



Ghana
International
School

BOARDING PROGRAMME (GISBP) PROSPECTUS

2025-2026 ACADEMIC YEAR

ACCREDITED BY



MEMBER OF



ABOUT GIS

Ghana International School (GIS) is a non-profit, private, non-sectarian, coeducational day and boarding school. It was established on 1st September 1955 to provide international education to students of all races and creeds, at a time when Ghana was yet to achieve full independence, and international schools were a rarity.

The School, formerly known as Gold Coast International School, opened in the Legion Hall with 38 pupils on roll. The numbers increased to 60 by 1st October and 75 by 1st November, when the enrolment was stopped and a waiting list started, as it was impossible to increase the number of classes in the accommodation available.

In January 1956, GIS moved to its present premises at No. 19, 2nd Circular Road. Here it was possible to expand to a fourth class and increase the student roll to 100. The original building is currently used for Music and Art lessons in the Primary School. The foundation stone of the school was laid on 29th October 1956, by Sir Charles Noble Arden-Clarke, first Governor-General of the Gold Coast Colony (now Ghana).

GIS continues to be a trailblazer, providing the highest quality education to local and international students in a highly competitive educational setting. Currently, 1300 students, aged between 3 and 18 years from over 42 countries around the world are enrolled!

The School boasts of two spacious compounds, spread over ten acres (4 hectares) of land on either side of the Second Circular Road, in a beautiful, lush residential area of Cantonments to the north-east of Ghana's capital city, Accra.

In 2007, GIS became the first international school in Ghana to be accredited by both the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS) respectively. After a successful 5-year review in 2012, GIS embarked on a transformational agenda that culminated in re-accreditation in 2018 by both accrediting agencies. This involved a rigorous school-wide peer assessment, conducted by a 13-member strong accrediting team. GIS is also an active member of the Association of International Schools in Africa (AISA), Educational Collaborative for International Schools (ECIS) and the Association of International Certification Schools, Ghana (ASICS-GH).

Ghana International School is a non-profit institution, registered under the laws of Ghana as a company limited by guarantee.

GUIDING STATEMENTS



OUR VISION

A highly respected school, locally and internationally recognized, providing excellent education in a multicultural setting that produces responsible global citizens

OUR MISSION

To provide an internationally diverse school experience that instills an understanding of each other, promotes holistic development, life skills and learning through a rigorous curriculum that meets international standards

OUR MOTTO

Understanding of Each Other

OUR EDUCATIONAL OBJECTIVES

1. TO MAINTAIN A HIGH ACADEMIC STANDARD THAT:

- Delivers a broad curriculum that draws from various teaching methods, with English as the language of instruction;
- Offers the students opportunities to develop lively, enquiring minds and independent thinking;
- Encourages participation in co-curricular activities; Provides opportunities and encouragement for the professional development of staff;
- Identifies and meets the needs of students, except when student(s) special educational needs cannot be met within the school's resources;
- Keeps abreast of trends in education and ensures that the curriculum remains relevant and dynamic.

2. TO PROMOTE POSITIVE PERSONAL VALUES THAT:

- Cultivate integrity in students;
- Prepare students to become responsible, creative, self reliant and productive members of the global community;
- Encourage effective teamwork;
- Foster a lifelong love of learning

3. TO ENSURE UNDERSTANDING OF AND RESPECT FOR DIVERSITY THAT:

- Provides students with opportunities to share their cultures to promote 'understanding of each other'; Promotes knowledge and understanding of Ghana;
- Promotes respect for other cultures, beliefs, nationalities, gender and persons with different abilities.

4. TO DEVELOP A POSITIVE EDUCATIONAL FACILITY THAT:

- Provides a nurturing, secure, clean and friendly learning environment where students can grow intellectually, socially, emotionally and physically;
- Provides sufficient resources to create and maintain a stimulating learning environment.

5. TO PROMOTE UNDERSTANDING OF AND PARTICIPATION IN GLOBAL CONCERNS THAT:

- Encourage students to regard the natural world as their inheritance and their responsibility;
- Recognise the need to protect and sustain the local and global environment;
- Foster a fundamental understanding of and respect for the rights and freedom of each individual in our community and the wider world in the spirit of the UN Declaration of Human Rights;
- Encourage each student's participation in community service.





GIS BOARDING

PHILOSOPHY, OBJECTIVES & GOALS

The Ghana International School Boarding Programme (GISBP) has been established as a complementary programme in furtherance of the School's efforts toward providing a diverse school experience, life skills and holistic development of its students.

The Programme will provide a 'home away from home' experience for students. As such, the GISBP offers a nurturing, caring and supportive atmosphere with a wide range of activities and engagements in support of student learning, growth and development. GISBP is designed to contribute to the development of learner attributes (including the '6 GIS Attributes' and values highlighted in the school's Guiding Statements) and dispositions of independence, understanding/compassion, sense of responsibility, resilience and adaptability, among others.

Ultimately, the programme will enhance students' global citizenship and intercultural learning abilities, positive personal values, and life skills to cope with the challenges of life and academic pursuit, during and following successful graduation from the School.



