

# Boarding Handbook

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2024-2025



THE GLOBAL COLLEGE



## WELCOME FROM THE HEAD

Joining a residential community in a boarding school is an important moment in any student's life. At The Global College, our international boarding house is at the centre of our school community.

Our boarding house brings together exceptional young people from many nationalities, to live together in the vibrant city of Madrid, where they will be able to enjoy all the cultural, artistic, entrepreneurial, and sporting opportunities that this city has to offer.

At the centre of boarding life is a sense of community, which, under the watchful eye of our house parents, will allow students to experience both a sense of independence as well as a caring family group, where they can develop both as students and as people.

We hope that this document can give you a flavour of what to expect in the TGC boarding programme and can help you as you make your final preparations to arrive in Madrid in September 2023.

We can't wait to begin this adventure with you.



**Barry Cooper**  
Principal

## CONTENTS

- 04 The Boarding Team
- 05 Key Contacts at TGC
- 06 About Madrid
- 07 The Residence
- 09 Orah
- 10 Arrival and Orientation Program
- 11 What to Pack
- 12 Rooms
- 13 Term Dates
- 14 Daily Routine
- 15 Leaving the Boarding House
- 16 Emergency Procedures
- 17 Weekend Activities
- 18 Wellbeing
- 20 Residence Rules & Regulations
- 23 Useful Links and Apps
- 24 Arriving to the Residence
- 25 Student Dress Code





## **THE JOURNEY BEGINS!**

We are proud that you have chosen The Global College (TGC), and we are delighted to be able to welcome you and your family to our community. This handbook is intended to serve as a guide to help students and parents complete the steps needed to begin your time at TGC with confidence and to understand what will be expected of you as members of the boarding community. It is time to start planning your arrival!

## THE BOARDING TEAM

The Boarding team consists of both live-in and live-out staff. The staff includes the Vice Principal, the Housemaster, and the Houseparents, among others.

Boarding team members serve as mentors, role models, and counselors. They take their role as carers very seriously and, as a team, they work hard to establish a sense of community within the residence. The boarding team are responsible for communication about the well-being of the students with their families, advisors, teachers, and the medical team.

### Vice Principal for Pastoral Care

The **Vice Principal for Pastoral Care** oversees the safety, happiness, and wellbeing of all students, but especially of boarding students.

### Housemaster

The **Housemaster** is the leader of the boarding community and is the key adult responsible for the students living in the residence. The Housemaster lives within the residence building, and holds overall responsibility for maintaining safe conditions, a good study climate, and ensuring observance of school rules. Additionally, the Housemaster is primarily responsible for leading, coordinating, supporting, and evaluating the activities and events for residential students. The Housemaster should be the first port of call for parental queries about residential life.

### Houseparents

The **Houseparent(s)** are also residents in the boarding community, and support the Housemaster in ensuring the safety and wellbeing of boarding students, as well as creating a welcoming and homely atmosphere in the residence.

### Academic Mentor

Every student at TGC is assigned a staff mentor when they join the school. Their mentor is especially chosen for them because the staff member has some expertise in an area which is relevant to their programme of study or their future ambitions. The mentor takes an important role in every student's school life – they are there to celebrate your wins, guide you when you make a mistake, and help you to plan for the future. They are an important point of contact for both you and your parents in school.



## KEY CONTACTS AT TGC

If you have questions about:

Anything related with **Boarding Life:**

- Email: [boarding@theglobalcollege.com](mailto:boarding@theglobalcollege.com)
- Boarding team duty phone number for calls or WhatsApp: **+34 659373587**

### Academic matters

[secretariat@theglobalcollege.com](mailto:secretariat@theglobalcollege.com)

### Tuition & Payments

[admin@theglobalcollege.com](mailto:admin@theglobalcollege.com)

### Immigration/Visa Support Team

[visas@theglobalcollege.com](mailto:visas@theglobalcollege.com)

### Other useful contacts:

#### Luis González

##### Housemaster

[luis.gonzalez@theglobalcollege.com](mailto:luis.gonzalez@theglobalcollege.com)

#### Barry Cooper

##### Principal

[barry.cooper@theglobalcollege.com](mailto:barry.cooper@theglobalcollege.com)

#### Maggie Nelson

##### Vice Principal for Pastoral Care

[margaret.nelson@theglobalcollege.com](mailto:margaret.nelson@theglobalcollege.com)

#### Lucia Gomendio

##### School Psychologist

[lucia.gomendio@theglobalcollege.com](mailto:lucia.gomendio@theglobalcollege.com)

#### School Reception

**+34 915 68 99 37**

Schedule: 9:00 – 17:00



### Emergencies:

In the case of an emergency, students can contact the following numbers. However, whenever possible, please contact a member of staff before doing this.

