



PARENT & STUDENT BOARDING HOUSE

HANDBOOK

Welcome Message

Welcome to the Boarding House of The Rehla Academy, Abeokuta!

Founded in 2018, TRA is a K-12 school with boarding facilities. The Boarding House is a purpose-built state-of-the art facility with accommodation for up to 54 boarders from Year 7 onwards.

At the Boarding House, we have a dedicated team of staff who always go above and beyond to ensure that they meet the needs of the boarders. We monitor and encourage the boarder's academic progress and most importantly, we seek to provide a "home away from home" where they can relax, make lasting friendships and focus on developing independence, hobbies and interests. We have a packed schedule targeted at our boarders' spiritual growth and development.

We have a mini sports facility available on site including a field for football and courts for basketball and netball.

We hope that this handbook provides valuable information about the day-to-day life and routine at the boarding house. If you have any questions or comments, please do not hesitate to contact us.

Our Boarding Structure

TRA Boarding will serve as a residential school that will house students ages 11- 18. The boarding house will provide academic support, giving residential students a real advantage as well as an active and rich social and recreational life. Residential life at TRA is based on the understanding that a boarding house is a home rather than just a residence, and the presence of ‘motherly’ care and more senior adult presence provide greater consistency of supervision.

From rising time until lights out, the life of a boarder is an active and fulfilling one, with age-appropriate routines designed to help them flourish academically, physically, socially and spiritually.

On weekends, activities are driven by the interests and initiatives of students with the support of the Head of House and staff.

Structure Of the Hostel

- TRA is a fully co-educational boarding and day school. The boarding facility currently houses around 54 boarders with boarding offered from Grade 7.
- Girls and boys reside in separate accommodation, under the care of specialist staff who understands their needs.
- The rooms are well spaced and will accommodate between 4 and 6 students. Students will be placed according to their grades.
- Hostels will have communal lounge areas. Boarder will have their own study and bed space.

The Team

There will always be at least 3 members of staff in the Boarding House to look after the students. These house parents take care to foster a friendly atmosphere in the Boarding House and to encourage a right balance between study and leisure. It is important that parents and Boarding House parents work as partners in the development of their children.

Office Hours

Monday to Friday	8.00am - 5.00pm
Saturday, Sunday and Public Holidays	10.00am-4.00pm
Boarding House Contact No	0907-878-9671

Behavioural Expectations

Students who enroll as boarders at TRA agree to abide by the expectation that they will exercise good judgement and demonstrate common sense, courtesy and respect towards other boarders and staff. School behavioural expectations apply when boarders are on leave and all students should acquaint themselves with school rules and regulations.

Minor breaches of behavioural expectations will be dealt with on a hostel level by duty

staff and the Hostel Managers, though the Director of Boarding may be informed. More serious breaches of expectations may be referred to the Disciplinary Council. When convened, the Disciplinary Council will generally consist of the Director of Boarding, Hostel Managers, Advisor or other staff and two prefects. The process allows for an objective review of the incident and encourages reflection before consequences are recommended to the Hostel Managers.

Procedural Fairness

Procedural fairness is a key focus in all disciplinary proceedings at TRA. Serious breaches of rules would include theft, physical assault, anti-social behaviour, smoking, the consumption, possession or supply of alcohol/drugs, absence without leave and any behaviour which may result in injury or harm to others.

Policies, code of conduct and disciplinary procedures of the Schools and Boarding House are derived from the same underlying principles. For boarders, the same school rules apply to the Boarding House. Boarders may be suspended or expelled from the Boarding House but not suspended or expelled from School. However, it is not possible for a boarder who is suspended or expelled from School to remain in the Boarding House.

Student Leadership

At the beginning of each year, a Resident Assistant or Adviser is nominated, a room Captain, one or two Deputy and Residents Assistant are appointed by the Hostel Mangers from the Year 11 students.

In addition to these formal positions, there are other opportunities for boarders to demonstrate responsibility and to develop leadership skills.