BOARDING PROGRAMME STRUCTURE

GENERAL DESCRIPTION:

The GIS Boarding Programme which was designed as a **flexible boarding** programme where students stayed at the boarding facility during the week and spent the weekend with their families at home, has a **full boarding programme option** added on. Students now have the option of choosing either to be on the Full boarding or the Hybrid/flexible boarding programme. Students admitted on the hybrid boarding programme will reside at the school's designated boarding facility from Monday to Friday, during the course of the academic year. On some weekends, the hybrid boarding students will be expected to join their families at home and return on Sunday evening by 7:00pm, in time to participate in Pastoral Care with full boarding students and prepare for each school week. This is because the school appreciates the importance of students continuing to spend quality time with their family at this stage of their development.

On scheduled weekends, students on the hybrid/flexible boarding programme will be required to stay in the boarding facility to participate in enrichment programmes such as extra/co-curricular activities, tutoring support, conferences, competitions and/or programmes that would be organised for students' full participation. This arrangement will be part of the scheduled calendar of activities that will be shared with boarding parents/families at the beginning of each academic term.

All programmes and activities organised as part of the boarding offering will be in line with GIS' guiding statements and in furtherance of the philosophy, goals and objectives of the GISBP.

The target group for the GISBP is Form 3 to Upper Sixth students in the school or interested students from outside the school.



Boarding Programme

Full Boarding Programme

Students enrolled in the Full Boarding Programme will reside at the school's boarding facility for the entire academic term/year, in accordance with the school's academic calendar. All full-boarding students will go home during the mid-term break. They may also visit home during the term when the need arises with an approved exeat.

Hybrid/Flexible Boarding

Students on the Hybrid/Flexible Boarding Programme will stay at the school's boarding facility from **Monday to Friday** and return home on designated weekends to spend time with their families. On scheduled weekends, Hybrid/Flexible students will remain at the boarding facility with full boarding students to participate in enrichment programmes designed to provide students with a holistic boarding experience..

BELOW IS AN OUTLINE OF THE WEEKLY (MONDAY - FRIDAY) ROUTINES OF STUDENTS ADMITTED INTO THE PROGRAMME

TIME	ACTIVITY
5:00am	Wake-up
5:10 am	Cleaning, Shower/bath; prepare for school
5:40am	Room inspections by boarding Tutors / Nurse / Apartment Monitors
6:00 am	Morning Prep
6:50am	Bus departure to school
7:05am	Breakfast
7:40am	Exit Canteen for Form Room registration or Assembly, starting 7:45 am/ School day until 3:10 pm. (Boarding apartments are closed)
3:10pm	End of school day; Dorms open;
3:30pm	1st Bus returns students to boarding apartment for siesta Alternative: Learning Support classes, After School Activities (e.g. Sports) till 4:30pm when the bus returns students to the dorms.
4:30pm	2nd Bus departure for boarding apartment from School
5:15pm	Shower/bath, tidy up and dress for dinner
6:00pm	Dinner / Household Chores
7:00pm- 8:30pm	Supervised Evening Prep
8:30pm	Continuation of individual studies, completion of assignments
10:00pm	Bedtime preparations - lights out in Bedrooms. Students may continue to study in the designated study area up to 11pm

TUESDAYS AND THURSDAYS: AFTER-SCHOOL ACTIVITIES

All students will be required to participate in after-school activities offered. On Thursdays, students will participate in scheduled aerobics and gym sessions from 3:30pm - 5pm.

WEDNESDAYS:

On Wednesday afternoon each week, students will engage in supervised

deep cleaning, washing and tidying up of dedicated boarding rooms/spaces.

FRIDAYS:

For students who are on the **hybrid/flexible boarding programme;** parents/families pick-up their wards from school at the close of the school day if they are scheduled to spend the weekend at home. They are expected to return on Sunday evening by 7:00pm to participate in Pastoral Care Activities.

Parents will be notified well in advance if their wards on the hybrid/flexible boarding programme will be expected to stay for the weekend to engage in scheduled enrichment programmes.

WEEKENDS:

On Saturdays, full boarding students will engage in enrichment activities in furtherance of the GISBP programme philosophy, objective and goals.

These activities will include Weekend Tutoring support and prep at the school, community service and volunteering activities, experiential fun trips, adventure weekends and other activities in fulfilment of the Duke of Edinburgh Awards Scheme. Students will engage in Entertainment activities on Saturday evenings planned by the Entertainment Committee.

SUNDAYS:

On Sundays, Students will take part in Swimming lessons from 10am - 12pm.

In the evening, all students will participate in Pastoral Care sessions from 7:30pm - 8:30pm.

It is important to state that these routines are subject to change in line with updates to the normal school day schedule, emergencies, government directives, examination timetable and other exigencies. The school will at all times practicable maintain contact/communication with parents on such changes.