#### **112 The European Emergency Phone Number:**

Available everywhere in the EU. You can call 112 from landlines and mobile phones to contact any emergency service: an ambulance, the fire fighters or the police.

#### **091 Spanish Police**

#### **91 562 04 20 Poisonings**

#### **Travel & Transportation:**

**902 404 704**

Adolfo Suárez Madrid-Barajas Airport



## ABOUT MADRID

Madrid is one of the **safest cities in Europe** and, with an average of more than 300 days of sunshine per year, it is one of the 10 best cities to live in, according to The Expat City ranking 2021 conducted by Internations, which focuses on the quality of urban life.

It is a true cosmopolitan city, which welcomes more than 75,000 students from all over the world every year and is one of the most popular destinations in the European Erasmus program.

As a **UNESCO World Heritage Site**, Madrid is a major cultural capital in Europe. Students will have the opportunity to discover the cultural richness of the city, as well as surrounding cities such as Toledo, Segovia or El Escorial during organized weekend excursions. Not to mention that Madrid is an excellent gateway to Spain, Europe, and the rest of the world with its international airport located only 12 km from the city center.



## THE RESIDENCE

### Location

The residence benefits from a privileged location in **Calle del Darro 21** in Barrio Salamanca, one of the most beautiful neighbourhoods of the city. The barrio is safe, quiet, and very well connected. The residence is about 15 mins walk from the school and connected to the rest of the city by metro, train, and bus. The closest stations include:

### Metro

Stations nearby include:

- Santiago Bernabéu (closest station)
- Concha Espina
- República Argentina
- Cruz del Rayo
- Nuevos Ministerios

### Madrid Regional Train (Cercanías)

Nuevos Ministerios

### Bus

Lines 14, 43 and 120

The Global College boarding house is hosted by a student residence called Residencia La Inmaculada. Once a convent, La Inmaculada has been providing modern and safe student accommodation in the centre of Madrid for many years.







## Building

The TGC boarding campus is comprised of three buildings with shared facilities such as gardens and outdoor spaces.

The TGC buildings comprise of rooms for students, accommodation for residential TGC staff, study areas, shared spaces for leisure and relaxation, which have sofas, TVs etc, as well as a stunning roof terrace with views of the Santiago Bernabéu stadium.

The boarding campus is only accessible to members of the TGC community.



## Security

The residence is a very secure place to live but requires the cooperation of all residents. Entrance to the residential complex is through a locked gate. All students will have an electronic key which will allow them to enter through the gate. In the unlikely event that you lose or forget your key, you will be able to use the intercom to contact reception, who will let you in. The same electronic key can be used to enter the buildings.

Please make sure that you never allow strangers to access the building with you; every resident and member of staff has their own key.



## Security (continued)

Please also keep your keys very safe, as losing them compromises the security of the complex. Do not lose them or forget them in your room. If you do lose your electronic key, please inform reception as soon as possible so that they can deactivate and replace it.

Each student also has an individual metal key to the lock on the door of their bedroom. Please do avoid leaving the key in the lock in the inside of the door when you are in your room – in case of emergency this makes it more difficult to come into the room to help you.

There is CCTV in use in public areas of the residential complex, for the safety and security of all residents.

There is always Boarding staff on duty in the residence in case of an emergency, 24 hours a day, 7 days a week. You can contact them by going to their rooms or calling them on the Boarding mobile number.

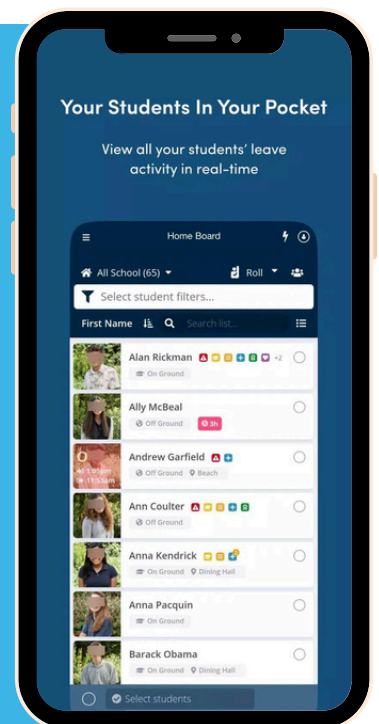
For enhanced security and supervision, there is also a security guard on site overnight on weekends.

