



Boarding School

SAGE COLLEGE

HANDBOOK 23/24



sagecollegeboardingschool.com



Sage College

The British International School of Jerez



Welcome

FROM OUR HEAD OF BOARDING

Dear Students,

It is with immense pleasure and excitement that I extend a heartfelt welcome to each and every one of you to Sage College Boarding School in the picturesque city of Jerez de la Frontera. As the Head of the Boarding School, I am truly honoured to have you join our vibrant and diverse community.

Sage College has always stood as a beacon of academic excellence, personal growth, and holistic development. Our boarding school is not merely a place of learning; it is a haven where friendships are forged, dreams are nurtured, and potential is realised. Here, we believe in fostering an environment that encourages intellectual curiosity, creative expression, and a passion for lifelong learning.

As you embark on this new chapter of your educational journey, remember that you are not just students; you are integral members of the Sage College family. Our dedicated faculty and staff are committed to guiding, supporting, and inspiring you every step of the way. With their expertise and unwavering dedication, you will be equipped to overcome challenges, embrace opportunities, and emerge as well-rounded individuals ready to make a positive impact on the world.

Jerez de la Frontera, with its rich history, captivating culture, and breathtaking landscapes, will be your backdrop for personal growth and exploration. I encourage you to immerse yourselves in the local community, engage in meaningful interactions, and develop a global perspective that transcends borders.

Together, let us create an environment where diversity is celebrated, ideas are exchanged, and lifelong friendships are formed. I am excited to witness your accomplishments, big and small, and to celebrate the milestones that you will achieve during your time here.

Once again, welcome to Sage College Boarding School. May your journey be filled with joy, discovery, and success.

With warm regards,

RICHARD LENNOX
HEAD OF BOARDING

IMPORTANT INFORMATION

Contact Information



- **Head of Boarding Phone: +34 670 52 39 00**
This is the number you should call if you have any problems outside of the normal day. For example, if you are outside of the college in your free time and need help, or if you are onsite in an emergency where you cannot go to the member of staff on duty.
- **Head of Boarding Email**
boarding@sagecollege.eu
- **School Address**
Sage College The British School of Jerez
Calle Alemania, 2
Jerez de la Frontera
Cadiz, Spain
11408
- **School Reception Phone: +34 956 929 100**
- **Spanish Emergency Services**
112 - Any emergency
061 - Ambulance
080 - Fire Brigade
091 - National Police
092 - Local Police

Wifi Information

- **Name:** STUDENT2020
- **Password:** School2020



Other useful Information

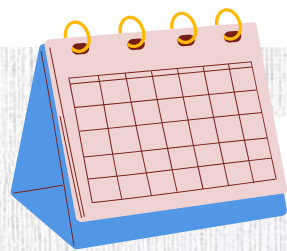


- **Taxi Service:** +34 956 34 48 60
- **Taxi Booking App:** PIDETAXI
- **Centre of town:** Plaza Arenal
This is an easy place to meet your friends and get a taxi.
- **Shopping centre:** Area Sur / Luz Shopping



- Put all of the key numbers in your phone on the first day, just in case.
- Write the school address and school emergency phone number on a piece of paper and put it in your purse/wallet, just in case you lose your phone whilst you're out and about.

IMPORTANT INFORMATION



Agenda

The most up-to-date version of the school calendar can be found on the school website. For school events, it is important to check it regularly as there may be changes throughout the school year.

school calendar



The dates of the beginning and end of each term will remain fixed.

- Please note: Weekly Boarders are expected to be at home on any local or national holidays. If a Weekly Boarder needs to stay at school over a term-time holiday, (excluding Christmas, Easter and Summer) this must be communicated to the Head of Boarding at least one week in advance and an additional tariff will be charged.

Transport



FULL-TIME BOARDERS

- The school will provide support with local airport transfers for international students at the beginning and end of each term. To ensure efficiency in this process, flight details must be provided to the Head of Boarding at least **two weeks** in advance of the flight.
- All transport for boarding excursions within term time will be provided.

WEEKLY BOARDERS

- The school will provide a place on our existing school-bus routes if there is space available for all weekly boarders so that they can travel to school. These places are only included for trips taken on the first and last day of the week, usually Monday mornings and Friday afternoons, and cannot be transferred to other days.

In exceptional circumstances, should a student need to make use of the bus for any reason outside of the use outlined above, an additional tariff will be charged.

