



**BOARDING HANDBOOK
FOR PARENTS/STUDENTS
2009-2010**



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1.

Welcome to Bromsgrove and to boarding!

This handbook is designed to provide information that you may need in order to prepare for boarding at Bromsgrove. Please take the time to read its contents.

Occasional references have been made in this Handbook to other information which can be found in other school handbooks.

We always welcome suggestions for improvement to our school and boarding systems from parents. Please do not hesitate to contact me or your house parent if there is any further information that you may require which may not be in this handbook.

Mr Scott Fairlie
Head of Boarding

1. Activities

School-based extra-curricular programme

The school offers extra activities for the students to participate in every afternoon between 3 pm and 4 pm. Details will be sent out at the start of each term. Students are expected to sign up for activities every day. Golf students have plenty of time to practice and play as well as other sports and cultural activities.

House activities and competitions

In addition to a huge range of activities on offer between 3.00pm and 4.00pm, the boarders have additional activities between 4.00pm and 5.00pm. These are usually only for boarders. For example, extra lessons in maths, languages or English, working in the computer rooms, library, swimming, golfing, basketball and table tennis.

There is always time during the week and on weekend for boarders to take part in a variety of sporting and cultural events.

The school performs concerts, plays and other cultural events regularly and boarders are expected to take part in as many of these as possible.

2. Aims of Boarding at Bromsgrove

Bromsgrove School aims to provide a first class education; the following aims for our boarders should be read in conjunction with the aims of the school.

- The school has a strong boarding ethos; although there are more day pupils than boarders, the school week is organized on the basis that we are a boarding school.
- The concept of the whole development of each member of the boarding community is fundamental to the ethos of the School.
- All boarders should be able to develop morally, culturally and socially.
- Every boarder should have the opportunity to develop his or her talents whether academic, sporting or extra-curricular.
- All boarders have the right to be treated as individuals and to be respected by staff and pupils.
- All boarders should be given an awareness of their wider responsibilities to the boarding community.
- Every boarder has the right to work, play and relax free from abuse, discrimination, intimidation, harassment, teasing and bullying.
- The basis of boarding life should be co-operation; the qualities of kindness, tolerance, trust and unselfishness are fostered in pupils.
- Relations between boarders and their parents are extremely important. Boarders should have the opportunity to communicate with their parents at all reasonable times.
- All boarders know who to turn to when in difficulty.
- The right to privacy is acknowledged as a fundamental human right.
- Concerns about health and safety are treated seriously respected by all staff and boarders.

As dedicated boarding staff we aim;

- To create a family atmosphere in the house where pupils are encouraged and supported so they may flourish academically, personally and socially.
- To develop the whole person and prepare a pupil for his or her future life at university and beyond.
- To produce an open and trusting atmosphere in which each boarder feels able to approach a member of staff or other boarder confident that he or she will be treated and respected as an individual.
- To create a supportive atmosphere of cooperation, tolerance, kindness and trust within which teasing, harassment and bullying will not develop.
- To create and provide well structured and supervised study conditions in evenings so that a boarder may find it easy to work.
- To provide a range of extra curricular opportunities that will assist in the whole development of each boarder.
- To provide weekend activities that boarders enjoy.
- To develop a sense of responsibility in each boarder.
- To provide opportunities for leadership and teamwork.
- To provide an atmosphere where boarders and staff can relax together and enjoy the benefits of community life.
- To introduce new boarders to the community with kindness and sensitivity and to offer every possible support and encouragement.

3. Accommodation and Facilities

The Boarding at Bromsgrove comprises of two separate Houses, Tower House for younger girls and the newly built Windsor House for boys and older girls. Both these facilities offer the students space for living, learning and relaxing in a safe and secure environment.

Where possible, accommodation are arranged as follows;

- Tower House for girls only
 - Year 3 - Year 8 = 5 girls/room
- Windsor House for girls
 - Year 9 = 4 girls/room
 - Years 10-11 = 3 girls/room

- Year 12 and 13 = 2 girls/room with en-suite bathroom
- Windsor House for boys
 - Years 3-6 = 4 boys/room
 - Years 7-11 = 3 boys/room
 - Years 12-13 = 2 boys/room with en-suite bathroom

Both primary and secondary students share dormitories with other students of roughly the same age. As students get older, so the number of students in each room gets smaller. The most senior students share with one other student and have their own en-suite shower room and toilet.

Each house has got common rooms and study area.

Boarders can also take advantage of the school's excellent sports facilities, ICT rooms, music rooms and school library.

4. Arrival Time

We ask that new students come into the boarding house between 3 pm and 5 pm on the day before they start school. This enables them to be placed properly and gives them some time to settle in before they go into classes the following day. This also gives the parents time to meet the staff and pass on any information that may be required.

Students arriving back into boarding on a Sunday should ideally do so after 5 pm and before 8 pm. No students will be permitted back into boarding after lights out unless prior arrangements have been made.

Please remind yourself of all items that *cannot* be brought back to school at this time.

5. Bicycles at School

The school has bicycles that the students may use from time to time. This will mainly be on a weekend. Personal bicycles can also be brought to school. Your bicycle should be clearly labeled with your name. Bicycles will be locked away when not in use. When riding a bicycle, a safety helmet

must be worn properly and fastened at all times. The school will not be responsible for loss or damage to bicycles.

6. Birthday Cakes

If you are having a birthday you are welcome to have a cake brought in to share with your friends. The place for this is after dinner each night in the Dining room. You may invite your friends to stay behind and celebrate with you.

7. Boarding Staff

In each house there are a wide range of adult staff to assist all students. Each house is run by a house parent. In addition, there is an assistant houseparent, a nurse, a matron and GAP students. The teachers at the school all help with activities and homework after school each day.