## ORAH

The school and the boarding house use the mobile application Orah to monitor students, take roll calls and give permission for evening and weekend leave.

Requests to leave the boarding house in the evening or overnight are submitted through Orah by creating a Pass Request. Passes must be approved first by the family, and then by the boarding staff. For details on curfew and passes please see pg 14 of this manual.

At the start of the school year, all parents will be sent an invitation to sign up for the application. The process is extremely user-friendly and parents will be provided with necessary support in the setting up of their accounts. Additionally, a step-by-step guide is provided here.





## ARRIVAL & ORIENTATION PROGRAM

New boarding students are asked to arrive 4 days before the start of term to participate in the Orientation Program. The Orientation Program is designed to help boarders settle into residential life, meet fellow boarders, and get comfortable with their new surroundings before starting the academic year.

This year, the Orientation Program will run from **August 31st to September 2nd**. Classes will begin on **September 3rd, 2024**.

The Orientation Program is required for all new students and travel plans must be made accordingly.

### Activities

The boarding team will have several events planned such as:

- Unpacking and settling into your new home: students are expected to arrive to the Boarding House on **August 31st from 3 PM**.
- Department Presentations: Meet teachers and other department heads during a series of presentations to help families understand TGC's boarding and academic program.
- Parent welcome event
- City Tours & Local Amenities
- Teambuilding activities

### Unaccompanied arrivals

Many students arrive unaccompanied. Please send your travel itinerary to [boarding@theglobalcollege.com](mailto:boarding@theglobalcollege.com) and we will arrange for a driver and a boarding staff member to meet you at the airport. The person responsible for pick-up will be holding a TGC sign in the arrivals area after luggage collection and customs. We are delighted to provide this service on opening day for unaccompanied boarders. During the academic year, students must make their own arrangements to the airport or train station. The Boarding Team can assist by booking a private driver for transfers. Please contact the Boarding Department to make arrangements during the school year.

## WHAT TO PACK

Print this page before packing and check each box when it's all ready!

### ESSENTIALS

- Medication if required
- Toiletries
- Chargers suitable for European outlets
- Lightweight luggage suitable for trips between three to seven days
- Laptop: *We will send you information on the possibility of leasing a laptop through TGC. These are the specifications of the devices on lease: Microsoft Surface Laptop 4, Intel® Core™ i7, 6 GB RAM, 512 ROM. Any device like this will be enough.*
- Earphones/headphones

### CLOTHING

Bring clothes for all weathers. With a dry climate and little rainfall, the city has hot summers and cold winters with temperatures going from around 6°C in winter to +35°C in the summer.

We recommend a warm coat and scarf for the winter and a mid-weight jacket for late fall and early winter. Warm, comfortable clothes for the boarding house and a few smart-casual outfits for special events.

*Please refer to the Student Dress Code Section for more information.*

Consider your clothes care instructions, and if they need to be ironed and are dryer friendly. Students will be doing the laundry themselves and clothes requiring minimal care are recommended.

### FOOTWEAR

- Comfortable shoes – Madrid is great for walking!
- Sneakers for sports activities
- Dress shoes for formal occasions
- Comfortable slippers to walk around your room and the building at night

### OPTIONAL

- Decorations for your room
- Ski/snowboard gear for the Winter Campus
- Musical instruments
- Any other electronic appliances you may need (*compatible with 240-volt European current*): *hairdryer, noise cancelling headphones are a nice addition if you are very sensitive to noise*
- Your own duvet, bedding and towels (*see the section on sheets and towels below*)
- Extra hangers
- Small mirror
- Organisers
- Bath mat

## ROOMS

### Room Assignment

There are a total of three buildings. A building for boys, a building for girls, and a mixed building with girls and boys on separate floors. There will be at least one live-in house parent in each building. Students are housed in either private or double rooms. In the case of double rooms, we do our best to provide boarders with a suitable match. The housing plan is finalized only a few days before arrival and roommate information is not made available until move-in day. We are a small community with limited flexibility in our housing options and may not be able to accommodate requests.