PACKING CHECKLIST

Essentials

When preparing for the big day when you leave for boarding school it's only natural to feel every emotion under the sun, from nervousness to excitement to feeling overwhelmed, happy and sad, all at the same time. One of the most important parts of the preparation process is packing the correct essentials without overloading your suitcase with things you don't need.

Here we provide a checklist of all the things we consider to be essential items to pack (and what you shouldn't pack) so you can rest assured you have everything you need to feel settled on arrival and ready for your new boarding school adventure.

- Overnight bag – for weekend trips out of the boarding house.
- Laundry bag.
- Beach towel for the pool or beach excursions.
- Having a torch is useful for when phones are unavailable.
- Clock-radio or travel alarm to help get you up in the morning.
- Spare phone/iPad charger cord/power pack in case they get lost.
- Spare labels like for naming clothing items.
- Reusable water bottle with name clearly displayed.
- Toiletries and toiletry bag.
- Padlocks with a number combination lock.
- Landyard for your keys / key card



PACKING CHECKLIST

Recommended items

Even though we are certain you will have a wonderful time with us this year, it is only normal to occasionally feel home sick or miss your family and friends. As such, we recommend you bring a few of these non-essential items with you to help personalise your space and make it feel like home!

- Notebook or diary for writing in those quieter, reflective moments.
- Portable bluetooth speaker for dorm parties and/or study music.
- Earbuds or headphones - a headphone splitter can be handy when sharing music quietly amongst friends.
- A good book or magazine to be shared or swapped.
- Comfy indoor shoes/slippers for hanging out around the boarding house.



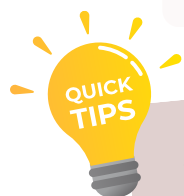
Clothing



In addition to the required school uniform ([click for more details on the school website](#)), casual dress may be worn at evening meals, on weekends, and during afternoon and evening free time. Students should always dress respectfully and remain respectful of the sensitivities of others.

PACKING CHECKLIST

- Casual clothes you would usually wear in your free time.
- Sports wear including appropriate swim wear for school.
- One or two smart outfits in case of a formal occasion.
- A winter jacket.
- School shoes that follow the uniform policy.
- Trainers for sport activities.
- Indoor shoes/slippers.
- At least two pairs of pyjamas.
- At least one weeks set of full underwear including socks!



QUICK TIPS

Be careful not to over pack - you won't wear lots of what you bring and it will take up a lot of space in your wardrobe!
Try to choose items that you can pair in lots of ways to make new outfits!

Prohibited items



This is not an exhaustive list. Any items that are potentially harmful to any member of the school community should not be brought to school. If there are any doubts about an item, students or parents/carers can check with the Head of Boarding.

- Alcohol, nicotine, illegal substances, and accessories.
- Any networking hardware such as hubs, routers, and switches.
- Candles/incense.
- Kettles or coffee makers of any kind. Darts and dart boards.
- Drones.
- Firearms, weapons, or paint guns (including BB guns).
- Fireworks or explosives.
- Lighters/matches.
- Microwave ovens or any other food preparation electrics.
- Wireless access points or extenders. Heaters/air conditioners.

YOUR ARRIVAL AT SAGE



Arrival

When you arrive you will be met by the Head of Boarding and house parent.

They will make sure you have all of your belongings and welcome you to your new home.

Tour

After welcoming you, your house parent will show you to your new room.

They will then give you a tour of the school facilities.

Unpack

You will have some time to unpack your belongings and add any personal touches to your room.

This is a great moment to meet your roommate or next door neighbour!

Free time

In your free time you can begin to relax in your new home.

Take some time to explore the facilities or go with a new friend to explore the area near to school.

Dinner

All of our boarding students and staff come together to have dinner.

Over the meal, your house parent will discuss some rules and regulations for the boarding house.

Down time and prep

After dinner it's time to unwind and prepare for your first day of school.

Use this time to catch up with family and friends and to ask your house parent about any doubts you have for the day ahead.

A TYPICAL WEEK WITH US

Monday-Friday

07:30	Time to wake up
08:15	Breakfast (register taken)
08:35	Room Check
08:45	Morning School registration
SCHOOL HOURS	
16:10	Afternoon School registration
16:30	Merienda
17:00	Free time / clubs
16:45 - 18:15	Wednesday Shopping day
18:30	Prep Session 1 All boarders
19:30	Dinner
20:15	Prep Session 2 (Year 11-13)
22:00	Quiet time (Register taken)
22:30	Lights Out // 23:45 on Friday

Saturday*

10:00	Breakfast (register taken)
11:00	Outing
15:00	Free Time
19:30	Common Room Activity
20:30	Dinner
21:30	Evening activities
23:45	Lights Out (register taken)

Sunday*

10:00	Breakfast (register taken)
10:30	Free Time
14:00	Lunch
15:00	Free Time
17:00	House BBQ//Sports desk
20:30	Prep Session All boarders
22:00	Quiet time (Register taken)
22:30	Lights Out

* Weekend schedules are subject to change depending on planned excursions

ACTIVITIES

Afternoons

In the afternoon we have a number of clubs on offer for students to enjoy. After school clubs are a wonderful way to meet new people, pick up a new skill, or improve your existing abilities, so we strongly encourage our boarders to participate.

