



TRIDENT COLLEGE

ENGAGE ENLIGHTEN EMPOWER

2023 Boarding Guide



“Trident Boarding; a caring, ‘Home away from home’ experience.”

Welcome to Trident College, Solwezi in the North-West of Zambia; an international boarding school and community where the aspirations and potential of every student are fostered, nurtured, and challenged.

Trident College is dedicated to inspiring within each student the pursuit of knowledge, the love of wisdom, an appreciation for beauty and the development of strong character. These values, coupled with physical activity, artistic endeavours, and service to others are the foundations of the school ethos.

The experience at Trident College is unique. It is located in a game reserve with excellent educational facilities and teachers from all over the world.



A Place We Call Home

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“Our place we call home.”



Message from the Deputy Head Pastoral & Head of Boarding



I am both pleased and excited to welcome you to Trident College.

Boarding represents a uniquely rewarding opportunity and experience in a student's educational journey. Boarding brings together students from diverse backgrounds, and those shared experiences not only serve to foster interpersonal understanding, but also help forge long-lasting and lifelong friendships.

Alongside those friendships, students also learn essential life-skills for future success in their educational journeys at university or beyond. These range from simple tasks such as managing laundry to essential skills such as effective time management.

First and foremost, though, boarding at Trident College means being a valued member a vibrant community and having the chance to make a positive contribution to the success of others, whilst being supported to reach your own goals. Each of our houses is run by a very dedicated boarding team who keep an overview of each pupil's academic achievement and social and emotional well-being, with this team supported by teams of pupil leaders.

This year, under our new rewards and sanctions system, exhibiting behaviours that reflect the school values within boarding also contributes house and individual rewards points, something that further ties the boarding experience into the fabric of the school.

Once again, welcome to all our new boarders, and welcome back to familiar faces, and I look forward to a successful and enjoyable 2023.

Dr. George Scorgie

Integrity

“Trident pupils will honour their commitment to live by the values of the College”

1. Respect

“Respect is at the core of who we are. We respect our environment, property and, above all, the people with whom we live and our Creator. We embrace multiple faiths, beliefs, and cultures as we celebrate our diversity and common humanity.”

2. Reflection

“We take time to reflect on our achievements and challenges by thoughtfully considering our experiences and what we have learned. We are resilient as we build on our strengths and use our mistakes as opportunities to learn and improve.”

3. Responsibility

“We are accountable for our actions to each other, to our stakeholders and to our Creator. We are committed to leading a positive lifestyle with a healthy balance between work, family, enjoyment and personal needs. We are trustworthy, empathetic, truthful, loyal and just.”

4. Innovation

“The world is changing exponentially. Individuals who succeed into the future will have a world view, they will be creative, collaborative and have an entrepreneurial attitude to life. At Trident we engender a sense of independent enquiry in an atmosphere where pupils are encouraged solve problems, resolve conflict and confront challenges as they arise.

1. Origin of names of boarding houses and year groups in each house

The four boarding houses are named after mineral mines around the world that are owned by the sponsors of Trident College, First Quantum Minerals Limited.



Ravensthorpe – in Western Australia (Nickel Mine)

Senior boys (Years 10, 12 & 13)

"We are one, we stand together, and we are strong"

Head of Ravensthorpe: Mr. Cole



Kansanshi – in North Western Zambia (Copper Mine)

Junior boys (Prep school, Years 7, 8, 9 and year 11 male prefects).

"Care, Co-operation and Commitment"

Head of Kansanshi: Mr. Saasa



Las Cruces – near Seville in Spain (Copper Mine)

Junior girls (Prep school, Years 7, 8 & 9 and year 11 female prefects)

"Raise up your hearts and be the best that you can be"

Head of Las Cruces: Mrs. Kaiza



Moghrein – in Mauritania (Copper Mine)

Senior girls (Years 10, 12 & 13).

"To be the best that I can with the talents that I have"

Head of Moghrein: Mrs. Chengele

2. Contacts

RESPONSIBILITY	NAME	EMAIL	MOBILE
Headmaster	Austin Clarke	austin.clarke@trident-college.com	0964 176 168
Deputy Head Pastoral	George Scorgie	george.scorgie@trident-college.com	0965 083 394
Boys Housemaster Ravensthorpe House	Andrew Cole	andrew.cole@trident-college.com	0768 220 640
Boys Housemaster Kansanshi House	Mulambwa Saasa	mulambwa.saasa@trident-college.com	0969 458 644
Girls Housemistress Moghrein House	Dorcas Chingele Milambo	dorcas.milambo@trident-college.com	0977 508 469
Girls Housemistress Las Cruces House	Rhoda Kaiza	rhoda.kaiza@trident-college.com	0968 487 692
Prep school Boarding master	Jason Manuel-Morgan	jason.manuelmorgan@educoreservices.com	0960336941
Nurse for Trident		nurse@trident-college.com	0962 555 361

Postal Address:

Name of boarding House, Trident College, Kansanshi, Solwezi PO Box 110506, Zambia.

