

# Pre Arrival

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## HANDBOOK



*Unlock Your Potential*





# Getting Here

Brookes Westshore School is conveniently located 15 minutes from downtown Victoria on the scenic West Coast of British Columbia, Canada. Victoria is the capital city of British Columbia and is served by Victoria International Airport (YYJ).

We highly recommend that students fly into Victoria International Airport (YYJ). Victoria International Airport (YYJ) has daily flights from Vancouver International airport (25 minutes) and Seattle - Tacoma Airport (40 minutes). There are also direct flights into Victoria International Airport from major cities across Canada and the US. Our school is only a short (50 minutes) drive from Victoria International Airport.

The Brookes Westshore transport team will arrange pick up of students at Victoria International Airport and transfer you directly to our school, where you will be warmly welcomed by our students and staff.





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## Helpful Transport Websites

BC Ferries Connector (bus): [www.bcfconnector.com](http://www.bcfconnector.com)

BC Ferries: [www.bcferrries.com/schedules](http://www.bcferrries.com/schedules)

Victoria International Airport: [www.victoriaairport.com](http://www.victoriaairport.com)

Vancouver International Airport: [www.yvr.ca](http://www.yvr.ca)

BC Transit (Victoria): [www.bctransit.com/regions/vic](http://www.bctransit.com/regions/vic)

Yellow Cab Victoria: [www.yellowcabvictoria.com](http://www.yellowcabvictoria.com)





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## Life in Victoria, Canada

Situated at the southern tip of Vancouver Island, Victoria is a beautiful, vibrant city. Victoria has a population of approximately 386,000 people which grows over the summer tourist months. Victoria is known as the “City of Gardens” and has famous gardens such as The Butchart Gardens and the Abkhazi Garden. Greater Victoria also ranks as one of the top three best places to live in Canada. For more information please see: <http://www.infovictoria.com>



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Brookes Westshore is located in Colwood, part of Greater Victoria's Westshore. The school is just a short walk from amenities, including many restaurants: Chinese, Japanese, Italian, fast food and coffee houses are all nearby. There is a medical clinic, dentist office, pharmacy and post office located 5 minutes from school. Brookes Westshore is 8 minutes away from the hospital, fire and police stations. Victoria residents enjoy outdoor activities throughout the year, including golf, cycling, hiking, whale watching, kayaking, wind surfing, fishing, and a variety of other marine sports.

Our students benefit from living in a unique location which offers many opportunities for cultural exploration. Within 10-20 minutes of campus students have access to multiple shopping and recreation centers. Students can attend local events such as the symphony, the ballet, concerts, live hockey, baseball games, visit local markets, museums, galleries and attend festivals. We explore nearby beaches and islands, and go hiking, kayaking, paddle boarding, and whale watching.





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## Where to stay in Victoria

Brookes Westshore has secured a preferred rate at the following hotels:

### **The Inn at Laurel Point:**

A rate has been negotiated for Brookes Westshore, please inquire directly.  
[www.laurelpoint.com](http://www.laurelpoint.com)

### **Holiday Inn Express & Suites Victoria:**

A rate has been negotiated for Brookes Westshore, please inquire directly.  
[www.ihg.com/holidayinnexpress/hotels/us/en/colwood/yyjd/hoteldetail](http://www.ihg.com/holidayinnexpress/hotels/us/en/colwood/yyjd/hoteldetail)

## PREFERRED RATES

Please mention the school name, Brookes Westshore, to receive the corporate rate.



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### Weather & Clothing

Victoria is famous in Canada for its mild climate.

Temperatures here are never extremely cold or extremely hot.

Spring: 10 to 16 °C

Summer: 22 to 28 °C

Fall: 5 to 15 °C

Winter: 0 to 9 °C

In the winter, you can expect lots of rain. Snow in Victoria is rare, as there are only a few days where the temperature drops below 0°C. It is a good idea to bring a raincoat and umbrella. Since there are many interesting mountains and trails nearby, you may also wish to bring clothing appropriate for hiking. If you like to ski or would like to try skiing, bring clothing suitable for skiing. Of course, you will be able to purchase this type of clothing in Victoria if it is not available in your home country.

### Time Zone

Victoria is on Pacific Standard

Time (PST) which is 8 hours behind  
Coordinated Universal Time (UTC).

During Daylight Savings Time,  
March to October, clocks are turned  
one hour ahead.

Beijing: 15 hours ahead

Sao Paulo: 6 hours ahead

Tokyo: 17 hours ahead

Mexico City: 2 hours ahead





## Getting Around Victoria

You can easily get around Victoria via the bus system. Individual bus tickets are \$ 2.50; a book of 10 tickets costs \$ 22.50. A monthly bus pass is \$ 85.00. Youth fares are also available for students who are 18 and under; individual tickets cost \$ 2.50; a book of 10 costs \$ 15.00, and a monthly bus pass costs \$ 45. Buy your bus tickets from authorized dealers. For more information about the fares or schedules, please check the Translink website:

<http://www.bctransit.com/regions/vic>





## What your tuition fees include:

### MEALS

Our professional kitchen provides three meals and two snacks each day. Our international buffet is varied and changes daily, and includes vegetarian, gluten free and vegan options whenever possible. There is also a salad bar and fresh fruit available at meal time. Snacks may include fruit, vegetables or sweets. Water and tea are also available throughout the day.

