



BROMSGROVE
INTERNATIONAL SCHOOL

THAILAND

BOARDING PARENT HANDBOOK 2023/24



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Welcome from the Head of Boarding

Dear parents and guardians,

We look forward to welcoming your child to Bromsgrove International School Thailand (BIST) in August. This booklet is designed to give you all the necessary information about joining boarding at Bromsgrove School. The booklet includes term dates, uniform lists, information about our School Clinic, activities, transport and more. We hope that you find the information in this booklet useful.



We aim to make all our communications with you meaningful and useful. We are constantly looking for ways to improve these communications and are working towards paperless communications. Below is a list of regular mailings and ways you have of accessing information from us. The Parent Portal (Engage) holds information about your child's activities, reports and grades. If you have any problems accessing the portal please contact Ms Nala, our Academic System Administrator at pnalalan@bromsgrove.ac.th for help.

- Termly reports are posted onto the Parent Portal; you will receive an email advising you when reports have been published.
- Mailings are published on the Portal. They contain important information and we ask parents to refer to them. You will be emailed when new letters have been uploaded to the Parent Portal.
- The School Calendar is accessible from the School website homepage <http://www.bromsgrove.ac.th>
- For all matters pertaining to your son or daughter's well being, the first contact point is the relevant Head of Boarding House - Mr Valdes-Scott, Housemaster of Windsor House (Boys), windsorhouse@bromsgrove.ac.th and Mrs Sullivan, Housemistress of Tudor House (Girls), tudorhouse@bromsgrove.ac.th. 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 also welcome to contact either the Housemaster or Housemistress, Head of Secondary or Head of Primary, your child's Head of House or their Form Tutor 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 and key ones for boarding are listed below.

- House news and events; Our Boarding Housemaster and Housemistress send regular newsletters home via email and boarders post blogs. These can also be found on the school website. Heads of the senior school pastoral houses send regular updates from their House.
- Our liaison boarding assistants can also assist with communication and have Line and Wechat boarding groups.
- The Website is updated daily with news items and important information about changes to calendar items, sports fixtures, House events etc. It also includes dates of School Terms, Parents' Evenings and holidays for the following academic year.

Social Media - we use Facebook and YouTube and other social media sites to keep in touch with friends of Bromsgrove.



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



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

For all of the above to work efficiently, it is vital that our contact details for you are correct. Please inform us of any changes to your contact data by notifying Ms Nala, our Academic System Administrator (pnalalan@bromsgrove.ac.th).

You can communicate to us in another language if you want and then we will be responsible for translating. Be mindful that we have fluent Thai, Chinese, Korean and English speakers.

At BIST we work closely with our sister school, Bromsgrove UK, to offer the finest boarding, rich in tradition yet modern and comfortable where your child will learn to be responsible, disciplined, successful and happy individuals. Bromsgrove Boarders will learn to work together as part of a team, become proficient in life skills and be given opportunities for leadership. We aim to provide a climate of effective learning supported by structured study routines and they will have the opportunity to socialise and engage in a variety of different activities. The balance of their study and play is essential and we aim to provide a safe 'home away from home'.

We look forward to welcoming you to the BIST family.

Yours sincerely,

Mrs. Tracey Tweddell
Head of Boarding



Important contact details

The **Heads of School** may be contacted either via email or by phone to the SIC (student information center)

☎ 02-989-4873 ext 201 or 203

Head of Primary School

Ms Anna Hutchings ✉ headofprimary@bromsgrove.ac.th

Head of Secondary School

Mrs Rebecca Owens ✉ headofsecondary@bromsgrove.ac.th

Head of Boarding

Mrs Tracey Tweddell ✉ headofboarding@bromsgrove.ac.th

Windsor House Housemaster

Mr James Valdes-Scott

☎ 02-989-4873 ext 513 ✉ windsorhouse@bromsgrove.ac.th

Tudor House Housemistress

Mrs Nikki Sullivan

☎ 02-989-4873 ext 613 ✉ tudorhouse@bromsgrove.ac.th

Boarding Liaisons

Chinese Liaison Boys

Mr Joe ✉ jye@bromsgrove.ac.th

Chinese Liaison Girls

Ms Julia ✉ yjie.zhu@bromsgrove.ac.th

Korean Liaison

Mr Kerwin ✉ chanul@bromsgrove.ac.th

Thai Liaison Boys

Mr Gun ✉ rkunkawin@bromsgrove.ac.th

Thai Liaison Girls

Miss Pim ✉ kchananchida@bromsgrove.ac.th

School Clinic

Nurse Apple and

Nurse Tum

✉ schoolclinic@bromsgrove.ac.th



Term dates

TERM DATES 2023 - 2024

Term 1

Saturday 26 - Sunday 27 August:	New boarders induction
Sunday 27 August:	Parent Information Meeting in PAC/Boarders Return
Monday 28 August:	Term 1 Begins
Friday 20 October:	Half term commences (at end of day 14:30)
Sunday 29 October:	Boarders Return
Monday 31 October:	Term 1.2 Begins
Friday 15 December:	Term Ends (at 12:30)