### Room Equipment

Each boarder will have a single bed, a wardrobe and a desk and chair with a lamp for studying. Additionally, all students receive a laundry bag and a power strip. The room comes with a desk chair and recycling bins.

It is not possible for students to remove items of furniture from their room, or to bring their own furniture with them.

### Sheets and towels

The residence will provide you with bedding, sheets, and towels. This includes pillows and blankets. These sheets and towels will be washed and replaced every week. Should you wish to bring your own things, please return the ones provided to reception. Please note that personal sheets and towels will not be washed and ironed by the residence. The residence can provide warmer blankets during the colder months – please ask in reception. Most bed's size is 90x1.90 but some 90x2.00 size beds are available upon request.

### Access to rooms

Bedrooms are the responsibility and private space of each student. Periodically, TGC and residence staff will require access to study bedrooms to perform checks or maintenance.

Where possible, students will be given advance notice of when access is required.



*"Bring coins for the washing machine and dryer"*

*-Tips from boarders*

### Cleaning

Student rooms, including bathrooms, will be cleaned every other day excluding weekends. For cleaning staff to be able to enter and do their job, all study bedrooms should be left in a tidy and orderly state.

Wastepaper baskets should be emptied by students if they become too full.

## TERM DATES 2024-2025

IBDP 1	AUTUMN TERM	SPRING TERM	SUMMER TERM
<b>Boarding students to arrive on</b>	<b>August 31st 2024</b> from 3 PM to 11 PM	<b>January 7th 2025</b> from 9 AM to 11 PM	<b>April 21st 2025</b> from 9 AM to 11 PM
<b>School term starts</b>	September 3rd 2024	January 8th 2025	April 22nd 2025
<b>School term ends</b>	December 20th 2024	April 4th 2025	June 27th 2025
<b>Boarding students leave by</b>	<b>December 21st 2024</b> by 1:00 PM	<b>April 5th 2025</b>	<b>June 28th 2025</b> by 1:00 PM

IBDP 2	AUTUMN TERM	SPRING TERM	SUMMER TERM
<b>Boarding students to arrive on</b>	<b>September 1st 2024</b> from 9AM to 11 PM	<b>January 7th 2025</b> from 9 AM to 11 PM	<b>April 21st 2025</b> from 9 AM to 11 PM
<b>School term starts</b>	September 2nd 2024	January 8th 2025	April 22nd 2025
<b>School term ends</b>	December 20th 2024	April 11th 2025	IB Official Exams end: May 23rd 2025
<b>Boarding students leave by</b>	<b>December 21st 2024</b> by 1:00 PM	<b>April 12th 2025</b> by 1:00 PM	To be confirmed

### The start and end of term

Students are advised to arrive to the residence on the boarding arrival day, which will give them enough time to settle into residential life, organise any equipment that they need for their classes, and be ready to start school on the first day of term.

At the start of every term, **boarders should arrive in Madrid the day before term starts**. At the end of term, boarders should aim to leave the day after term ends. We would ask that you advise boarding staff of your travel details, including times and dates of flights, as well as flight numbers through Orah.

**During the Winter and Easter break the residence will close.** The Residence will be open until one day after the start of the holiday period and will re-open one day before classes are resumed.

At the end of the academic year, students must vacate their rooms. **There will be storage place available** for returning students to leave their things over the summer break.

## DAILY ROUTINE

The example below is designed to give you an idea about the structure of a school day at TGC, though the timings are subject to change.

Regardless of timetable, students are expected to be on campus from 10 AM to 2 PM

From 7 AM
Breakfast in the residence
8.00 – 9.15 AM
Students begin making their way to school depending on what time their first lesson is
8.30 AM – 4 PM
Classes in school
4 PM
Lessons end and students return to boarding house
4 PM – Dinner
Students may use this time freely, although they are strongly recommended to spend at least 2 hours studying. After the school day, you may either continue working on the school site, or at the residence, or use the time to rest and relax or engage in hobbies.
8 PM IBDP1 / 8:30 PM IBDP2
Family dinner: all students should return to the residence for the evening meal
11 PM
All students must be in their rooms for the night



*"Organize your schedule, study frequently and don't stress too much"*  
-Tips from boarders



### Meals & Special Dietary Requirements

All food is provided by the boarding chef and our school cafeteria provider.

On weekdays, breakfast and dinner will be served every day at the residence, and lunch will be provided on campus.