Parcels: Both FedEx and DHL will deliver parcels to the school office and the address to use is:

Name of boarding House, Trident College, Kansanshi Mine Site, Solwezi

Please Note:

Where possible, communication with housing staff should be done via email, with communication by phone in emergencies only.

3. Characteristics of each house

Both Las Cruces and Kansanshi houses have dorm areas where junior students share a cubicle area with pupils in the same years group. Each student has a bed, wardrobe, and share a bed-side cabinet. In some year groups, the desk is within the cubicle area; in others the desks for a whole year group are in the same area. The Year 11s have single rooms furnished with a bed, wardrobe, desk, chair and bedside table. The senior students are allocated junior dorms and are expected to assist the housing staff with ensuring the younger children have tidy areas and settle into the boarding routine quickly.

In the senior houses (Moghrein & Ravensthorpe) most Year 12 & 13 students will share a room with a friend. There are a few single rooms allocated for Heads of House. These rooms all have overhead fans and the beds are designed with drawers underneath for extra storage. There are two dorm areas for the Year 10 students which are fitted with small dividing walls so that two students share an area.

4. Message from Heads' of Houses

4.1. Message from the Boys' Housemaster Ravensthorpe



It is my great honour to lead Ravensthorpe senior boys' boarding house into another academic year. Since my arrival, we have made strong advancements in house structure, procedures, and discipline, which places at the heart of every decision the physical and emotional wellbeing of the learners in our care. I believe wholeheartedly that the role of a senior boarding house is to prepare our pupils to be successful young men in the world beyond Trident College, and that, by instilling in them the values of respect, empathy, generosity, humility, and self-discipline, our 'Gentlemen of Ravensthorpe' will be endowed with the necessary skillset to access their bright futures. Of course, such development does not occur without input from all the stakeholders in a pupil's education- we strive to work in close communication with parents, academic tutors, teaching staff, and the pupils themselves to ensure a rigorous support network which meets learner needs and promotes their success.

This year, our goal is to further develop the boarding experience here at Trident. Major investments have been made to the house, including a refitted gym and table-tennis table. Our ongoing programme of improvements will ensure that Trident College continues to offer the premier boarding experience in Zambia. Here at Ravensthorpe House, all our staff and pupils invite you to undertake this exciting journey with us in 2023.

Mr. Andrew M. Cole



4.2. Message from the Boys' Housemaster Kansanshi House



On behalf of the Kansanshi House boarding staff, I would like to welcome you and your son to Kansanshi House, for boys in Years 6, 7, 8, 9 and 11. Kansanshi House will be your son's home-away-from-home, and he will become a valued member of our boarding family. We believe that boarding with us helps students to develop confidence, character and independence; over time this helps them grow into more mature and open minded individuals. In addition to developing their own character, after just a short period of time in our boarding community, we aim to give each boarder:

A sense of and respect for community living.

A passion for excellence.

An understanding of a need for balance in mind, body and spirit.

A forward thinking approach and a genuine sense of teamwork.

We do this by providing a supportive environment that is secure and safe and by encouraging respectful and positive relationships between boarders and staff. We seize every opportunity to celebrate success, encouraging individuals to reach their potential and discover new horizons. We communicate with parents and guardians openly, honestly because we would like to form a close partnership with them. All this we find creates a wonderful environment to learn and to grow together.

We encourage the boys to develop a sense of self-discipline and to understand that there are consequences for unbecoming behavior. Every disciplinary incident is dealt with in a firm, but fair manner, and based on its own merit. In doing so, the aim is to teach the boys about integrity and humility.

A boarding house, such as Kansanshi House, is a home where pupils form friendships and learn social skills that will shape the rest of their lives, which is why we also encourage the Boarders to remember and put into practice the following things:

Serve others first!

Treat others as you wish to be treated.

Respect the property of others by leaving it alone or by asking before using... and if you do borrow something, return it.

Include others-rather than exclude.

Be organised.

Remember your manners.

If you cannot say anything nice, do not say anything at all, Smile. You never know whose day you will brighten up.

In conclusion, boarding life is not just about the relationship between staff and pupils, but also the relationship with you as parents. You play a key role in the development of your children, it is, thus, essential that we work in partnership to ensure that your son/s embrace all the opportunities afforded to them. Their experiences during their years in boarding, will ultimately, not only pave the road for his future, but also mark the most memorable era of his life.

I look forward to welcoming your son into Kansanshi House. He is going to join a brotherhood, where as a family, we will strive to succeed, together, as one.

Mr Mulambwa Saasa



4.3. Message from the Junior Housemistress Las Cruces House



Welcome to Las Cruces Boarding house!