8. Bullying

If you every feel bullied or suspect that bullying is going on then please report it immediately to a member of staff. The school has a whole school anti-bullying policy.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & internet chat room misuse

Mobile threats by text messaging & calls

Misuse of associated technology , i.e. camera
&video facilities

Bullying is not tolerated at Bromsgrove.

9. Cleaning

Our domestic staff is here for the laundry and general cleaning of the house. They will sweep, mop and dust the rooms each day but it is the student's responsibility to clean up their own areas and make their own beds each day. All valuables and clothes should be placed in the lockers before they go to school in the morning.

Students are responsible for their own personal space. They must make their own beds, leave their desks tidy, clear away litter and keep their cupboards clean.

Students need to be responsible for not leaving valuables left around in the boarding house. They can be left with the House Matron for safe-keeping.

10. Clothing and Equipment

For weekly boarders we ask they adhere to our suggested clothing lists that are contained at the back of this handbook. This is due to space allocation and laundry facilities. Full time boarders will need to bring a few more clothes to cater for weekends. Their laundry schedule is also more flexible. If there are ever any queries to these guidelines or you would like something added to the list please talk to your child's House Parent.

11. Communications – home and school; staff and student

We encourage communication between home and school; partnership is crucial. Parents are encouraged to contact the house parent, assistant or tutor if there is any concern. The house parent is normally the first point of

contact in such cases. However, in more serious cases contact may be made with the deputy headmaster or headmaster if preferred.

If parents need to contact the school during the working day, please use the school contact number. If in the evening or at weekends please use the appropriate emergency mobile phone number indicated in the contact information. Please bear in mind that many house staff have teaching and supervisory commitments, so may be unavailable to speak at certain times. We will get back to you as soon as is practical.

It is hoped that the general atmosphere of care and trust will encourage any student to talk with a member of staff if they have any concerns. We believe that any problem should be shared with an adult, no matter how small the concern may appear to be.

There are many opportunities during the term when students can raise questions and make positive suggestions for change in the school.

Boarders are encouraged to communicate home as regularly as possible by phone, email or post. A land line is available in each of the house parents offices if total privacy is required.

Students are allowed to have mobile/cell phones although there are strict rules governing their use during the day. All students have their own school email address and there is daily access to computers in the school's ICT suites.

12. Contact Information

Head of Boarding and Windsor House Parent - Mr Scott Fairlie – email sfairlie@bromsgrove.ac.th Phone 089 255 1275
Residential Nurse/House Matrons

Tower House = Nurse Jo email@ cchanita@bromsgrove.ac.th
Windsor House = Ms M email @ mrodil@bromsgrove.ac.th

Contact Number during office hours during weekday = +66 (02) 9894873

13. Daily Routine

6:30 am	Wake up, tidy bed, shower, dress up (Lights and Aircon turned off)
7:15 am	Clean up and Inspection. House closed for boarders.
7:30am	Breakfast
8.00am	Boarders to School. School Routine
3.00 pm	Houses open. After-school Activities.
4:00 – 5:00 pm	Activities
5:20 pm	Afternoon Roll Call
5:00 pm	Showers + free time
5:30 pm	Dinner
6:00 pm	Preparation / Homework
7.30 pm	End of prep
7:30 – 8:30 pm	Evening Snacks / Sports hall
8:30 pm	Second Prep Starts (BDST)
9.30 pm	Primary Lights out
10:30 pm	Seniors Lights Out

This timetable gives an idea of the very busy routine that the boarders have. It is not possible to include all details here. School, academic, games and activities timetables should also be consulted.

14. Dining Room Rules

- Boarders are to enter the dining room in a quiet and orderly manner.
- At dinner, boarders are to sit at the tables and wait until they are summoned to get their meals.
- At dinner boarders are not to help themselves, on entering the dining room, to fruit or desserts.
- Boarders are to wear appropriate clothing at all times - no sweaty PE kit or pyjamas.
- Boarders are to clear their tables and replace their chairs neatly.
- Boarders are to place unwanted food in the bin provided.
- Boarders are to scrape clean and stack plates neatly in the correct place.
- Boarders are to converse quietly.
- English must be the only language spoken.
- Boarders are to remain seated at the end of the meal until they are dismissed by staff on duty.
- Boarders may not enter the kitchen area at any time.
- Boarders should aim to practice good manners and show proper respect to others at all times.
- Occasional formal meals may take place when the proper social conventions will be practised.

15. Discipline

Students are expected to maintain a high level of self discipline and respect for themselves and others at all times.

Students who do the right thing will receive privileges such as a DVD night or an outing with the house staff during the term. These may be given for things such as a continuous positive attitude or just general good behaviour.

There are three levels of discipline in the boarding House and depending on the severity of the offence appropriate action will be taken.

Level 1 – Warning – For minor first time offences – Students will be spoken to formally by the House Parent and a note of the incident will be made on the student’s file. The school and / or the parents may be informed.

Level 2 – Student Report – More serious and repeat offences - Students will be spoken to formally by the Head of Boarding and a written report will be made and given to the school office. Students may be given a boarding detention in addition to loss of privileges. A letter may be sent to the parents.

Level 3 – Suspension or Expulsion from Boarding House – Very serious and repeat offences – Parents will be called in and students may be removed from the Boarding House. This will be done in consultation between the Head of Boarding and the Headmaster.

16. Dress Code in Boarding

Clothing for girls should not be revealing. Low cut tops, short skirts and clothes that do not meet in the middle are all likely to result in a request that you change into something else. **Swimsuits** should be one piece and not cut high at the hips.

Students should not wear make-up or nail polish at any time. Jewellery should be discreet. Any form of **piercing** other than earlobes (for girls only) is not allowed. The same goes for **tattoo’s**.

