Don't rush to "rescue" them
- If your child calls upset, listen and reassure - but avoid offering early visits or taking them home. This can interrupt their settling process
- Stay positive
- Speak confidently about boarding. Remind them why they chose this path and focus on the good things - new friends, experiences, and independence.
- Stick to routines
- Send messages or call at agreed times. Avoid constant contact as it can make them feel more disconnected from their new environment
- Let them problem-solve
- Encourage your child to speak to house staff if they're struggling. This builds independence and helps us support them directly
- Instead of "Are you homesick?" try "What did you enjoy today?" or "Who did you meet?" This helps shift focus

## **CONFIDENTIALITY**

We always set out to respect our boarders confidentiality at all times, though we appreciate disclosure may be necessary when issues pose a health or safety concern. The confidential information held within the boarding registration form is important to us to look after our students the best that we can. Please ensure that it is filled in accurately and that we are aware of any medical conditions which might occur.

## **BOARDING REPORTS**

Boarding reports are published three times during the academic year. Reports will cover how your child is settling into boarding life, what is going really well and if any improvements are required.

### **CURFEW TIMINGS**

We would like to take this opportunity to remind you of the importance of your child adhering to the established boarding routine timings during the week and over the weekend. These timings are carefully designed to support the wellbeing, academic progress and community life of all our boarders whilst maintaining consistency for all.

As such, House Staff are expected (*and are duty bound*) to ensure that all boarders return to campus by the stipulated curfew times outlined within this Handbook. For the benefit of the wider boarding community, we are unable to accommodate individual alterations or deviations to this schedule.

# YOUR CHILD'S ALLERGIES & DIETARY NEEDS

If your child has any allergies, dietary requirements or religious needs, we kindly ask that you inform us before arrival by emailing [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com). This allows us to prepare and ensure your child's wellbeing and comfort from day one.

For any medically diagnosed allergies or dietary conditions, we require:

- A doctor's note confirming the allergy or condition
- The results of any relevant medical tests supporting the diagnosis

This documentation is essential for us to put appropriate safety measures in place and to inform our medical and catering teams. We cannot make formal accommodations for medical dietary needs without this documentation.

If your child has any religious or cultural needs (e.g. halal meals, time for prayer, observance of specific holidays), please also communicate these in writing so that we can plan accordingly and offer respectful support within the boarding environment.

# YOUR CHILD'S BIRTHDAY

At Hamelin-Laie, we know how important it is for parents to know your child's special day is celebrated, especially while they are away from home! That's why we make sure every boarder whose birthday falls during their time on campus is recognised in a thoughtful and consistent way.

To keep things fair for everyone, all birthdays are celebrated with the same care and attention. When your child returns to the boarding house on their birthday, they will find:

- Balloons (*with photos from home in their bedroom if sent through to us in advance*), ready and waiting to welcome them back home to boarding.
- A birthday cake set up in their room (*with candles*) for them to enjoy with their peers.
- A personal birthday note or message from home, (*if sent through to us in advance*) printed and placed next to the cake.

We invite families to take part in the celebration! You are welcome to:

- Send photos from home to [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com) which we will print and peg to the birthday balloons.
- Write a short birthday message or note which we will print and leave in their room with the cake

This small celebration is our way of helping each boarder feel remembered and appreciated on their special day... even while they're away from home.

# REACH BOARDING APPLICATION

The Reach Application is a student management system that is designed specifically for boarding schools.

It helps us at Hamelin to manage an extensive range of residential activities including leave management for day, overnight and beach leave.

## ACCESS 24/7 FROM WEB BROWSER OR MOBILE APP

Reach is cloud-based and can be accessed from any device with an internet connection, using either a web browser or via the mobile app.

## WHAT'S NEXT?

You will receive a Welcome email from us with a link that will take you the place where you can set up your username and password to log into the Reach platform. Once you have completed this you will be able to login via a web browser and the accompanying Reach app.

## HOW TO ACCESS REACH

Once you have a profile created via the Reach web portal by your school, your login will be set, at this point, you also have access to the mobile app.

