



**TRIDENT**  
**COLLEGE**  
ENGAGE ENLIGHTEN EMPOWER

**2026**  
**Boarding Handbook**

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



**W**elcome 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

## Contents

Message from the Deputy Head Pastoral .....	5
Our Values .....	6
1. Origin of names of boarding houses and year groups in each house .....	7
2. Contacts.....	8
3. Characteristics of each house.....	8
4. Message from Heads' of Houses.....	9
4.1. Message from the Boys' Housemaster Ravensthorpe.....	9
4.2. Message from the Boys' Housemaster Kansanshi House .....	10
4.3. Message from the Junior Housemistress Las Cruces House .....	11
4.4. Message from the Girls' Housemistress - Moghrein House .....	12
5. Personnel in each House.....	14
6. General timings of school day.....	15
7. Boarding Requirements .....	16
7.1. Uniform, sporting, and classroom equipment.....	16
7.3. What to bring for Boarding .....	18
7.5. Pocket Money and Tuck .....	19
9. Mealtimes .....	23
Years 6 – 10 .....	24
Years 11 – 13 .....	24
11. Weekends.....	25
11.1 Saturday School (closed weekends).....	25
11.2. Regular Saturdays (activities).....	25
11.3. Half Term Weekends .....	25
12. Signing Out Procedures.....	25
12.1. Returning to school .....	26

13. Visits to the Game Park & Cycling on campus.....	27
14. Religious Observances & Youth Services.....	28
15. Rules, Merits and Demerits.....	29
15.1. Appearance .....	29
15.2. The Merits and Demerits System.....	29
15.3. House Learner Leaders .....	29
16. Phones, music devices, laptops and other valuables.....	31
16.1. Phones.....	31
16.2. Internet and Laptops .....	31
16.3. Other valuables.....	32
17. Visitors .....	32
18. Damages .....	32
19. Grievance procedure .....	32
20. Additional information / Appendices.....	32



*“Our place we call home.”*



Educore Services provides leading education through the following network of schools - Frontier, Sentinel, Trident and the Educore Academy

## Message from the Deputy Head Pastoral



### Welcome to Boarding and College Life

Living and learning together at Trident College offers an exceptional opportunity to grow beyond the classroom. Life in boarding provides a space to develop character, independence, and lifelong friendships. It is a time to learn about yourself, to serve others, and to become the best version of who you are meant to be.

Our pupils come from across Zambia, southern and central Africa, and beyond, creating a vibrant and diverse community. In this environment, you will meet people from many backgrounds and learn to live with, respect and value one another — skills that will serve you throughout life.

We are fortunate to live on a safe and beautiful campus, surrounded by nature and equipped with many facilities to enjoy with friends, including our very own game park. These surroundings offer endless opportunities to relax, explore, and connect meaningfully with others.

Alongside our boarders, we also enjoy a growing group of day scholars who add another important dimension to our school life. Together, they enrich our community and remind us that belonging is about participation and shared purpose, not just where you live.

Whether you are a boarder or a day scholar, I encourage you to make the most of the opportunities here — to learn, to grow, and to make a positive difference in the lives of others.

Welcome to Trident College— your home for learning, friendship, and personal growth.

Dean Seeliger

Deputy Head: Pastoral Care

## **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

In recognition of the pivotal role played by First Quantum Minerals Limited in establishing Trident College, the four houses are named after the four boarding houses are named after their various mineral mines around the world.



**Ravensthorpe** – in Western Australia (Nickel Mine)

Senior boys (Years 10, 12 & 13)

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



**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"***



**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"***



**Moghrein** – in Mauritania (Copper Mine)

Senior girls (Years 10, 12 & 13).