The following are unacceptable and should not be worn;

- | | |
|---------|---|
| Girls - | Mini skirts
Thin straps, see-through tops and very short tops
Strapless dresses and tops
Socks without footwear
Swimming costumes when not in the pool area |
| Boys - | Boxer shorts (unless under regular shorts or trousers)
Socks without footwear
Singlet/Vest (unless worn under a shirt) |

Please do not embarrass yourself and others by wearing inappropriate clothes or styles. Such offences will be taken very seriously and you may be excluded until such time that the problem is rectified.

17. Electrical appliances regulations

Any electrical items e.g. computers, brought into the house should be deemed as safe and in good working order. Electrical items may be inspected by our staff and if they are seen to pose a threat to safety or are regarded as a fire hazard they will be confiscated.

18. End of Term Arrangements

All students are to leave the house on the last day of term by 3 pm. Please let us know as soon as possible if there will be a problem so arrangements can be made.

As much notice as possible should be given to the House Parents on travel arrangements.

19. Email

Every student is provided with a school email address that can be checked on any of the computer within the school, or remotely via the school web site. If the student is unable to use the email system, then the House Parent or Tutor will be happy to show and explain. Third party internet email systems can also be used, such as Gmail or Hotmail.

Student’s access to the computers and the internet may be limited during the evening and weekends due to activities, homework and other events. The school email and Internet use policy must be followed at all times.

20. English Please!

Students who attend Bromsgrove are expected to speak English at all times and are not allowed to talk in other Languages.

When students first come into the school they may find this difficult. However, most students have come to Bromsgrove to get an English education the staff are all here to help them. After a short time they will find it much easier and enjoy helping and teaching others.

21. Fire Drills

We hold fire drills at least once a term.

We vary the time of the practice so boarders learn to appreciate the difficulties associated with different situations.

We carry out all drills quickly and efficiently and, as far as possible, in silence.

Boarders must treat every practice as if there were a real fire, even when they know that it has been set off by mistake.

If the practice is at night, students should wake fellow boarders in their immediate area only.

Boarders should meet at the special Fire Meeting Point in silence.

Boarders should line up in silence with other students from their dormitory and respond when the House Staff call their name.

Boarders must **NEVER** go back into the building until the member of staff on duty tells them to do so.

22. Food / Meals

Meals at the school are provided in the school dining hall, in the boarding houses and may be prepared by pupils

During the school day

Three meals are provided each day: breakfast, lunch and dinner. These are taken in the dining hall for staff and students alike. At the end of the meal each child is expected to take his/her tray with dishes, cutlery etc. to a collection point for washing up.

After hours

Facilities are available in the house kitchen for students to make drinks and snacks.

The house kitchen area contains a hot water dispenser and a refrigerator for students to use. Students are also provided with an adequate supply of cutlery and crockery to use in the house. All of these facilities are available to the students in the house - but we expect all tidying and washing up to be done by them!

Students are not allowed to eat in their rooms.

23. Guardianship / Overseas Boarders

An overseas boarder is any student at Bromsgrove both of whose parents live outside Thailand permanently and for any period while the student is at School.

If your child is an Overseas Boarder, we strongly recommend that you appoint a Guardian.

The School must always have up to date phone numbers, email addresses and postal addresses for parents outside Thailand – even if only for a short period. Please email these to the House Parent at their email address or through boarding@bromsgrove.ac.th at least 3 days before any move.

A guardian is an adult, resident in Thailand, to whom parents give certain authority to care for the child while the parents are overseas. The guardian can be a relative or friend. A Guardian should be ...

- ... resident in Thailand
- ... more than 25 years old
- ... NOT in full time education AND
- ... able to communicate in Thai, English, Korean and Chinese.

We prefer you to appoint a guardian for your child if this is possible, even if for only a short period. However, if you do not have friends or family in Thailand, we understand that this may not always be possible.

A guardian is the representative of the parents while they are out of the country. A guardian should be able to receive phone calls from the school and be able to collect and accommodate the student in case of emergency. In the unlikely and unfortunate case of a medical emergency where hospital treatment is necessary, we may call on a guardian to give consent for medical treatment. In the case of a student leaving Thailand after the end of term or arriving in Thailand before the beginning of term, the guardian will be expected to accommodate the student until the start of term or until they fly home.

What should I do if my child does NOT have a Guardian?

- Ensure that the House Parent ALWAYS has your phone number and details of any trips you make away from home.
- Ensure that flights to Bangkok are booked for the day before the start of term well in advance. Likewise, flights for the last day of term should be booked well in advance and flight details sent to the Head of Boarding at the start of term. Please note that we DO NOT offer accommodation before the start of term or after the end of term.
- Check the dates of the School Half Term holiday. If your child requires accommodation at school over this period, please notify the House Parent on or before the first day of term.

- We charge Baht 2,000 per student per night for this to cover accommodation, food and staff overtime. Please consider that there may be only a small number of students staying at this time and that activities may be limited.

24. Hairstyles – (See parent-student handbook)

For girls, hair should be kept clean and tidy and long hair should be tied back where appropriate. For boys and girls, very short hair cut with graded clippers must always be grade two or above in length. Conversely, boys hair which is on the shirt collar or long on the sides below the ears is not acceptable. Lines, patterns, symbols or words cut into hair are not acceptable. For boys and girls hair should not be permanently dyed, highlighted, or braided.

25. Handing in Return Airline Tickets and Passports

For safety reasons, the school will keep each child's passport and return airline ticket. Students should hand their passports and return air tickets to their House Parent on arrival. The tickets and passports will be returned to the student on the day of departure.