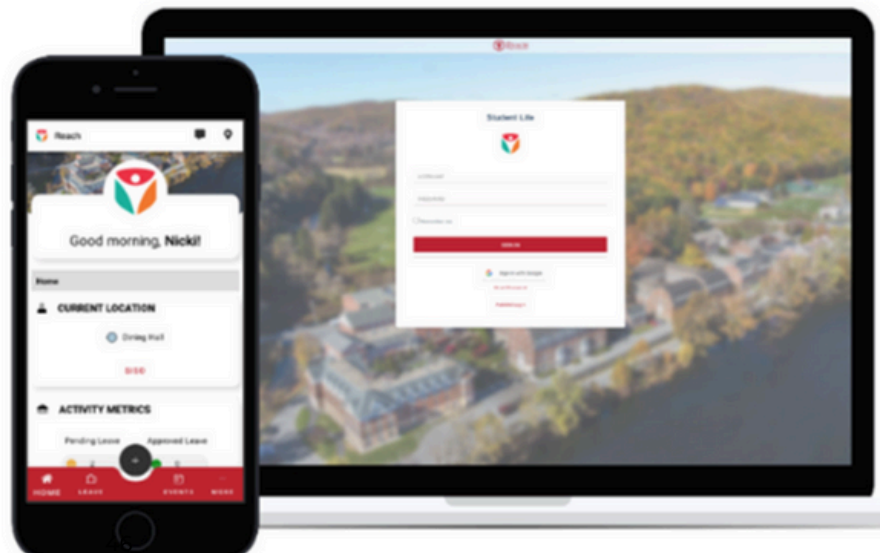
- Download the app, it is free and available to download for Android and Apple devices.
- Search for 'Reach Student Life Management' in either the Google Play Store or iTunes store.
- VIA The Reach Mobile App

The Reach app is designed for use as a transaction platform, it is free and available for use by all parents that have an account. The app provides access to the major transaction elements for parental users. It is not a complete replication of all functionalities available via the Reach web portal. To view detailed explanations of each section of the app, please view the: [Parent Mobile App User Guide](#).

## TROUBLESHOOTING REACH

If you experience any issues using REACH - whether it's trouble logging in, submitting a leave request, or receiving notifications, please don't hesitate to contact us.

All REACH-related troubleshooting or questions should be directed to the Head of Boarding through: [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com)



# BEACH LEAVE

Due to the high-risk nature of open water, we have strict safety procedures in place to ensure the wellbeing of all boarders.

Beach Leave is only granted through the submission of a REACH Beach Leave request and is subject to approval by House Staff based on each boarder's readiness and responsibility.

In order for your child to be eligible for Beach Leave, they must have:

- Attended the Boarding School Beach Safety Presentation during their induction at the start of the academic year.
- Read, understand and have signed the Beach Safety Essential Agreement Form (Annex) after their induction
- Your authorisation signed on the same Beach Safety Essential Agreement Form (Annex) confirming your consent and your child's understanding of the risks and expectations.

We kindly request that you review and complete the attached Beach Safety Essential Agreement Form (Annex) with your child, and return it prior to their first beach leave request.

# VISITING YOUR CHILD IN BOARDING

Visits are encouraged after your child has settled, and we're always happy to see families reconnect during term time. However, to maintain the privacy and safeguarding of all boarders, we have clear boundaries in place.

During term time, parents and family or friends are not permitted to enter the boarding houses, as other boarders are living in those shared spaces. This is to ensure the privacy, safety and comfort of all boarders residing with us.

Instead, we invite you to make use of our communal areas (*such as the gardens, terraces, or vast social spaces*) to spend time with your child during your visit.

On travel days, such as the start or end of term, parents are permitted to enter their child's bedroom to help with unpacking, packing or settling in.

**To help us manage visits smoothly:**

- Please remember to sign in and out at boarding reception when arriving and leaving campus
- Whenever possible, notify us in advance by emailing [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com) with the date and time of your visit

# YOUR CHILDS ABSENCE FROM BOARDING / SCHOOL

We consider attendance in both school and boarding to be essential for your child's academic success and personal development.