Our clubs on offer this year include:

extracurricular programme



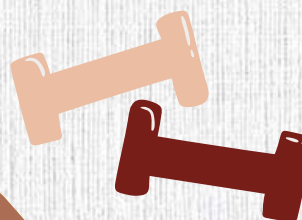
*Please note that external clubs will come with an additional cost.

Weekends

At the weekends students have more free time and so activities and the schedule vary from week to week. As we have much more time on these days, our activities include working on longer term projects.

Weekend activities include:

- Cooking
- Baking
- Cycling
- Movie nights
- Arts and crafts
- Swimming Pool
- Gym training
- Trivia quizzes
- Hiking
- Sport competitions
- Table Tennis
- Karaoke



And many more!

EXCURSIONS

Lots of fun at the south of Spain!!



Each week our students participate in an excursion to explore our beautiful and cultural surroundings.

Typical excursions include visits to places such as:

- The Royal Equestrian Centre of Jerez
- Cadiz
- The beaches of Conil and El Puerto De Santa Maria
- Aqualand Adventure Water Park
- The Cathedral and Alcazar of Seville
- The Roman City of Baelo Claudia, Tarifa
- Gibraltar
- Isla Magica Adventure Park



Excursions are finalised at the beginning of each term. All students are expected to participate in the excursion of the week unless they are unwell.

COMMUNICATION



Communication between the school and yourself will be done through 3 channels.

1. ALEXIA platform. You will be sent an email on how to set up and access Alexia. This platform allows you to receive communication from the school sent to all parents as well as allow you and your parents to track your academic progress and download your reports.
2. Email and telephone contact with the Director of Boarding regarding more important and more boarding specific information will be open for use at all times.
3. The Director of Boarding will be available on a Google Meet every 2 weeks if your parents would like to speak to us directly. The link will be sent to your parents as well as the schedule. A time will be selected which best suits all of our international families.

MEDICAL PROCEDURE

If you feel unwell, you need to contact the houseparent on duty, either in person or on whatsapp, at any time of day or night.

If you wake up feeling unwell, you need to still go down to breakfast and the school nurse will then decide if you need to spend the day in bed. Only the nurse can book you off school.

The kitchen will then be informed by the duty houseparent and lunch will be taken up to the boarders kitchen for you at 14.30.

Should you need to see a doctor, the nurse will arrange a time and you will be taken by a houseparent.

If you are unable to go to school, you will not be allowed to go out that afternoon, or if it is on a Friday, you will only be able to join house activities over the weekend if you are well enough.



UNIFORM AND TEXT BOOKS

The textbook list should have been sent to you. If you would like to order the books through Amazon, they can be delivered to the school address and I will collect them. This is often easiest. If you would like us to arrange your child's textbooks, we can do this too and deduct the cost from your deposit.

Likewise, we can assist with the ordering of the uniform. It does get delivered directly to school if you place the order online by the website <https://paddy.es/categoria-articulo/sage-college-web/> (the code to enter is sage20)

Or if you wish, we can order the uniform for you and deduct the cost from your deposit.



RULES AND REGULATIONS

General Etiquette

1. Mutual respect and consideration are the cornerstones of all interactions between member of the Sage Boarding community.
2. The Boarding House buildings and property must be treated with respect and any damages reported immediately.
3. Civilised behaviour, courtesy and good manners are expected at all times. Running in the House, bad language, shouting and coarseness are unacceptable.
4. English is to be spoken at all times if in the presence of others who do not speak or understand your language.
5. All laws applicable to any person living in Spain must remain observed.