Pocket money and credit cards should be handed to House Parent for safe keeping as soon as the boarder arrives at school.

26. Health and Hygiene issues

Students living in Boarding will be expected to observe a high level of personal hygiene. Students will be required to shower at least once each day as well as keep their clothes and personal items neat and tidy. There will be an inspection each morning as well as a uniform check. Students who do not adhere to a respectable level of hygiene and tidiness will be spoken to by the House Parent. We advise students to shower after all outside activities.

All boarders in the school are covered by BUPA medical insurance. This is likely to cover medical costs should an accident occur. However, parents

may organise general health cover for their children. Details of cover should be sent to the school before the student arrives at the school.

The medical centre has a resident nurse that provides assessment and care for minor injuries and illnesses. In the event of an emergency, a student will be taken to a nearby hospital. A staff member will accompany the student to the hospital. If a student has to be admitted to hospital, the School will inform parents immediately. The duty of care will be transferred to the hospital once the student has either been collected by an ambulance or arrives at the hospital.

27. Home Sickness

It is suggested that students stay in the house for the first week or so and do not take any leave to go to friends' places etc. The first week is very important so they need to get themselves into a regular routine.

Students are allowed to use their mobile phones during free time so parents can expect to be phoned. If this concerns you please feel free to contact the House Parent directly at any time.

Parents can help by;

- Helping their child to leave home – by spending time talking about the forthcoming move and by helping to pack possessions which will give comfort and a link to home.
- Making the arrangements for contact (visits and phone calls) very clear – agreeing these arrangements with the child will contribute to a feeling of control.
- Building a relationship with boarding staff, keeping staff informed and encouraging their child to talk to staff if there are problems.
- Keeping themselves informed about their child's progress and encouraging him or her to take part in new activities and getting involved.

Pupils will be helped by

- Knowing about the symptoms of homesickness – being able to recognise the signs will enable them to understand their own moods and feelings.
- Knowing to whom they can turn if they have a problem or a question.
- Being clear about when they should contact home – though it is tempting to phone in search of comfort, this can extend the time it takes to settle.
- Being active, making an effort to look around and to take part in as much as possible.

28. House Rules

- Boarders at Bromsgrove are expected to set high standards of honesty, courtesy and respect for others.
- Bullying of any type will not be tolerated in the Boarding Houses.
- The following are not allowed in the Boarding House or on the school premises
 - Unacceptable or inappropriate sexual behaviour
 - Smoking
 - Possession or consumption of alcohol
 - Use of illegal drugs of any kind
 - Inappropriate reading material
 - Possession or use of fireworks, fire-arms, knives or any other weapon
 - Tampering with any alarms, extinguishers or safety devices
- Pupils are not allowed to enter the dormitories or living areas of the opposite sex.
- Students hand in all medicines to the residential nurse/matron

- No unauthorized friends or visitors are allowed in the Boarding Houses at any time. All visitors should be authorized by the boarder's House Parent.
- Please keep all valuables in the lockable drawer or cupboard, or hand them to the House Parents for safe keeping.
- Cell phones may only be used during free time in the evening and must be handed in for safe keeping at night and during school time.
- Use of laptop computers is allowed in the house following strictly with the school's laptop policy. Laptops must be handed in for safe keeping at night and during school time.
- There is a Play station in boarding available for the students to use after 4pm on weekends only. If students bring in their own games from home they are first to clear them with the House Parents. No inappropriate games are to be played on the play station machine.
- Please report any breakages immediately to the House Parents or the duty member of staff.
- Loud music or excessive noise is not allowed in the boarding house at any time. Stereo sets, walkmans and I-pods should only be used with headphones or quietly not disturbing others. Please do not use these devices in the dining rooms or during prep. Always remove from your ears when walking past an adult.
- Meals should only be taken in the dining hall. Snacks at the boarding houses may only be taken in the common rooms, lobby or kitchen area. No food is allowed to be taken in the bedrooms to avoid encouraging ants, rats and cockroaches. Students must attend all meals.
- No ball games in the boarding house. After 8 pm, noise in the house should be kept to a minimum to facilitate studying and sleeping.

- Absence from lessons is a serious matter. If you are ill you must see the nurse on duty. Any absence from school must be cleared with the House Parents first.

29. Important Dates

Term 1	26 August - 16 December, 2009
Half Term Break	17-26 October (<i>all students leave the boarding houses</i>)
Term 2	5 January - 1 April, 2010
Half Term Break	19 Feb – 2 March (<i>all students leave the boarding houses</i>)
Term 3	21 April – 2 July, 2010
Half Term Break	27 th - 30 th May (<i>all students leave the boarding houses</i>)

30. Laptop Computers

Boarders may bring laptop computers to school. There is Wi-Fi access at the school. The following rules apply;

- You may connect laptops to the School intranet and the internet via the school network for study purposes.
- If you watch DVDs on laptop computers you must show these to House Staff first. Any unsuitable DVDs will be kept and returned directly to your parents.
- Laptops are brought to school at your own risk.

31. Laundry Arrangements

Laundry will be collected according to the weekly roster and returned to boarders by the following morning. *All clothing must be marked clearly with the student's name.* Failure to do this may result in losses and the school cannot be responsible for the care of unmarked clothing. We try to ensure that great care is taken during the washing process and request that students do not put any items that are not dye-fast in the laundry.

1. **Weekly and Full Boarding students are** entitled to full laundry service.
2. **Students staying for 1-3 nights per week:** These students should take all their clothes and bed linen home for laundry when they leave.

Sheets and pillowcases will be laundered every weekend.

Towels are washed twice a week except when they were used after swimming.

If underclothes are to be laundered by the school, they will be placed in the supplied named and closable net bags. All the net bags will be washed together by machine and separately from the main wash.