Term 2

Sunday 7 January:	Boarders Return
Monday 8 January:	Term 2 Begins
Friday 16 February:	Half term commences (at end of day 14:30)
Sunday 25 February:	Boarders Return
Monday 26 February:	Term 2.2 Begins
Friday 5 April:	Term Ends (at 12:30)

Term 3

Sunday 21 April:	Boarders Return
Monday 22 April:	Term 3 Begins
Thursday 27 June:	Term Ends (at 12:30)

Dates for the calendar are set the year before and published on the school website. Please adhere to these dates when making holiday and travel arrangements.



Boarding in Practice

1. Accommodation and Facilities

There are two boarding houses: Tudor House (Girls) and Windsor House (Boys). The boarders range from age 8 - 18 years old. Our boarding houses have good facilities to accommodate living, learning and relaxing in a safe and secure environment. Common rooms can double up as rooms for play, art and craft, dance, yoga and music practice. Study rooms have computers with good internet access and each house has a fitted kitchen for food preparation. Boarders take advantage of the School's excellent sports facilities, ICT, music practice rooms and in the evening they can use the school library at allocated times.

Primary students are usually housed in a room with a 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. Children will share rooms with those of a similar age yet have their own personal space including a bed, wardrobe, desk and storage facilities including a safe.

Students have the option to request who they would like to share a room with. These will be carefully considered by the Head of Boarding and along with feedback from Academic and Pastoral staff and the knowledge of the children, decisions will be made. Whenever possible it is our priority to mix nationalities in the rooms to promote English speaking amongst our students.

2. Staffing

The boarding houses are each run by Housemistress, Mrs Sullivan, and Housemaster, Mr Valdes-Scott, who live in the respective houses and who act 'in loco parentis'. They are also teachers in the day school so will have a thorough understanding of and provide the important link between day and boarding. They are assisted by a team which includes House Assistants, Liaisons and Graduate Gap staff. Boarding staff will also be supported throughout the evenings and weekends by day staff teachers who might help students with their Academic Development or activities or attend trips. All Houses are very well staffed in accordance with the number of children in each House. The Headmaster and Head of Boarding, along with their families also live on site.

Staff new to Bromsgrove are carefully inducted and trained; we follow close guidance from the Boarding Schools' Association.

3. Dining

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

All meals are taken in our dining hall based on a self-service system with pupils being able to choose from a wide selection. 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.

Boarders are reminded to be appropriately dressed, caps removed and show good manners at all times. Mobile phones are not permitted to be used in the dining hall and English should be spoken.

Snacks, bread and milk are also provided to the houses each day. Students are provided with a snack box to store their tuck however food is not permitted in the bedrooms. Cup noodles are not permitted to replace meals.

4. Pastoral care and welfare

The caring environment of each Boarding House encourages pupils to talk about any concerns or problems openly with Boarding staff. Boarders are encouraged to contact any of them with any problem, no matter how small it may seem. There is always a member of staff on duty in each house. Serious problems are uncommon but life in boarding can sometimes take time to get used to.

Boarders are encouraged to keep in regular contact with parents, relatives and friends by telephone, email or post. All children have individual school 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 bedtime. All devices are collected every evening and locked in the charging units overnight for all students up to Sixth Form (Years 12 & 13). Sixth Form (Years 12 & 13) students may keep their laptops at night but will be monitored for inappropriate usage. Wireless connection to the internet is available until 23:00.

All boarders are provided with the 'Where do I Turn' leaflet 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. Our counsellor at school is available for students during the school day. There is also a system of Boarding Prefects who listen to younger pupils and lead our house families. Many children feel happier talking to their peers about their problems than to an adult so this peer support service is of crucial importance.

The Head of Boarding has oversight for the whole development of the pupil alongside the day staff and Heads of School. The Head of Boarding should be contacted if parents have any concerns about their child's progress at School and will then be able to contact the relevant member of staff for you to have a further discussion with.