On weekends, breakfast, lunch and dinner will be served at the Boarding House.

Snacks are available at the residence for the students **from 4 PM to 5 PM** Monday to Friday. Students may also store their own snacks in the designated pantries and the fridges.

Food allergies and special dietary requirements will be catered for as required. We ask parents to notify us in writing of any changes to a student's dietary requirements.

## LEAVING THE BOARDING HOUSE

### Sunday to Thursday afternoon permission

Academic classes will usually finish around 4 PM, at which point, students will either stay in school for activities (some of which are compulsory, and all are advised) or to return to the boarding house.

Between 4 PM and 8 PM (dinnertime), students may ask for permission to go out unsupervised. This permission cannot be assumed and will be granted in relation to student's academic progress, study habits, and demonstration that they are trustworthy. Parents should sign an overall agreement which allows houseparents to grant permission to go out in the evening.

In the case that any student needs more support in their academic work, they may be required to take part in supervised study in the residence or at school during this time.

All students should be back at the residence by 8 PM (8:30 PM for IBDP2) for the evening meal and would not normally be permitted to go out after dinner.

Any activities, such as sports clubs and events, music lessons (though these may take place in the boarding house), internships, and occasionally for leisure/shopping/social events, should be finished by 8 PM.

### Sunday to Thursday evening (8 PM to 11 PM)

Exceptionally, students may ask for permission to be absent from the residence for dinner and later into the evening. This might be the case for special events such as birthdays, or if a parent or relative is visiting Madrid and would like to take the student out for dinner. Permission for this should be requested by parents by creating a pass in Orah at least a day in advance, in order to inform the kitchens.

### Friday and Saturday evening (8 PM to 1 AM)

Students wishing to leave the boarding house on Fridays and Saturdays after 8 PM need to request an evening pass through Orah, to return no later than 1 AM.

### Overnight Friday and Saturday

An overnight absence request made through Orah should include details of where the student will spend the night (if applicable), the name of the supervising adult, and a contact telephone number for that supervising adult.

### Overnight weekdays and travel

Equally, a student may wish to ask for permission to be absent from the residence during term time on a weekday, or for consecutive nights, for example to stay with relatives, or for a short trip home. As above, permission must be sought by parents using Orah for each occasion.



## EMERGENCY PROCEDURES

### At night

There will always be a member of TGC staff on duty at night, and in the event of an emergency, they should be your first point of contact for help and support. You can go to their rooms or call them on the duty mobile number.

Additionally, there is **24-hour cover** by residence staff, who can be contacted on the residence phone number, or by the telecom at the gate.

### Fire alarms

Emergency evacuation procedures are posted on the back of the door in each study bedroom. It is important that you read the instructions carefully and are able to follow the recommended route to the "punto de encuentro" – the meeting point – in the residence gardens.

### Locked doors

Please make a point of not keeping your keys in the lock in the back of your door when you are in your room. This makes it far more likely that you will forget your keys and it makes it far more difficult for someone to get into your room in an emergency.



## WEEKEND ACTIVITIES



*"Try to meet as many people as you can"*  
-Tips from boarders

Weekends in residential life have three purposes – to study and prepare for classes and assessments, to rest and relax in preparation for a new week, and to socialise and take part in cultural, sports and entertainment activities. All three of these elements are prioritized.

The school will provide organised activities and excursions. Boarding students are strongly encouraged to take part in this programme of activities.

Where students have confirmed their attendance at an event, they would be expected to honour that commitment, unless they have a very good reason not to.

Examples of the kind of activities that are offered are ice skating, rock climbing, go karting, hiking, visits to museums, the local theme park. There is usually a small cost associated.

Madrid is a city that offers an international, safe and student-friendly environment with a variety of activities in the cultural, sports and music scenes. It is one of the sunniest cities in Europe with 300 sunny days every year! The boarding team will recommend activities available in the city for students to make the most of their experience in Spain's capital.

## WELLBEING

Our first priority is that our boarding students are safe, healthy and ready to thrive in school. The following information is intended to give a general overview of the health and wellbeing provision specific to boarders.



*"Find a hobby outside the boarding house, it really helps to change your routine!"*

-Tips from boarders



### Mandatory Health Insurance

It is essential that all our students have adequate medical insurance coverage throughout their stay in Spain.

The Global College has agreements with two leading health insurance providers, [Adeslas](#) and [Sanitas](#), that offer special rates to our families and that can be contracted from abroad prior to your child's arrival in Spain.

### Non-EU/EEA/Swiss Students

Spanish immigration authorities require students to hold private medical insurance. The insurance policy must include specific coverage to be compliant with student visa requirements.

We strongly recommend subscribing to one of our recommended health insurance providers above.

### EU/EEA/ Swiss Students

#### European Health Insurance Card

The European Health Insurance Card (EHIC) makes it easier for people from the EU/EEA or Switzerland to access healthcare services during temporary visits abroad. It certifies the holder's entitlement to receive any necessary medically-related health care benefits during their temporary stay in the European Economic Area or Switzerland.

- ✓ You need to apply for it in your home country.
- ✓ The card has to be valid throughout your stay in Spain.
- ✓ This card does not cover health care costs abroad if the student had an existing illness or injury, nor does it cover private sector health providers.

Even if a student holds an EHIC, for peace of mind we recommend subscribing to one of our recommended health insurance providers above.

## Medical Issues

In advance of arrival parents are asked to complete and return a medical disclosure form, which will be stored confidentially by house staff for the duration of the student's stay in the residence. Please be as detailed as possible in this disclosure, informing us of anything that we might need to know. This might include any ongoing medical issues, any ongoing treatment, any regular medication, or any details about medical history that might be relevant.

Those students who use the Spanish Social Security system, or EHIC, should ensure that the house parents have a copy of their tarjeta sanitaria; those who will have private health insurance should ensure that the house parents have a copy of their health insurance card.

When a student needs to see a doctor, house staff can help them to make an appointment. If the family prefers to make the appointment themselves, we ask always that house staff are informed so that they can accompany the student if necessary.

If a student suffers a medical emergency whilst out alone, they should make it a priority to contact house staff as soon as reasonably possible.

## Illness on a school day

If a student feels unwell, they should speak to the house team as a priority. The house parent will evaluate whether they are well enough to attend classes, or if they need to see a doctor or the school nurse.

If a student is on campus and falls ill during the school day, they should see the reception to inform them so they may notify the school nurse. Permission to return to the boarding house will only be granted by the house parent on duty.

If a student is too ill to attend class, they will be required to have a check-up from a medical professional.

## Medication

Students are asked not to keep any everyday medication in their room, or to self-medicate even for a small complaint, except after consulting house staff.

Any student who takes uses prescribed medication, such as an asthma inhaler, an epi-pen, insulin etc., should discuss their use with the houseparent and, where practical, a spare should be kept by the house parents.

## Counselling service

There is a trained counsellor on staff at TGC, who is available to all students to support them in their studies and with any personal issues which students may experience.

Additionally, should the need for counselling or psychological intervention arise, the school has a relationship with a prestigious and trusted multilingual therapeutic centre in Madrid, who have many years of experience helping international families and school and university aged people in Madrid. The school would be happy to support students and their parents in making first contact. Please be advised, depending on your health insurance coverage, these sessions may come at an extra cost.

## Helpline

Students who feel that they are struggling should in the first instance talk to a trusted adult in school – this may be your mentor, a favourite teacher, the school psychologist, the boarding staff, or Maggie Nelson, who is in charge of pastoral care. However, there is also a helpline available to all young people, run by ANAR, a charity which supports young people in need in Spain. They can be contacted on: **917260101** or **600505152**

# RESIDENCE RULES & REGULATIONS

## Immigration Procedures

All international students are required to follow certain immigration procedures to obtain and maintain lawful status during their studies at The Global College.

Continued lawful status is a condition of enrollment.

## Guardianship

Spanish Law requires all minors living in Spain without their parents or legal tutors to designate a guardian. We will require all students to provide evidence of guardianship arrangement and of their guardian contact information.

Families may appoint a trusted relative or friend living in or near Madrid who wants to assume this responsibility, or we can recommend a trusted firm.

## Student Expectations

Students are expected to attend their classes, be on time, study and keep up with school work, as well as follow the Student Code of Conduct and the Boarding House Rules and Regulations. Failing to meet these expectations may result in a loss of privileges. Persistently failing to meet these expectations may result in expulsion from the boarding house, school, or both.

## Receiving post and deliveries

The residence reception is happy to receive packages sent by post during office hours. Post or packages can be collected from the residence reception and should be marked with the student's name and "The Global College". For example:

*[Name of Student]  
The Global College  
Residencia Inmaculada  
Calle del Darro, 21  
28002  
Madrid*

## Visitors

Boarding students are welcome to invite visitors from the TGC community to the residence to socialise or to study. Any visitors should sign in and out in boarding reception with a member of staff.

Visitors are welcome in communal spaces in the residence but are not allowed in students' rooms. All visitors should leave the residence by 7.45 PM on weekdays and by 11:30 PM on Friday and Saturday.

## Alcohol, tobacco, and illicit drugs

Students are not permitted to smoke in their room, communal areas of the residence, in the residence grounds or in any other area of the residence or the school site.

The possession or consumption of alcohol is forbidden.

The possession or consumption of illicit drugs is forbidden.

# RESIDENCE RULES & REGULATIONS

## Quiet time

Part of communal living is understanding the impact of your actions on those who live and work around you. The residence is a place of study, and your actions should always bear in mind other students' need to relax and to work, especially with regards to noise.

Quiet time in the whole residence is between 10 PM and 7 AM on weekdays. During this time, noise should be kept to a minimum in rooms, common areas and outside. In effect, this means that you should avoid letting doors slam shut, playing music or watching videos without headphones, having loud conversations, etc.

## Keys

Each student will have their own set of keys. One electronic key will be individually coded to them to allow them access to the front gate of the residence, into the reception building, and into their dorm building. They will also have an old fashioned, metal key, which will let them in to their own bedroom.

Lost keys are an inconvenience, and should be avoided at all cost. Replacements will incur a fee in cash and should be requested at reception.

Under no circumstances should students give or lend their keys to any other person – they are for the sole use of the student to whom they are assigned.

## Common Areas

The common areas are for the shared use of all TGC students. It is important that boarding students learn to live happily together, and this sometimes means compromise is necessary.

There is sufficient space for students to relax and to study, and these spaces should be used and shared respectfully.

## Prohibited items

Animals are not permitted in the residence.

Of course, weapons such as knives, guns, bombs, or any other item designed to cause harm or injury are not permitted.

For safety, nothing with an open flame is allowed in the room, including the use of candles and incense burners.

No food is to be stored or eaten in study bedrooms, except in exceptional circumstances.

You should not bring electrical heating devices, such as hot plates and microwaves, into your room, and any electrical device (hair dryer, chargers, fairy lights, etc) that you have in your room should be in good working condition and safety tested.

## Internet connection

The residence makes use of a Wi-Fi internet connection, which is available in all communal areas and bedrooms. Students will be expected to sign an acceptable use policy at the beginning of their stay in the residence.

Students are reminded that the Wi-Fi service's primary function is for study and leisure, and that they should not use the internet to view any material that could be deemed inappropriate, offensive, or dangerous.

## Linen and laundry

There is a laundry room in the residence, which is available to students for washing their clothes, sheets, and towels. It is operated by coins or via app; you can get change from the office if you need it.

Bedsheets and towels belonging to the residence and used by individual students will be cleaned once a week.

There is an external service available which students can use to send out their laundry for washing, drying, and ironing. Please ask house staff for more information, including a price list.

## Damage and maintenance

Students should take care of the installations in the residence as if it were their own home, especially in the case of the furniture in their study bedroom, and in shared areas.

Occasionally, accidental damage does occur, and this should be reported at once to the house parent. Damage caused by students to furniture or installations will be paid for by students and families.

If there is a fault in your room which needs to be repaired (e.g., broken furniture, lighting, or plumbing), this should be reported as soon as possible to house staff using the online form, [available here](#).

## Complaints

Most issues can easily be solved by communicating with the housemaster. In case of a more serious or unresolved issue, you can make a formal complaint by contacting the Vice Principal for Pastoral or the Principal. The complaints policy will then be followed.



## USEFUL LINKS & APPS



[Madrid Metro Map](#)



[City Mapper](#): The best map app for navigating Madrid.



[EMT Madrid](#): App for bus schedules and waiting times.



[Tarjeta Transporte](#): App for renewing your [Abono Joven](#) (monthly transport plan) or purchasing individual tickets

You are able to obtain your Public Transportation Card by requesting it online or scheduling an appointment in advance. We recommend purchasing the [Abono Joven](#), a monthly public transportation plan with a price of 20€, which and allows unlimited use of the metro, buses and Cercanías trains.