Regular presence allows your child to stay engaged with their learning, participate fully in the boarding community and build strong, consistent routines.

If your child is unwell while on campus, the boarding team will assess the situation and ensure their absence from school is properly justified. However, if your child is off-campus or needs to miss school for any other reason, you must contact us through [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com) with the supporting documentation if you wish for this absence to be considered as authorised.

It is important to note that not all absences will be authorised, even if they are communicated in a timely fashion. In line with our attendance policy and Spanish educational law, only specific reasons (*such as illness, medical appointments, or legal obligations*) qualify as authorised absences.

We would like to remind families that:

- Leaving early for holidays out with our term dates or personal travel during term time is not an authorised reason for absence.
- Unauthorised absences means your child will not be allowed to reschedule exams or receive additional academic support for missed lessons.
- Term dates must be respected and we kindly ask that all travel plans and family arrangements are scheduled during official school holiday periods.

We understand that family commitments are important. However, we also have a duty to uphold the integrity of your child's education and support their wellbeing by maintaining consistent attendance.

If you have any questions about absence, term dates, or travel planning, please contact us directly.

## TRAVEL

To ensure smooth planning and appropriate supervision, all travel requests must be submitted via REACH Boarding at least two weeks in advance of the intended travel date. This allows the Boarding Coordinator adequate time to confirm and arrange all necessary details.

Please note that requests submitted after this two-week window may result in parents being required to arrange independent travel. Even in such cases, all independently arranged travel must still be communicated to and approved by the Boarding Coordinator before your child departs from campus.

## CONTACTING YOUR CHILD

Most IB boarders will have access to a mobile phone, which they can use to stay in touch with home. We recognise the importance of maintaining contact with family, especially as your child is living away from home for extended periods.

However, to support healthy routines, focused study time, and good sleep habits, we instruct our boarders to switch off their mobile phones during key boarding routines - particularly during prep (homework) time, overnight and through House Meetings. These guidelines help promote a distraction-free environment .

If you need to contact your child and are unable to reach them directly, the boarding reception is available to assist. In urgent situations, especially overnight, you may contact the boarding reception telephone line, where a member of the house staff will be available to help.

Our aim is to maintain open lines of communication while supporting boarders in establishing good routines and making the most of their time in our boarding community.

## STAYING CONNECTED WITH US



We believe strong communication between you and the boarding team is key to creating a positive, supportive experience for every boarder. That's why we've set up multiple ways for you to stay informed, involved and connected while your child is living on campus.

We invite all parents to join our Parent & Agent WhatsApp Community group. This is a dedicated space where our House Staff share realtime regular updates, photos and news from daily life in boarding.

It's a great way to see what your child is up to, celebrate achievements, and feel part of the community from wherever you are in the world.

In addition, our Head of Boarding sends a termly newsletter, offering a broader reflection on the term, highlighting key events, and sharing insights into student life and development within the boarding programme.

If you would like to be added to the WhatsApp group or have any questions about communication, please email us at [boarding@hamelinschool.com](mailto:boarding@hamelinschool.com).

We're committed to keeping you informed and involved—because your child's boarding journey is your journey, too.

## REGISTRATION FOR SCHOOL EVENTS, TRIPS & ACTIVITIES

All school events, trips, and school organised extracurricular activities are communicated through iSAMS, the school's official communication and management platform. Boarding parents are expected to actively check iSAMS emails and ensure their child is registered for any event or activity you wish your child to participate in.

Please note: Boarding staff are not responsible for signing your child up for school events or managing their participation. Your involvement in the registration process is essential to ensure your child does not miss out on opportunities and is properly accounted for in school planning.

We appreciate your collaboration in helping us deliver a well-organised and enriching experience for all students.