General Role and Responsibilities include:

- Assisting with the care of fellow boarders.
- Being a positive role model
- Helping boarders overcome feelings of homesickness and loneliness
- Participating in House activities
- Giving new boarders helpful advice on boarding
- Helping to detect and report anti-social behaviour
- Ensuring the overall maintenance of the hostel by monitoring the assignment of chores by each room captain.

■ The room captains report to the Resident Assistant.

Accommodation

The Boarding House is very modern with excellent facilities and is situated within a walking distance to the school. It has 24 hours tight security and separation of different access for boys and girls. It is a unique environment which prepares students for the world at large. Boarders usually share a room with three or five other students.

Cleaning

Boarders are personally responsible for cleaning of their rooms. The room should be tidied by 7.30am every morning ready for inspection by the Hostel Managers. This means that the bed is made, curtains are tied up, the floor is clear, clothes are hung up, shoes are arranged neatly, and stationery and books are packed away. Dirty clothes are kept in the laundry bag. The dustbin is clean and cleared.

Common Areas

Common areas and facilities must be kept tidy after use and to be shared equally. Any furniture, books or any other equipment that has been moved, should be returned to their original places. Boarders should not be in community space after lights outs. Boarders should not remove any furniture for their own use from the common areas.

Communication



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TRA actively encourages communication between parents, boarding staff and students to support the school's commitment to learning and to reinforce values and attitudes fostered in the classroom and hostel.

The most effective method of communication is by either telephone or email but there are a number of **other ways in addition to those two** for parents to maintain contact:

- E-mail
- Phone calls
- Personal contact
- Newsletters/bulletins

Each child will be assigned a personal email which can **be** used to communicate with his/her parents twice a week and calls will be allowed on weekends. Personal phones will not be allowed. Parents can keep abreast with happening in the school, through e-school's LMS.

Medical Care of Boarders

- The Medical Centre is staffed by Registered Nurses at the following times:

- Monday to Friday 7am to 7pm

- Saturday/Sunday 7:30am to 8:30am

- There is a nurse on call outside those hours.
- Before attending the Medical Centre, students should report to a member of boarding staff.
- The nurse will assess the student and either treat the student directly, refer to a local doctor immediately or make an appointment.

If a student has been seen by a doctor or if their condition requires a day of bed rest, parents will be informed of illness/injury and will be updated as treatment is provided.

School Counselor

- A student or their parents/guardian or the school may request a consultation for a student with the counselor.
- A student's medical practitioner, the School Counselor or the student's psychologist may refer them to a psychiatrist in consultation with the student and the parent/guardian.
- Internal referral must:
 - Have the student's consent
 - Provide privacy and dignity for the student
 - Maintain confidentiality of information and documentation
- The student will be supported by the school to attend the appointments and receive recommended treatment.
- The counselor will be required to document details of the consultation in the student's health record if appropriate.

Emergencies

In an emergency, the student will be transported by appropriate means to the school's partner clinic. The student will be always supported by the Hostel Managers until treatment has been received.

Parents/guardians will be notified as soon as possible. The clinic will be provided with student identity, next of kin, allergies, relevant medication, details, history of previous illness and health conditions currently seeking consultation for. Confidentiality of information and student privacy and dignity will be maintained at all times.

Medications



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It is a legal requirement that all medications (clearly named) are handed to the nursing or boarding staff (on post). Medication is NOT to be kept in any way by boarders unless authorized by the Director of Boarding. Breaches of this requirement may result in disciplinary action. It is an expectation that parents support this for the safety of their son or daughter and other boarders.

Spending Money

Parents may pay a certain monthly allowance to the school shop account. Each student will be provided with ticket to access the allowance twice a week.

Laundry

Students are expected to do their laundry in the laundry between certain periods. All

clothing must be clearly marked with the boarder's name.

Security Of Belongings

Each boarder is responsible for securing their belongings. Adequate lockable storage space (for books and laptops) will be provided for each boarder, and they are expected to use it, but they are to come with their lockers for clothing and other things. Boarders should report lost items immediately to staff on duty so they can make attempts to locate the items. As more time elapses, this process becomes more difficult.