Rooms

All rooms consist of:

- Two double beds
- Two wardrobes with 10 hangers each
- Double desk with chest of drawers.
- Two desk chairs
- Shelf
- Shoe rack



1. All the furniture in the rooms must be kept in perfect condition for the duration of the stay. The costs of damaged items will be charged and taken off the deposit
2. Rooms will be formally and informally inspected. Should any reasonable suspicion exist of banned items in the rooms, the Director of Boarding has the right to search rooms. This will be done in the presence of another member of staff.
3. Beds will be made before breakfast. Rooms will be left tidy each morning.
4. The air conditioning or heating must be turned off each morning.
5. Blinds are to be left open unless sleeping or getting dressed.
6. Rubbish bins are to be emptied each evening
7. No medication is to be kept in the boarders rooms. Medication is to be clearly labelled and will be kept in the Director of Boarding's office.
8. Do not use blue tac or similar products to stick items to walls. Boards will be installed for you to use.
9. Bathrooms doors are to be left open whenever not in use and whenever boarders are not in their rooms.
10. Bed linen must be stripped once a week before school (days to be allocated)
11. No clothes are to be hung over the balconies
12. If required, boarders are to pack up their rooms at the end of each term. You will be given notice if this is required.

RULES AND REGULATIONS

Meals

1. All formal meals will take place in the canteen. Table manners must be of a high standard.
2. Attendance at meals is compulsory. If you will be missing a meal, you are required to inform the duty master of the reason, prior to the meal time.
3. Footwear must be worn. No pyjamas may be worn to any meal.
4. **Special menus are provided**



Leaving the facilities

1. No boarder may leave the boarding facility without permission.
2. On departure from the boarding house, it is the responsibility of the boarder to find the duty master to inform them they are leaving, which meals will be missed and destination. Do not leave the campus without confirmation from the duty master.
3. Ensure that your phone is on all the time (not on silent) and fully charged before you leave.
4. Your live location must be shared whenever you leave the premises.
5. No boarder may go out alone.



Staying with hosts

1. Pupils may stay at a host's house on a Friday or Saturday night if they have completed permission slips from their parents as well as the parents of the host.
2. Permission forms must be submitted to the Director of Boarding by lights out on the Wednesday evening prior to the visit.
3. Boarders need to arrange that their return times do not coincide with outings as you are not allowed to return to boarding if the master on duty is not present.

RULES AND REGULATIONS

Guests

1. Guests are welcome to visit during free times, however, they will only be permitted to visit in the palm tree patio or in the dining room if the weather is poor.
2. No guests may enter the boarding room corridor or common room.
3. Parents may enter the boarding rooms as long as the master on duty is aware of the visit.



Curfew times

Curfew / return times are as follows:

DAY	YEAR 8 / 9	YEAR 10 / 11	YEAR 12 / 13
Monday - Thursday	19:30	19:30	19:30
Friday / Saturday	21:00	22:30	23:30
Sunday	19:00	19:00	19:00

1. **Weekly boarders** should return by **19:00 on Sunday evenings**.
2. Breaking of the curfew will result in sanctions and removal of privilege.

Laundry days

1. Bedding and towels will be provided and will be replaced weekly.
2. Personal items of clothing are your responsibility to wash.
3. The washing machine and tumble dryer are available to you. Assistance will be given if needed.
4. Laundry liquid pods will be provided and the prescribed setting is marked on the machine
5. Girls have access to the laundry on Mondays, Wednesdays and Fridays. Boys have access on Tuesdays and Thursdays. A schedule is available. The laundry can be booked if needed on weekends.



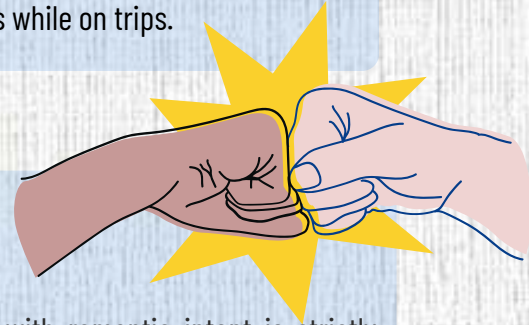
RULES AND REGULATIONS

Outings and Trips

1. Outings are compulsory for all full boarders.
2. Should weekly boarders wish to join the weekend trip, the Director of Boarding needs to be emailed by the parents by lights out on the Wednesday prior to the weekend in question.
3. An additional fee will be charged for weekly boarders wanting to join outings and trips.
4. Boarders are expected to uphold the school and boarding house's ethos while on trips.

Interpersonal Relationship

1. Bullying and intimidation will not be tolerated.
2. All physical contact is to remain respectful. Any physical contact with romantic intent is strictly prohibited.
3. Boarders engaging in any sexual activity will lead to extreme sanctioning.
4. All races, genders, religions, ideologies and political viewpoints are to be respected.
5. Any derogatory comments or discrimination will not be tolerated.
6. Boys and girls are prohibited from being on each others corridors or in their rooms.