# THINKING ABOUT A MOVE FROM BOARDING TO DAY SCHOOL?

You must provide the Principal and Head of Boarding one full terms' notice in writing (*means the notice given before the first day of a term and expiring at the end of that term*), specifying the term to which the notice relates and receive a written acknowledgement therefrom to:

- a) discontinue charges for next semester fees
- b) withdraw a boarding student from Hamelin-Laie International School Barcelona for whatever reason to include the non-return of a student following disciplinary action
- c) To change from boarding to day status (*further information detailed below*)

Failure to provide such notice entitles Hamelin-Laie International School Barcelona to make a charge of one semester fees and/or charges in lieu thereof.

International Boarding Students are defined as boarders Parent(s) who work or reside outside of Spain or where the student is normally resident outside of Spain. This for clarity includes all boarders who have been issued with an official 'Power of Attorney' document for their entry into Spain and residence permissions whilst studying in Spain, stating that a named representative from Hamelin-Laie International School Barcelona has full custodianship of the student whilst they are studying and living with us.

With Hamelin-Laie International School Barcelona bearing the responsibility for all International Boarding Students, our responsibility is to ensure that our students needs are met in full, including but are not limited to; nutritional needs, clothing and footwear, housing in the boarding campus, hygiene, housekeeping and other ordinary daily care. This Power cannot be exercised if the student no longer resides on our boarding campus.

International Boarding Students wishing to request to change from boarding to day status, irrespective if the student is considered an adult at the age of 18, must meet set criteria set out below and a final decision being at the discretion of the Principal and Head of Boarding:

Student Eligibility Requirements:

- Complete at least one year within our boarding programme
- Be in good academic standing
- Have no major disciplinary standings in boarding or school
- Have an excellent attendance record

Parental Application Process from day to boarding status: Only applications for a student to live with their Parent(s), Grandparent(s), a Family Member of 25 years and above or a Legal Guardian of 30 years and above holding full and valid Spanish Residency, will be considered.

# FAMILY COMMUNICATION CHANNEL

To ensure smooth and timely communication between families and the Boarding Team, we ask that all parental enquiries follow the communication protocol outlined below:

## **1. First Point of Contact – General Enquiries to the House Parent and/or Boarding Coordinator**

For all non-urgent matters relating to your child's boarding experience (e.g. leave requests, routines, transport and general questions), please email:

boarding@hamelinschool.com

Guaranteed response within 24 hours

## **2. Emergencies – 24/7 Contact**

For urgent or emergency situations only, please contact the Boarding House directly. This phone line is manned 24 hours a day by a member of the House Staff:

+34 934 62 50 50

Emergencies only

## **3. Escalations – Head of Boarding**

For concerns that require escalation or matters related to policy, wellbeing, or ongoing issues, you may contact the Head of Boarding directly:

reece.hay@hamelinschool.com

## **4. General School Enquiries – Main Office**

For questions unrelated to boarding (academic, admissions etc.), please contact the school's main reception:

+34 935 55 67 17

# ELECTRONICS

To support healthy routines, rest and academic focus, if your child is in Year 10 or Year 11, they are required to hand in their electronic devices each midweek evening (Monday - Thursday) at 21:30. Devices are securely stored overnight and can be collected in the morning by your child from Boarding Reception.

Parents are expected to apply settings which restrict access and support safe use of the internet and social media prior to their child arriving to Hamelin-Laie. Please note that any access to inappropriate material on any device is at the responsibility of the person who appears on the contract.

If you are a parent of a boarder in another year group and would like similar device restrictions put in place for your child, we are happy to support this on an individual basis. Please contact the Head of Boarding directly to arrange: reece.hay@hamelinschool.com

To ensure that your child is accessing only age-appropriate material and is not using social media platforms during the school day, we operate a secure internet filtering system. This system limits any attempts to access gaming and social media apps and websites throughout the school day along with inappropriate or restricted content at all times.

Please note, however, that we cannot be responsible for monitoring or preventing access to inappropriate material if your child is using their own mobile data instead of the school network. We strongly encourage parents to discuss responsible digital behaviour with your child and, where possible, apply parental controls on personal devices.

## YOUR CHILD LEAVING CAMPUS

At Hamelin-Laie, the safety and wellbeing of your child is our top priority. For this reason, boarders are not permitted to leave campus during boarding hours without prior approval through our REACH boarding platform.