Education is what survives when what has been learnt is forgotten,' wrote B.F. Skinner. After all the chemical equations and dates of battles have been forgotten, the memories become fragmented into a series of moments – debate in the classroom, the first reading of a particular book, or returning mud-drenched from a rowing session.

The combination of these formative moments makes up what we call an education. I believe that the children who board at Trident experience this “education” at an enhanced level.

Junior Girls Boarding at Trident College offers a close-knit family atmosphere. We offer a diverse group of boarders a comfortable, positive, safe, and stimulating environment in which all members are respected and valued.

We promote personal and academic excellence, fully supporting students as they strive to achieve their best and develop independence in all facets of their lives. It is our aim to make it a 'home away from home'. It is a special, unique environment, rich in culture and diversity, which prepares students for the world at large. My relationship with the students is a very special one – neither a parent, nor a teacher, but something unique in between. – This leads to a triangular relationship between home, school and student – where all lines of communication must be open and clear.

As Head of House, I am committed to ensure that students mature through daily choices and decisions, and through a collaborative effort involving students, staff, and parents. We endeavour to sustain a healthy and supportive community that values each individual during his or her transformative time at the College. We cultivate relationships based on warmth, mutual respect and genuine concern. These are essential qualities for living together harmoniously in a diverse community.

The culturally rich and vibrant setting of Trident affords us endless opportunities for exploration and discovery that will figure prominently in the lives of the students. In addition, we are committed to providing a broadly-based education designed to enable all students to discover their strengths, and to make the most out of their talents within the College and the world beyond. It is our belief that the experience of living in a boarding community stimulates both respect for individuality and the difference of others. I hope each child will grow in self-confidence, enthusiasm, perseverance, acceptance and integrity while under my care.

Mrs Rhoda Kaiza



4.4. Message from the Girls' Housemistress - Moghreïn House



Moghrein House is the senior girls' boarding house at Trident College. In addition to the senior girls, Years 12 and 13, the house is also home to Year 10 girls. As housemistress, my goal is to create an enabling environment for each student that helps them achieve their full potential in all aspects of school life. To achieve this, I work hand in hand with a dedicated team of house staff, both resident and non-resident.

My responsibility as house mistress goes beyond watching over the girls. It extends to monitoring their welfare in the house, their balance between academic and co-curricular activities and encouraging all of them to take an active role in the school community. I also ensure that correct routines are followed in-house and in the school at large.

I play a vital role in inspiring and valuing the contribution of all the girls within the house. This calls for me to create a comfortable relationship with the girls, while maintain appropriate boundaries. I ensure the girls are confident enough to rely on me for advice. My motherly role kicks in to offer support or just a listening ear when needed.

Boarding life can be challenging to first time boarders or to new students in the school. A key part of my role is to help pupils settle and seamlessly gel into the house culture. My position in the house entails that I am the point of contact between parents and the school in as far as our boarding house matters are concerned. I ensure to foster a healthy rapport between the girls' parents and myself so that there is an efficient channel of communication.

Cleanness is next to Godliness. The house has a dedicated staff towards ensuring a green and clean environment. However, students are also highly encouraged to keep their personal areas clean and tidy. Studies have proven that the visual distraction of clutter increases cognitive overload and can reduce our working memory. Therefore, the impeccable tidiness of Moghreïn house is one of my primary goals.

To give the girls a home away from home experience (or even better), Moghreïn house has serene environments with all year-round greenery. The backyard has an amazing sports field that the girls utilise for weekend fun and games. Physical fitness is very important to the mental wellbeing of students, Moghreïn house boasts of a well-equipped gym specifically tailored for girls. All house common rooms are equipped with entertainment and refreshment areas for when the girls need them.

I look forward to working with you, parents to give our girls a memorable boarding experience even as they excel in their fields of academic studies.

Dorcas Chingele

Moghrein House Mistress



5. Personnel in each House

Each boarding house is run by a team of staff, supported by senior students. The main roles are outlined below:

Housemaster / Housemistress: They live in a house next to the boarding house and are responsible for the overall running of the house; for putting together rotas for supervision both by prefects and House tutors. They are the main port of call for communication with parents, maintaining student files for medical records/ indemnity forms.

Assistant Housemaster / Housemistress: They live in a house attached to or close to the boarding house and assist the Housemaster / Housemistress. They share weekend duties with the Housemaster/ Housemistress.

Resident tutor: They live in a house attached to the boarding house and share the weekend duties with the Housemaster / Housemistress and Assistant.

Matron: The matron is responsible for the cleanliness, tidiness, and homeliness of the Boarding House. The Matrons accompany children to the clinic and ensure laundry is done. The matrons liaise daily with the Housemaster and / or Boarding Manager to fulfil any other duties which make the boarding environment like home.

Tutors: These are members of the teaching staff who do evening duties during the week. On that day they will be responsible for the students from 17.30 until the house is locked up at 21.00. After this time, they hand over to the Housemaster.