32. Medical Facilities, School Nurse

We have a clinic, sick bay facilities and a nurse on duty each day. Students are to see the nurse first if they are not feeling well and she will decide if the parents need to be informed or they need to stay at the clinic. Students will only be allowed to miss school with the permission of the Head of Boarding.

33. Medication

The school keeps a supply of basic medication for common problems and these may be administered by the nurse. If your child is on medication from home please give it to the nurse with instructions as to when it is to be administered. Students are not allowed to keep medication in their rooms.

34. Mobile Phones Policy

Students in the boarding House are allowed to bring cell / mobile phones.

Primary students are only allowed to make and receive calls from family members.

If you are speaking in your Home language on the phone to parents please go somewhere private where you won't disturb others.

Any serious misuse of the phone or incident of bullying / harassment may result in a ban on bringing the mobile phone to school. In such case, the phone will be confiscated immediately and will need to be signed out by parents at the school office.

Mobile Phones are brought to the Boarding House at the students own risk. Whilst all care will be taken, we will not be responsible for lost or damaged phones while not in the custody of the school.

35. New Students coming into Boarding

Students will be admitted to Boarding after the Admissions Officer has informed the House Parent and made the necessary arrangements. The House Parent will then make contact with the parents / guardians and to make all necessary arrangements for the student to be living in boarding.

We understand that when students are new to boarding that they will need help and guidance in the first few weeks. We take care to ensure that the first few days are as comfortable and stress-free as possible, by having 'buddies' who show students the different rules and practices of boarding. Staff will also be on hand to provide a listening ear or be proactive if they see a student upset or isolated.

36. Pastoral care

Underpinning the school's values is the belief and recognition that all students are of equal value regardless of race, religion, gender, ability and/or background.

The boarders are under the care of the House Parents and other assistants in the boarding houses. There is always a boarding member of staff on duty. Teaching staff are also on duty on weekday evenings and weekends.

All boarders are given copies of the student boarding handbook as well as the parent/student handbook and the 'Who do I turn to?' leaflet to show them where to go if they need help.

Our staff are always on-hand to help, and that includes the school nurse, matron, GAPS or even the headmaster who lives on campus. This way students can access an appropriate adult in confidence to allow their self-esteem and resilience to grow.

The system of having boarding prefects also allows younger students to talk with peers who may be a useful first person to talk to.

37. Pocket money

All students need pocket money to cover toiletries, stationery etc. Full-time boarders need pocket money for weekend activities such as the cinema, food and drink on trips.

The school operates a banking system for boarders' pocket money. At the beginning of each term students are advised to deposit all pocket money, money for transport home and for school trips and outings with the House Parent. The bank is open before the trip out to allow students to withdraw money. Students will be limited to the amount of pocket money they can get each week unless they have a good reason for needing more.

Primary students -	Baht 300 per week
Year 7 – 10 Students	Baht 500 per week
Year 11 – 12 Students	Baht 800 per week

This may vary for school expenses such as trips, etc. Parents will possibly have a good idea how much money is needed, but we suggest the following guidance:

Full-time boarders/term

Y4-6	Y7-8	Y9-10
B5,000	B8,000	B12,000

Students on a **golf programme** will require extra money to cover green fees and caddy tips on a weekly basis. As a general rule a round of golf at Windsor Park will cost the students B650 for 9 holes including caddy tips. Playing in golf competitions will cost more. Further guidance can be given by the sports department.

Some students may have a bank account and an ATM card. Students must keep the ATM card safe and not tell the PIN number to anyone. The card must be given to the House Parent to look after in the safe.

Students are discouraged from lending or borrowing money.

Students are not allowed to keep pocket money in their rooms and this must either be handed in or kept in a wallet and on them at all times. Students are allowed to keep only Baht 200 on them. All larger amounts must be handed to the House Parent.

LOANS AND OVERDUE ACCOUNTS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.

Procedure for safe-keeping of pocket money

Students or parents must give their pocket money to the House Parent and this will be recorded in the pocket money book.

The House Parent will ask students how much money they wish to withdraw each week. Pocket money will be issued on the Saturday or Sunday morning before the trip. It will be signed for and recorded in the pocket money book.

Students requiring money during the week for school related expenses only are to draw it from the House Parent and it will be recorded in the

book. The office may seek authorisation from the House Parent or the parents if necessary.

Up to date students accounts must be kept at all times and be available for the students and parents if asked for.

Overall responsibility for pocket money rests with the House Parents with assistance from the House Matrons.

38. Praise and reward

Students can receive a Merit award/points that go towards their House's weekly totals. Awards are given for:

- Making progress in work or behaviour
- Effort around the House
- Responsibility in all areas of boarding
- Improvement
- Top achievements
- Service to the staff

39. Prefect System

Aims

- To install a sense of responsibility in key students in Boarding.
- To create role models in Boarding
- To help House Staff with specific tasks
- To increase house unity and smooth running
- To help encourage a proactive student body
- To initiate and maintain links between Senior and Junior students
- To promote a students' mentoring or 'buddy' system in Boarding

Duties

- Help to maintain the discipline system
- Help to keep the House tidy.

- Monitor House Duties
- Represent students in the House
- Assist / Organize social activities in the House

40. Prep

'Prep' is short for 'Preparation' and we use this word to mean homework and other things you need to do to prepare yourself for school the next day.

You must make sure that you have everything you need for prep before the session starts.

Each student is expected to carry a "Student Homework Diary" to each class and Prep session. Class/ tutorial teachers and boarding staff may write notes in student diaries from time to time. Tutors and boarding staff will normally check and sign student's diaries each week .

Evening study is scheduled Monday through Thursday from 6:00 – 7.30 p.m. All computer use during study is limited to schoolwork only.