If your child wishes to leave campus—for example, to visit the local Mercadona supermarket, take day leave at the weekend, or go on overnight leave—we must receive a formal REACH leave request submitted. For Day leave, your child may submit this for your approval. For Overnight leave, as their parents or guardian, you must submit this on their behalf.

To allow time for proper planning, safeguarding checks and approval, all leave requests must be submitted by 21:00 on the Thursday prior to the intended leave. This applies to all types of off-campus activity that take place during boarding time.

Without a confirmed leave request from parents or guardians through REACH, boarders will not be permitted to leave campus.

These procedures are in place to ensure we know the whereabouts of all students at all times and to maintain a safe and well-supervised boarding environment.

## OFF CAMPUS GYM

As part of our ongoing efforts to support the physical and mental wellbeing of our boarding students outwith our campus grounds, we are pleased to offer the opportunity for your child to become a member of SOHO Fit (<https://www.sohofit.com/>) a fully equipped fitness centre located in Badalona, approximately 15 minutes from the school by transport wherever possible.

Please note that all students must be over 16 years of age to join the gym. The off-campus gym is not a formal Hamelin-Laie Extra-Curricular Activity option and it remains optional at parents discretion.

Boarders who sign up will have access to a wide range of gym facilities and fitness classes, providing an excellent way to maintain a healthy and active lifestyle outside of the school day between boarding curfew hours.

We have negotiated a special annual rate of €480 (*a reduced annual fee for boarding students*), which will be recharged to your child's school account upon your confirmation.

If you would like your child to be registered as a member at SOHO Fit, please ensure you complete the relevant field on the "2025-2026 Boarding Student Pre-Arrival Form".

Due to the nature of our partnership with SOHO Fit and our shared commitment to consistency and wellbeing, your child cannot be registered on a daily, weekly or month-by-month basis. Both the gym and Hamelin-Laie view this as an annual commitment, providing structure and continuity for your child should they wish to maintain an active fitness routine throughout the academic year.

Whilst this membership fee covers the period from September through to the end of June, the price remains the same regardless of when during the academic year your child joins. This policy supports the gym's annual registration model and ensures fairness across all student memberships.



11

KEY DATES  
AND HOLIDAY  
PLANNING

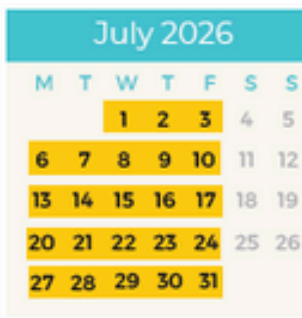
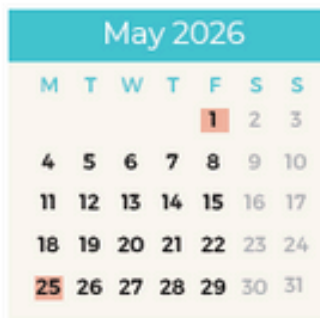
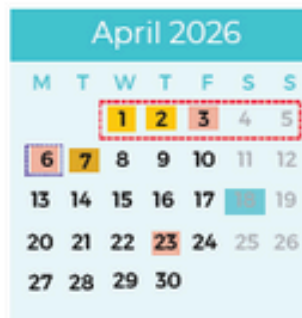
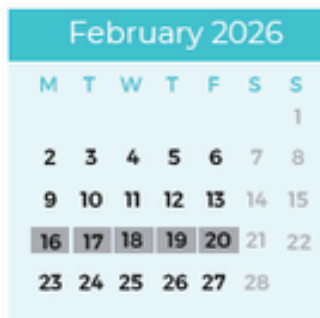
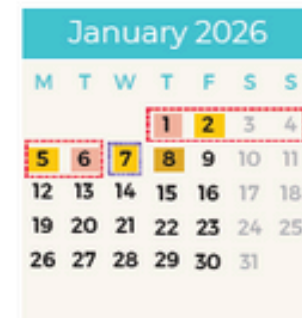
# SCHOOL CALENDAR 2025/2026