Personal Hygiene

It is important parents and guardians emphasizing to their sons or daughters the importance of maintaining a high degree of personal hygiene and the importance of using clean towels and linen; the need to wash daily and use of toothpaste, soap, shampoo and deodorant (non-aerosol).

Students will not be allowed to have aerosols of any type in the boarding houses. Boarders need to ensure that their uniform is neat and tidy and that casual clothes are also clean.

Mealtime

Kitchen staff provides a tasty, varied, balanced and nutritious menu for boarders. Meals are to be taken at the sitting area.

Behavioural expectations during mealtime are as follows:

- Attendance at meals is compulsory.
- A student is entitled to ask for a small helping, but some food must be eaten at each meal
- Students must exhibit good manners that consider others.
- No talking or engaging in something else while eating.
- No eating in the room.
- Students are to be dressed appropriately.
- Where casual clothes are worn to dinner, those clothes must be neat.
- Students are expected to clean up after the meals.

Boarder's Checklist

S/N	ITEM	QTY
1	Set of cutleries (excluding knife)	2
2	Cup with cover	2
3	Water bottle (1000ml)	1
4	Bento box	1
5	Launch bag	1
6	Bedsheet	2 (Grey and any other colour of choice)
7	Blanket/Duvet	1
8	Pillow	1



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9	Mattress (student mattress)	1
10	Bucket	2
11	Small bowl	1
13	Clipper (boys)/ cutting comb, nail cutter, comb(girls)	1
14	Laundry basket -small	1
15	Pressing Iron (optional)	1
16	Toiletries -soap, toothpaste, toothbrush, shampoo, disinfectant, tissue paper	
17	Mosquito net	
18	Detergent /bar soap	
19	Hanger/cloth peg	
20	Provision -cereal, milk, beverage, biscuit etc.	
21	Rechargeable lamp/table fan (optional)	
22	Bathroom Slipper	1
23	Crocs – boys (black) girls (grey)	1
24	Locker	1
25	Towel	1
26	Modest sleepwear	2
27	White storage bucket with cover -30ltrs	1
28	White ceramic flat plate (medium size)	2
29	Khimar-Brown, Grey, Black and Blue (Girls)	4
30	Clothing -girls	6 set
31	Clothing-boys	2 polo 3 t-shirts 2 jalabiya 2 joggers 2 chinos/Jeans trouser
32	Umbrella	1
33	Running shoes and tracksuit -boys (optional)	1
34	Black belt (boys)	1



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35	Black shoes (school shoes)	1
36	Alarm clock (bedside)	1

All above items must be named/marked for easy identification.

Prohibited Items

Boarders should not have in their possession:

- Any drugs/medication that has not been prescribed by a doctor and managed by the school.
- Any illegal substances, cigarettes or tobacco products and alcohol.
- Knives or weapons of any sort. If there is any doubt, the responsibility rests with the boarder to check with the Head of House before bringing the item in question to the boarding house.
- Aerosols of any type.
- Canned food such as sardine
- Anything not listed above will not be allowed into the hostel.

Arriving and Departing

Arrival Time



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The arrival time of boarders at the Boarding House is between **10.am-4.pm** the weekend before the first teaching day of the term and after midterm. This is the time when boarders will be returning from holidays and the House Managers on duty will be present. Any arrival after this time will attract a punishment.

Departure At the End of School Term

Before checking out Boarding House for the end of the term, it is the responsibility of the boarder to ensure that they have completely vacated their rooms and placed all their belongings in their designated storage space.

Departure At the End of School Year

Before checking out from the Boarding House on the last day, it is the responsibility of the boarder to ensure that they have completely vacated their rooms and are set to bring back all their belongings (if applicable) for the next academic year.

Appearance

Boarders required to be neatly and smartly dressed within the hostel. Only approved clothing and footwears are allowed to be worn within the premises of the hostel.

Hair

Hair for both boys and girls should be neat, tidy and of a natural colour (no dye). Student will be required to pay a certain sum each term to carter for the maintenance of their hair.

Footwear

Crocs is the only approved type of footwear to be worn within/around the hostel premises.

Jewelry



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In general, jewelry should not be worn to school for safety reason, the only expectations are earrings and wristwatches. No other jewelry should be worn. Anything in excess of the above will be confiscated.