Over the weekend one supervised study time will be arranged in each of the houses. The timing of this session depends on school events and house activities.

To encourage self-discipline senior students (usually in the secondary school) may be allowed to study in their rooms. All other students will be required to study in the Library or classrooms. There are always teachers and boarding staff on duty at this time.

41. Relationships in Boarding

The most important aspect of this is to understand the attitudes of the school towards relationships between pupils. These are quite different to those in many European, American or Australian schools. Any visible close relationship between boys and girls can be difficult for the school to deal with. It is better if boarders do not become girlfriend and boyfriend, but

keep things on a less intimate level. To avoid unnecessary conflict it is essential you accept the following ground rules for friendships between the sexes. They are not negotiable!

- ❖ Boys and girls should not have any affectionate physical contact. This includes holding hands, sitting very close together, hugging, kissing; even a slow dance can be a problem.
- ❖ Boys and girls must never be found in each other's rooms.
- ❖ Boys and girls should not go together to places, on or off campus, where they can be together out of general view.

The staff can tell you when you are out of line, but it can be embarrassing for us as well as you, so please try not to put us in that position.

42. School Shop

The uniform shop is open each day during the week, from 7:45am to 4:45 pm. Students are expected to have the correct school uniform at all times.

Boarders are expected to see the House Matron or Nurse for all of their uniform requirements.

43. Sign Out Procedure

Boarders going out during the week must first apply for leave which must be approved by the House Parent and the Deputy Head if they will be missing lessons. This will usually be done after consultation with parents either by phone or email.

Once appropriate permission has been granted boarders can be signed out with the House Matron using the Temporary Absence from boarding House Form available at the boarding office.

Boarders going out on school trips or sporting events should be signed out by the teacher in charge using the Change of Routine form available in the staff room or office.

If students are missing lessons the Tutor should be informed by the office.

All forms regarding student leave must be relayed to the Boarding staff on duty at the 4.00 pm each day.

Weekly Boarders going out on Weekend

Weekly boarders leave school on Friday afternoon after school and return either on Sunday night by 7.30 pm or on Monday morning by 7.45am.

At 3.00 pm on Friday all boarders return to the house and collect their belongings. A member of boarding staff and a teacher will be in the house at this time.

Weekly boarders will collect their 'phones / laptops from the office and then sign out in their common rooms. The boarding staff will ensure that students are leaving with appropriate parents/guardians.

If students fail to sign themselves out, the House Parent will take appropriate action.

Full Time Boarders going out on Weekends

Full-time boarders are required to stay in boarding at all times during term time. Only in exceptional cases would a full time boarder be allowed to have a weekend away other than during exeat weekends or half-term breaks.

Exeat weekends are scheduled and are optional. Permission must be obtained from the House Parent before lessons on Friday morning at the latest. For permission to be given the host parent/guardian and the student's parents must have given the necessary authorisation to the school.

If the House Parent is happy with the arrangements made s/he will sign and give the boarders a leave form.

Students may be refused permission by the House Parent even if the parents have authorised the weekend away – particularly if there is any shadow of doubt about the behaviour of the student. Our first duty is to the health, safety and well-being of each student and it is for this reason that we take all precautions to ensure that formalities are in place. There are considerable administrative burdens on all house staff for exeats and so we seek your understanding that all procedures are followed carefully.

Some students will attempt to circumvent our procedures to enable them to go to parties etc where the arrangements are uncertain. It is therefore important that students, parents and staff are all entirely comfortable with the arrangements well in advance. We therefore seek written permission from the host family and the parents of the visiting student. E-mail is acceptable.

It is particularly important that the host adult is at least 25 years old and is aware that they should be ‘in charge’ throughout the student’s stay with them. The following routines should then be followed:

1. The host will need to give written permission to the House Parent by Thursday evening at the latest. This will allow checking of necessary details
2. When the designated guardian collects the boarder, she/he will be asked to sign a weekend leave slip to indicate legal responsibility is assumed.
3. On the rare occasion that the guardian may not be able to collect the student personally, (a driver is sent instead) then the House Parent will confirm the arrangements with the guardians and ask that she/he phones to confirm when the student is in their care.
4. It is policy that the student travels to you directly rather than to a social event so that we can ensure that they are in your care.
5. You should also be aware that no student can travel in a car driven by another student under any circumstances.
6. When you drop the student off on Sunday evening or Monday morning the student will report to the member of staff on duty with the weekend leave slip. At this point they become our responsibility again.

Failure on the part of students to follow correct sign-out procedure will result in a ban from signing out from boarding on the next exeat weekend.

44. Students Going Out by Taxi

Due to the nature of Bangkok and the traffic problems students may in *very rare* cases need to travel home by taxi if they cannot be collected. Those parents who use this facility use the same taxi driver and company each time.

If any student needs to leave school by taxi then the same rules apply as above – i.e. permission must be obtained in writing from host parents and we will need confirmation that the student has arrived safely at their destination.

Bromsgrove School Policy is that the school security guards will record the taxi number from the gate. All students travelling by taxi should be in possession of a mobile phone.

The House Parent and the Head of Boarding have authority to grant or decline leave requests.

45. Staffing

Our two boarding houses are managed by House Parents. These are assisted by assistant house staff, a matron and nurse as well as support staff.

Every teacher at Bromsgrove School main campus does boarding duties on a regular basis. Therefore, there are many professional staff involved in the daily care of the students. House parents act in ‘in loco parentis’.

The Headmaster and his family also live on campus.

46. Swimming Pool Rules

As the swimming pool is regularly used by boarders, all staff and students are asked to regularly remind themselves of the swimming pool rules which are clearly displayed at the swimming pool area.