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

## 2. Contacts

RESPONSIBILITY	NAME	EMAIL	MOBILE
Head	Kate Cowling	<a href="mailto:kate.cowling@trident-college.com">kate.cowling@trident-college.com</a>	076 4912322
Deputy Head Pastoral / Head Ravensthorpe House	Mr. Dean Seeliger	<a href="mailto:dean.seeliger@trident-college.com">dean.seeliger@trident-college.com</a>	076 5836813
Boys Housemaster Kansanshi House	Mr. David Ngoma	<a href="mailto:david.ngoma@trident-college.com">david.ngoma@trident-college.com</a>	0969 458 644
Girls Housemistress Moghrein House	Mrs. Dorcas Chingele	<a href="mailto:dorcas.milambo@trident-college.com">dorcas.milambo@trident-college.com</a>	0977 508 469
Girls Housemistress Las Cruces House	Mrs. Petronella Changa	<a href="mailto:petronella.changa@trident-college.com">petronella.changa@trident-college.com</a>	0962646399
Nurse for Trident	Rotational basis	<a href="mailto:nurse@trident-college.com">nurse@trident-college.com</a>	0962555361

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

## 3. Characteristics of each house

Both Las Cruces and Kansanshi houses have dorm areas where two or four junior students share a cubicle, and the dorm area houses a given year group. Each student has a bed, a wardrobe, and a shared bedside cabinet. In some year groups, the desks are within the cubicle area, while in others, the desks for an entire year group are located in the same area. The Year 10's have single rooms furnished with a bed, wardrobe, desk, chair and bedside table. The Year 13 House Learner Leaders students are allocated junior dorms and are expected to assist the House Staff with ensuring the younger children have tidy areas and settle into the boarding routine quickly.

In the senior houses, most Year 12 & 13 students will share a room with a friend. There are a few single rooms allocated for house leaders and the Head and Deputy Head boy and girl. These rooms all have overhead fans and the beds are designed with drawers

underneath for extra storage. There are two dormitory areas for the Year 11 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 gives me great pleasure to welcome you and your son to Ravensthorpe, the senior boys' boarding house of Trident College.

The boarding staff and I have the privilege of being part of the journey to manhood of those under our care. Opportunities for growth and development in servanthood, leadership and personal endeavour will be provided. High standards of conduct and commitment will be expected from them. We look forward to supporting them as they dedicate themselves to achieving the goals they have set, while they support their peers in fulfilling theirs. The practical implementation of the values of the College and House is another important aspect of their daily lives which will be encouraged and promoted.

We, the boarding staff, look forward to the opportunities to engage with yourself as you support your sons in his journey too.

Mr Dean Seeliger

## 4.2. Message from the Boys' Housemaster Kansanshi House



My name is David Ngoma, and I have been a dedicated member of Kansanshi Boarding House since 2018. Over the years, I have served in various capacities, including three years as a House Tutor and two years as an Assistant Boarding Master. Currently, I hold the position of House Master, where my primary focus is creating a nurturing and supportive environment for our junior students. My goal is to make Kansanshi Boarding House a true home away from home, ensuring that students feel comfortable, valued, and encouraged as they navigate their academic and personal growth. I am committed to fostering a culture of respect, unity, and mutual understanding among the students, helping them build strong relationships and develop essential life skills.

Together with the dedicated boarding staff, I strive to provide the best possible support for the students under our care. We are deeply invested in their well-being and success, working to guide them towards achieving their personal and academic goals. Our approach emphasises discipline, responsibility, and a sense of community, ensuring that each student feels empowered to reach their full potential. Kansanshi Boarding House is not just a place to stay—it is a place to grow, learn, and thrive, and we are honoured to be a part of each student's journey.

### 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. Petronella Changa.

#### 4.4. Message from the Girls' Housemistress - Moghreïn House



As Head of House for Moghreïn House I enjoy my daily interactions with the Girls in our happy and relaxed environment. I am here with my family (Husband and 2 young children) we consider the boarding house an extension of our home and encourage the girls to do the same with our house.

A balance is struck in the house between relaxing, studying and focusing on schoolwork and time spent taking part in personal past times. Some girls like to do art or gym and are free to use all the varied spaces throughout the house.

In the boarding house environment, I in-still a sense of taking responsibility for our home and the others around us. Girls are encouraged to stay neat and clean in their appearance and personal space as well as taking responsibility for common areas. I facilitate times when an open forum is held to discuss issues and help them to resolve problems in house as a group.

Individually I get to know the girls as best I can, giving space for them to develop into young women with their 'talents and abilities'. Our house motto is 'To be the best that I can, with my own talents and abilities.' I expect each girl to put her 'Best foot forward', in everything that she tries.