GISBP ENRICHMENT PROGRAMMES

As part of efforts to provide a diverse school experience, life skills and holistic development for our students, the GIS Boarding Programme will provide opportunities that foster students' development, learning, well-being and sense of belonging; empower students to achieve their academic and personal goals; and prepare them to be engaged, internationally minded and responsible global citizens. Activities relating to students' social and emotional learning, issues of global and intercultural learning, etiquette and grooming, entrepreneurship and community service will be organised for students participation as part of the overall objective for the boarding programme. Others include housekeeping, health education, conflict management, digital literacy, individual personal growth and development, substance/drug abuse, healthy diet as well as career/college preparations. Community service and volunteering opportunities, conferences and competitions will be an integral part of the GISBP offerings. **The Duke of Edinburgh International Award Scheme will be pursued by all students in the GIS Boarding Programme (<https://hosaghana.org/>).**

All these activities as outlined in the framework below is in furtherance of the school's effort toward providing our boarding students with a diverse school experience that prepares them to be internationally minded and responsible global citizens.

GISBP ENRICHMENT PROGRAMME FRAMEWORK



GISBP ACTIVITIES/PROGRAMMES GUIDE

SELF LEADERSHIP PROGRAMME

- Goal setting Workshops
- Student Portfolios
- Personal Development / core Skills Workshops
- Pastoral Care Sessions
- Leadership Accelerator Programmes
- Peer-Mentorship Programme
- Deep Listening workshops
- Seminal Readings
- Reflective Journaling Sessions

SERVICE LEARNING PROGRAMME

- Community Service
- Build2Transform Projects
- Ubuntu Literacy Project
- Ubuntu Garden Project
- Ubuntu Gap Class
- Global Citizenship Programme
- Fensere and Shinaa Programme

LIFE SKILLS PROGRAMME

- Essential Skills Lab
- Career and Employability Skills Workshops
- Project Management Workshops
- Financial Literacy Workshops
- Job shadow Programme
- Internships / Work Experience

EXPERIENTIAL LEARNING PROGRAMME

- DofE Adventure Weekends
- Field Trips/Outdoor Activities
- Industrial Tours
- Project Based Activities
- Cultural Exchange Programmes
- Entertainment and Outings

SOCIAL ENTREPRENEURSHIP PROGRAMME

- Ideation Workshops
- Design Thinking Projects
- Global Challenges programme
- Guest Speaker Series
- Business Game Programme
- Business Boot-camps
- Farm-to-Table Project

ACADEMIC AND TUTORING SUPPORT PROGRAMME

- Sunrise Learning Programme (Morning Prep)
- After-School Tutoring Support
- Evening Prep / Tutoring Support
- Weekend Tutoring Programme
- Study Skills Workshops
- Academic Excellence Awards

CHARACTER BUILDING PROGRAMME

- Character-First Education
- Ethics and Integrity Workshops
- Morning Affirmations
- Circle of Trust Sessions
- Character-Based Correction
- Character Awards

KEY ACADEMIC AND ENRICHMENT ACTIVITIES

- **Extended learning and academic support during prep:** various subject teachers will be scheduled each week and throughout the term during Prep for extended learning and academic support. This will be for all boarders.
- **Tutoring Support for Mock Exams Preparations:** Teachers will be made available to provide support lessons for Form 5/U6 students who will be preparing for their Mock Examinations.
- **Weekend tutoring, learning support and school enrichment programmes:** dedicated weekends will be scheduled for boarding students to:
 - receive scheduled and dedicated tutoring and academic support across a range of subjects (for Form 4 - Upper 6 students).
 - receive personal leadership training on a variety of skills including character training and grooming them to become responsible global citizens.
 - **community Service:** Create opportunities for students to contribute back to their communities through community service projects/activities.
- receive support for their college applications - Lower & Upper 6th formers.
- **Duke of Edinburgh (DofE) Award:** During the School Week and on some weekends students will spend time working on their DofE activities which includes engaging in a physical/recreational activity, learning a new skill, or providing voluntary service. Students will also embark on an Adventurous Journey/Expedition as part of the Award scheme.
- **Internships:** Students will be exposed to internships through the Career Guidance, Counselling and community Life Department but as Boarders, there will be additional support to enable students to have more extensive, meaningful exposure to the world of work through work shadow programmes.
- **Recreational sports** e.g., basketball, football, tennis activities are organised for students on weekends
- **Volunteering activities** for whole school events such as TIME Conference, PTA Sponsored Walk, PTA Bazaar, UN Day, Carnifest, Stage Musicals etc. **Boarders will be actively involved in planning, logistics & organising these events** which will be recognized through the issuance of certificates in support of students' portfolios and resumés for college applications.
- **Boarding Prefect and Apartment Monitors:** Every academic year, a new Boarding Prefect will be elected by the Boarding Students to represent the boarders and work with the Boarding Coordinator and Boarding Tutors to improve the overall boarding experience. The position for a Boarding Prefect will be reserved for students in the 6th Form unless otherwise determined. Boarding students will also have the opportunity to serve in leadership positions such as Apartment Monitors or as a member of one of the committees set up by the Boarding Coordinator and Tutors.



