BROMSGROVE
INTERNATIONAL SCHOOL
THAILAND

BOARDING HANDBOOK

FOR PARENTS AND STUDENTS

Education for a bright future

HOUSE
TUDOR HO

"Don't count the days
make the days count"

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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.

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

Mr James Swan
Deputy Headmaster

From the Head of Boarding

All great boarding schools have one thing in common: they regularly turn out young men and women who are well educated, disciplined and responsible individuals. As such it is hardly surprising that many great leaders can trace their leadership skills to their time as boarding students. These include Sir Winston Churchill, Field Marshall Lord Montgomery of El Alamein (great British General of the Second World War), J. Nehru (India's first Prime Minister), Abhisit Vejjajiva, and even the current British Prime Minister, David Cameron, have all been boarding students.

At Bromsgrove International School Thailand (BIST) it is no different. We follow in the footsteps of Bromsgrove School UK to offer the finest boarding system available; a system that is not only rich in tradition but has evolved with time to be modern and comfortable, where the students are still taught to be responsible, disciplined and punctual. More importantly, they are being taught important lessons in life: to be respectful, adaptable and to get along with fellow students. Without knowing it, they are being taught how to work together as a team as well as being self-disciplined, and being given opportunities for leadership.

The school offers two modern, purpose built boarding houses, Tudor House for girls and Windsor House for boys. The boarders range from 8 to 18 years old. The primary students have their own study area and common room where the facilities and recreational materials are carefully selected for younger children, whereas secondary students' common rooms are designed for young adults.

Boarding staff include Heads of House, Assistant Heads of House, a Matron and GAP students, all of whom work under the leadership of the Head of Boarding. Our main task is to make sure that the boarding houses run smoothly and the students are provided with a safe and friendly environment. Parents should take some comfort that the Heads of Houses act in 'loco parentis'. The Headmaster, his wife and family also live on campus.

Boarding students at Bromsgrove are offered a structured approach to study and recreation. Designated members of the teaching staff are on hand to help supervise with prep times. Students also receive a first class provision of nutritional meals and snacks throughout the day and are able to prepare light meals for themselves in the house kitchens. The support framework guaranteed for the students is such that it is difficult to replicate at home. We encourage the development of useful "life skills" activities and, with the specialist teaching staff, we will deliver tutorials on certain academic subjects.

For most parents the improvement in speaking English is a major factor for placing your child in our boarding school. Presently we have 18 nationalities living on campus, with one common language spoken: English. For our non native speakers of English, the advantage of total immersion in an English environment has proven to be hugely beneficial. In the bedrooms, students are placed each term with others from different nationalities to encourage the development of friendships and to enforce their use of English.

For our students, what matters most is probably the opportunity to socialise and engage in different activities.

For the boarding staff, one of our greatest challenges is to guide the students to making the 'best' choices regarding their use of time. To balance their 'study' time and 'play' time is essential. A happy student is a successful student, and, in those moments of crisis that all children and especially adolescents face, there will be responsible adults to turn to for support and reassurance.

Our objective is to provide a boarding house that is a pleasant place to live - a home away from home!

Welcome aboard!

Ms S Glover, Head of Boarding

1. Accommodation and Facilities

Boarding at Bromsgrove comprises two separate Houses, Tudor House for girls and Windsor House for boys. Both these facilities offer the students space for living, learning and relaxing in a safe and secure environment. Where possible, accommodation is arranged as follows:

- Tudor House
  Years 3-8 = 4 girls/room
  Years 9-11 = 3 girls/room
  Year 12 and 13 = 2 girls/room with en-suite bathroom

- Windsor House
  Years 3-7 = 12 boys/room
  Years 8-11 = 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.

The elected senior boarders of both girls and boys will be allocated a single room.

We endeavour to promote English speaking in the boarding houses and mixing up nationalities in the rooms is our boarding philosophy.

Each house has common rooms and study areas. Junior students have a specially designed common room that is ideal for young pupils to study and play under staff supervision. The common rooms for secondary students are geared towards young adults.

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

2. Food / Meals

Meals at the school are provided in the school dining hall.

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 school hours

Facilities are available in the house kitchen for students to make drinks and snacks. The school provides milk and snacks for the students in the evening.

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.

TUDOR HOUSE

4. New Students coming into Boarding

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

We understand that when students are new to boarding 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.

5. 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 Heads of Houses 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 some weekends.

All boarders are given copies of 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.

Who to turn to

Most boarders enjoy their time at school and in the boarding house, and serious problems are uncommon, but life at boarding school can take some time to get used to.

Even after students have been at school for some time, they may encounter problems or situations that they find difficult to cope with or solve. There is always someone who can help. If students are not sure who to go to, they should follow this simple rule – talk to **SOMEONE**, and that can mean anyone.

The House staff are always ready to help or give advice. If you are not comfortable to talk with them then the following people are also available and here to help, Form Tutor, Class Teachers, Prefects, GAPs, School counsellor or school nurse.

Nobody will be laughed at or made to feel silly, no matter how simple the problem seems to be. Often situations can be resolved easily just by sharing concerns with another person. It is often the case that many other people have experienced similar feelings and therefore will know how to help.

If you can't find someone to help within our school community, perhaps Childline or Samaritans may help. Their numbers are displayed in the Houses.

Something may be worrying you. You may feel the problem is so important that you wish to take it further. There is a detailed procedure to be followed if you have a serious issue that needs to be taken further. Details of this can be found on the boarding page of the school website:www.bromsgrove.ac.th

6. Arrival Time

New students should come into the boarding house between **3pm and 5pm** 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.

All other students arriving back into boarding on a Sunday or the first day back after a break should ideally do so **after 5pm but before 7pm.**

No students will be permitted back into boarding after lights out unless prior arrangements have been made.

7. End of Term Arrangements

All students are to leave the house **by 4pm** on the last day of term. Please let us know as soon as possible if there will be a problem, so that arrangements can be made.
Please provide as much notice as possible to the Head of Boarding regarding travel arrangements. Transport can be arranged by prior arrangement and the cost for this will be added to your school bill. Details of these can be found on the website under Boarding /Airport Costs.

8. Daily Routine

6:30am	Wake Up by duty member of staff, make bed, shower, get dressed (lights and aircon turned off)
7:15am	All students to leave the house (students checked as they leave the house and registered). Breakfast is compulsory for all students. After breakfast any prescribed medication will be given in this period by the school nurse back at the clinic.
8:00am	The King's Anthem marks the start of the school day (during which all students/staff/parents are requested to stand as a sign of respect for the King)
2.40pm-3.30pm	Extra Curricular Activities (Tue, Wed, Thurs).
4:00pm-5.00pm	Residential boarding curriculum Mon, Tue and Thu Monday – Compulsory for all students. Tuesday – optional for all students. Thursday – optional for Secondary, compulsory for Primary. BDST classes (Tues – Thurs).
5:15pm	Roll Call taken by duty member of staff in silence in the reception area. Head of Boarding notices read out.
5:20pm	Dinner and check houses are empty. Behaviour is monitored in the dining room and staff makes sure children eat a proper meal and leave the dining room tidy. After dinner the students go back to the house and get changed.
6:30pm	Primary and Secondary Prep Starts. This is supervised for the whole of the prep period to maintain a good working atmosphere. No food or excessive talking is allowed in the Prep Rooms. Homework diaries are checked and signed.
7:30pm	End of Primary Prep Evening Snacks- Primary

8.00pm	Secondary Prep Ends. Any prescribed medication given to students in the clinic. Start of Secondary Sport, games and recreation. Shower and bedtime routine is 15 mins prior to lights out for all year groups.
9.00pm	Primary lights out. End of Secondary Activities.
9.15pm	HOUSES LOCKED and ALARMED
9:30pm	Lights out Years 7-8
10.00pm	Lights out Years 9 – 10
10.30pm	Lights out Years 11
	Year 12 and 13 in their rooms. Dormitories regularly patrolled.
Friday	
3.00pm	Weekly boarders sign out of the house. In House supervision and BDST classes start.
4.00pm	Supervised trip to local shops, swimming etc.
5.15 pm	Dinner.
7.00pm	Evening activities to include film night, pizza, games, sports etc.
8.15pm	Evening snacks. All lights out 30 mins later than week days.

9. Weekend Routine

BIST runs a tailored weekend activity programme for the benefit of the students. Some activities are compulsory for certain year groups. 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.

Saturday	
7.15am	Start of sporting activities off campus.
8.00am	Breakfast
9.00am	End of Breakfast and start of BDST Prep
12.00 pm	Lunch (Compulsory)
1.30pm – 3.00pm	Primary Activity programme
5.15pm - 6.00pm	Dinner
7.30pm	Evening activities - sports games etc. Bed time 30 mins later than during the week.
Sunday	
9am-12.00noon	Brunch Sunday Trip every week for alternate age groups. Seniors/Juniors.
7.00pm	Weekly boarders to be back in the house. Lights Out follows the week day routine.

10. Activities

Unlike day students, boarders at Bromsgrove have the advantage of participating in a number of extracurricular activities which are not only academic, but also designed to be entertaining and provide beneficial life skills.

The day school offers extra activities for the students to participate in every Tuesday, Wednesday and Thursday afternoon between 2.40pm and 3.40pm. Details will be sent out at the start of each term. Students are expected to sign up for activities every day.

Boarding House activities and competitions

The boarders have additional activities between 4.00pm and 5.00pm. These are only for boarders. For example, extra lessons in maths, science, languages or English, working in the computer rooms, library, swimming, golf, basketball, table tennis, cooking and gardening.

There is always time during the week and on weekends 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.

11. English Please!

Students who attend Bromsgrove are expected to speak English at all times even with other students of the same nationality.

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

12. Boarding House Rules

- Boarders at Bromsgrove are expected to set high standards of honesty, courtesy and respect for others. The rules adopted in the houses are the same for in the school.
- 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, knifes or any other weapon
  - Tampering with any alarms, extinguishers or safety devices

- Pupils are allowed to visit the common room areas of the opposite sex. Only boarders of each house are permitted upstairs in their own house. Students must be in their respective house by 9pm.

- Students must hand in all medicines to the residential nurse/matron.

- No unauthorised friends or visitors are allowed in the Boarding Houses at any time. All visitors should be authorised by the Head of House.

- Please keep all valuables in the security deposit box in your room, or hand them to the Head of House for safe keeping.

- Students are not allowed to return to the boarding house during the day to collect belongings. Students must be out of the house by 7.15 am Yr 3 – Yr 11, and the sixth form by 7.30am. After the school activities have finished students may return to the houses.

- If a student has an urgent reason to return to the house during the school day they must get a form from a member of SMT.

- Cell phones may only be used during free time in the evening and must not be used after lights out.

- Use of laptop computers is allowed in the house, strictly following the school's laptop policy. Laptops must not be used after lights out. Failure to follow this rule may result in losing the rights to use the laptop for a period of time.

- If students bring in their own games from home, they are first to clear them with the Heads of House. No inappropriate games are to be played on the play station machine.

- Please report any breakages immediately to the Heads of House 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 iPods should only be used with headphones or quietly, so as not to disturb others. Please do not use these devices in the dining rooms or during prep. Always remove your earphones 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 in the bedrooms to avoid encouraging ants, rats and cockroaches. Students must attend all meals.

- No ball games in the boarding house. After 8.45pm, 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 Heads of House first.

- It is compulsory for all boarders to turn up for roll call at their respective houses at 5.15pm every day. This is the time when the Heads of House will relay to them any important matters and remind them of the upcoming events.

13. Dining Room Rules
The same rules apply for our boarders as is expected from our day students.

- Boarders will line up before meals and are to enter the dining room in a quiet and orderly manner. They shall be dressed appropriately and take off caps when entering the hall. The students will be served their choice of food by the kitchen staff and the students should respect this with a gesture of thanks.

- After eating the food requested, all plates are to be cleared away, chairs replaced neatly under the table and leave the hall in an orderly fashion. Quiet chat in English is encouraged during the meal time.

14. Dress Code in Boarding
Wearing the Uniform Correctly

- Top buttons done up and ties covering top button.
- Shirts to be tucked in for boys, girls may wear the tailored shirt over their skirts.
- Trousers and skirts to be worn at the waist – not low on the hips.

- Trousers to be tailored so that the bottoms just cover the tops of the shoes.
- Skirts should be no shorter than the middle of the knee.
- Shoes clean and polished
- Jewellery is allowed only within the guidelines – anything outside these guidelines will be confiscated
- Make up is not allowed
- Hair styles should be neat and within the guidelines
- Worn or frayed clothing must be replaced. We trust that parents and students will support this dress code by ensuring that only correct items are bought and that students leave the boarding house appropriately dressed.

School Uniform: For reasons of consistency of fabric and colour, uniform should be purchased only from the School Uniform shop.

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 applies to tattoos.

The following are unacceptable and may 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.

15. Hairstyles

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.

16. Bullying

If you ever 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 and/or calls.
  - Misuse of associated technology, e.g. camera or video facilities.

Bullying is not tolerated at Bromsgrove.

17. 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 visibly close relationship between boys and girls can be difficult for the school to deal with. It is expected that students, whether or not they are 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 unsupervised 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.

18. 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 a treat

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 Head of House and a note of the incident will be made on the student's file. The school and/or the parents may be informed. Privileges may be removed.

Level 2 – Student Report – More serious and repeat offences - Students will be spoken to formally by the Head of House 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 with the Head of Boarding and the Headmaster.

19. Bicycles at School

- If you wish to use a bicycle, you should book it beforehand using the Booking Sheet. You must request permission from the duty member of staff who may grant you permission and give you the necessary Gate Pass. Remember also to sign out and subsequently sign in on your return!

- Bicycles must be returned to the bike shed when you have finished with them not left around the school grounds.

- Any damage, puncture or problem with the bike should be reported to the member of staff on duty immediately.

- Helmets must be worn and you must ride in a safe and sensible manner at all times.

- On Wednesdays, with permission ONLY, Prefects and Year 12 and 13 students may ride the bicycles outside the school grounds. At other times this may be initiated by a member of residential boarding staff.

- You must ride in groups of at least two.

- Younger students will only be able ride outside the school grounds if accompanied by a member of staff.

- Bicycles must NEVER be ridden on Suwinthawong Road.

- Any student who does not follow these rules or causes wilful damage to the bicycles will not be allowed to ride the bicycles.

20. Cleaning

Our domestic staff are here for the laundry and general cleaning of the house.
It is the student's responsibility to clean up their own areas and make their own beds each day. Valuables can be kept in the safety deposit boxes in their rooms or with the House Matron for safekeeping.

The school will take no responsibility for any theft or loss of money.

21. Communications – home and school; staff and student

We encourage communication between home and school. Parents are encouraged to contact the Head of House, assistant or tutor if there is any concern. The Head of House is normally the first point of contact in such cases. However, in more serious cases contact may be made with the Head of Boarding, Deputy Headmaster or Headmaster if preferred.

If parents need to contact the school, please call a member of the boarding house staff or e mail the staff, details of which are at the front of this booklet. 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.

22. Email

Every student is provided with a school email address that can be checked on any of the computers within the school, or remotely via the school website. If the student is unable to use the email system, then the Head of House 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. (please see the school web site www.bromsgrove.ac.th for the schools internet policy)

23. Fire Drills

We hold fire drills at least once a term.

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

Boarders should meet at the special Fire Meeting Point, and respond when the House Staff call their name.

24. 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, you are required to provide details of your appointed Guardian who is resident in Thailand to the Head of House prior to the start of term.

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 Head of Boarding 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**
- **able to communicate in Thai, English, Korean or 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.(In this case please speak to the Head of Boarding)

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 Head of Boarding 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.

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 the Head of Boarding on arrival. The tickets and passports will be returned to the student on the day of departure.

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 Head of House. 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.

27. 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. Full Time Boarding students are entitled to the full laundry service, 3 times per week.
2. Weekly boarders are entitled to laundry on weekdays but not the weekend service.

Sheets and pillowcases will be laundered every other week.
If underclothes are to be laundered by the school, they should be placed in a named and closable net bags. All the net bags will be washed together by machine and separately from the main wash.

All clothes need to be clearly labelled.

28. Medical Facilities, School Nurse

The medical centre has a resident nurse who provides round the clock 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.

If a student feels generally unwell they are to see the nurse first 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 House.

29. 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.

30. Mobile Phone 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. Primary students will have their phones locked away every week day night at lights out.
Secondary students Yr 7 – 10 will be required to charge their phones in the designated safe place overnight. Students are not to make or receive calls after lights out.

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 cases, the phone will be confiscated immediately and only returned at a time when the Head of Boarding is satisfied with the student's behaviour.

Mobile phones are brought to the Boarding House at the student's 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.**

31. 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, and food and drink on trips. Every student has their own safety deposit box in their room. It is the student's responsibility to look after their own money unless we receive a request from a parent to hold the money for them. If student's pocket money is held by the boarding staff they will be able to withdraw money every Friday evening. 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 – 13 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 per term, but we suggest the following:

Full-time boarders/term

Years 4-6	Years 7-8	Years 9-13
B20,000	B20,000	B25,000

The extra money will be needed to pay for educational trips and additional unforeseen expenses eg shoes.

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. Approximate cost is 3,000 baht per tournament.

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 may be given to the Head of House to look after in the safe or in their safety deposit box in their bedroom.

Students are discouraged from lending or borrowing money.

LOANS AND OVERDUE ACCOUNTS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.

Up to date students accounts are kept at all times and are available for the students and parents if asked for. Overall responsibility for pocket money rests with the Head of Boarding. Money should never be left around the house. It is the student's responsibility to look after the money in their possession. The school will not take responsibility for money lost.

32. Praise and reward

The school is adopting a new system of rewards(Polio Points) that will be available to our borders. Details can be found on the school web site and from the school tutors. The points are awarded in line with the schools Learner Profile which can also be found on the school web site www.bromsgrove.ac.th

33. 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 / Organise social activities in the House.
- Assist with primary 'prep' particularly with listening to the students reading out loud to help improve their level of English.

34. 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 students' diaries each week.

All computer use during study is limited to schoolwork only.

PREP TIME
Mon to Thursday
Primary 6.30pm – 7.30pm
Secondary 6.30pm – 8.00pm

35. School Shop

The uniform shop is open each day during the week, at specified times. Students are expected to have the correct school uniform at all times.

36. Sign Out Procedure

These rules apply to ALL students who go off the campus.

PLEASE READ CAREFULLY
Sign Out Procedure – during the week

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

2. Once appropriate permission has been granted, boarders can be signed out with Residential Boarding Staff using the "Temporary Absence from Boarding House" form available at the boarding office.

3. 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 will be informed by the office.

All forms regarding student leave must be relayed to the Boarding staff on duty at least a day in advance.

Students are not allowed to stay at friends houses during the week. They may only go out with parents in special circumstances.

Weekly Boarders going out on the weekend

Weekly boarders leave school on Friday afternoon after school and return either on Sunday night by 7.00pm or on Monday morning by 7.45am.
At 3.00pm on Friday all boarders return to the house and collect their belongings. A member of boarding staff will be in the house at this time.

Weekly boarders are to sign themselves out with the duty member of boarding staff. The boarding staff will ensure that students are leaving with appropriate parents/ guardians.

If students fail to sign themselves out, the Head of Boarding 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 will a full time boarder be allowed to have a weekend away other than half-term breaks.

In the case of weekend leave, full time Primary to Year 9 students are only allowed out with a parent/guardian giving authorization in writing/email. If staying at a friend the parents who collect the child will need to sign the student out on the 'Temporary Leave from school' form and witnessed by the duty member of boarding staff.

For older students (Year 10 and above) permission must be obtained from the Head of House before lessons on Friday morning at the latest. For permission to be given, the host parent/guardian and the student's parents must give the necessary authorisation to the school.If the Head of Boys/GirlsHouse is happy with the arrangements made s/ he will sign and give the boarders a leave form.

Older students (Year 10 and above), may, in consultation with the parents, be given permission to go out on a Saturday. Parents must email permission, clearly outlining all the details on each occasion. This may be confirmed by the Head of Boarding by telephone.

The usual 'sign out' procedure must be followed.

Students may be refused permission by the Head of Boarding 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.

If students are staying at another house it is important the host is fully aware they are responsible for the student in their care. The following routines should be followed:

WINDSOR HOUSE

WELCOME BACK

1. The host will need to give written permission to the Head of House 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), the Head of House will confirm the arrangements with the guardians and ask that s/he phones to confirm when the student is in their care.

4. It is policy that the student travels to the host's home directly rather than to a social event so that we can ensure that they are in the host's care.

5. You should also be aware that no student can travel in a car driven by another student under any circumstances.

6. When the student is dropped 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 student to follow correct sign-out and sign-in procedure will result in a ban from further signing out from boarding for a specified period.

Leaving Campus

On Wednesday only, Prefects and Year 12/13 students may obtain permission to leave the campus unaccompanied (minimum pairs to local shop - 3 or more for longer trips). If they wish to leave the campus they must obtain permission from the boarding duty staff and collect a signed **'Gate Pass'.** This will be handed in to guards upon departure. They must be in possession of a charged mobile phone and the number must be left with the duty staff. Prefects will also be given the privilege to go out on one further night of their choice in the week.

The Head of Boarding and Deputy Headmaster have authority to grant or decline leave requests.

TO ALL STUDENTS - PRIMARY TO YEAR 13

- Whilst off the campus students must carry a mobile phone and have the numbers of duty staff in their contact list. Houses will have lists of student phone numbers.
- Failure to return at the correct time without contacting the duty staff will lead to loss of privileges
- When off campus students must behave in a sensible, polite and respectful manner.
- Students must follow all school rules whilst off campus.
- Breaking of school or house rules while off campus will lead to loss of privileges.

37. Students Going Out by Taxi

Students in Primary to Yr 11 are not allowed to travel by taxi unless supervised. We will not grant permission for borders' to travel alone in a taxi at any time. (This would only be allowed if a parent requests this for Yr 12 and 13 students).

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 must use the same taxi driver and company each time and notify the Head of House.

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

The Heads of Houses have authority to grant or decline leave requests.

38. 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.
- 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.
- Leave the bus as you would like to find it!

39. 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 Heads of Houses a week prior to the scheduled flight.

If your child is travelling as an unaccompanied minor, please contact the Head of House for the name of the member of staff who will collect them at the airport. Primary students will be met by one of the boarding staff/or GAP teacher 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 House.

When students arrive at the airport, please wait at the exit gate 3 and the boarding staff will meet you (they will be showing a 'BROMSGROVE' sign). 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 Head of House/parent liason officer at least a week beforehand.

exceptions:

i.Scholarship student who requests at the start of the year to opt out of the programme.
ii. A fee would be charged should they request to join a single trip that would be calculated by the boarding staff and a cash payment must be made prior to participation on the trip.
iii. Yr 11,12 and 13 can OPT out of trips in Term 3 for examination preparation. If they request to join a trip during term 3 they would pay in cash prior to the participation of the trip. (This would need to be made to the boarding staff prior to the first trip in Term 3 by letter or e mail.)

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, Ancient City, cinema and bowling.

The School Trips policy is used in organising these trips.

40. 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 a visa is Baht 7,000baht/year. This includes processing a one-year visa and Multiple Re-entry permit within Thailand but does not include the following:

Entry visa obtained from the Thai Consulate in the student's home country.

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.

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 House 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 at the school, all passports and tickets must be handed to the school office or safe keeping and processing.
   - 1.2 In the first week, the student needs to come to the school office in order to have a photo taken for the visa 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 House should be informed accordingly.

41. Swimming Pool

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.

42. Televisions, Cable TV and DVD/VCDs

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, or no ratings. Any materials brought in from outside must be shown to the Heads of Houses 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.

43. 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.

44. FAQ

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, GAP, your Form Tutor, Key Stage Co-ordinator, Deputy Headmaster, Headmaster or any member of staff you feel confident to talk to.

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

45. 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. During the first weekend there will be a series of 'team building activities' and 'getting to know you' sessions.

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 Head of House 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
- Confirm that no phone calls are to be made after lights out by students or parents please.

46. 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 uniform	*x3*
Extra shirts (enough for a change of shirt everyday)	*x5*
Set of casual clothes (jeans/sweatshirt/shorts/t-shirt/trainers)	*x2*
Socks and underpants (enough for a change every day)	*x5*
Set 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)	
Stationary	
Phone	
Lap top	

Padlock

NB – Please remember any expensive items are brought to school at your own risk. Please ensure they are looked after and the school will not take responsibility for lost items. We strongly advise you to take out your own insurance for any expensive items brought into the school.

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

OUR MISSION STATEMENT

To identify and develop the potential of each student, provide them with the best achievable qualifications and prepare them for a successful and happy life as responsible members of the global and local community.

UNIVERSITY PLACEMENTS INCLUDE:

University of Oxford
King's College London
Michigan State University
University of Glasgow
University of Warwick
University of Bath
Durham University
University of Edinburgh
Leeds Metropolitan University
Vistula University, Warsaw
University of Hull
University of Roehampton
Loughborough University
The University of Birmingham
The Arts University Bournemouth
University of Essex
Loughborough University
Plymouth University
University of Sussex
Northwestern University USA
London School of Economics
University of Sheffield
Swansea University
Chulalongkorn University
Mahidol University

BROMSGROVE
INTERNATIONAL SCHOOL
THAILAND

Early Years Campus
344 Mu 12 Ramkamhaeng 164 Rd, Minburi, Bangkok 10510
Tel: 0-2540-7122-3 Fax: 0-2540-7124

Primary and Secondary Campus
55 Mu9 Windsor Park Golf Club, Suwinthawong Rd,
Minburi Bangkok 10510
Tel: 0-2989-4873 Fax: 0-2989-4094