I am always on hand for the girls to talk to about anything they feel they want help or advice on, similarly I will approach them to offer guidance and correction where appropriate. I always try to strike a balance between a feeling of freedom but set within boundaries within which they can grow and learn safely.

Moghrein is a wonderful place to live, and we are proud to be a supportive and caring family.

Mrs. Dorcas Milambo-Chingele

## 5. Personnel in each House

Each boarding house is run by a team of staff. Each house team resides adjacent to their respective boarding house, and their main roles are outlined below:

**Housemaster / Housemistress:** Maintain overall responsibility for the boarding house and for the welfare of all pupils under their care. They maintain close relationships with each pupil in their house and are essential members of the student academic and pastoral care teams. The Housemaster/ Housemistress has the key responsibility of managing the overall boarding team that includes housing staff, maintenance, the matrons and the broader duty teams that comprise of teachers from across the school.

**Assistant Housemaster / Housemistress:** Deputise for the Housemaster/ Housemistress in their stead and are key contributors to student welfare, boarding house culture and the development of the physical environment.

**Resident tutor:** Reside in the apartment attached to the boarding houses and are both a key academic and pastoral support, as well as the front-line of emergency response.

**Matron:** Matrons are the essential cog in the daily running of the houses. They supervise cleaning teams, track maintenance, help manage the laundry teams. Matrons also have the vital responsibility for accompanying pupils to the clinic at all hours and often stay overnight in the clinic with pupils.

**Academic Tutors:** These are members of the teaching staff who do evening duties during the week. They supervise homework, run house meetings, and manage the welfare of the house for their allotted duty.

Name of House	Kansanshi	Ravensthorpe	Las Cruces	Moghrein
House parent	Mr David Ngoma	Mr. Dean Seeliger	Mrs. Petronella Changa	Mrs Dorcas Milambo-Chingele
Assistant House parent	Dr. Langson Kapata	Mr. Frederick Ambali	Mrs. Bwalya Chabu	Ms. Debra Mulubwa
Tutor	Mr. Walter Dongo	Mr. Kennedy Mutale	Ms. Chitalu Mukosha	Ms. Pauline Poho

## 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
07.00	Years 7-13 Start of school day
10.00	Tea Break
13.00	Lunch Break
14.00	Co-Curricular activities start (Monday – Thursday)
16.00	Years 4-6 return on bus from Trident Prep
16.15	Years 7-13 End of school day
17.15	Supper for Las Cruces & Kansanshi
18:00	Supper for Moghrein & Ravensthorpe
18.15	Boarding House Meeting and Roll Call for Las Cruces & Kansanshi
18.40	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
21.00	Years 12 & 13 Prep time ends
21.30	Bedtimes Start for Moghrein & Ravensthorpe. House lock up.

On Fridays, the timings are slightly different as there are no afternoon activities. Fridays may often have evening activities such as movies, night sports under lights, and other entertainment options.

## 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 prevent them falling into the wrong hands!

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.

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 for activities that they are likely to pursue. This includes larger items such as mountain bikes, and musical instruments, and protective equipment such as shin guards, mouth/gum guards, helmets and so on.

They may bring their own reading books from home, though there is a library at the College and each house is trying to build up their own small libraries from which students may borrow books. Since we are trying to establish those resources, we welcome any donations of books, board games or cash to procure new items. 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. Students should bring their own bedding (duvet cover, sheet, pillowcase and pillow) This goes a long way in helping the students feel 'at home' but the school can also provide sheets and covers if needed.

Year 10 students in single rooms may want to bring their own fan to school as there are none overhead square pin.

The following personal items are also required:

- 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.
- 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 matron.
- 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

**Any personal medication is to be handed into the housemaster/housemistress on arrival with clear instructions on the dosage.**

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 attracting vermin. Students may bring their own mugs & bowls from home, but there are some available in the common room.

Students may wear home clothes from Friday afternoon to Sunday evening, provided these follow the casual clothing guidelines. Clothing must be suitable for the activities in which they are participating. Smart-casual attire may be worn in the evenings, however students are encouraged to recycle and re-wear items where appropriate to avoid excessive laundry.

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



#### **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 Boarding House – boys in years 7, 8, 9 & 10 – KH

Las Cruces Boarding House – girls in years 7, 8, 9 & 10 - LC

Ravensthorpe Boarding House – boys in years 11, 12 & 13 - RH

Moghrein Boarding House – girls in years 11, 12 & 13 – MH

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 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 Velcro or 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 'Chinese Shops' countrywide.