STAFFING

There is a Boarding Coordinator and Boarding Tutors selected from the school's existing teachers/ staff in support of the effective implementation of the programme. The Boarding Coordinator will lead, manage and monitor the implementation and delivery of a safe, nurturing, excellent boarding programme experience. Working with the Boarding tutors and nurses, the boarding team will be responsible for student supervision, pastoral care and wellbeing during the boarding life. A night Nurse is available on duty throughout the week and on weekends and is stationed in a dedicated wellness space in the facility to support students' health and wellness needs at night. A driver from the school's transport team will be responsible for transporting students daily to and from school. The School will maintain 24-hour security staff stationed at the facility.



Boarding Coordinator



Boarding Tutors



Permanent Day and Night Nurses

Tutoring Support Staff



Boarding Drivers transporting Students daily to and from School



24-hour Security Staff stationed at the facility

Boarding Prefect and Apartment Monitors



Application and Selection Considerations:

THE FOLLOWING TERMS AND CONDITIONS WILL GUIDE ALL PROCESSES/PROCEDURES RELATED TO STUDENT APPLICATION, OFFER AND ACCEPTANCE INTO THE GISBP.

- Applications must be submitted online by the end of Term 2 of the year preceding the academic year in which the student is expected to enrol on the boarding programme.
- The School will vet and communicate its final decision on applications by the end of June of the academic year preceding the year in which the student is expected to enrol on the boarding programme. Key considerations for vetting student applicants to be admitted onto the programme include but are not limited to the following:
 - All applications must be completed and submitted online using the Boarding Application Form on the school's website.
 - The student applicant must be in Form 3, Form 4, Form 5, Lower 6 or Upper Sixth Form in the year during which he/she would like to be admitted onto the programme.
 - The student applicant must demonstrate clear understanding and commitment to the school's guiding statements, the boarding philosophy, goals and objectives.
 - The student applicant must demonstrate a high degree of responsibility, dedication, respect and adherence to school rules, provisions of the handbook, guidelines and procedures.

- Student applicants may be required to attend an interview as part of the vetting process towards admission onto the boarding programme.
 - The family/ fee paying parent must be in good standing in terms of payment of fees over a period of 3 academic years (or less, if the student or fee paying parent has been at the school for a shorter period of time).
 - The student applicant and family must sign the attached Undertaking prior to being admitted into the GISBP.
 - Offers will be made based on availability of space.
 - Students withdrawn from the programme for misconduct will not have an opportunity to rejoin.
- Families are required to make a non refundable commitment fee of 50% of boarding fees to secure a place within two weeks of receiving the offer. The balance on account must be paid no later than the second week of August preceding the year of entry.
 - Acceptance onto the boarding programme will be for an academic year, subject to evaluation and renewal each academic year. This is barring unforeseen circumstances, including student withdrawal from the boarding house, student transfer to another school etc. in the course of the school year.



ROOM ALLOCATION/ CHANGE OF PROCEDURE

A significant value of joining the GIS boarding programme is the opportunity to develop a greater understanding and ability of interpersonal and self regulation skills/dynamics of sharing your living space with other people. The GISBP room allocation procedure is largely influenced by this, as well as the overarching goals/objectives of establishing the programme. The School is therefore committed to a rooming structure that enables students to meet and develop strong friendships with peers, develop a sense of belonging and family within the boarding house.

Key considerations: The school, in view of all applicable limiting factors will consider the following in assigning students to rooms under the programme. Rooms will have:

- a mix of students across grade levels, preferably a 6th former in each apartment.

a mix of students from different House groups.

- a diverse culture, interest, character and personality of students.

By the end of term 2 of every academic year, parents would be required to complete an expression of interest form for their ward(s) continuous stay at the boarding facility during the upcoming school year. Based on an analysis of this and evaluation of student behaviour/performance data, available spaces will be advertised and suitable students admitted to replace those who exit the programme.

PICK-UP & DROP-OFF ARRANGEMENTS

All students under the boarding programme must be signed in and out by their parents or persons responsible for picking them up and dropping them off at the boarding facility. Only authorised parents/guardians, registered with the school will be allowed to carry out pick-up and drop-off. Parents must ensure that updated authorised guardian data is kept with the school at all times.

Parents will pick-up their wards who are on the hybrid/flexible boarding programme from the school on Fridays. Drop-offs at the Ubuntu Apartments on Sunday should be no later than 7:00pm.

EXEAT REQUESTS

During the academic year, parents/guardians of both hybrid/flexible and full boarding students may request an exeat for their child as needed. Exeat requests will be reviewed and approved by the Vice Principal and communicated to Parents by the Boarding Coordinator.

To ensure a smooth process, parents/guardians should follow these steps when requesting an exeat:

- 1. Contact the Boarding Coordinator or Tutor.** Notify the Boarding Coordinator or Tutor of your intention to request an exeat for your child/ward.
- 2. Complete the Exeat Request Form (scan the QR code below).** Fill out all sections of the form and submit it at least **one week before** the intended departure date.



- 3. Provide Accurate Emergency Contact Information.** Make sure all emergency contact details on the form are accurate and up-to-date.
- 4. Await Approval.** The form will be reviewed by the appropriate school authority, and you will be informed once it has been approved.