Code of Conduct

- TRA believes that every student is entitled to an environment that is safe, healthy, secure and conducive for learning. TRA promotes an atmosphere of mutual respect among students. Bullying of any kind is unacceptable at the Boarding House.
- Boys and girls are strictly forbidden from entering each other's floor.
- Interactions between boys and girls is frowned at, except for when it is necessary.
- Boarders are not permitted to enter another room without permission.
- Common areas must be kept tidy and the rights of others to share the facilities must be respected.
- All properties at the Boarding House must be used in a responsible manner without damage or waste.
- Boarders must ask for permission before going out of the Boarding House.
- Boarders must inform Boarding House master/mistress immediately when they are not feeling well.
- Boarders must be willing to learn certain aspects of life skills such as cleaning up themselves, making their own beds, tidying their own wardrobes and doing their own laundry.
- Boarders must be present at all meals as scheduled.
- Clothes must not be left out on the line overnight after washing.
- Boarders shall always lay their beds before leaving their rooms.
- Boarders should never disrespect their house managers. It is highly punishable.
- Boarders shall always abide by the time rule and be timely.

Boarder shall abide by all other rules and instructions given in the hostel

- Boarding students are not allowed to bring into the hostel, collect or eat any cooked meal other than what is provided by the school. It is a grievous offence.
- Boarders shall adhere strictly to the box room rule.
- No boarder is allowed to receive any visitor except during visiting days. However,

parents or guardians who wish to drop some items (that are not prohibited by the college) at the request of their children can drop them with the security guards at the gate.

Hostel Rules & Regulations

S/N	OFFENSE	PENALTY
1	Bullying/fighting/beating	<ul style="list-style-type: none"> • 1 week suspension • 1 week bathroom duty • 1 week visit to counselor office (1hr daily) <p>Sign undertaken upon resumption from suspension</p>
2	Missing salat	<ul style="list-style-type: none"> • Make-up the salat • Clean the mosque and surroundings for 1 week
3	Vandalization of school property	<ul style="list-style-type: none"> • The defaulting student shall be surcharged accordingly. • The parent(s) must be contacted, and a letter of undertaking must be signed by the defaulting student and witnessed by the parent in the presence of the Management Team. • Clean the hostel premises for week
4	No boarding student is allowed to procure any unapproved item from	<ul style="list-style-type: none"> • Permanent seizure of item • Assist to prepare dinner in the kitchen for 1 week

	outside the school premises.	
5	Not laying the bed and tidying the room before leaving for school.	<ul style="list-style-type: none"> • Defaulter will be pulled from class to complete the task • Defaulter will be made to clean the bathroom for 1 week in addition to their daily chores.
6	Leaving the hostel without permission Found with harmful substance-alcohol, cigarette etc.	Expulsion
7	Unruly behaviour towards authorities in the hostels	<ul style="list-style-type: none"> • Physical punishment for 1 week by forfeiting classes to serve laborious punishment (cleaning the classroom and bathrooms). • Topic missed must be studied and understood • A letter of undertaking must be signed by the defaulting student and witnessed by the parent. • Write a book report- book will be chosen by Librarian.
8	Not cleaning up and washing plate after eating or generally flouting mealtime rules.	<ul style="list-style-type: none"> • Assisting with dinner for 1 week • Throwing out the trash for 1 week
9	Loitering around during prep and arbitrary use of the toilet.	<ul style="list-style-type: none"> • Water the plants for 1 week
10	Looking unkept and wearing unauthorized clothing	<ul style="list-style-type: none"> • Permanent seizure of such cloth • Cleaning of the hostel premises for 3 days.
11	Not doing daily chores	<ul style="list-style-type: none"> • Doing the chores • Assisting in the kitchen with launch and dinner for 2 consecutive weekends (Fri-Sun)

The visiting day fall on the last Saturday the month, visitors are allowed in between **10.am and 5.pm.**

Visit Procedure

1. All visitors and relatives of boarders must sign in at the security counter at the entrance before entering the Boarding House.
2. Visitors may only visit during visiting days between the hours of 10.am-5.pm.
3. On entering the boarding house please report to the Hostel Manager.
4. Visitors can interact with boarders on the ground floor only. They may not enter the residential area of the Boarding House.
5. Where possible, it is important that visitors and family inform the Hostel Manager in advance of their arrivals.
6. Hostel Managers have the right to refuse visitors' wish to see boarders if the rules are not complied with or if there are written instructions from parents or legal guardians to disallow visitors.
8. No visitors/parents/guardians are allowed to stay overnight in the Boarding House.