The House System

Much emphasis is placed on ensuring that pupils are happy and well-settled. The School actively promotes physical and mental health and emotional wellbeing. Each of the three Houses; Edwards, Taylor and Walters offers a mix of day and boarding students that makes them feel secure and individually important.

Primary Class Teachers

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

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 students can seek them out when they need to.

Secondary Pastoral Team

A team of pastoral leaders oversee the pastoral wellbeing and academic progress of all students in both the day and boarding school during the normal school day. The team comprises the Head of Key Stage 3 (Years 8 & 9), Head of Key Stage 4 (Years 10 & 11) and the Head of Sixth Form (Years 12 & 13).

Boarders Forum

Boarders are invited to express opinions about life in their House and in the boarding community in general and the boarders forum is held twice a year.

5. New students

We are very mindful of the need to support newcomers, especially in the early stages and if children are boarding for the first time or have come from overseas. We take care to ensure that the first few days are comfortable and stress free by assigning a 'buddy'. Our boarding houses operate a 'family' system when older boarders are available to support younger ones.

At the start of Term 1 there is a BBQ for new boarders and their families where they can meet the staff and 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.

6. Daily Routine

If any new parents are unclear about any arrangements regarding the School Week please contact your son/daughter's Housemaster/Housemistress. You should refer to the house handbook or school website for more information. The daily routine is different depending on the day of the week, your child's year group and if your child chooses an Enrichment activity.

7. Weekend Trips and Visits

Boarders have the advantage of participating in a number of extracurricular activities. These may be extra study support, swimming, golf, table tennis, football, badminton, basketball, cycling, cooking or gardening or more.

There will be a weekend trip on either a Saturday or a Sunday each week. Full boarders up to Year 10 are expected to attend a minimum of two trips per month. Years 11 - 13 can choose whether they attend or not though we do encourage them to take an appropriate break from their studies.

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

All visitors must report to the Boarding office and sign in with a member of boarding staff. Boarders receiving visitors, including day students must inform the staff and introduce their visitor. Visitors are not permitted upstairs with the exception of parents at weekends and the beginning and end of term when boarders may be assisted with their luggage.



8. Weekend Leave Procedures

A Special Permission Form regarding visits will be sent out at the start of each year. We then ask that you email us if you need to update your phone number or any medical needs that your child has. 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.

Students will be asked on a Tuesday if they plan to go home or anywhere else for the weekend. We must have consent from parents, and the host adults that they are staying with, by Thursday, if students are going to a friends' house for the weekend. Unless permission has been granted by the Head of Boarding, students are not permitted to leave the Boarding Houses during the week for any reason.

Weekly boarders leave School on Friday and return on Sunday evening/Monday morning. They must sign out and back in with the member of staff on duty. Please note that boarders should return no later than 19:00 on a Sunday. If they return on a Monday they must be in the boarding house by 07:05 ready to leave for school by 07:15.

Weekends are flexible for **full boarders**. They may go out to stay with a guardian, family or friends by prior arrangement with the Head of Boarding. Please endeavour to place your request by the Thursday morning before the weekend as it then gives us enough time to confirm arrangements. Last minute leave requests are often difficult to organise.

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. We require a parent letter/email confirming an invitation and a permission slip signed by the host or guardian when they collect the pupil. This is a vital part of the process and is when you take legal responsibility for the care of that pupil.

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.

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.

You should also be aware that boarding students cannot travel in a car driven by another pupil under any circumstances.

When you drop the boarding student off on Sunday they will sign in with the member of staff on duty. At this point they once again become the School's responsibility.

9. Beginning and End of Terms

Our holidays are lengthy. We request that pupils respect and adhere to published term dates and do not arrange end-of-term flights before the official end of the academic term. 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. Flight details must be given at least three weeks before the end of term so your child's transportation to the airport can be arranged. 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 this notice, late requests may incur additional charges. If flights are changed/delayed/cancelled/missed it is essential that you inform us.

If your child is travelling as an unaccompanied minor (UM) please contact the Head of Boarding for the name of the member of staff who will collect them at the airport. Students up to Year 10 will be met by a member of the boarding staff at the airport. Students must wait at the exit gate for staff to meet them.

Students are invited to return to the Boarding Houses between 16:00 and 19:00 the day before school starts and should aim to leave by 16:00 on the last day of term. Please see the term dates above.

10. PTA and School Events

BIST has a Parent Teacher Association (PTA). Fundraising 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.



11. Discipline and sanctions

The School Rules are published on the School website. In addition, there are Boarding House rules on display in boarding Houses. 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.

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.

Minor offences will result in a loss of privileges in the boarding houses.

Bullying is treated as a very serious matter and may lead to external suspension or expulsion by the Headmaster. The possession or use of illegal drugs and sexual relationships are very likely to lead to expulsion. The Headmaster may ask parents to withdraw their child from the School in certain circumstances.

For our Secondary students, as part of their BEAM (Building Effective Attitudes and Mindsets) 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.

Teachers will 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. Boarding staff will discuss sanctions with students if they are consistently late, show a lack of willingness to get involved in activities or do not hand in their devices at bedtime.

12. Bullying, Safeguarding Children and Equal Opportunities

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.

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 complete a safeguarding course. In addition, all Boarding Staff are reminded of procedures at the start of each academic year.

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.



13. Health and welfare and electrical items

The School Clinic and the arrangements for medical care are initially informed through the Admissions Team. It is essential that the Head of Boarding has copies of students ID cards and any relevant insurance documents to ensure that we can provide medical care when necessary. The medical form must be completed before joining the school. Failure to disclose medical information may put your child's pace in boarding at risk.

The School has a Health and Safety Officer and a comprehensive School Policies. 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.

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.

Smoking is against the School Rules and not permissible anywhere on the campus. Our rules on alcohol are also made very clear to pupils. No pupil is permitted to bring any prohibited items to School.

Special regulations are in force for areas with particular hazards, such as the swimming pool, use of minibuses and electrical equipment. Pupils are permitted a laptop, iPads and iPods, mobile phone, small speakers, clock radios and hairdryer/straighteners. We will check that these items are in good working order by performing a PAT test. Pupils are not allowed rice cookers, water boilers, additional lamps, fairy lights, scented candles or similar in their rooms. Pupils are made aware of the importance of following such rules for their own and other people's safety. When pupils are taken out of School for educational outings, or other activities, full details will be given prior to the trip.

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.

14. Mobile Phones

There are very strict rules on mobile phone use during the day and we urge pupils to show consideration for fellow boarders during Academic Development time and at bedtime. Mobile phones can be used in Secondary school lessons and Academic Development at the direction of teachers. All students up to and including Year 11 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. Year 11 will earn the right to keep their devices nearer to examination time.

Mobile phone and device use is restricted for primary and Key stage 3 to the following times.

Weekday (Monday - Thursday) device times:

Primary

15:45 - 16:15

19:30 - 20:00

Key stage 3

15:30 - 16:30

18:00 - 18:45

20:00 - 20:30/20:45 (depending on age group - 30 minutes before bedtime)

Weekend (Friday - Sunday) device times:

Primary

Friday 15:00 - 16:00, 18:30 - 20:00

Saturday 13:00 - 14:30, 18:30 - 20:00

Sunday 12:00 - 14:00, 18:30 - 20:00

Key stage 3

Friday 15:00 - 16:00, 18:30 - 21:00/21:15 (30 minutes before bedtime)

Saturday 13:00 - 14:30, 18:30 - 21:00/21:15 (30 minutes before bedtime)

Sunday 12:00 - 14:00, 18:30 - 20:30/20:45 (30 minutes before bedtime)

15. 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.

16. Registration Procedure and Attendance

Boarding registration is taken between 06:50 and 07:10 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 Head of Boarding by email, Mrs Tweddell ttweddell@bromsgrove.ac.th or headofboarding@bromsgrove.ac.th or by telephone 091 816 5219. Please notify of absence before 07:30 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 (SIC) 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.

If a student 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.



17. ECAs (Extra Curricular Activities), Academic Enrichment and tutoring

The School provides a wide range of activities including: Aerobics, Art, Chess, Computing, Debating, Design Technology, Drama, Film Club, Music, MUN, Photography, School Magazine 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 aged 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 and must wear suitable clothing and footwear.

All students will be expected to choose four ECAs that they will take part in after school on Monday to Thursdays. There will be further ECAs such as the IA, MUN and the School Production that will have additional weekday ECA slots on or on a Saturday morning. The Saturday morning programme is compulsory for boarders.

An Academic enrichment programme is on offer from 15:30 - 16:30 Monday to Thursdays and additional maths support from 16:30.

The Housemaster/Housemistress must be informed if you arrange any private tutoring sessions for your child. These are only to take place in your child's free time and must not clash with ECA's, AE's, meal times and roll calls or Saturday activity time.