CODE OF CONDUCT

This code of conduct provides basic guidelines, rules and regulations to ensure a conducive, respectful, harmonious and safe interactions among students and tutors under the GISBP. These are fundamental conditions that must be adhered to at all times; and failure to do so will result in disciplinary action/sanctions as prescribed in GIS' student handbook and prospectus for the GISBP.

As such, students admitted to the GIS boarding programme must;

- At all times conduct themselves in a disciplined manner;
- Not engage in any form of indiscipline, discrimination, bullying or abuse.
- Ensure etiquette and grooming in line with provisions of GIS' student handbook.
- Desist from smoking, consuming or being in possession of any tobacco, alcoholic beverage, and related substance on the boarding facility grounds or in any other place where they may be identified as learners of the school/boarders of the boarding programme.

Note that any sexual or indecent physical contact between boarders in the school or boarding facility grounds is strictly prohibited.

HEALTH AND WELLBEING

In the interest of students admitted to the GISBP:

- All students must participate in pastoral care sessions, health education and all fora and activities organised in support of their wellbeing, growth and development.
- Should a student feel ill, he/she or roommates must contact the nurse/Boarding Coordinator or boarding tutor, who will carry out initial first-aid (if required), contact

WARA (West African Rescue Association) to come in to normalise the situation before transferring the student to a recommended hospital. Parents/Guardians will be contacted immediately.

- Students who continue to show signs of ill-health after referral and treatment at the hospital would be required to go home.
- Boarders who are unwell and are yet to be picked up by their parents will be monitored at the boarding facility by a School nurse.
- No boarding student will be allowed to stay behind at the boarding facility when school is in session.
- Student medications must all be clearly labelled and handed in to the designated health staff. The health professional will maintain existing health and wellness protocols of the School, where applicable, in dealing with needs of students under the GISBP programme.

SECURITY & SAFETY:

- ONLY parents/guardians or authorised persons will be allowed to enter the Boarding facility during drop off of students on Sundays.
- Parents/guardians will not be allowed into the boarding apartment/dormitories.
- Visitors are NOT ALLOWED.
- Students must use authorised entry and exit gates/doors to access or leave the facility.
- All students must participate in emergency evacuation, drills and education on emergency procedures governing the facility.
- Students must avail themselves for human accountability protocols, random security/safety checks in place at the facility.

GIS BOARDING PROGRAMME

Child Protection and Safeguarding Policy

PURPOSE

The GIS Boarding Programme is committed to providing a safe, supportive and nurturing environment where students feel safe, secured, valued, and respected. This policy outlines our commitment toward the protection of all boarding students against harm, neglect, and abuse. All staff and students, as well as other stakeholders, are expected to abide by this policy.

SCOPE

The policy applies to all staff, volunteers, and third parties dealing with boarding students. It embraces actions to be taken both in and away from GIS boarding premises and extends to all GIS-sanctioned activities. This policy will be used together with the school's comprehensive policy on child protection and safeguarding.

KEY PRINCIPLES

- **Safety First:** All students have the right to a safe environment.
- **Zero Tolerance for Abuse:** Any abuse or neglect is not tolerable.
- **Accountability and Responsibility:** Staff are responsible for carrying out and maintaining safeguarding procedures.
- **Transparency and Respect:** We clearly communicate to the students and guardians all issues related to the safeguarding practice.

DEFINITIONS OF ABUSE

The forms of abuse are infinite, and they include:

- **Physical Abuse:** Causing physical harm.
- **Emotional Abuse:** Causing emotional distress.

- Sexual Abuse: Engaging in any sexual activity in the presence of a child or with a child.
- Neglect: Failing to meet the basic physical or emotional needs of the child.

ROLES AND RESPONSIBILITIES

- Boarding Coordinator: Ensures the implementation of the Safeguarding Policy; addresses the concerns and liaises with the relevant authorities.
- All Staff: Should report without delay any suspected abuse, neglect, or safeguarding issues.
- Parents/Guardians: Expected to work in partnership with GIS to support safeguarding efforts.

IDENTIFYING SIGNS OF ABUSE

As a staff member, watch out for signs that include:

- Unaccounted for bruises or injuries or constant absence of a boarding student
- Sudden behavioural changes in a boarding student
- Withdrawn student or overly aggressive behaviour of a student

- A student(s) being afraid of a particular person or situation
- Student showing extreme reluctance to returning home or to school

REPORTING AND RESPONDING TO CONCERNS

- Immediate Action: Matters should be brought to the attention of the Boarding Coordinator or School Counsellor immediately.
- Confidentiality: Information shared will be strictly confidential and shared only on a need-to-know basis.
- Response: An initial assessment shall be carried out by the Boarding Coordinator or School Counsellor who will determine whether the issue requires further action, which may involve the appropriate external authorities.

PROCEDURES FOR MANAGING ALLEGATIONS AGAINST STAFF

If an allegation against a member of staff includes:

- The Boarding Coordinator or School Counsellor will conduct an initial enquiry.