Name of House	Kansanshi	Ravensthorpe	Las Cruces	Moghrein
Housemaster / House mistress	Mr Mulambwa Saasa	Mr Andrew Cole	Mrs Rhoda Kaiza	Mrs Dorcas Milambo-Chingele
Assistant Housemaster / Housemistress	Mr David Ngoma	Mr Fred Ambali	Mrs. Bwalya Chabu	Mrs Debra Mulubwa
Matron	Ms. Sylvia Botha	Mrs. Lynett Mulindi	Ms Wendy Chibaka	Ms Jenipher Chileshe

6. General timings of school day

During the school week, the general timings are as follows:

Time	Activity
05.45	Dining Hall opens for Breakfast
07.00	Years 4-6 Bus departs for Trident Prep (with packed snack and lunch)
07.00	Years 7-13 Start of school day
14:15	Afternoon Registration for CCAs
14.30	Co-Curricular activities start (Monday – Thursday)
16.00	Year 6 boarders return on bus from Trident Prep
16.00	Years 7-13 End of school day
17.15	Supper for Las Cruces & Kansanshi
18:00	Supper for Moghrein & Ravensthorpe
18.30	Boarding House Meeting and Roll Call for Las Cruces & Kansanshi
18.45	Boarding House Meeting and Roll Call for Moghrein & Ravensthorpe
18.45-20.15	Prep/Quiet Time for Las Cruces & Kansanshi
19.00	Prep starts for Moghrein & Ravensthorpe
20:00 - 20.15	Year 7- 11 Prep time ends (all Houses)
20.30	Years 12 & 13 Prep time ends (in Moghrein & Ravensthorpe)
20.00	Bedtimes Start for Las Cruces & Kansanshi from prep,Yr7 and up.
21.00	Bedtimes Start for Moghrein & Ravensthorpe. House Lock Up (all houses)

On Fridays, the timings are slightly different as there are no afternoon activities.

7. Boarding Requirements

7.1. Uniform, sporting, and classroom equipment



Pupils are always expected to be dressed neatly and carry their uniform with pride.

Please note that, as far as possible, all items should be clearly named to assist with laundry and prevent losses.

All clothing items required are available in the uniform shop at the College.

The shop is open for a week before the start of the January term, during the first week of term and then once per week during term time.

Parents must email the school to authorize purchases as the cost is added to the school bill.

Please note too, that girls are permitted to wear trousers in the school colour as part of their uniform, and that female cut pants are available for purchase in the uniform shop. In 2023, school blazers will be compulsory for all official events, though not during regular school days, so purchase of a blazer will be compulsory for all pupils.

Lists of requirements in terms of uniform, sporting and classroom equipment are included in the Trident College pupil Handbook.

7.2. Additional equipment

Students are encouraged to bring any personal sporting equipment or musical equipment e.g. cricket bats, squash & tennis racquets, hockey sticks, musical instruments, mountain bikes - with helmet and lock- for activities that they are likely to pursue.

They may bring their own reading books from home and there is a library at the College from which students may borrow books. Students leaving Trident are encouraged to donate items for the house members to remember them by.



7.3. What to bring for Boarding

The school provides a duvet and mosquito nets. **Please note, it is compulsory for pupils to sleep under their allocated mosquito net.** Students should bring their own bedding: duvet cover, sheet, pillowcase and pillow. This goes a long way in helping the students feel 'at home' though the school can also provide sheets and covers if needed.

Year 11 students in single rooms may want to bring their own fan to school as there are none overhead, using square pinned plugs

In addition, pupils will need:

- Personal toiletries (including mosquito repellent sprays / creams)
- Personal towels (at least 2 per boarder)
- **Drawstring** laundry bag (approx. 50 x 60 cm) and two zip mesh 'in-wash' bags. Named.
- Any personal medication - **to be handed into the housemaster/housemistress on arrival with clear instructions on dosage.**
- Tupperware/plastic tuck box (no tuck allowed without being inside such a container)
- Combination Padlocks - regular locks are fine but one key will need to be given to the housemaster.
- Casual clothes – all with name tapes maximum 5 - 6 sets and casual footwear.
- Underwear - at least 6 sets
- Nightwear
- Pins to put up personal items on board above desk

There will be refrigerators, microwaves and storage cupboards available for personal food and drinks for snacks, however, space will be limited and all items should be clearly named and kept in a sealed plastic container to avoid cockroaches and rats becoming a problem. Students may bring their own mugs & bowls from home, but there are some available in the common room.

Students may wear home clothes from a Friday afternoon to Sunday evening that are in line with the casual clothing rules. These must be appropriate for any activity they are taking part in. They may wear appropriate smart/casual clothing in the evenings, but should be aware of recycling clothing to avoid creating too much laundry.

Please refer to Casual clothing guide in the appendix for more information.

A note on snacks and tuck

Pupils are permitted to bring snacks with them to school. However, tuck boxes must be plastic, sealable containers, and fit inside a pupil's cupboard. Free standing, external food lockers are not permitted and parents will be contacted regarding the removal of these boxes.

Though we understand it is nice to have an occasional treat, pupils should not be consuming tuck habitually on a daily basis.

Please also note that all meals are compulsory at Trident College and that snacks and tuck are not acceptable meal substitutes.

7.4. Laundry

All clothing needs to be labelled with a permanent marker or name tape, with your child's name and initials to indicate the boarding house they live in:

Kansanshi house – boys in years 7, 8, 9 & 11 - KH

Ravensthorpe house – boys in years 10, 12 & 13 - RT

Las Cruces house – girls in years 7, 8, 9 & 11 - LC

Moghrein house – girls in years 10, 12 & 13 – MO

Dirty Laundry will be placed in laundry bags with drawstring fastening and labelled on the outside and washed on given days of the week. The clean washing will be returned to the boarding house in laundry bags by the end of the day.

To prevent smaller items such as underwear, socks & ties from going astray, we request that all students purchase 2 x net or mesh bags with a zip fastening. These are labelled on the outside and put into the wash complete with their contents. Students are advised not to fill them too full or the items do not wash and dry completely. There are some available in the school uniform shop, but they are also currently available at the China Markets countrywide.

There is a limit to the amount of laundry that a student can put into the wash during a week. Students who put too many items in will have some items removed by the Matron and kept for safe-keeping until such a time that they can be taken home.

7.5. Pocket Money and Tuck

The school has a tuck-shop which is open after school and at certain times during the weekend. This year the shop will undergo a complete revamp but will stock a range of snacks, toiletries and school supplies.

Students should not have more tuck than fits into a plastic box in the bottom of their wardrobe. If tuck is left open in cupboards it will be confiscated as this encourages cockroaches, mice and ultimately snakes.

Parents should send their child to school with a maximum of 1000 Kwacha at the start of the term. This money must be **handed in** to the housemaster with instructions as to the limit set by the parent for each week. The Housemaster will have one evening per week when money can be withdrawn from the safe. We recommend no more than 100 Kwacha per week for younger students. Not only would this enable parents to monitor their child's spending more easily, this also reduces the risk of students losing large amounts of money or having it stolen if not properly secured.

Parents can top up the amount of pocket money each time their child is returning to school or is visited.

In 2023 we are imposing strict limits on tuck and snacks and pupils with tuck that does not fit in a sealed container in their cupboards will have that tuck confiscated.

8. Accident and Illness

In order for the school to manage pupil illnesses, accidents and ensure the highest levels of safeguarding, the following procedure outlines the reporting process.

- If the illness occurs during school time, pupils notify the classroom teacher who will refer them to the clinic with a medical slip.
- If the illness occurs after school or in the boarding house, pupils must first notify the duty staff member or proceed directly to the clinic.
- If the illness occurs after lights out, pupils should wake up a senior student/ house leader, who will contact the housemaster.
- The housemaster may, depending on the severity, escalate to the Head of Boarding or provide immediate assistance.
 - The housemaster will call the pupil's family in the event that this is necessary – if a pupil is referred to the clinic.
- **Please note:** effective pupil management is very difficult if a pupil calls home as the first port of call and will invariably slow response times. If your child calls home before contacting the housemaster, please refer them the housemaster.

There must be no self-medication apart from long standing prescribed medication, which should be kept with the houseparent. Pupils, and the school staff in loco parentis, are obliged to follow professional medical advice.

There are first aid kits in the house with the Housemaster and House Tutor and Matron and additional First Aid kits in the classroom area, Science Labs and sickbay.

Please refer to our First Aid protocol for additional procedures, including use of the Kansanshi Medical Clinic. Do note the need for an international evacuation insurance policy. This is a condition of your son or daughter joining the school and is the parents' responsibility. The clinic deals only with SES insurance, so any other medical aid companies will require parents to pay and then claim back. SES require an authorization code from their call centre to be obtained before any treatment is given, so it is essential that the school have correct and up-to-date information.

If the nurse believes a student should be seen by a doctor at the clinic they will be referred. Normally students are taken in the afternoon to avoid missing academic classes but if it is urgent will be taken in the morning. The parents will be informed as soon as possible, and the student will be accompanied by one of the matrons. If a child is unwell during the night, the boarding member of staff who is on-call will drive them down to the clinic with a matron who will remain with them either until they are treated or admitted.

Parents/ guardians must complete the form in Appendix 1 which authorises the Mary Begg Clinic to release medical information to the relevant Housemaster and Deputy Head. This allows us to intervene on behalf of parents when a child is undergoing treatment or has been admitted to the hospital. We treat all this information with confidentiality, and it will only be shared with relevant personnel.