Many other activities will also be on offer in boarding during the evenings and at the weekends and we have 30 mountain bicycles so the students can regularly cycle. Helmets are compulsory and students cycle in a safe and orderly manner. With parental permission students in years 11 -13 may cycle to the local 7/11 and coffee shop unaccompanied.

18. Personal Possessions, lost property and money

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.

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.

Boarding Houses will hold small amounts of pocket money but most pupils have a bank or building society account. A set amount can be held and given per week for snacks and to use on trips. 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.

19. Clothing and Laundry

Laundry will be collected three times a week. Beds are stripped and sheets and pillowcases laundered once a week. Underclothes must be placed in named and closable net bags. All clothes and bedding must be clearly labelled using woven sew-on name tapes to avoid losses. The school cannot be responsible for the loss of unmarked clothing.

20. Uniform and hair styles

Our boarders wear their uniform with pride. For boys top buttons are to be done up and ties covering the top button. Shirts tucked in for boys and tailored shirts over the skirt for girls. Trousers tailored to touch the tops of the shoes and skorts (knee length). Black shoes should be cleaned and polished. Sixth form must wear business attire.

Hairstyles must be neat and lines, patterns, symbols or words cut into the shaved hair is not acceptable. Hair should not be permanently dyed, highlighted or braided. No makeup or nail varnish is permitted. Jewellery kept to a minimum with only one small pair of stud earrings allowed. Please see the uniform policy on the school website if you require further clarification on aspects of the school uniform.

21. The School Shop

There is a school shop by the main office where parents and students may purchase uniforms 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.

22. The School Clinic

Parents will receive detailed information about the role of the Clinic when joining the school. We have two school nurses who are resident in term time. It is important that all parents introduce themselves to the nurses and keep them updated on any arising medical needs.

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 each term for safekeeping. Items that need to be kept by the students such as epipens are allowed 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.

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 Head of Boarding.

23. Complaints Procedure

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 Boarding. If you are not satisfied with the response or feel that the matter is sufficiently sensitive or serious, you should contact the relevant Head of School.

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. 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.

24. 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 Head 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 Head 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.

25. What to bring

Clothing Requirements for Boarders. Please name tag all items.

- 1 duvet, 1 duvet cover, 1 sheet, 1 pillow, 1 pillow case (if required, the school has a limited quantity of these)
- Complete set school uniforms x 3
- Tailored suit skirt or trousers (if in the sixth form) x 3
- School PE kit and swimwear x 2
- Extra school shirts/blouses x 5 (enough for a change everyday)
- Plain black leather school shoes x 1
- Sets of casual clothes (jeans/skirts/shorts/t-shirt/ sweatshirt) x3
- Socks and underpants x 5 (enough for a change every day)
- Set of pyjamas x 2
- Casual trainers and one pair of trainers for games/PE
- Bath towel/Hand towel/Face towel x 2
- Slippers/Flip flops/Crocs
- Toothbrush and toiletries (no aerosol deodorants)
- Handkerchiefs (optional) x 5
- Brush and comb x 1
- Washing net for laundry x 2

Personal medicine (Please provide to the school nurse if required)

Boarding bedrooms must be kept clean and tidy at all times with no clutter. If pupils are sharing a room this is even more important. Boarders are allowed to bring one suitcase and one piece of hand luggage to School at the beginning of each term. House staff will monitor excess belongings.

The school shop is open during August to purchase school uniform and kit. Please also see the school uniform requirement list.





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

Achieving Excellence Together



The Core Values Bromsgrove seeks to foster in its students 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 students.
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 students.
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 students 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 another 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 not be tolerated.
- To create and provide well-structured and supervised study conditions after school so that a boarder may find it easy to work.
- To provide a range of extracurricular opportunities related to age and maturity that will assist in the cultural, social and personal development of each boarder.
- To provide a range of 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.

If you require any further information please contact the 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.



Note:



EARLY YEARS CAMPUS

344 MU 12 RAMKAMHAENG 164 RD, MINBURI, BANGKOK 10510
TEL: +66-2540-7122-3 | EMAIL: EYFRONTOFFICE@BROMSGROVE.AC.TH

PRIMARY AND SECONDARY CAMPUS

55 MU 9 WINDSOR PARK GOLF CLUB,
SUWINTHAWONG RD, MINBURI, BANGKOK 10510
TEL: +66-2989-4873 | EMAIL: ADMIN@BROMSGROVE.AC.TH