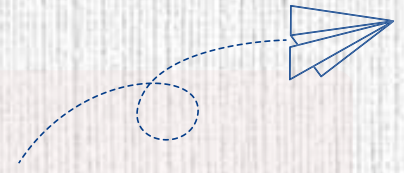
School Facilities

1. The pool, gym, and other school facilities may be used if not being used by the school and with the permission of the duty master. For safety reasons, a minimum of 3 students need to be present for the use of facilities.
2. Facilities are to be left in the same condition as they were found and any damage caused or notices must be reported immediately to the duty master.
3. Sage College is a no-smoking zone.
4. The kitchen is to be kept clean and all dirty dishes placed in the dishwasher. A roster is in place to check the cleanliness of kitchen each morning and evening
5. Bicycles are available for use during free time. Helmets are to be worn at all times, by law.



RULES AND REGULATIONS

Free Time



1. During the week and at weekends, students have periods of free time.
2. In the week students are free between 16:30 and 18:30. They may spend this free time anywhere on the school site, such as the sports court, play ground, or the art room. Students are able to leave campus during this time as long as they have with them their keys and a fully charged mobile phone.
3. All students are required to sign out every time they leave the school site and sign in again immediately upon their return.



Pocket Money

1. In general, we expect our students to be responsible for their own money.
2. Each student is asked to bring a small box with a padlock to store any valuables inside, including any money that they have.
3. All students will be advised to budget their money effectively and will be given support to manage and maintain this, including a record sheet to keep track of money they take out and return.

Study Time

Study time is taken very seriously at Sage College and all students are expected to stick to the study schedule. During the week all students will study between 18:30 and 19:30. This may be done in the common room or in their rooms, but will be closely monitored by the member of staff on duty. Students, particularly those in High School, are expected to use their free time when necessary to complete all of their set homework assignments. An additional homework session runs after dinner for senior students

Bed time

In order to maintain a healthy routine and make the most of their school day, bed times are strictly followed at Sage College. Students will be allowed to keep their phones, but if they are found to be abusing this privilege their phones may also be confiscated to help them maintain a healthy routine.



RULES AND REGULATIONS

Policies

A full and up-to-date list of the schools policies regarding uniform, homework, can be found on the schools website by using the following links:

<https://www.sagecollege.eu/policies-and-procedures/>

<https://www.sagecollege.eu/wp-content/uploads/2023/06/SAGE-COLLEGE-POLICIES-Boarding-Handbook.pdf>



FAQs

● Can students have guests to stay?

Students may have guests visit the boarding house during their free time, however guests are not permitted to stay unless in exceptional circumstances.

● Can students contact home when they want to?

Students are allowed to contact home whenever they wish outside the academic or homework times.

● Can students stay over holidays if needed?

Full time boarders will stay in the residence during long-weekends and any bank holiday. Weekly boarders have the possibility of also staying during this time, at an additional cost and with prior arrangement, though this is not always guaranteed. The residence is closed to all students for the Christmas, Easter, and Summer holidays.

● Can students travel independently at the weekend?

High school students are permitted to go out locally during their free time at the weekend, however they may not stay out beyond curfew/overnight. In exceptional circumstances such as visits from family members, students may travel but only with express parental permission.

● Do students get support with their studies in the boarding house?

During their homework time, students will receive general study support and guidance from the house parent, however any specific academic subject support is not provided.

STUDENT STORIES

It's all very well hearing about what your first week will be like organisationally, but it is often better to hear from those who have already experienced it.

Have a look below as some of our students describe their first few days at Sage and what they love about it:



My name is Vilje, I'm from Norway and I am a boarding student. I've been here in Sage College since September. I really love boarding, because I was given a home away from home, and I have met so many amazing people in this school that I know will be my life long friends

Vilje, Y10

My name is Polina and I'm become part of the Sage College, as soon as I get there. All of Sages becomes for me like as second family. Here you make a lot of cool friends, and in boarding you also meet people that come from different countries. How amazing, isn't it? Furthermore, you will not be left in trouble, everyone will always support and if you need hugs it can be also there as we wish!

Polina, Y11





Boarding School

SAGE COLLEGE

Welcome to our
vibrant and energetic
community!!

SAGE COLLEGE

Calle Alemania, 2
11408 Jerez de la Frontera
SPAIN

CONTACT WITH US

admissions@sagecollege.eu
+34 956 92 91 00

We are proud members of:

