



BROMSGROVE
INTERNATIONAL SCHOOL

THAILAND

Boarding Parents Handbook

August 2017

This is a working document that should be read in conjunction with individual policies

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Section 1: New Parents' Information

Starting at a new school is easily under-estimated even by pupils who have been to another boarding school. Buildings are large, grounds spacious and there are many new pupils and teachers to meet. Academic work clearly moves up a gear as we approach GCSE. Pupils will take time to adjust and will feel tired. Our staff will monitor students and offer every support. If you are concerned about any matter, do contact your son's or daughter's relevant Head of Boarding. What is causing you anxiety may, in fact, be something that we can put right quickly. We like to work very closely with parents and if there are problems, we want to discuss them with you at an early opportunity. You are most welcome to contact either the Secondary Principal or the Primary Principal, your child's Head of House or their Form Tutor.

1. Communication With Parents

For all matters pertaining to a pupil's well being, the first contact point is the Head of Upper School Boarding (Y9-13) Ms Drew and the Head of Lower School Boarding (Y2-8) Ms Gemma. Your child will have a class teacher or Form Tutor in the day school who will be in touch with you regularly via email. We hope that you can keep them, and us, informed of any queries you have regarding your child. All staff contact information can be found on the school website.

Parents are always welcome to make an appointment to see the Primary or Secondary Principal on any matter of special interest or concern, usually after consulting the Heads of Boarding, Form Tutor or class teacher first.

School Calendars, with details about School and House events, are issued termly and posted online for parents. They include dates of School Terms, Parents' Evenings and holidays for the following academic year. These can be found on the school website.

Most of our mailings are now posted on our website so we ask you to consult this regularly. The majority of letters will be sent to you via email so please ensure that we have your most up to date email address. Reports are printed and given to the students, they are also emailed home.

Please follow us on our social media platforms to keep up to date with events at BIST:

School Facebook: <https://www.facebook.com/bist.main/>

Boarding Facebook: <https://www.facebook.com/BISTBoarding2016to2017/>

Website: <http://www.bromsgrove.ac.th>

You can communicate to us in any language that you want and then we will be responsible for translating. Be mindful that we have fluent Thai, Chinese, Korean and English speakers. Before contacting us in another language please check that we can translate your message.

2. PTA and School Events

BIST has a Parent Teacher Association (PTA). Fund raising is a part of their work, but the PTA is primarily concerned with fostering a family atmosphere within the School and helping to organise events.

We welcome parents to all our School events, especially games fixtures, plays, concerts and special events such as Loy Krathong and Songkran. Your support is very much appreciated.

3. Pastoral Care

a) The House System

Much emphasis is placed on ensuring that pupils are happy and well-settled in Bromsgrove International School, for without that little will be achieved. The School actively promotes physical and mental health and emotional well-being. The strength of the School's pastoral care lies in the House system. Each of the three Houses offers a school family, that makes pupils feel secure and individually important. There is a Head of each of these houses and Mr A Williams oversees these as Assistant Principal of pastoral care for the Secondary school.

b) Primary Class Teachers

The Primary pupils spend most of the time during the day with their class teacher. Class teachers are a great person to contact regarding school based concerns. These can be either academic concerns or pastoral concerns. All class teachers will support Academic Development and enrichment activities in boarding nine times a year.

c) Secondary Form Tutors

All pupils are allocated a Form Tutor. The tutorial system is particularly important at Bromsgrove. The tutor monitors a pupil's academic performance, extra-curricular programme and personal and social development. We like to see the tutor as a catalyst enabling pupils to gain maximum benefit from their time at Bromsgrove. Students will spend time with their Form Tutor each morning and these are a good person for students to speak to when they need to.

d) Heads of Boarding

Alongside the day staff, the Head of Upper School Boarding and Lower School Boarding are responsible to the Secondary and Primary Principal, the Head of School, and parents for the whole development of the pupil. The Head of Upper School Boarding (Ms Drew) and Head of Lower School Boarding (Ms Gemma) should be contacted if parents have any concerns about their child's progress at School. We will then be able to contact the relevant member of staff for you to have a further discussion with.

4. Discipline

The School expects all pupils to observe high standards of behaviour. The aim of discipline within the School is to encourage self-discipline, personal responsibility, trust and an

awareness of the needs of the community. We place particular emphasis on excellent relationships between staff and pupils as a foundation for good discipline.

The School makes its rules clear to pupils. Certain offences are dealt with very firmly. Bullying is treated as a very serious matter and may lead to exclusion or expulsion. The possession or use of illegal drugs is very likely to lead to expulsion. The possession or consumption of alcohol, is likely to lead to Internal Suspension. Sexual relationships are also likely to lead to expulsion.

In our Personal Social, Health and Economic Education Programme we have talks on bullying and on the dangers of drugs, alcohol abuse and smoking. Pupils are also given clear guidance on the conduct of personal relationships.

There are several areas of the rules that we do need to highlight here:

- i) Personal Possessions: It is important that all personal items are named clearly. We urge pupils not to bring very expensive items to School.
- ii) Insurance: The School cannot be responsible for articles that are damaged or go missing and a personal insurance policy is strongly recommended.
- iii) Money: Boarding Houses may run House banks but most pupils have bank or building society accounts. We are willing to look after student pocket money and give students a set amount per week for snacks and to use on trips. We can then give students more money at your request. We emphasise to all pupils that they should not carry or leave in their rooms significant sums of money. This should be kept in their safe or given in at the Boarding Office. If you need to, you can contact us to arrange a bank transfer to the school that can then be credited to your child's' account.
- iv) Cars: No boarders may bring cars to school.
- v) Personal Safety: We have strict rules regarding when boarding pupils can be out of their Houses in the evening; similar rules apply to all pupils regarding access to the end of the road after school. Sometimes pupils do not realise the importance of these rules and that they are designed for their protection. We undertake regular roll calls.
- vi) Smoking Policy/Alcohol: Smoking is against the School Rules and not permissible anywhere on the campus. Our rules on alcohol are made very clear to pupils. No pupil is permitted to bring any prohibited items to School.
- vii) Mobile Phones: There are very strict rules on their use during the day; we urge pupils to show consideration for fellow boarders during Academic Development time and at bedtime. They can be used in lessons and Academic Development at the discretion of the teachers. All students up to and including Year 9 will be expected to lock their phones and devices away securely in a charging station at night. This is due to the negative effect that screens have on sleep. Students will then be responsible for taking them out at a sensible time in the morning. Any student who is repeatedly late, will also have to hand in their mobile phone at night.
- viii) House Rules In addition to School Rules, there are also rules pertaining to Houses which are published in each House. Most of our rules are linked to the Bromsgrove Learner profile and we try to educate students about why we have each rule.

5. Bullying

The School's policy is clear and pupils are regularly reminded of its contents. Any form of bullying is abhorrent, damages individuals, demeans all involved and strikes at the heart of the community. All staff are aware of the need to be vigilant. No child should be unhappy at School because of any form of bullying, physical or verbal. Children and parents can be assured that we will investigate any reports of bullying thoroughly and will handle the matter discreetly and sensitively, but also firmly.

6. Safeguarding Children

The School fully implements a range of procedures with regard to Safeguarding. We work in close partnership with the day school to ensure the welfare of students in boarding. It is School policy to follow the guidelines of the School Safeguarding Policy. All new staff are given briefings by our Safeguarding Officer. In addition, all Boarding Staff are reminded of procedures at the start of each academic year.

7. Equal Opportunities

The School is committed to equal opportunities irrespective of sex, race, colour, language, religion, political or other opinion, national or social origin, property, birth or other status.

8. Health

The role of the Clinic and the arrangements for medical care are arranged through the Admissions Team. It is essential that the Heads of Boarding have copies of students ID cards and any relevant insurance documents to ensure that we can provide medical care when necessary.

9. Accidents

The School has a Health and Safety Officer and a comprehensive School Policy. Parents will be informed of any accident involving their child. Detailed records of any accident are kept. If we provide any medical care to your child over and above minor first aid you will be informed.

10. Fire

The School has Fire Regulations posted prominently in all houses and sleeping areas. Termly practices are held with students both in boarding and during school time. All residential staff received training at the start of each academic year.

11. National Minimum British Boarding Standards

The School uses the British Boarding School Associations Standards to support our practices and procedures. We regularly review these as a school and make changes in relations to developments in the UK and worldwide.

12. Sanctions

- i) Teachers are able to develop sanctions with students to make up for lack of effort in class or homework. The work might be repeated that evening or students might choose to attend a catch up session at lunchtime when they can be given additional help.
- ii) Boarding staff will discuss sanctions with students if they miss roll call, show a lack of willingness to get involved in activities or do not hand in their devices at bedtime.
- iii) Internal Suspension will be used for a very serious breach of School Rules or for persistent misbehaviour or lack of effort. This is at the discretion of the Secondary and Primary Principals. Parents are informed if their child is placed on Internal Suspension.
- iv) Suspension is rarely used. Internal Suspension was introduced to punish the child more effectively, without harming his/her academic work and inconveniencing parents. However, there are cases which may necessitate excluding a child from School. The definition used is that a pupil has 'temporarily lost his/her right to be a member of the community'.
- v) The Headmaster may ask parents to withdraw their child from the School.

13. Registration Procedure and Attendance

Boarding registration is taken between 0650 and 0710 when students leave for school. Boarding staff will then inform the school if anyone is in the Clinic or has not returned from a weekend at home for any reason. A full school register is taken in Primary Classrooms or Secondary Tutor Rooms before lesson one. Teaching staff then take the register in all lessons throughout the day. There are then a number of roll calls in the evening including during Academic Development, after dinner and at bedtime.

If your child is going to be absent from School for whatever reason, please contact the relevant Head of Boarding by email or by telephone (Ms Drew gdrew@bromsgrove.ac.th, Ms Gemma ggwilliam@bromsgrove.ac.th). We must be notified of absence before 7.30am on each day that your child is absent from School. If your child is likely to be out of School at Roll Call for any other reason, it is important that the School is made aware of this.

If your child needs to leave School for an appointment during the School day, please inform the Student Information Centre directly. They will issue a sign-out slip which your child should present at Reception before leaving School premises for the appointment. The adult that collects the child from school or boarding must sign a sign-out agreement sheet showing that they have taken legal care of the child and to inform us of when they are likely to return.

14. Lates and Non-Registration

All pupils register for Roll Call between 0650 and 0710. If a pupil arrives late into School and misses Roll Call in their House, they should go straight to Reception to register as soon as they arrive in School. If a pupil is late for Roll Call once, they will have to hand their phone and devices in thirty minutes early. If they are continuously late they will hand their phone and devices in for the whole week and may even be instructed to go to bed early.

Sixth Form students must register for their Academic Development with Ms Drew in Windsor Hour Study Room. They can then choose to either study in their rooms or in the Study Room. If any teaching staff raise any concerns about the amount of independent work

any Sixth Form Students are completing/not completing they will be expected to then complete their Academic Development with Ms Drew in Windsor House.

15. ECAs (Extra Curricular Activities)

The School provides a wide range of activities including: Aerobics, Art, Chess, Computing, Debating, Design Technology, Drama, Film Club, Music, Photography, School Magazine Editorial team to name a few. The School also participates in the International Award Scheme.

Pupils may gain experience of the following games: Athletics, Badminton, Basketball, Football, Golf, Swimming, Table Tennis, Volleyball, Weight Training and Yoga.

Pupils over 16 may use the School fitness suite after an induction by a member of the Sport Centre staff and signing a waiver. They will always be supervised in the evening by Boarding staff.

All students will be expected to choose three ECAs that they will take part in after school on Tuesdays, Wednesdays and Thursdays. There will be further ECAs such as World Scholar's Cup and the School Production that will have additional ECA slots on Mondays and occasionally Fridays.

16. Personal Possessions

It is important that all personal items are named clearly. We urge pupils not to bring very expensive items to School. The School cannot be responsible for articles that are damaged or go missing and a personal insurance policy is strongly recommended. Any valuables and significant amounts of money should be handed to Boarding staff or kept in the safe in student rooms.

17. Lost Property

During the School day students should go to the SIC to ask about lost property. In Boarding lost property will be presented at roll call each evening and students can announce to others that they have lost things. Lost property will be kept in the storeroom in Windsor house for one half term. Following this time they will be donated to charity. If we find more expensive items such as jewellery we will endeavour to return it.

18. The Dining Hall

The School runs its own catering function in partnership with Epicure and offers food and service of a very high quality.

All meals are based on a self-service system with pupils being able to choose from a wide selection of foods. Emphasis is placed on healthy-eating and menus are compiled with this in mind. Pupils with special dietary needs, ethnic or medical, are also catered for and the Catering Manager welcomes contact from parents to discuss any individual requirements.

The Boarding Student Leadership Team has the opportunity to suggest ideas to the catering staff and make any other comments and suggestions.

19. The School Shop

There is a school shop by the main office that provides parents with the facility of purchasing uniform and other essential items. The Shop provides stationery, and a wide choice of sporting equipment and casual wear.

There is also a Boarding shop that is run by the students for the students. This shop sells a range of snacks and drinks but also essentials such as shampoo and toothpaste.

20. The School Clinic

Parents will receive detailed information about the role of the Clinic when joining the school, it is important that all parents introduce themselves to the nurses and keep them updated on any arising medical needs. We also have a School Counsellor that children can talk to if they need to. If you have any queries about the health of your child at any time, please contact the Heads of Upper and Lower School Boarding.

Students are allowed to bring medication from home to school but this must be handed in to the boarding staff/nurses and labelled with the student's' name and dosage instructions. We are unable to give a child any medication that does not have clear instructions in English. We will ask the students to hand in all of their medication at the start of the year for safekeeping. Items that need to be kept by the students such as epipens are allowed to be once boarding staff have been informed. We thank you for your cooperation in this matter. If students are found with their own medication, this will be taken to the school clinic for safekeeping.

21. The Complaints Procedure

a) Parents

The School encourages parents to mention any concern, complaint or grievance they may have as early as possible. This gives us every opportunity to try to rectify a problem or to explain the School's position before a matter becomes serious.

If you have any concerns or complaints, you should normally raise it in the first instance with either the Head of Upper School Boarding (Y9-13) Ms Drew or the Head of Lower School Boarding (Y2-8) Ms Gemma. If you are not satisfied with the response or feel that the matter is sufficiently sensitive or serious, you should contact the Secondary Principal, the Primary Principal or the Head of School.

b) Pupils

Pupils are given leaflets which explain the counselling and complaints procedures within the School. These offer guidance on how to deal with problems, including a list of adults that pupils can turn to.

We believe it is important that there should be clear and appropriate avenues for children to alert an appropriate adult to situations which are causing them distress. The normal recourse of a child with a complaint or problem, which he/she cannot deal with informally, is his/her parents. However, boarders do not have the same daily access to their families as day pupils, and it is important that we have effective means by which children's concerns or complaints can be heard. We also believe that there will be times when day pupils also want to talk to adults at School. All pupils at Bromsgrove should, therefore, have someone to talk to if they have a grievance or worry, or simply need advice on any delicate matter.

Section 2: Boarding Parents' Information

Boarding Principles and Practice

Bromsgrove International School Thailand aims to provide a first class education; the following principles and aims for our boarders and boarding community should be read in conjunction with the School Mission Statement.

Mission Statement

Bromsgrove School aims to produce: Happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others. It seeks to achieve this through: An enlightened, disciplined and broad education that responds to global change while retaining core values.

The Core Values Bromsgrove seeks to foster in its pupils are:

-  •Humility and Confidence
-  •Compassion and Ambition
-  •Respect and Curiosity
-  •Tolerance and Vision

Principles of Boarding:

1. The concept of the whole development of each member of the boarding community is fundamental to the ethos of the School.
2. All boarders should be able to develop and thrive morally, spiritually, culturally and socially.
3. Every boarder should have the opportunity to develop his or her talents whether academic, sporting or extra-curricular.
4. All boarders have the right to be treated as an individual and to be respected by staff and pupils.
5. All boarders should be given an awareness of their wider responsibilities to the boarding community.
6. Every boarder has the right to work, play and relax free from abuse, discrimination, intimidation, harassment, teasing and bullying.
7. The basis of boarding life should be co-operation; the qualities of kindness, tolerance, trust and unselfishness are fostered in pupils.

8. Relations between boarders and their parents are extremely important. Boarders should have the opportunity to communicate with their parents at all reasonable times.
9. All boarders should know who to turn to when in difficulty.
10. The right to privacy is acknowledged as a fundamental human right.
11. Concerns about health & safety (especially fire) are respected by all staff and boarders.

The School aims to provide a very enjoyable boarding experience through:

- Excellent pastoral care including the promotion of physical and mental health and emotional well-being.
- Excellent accommodation that is comfortable and suited to the needs of boarding, according to age and maturity, and which provides reasonable levels of privacy.
- Excellent study, leisure and recreational facilities.
- A safe and healthy environment, free from dangers and hazards.

In addition, we believe that boarding greatly enhances the overall development of each pupil. Therefore the School also aims:

- To create a family atmosphere across Tudor and Windsor House where pupils are encouraged and supported so that they may flourish academically, personally and socially.
- To develop the whole person and to 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 in which teasing, harassment and bullying will find difficulty in developing.
- To create and provide well-structured and supervised study conditions in the evenings so that a boarder may find it easy to work.
- To provide a range of extra-curricular opportunities related to age and maturity that will assist in the cultural, social and personal 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 create 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.

Boarding in Practise

1. Houses and Rooms

There are two boarding houses: Tudor House (Girls) and Windsor House (Boys). In line with recommendations, the practice of other International Boarding Schools and the structures that we have in place, children will share rooms with people of the same age for example

Years 3 and 4, Years 5 and 6, Years 7 and 8 and Years 9 and 10. Years 11, 12 and 13 sometimes choose to stay together or, where possible, request a room on their own.

Primary students are usually in a room with the maximum of four to five students, then as they get older, this decreases and the rooms become more private. For students in Year 11 and above we have en-suite rooms available which allow for privacy and the accessibility of dedicated study spaces.

Students have the option to request who they would like to share a room with on three occasions: October, December and Songkran. These will be carefully considered by the Heads of Boarding and along with feedback from Academic and Pastoral staff and the knowledge of the children, decisions will be made.

2. Staffing

The boarding houses are each run by a Head of Lower School Boarding (Years 2-8) and a Head of Upper School Boarding (Years 9-13). There is also a Deputy Head of Boarding who deputises for the Heads of Boarding. These members of staff are all teachers (who acts 'in loco parentis'), assisted by a team which will include: two Resident Tutors, House Assistants and Liasons. Boarding staff will also be supported throughout the evenings and weekend by day staff teachers who might help students with Academic Development or attend a trips. All Houses are very well staffed in accordance with the number of children in each House.

Staff new to Bromsgrove are carefully inducted and trained; we follow closely guidance from the Boarding Schools' Association. Ms Drew acts as Head of Upper School Boarding and Ms Gemma as Head of Lower School Boarding; the Head of School has overall responsibility for boarding.

3. Accommodation and Facilities

Boarding houses have good facilities, social rooms and computers, internet and email provision. Students are generally accommodated in rooms with children of a similar age, in which they have their own personal space including desk and storage facilities.

Boarders take advantage of the School's excellent sports facilities; in the evening pupils can use the Library at allocated times. Sixth Formers undertake supervised Academic Development in their Houses on weekday evenings; meeting regularly with the Head of Upper School Boarding to ensure that their studies are on track.

4. Communication

a) Communication between Parents and the School

For all matters pertaining to a pupil's well being, the first contact point is the Head of Upper School Boarding (Y9-13) Ms Drew and the Head of Lower School Boarding (Y2-8) Ms Gemma. You child will have a class teacher or Form Tutor in the day school who will be in

touch with you regularly via email. We hope that you can keep them, and us, informed of any queries you have regarding your child. All staff contact information can be found on the school website.

Parents are always welcome to make an appointment to see the Head of Secondary or Primary School Head on any matter of special interest or concern, usually after consulting the Heads of Boarding, Form Tutor or class teacher first.

School Calendars, with details about School and House events, are issued termly and posted online for parents. They include dates of School Terms, Parents' Evenings and holidays for the following academic year. These can be found on the school website.

Most of our mailings are now posted on our website and the School pupil database; we ask you to consult these regularly. The majority of letters will be sent to you via email so please ensure that we have your most up to date email address. Reports are printed and given to the students, they are also emailed home.

b) Communication for Boarders

It is hoped that the caring environment of each Boarding House encourages pupils to talk about any concerns or problems openly with Boarding staff. Boarders will form close relationships with staff and are encouraged to contact any of them with any problem, no matter how small it may seem. (See also 'The Where do I Turn?' leaflet issued to all pupils, day and boarding).

Boarders are invited to express opinions about life in their House and in the boarding community in general.

Boarders are encouraged to keep in regular contact with parents, relatives and friends by telephone, email or post. All children have individual email addresses and there are House computers. Pupils are permitted mobile phones though there are strict rules about their use during the School day and after bed time.

5. Guardians

As part of joining BIST, we recommend that all parents living further two hours away, by car or public transport, appoint a guardian who can be contacted in an emergency if it is impossible to contact parents directly. The guardian should reside less than two hours away from the Windsor Park Campus and can be either a member of family, a friend or another parent at the school.

All guardians will be given an ID badge by the school and will be required to share their communication details with the Heads of Boarding. At the start of every year, all parents are required to complete the communication letter to clarify their preferences for their child.

A Guardian is someone who is:

- *Resident in Thailand*
- *More than 25 years old*

- *Not in full time education*
- *Able to communicate well in Thai or English*

Guardians should be able to:

- Give permission for trips, weekend arrangements etc during term-time
- Have authority to sign for medical treatment in 'loco parentis' including making medical decisions for a student in an emergency and signing/giving permission for any finances related to the medical treatment of a child.
- Ensure student passports and visas are in order and up to date.
- Collect a student from School and care for him/her if they are ill for more than three days if parents are unable to do so.
- Collect and accommodate the student at half-term breaks if parents are unable to do so, unless alternative arrangements have been made.
- Collect and accommodate the student should the School deem it necessary and parents are unable to do so. This could include a situation in which the child is asked to live at home for a period of time, or the boarding house is unsuitable to live in e.g. in case of fire or a flood.
- Collect and accommodate the student should students need to leave school in a crisis.
- Make travel arrangements for a student travelling overseas if parents are unable to do so. However we are able to escort students to airports at the end of each term and half term and collect them at the beginning of term.

Should parents be unable to provide a guardian, then this responsibility will go to the Heads of Boarding who will then make decisions on behalf of the parents until the parents arrive at school/in Thailand. If this is the case, then parents are expected to travel to school as soon as they can.

6. Boarders' Welfare

We are fully committed to the principles enshrined in the National Minimum Boarding Standards.

a) Pastoral Care

The School is committed to equal opportunities irrespective of sex, race, colour, language, religion, political or other opinion, national or social origin, property, birth or other status.

Boarders are under the particular care of Boarding Staff. There is always a member of staff on duty in each house.

All boarders are provided with the 'Where do I Turn' leaflet/display which makes them aware of the different people they can turn to if they are worried about something that is happening at School or if they are experiencing personal difficulties. The British National Healthy School Standards 'Getting Started' says 'A healthy school needs to make sure that

when pupils are unhappy, anxious, disturbed or depressed there are open channels for them to seek support without stigma and with appropriate confidentiality'. That is why we have a permanent counsellor at school who is available for student during the school day and one evening a week in boarding. Such services tackle pupils' problems by giving them access to an adult who can help provide them with the tools they need to help themselves, build resilience and self-esteem.

There is also a system of Boarding Prefects who are trained to listen to younger pupils. Many children feel happier talking to their peers about their problems than to an adult so this peer support service is of crucial importance.

b) New Pupils

We are very mindful of the need to support newcomers, especially in the early stages and especially if children are boarding for the first time or have come from overseas.

At the start of Term 1 there is a BBQ for new pupils and their families and all other boarders. Please contact us if you feel your child is not settling in smoothly. Inevitably it is a time of adjustment but you may have a concern that we may not be directly aware of though we are observant and vigilant.

c) Discipline

The School Rules are published separately in Section 4 of this handbook and are also published on the School website. In addition, there are Boarding House rules published in Houses. The maintenance of good discipline is essential if the boarding House is to fulfil its aims for its pupils. Our system of discipline is based on mutual respect between staff and pupils, encouragement and high expectations, framed by the need to live harmoniously in a community. Where punishment is necessary, our policy is that it should be appropriate and in proportion to the offence and carried out promptly so that a child can then make a fresh start. Records of punishments are kept. We value – and need - your support of the School Rules and your assistance in the reinforcement of them.

d) Safety

The School has a Health and Safety Policy. Special regulations are in force for areas with particular hazards, such as the swimming pool, use of minibuses and electrical equipment. Pupils are made aware of the importance of following such rules for their own and other people's safety. When pupils are to be taken out of School for educational outings, or other activities, full details will be given. We ask parents to complete a permission form at the start of each year to cover routine outings and trips. For unusual events that may involve greater time, cost, or risk we ask for specific permission. The policy on School Trips is available on request.

7. Daily Routine

If any new parents are unclear about any arrangements regarding the School Week please contact your son/daughter's Houseparent. You should refer to the 'A Day in the Life of'

Booklet for more information. The daily routine is different depending on your child's year group and whether or not your child is a BDST student.

8. Weekend Trips and Visits

Students will be asked on a Thursday if they plan to go home or anywhere else for the weekend. We must have consent from parents, and the adults that they are staying with, if students are going to a friends' house for the weekend.

There will be a weekend trip on either a Saturday or a Sunday each week. Primary full boarders are expected to attend every week. Secondary students can choose whether they attend or not. Occasionally there will be a compulsory trip for all boarders when the boarding Houses are sprayed against insects.

9. Weekend Leave Procedures

a) Weekly boarders leave School on Fridays and return on Sunday evening/ Monday morning. Please note that all other boarders have to return for 2055 on a Sunday. If they return on a Monday they must be in the boarding hour by 0705 ready to leave for school by 0715. Unless permission has been granted by Dr Moore, students are not permitted to leave the Boarding Houses during the week.

b) Weekends are flexible for boarders. Boarders may go out to stay with family or friends from Friday evening to Sunday evening by prior arrangement with the relevant head of boarding. Please try to inform us by the Thursday before the weekend as it then gives us enough time to confirm arrangements. Last minute leave requests are often difficult to organise.

c) Heads of Boarding will send out annually a Special Permission Form regarding visits to the 7/11 or further afield at the start of the year. We then ask that you email us if you need to update your phone number or any medical needs that your child has.

d) Boarders are free to go home or to guardians or to stay with another pupil's family on any weekend. However, we are responsible for the health and safety of your child and take our duty of care very seriously. Our first priority is the safety of those in our care and, with a flexible weekend, it is vital that weekend leave procedures are firmly in place and fully understood by staff, parents and pupils. There is a considerable administrative burden on boarding Houseparents in this regard and all parents and guardians are asked to ensure that weekend leave procedures are followed carefully.

Each House makes this known to parents and we ask for your full support in adhering to it. Some pupils will try to circumvent the system to enable them to attend a party or a nightclub where the arrangements are often uncertain and create inherent dangers.

Boarders are often invited out by other boarders or day-pupils and we welcome that but parents/guardians must indicate whether they are happy for their children to go out with other children. We require a host letter/email confirming the invitation and a permission letter from parent or guardian.

The following guidelines are given to day parents hosting boarding students over the weekend:

There may be times when your son/daughter invites a boarding pupil to stay with them for the weekend. This is something we actively encourage as a School, but obviously boarding Houseparents have a responsibility to ensure that the arrangements are appropriate and are in keeping with the wishes of the boarder's parents or guardians. It is particularly important to confirm that the boarding student will be under the care of somebody who is at least 25 years old while they are away from the campus. As such we would ask that you follow the following procedures:

- i. The Boarding Houseparent will need a letter from you inviting the boarding student to stay by the Thursday before the proposed visit. This then gives the Houseparent enough time to check the arrangements if necessary.
- ii. When you collect the pupil you will be asked to sign them out using a weekend leave slip. This is a vital part of the process and is when you take legal responsibility for the care of that pupil.
- iii. There may be exceptional circumstances when you cannot collect a pupil and request that they take public transport to your house. Under these circumstances the Houseparent will need to contact you to confirm arrangements and will also ask that you ring to confirm when they are in your care. This is then the point at which you take legal responsibility for them.
- iv. It is policy that pupils travel directly to your house rather than to a social event so that we can ensure that they are in your care.
- v. You should also be aware that boarding students cannot travel in a car driven by another pupil under any circumstances.
- vi. When you drop the boarding student off on Sunday they will sign in with the member of staff on duty who will throw the weekend leave slip away. At this point they once again become the School's responsibility.

10. Beginning and End of Terms

Our holidays are lengthy. We request that pupils respect and adhere to published term dates. Pupils flying home may miss lessons on the last day of term if absolutely necessary to catch a flight. Late arrivals and early departures disrupt School and House life. In addition, pupils miss vital lessons and our important communal end of term events and celebrations. We also ask that travel arrangements - wherever possible – avoid night-time departures which disturb the Houses. We will email you towards the end of each term to determine whether or not your child needs to be taken to the airport or when they will be collected. We will also ask you at this point to confirm return flights if you know them. We can only arrange staff and transport to collect children from the airport if we are given enough notice. If flights are changed/delayed/cancelled/missed it is essential that you inform us.

In general, students are invited to return to the Boarding Houses between 4pm and 9pm the day before school starts and should aim to leave between 4pm and 7pm on the last day of term due to catering arrangements.

11. Further information

If you require any further information please contact your child's relevant Head of Boarding. At several places in this handbook reference has been made to more detailed information. Parental comments on School and House policies are welcomed.