HAMELIN-LAI INTERNATIONAL SCHOOL  
BARCELONA  
A NORD-ANGLIA EDUCATION SCHOOL

## Boarding Students

### SCHOOL CALENDAR 2025/2026



- All New Boarding Students and returning Y9-Y11 students return by 5pm
- Welcome Day for New Students and Families (9:00-11:00 AM). Boarding Families departure by 1:00PM.
  - 4th Sept: 1st Day of Term Year 8-Year 11 and Induction day for new Y12 and Y13 students.
  - 8th Sept: 1st Day of Term (Y12 and Y13 Students)
- Year 12 and Year 13 Students return by 5:00PM
- Team Work Events
- International Potluck (26)
- Hamelin-Lai Day (18)
- Half Term: (No school for students. \*)
- Last Day of Term (Half Day for Students).
- Boarding Students departure by 1:00PM.
- Boarding is closed
- Boarding Students return by 3:00PM.
- National & Regional Holidays
- School Holidays
- 1st Day of Term:
  - 8th Jan: Term 2
  - 7th Apr: Term 3
- Boarding Students leave by 1:00PM.
- Staff Training Day (no school for students)

**(\*) Half Term:**

- During the February Half Term, there will be no classes for students. Instead, we will be offering the Ski Week. (destination to be confirmed), which will have an additional cost

During School Holidays, both the school and boarding facilities will be closed.

# ABSENCE FROM BOARDING / SCHOOL

As a boarder at Hamelin-Laie, your attendance in both school and boarding is a key part of your success and growth. Being present helps you stay on top of your learning, participate fully in boarding life and build strong friendships and routines.

If you are unwell and are on-campus, the House Staff will help justify your absence. If you are unwell off-campus or need to miss school for a legitimate reason, your family must inform us through the iSAMS Parent Portal. However, it's important to understand that not all absences will be authorised, even if they are reported.

Leaving school early for personal travel, holidays or early departures from school for holidays during term time is not considered a valid reason for absence and will be marked as unauthorised unless it falls under one of the accepted categories outlined by Spanish educational law.

This means:

- If your family chooses to take you out of school or boarding early for a holiday or trip or organise your departure/arrival before/after term finishes/commences, the absence will be unauthorised.. For IB2 boarders, you may depart after your End of Year Graduation with authorised absence.
- You will not be allowed to reschedule exams or receive additional academic support for lessons missed
- Term dates must be respected and it is your responsibility (*as well as your family's*) to plan travel around official school holidays

We understand that family plans and commitments are important, but we also have a responsibility to make sure your education and wellbeing are not disrupted unnecessarily.

If you or your family have questions about absence or term dates, speak to your House Parent or have your parents contact us.

By following this policy, we keep things fair, focused, and consistent for every boarder.

# SCHOOL HOLIDAY ARRANGEMENTS

All of your travel details must be arranged in advance with our boarding team.

During the Christmas, Easter, Summer and Half-Term holidays, the boarding house will be closed and your families must make arrangements for students to travel home or decide on alternative suitable arrangements and adequate supervision.

Normally, students are able to leave your belongings in your room during the Christmas and Easter breaks. However, it is possible that you may be asked to clear your room during some holiday breaks - you will be given ample notice should this be necessary.

During some of the Half-Term holiday breaks, you can choose to join our activity weeks. We offer: day trips within the region, residential trips within Spain, skiing or hiking trips to nearby countries or a combination of day trips and activities throughout the week.

## END OF THE ACADEMIC YEAR

The end of the school year is Friday 19th June 2026 for all students, except students who are in their final year of the IB Diploma Program (IBDP2). IBDP students finish lessons in April and complete their IBDP exams in May.

The boarding house will close at 1:00pm on Saturday 20 June 2026.

For boarders intending to return to Hamelin for the next academic year, two boxes and a suitcase may be stored within our secure storage facility on campus during the summer holidays.

For boarders leaving Hamelin, all belongings are expected to be suitably packed and personal arrangements made for belongings to be taken from campus by Friday 26<sup>th</sup> June 2026.





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