There is a limit of 15 items that the students can put in for a wash during the week. Each hostel has its own washing machine and dryer that is managed by the matron. These are used for emergencies. 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, and the Tuck Shop.**

Tuck is the collective name for the snacks pupils choose to bring with them from home.

As part of the promotion of a healthy diet, one of our goals is to minimise the consumption of junk food and minimise the amount of tuck pupils bring to school.

The allowance for amounts of tuck will be strictly adhered to. Students should not have more tuck than fits into a **10-litre plastic box** in the bottom of their wardrobe. If tuck is left open in cupboards, it will be confiscated as this encourages vermin and ultimately snakes.

Pupil fundraising activities and the school tuck shop have begun to accept mobile money, and this is a preference in order to minimise the potential loss of physical currency and reduce the stress on pupils of having to manage larger sums of money.

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.

Parents can top up the amount of pocket money each time their child is returning to school or is visited; by sending the cash with instructions to pass it onto the Housemaster.

At the end of the Term, parents will receive any unused cash in a sealed envelope via the child.

**NB – Please do not request to send money to residential staff via mobile money with requests for the staff member to visit a bank and withdraw of behalf of the pupils, as staff are unable to meet these requests.**

In the interests of maintaining a healthy, balanced, diet, some tuck is not allowed at Trident College and will be confiscated:

- **Energy drinks** of any kind, and any drink with excessive caffeine and any drink containing added Taurine, e.g. Red Bull and all similar products, are banned at school.
- **Large 1.25 litre or 2 litre bottles of soft drink**. These are not acceptable as replacements for normal water intake and have zero nutritional value. Smaller soft drinks are available for purchase at the Tuck Shop.
- **Peanut containing foods** – allergy risks mean that pupils must not bring peanut containing snacks with them into the residences.

**Please note** that external metal footlockers full of tuck are **not permitted**. A single **10 litre plastic** container that fits inside the pupil's locked cupboard is the tuck limit for 2026. External footlockers will not be accepted onto the truck in Lusaka and should they arrive at school full of tuck, will be shipped home.

## 8. Accident and Illness

Where possible, the pupil's first port of call for any accident or illness is the school nurse who is in school from 07.00 - 18.00 hrs Monday - Friday and from 08.00 - 16.00 on weekends. Pupils need a note from class teachers if they need to see the nurse during lesson hours.

There must be no self-medication, any personal medication should be kept with the houseparent or matron. No medication is allowed to be kept by pupils. Pupils are obliged to follow professional medical advice from registered and licensed healthcare providers only and will not be permitted to consume non-medical grade medicines, or follow regimens not prescribed by medical doctors, or associated healthcare professionals.

**The only exception to the above is specific nutritional supplementation for sports as approved by the Head of Boarding.**

There are also first aid kits in the house for emergency use afterhours, and transport to the clinic off campus is available 24 hours a day. Please refer to our First Aid protocol for additional procedures, including use of the Kansanshi Medical Clinic.

**Each child must be a member medical aid. This is a condition of your son or daughter joining the school and is the parents' responsibility.**

If the nurse believes a student should be seen by a doctor at the clinic they will be referred. 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, they will be transported to the clinic for overnight monitoring, accompanied by a Matron.

We ask parents / guardians to complete the form in Appendix 1 which authorises the Mary Begg Clinic to release medical information to the relevant Housemaster and Deputy Head. This has been necessary in the past as it 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 would only be shared with relevant personnel.



## 9. Mealtimes

Attendance at all meals is compulsory and is monitored. Tuck and snacks are not acceptable substitutes for a balanced diet. Pupils are not permitted to remain in the hostel during meal times.

Pupils with dietary requirements such as allergy or religious observance should notify their housemaster who will subsequently notify the Head of Boarding.

All pupils in a boarding house should walk up to the Dining Hall as a group, eat as a group, and return immediately to the boarding house.

Please note throughout the week, all pupils receive a tea break snack that is delivered to school.

