



MOROGORO INTERNATIONAL SCHOOL

RESPECT. INTEGRITY. RESPONSIBILITY.

BOARDING PARENT HANDBOOK

A guide to our boarding community,
values, and expectations.

Morogoro International School

Boarding Handbook

Dear Parents and Guardians,

The aim of this handbook is to inform you about the practicalities, rules, and other important information as we embark on this boarding journey together. The school's desire is for all members of the boarding community to have a positive experience in this aspect of school life. We hope this document will clearly outline the expectations from us, the school, you, the parents and guardians, and the boarders themselves.

At MIS, like many areas of school life, we believe in the benefit of a “triangle approach” to boarding:

- We, the school — including matrons, patrons, assistants, and other staff — have the responsibility to ensure that boarders are safe and well cared for while in our care. We also have the right to be treated with respect by the boarders at all times.
- You, the parents and guardians — have the responsibility to ensure your children come equipped and with the right attitude to thrive at school. You also have the right to be kept informed about what happens at school concerning your children.
- You, the boarders — have the responsibility to follow the boarding house rules, take care of your belongings, manage your attitude and actions, and respect the adults who work with you. You also have the right to be heard.

We believe that when everyone embraces their rights and responsibilities fully, boarding at MIS will be an enriching and rewarding experience for all members of this triangle.

Sincerely,

Caroline Barnett

Head of Boarding

CONTACT INFORMATION

The MIS office is open Monday–Friday, 7:30 AM–4:00 PM. Outside office hours, contact the Matron or Patron on duty directly.

Detail	Information
School Address	Morogoro International School, P.O. Box 1015, Morogoro, Tanzania
Office Phone	+255 715 794 864 (office hours only)
Email	headofboarding@mis.co.tz
School Hours	Monday–Thursday: 7:40 AM – 2:45 PM Friday: 7:40 AM – 12:00 PM
Head of Boarding	Caroline Barnett WhatsApp: +255 742 162 320

Emergency Contacts — Lines of Communication

In any emergency, start at Level 01 and escalate as needed:

Level	Contact	When to Use
01 — First	Matron / Patron on Duty (see dorm contacts below)	Always your first point of contact
02 — Second	Head of Boarding — Caroline Barnett (+255 742 162 320) Ass. Head of Boarding – Emmanuel Ng'eno (+255 795 895 276)	If dorm staff cannot resolve the matter
03 — Third	Head Teacher — via school office	Serious, escalated, or unresolved matters
04 — Board	Via Head Teacher	Formal governance matters only

Dormitory Contact Directory

Dormitory	Dorm Phone	Staff	Mobile Numbers
Duma House – Upper Girls (Yrs 12–13)	—	Miss Irene / Miss Zena	0748 666 333 / 0713 161 444
Chui House – Lower Girls (Yrs 5–11)	0677 071 346	Miss Zawadi / Miss Salma	0764 754 284 / 0621 145 613
Simba House – Upper Boys (Yrs 10–13)	0677 071 400	Mr Nico / Mr Tonny	0757 997 057 / 0628 672 987
Twiga House – Lower Boys (Yrs 5–9)	0716 217 517	Mr Clemence / Mr Derek	0645 240 269 / 0628 237 583

RESIDENTIAL LIFE

MIS is both a day and boarding school, offering full accommodation for boys and girls from Year 5 to Year 13 during term time. With parental permission, boarders may return home or visit family over weekends.

Each boarder is assigned a bed, a lockable cupboard, and a personal space they can make their own. The school reserves the right to adjust dormitory assignments as required.

Being away from home is a formative experience. Boarding builds independence, self-reliance, resilience, tolerance, and camaraderie, qualities that serve students throughout life.

Boarding Houses

House	Gender	Year Groups	Matron / Patron
Duma House	Girls	Years 12–13	Miss Irene, Miss Zena
Chui House	Girls	Years 5–11	Miss Zawadi, Miss Salma
Simba House	Boys	Years 10–13	Mr Nico, Mr Tonny
Twiga House	Boys	Years 5–9	Mr Clemence, Mr Derek

As students progress to senior years, they move into smaller, more private rooms, solo or with a single peer of similar age, giving them the independence and space to prepare for examinations and life beyond school.

Mrs. Barnett, Head of Boarding, holds overall responsibility. She works closely with the Nurse, teachers, tutors, Head of Secondary, Head of Primary, and the Head Teacher to ensure every boarder thrives academically and personally.

STATEMENT OF BOARDING PRINCIPLES AND PRACTICE

Boarding at MIS is founded on the following core principles. These guide every decision we make on behalf of our students.

Principle	What This Means for Our Boarders
Fulfilling Potential	We recognise every student's capabilities and ensure each one achieves their very best.
Nurturing Talent	We provide opportunities and encouragement for every student to explore their interests inside and outside the classroom.
Valuing Individuality	Each student develops at their own pace with unique abilities. We remain flexible and responsive to those differences.
Encouraging Respect	We help students look beyond themselves, live harmoniously with others, and care for one another's needs.
Cherishing Childhood	We provide time, space, and freedom for play, unstructured activities, and genuine social development.
Whole-Person Development	We support every boarder's spiritual, emotional, physical, cultural, moral, and social growth.
Mutual Respect & Safety	Boarders have the right to work, play, and relax free from bullying, harassment, or intimidation. Privacy is respected by all.
Equality & Inclusion	We provide equal opportunities regardless of ethnicity, culture, gender, or disability. We foster honesty, resilience, and self-discipline.
Communication with Parents	Open, ongoing communication with families is essential to supporting every boarder's development.
Safeguarding & Welfare	We are unconditionally committed to every boarder's safety through a hazard-free, comfortable, and nurturing environment.

Our Promise: We work in partnership with families. You will always be informed of any serious concerns, and we resolve issues through respectful, restorative steps.

MIS CODE FOR BOARDERS

Every boarder at MIS has both rights and responsibilities. You have the right to be treated fairly and kindly and the responsibility to treat every other person with equal respect.

Our School Values: RESPECT • INTEGRITY • RESPONSIBILITY

Boarding House Rules

- Boarders must never enter a boarding house alone, a Matron, Patron, Boarding Assistant, or Head of Boarding must always be present.
- Boarders may not return to the boarding house during the school day unless accompanied by a member of staff.
- Boarders must observe all scheduled bedtimes, lights out at the stated time, every night, no exceptions.
- No electronic devices may be used after lights out. Devices used outside permitted times will be confiscated.

Meals and Nutrition

All boarders must attend every meal at its scheduled time.

- Students are expected to eat a balanced diet. Eating habits are monitored by staff.
- No food may be removed from MoroMunch to be eaten in the dorms.
- Boarders observing religious fasting (e.g. Ramadan or Lent): parents must sign the MIS Religious Fasting Procedure and submit a request to the Head of Boarding before the festival begins.

Devices and Electronics

Year Group	Devices Permitted	When Permitted
Years 5–6	No personal devices at school	Weekend visits only, with parent's device and permission
Years 7–10 (KS3)	Phone or tablet may be brought	Handed to Matron/Patron Sunday evening. Returned Friday afternoon. Only after signing the BYOD policy
Years 11–13 (KS4–5)	Laptop, phone, or smart device	Outside school hours only. Stored securely in cupboard/suitcase otherwise. Only after signing the BYOD policy

NON-NEGOTIABLE: Devices and headphones are not permitted in MoroMunch. Meals are a social time.

Money and Valuables

- All personal money must be handed to the Head of Boarding for safekeeping.
- Boarders must not borrow or lend money or valuables from each other or from staff.
- Pocket money is kept in a safe and distributed by Mrs. Barnett every Friday.
- Pocket money limits: Secondary: 30,000 TZS per week/Primary: 20,000 TZS per week.

Uniform Responsibilities

- All uniforms must be clearly labelled with the student's full name.
- Students must have 3 complete sets (trousers/skirts/shorts and shirts) and 2 pairs of black or all-black trainers.
- If a student lacks proper uniform, the school will source replacements and charge the cost to parents.

Important Notice: Failure to follow the Code of Conduct may result in loss of privileges or further disciplinary action. The school accepts no responsibility for loss of or damage to personal items where the secure storage system has not been used.

BOARDING BEHAVIOUR GUIDELINES

MIS uses a staged, restorative approach to behaviour management — always seeking to understand, support, and resolve before escalating.

Level	Examples of Behaviour	How We Respond	Communication & Recording
 Low-Level Minor Disruption	Talking after lights out, loud or silly behaviour, messy dorm, not following routines	Friendly reminder, brief time-out, informal chat, short-term loss of privilege	Logged in pastoral diary (internal staff tracking only)
 Mid-Level Repeat / Moderate	Repeated noise, mild rudeness, dorm-wide disruption, late to dorm, continued untidiness	Loss of phone/TV time, early lights out, supervised detention, reflective discussion	Logged in 'Students of Concern' system. Parents contacted if repeated.
 High-Level Serious Misconduct	Bullying (any form), swearing at staff/peers, vandalism, theft, physical aggression, substance use	Immediate report to Head of Boarding. Parent meeting. Possible internal suspension or boarding restriction.	Formal record. Parent contact required. SLT involved. Escalation to Head Teacher for severe cases.

Our Promise to Parents: We will always inform you of serious behaviour concerns and aim to resolve them through respectful and restorative steps.

TECHNOLOGY AND COMMUNICATION

MIS follows a structured Mobile Phone and Device Procedure to protect boarders' wellbeing, focus, and digital safety.

Year Group	Devices Permitted	Conditions of Use
Years 11 and above	Mobile phone, laptop, smart device	Permitted out of school hours. Stored securely otherwise.
Years 7–10	Phone or device may be brought	Handed to Matron/Patron on Sunday evening. Returned Friday afternoon.
Years 5–6	No personal devices at school	Devices that are brought to school will be stored and given back at the end of term.

Device Misuse

Any boarder caught using a phone outside approved times, found with an undeclared device, or using a device excessively or in violation of school policy will have it confiscated. Repeated offences will be escalated through the behaviour framework.

REWARDS SYSTEM

Positive behaviour and active involvement are celebrated through our Dorm Reward System — building teamwork, pride, and motivation across the boarding community.

Points Are Awarded For	End-of-Term Dorm Rewards
Good conduct	Movie evenings
Punctuality	Takeaway dinners
Participation and effort	Organised Healthy Sweet Treats

ROOM ASSIGNMENTS

Room decisions are made with great care by the Head of Boarding, Matrons, and Patrons, taking into account friendships, year groups, and overall dorm harmony.

- Rooms are assigned based on friendships, year groups, and balance across dorms.
- Room changes may occur to accommodate new arrivals or to improve dorm dynamics.
- If personalities clash, staff will listen carefully, seek amicable resolution, and reassign only where truly necessary.
- All changes are made with the wellbeing of all boarders as the primary consideration.

DAILY ROUTINES

A structured, predictable daily routine is central to boarder wellbeing, academic success, and pastoral care. Weekday (Mon–Thu), Friday, and Weekend routines are shown below.

Weekday Routine — Monday to Thursday

Time	Older Dorms (Yrs 10–13)	Younger Dorms (Yrs 5–9)	Bed Times (Older)	Bed Times (Younger)
6:00–7:00	Wake up & personal hygiene	Wake up & personal hygiene		
6:45–7:30	Breakfast — MoroMunch	Breakfast — MoroMunch		
7:40 AM	School begins	School begins		
3:00–4:00 PM	Clubs / Study	Clubs / Study		

Time	Older Dorms (Yrs 10–13)	Younger Dorms (Yrs 5–9)	Bed Times (Older)	Bed Times (Younger)
4:00–5:30 PM	Free time	Afternoon Prep in dorm (supervised)		
5:30–6:30 PM	Free time / personal prep	Dinner — MoroMunch (5:30 PM)		
6:30 PM	Dinner — MoroMunch	After-dinner activities / wind-down		
6:30–8:00 PM	Evening Prep — classroom	Wind-down / personal time		
Lights Out	10:00 PM	Primary: 8:00 PM Secondary: 9:00 PM	10:00 PM	Pri 8PM / Sec 9PM

Friday Routine

Time	Older Dorms (Yrs 10–13)	Younger Dorms (Yrs 5–9)
7:40 AM	School begins	School begins
12:00–12:15	School ends	School ends (12:00 PM)
12:30 PM	Lunch — MoroMunch	Lunch — MoroMunch
Afternoon	Free time / sport / socialising	Free time / sport / socialising
5:30–6:30 PM	Devices returned (KS3: Years 7–10)	Devices returned
6:30 PM	Dinner — MoroMunch	Dinner — MoroMunch
Evening	Free time; takeaways permitted (communal areas only)	Free time; takeaways permitted (communal areas only)
Lights Out	11:00 PM	Primary: 9:00 PM Secondary: 10:00 PM

Weekend Routine — Saturday & Sunday

Time	Saturday (Older)	Saturday (Younger)	Sunday (Older)	Sunday (Younger)
SATURDAY				
7:30–8:00	Wake Up	Wake Up	Wake Up	Wake Up
8:00–9:00	Breakfast	Breakfast	Breakfast	Breakfast
9:00–10:30	Free time	Free time	Free time	Free time

Time	Saturday (Older)	Saturday (Younger)	Sunday (Older)	Sunday (Younger)
10:30–12:30	Out of dorms (ICT / study / relax)	Out of dorms	Church (optional)	Church (optional)
12:30–1:00	Lunch	Lunch	Lunch	Lunch
2:00–4:00	Compulsory Activity	Compulsory Activity	Free time	Free time
5:30–6:30	Dinner	Dinner	Dinner	Dinner
Evening	Free time / social	Free time / social	Wind-down / school prep	Wind-down
Lights Out	11:00 PM	Pri 9PM / Sec 10PM	10:00 PM	Pri 9PM / Sec 10PM

Compulsory Activity (2:00–4:00 PM) is mandatory for ALL boarders. Visiting hours do not apply during this window.

SATURDAY ACTIVITY PROGRAMME

Every Saturday during term, all boarders take part in a compulsory teacher-led activity from 2:00–4:00 PM. These activities are exclusive to boarders and organised by the teaching staff.

Activity Category	Examples
Outdoor & Adventure	Hikes, off-campus trips
Field Games	Capture the Flag, Football, Frisbee, Rounders, Athletics
Competitive & Social	Quizzes, Talent Competitions (Fashion, Art, Drama, Karaoke), Board Games, Cooking
Team Building	Team challenges, collaborative projects, leadership activities
Sports	Water Polo, Alternative Sports Day, Handball, Volleyball, Frisbee, Crab Football, Crazy Swim Team Competitions

Sunday School

Christian boarders who wish to attend may join the weekly Sunday School trip to Faith Baptist Church (10:00 AM – 12:30 PM).

- Parental permission must be given to the school in advance.
- An online Risk Assessment must be completed by parents.
- Transport is provided by the school.
- The trip is supervised by a Matron and a Patron.

SUPERVISED STUDY (PREP)

All boarders complete 1 hour 30 minutes of supervised Prep daily, Monday–Thursday. This is compulsory and non-negotiable.

Student Group	Prep Time & Setting	Key Expectations
Younger Students (Primary – Year 9)	4:00–5:30 PM in their dorms. Relaxed, informal atmosphere. Supervised by a different teacher each day.	• Shower and prepare uniform/bag for next day • Oxford Stage readers: read aloud to teacher (15 mins) • Complete all set homework • Tidy bedroom and personal cupboard • Free time in dorm after completing all tasks (no outdoor free time)
Older Students (Year 10 and above)	6:30–8:00 PM in classroom. Separate rooms for boys and girls. Quiet study period.	• Phones and gadgets in the 'gadget box' on arrival • Remain seated throughout • Active, independent study at all times • No chatting or distractions permitted
During End-of-Year Exams	Evening Prep moves to individual bedrooms.	• Boarders who have finished may relax without disturbing others • Electronics with headphones permitted

WEEKEND AND LEAVE EXPECTATIONS

- Boarders may go into town or visit friends only when accompanied by an adult.
- Parental or guardian permission is required at least 48 hours in advance.
- Matrons, Patrons, and the Head of Boarding have the final say on all campus departures.
- With correct permission and adherence to the Weekend and Leave Policy, boarders may visit family or friends off-campus.

Leave Request Process

Step	Action Required
1	Submit request to Head of Boarding at least 48 hours before departure
2	Ensure compliance with the Boarding Leave Expectations document
3	Obtain written or verbal permission from the Head of Boarding
4	Collect a gate pass from the on-duty Matron or Patron before leaving campus

HEALTH AND WELLNESS

Safeguarding

- The safety and welfare of every pupil (boarders included) is our absolute top priority.
- All staff are trained in safeguarding and actively encourage students to raise concerns.
- We maintain a vigilant 'it could happen here' culture, safeguarding is everyone's responsibility.
- Online safety is strictly managed through our Safeguarding and E-Safety policies.
- Individual risk assessments are conducted, with particular attention to the unique boarding environment.
- Boarders below Year 10 do not carry personal devices and access online material only under adult supervision.

Physical Health and Medical Care

With the goal of providing our students with the highest standard of healthcare available locally, all medical consultations for boarding students are streamlined through a variety of services, unless otherwise requested by parents.

- The onsite nurse is available in the Medical Bay during school hours for consultations and minor injuries. The nurse is able to provide medication such as Paracetamol and Ibuprofen and to apply plasters and bandages.
- For boarders requiring additional consultation or when out of school hours you may choose either to:
 1. Pay for Jasgem Clinic and Mosi Mobile Clinic to come to the school campus for a consultation. They will take samples and return with results and medication if required. This allows boarders to remain on campus when unwell.
 1. Pay for an off duty matron or patron (10,000tsh) and transport (10,000tsh) to accompany your child to Platinum Medical Care for a consultation.
www.platinummedical.co.tz

Boarders will *now* be asked to arrive with 100,000tsh to cover any medical/transport/accompanying fee's that occur throughout the year. Any money not used will be returned at the end of the school year.