9. Mealtimes

In 2023, all mealtimes are compulsory for all pupils. This allows the school to effectively track a pupil's nutrition, and provides a check in time each morning and evening. No pupil, except under medical advice, may stay in boarding during meal times.

Weekdays	Meal	Time
Monday - Friday	Breakfast	5:45 – 6:45 End of hot service at 6:30
	Lunch	12:45 – 14:00 End of service 14:00 hrs
	Supper	17:15 – 18:30
Saturday	Breakfast	7:00 – 8:00
	Lunch	12:45 – 14:00
	Supper	17:15
Sunday	Breakfast	7:00 – 9:00
	Lunch	12:45 – 14:00
	Supper	17:30



10. Bedtimes

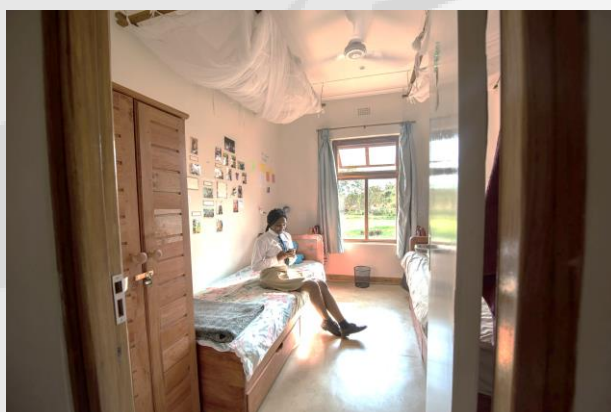
Years 6 – 10

Prefect and tutor on duty switches off lights at the allocated time. All students will be expected to be in bed at least 10 minutes before lights out. Movement after lights out for any reason – except necessary use of ablutions - will be subject to sanctions under the school's rewards and sanctions system.

Years 11 – 13

Years 11 and above may switch off their own lights when they want to go to sleep. However, there is 'quiet time' in house from 21.00 and after this time students must be in their own rooms. On Saturday this time is 22.00 hrs. Any senior student who is found sleeping in class will have an earlier bedtime imposed.

Year Group	Sunday-Friday	Saturday
Year 6	20.00	21.00
Year 7	20.15	21.00
Year 8	20.30	21.00
Year 9	20.45	21.00
Year 10	21.00	22.00



11. Weekends

11.1 Saturday School (closed weekends)

Some Saturdays are allocated for Saturday School or grade level assessments. These are marked on the calendar well in advance and all students are expected to be in school. The timings generally adhere to regular Saturday activity times, concluding by 12:30pm. The prep school boarders will be supervised and kept busy on those days with a program of activities organised by the Prep school.

11.2. Regular Saturdays (activities)

On these Saturdays, students who are in school will have a have day of organised activities. These activities vary from week to week and students sign up for their choices during the week.

The timings on a regular Saturday are as follows:

Time	Activity
7.00 – 8.00	Breakfast
8.30 – 9.30	First Activity
9.30 – 10.30	Second Activity
10.30 – 11.00	Break
11.00 – 12.30	Third Activity
12.30	Lunch
14.30 – 15.30	Quiet time in houses / Optional activity time
17.30	Supper
18.30	Roll call – Las Cruces & Kansanshi
18:45	Roll call – Moghreïn & Ravensthorpe
21.00	Bedtimes begin for Years 7 and above

11.3. Half Term Weekends

During half term, students are expected to go home or to a local guardian. Sometimes students are unable to travel home or might need to be in school for public examinations and so one boarding house will remain open for boys and another for girls. On these weekends, no activities are put on and breakfast is later than normal.

For public holidays that fall midweek, pupils will not attend regular classes, but will instead be offered activity sessions that will able to sign up for.

12. Signing Out Procedures

Students travelling to and from school via air are required to wear school uniform.

As part of our safeguarding procedures we require the following process for pupils signing out.

- An email from the pupil's parents, as well as from the receiving parent is required before a pupil can be released from our care. **A phone call or text message cannot suffice.** Emails requesting week-end sign outs with other families **must include time, date, return time, emergency contact and transport arrangements.**
- Please note that when a pupil is signed out with a host family, the hosting family are responsible to the pupil's duty of care.

An important note: Our safeguarding procedures mean that ***last minute requests*** are difficult to accommodate except in emergency circumstances. All leave requests must be submitted by email no later than Thursday evening to boarding house staff. This is to ensure that relevant boarding teams are on duty and able to respond to your request.

Requests that have not received a reply are deemed to have not been granted. In this instance we are unable to release pupils from our care.

12.1. Returning to school

If your child will not be returning to school from a holiday or trip out as expected/ communicated it is the parents responsibility to contact the Housemaster as soon as this is apparent.

If a student falls ill whilst visiting a friend for the weekend, both the parents and school must be informed as soon as possible. A decision will then be made as to whether the child remains with the host family until they have recovered or whether they return to school. It is vital that the Housemaster is informed of any accident or illness which has occurred whilst the student was out of school so that he / she can keep a close eye on the student when they return to the boarding house.