Weekdays	Meal	Time
Monday - Friday	Breakfast	5:45 – 6:45 End of hot service at 6:30
	Break	10:00 – 10:30
	Lunch	13:00 – 14:00 lunch service.
	Supper	17:15 – 18:40
Saturday	Breakfast	7:00 – 8:00
	Lunch	12:45 – 14:00
	Supper	17:15 – 18:40
Sunday	Breakfast	7:00 – 9:00
	Lunch	12:45 – 14:00
	Supper	17:15



## 10. Bedtimes

### Years 6 – 10

Housing staff or House Leader leaders switch off dormitory lights at the allocated time of 20:30 during the week.. All students will be expected to be in bed at least 10 minutes before lights out. Moving around afterhours is not allowed. Pupils are expected to develop an evening routine in support of this.

### Years 11 – 13

Bedtime for Year 11 and above is 21:30, unless they have approved permission to study later. However, there is 'quiet time' in house from 21.00 and after this time students must be in their own areas or rooms. On Saturday this time is later. Any senior student who is found sleeping in class may have an earlier bedtime imposed.



## **11. Weekends**

### **11.1 Closed Weekends & Saturday School**

The first and last weekend of each term are scheduled as closed weekends where all boarders are expected to remain at the College. Various activities, such as inter-house competitions, take place then. Some Saturdays are allocated for normal school lessons. These are marked well in advance on the calendar. The Prep school boarders will be supervised and kept busy on those days with a programme of activities organised by the Prep school.

### **11.2. Regular Saturdays – Saturday Co-curricular Activities.**

Inter-school fixtures take place on these Saturdays, with our pupils either travelling to other venues or competing in tournaments at home.

On Saturdays when there are no fixtures, activities are arranged for the pupils. These vary from week to week. Pupils are required to participate in two activities of their choice. These sessions run from 8:30 to 10:00 and from 10:30 to 12:00. Pupils have their morning break between 10:00 and 10:30.

### **11.3. Half Term Weekends**

On these Saturdays, students are required to go home or to a local guardian. Sometimes students are un-able to travel as they need to be in school for examinations. If this the case, one boarding house will remain open for boys and another for girls. On these weekends, no activities are arranged as the pupils are meant to be studying and breakfast is later than normal.

## **12. Signing Out Procedures**

Students travelling home for half terms and end of terms by air must travel in School Uniform. This includes a tie and the correct footwear. Those going on the Copperbelt Bus may travel in the Trident College sports kit. On normal weekends, for approved visits home or to a friend, students can go out in their home clothes.

Students wishing to leave campus must follow the procedure below:

- Parents wishing to sign out their children for the weekend must email the Deputy Head: Pastoral Care by the Thursday evening with details of time, who will be picking up the pupil, and the estimated time of return. The notification must be sent by email. Permission cannot be given via phone calls or text.

- It is inappropriate to phone or message housemasters after hours for last-minute pick-ups or request them to address issues that are not emergencies. This is to respect the time of housing staff, all of whom have full teaching loads, and many of whom have their own families.
- Child safety and safeguarding mean that last-minute visits and visitors are difficult for us to manage, and last-minute visitors may be stopped at the gate.
  - Pupils are expected to sign out at their hostel using the appropriate documentation. The member of staff on duty is required to sign the sign-out slip. The guard at the gate will then also sign the slip.
  - On the pupil's return, the guard at the gate will sign the slip.
  - The pupils are required to sign back in at the boarding house.

Please note the following:

- During exam sessions, boarders may not go to host families unless both the parents and Housemaster are satisfied that it is in their best interests.

#### 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'/guardians' responsibility to contact the Deputy Head: Pastoral Care as soon as this is apparent.

If a student falls ill whilst visiting a friend for the weekend, both the parents and College 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



Boarders are only allowed to visit the Game Park when on an organised school activity or when supervised by a staff member.

Students must always wear a cycle helmet whilst using their bicycle. Failure to do this will result in them being asked to walk. A second offence will result in the confiscation of the bicycle.

Students may ride parts of the School Series route within the school boundary but may not do so on their own. Students may ride outside of the school boundary only when accompanied by an adult, or as part of the cycling CCA.



## 14. Religious Observances & Youth Services

Trident College has been founded on Christian principles, and the pupils attend two compulsory services per week: on a Sunday afternoon for boarders and a Thursday morning for the entire school.