Health and safety are paramount at all times.

47. Televisions, Cable TV and DVD/VCD's

There are televisions, audio systems and DVD players in both houses. The primary students are only allowed to watch "U" or "PG" rated videos. Seniors and any student over the age of 12 can also watch '12' rated videos. Only those over 15 can watch films rated as '15' at the duty staff's discretion.

No students are allowed to watch any DVDs or videos with other ratings or without ratings. Any materials brought in from outside must be shown to the House Parents or duty staff before viewing by students.

Boarders are not allowed to watch Thai Television in the boarding house unless given specific permission (because of a national event for example) and all programmes must be in English, since this is the common language at the school.

48. Thai Culture and Respect

It is important in Thai society to show **respect** for the King and Royal family. Not to do so is against the law! Monks and older people should also be respected. You can learn the proper form of traditional greeting from your Thai friends. If you are invited into a Thai household, make sure you impress everyone by showing the right level of respect to the parents of your friend.

Feet are the lowest part of the body and shoes are also unclean. Take off your shoes to go into temples or someone's house including the boarding house!). Don't step over people sitting on the floor and don't sit pointing

the soles of your feet at other people. All these are considered bad manners in Thailand.

Please take this very seriously

49. Transport

When travelling on school transport students must:

- Sit in their allocated seat at all times when the bus is moving.
- Wear the seat belt, which must be properly adjusted, if fitted.
- Be polite to the driver.
- Not throw anything in the bus.
- Not leave litter on the bus.
- Not annoy other passengers on the bus.
- Not damage the bus.
- Not signal through the windows to other road users.
- Not open the windows and not put any parts of the body outside the windows.
- Wait at the bus stop in an orderly manner.
- Inform the school in advance if, for any reason, they are not travelling on the bus once they have been put on the bus list.
- Behave at all times in the same way they would if a parent or teacher were present.
- Treat the bus monitors with respect.
- Report any incidents to the bus monitor, driver, parent or a teacher.
- Wait until the bus has moved away before crossing a road.
- Not drink or eat in the bus.

50. Travel Arrangements

Students from overseas and from other parts of Thailand are asked to book flights that arrive on the afternoon before they are to commence school. All flight details should be forwarded to the House Parents a week prior to the scheduled flight.

If your child is travelling as unaccompanied minors please contact the House Parent for the name of the member of staff who will collect them. Primary students will be met by one of the boarding staff at the airport. When arranging departure flights from school, these should be booked for the day that school finishes. If a student wishes to leave school on any date other than the end of term, parents / guardians are required to seek authorisation first from the Head of Boarding.

When students arrive at the airport, please wait at the exit gate and (someone usually holds up a 'BROMSGROVE' sign) a school driver or a member of the boarding staff will meet you. Do not walk around the airport.

If students need to be taken to the airport, bus station etc., this should be arranged in writing with the House Parent at least a week beforehand.

51. Trips

Weekend Trips

Weekend trips will either be all day or half day on either Saturday or Sunday. At least one day at the weekend is regarded as a 'rest' and on-campus day to allow for quiet relaxation and to catch up on work.

Weekend trips include visits to places like Safari World, Underwater World, Dusit Zoo, The Royal Palace, cinema and bowling (for example). Whilst the school covers many of these costs it is expected that pocket money is also used to purchase entrance tickets

There is usually at least one opportunity at the weekend to buy things from a local supermarket on the way back from the trip.

Excursions

Trips will all be pre arranged and for the excursions they should either be educational / cultural for the students. Examples, Ancient City, Safari

World, farm visits, orphanage. School trip policy is to be used in organising these trips.

Shopping and Movie trips

- The bus will leave the school and drop students with boarding staff at the shopping centre
- Boarding staff will arrange a meeting point and time.
- Students are not allowed to be alone. They must be in groups of three / four students. Primary students are either assigned to a responsible senior who agrees to look after them, or they stay with the boarding staff.
- If students are watching a movie they are to sit together. Students are not allowed to watch movies rated 15 or over.
- Students are not allowed to buy banned goods such as cigarettes, alcohol, toy guns or weapons
- Students are not allowed to leave the shopping centre for any reason and are not allowed in the car park area.
- Students are allowed to meet other students from Bromsgrove School but nobody else. If students wish to stay with another person i.e. family / friend the boarding staff should be introduced to them first.
- If students are harassed or have any problems they are to call the boarding staff immediately and make their way back to the meeting point where the boarding staff will be waiting.
- If students are 5 minutes late for an agreed meet, the boarding staff will call them to check. If students are more than 10 minutes late without notification they will be banned from going on any trips for two weeks.

52. Visa and other Legal Requirements for Overseas Students

The school assists overseas students with the processing of a non-immigrant visa to Thailand. The fee for processing visa is Baht 2,500/year. This includes processing a one-year visa within Thailand but does not include the following;

1. Entry visa obtained from the Thai Consulate in the student's home country.
2. Re-entry permit (Baht 3,800)

Non-Immigrant Visa (Entry Visa)

1. Overseas students must enter Thailand with a valid Non-Immigrant type 'ED' Visa. The school will issue a letter to enable the student to apply for this visa in his/her home country. There are two types of Entry Visa;
 - 1.1. Single Entry Visa – Valid for one-time entry to Thailand. As of September 2006, the fee is US\$50.
 - 1.2. Multiple Entry Visa – valid for multiple entry to Thailand. Fee as of September 2006 is US\$125

Note: The School recommends that students obtain a single Non-Immigrant Visa. If the student needs to go back to his/her home country within a month of first entry to Thailand, please inform the Head of boarding immediately so that appropriate action is taken.