13. Visits to the Game Park & Cycling on campus



Students are only allowed to visit the Game Park when on an organised school activity, though these opportunities are usually available weekly, or many times per week in the case of pupils who participate in mountain biking. Students must wear a cycling helmet whenever riding their bicycle. Failure to do this will result in them being asked to walk, with further offences resulting in the confiscation of the bicycle.

Pupils may ride any parts of the School Series cycling route that is on campus, but should do this with others to ensure safety and rapid response in the case of emergency.



14. Religious Observances & Youth Services

As an international school with a global outlook, Trident College recognises and respects each individual's faith and beliefs, and works hard to accommodate these into the everyday interactions, processes and systems of the school.

Within this, Trident College is founded on Christian principles and the coordinator of our spiritual program coordinates two Chapel services each week for pupils: on a Sunday afternoon for boarders and on a Thursday morning for the entire school. Coupled to this are more formal opportunities to participate in youth and bible study activities, and details of these will be shared after the commencement of school.



15. Rules, Rewards and Sanctions

15.1. Appearance

We encourage all our students to look smart, whether in uniform or casual clothes. The uniform policy has been updated for 2023, with the bulk of the uniform amendments generated through consultation with Student Council. The full policy will be available on the Trident College website from January 2023, though a summary of key points includes:

Girls' hair must be tied back for lessons and activities in a single pony tail. Girls may wear braids or extensions, but these **must not extend** below the pupil's beltline, and **must be** in the pupil's own hair colour without the addition of coloured strands, dyed ends or different coloured accents. For girls without braids, hair must likewise not extend below the belt line, and must not include dyed accents or highlights.

Girls will be required to cut their hair – the school can arrange a local hair dresser – if their hair style is deemed in contravention of these requirements.

Boys' hair must be short, not touching the collar or going above 2cm if worn in an 'afro' style. Boys with 'attention seeking' hairstyles will be asked to cut their hair; this includes styles where the hair has very short or shaved areas on the sides and then much longer hair on the top.

The use of relaxants is permitted, providing hair styles fit length and colour parameters.

Jewellery is not encouraged. If a student wears a particular item of jewellery due to religious or sentimental significance, it should be worn on a chain around their neck so that it is **not visible**. Girls are permitted to wear one pair of small earrings, studs or hoops, in their earlobes only - and may be asked to remove them for certain sporting activities.

When students are in casual attire, they need to be mindful of the cultural sensitivities of others around them; hence we have developed a casual clothing policy (see Appendix) and would appreciate the support of parents in checking the clothing items that their children bring to school. All students must wear shoes when walking around campus. Students will be asked to change clothes if they go against the clothing guidelines.

15.2. Rewards

Each teacher, Learner Leader and house prefect has a limited number of monthly house points that can be issued to pupils whose conduct exemplifies the Trident values. The pupil's name and their house will be recorded on a reward slip, and the pupil will take the reward slip to their tutor who will log it onto the system. Pupils earn house points for themselves and for their house. The pupil accruing the highest total of house points over the course of the year will be awarded the **Trident Pupils Award**, accompanied by a voucher prize.

15.3. House Prefects

Some students in Years 11, 12 and 13 who show the correct virtues will be invited to be House Prefects. Those people will help with the running of the house such as: enforcing bedtimes, prep times and house chores and engendering the positive and caring ethos in the house. All prefects will be trained for their role. Prefects are in a position of service and must not assume that they are in a position of entitlement.

15.4. Sanctions

Pupils are expected to uphold the code of conduct at all times, and reflect the Trident College values. Pupils who are found to be in breach of these expectations may be issued a sanction by a teacher, Learner Leader or boarding house prefect.

A sanction equates to negative house points. A sanction will be recorded against a pupil's name and their house. The pupil will lose house points against their individual tally and will lose points for their house. Any pupil maintaining a negative points balance is ineligible to represent the school in any manner as long as their house points remain in the negative. This includes sporting fixtures and overseas trips. Pupils may only address a negative points balance by exhibiting behaviour reflective of the Trident values and receiving rewards points.

Pupils who accrue ten sanctions throughout the year will be required to participate in a parent meeting with the Deputy Head as a condition of continued enrolment and may be placed on a pupil **Behaviour Contract**. In addition, pupils may be placed directly on a behaviour contract for serious breaches of the code of conduct such as violence, theft, or other acts that specifically hurt, injure or victimise others. A behavior contract is the highest level of behaviour management, and failure to adhere strictly to the terms of the contract will result in the pupil having to attend a disciplinary hearing that may result in removal from the college.

In general terms, a behaviour contract stipulates that a pupil must adhere strictly to the school's expected behaviours as outlined in the pupil code of conduct for the duration of the contract, without exception. All behaviour contracts are countersigned by parents and school management and the behaviour of pupils on a contract is strictly monitored on a daily basis.