- Where this is credible, the member of staff should be suspended pending the investigation.
- All allegations must be immediately reported to the relevant child protection authority / the school's designated safeguarding lead

SAFE RECRUITMENT OF STAFF AND VOLUNTEERS

All boarding staff are subject to vetting:

- Reference checks from previous employers
- Criminal background checks
- Safeguarding and child protection training
- Volunteers who come to work in the facility must be properly screened and always accompanied by a staff

TRAINING AND EDUCATION

All boarding staff are required to:

- Complete annual safeguarding and child protection training.
- Attend additional workshops and seminars on best practices in child welfare when possible.

SAFE ENVIRONMENT

GIS Boarding fosters a culture of respect, inclusion, and open communication:

- Mentorship Programme: Each student will be assigned to a trusted mentor within the boarding programme.
- Channels for Open Communication: Frequent check-ins, open-door policies, house meetings and pastoral care meetings help students voice their concerns.

RECORD KEEPING

Detailed records of all safeguarding concerns, actions taken, and outcomes are securely maintained and regularly reviewed.

REVIEW AND MONITORING OF POLICY

This policy is subject to an annual review to ensure that it remains relevant and effective. Changes will be made as appropriate so that best practices and changes in the law are reflected.

CONTACTS AND SUPPORT

- Designated Child Protection Officer: Boarding Coordinator / School Counsellor

Boarding Rules and Sanctions

Boarding students are expected to consistently demonstrate respectful and positive behaviour both at school and in the boarding facility. Any violation of boarding rules will result in appropriate sanctions. Our goal is to always encourage and maintain a culture of positive behaviour among boarders.

Category	Rules	Sanctions
Attendance to programmes and events	<ul style="list-style-type: none"> Tardiness, unexcused absences 	<ul style="list-style-type: none"> Tier 1: Write a reflection on the issue and discuss with Boarding Coordinator / Tutors / Counsellor Tier 2: Written warning/Parental notification Tier 3: Performing chores at dinner for a week
General attitude and Behaviour	<ul style="list-style-type: none"> Disrespect, bullying, use of indecent language, vandalism, theft Leaving campus or boarding facility without permission or eheat Physical or verbal assault Found in the room of the opposite gender Public display of affection / inappropriate conduct with the opposite sex 	<ul style="list-style-type: none"> Tier 1: Write a reflection on the issue and discuss with Boarding Coordinator / Tutors / Counsellor Tier 2: Inform parents / Detention at school / loss of privileges Tier 3: Suspension or expulsion from Boarding House
Performing Cleaning Duties	<ul style="list-style-type: none"> Failure to fulfil assigned cleaning responsibilities 	<ul style="list-style-type: none"> Tier 1: Write a reflection on the issue and discuss with Boarding Coordinator / Tutors / Counsellor Tier 2: Reminder, additional cleaning duty Tier 3: Performing chores at dinner for a week / Detention
Promptness to Breakfast / Lunch / Dinner	<ul style="list-style-type: none"> Failure to arrive promptly for meals 	<ul style="list-style-type: none"> Tier 1: Verbal reminder, assignment of dinner duty Tier 2: Written warning / Parental Notification Tier 3: Performing chores at dinner for a week
Morning Routines and Prep	<ul style="list-style-type: none"> Failure to adhere to morning routine (e.g., wake-up time, hygiene) and attend morning Prep on time 	<ul style="list-style-type: none"> Tier 1: Verbal reminder of routine / Reflection writing on the issue and discuss with Boarding Coordinator / Tutors / Counsellor Tier 2: Written warning, performing assigned chore / Parental notification Tier 3: Parent meeting / Detention at school

Category	Rules	Sanctions
Evening Prep	<ul style="list-style-type: none"> • Failure to attend or lateness to evening prep without reason 	<ul style="list-style-type: none"> • Tier 1: Reminder, extra prep study time • Tier 2: Written warning, mandatory prep attendance / Parent notification • Tier 3: Parent meeting / Detention at school
Dress Code	<ul style="list-style-type: none"> • Violation of dress guidelines 	<ul style="list-style-type: none"> • Tier 1: Warning, reminder of dress code / change of attire • Tier 2: Reflection on behaviour / Parental notification • Tier 3: Detention, loss of certain privileges
Substance Abuse	<ul style="list-style-type: none"> • Possession or use of drugs, alcohol, tobacco 	<ul style="list-style-type: none"> • Tier 1: Reflection, Counselling, educational seminar and parental notification • Tier 2: Suspension, mandatory drug/alcohol assessment • Tier 3: Expulsion from Boarding house
Safety	<ul style="list-style-type: none"> • Endangering self or others, reckless behaviour 	<ul style="list-style-type: none"> • Tier 1: Warning, behaviour contract, counselling • Tier 2: Loss of privileges / Parental meeting • Tier 3: Suspension / Expulsion
	<ul style="list-style-type: none"> • Damage to school property 	<ul style="list-style-type: none"> • Tier 1: Warning, paying for the item, behaviour contract, counselling • Tier 2: Parental notification / loss of privileges • Tier 3: Suspension / Expulsion
Technology Use	<ul style="list-style-type: none"> • Misuse of devices, possession of phone or unapproved devices, cyberbullying, accessing inappropriate content 	<ul style="list-style-type: none"> • Tier 1: Device confiscation, technology education session / counselling / reflection / parent notification • Tier 2: Loss of technology privileges, parental meeting • Tier 3: Suspension / Expulsion
Curfew	Violation of designated curfew times (sleeping time)	<ul style="list-style-type: none"> • Tier 1: Verbal warning, curfew adjustment • Tier 2: Written warning, parent notification • Tier 3: Loss of privileges / Detention