### LAUNDRY SERVICE

Our housekeeping staff will wash student clothes and bedding once each week. Students will be responsible for turning in their items the evening before their assigned day. All students have access to a washer and dryer which they may use at their convenience.

### BEDROOM SUPPLIES

Dorm rooms are equipped with sheets, blankets, a pillow with pillowcase, hangers, a small closet, desk and laundry bag.

### LINENS

If you would like to personalize your room, you are now able to order your own bed linens through Heirloom Linens. If you do not want to order your bed linens through this company you are very welcome to bring your own, or use the school provided linens.

### EVENING AND WEEKEND ACTIVITIES

We offer many social activities in the evenings and on weekends for our boarding students. A sample of our activities may include bowling, a movie at the theatre, visiting the museum, paintball, skating, shopping, attending a hockey game, and various cultural events and shows. Some entrance fees and transportation costs may be deducted from the student's personal spending amount.





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### SCHOOL SUPPLIES

We provide binders, pens, pencils, lined paper, graph paper, highlighters, ruler, eraser, sketch book and colored pencils. Higher grades may require a graphing calculator which is not included but is available for purchase from the school office.

### WI-FI

High speed Wi-Fi is included and available throughout the campus. You are encouraged to bring your computer to school to complete your homework assignments independently. Smartphones are also welcome but may not be used in class.

### UNIFORM

Parents will find an additional uniform fee indicated on the tuition invoice. Student belts and shoes are not included in this charge.

- 1 blazer (grade 11 - 12) or 1 outerwear cardigan (grade 4 - 10)
- 2 pairs of trousers or 2 skirts
- 3 oxford shirts/blouses
- 1 hoodie
- 1 tie
- 1 sleeveless knit-vest
- 2 PE shorts
- 2 PE t-shirts
- 1 pair of PE sweatpants
- 4 pairs of knee socks for girls

A uniform package will be provided to all new boarding students to cover the basic uniform needs of the student for the year. Extra uniform pieces and optional items will be available for purchase at the school uniform store and can be charged to the student's incidentals account. Black shoes and a black belt are not included in the package and should be brought to school by the student upon their arrival.





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# What do I need to bring?

Although Vancouver Island has a generally mild climate, it does have unpredictable weather. This said it is important that students come equipped with clothing that can cover all weather conditions. You may consider the following list of things to bring:

### CLOTHING

- Socks (black crew for boys and black knee-height for girls)
- Underwear, and undershirts
- Pajamas
- Slippers and/or sandals/flip flops
- Housecoat
- T-shirts and long sleeved shirts
- Pants
- Sweaters
- Rain jacket and a winter coat
- Black shoes for uniform (polish able, no more than 1 inch heel, no embellishment)
- Black belt for uniform (boys only)

- Rain boots and running shoes
- Toque (hat) and a scarf
- Bathing suit and beach towel

### TOILETRIES

- Hair brush
- Toothbrush
- Toothpaste

### ELECTRONICS

- Cell phones (can only be used during personal activity time). Dorm staff will ask for student phone numbers so that they can stay in touch with you on the weekends.
- Computer (please see computer use policy).

Gaming is not permitted except during free time. Staff will remove gaming devices if students do not follow Dorm rules regarding electronics. Students are NOT permitted to have screens larger than 24 inches in their rooms.

Students are NOT allowed to purchase gaming chairs or other gaming devices without first checking with their dorm parent.

### OTHER ITEMS TO CONSIDER:

Although some of these items can be rented locally, you are welcome to bring your own from home.

- Skis/snowboard
- Rollerblades
- Bicycle
- Small portable stereo system
- Electronic translator
- Small items that connect you with your home

# You do not need to bring

- School supplies such as pens, pencils, notebooks and binders. The school will provide these items for all boarding students.
- Bedroom linens. Boarding students are supplied with bedsheets, a blanket, a comforter a pillow and pillowcase.
- For items the students are unable to bring in their suitcases, they can be mailed to the school or purchased during their first week on campus. Our staff will help the students acquire the items they need.





# Frequently Asked Questions

Here are some of the most frequently asked questions (FAQ) From families considering boarding at Brookes Westshore. Can't find the answer here?  
Contact Thia McDonald at [tmcdonald@westshore.brookes.org](mailto:tmcdonald@westshore.brookes.org)



## What kind of facilities does Brookes offer?

Our boarding facilities are in a sought-after location, surrounded by trees and a stream. Our brand-new campus includes a new residence building, dining hall, gym and academic buildings. We also have a fitness studio, art rooms and a convenient walking trail that connects the school campus to beautiful forest walks as well as our neighboring stores and restaurants.

## How many students live in a Residence?

Brookes Westshore has 6 Residence floors in a brand-new building. Students will still be separated by gender per floor, with dorm parents living on all floors. All student rooms will now be lockable as well as all floor access doors. The total number of students within the Residence is 150. Each residence floor is home to up to 28 students.