[Request it online](#)



[Schedule an appointment](#)



[Restaurant & Activity Recommendations from the Boarding Team \(Google Maps\)](#)

### Apps for Transportation



Cabify



Uber



Bolt



Free Now

### Apps for Delivery (no later than 10 PM)



Glovo



UberEats



"Use the public transportation system and get a monthly card [Abono Joven]"  
-Tips from boarders

## ARRIVING TO THE RESIDENCE

### Getting to the Boarding House from the Airport

There are several ways to get to the Boarding House when arriving from the airport:

#### BY METRO

From Madrid Airport "Adolfo Suárez Madrid-Barajas" To TGC campus  
[Aeropuerto T4 – Nuevos Ministerios](#)

Line 8 (the pink line) takes you straight from the Barajas Airport to the centre of Madrid. The airport metro stations are located in Terminal 2 and Terminal 4, and there are signs to help you find them throughout the airport. The closest metro stop in downtown Madrid is called Nuevos Ministerios and it is situated on Paseo de la Castellana. From there, it is a 15 minute walk to campus or the boarding house.





## BY BUS

Line 200 Aeropuerto T4 – Puente De Cea

Bus number 200 provides a permanent service that goes directly from the airport— from all its terminals —to Avenida de América bus and metro station. It runs from 5:15 a.m. to 11:30 p.m., and has special racks for luggage.

The Airport Express bus provides 24h service with a stop at the Avenida de América bus station. There is a flat rate bus fare. The journey takes around 40 minutes, depending on the amount of traffic entering Madrid.

From Avenida de América, there are two options:

- Take the metro Line 6 (the grey line) for one stop to República Argentina.
- Take the C2 (Circular 2) Bus Line from Avenida de América until República Argentina.

República Argentina is a 10 minute walk away from the boarding house.

## BY TRANSFER SERVICES

The Global College has an agreement with a quality drivers company that offers a pick-up service from the airport. The drivers will be waiting for your child at the airport as the pick-ups are scheduled ahead of time. The prices are fixed, regardless of the time of arrival. Please contact [boarding@theglobalcollege.com](mailto:boarding@theglobalcollege.com) if you wish to request this service.

## BY CAR

*Please note that the boarding house is located in a restricted parking zone.*

- **Arriving from T4:** Follow the signs for M-12 / Madrid / M-11 / M-40 · Take M-12 to Av. de Logroño. Take exit 0 from M-12. Get on E-90/A-2. Continue on Avenida de América. Make a right to Calle de Francisco Silvela, and then a right to Calle Principe de Vergara. Continue north until Plaza de Cataluña, where you should make a right and then a left turn to Calle del Cinca, then turn left to Calle del Darro and arrive at the boarding house.
- **Arriving from T1-T2-T3:** Get on M-14. Take E-90/A-2 to Avenida de América. Continue on Avenida de América. Make a right to Calle de Francisco Silvela, and then a right to Calle Principe de Vergara. Continue north until Plaza de Cataluña, where you should make a right and then a left turn to Calle del Cinca, then turn left to Calle del Darro and arrive at the boarding house.

## From the Boarding House to The Global College Campus

### WALKING

The TGC Campus is located a short walk from the boarding house. When leaving the boarding house, walk south on Calle del Darro, making a left turn on Calle del Guadiana and then a right turn on Calle del Eresma. Keep walking south until arriving to Calle de Serrano. Make a left on C. de Oquendo and then a right turn to arrive to C. Castellón de la Plana.



## STUDENT DRESS CODE

The Global College does not have a “school uniform”. Instead, students are given a certain amount of freedom to choose what they wear, and to ensure their clothes are appropriate for the context in which they will be presenting themselves.

At all times, student dress should be neat and tidy. Students should wear modern attire, appropriate to the context of their day. Typically, this would mean shirts, trousers, dress, skirt etc., and a jacket when required.

### Some guiding details:

- ✓ No expensive watches, jewellery or handbags should be brought to school.
- ✓ No t-shirts or activewear for classes.
- ✓ Underwear should not be on display.
- ✓ Piercings and haircuts should contribute to an image of professionalism.
- ✓ We are an inclusive school and thus symbols of their religious or cultural heritage are very welcome.

Active wear should only be worn when physically active e.g.: during sports sessions.

- ✓ We encourage students to express their individuality, however this must be done in a professional context and as such, clothing with overt branding, slogans or statements should be avoided.



# Boarding Handbook