2. A Non-Immigrant single entry Visa, the first stamp in the passport, allows the student to stay in the Kingdom of Thailand for 90 days from the date of entry.

One-Year Visa in Thailand

1. Within one month of entry, the school will process the one-year visa extension for the student;
 - 1.1. On arrival to the school, all passports and tickets should be handed to the House Parent for safe keeping and processing.
 - 1.2. Within the first week of arrival, the Head of Boarding hands the student's passport to the Admissions Manager who will process the visa extension.
 - 1.3. On the same week, the student comes to the school office in order to have a photo taken for the visa application.
 - 1.4. Within weeks 2 and 3, the Admissions Manager prepares the documents for the visa application.

- 1.5. Within week 4, the House Parent with the Admission manager schedule the visa application at the Thai Immigration department for all overseas students. The students will have to personally report to the Immigration Office for this application.

2. During this month of visa processing, the school advises the student not to leave the country as the entry visa will be rendered invalid and a new entry visa will have to be obtained. Should the student be required to go out of Thailand within the first month, the Head of Boarding should be informed accordingly.

Re-entry Permit

1. As it is anticipated that most of our overseas students will be returning to their home country during holidays, students must apply for a re-entry permit once a one-year visa has been granted.
2. A Re-Entry Permit allows a student to return to the Kingdom of Thailand at any time for as long as the student's Non-Immigrant Visa is valid.
3. All fees related to the application for Re-Entry Permit is paid by the individual student. There are two types of re-entry permit;
 - 3.1. Single Re-entry Permit – Fee is Baht 1,000
 - 3.2. Multiple Re-entry Permit – Fee is Baht 3,800

Note: If the student anticipates returning to his/her home country more than 3 times during the year, the school recommends that a Multiple Re-Entry Permit is obtained. Parents should inform the House Parent which type of Re-entry permit will be required by the student. Application may be made at the same time as the application for visa extension. An invoice will be sent to the parents for the relevant fees.

4. Should the re-entry permit be obtained at a later date (after the visa extension has been granted), a student can apply for a Re-Entry Permit in either one of the following ways –
 - 4.1. At the Bangkok Immigration Division, or
 - 4.2. At Bangkok International Airport prior to departure.
5. The school will assist the students in obtaining re-entry permits.

90 days Notification

1. The School Office will monitor the 90-days mandatory notification to the Immigration Office. The 90 days is counted from the date in the Arrival/Departure card attached to the passport.
2. The student must submit a completed Form TM.47 with his/her passport to the School Office one week in advance.
3. Each time a student leaves the Kingdom, his/her passport must be presented to the School Office upon return so that records can be updated.
4. Any student who does not comply shall be fined by the Thai Immigration Office. If he/she is caught before reporting in person, the fee is 5,000 Baht. If he/she reports late (after 90 days), the fee is 2,000 baht.

53. Weekend Boarding

Each house will run a tailored weekend activity programme for the benefit of the students. The students themselves will play a major role in the choosing these activities. There will also be plenty of spare time over the weekend for students to relax with friends and take part in formal and informal sporting activities or study groups.

A possible routine looks like this:

Saturday

8.00 am	Breakfast available
10.00 am	Boarding Trip
12.00 pm	Lunch (in or out of school)
1.00 pm	Activities and/or trip
5.00 pm	Showers
5.30 pm	Dinner
6.30 pm	Activity (movie/games)
8:30 pm	Students in Own House
10:30 pm	Lights Out.

Sunday

9.00 am	Breakfast available
10.00 am	Activity
12.30 pm	Lunch (
2.00 pm	Activities/library/computers
5.00 pm	Showers
5.30 pm	Dinner
6.30 pm	Prep Time
7.30 pm	Quiet/relaxing time/TV
9:00 pm	All quiet in rooms. No showering after this time.
10.00 pm	All students to be in bed. All lights out.

54. Who do I turn to?

Sometimes you may feel you have a problem and you need to talk to someone. If this happens, you can always talk to any of the boarding staff.

If you do not feel happy to talk to boarding staff, you should speak to your Form Tutor, Key Stage Co-ordinator, Deputy Headmaster, Headmaster or any member of staff you feel confident to talk to. This may also be the School Nurse, Matron or one of the Thai members of staff.

Please ask for the 'who do I turn to' leaflet – available for the boarding staff or school office.

55. What to bring

The following are minimum requirements. Please name tag all items

duvet, duvet cover, bed sheet, pillow case x1

(If required, the school has a limited quantity of these although some students prefer to bring their own)

Complete set of school uniforms x3

Extra shirts (enough for a change of shirt everyday)	x5
Set of casual clothes (jeans/sweat shirt/shorts/t-shirt/trainers)	x2
Socks and underpants (enough for a change everyday)	x5
Pair of pyjamas	x2
Bath towel	x2
Hand towel	x2
Face Towel	x2
Slippers / Flip flops	x1
Toothbrush and toiletries (no aerosol deodorants)	x1
Handkerchiefs (optional)	x5
Brush and comb	x1
Pocket money (see separate section)	

If there are any queries, please do not hesitate to telephone.

You may also need:

Belts
 Electronic translator
 Dictionary
 i-pod / CD player etc.
 Alarm clock
 Padlock
 Umbrella

Boarding Handbook Agreement Form

After your first week as a boarder, you will have a meeting with the House Parent. At this meeting you will have the opportunity to ask any questions about this handbook. For example, if there are any rules or routines you do not understand, please ask.

You may be tested! So make sure you know the rules!

Agreement Form

Boarder's Name: _____

Year Group: _____

I have read the Boarding Handbook for Bromsgrove International School. I understand the rules and routines and I agree I will do my best to keep to them.

Signed: _____ (Student)

Signed : _____(Parent / Guardian)

Date: _____