Hostel Routine

Monday -Thursday

Time	Event
4.30am	Wake-up
4.30am-4.50am	Tahajjud
4.55.am-5.25am	Morning duty/Bath
5.30am-6.45am	Fajr/Adhkar/Islamiyyah

6.50am-7.20am	Morning duty/Bath
7.20am-7.30am	Room check
7.30am-7.45am	Pre-breakfast snack
7.45am-7.55am	Departing for School
8.am-3.30pm	School hours & Breakfast
3.35pm-3.50pm	Departing from school and Arrival at the hostel
3.55pm-4.15pm	Launch/cleaning up.
4.15pm-4.30pm	Asr & Evening Adhkar
4.35pm-5.20pm	Siesta
5.30pm-6.30pm	Evening Prep
6.30pm-6.55pm	Laundry
7.00pm-7.15pm	Maghrib
7.15pm-7.40pm	Dinner/Cleaning up
7.45pm-9.00pm	Isha & Qur'an class
9.00pm-9.55pm	Night Prep
10.05pm	Light out

Friday

Time	Event
4.30am	Wake-up
4.30am-4.50am	Tahajjud
4.55.am-5.25am	Morning duty/Bath
5.30am-6.45am	Fajr/Adhkar/Islamiyyah
6.50am-7.20am	Morning duty/Bath
7.20am-7.30am	Room check
7.30am-7.45am	Pre-breakfast snack
7.45am-7.55am	Departing for School
8.am-1.30pm	School/Breakfast
1.30pm-2.45pm	Jumu'ah
2.50pm-3.10pm	Departing from school and Arrival at the hostel
3.15pm-3.35pm	Launch/cleaning up.

3.40pm-4.10pm	Siesta
4.15pm-4.30pm	Asr & Evening Adhkar
4.35pm-6.00pm	Laundry
6.0pm-7.00pm	Evening Prep
6.30pm-6.55pm	Laundry
7.00pm-7.15pm	Maghrib
7.15pm-7.40pm	Dinner/Cleaning up
7.45pm-8.00pm	Isha
8.pm-9.55pm	Unscripted -Time to unplug (Interactive Session with boarders)
10.05pm	Light out

Saturday & Sunday

Time	Event
4.30am	Wake-up
4.30am-4.50am	Tahajjud
4.55.am-5.25am	Morning duty/Bath
5.30am-6.30am	Fajr/Adhkar/Islamiyyah
6.30am-7.00am	Arabic Class
7.05am-8.05am	Morning duty
8.05am-9.10am	Bathing
9.15am-9.30am	Inspection
9.35am-9.55am	Breakfast
10.00am	Departure for Madrasah
10.05-2.00pm	Madrasah
2.05pm-2.15pm	Departing from madrasah & Arrival at the hostel
2.20pm-2.40pm	Launch
2.45pm-4.00pm	Siesta/making of hair

4.00pm-4.30pm	Asr & evening adhkar
4.35pm-5.30pm	Evening prep
5.30pm-6.30pm	Recreational Sport
6.30pm-7.00pm	Free time
7.00pm-7.15pm	Maghrib
7.20pm-7.40pm	Dinner/cleaning up
7.45-8.55pm	Isha & Islammiyah Class
9.00pm-9.55pm	Night prep
10.05pm	Light out

PARENT/GUARDIAN ATTESTATION

I, a Parent/Guardian to having read and understood the contents, most especially the Parent's Guidelines, hereby truthfully declare that I will comply with all the rules that are enforced from time to time as long as I remain a Parent/Guardian of The Rehla Academy.

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Parent/Guardian Signature/Date