Area	What We Provide
Medical Bay	Staffed by a qualified Nurse providing first aid, management of chronic conditions, and treatment.
Nurse Liaison	The Nurse works closely with Matrons, Patrons, and parents on all medical matters.
Illness in Dorm	Boarders unfit to attend school are cared for on-site, or parents may be asked to collect their child for recovery at home.
Emergency Phones	Available in all dorms and the main office. Staff carry mobiles at all times for rapid communication.

Area	What We Provide
Medication	All medication must be handed to Matrons/Patrons on arrival. Medical forms must be current.
First Aid	Matrons hold accredited first aid qualifications and have access to all medical records and consent forms.

BOARDING CHECKLIST

Use this checklist to prepare your child's belongings before arriving at MIS. All clothing must be clearly labelled with your child's full name. Please avoid sending expensive items, jewellery, or electronics not permitted under school policy.

Essential Items	Useful but Not Essential
Bedding: pillow, 2 sheets (single), 1 blanket, 2 towels	School hat (Primary only)
Mosquito net	Phone, laptop, or tablet (per school policy)
Home clothes	Pocket money (held by Matrons/Patrons; distributed weekly)
Sports kit: black shorts, 2 house shirts	Extra sports equipment (tennis racket, football, etc.)
Swimming gear: costume, towel, goggles	Umbrella, waterproof jacket, rubber boots (rainy season)
School uniform: 3 complete sets	Fan
White or black school socks × 5	Table lamp
School bag / rucksack + Sports bag	Shaving equipment
School shoes × 2 (black or all-black trainers)	
Sports trainers × 2	
Slippers, sliders, or flip flops	
Toiletries (incl. sanitary products & Dettol for girls)	
Small padlocks for cupboards and suitcases	
Stationery: pens, pencils, eraser, ruler, pencil case	
Scientific calculator (Year 5+) + Mathematical set	
English dictionary + Colouring pencils	
Water bottle + Clothes hangers + Torch/flashlight	

MEALS AND SNACKS POLICY

MIS is committed to promoting healthy, balanced eating. Students are expected to make responsible food choices and manage waste appropriately in shared spaces.

Area	Policy Details
Meals Provided	Three meals daily at MoroMunch. Fresh fruit and vegetables available at break. Additional snacks and drinks available at PJ's tuck shop.
Eating Rules	Food must be eaten in designated dining areas only. No food in dorms, classrooms, library, sports facilities, or on fields. Dishes must remain in dining areas.
Takeaways	Permitted on Fridays and Saturdays only. Orders placed and collected by the Matron/Patron on duty. Takeaways must be eaten in communal areas — never in bedrooms or on sofas.
Snacks from Home	May be eaten during the school day (before 4:30 PM) and after dinner (6:30–7:00 PM) only.
Important Note	School meals are designed to be fully sufficient. Snacks are extras and should be eaten in moderation to maintain a healthy lifestyle.

LAUNDRY SERVICES

- Laundry is available 7 days a week.
- All items must be clearly labelled and placed in the correct laundry basket.
- Clean clothes will be returned to the dorm.
- Boarders are responsible for collecting their clean clothes in the evening and storing them neatly.
- Please do not bring expensive items — the school accepts no responsibility for loss or damage.

PARENTAL INVOLVEMENT

Visiting Hours

Day	Visiting Hours / Notes
Weekdays	3:00 PM – 6:30 PM
Weekends	8:00 AM – 6:30 PM (except Saturdays 2:00–4:00 PM — Compulsory Activities)
Location	All visitors must remain within the Welcome Banda. Due to Child Protection policy, non-boarders may not enter dorms except for drop-off and collection.

Parent–Teacher Conferences

- Held three times per year, at the end of each term.

- An opportunity to discuss academic progress and meet the Head of Boarding and Matrons/Patrons.
- Parents attending may take their child home at the end of the conference.
- If parents cannot attend in person, transport must be arranged via a driver or SGR ticket. The school provides a bus to and from the train station on a named train. If you wish your child to travel at a different time you will need to organise transport yourself.

SCHOOL POLICIES AND PROCEDURES

Full copies of all school policies are available through Diana Rose in the main office, who can share them in person or by email.

Policy Document	Available From
Safeguarding and Child Protection Policy	Diana Rose — main office / email
Boarding and Leave Procedure	Diana Rose — main office / email
Mobile Phone and Devices Procedure	Diana Rose — main office / email
School Behaviour and Sanctions Procedure	Diana Rose — main office / email
Emergency Plan	Diana Rose — main office / email
Religious Fasting and Dietary Needs Procedure	Diana Rose — main office / email

You can reach Diana Rose via the school office or by email during office hours (Monday–Friday, 7:30 AM – 4:00 PM).