**MILC**

**Student Orientation Summary**

**Curfew:**

Curfew means you need to return to your room otherwise you won’t be able to gain access to the building. And your legal guardian will be contacted for arranging your alternative accommodation for the night.

Sun - Thu: 10:30pm

Fri – Sat: 11:00pm

**Study Hours:**

8pm to 9pm unless replaced by school evening events.

These are designated study hours during which students are expected to complete their academic work and homework in their room or in the communal area.

**Leaving the building**

Boarders may go to the shops from Mon to Thu in Martin Street, Church Street and Bay Street until 5.30 pm on the conditions that:

* You are signed in/out by entering your details in the reception kiosk, and
* You are accompanied by MILC staff or with a classmate.
* You need to take your mobile phone so we can contact you any time.

You can NOT go out after 5:30PM unless:

* You are accompanied by a MILC staff member. Or
* You have been granted a consent from your legal guardian in writing and you need to return by 9:30PM

For day students, you need to stay in the building until your guardian arrives to collect you (unless your guardian agreed in writing that you can go home by yourself).

**Uniform and Dress Code:**

You need to wear school uniform during your study time 9am to 3pm and also when you are going out for excursions.

You can change to your own clothes after school hours.

**Technology Usage:**

Electronic devices such as mobile phones and ipads etc are not allowed to be used and will be collected by the teachers before class. They will be returned to the students at 3pm each day.

Electronic devices are not to be used after the curfew at 10pm.

If we find that you are using your electronic devices during the curfew, we will give you a written warning.

If you continue to use a device after the written warning, we will ask you to handover your device and only return it to you at 3pm the next day.

**Room Cleanliness:**

Boarders are required to keep their rooms reasonably tidy and clean as part of their responsibilities.

We will carry out weekly inspections on Monday, and release the results on the notice board.

The boarders from any room that is not satisfactorily cleaned will be asked to do extra chores for the week such as cleaning the kitchens or communal room.

**Attendance and Punctuality:**

Class attendance is mandatory for all students.

If you don’t attend class, or you are late for class by over 30 mins, your Guardian will be contacted and you will be regarded as absent. You will then be given an absent notice from the school.

Student visa holders are required to fulfill visa requirement for attendance. (You must maintain a minimum 80% attendance).

You are required to apply for leave before the day you will leave by providing us compelling reasons.

If you are sick, you need to obtain a medical certificate to validate your sickness, otherwise your attendance will be affected.

**Kitchen**

The kitchen is only open at the following times.

* Breakfast: 8am to 9am
* Lunch: 1pm to 2pm
* Dinner: 5:30pm to 7pm

**Laundry**

Laundry room is open from 7am to 10pm.

Boarders are responsible for their personal washing, with detergent provided by the School. However, they are welcome to purchase softeners, etc at their own expenses. They are expected to be efficient and considerate of others when using the laundry facilities. Duty staff will encourage the boarders to be organised and can offer help when needed. The laundry will be locked at 10pm each night and will not be unlocked until the following morning at 7am.

Bed linen must be changed and washed at least once every two weeks. A spare set of linen is provided by the school. Mattress protectors can be provided to female boarders by request.

**Visitation:**

Boarders can have visitors after school. The boarders are expected to introduce their visitors to the staff on duty and sign them in and out with the QR code at reception.

Visitors can not go into the boarders’ room at any time.

Visitors must leave the building no later than 7pm.

The boarder who brings the visitor must ensure that the visitor complies with all rules and regulations.

**Personal Belongings**

* Boarders are responsible for their own property and are expected to take due care of the Boarding House property.
* It is your responsibility to mark/label your belongings.
* Personal items can be stored in the MILC storage room when organised with the staff on duty.

**Fridge/food**

* You can only store packaged food in our fridge. (Raw food must be put in a sealed package.)
* Food in the fridge must be clearly labelled with your name.
* Unfinished food needs to be sealed and wrapped before putting into the fridge.
* We will regularly check and dispose of expired food without notification for hygienic reason.

**Medical, drugs smoking and alcohol**

No smoking and alcohol is allowed at MILC.

Non-prescribed medication cannot be kept by boarders.

Painkillers can be obtained from MILC staff members on request.

**Waste Management**

Waste segregation is required.

Clear your bin every day.

General waste and recycle bins are located on Ground Level next to the carpark exit door.