## How many students are in each room?

Each room is shared between two students with a private ensuite bathroom.



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### Are students expected to clean their rooms and do their own laundry?

Students are responsible for thoroughly cleaning their own rooms each weekend as well as keeping their rooms clean and tidy each morning. Students are asked to take their laundry to the laundry room on their scheduled laundry days where it will be washed and folded. Students will pick up their laundry after school.

### How are residence students supervised?

Outside school hours students are supervised by dorm staff. Dorm staff provide supervision on each floor before and after school, on the weekends, and during the night.

### What happens if my child becomes sick?

Brookes Westshore has both a Registered Nurse and a qualified Counsellor on staff. All dorm staff are first-aid certified and have years of experience working with youth. Our local medical clinic is 5 minutes away, and our General hospital, which offers a pediatric care facility, is 10 minutes from campus.



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### Where do the students eat their meals?

Residence students are served three meals a day plus two snack breaks in the dining hall. Our menu features a variety of healthy menu items including Canadian and internationally-inspired options, a full salad bar and homemade soup.

Residence students will also be able to cook their own meals in the kitchen which is located on the main floor of the residence building. Students may eat in the common rooms on each floor but are not permitted to eat meals in their dorm room.

### What kinds of activities and trips might students participate in?

There are many activities that students may join while at Brookes Westshore. Activities may include indoor rock climbing, swimming, skating, movies, sports events, community service, and trips to nearby cities.





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### What time are students expected to be back to their Residences at night, and how secure are the residences?

Students have an “in room” curfew depending on their age and are monitored throughout the evening until bedtime. Students are not allowed to leave the campus after dinner unless they have permission or are with a staff member. Our Brookes Westshore campus is very safe and secure. We live in a small community which doesn’t have many of the big city safety concerns. Our dorm staff ensure that all doors are locked, and the students are either asleep or quietly studying in their rooms. Each student room has its own door lock. All of the buildings on campus are monitored by security cameras, door alarm systems, and we have security guards on duty at night.

### What kind of transportation is provided for residence students?

The school provides bus service for supervised activities. The school also provides bus transportation to and from BC ferries and Victoria International Airport for school holidays and long weekends during designated travel dates. Any request for transportation outside of the designated travel dates or school scheduled activities will be charged to the student.

#### TRANSPORTATION REQUIREMENTS:

In order for students to be picked up at the Victoria International airport (YYJ), we will need all flight details- flight number, departing city, arriving city and all times, plus the student’s full name. The full flight itinerary is required for the transportation coordinator to arrange pickups and drop offs.





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### How to request long weekend leaves and holiday departures:

Brookes Westshore uses an online student management program called REACH. We use REACH to sign students in and off property, roll calls for attendance, and to manage student leave requests. STUDENTS ARE ONLY ALLOWED TO GO ON WEEKEND LEAVE AT OUR LONG WEEKENDS WHICH OCCUR ABOUT ONCE A MONTH. This is to help students become fully involved in our school's activities as well as to build community within our school culture. As we are an IB World school, we encourage community involvement as well as personal growth, and our weekends will have activities and a focus on these IB attributes. As we are also an academic school, we encourage all students to take advantage of the extra study time provided on weekends.

### Do I need to bring cash?

At Brookes, we ask that students do not bring large amounts of money with them to school or keep large sums of money in their rooms throughout the school year. Students should either bring an international bank/credit card from their home country or open a Canadian bank account upon arrival to school. The dorm staff are available to assist students in opening Canadian bank accounts. Cash machines are located within walking distance of campus. The personal deposit (\$1500) provided to the school is to be used for campus related expenditures, not for personal spending.





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### How can parents be informed and authorize student requests?

Brookes Westshore uses a programme called REACH (<https://reachboarding.com/>) which allows Brookes Westshore to manage our student trips and weekends away, as well as for parents to give permissions for trips, organise weekends away and keep up to date with their children's dorm activities. At the start of the school year we will send out an email to parents for them to sign up to REACH.

### How often are the dorms cleaned?

Common areas are thoroughly cleaned every morning and then sanitized later in the day. Students are responsible for cleaning their own rooms weekly, which includes sweeping and mopping floors, keeping desks tidy, cleaning sink areas, toilet and shower etc. Housekeeping does a thorough clean of bathrooms once a week. Linens etc. are washed once a week.





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### Laptop Recommendation/ Guidelines

Students should bring a laptop computer that is up to date, has good battery life and is compatible with the desktop version of Microsoft Office.

**Mac:**

Operating System: Mac OS 11 Big Sur

RAM: 8gb or more

**Windows:**

Operating System: Windows 10

RAM: 8gb or more

Solid State Drive (SSD)

CPU: Intel i5 6th Generation or Newer or AMD Ryzen

**Other Notes**

Age of Computer: 5 years or newer

Battery Life: 5 hours or greater

Chromebooks and tablets are not recommended.







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[WWW.WESTSHORE.BROOKES.ORG](http://WWW.WESTSHORE.BROOKES.ORG)

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