Should you want your child to attend a local church associated with your denomination, you are welcome to arrange for a member of the congregation to fetch your child. Please confirm the arrangements with your child's Head of House and Deputy Head: Pastoral Care. The school is not able to organise transport or provide accompanying staff members in these instances, and normal rules for off-campus visits apply. Please note, that school events where your child is required to attend must be considered a priority in instances where there is a scheduling conflict.



## **15. Rules, Merits and Demerits**

### **15.1. Appearance**

Please refer to the Trident College Pupil Handbook for full details on appearance. However, in summary:

- Female pupils are permitted to braid their hair, but the tails of the braids must reach no lower than the waistband of their skirt.
- All hair extensions and braids must match to the pupils own natural colour. All highlights will be required to be removed at the pupil's expense.
- Boys in year 12 and 13 may wear neatly trimmed and appropriately maintained facial hair.
- Boys may not have stepped haircuts or hair that extends too far above the head. Boys may also have no colours in their hair.
- Both males and females are free to use relaxers, as long as their hair meets guidelines for length and style.
- Girls may have one set of earrings – studs or sleepers – boys are not permitted to have earrings.

### **15.2. The Merits and Demerits System**

The Merit and Demerit system extends to all activities of the College and the boarding programme. For a full explanation please refer to the pupil handbook.

If academic work has shown little effort, then teachers will ask the pupil to redo their work to an acceptable standard and may also place the student in detention.

In the boarding house, for such things as untidiness, poor behaviour & organisation, and failure to follow instructions, a member of the House Staff Team or a House Learner Leader may issue a sanction

### **15.3. House Learner Leaders**

Each boarding house has a Head of House Learner Leader who is supported by other House Learner Leaders. In Las Cruces and Kansanshi Boarding Houses, Yr 10 monitors area also appointed to assist in managing the activities of the House. They are also there to engender a positive and caring ethos within the boarding house. All house leaders will be trained for their roles.

*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. The College's updated cellphone policy's includes the following rules:

- Cell phones may not be brought to school, during the school day, for any reason. Pupils may only use their laptop for academic purposes.
- Cell phones at school during the school day, even in school bags, will be confiscated and returned to pupils with a demerit.
- Cell phones, tablets and laptops may not be seen or used within the dining hall during designated mealtimes.
- Cell phones may not be used at break or lunch times.
- Year 7 – 11 boarders are permitted to use their phones once a day between the 16:30 to 17:30. These will then need to be handed back for safekeeping.
- Yr 12 -13 boarders are allowed their cell phones in the evenings.
- 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.
- Please do not purchase a data package or pay for VPN for your child, as they can then bypass our firewalls and we can not control their access to inappropriate online sites.

Any student may have their phone confiscated or have added restrictions put in place if they are misused. . Random checks may be done whereby students will be requested to let their Housemaster see the activity logged on their phone if there is a suspicion of inappropriate usage.

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 network which provides access to the internet is being continually expanded and extended throughout the boarding-houses and school. Access to the internet is restricted in terms of open sites and the school is protected by a firewall.

The use of devices outside of allocated hours, the inappropriate use of devices and cyber-bullying will be dealt with in the strongest possible terms. Students are required to read the IT Policy and follow the instructions laid out in it.

### **16.3. Other valuables**

valuables to be locked up at any time that the student is not in their area.

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 Parent 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.

Visitors are not permitted in the boarding houses and may instead make use of the school grounds for enjoying their visiting time.

Day pupils are not permitted in the boarding houses, and visiting must take place in the permitted common areas on campus.

Children who have siblings in Las Cruces or Kansanshi houses will be asked to socialise outside of the residences. There should be no juniors visiting students in Moghreïn or Ravensthorpe. There are to be no girls in the boys' house and no boys in the girls' house.

### **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 has a problem with any aspect of boarding, they should first approach the teacher on duty who will contact the House Parent 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 House Parent / Head of Boarding may be contacted by email and an appropriate response will be given.

### **20. Additional information / Appendices**

Annexe 1: [Authorisation to Release Medical information](#)

Annexe 2: [Indemnity and Medical Form](#)

Annexe 3: [Casual clothes guidelines](#)

Annexe 4: [Code of Conduct](#)