Please refer to the Code of Conduct for more detail on these and other issues.



16. Phones, music devices, laptops and other valuables

16.1. Phones

Pupils may bring phones and other mobile devices onto campus, but there are restrictions on when, where and how they can be used:

- Pupils have access to the school network so do not need a sim card in their phones.
- Cell phones may not be used as a substitute for a BYOD
- Cell phones may not be used or seen in class unless authorised by a teacher.
- Cell phones, tablets and laptops may not be seen or used within the dining hall during designated mealtimes.
- Cell phones may not be used during break times.
- Sending or recording obscene or threatening messages via digital devices is illegal. Such messaging will be regarded as bullying and dealt with accordingly (see Section 12.0).
- Inappropriate use is likely to lead to confiscation and or a search of the device (see Sections 5.5 and 10.0).
- All electronic devices are considered the personal property of the owner and are not covered by the school's insurance policy.
- No ear / headphones are permitted to be used between 07h30 and 16.20 each day (unless given permission to do so by a teacher or in the case of Sixth Form students studying in the Sixth Form area).

YEAR GROUP	WEEKDAYS	WEEKENDS
Year 6 & below	Wednesday after school until 19.00	Friday to Sunday (daytime only)
Year 7, 8 & 9	Collected each evening (before bedtime) and re-turned each morning.	Friday to Sunday (daytime only)
Year 10	Collected each evening (before bedtime) and re-turned each morning.	Friday to Sunday (collected in Sunday evening)
Years 11 – 13	No restrictions	No restrictions

Any student may have their phone confiscated or have added restrictions put in place if they are misused. The first offence may result in confiscation for one week; Second offence for up to six teaching weeks and third offence will result in a ban for the following term. Random checks may be done whereby students will be requested to let their Housemaster see the activity logged on their phone.

Parents will be informed when a student has their phone confiscated and if the parent needs to speak to their child, regular times can be coordinated with the Housemaster.

16.2. Internet and Laptops

The wireless internet network is continually being expanded and extended throughout the boarding houses and school. Access to the internet is restricted in terms of open sites and the amount of data that is available to each student. In general, to help pupils manage their technology use, internet bandwidth will be restricted in boarding houses after lights out.

Students studying ICT in Years 10 and 11 and Computer Studies in years 12 and 13, are required to have their own laptops. In due course, and in line with global educational trends, all pupils will be required to bring a laptop to school.

Laptops will be given access to the network both in the boarding houses and at school. If you do buy your child a laptop, consider price, weight, and battery life as the three critical factors. We do not recommend tablets as they are less effective when it comes to detailed research and essay writing unless accompanied by an additional keyboard, though may have limited ability to use some software.

The inappropriate use of devices and cyberbullying will be dealt with in the strongest possible terms.

16.3. Other valuables

We encourage no money to be kept in the boarding house and any valuables to be locked up at any time that the student is not in their area. Airtime can be bought from the tuck shop. There is no other reason for students to have money especially as the 'Golf Estate' is also cashless. All money should be given to the Houseparent who will hand it out when necessary.

Passports, study permits, and air tickets can also be given to the Houseparent for safe keeping.

17. Visitors

Parents and relatives are very welcome to visit their children on campus if they have notified the house master that they intend to visit. Visitors that are not listed guardians should also include parents/listed guardians in arranging a visit, so all are aware of who is visiting with the pupil.

Visits must be organised via email – we are unable, due to child safeguarding procedures – to permit last minute requests for visits. Emails must be sent no later than Thursday nights before for weekends visits or 36 hours before midweek visits. Please note that visits take place in common areas outside the boarding houses.

Day scholars are not permitted in boarding houses without express written permission from the housemaster, and this must be in common areas only, not a boarding pupil's bed area.

Under no circumstances are visitors of the opposite gender permitted in boarding houses. This includes siblings in different houses. Please note too, that pupils may not, unless given written permission by the house master, visit other boarding houses.

18. Damages

If a student damages property in the boarding house they will be expected to report what has happened to the teacher on duty. A charge will be added to school accounts to cover repair / replacement costs.

19. Grievance procedure

If at any time a student experiences an issue with any aspect of boarding, they should **first** approach the teacher on duty who will contact the Housemaster to deal with the issue. If a student phones or messages home with any complaint, parents are asked to remind them to alert staff in the first instance. If a parent wishes to query anything, the Housemaster must be contacted by email and an appropriate response will be given. Please note that house master numbers are provided for emergencies only and parents are requested to respect boarding staff out of office hours.

20. Additional information / Appendices

Annex 1: Authorisation to Release Medical information

Annex 2: Indemnity and Medical Form

Annex 3: Christian Youth Fellowship Indemnity form

Annex 4: Casual clothes guidelines

Annex 5: [Code of Conduct](#)