Withdrawal from GISBP

In line with the GISBP objectives, boarding students are required to adhere to the code of conduct and demonstrate commitment to the philosophy, objectives and goals of the programme. Also, they must participate fully in all activities, events and programmes offered by the school under the GISBP. Being in the GISBP must reflect in each student's academic performance, behaviour and progress. As a result of these and other conditions, the school reserves the right to withdraw a student from the GISBP.

- Record of violation, constant disregard and non-compliance with provisions of the school handbook and the GISBP code of conduct.
- Refusal to participate in programmes, activities and events designed and offered as part of the GISBP without just cause.
- Engaging in indecent acts or inappropriate conduct with the opposite sex.
- Involvement in practices and demonstration of behaviour and attitudes which poses health, safety, wellbeing and academic risk to one's self and other students and staff under the programme.
- Observable trend of a fall in student's academic performance and standards.
- Misrepresentation or failure to disclose fully (as required) health,

medical, dietary and any other information required to ensure that the school provides safe and effective support for the student's full participation and benefit from the GISBP.

- Upon recommendation of a certified health professional that a student should be withdrawn on health grounds, either in the student's own interest or that of his/her peers and teachers on the programme.
- Defaulting boarding fee payment.

NOTE: No refunds will be given when a student is withdrawn from the programme as indicated above.

Mid-stream **withdrawals from the boarding programme** for any reason will attract a surcharge of 10% administrative fees where notice of withdrawal is received prior to the start of a new term. Withdrawal requests made during the term require parents to pay the full boarding fees, hence, **no refunds will be made.**

Programme Cost: This will be reviewed annually, approved and communicated to all relevant stakeholders. The review and approval cycle must end by March each year; and communicated no later than May of the same year.

Recommended List of Resources/ Materials:

The GISBP facility is fully furnished. Bunk beds, mattresses, pillows, bed linen study tables, formica boards and internet access will be provided as part of the boarding fees charged and payable by students admitted to the programme. Parents/guardians are however, required to ensure students come along with the following personal effects, uniform and clothing for the duration of their stay in the boarding facility.

PERSONAL EFFECTS

- Body lotion
- Comb/ hair brush
- Tooth paste
- Tooth brush
- Deodorant
- Bathing soap
- Washing/Laundry soap
- Hair pomade
- Hair band (for girls)

PERSONAL REQUIREMENT

- One (1) Suitcase
- Four (4) packs of face tissue
- Pyjamas or Nightgown
- Bathroom slippers
- School shoes
- P.E. Sneakers
- Drinking Cup/Mug
- Water bottle
- Two (2) Towels
- One (1) Sponge
- Two (2) Napkins
- Laptop ONLY (No cell phones, tablets allowed)

Approved Apparel-Boys

- Five (5) sets of school uniforms - shirts
- Five (5) Uniform trousers
- Seven (7) Singlets/ undershirts
- Seven (7) Underwear/boxers or more
- Five (5) Pairs of Jeans/trousers/jogging pants (NO ripped jeans would be allowed) - FOR PREP and other activities
- Five (5) plain white t-shirts (with no inscriptions - front or back) - FOR PREP
- Three (3) sets of attire for activities and formal social events
- Seven (7) sets of shorts and shirts (NO inscriptions - front or back)
- P.E. Kit

NOTE: Items, other than those listed above will NOT be accepted. Unauthorised equipment, gadgets, tools found will be confiscated with rights to reclaim determined by the Boarding Coordinator.

Approved Apparel - Girls

- Five (5) - seven (7) sets of school uniforms
- Underwear
- Sanitary items
- Seven (7) sets of house attire
- Five (5) Pairs of Jeans/trousers/jogging pants (NO ripped jeans would be allowed) - FOR PREP and other activities
- Seven (7) plain white t-shirts (with no inscriptions - front or back) - FOR PREP and other activities
- Five (5) plain white t-shirts (with no inscriptions - front or back) - FOR PREP
- Three (3) sets of attire for activities and formal social events

NOTE: Items, other than those listed above will NOT be accepted. Unauthorised equipment, gadgets, tools found will be confiscated with rights to reclaim determined by the Boarding Coordinator.



Communication With the School

The designated liaison between families, the school and students in boarding are the Boarding Coordinator and Boarding Tutors. As part of onboarding/orientation processes, the school shall furnish parents/guardians with contact details (telephone and email) of the designated Boarding Coordinator and Boarding Tutors.

Parents/guardians can also consult the Office of the Vice Principal Upper Secondary, via telephone, email or in-person on all matters relating to the GISBP.

THE GHANA INTERNATIONAL SCHOOL (GIS) ATTRIBUTES

At Ghana International School (GIS), we provide every student we admit with a diverse, rich school experience and a firm foundation for their future as a global citizen. To achieve this, we encourage Leadership, Responsibility and Academic Excellence using six important attributes namely:



Think Critically

A GIS student demonstrates the use of mental processes involved in reflecting, analyzing, examining and evaluating information in a manner that results in a rational conclusion.



Communicate Effectively

A GIS student is able to confidently, competently and civilly demonstrate effective communication skills in speaking, listening and writing including using technology



Display Creativity

A GIS student demonstrates flexibility and adaptability in thought and behaviour and is able to produce new and unique ideas while adhering to the provided academic parameters. Presenting information in unique and original ways to reveal alternative meanings or possibilities towards solving a problem.



Be Disciplined

A GIS student demonstrates awareness of self, organizational skills, time management skills and daily habits of study consistent with a successful life learner. A student behaves in a way that is appropriate to enhance teaching and learning.



Be Socially Responsible

A GIS student demonstrates empathy, fairness, peaceful coexistence and respect for human life and the environment in the process of becoming a valuable global citizen.



Be Internationally minded

A GIS student is willing to embrace and celebrate the cultures and beliefs of others that may be new or different from their own.

Ghana International School Boarding Programme (GISBP) Application Process

To apply for admission to the Ghana International School Boarding Program (GISBP), kindly follow these 6 easy steps below.

1. Scan the QR code (below) or [click here](#)



2. Once your application is received and processed, the student applicant and parent(s) will be required to attend an interview.
3. Results of the interview will be communicated.
4. Successful applicants and parent(s)/guardian must complete, sign and submit the Parent/Guardian Undertaking, Student Undertaking and Media Release forms in the next pages.
5. Pay applicable boarding fees (through GIS Finance Office's recommended payment platform/medium)
6. Welcome to the GIS Boarding Programme!

GHANA INTERNATIONAL SCHOOL - BOARDING PROGRAMME

PARENT/GUARDIAN UNDERTAKING

We, PARENTS/GUARDIANS of **(FULL NAME OF STUDENT)** having accepted the admissions offer for our ward into the Ghana International School Boarding Programme (GISBP), hereby undertake that:

- We have read and understood the school's philosophy/ goals for the boarding programme is primarily based on its Guiding Statements (mission, vision and educational objectives). The programme is tailored at ensuring that students develop positive personal values, life skills and learning in order to become responsible global citizens. These and more are highlighted in the school's code of conduct/prospectus for the programme. **We, together with our ward, agree to abide by these rules, regulations and guidelines** in order to benefit fully from the GIS boarding experience; and as well create an enabling environment for other participants too.
- We, together with our ward, accept to be bound by the stated consequences of the violations of these rules, regulations and guidelines, especially relating to security, health and safety; wellbeing and integrity.
- We, together with our ward, accept the stated consequences of all offences outlined in the students' handbook, such as substance and alcohol abuse, bullying and sexual misconduct, leaving school without permission and going to the room of another boarder of the opposite sex.
- We understand and accept that the school reserves the right to carry out periodic searches in the boarding apartments.
- We accept that fees must be paid in full, by the stated times given and through banking information provided by the school.
- We accept that in order to ensure students holistic development, there will be a range of complementary programmes, activities, community service engagements, day-trips, weekend adventure and overnight trips among others that will be organised as part of the GIS boarding experience
- I,**(FULL NAME OF PARENT)** confirm that my child does not have any ailments that will impede his/her ability to use the stairs, elevator (if available) at the boarding facility or join the designated school bus to aid him/her in commuting to and from school each day.

Fee Paying Parent/Guardian

Name Signature

Date:

D	D	M	M	Y	Y	Y	Y
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Boarding Coordinator

Vice Principal

Signature

Signature

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date Date:

D	D	M	M	Y	Y	Y	Y
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GHANA INTERNATIONAL SCHOOL - BOARDING PROGRAMME STUDENT UNDERTAKING

I(STUDENT NAME) confirm that I have read the prospectus and agree to abide by all the rules and regulations of the GIS Boarding Programme

Signature.....

Date

D	D	M	M	Y	Y	Y	Y
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GIS BOARDING PROGRAMME MEDIA RELEASE FORM

During the school year, GIS organises a number of events, activities and programmes that are captured in photograph and video formats for promotional purposes or keepsake. These images/videos usually feature on our school website, brochures, event/programme flyers, newsletters, and in various other school-wide publications.

Parents/Guardians are required to specify whether or not they permit their children/wards in the **GIS Boarding programme** to be featured as described above.

Kindly check the relevant box below and provide additional information where necessary.

(NOTE: The term "photograph" herein used, encompasses both still and motion picture footages)

YES, I consent to Ghana International School using media of my Child/Ward named below.

NO, I do not consent to Ghana International School using media of my Child/Ward named below.

We have read and fully understand the above statements.

Name of Parent/Guardian (Please Print) _____

Name of Child/Ward (Please Print) _____

Signature of Parent _____

Date Date:

D	D	M	M	Y	Y	Y	Y
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CONNECT WITH US

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