



**Boarding Handbook**  
**2024/2025**

## Contents

Welcome to Boarding at Traill International School	3
Expectations and behaviour	3
<b>Section 1: Traill Boarding House Introduction</b>	
Boarding Administration Structure	4
Admission to the Boarding House	5
Boarding Facilities	5
Boarding House Security	6
Emergency Procedures	6
Language of the Boarding House	6
Pastoral Care in Boarding	7
Student Leadership and Student Voice in the Boarding House	7
Termly Opening Dates of the Boarding House	8
<b>Section 2: Daily Life in the Boarding House</b>	
Weekday Routines	9
Prep Time and Homework	10
Weekday Free Time	10
Weekend Routine	10
Weekend Free Time	11
Approved destinations and transport	11
Leaving the Boarding House	12
Sports training	13
<b>Section 3: General Boarding Life</b>	
Boarding House Rules	14
Communications	14
Getting help and making a complaint	14
Laundry and Housekeeping	15
Medical issues	15
Mobile phones and personal devices	16
Passports and visas	16
Personal money	17
Trips and activities	17
Visitors to the Boarding House	17

## **Welcome to Boarding at Traill International School**

Welcome to Traill International School Boarding House, a home away from home for boys from around the world. Our Boarding House provides a warm, supportive, and structured environment where students can thrive. With a diverse community of international boarders, we foster cultural exchange, lifelong friendships, and a strong sense of belonging. We specialise in providing elite athletes the opportunity to live and train with high quality international coaches, whilst entering high level competitions; offering them opportunities they might not otherwise have received. Our experienced house staff are dedicated to ensuring the well-being, safety, and development of each student, creating a welcoming atmosphere.

At Traill International School Boarding House, we emphasise both independence and responsibility, encouraging students to take ownership of their routines while providing the guidance they need to succeed. We are committed to the highest standards of safeguarding, ensuring that all boarders are protected, respected, and supported in a secure environment. Our facilities offer comfortable living spaces, study areas, and recreational activities, ensuring a balanced lifestyle that supports academic and sporting excellence, alongside personal growth. Whether it's through shared meals, or evening study sessions, boarders quickly find that this is not just a place to stay, but a place to call home.

The purpose of this handbook is to explain boarding life, the systems and policies in place in the Traill International School Boarding House. The Boarding House is run using best practice from the UK and Thailand. The Boarding House is constantly under review to ensure it is best meeting the needs of the boarders, this does mean that the systems outlined in this handbook may be adjusted from time to time. Where possible boarders will be involved in the discussion and be part of the change.

### **Expectations**

The expectations of boarding students are the same as the main school. We expect all boarders to behave well and to respect themselves, other students (boarding and day school), all staff that they encounter, their property and that of others, including the school's property, and the school as a whole. The best way to think about it is to treat others as you would like to be treated.

The behaviour of our students at Traill is very good, however, when issues do arise, we will always speak to students involved to understand the situation, and where appropriate, privileges may be suspended, this might be early bedtime, loss of exit privileges, or time without mobiles/devices. Boarders can also earn additional privileges such as use of school facilities or additional take-away privileges per week.

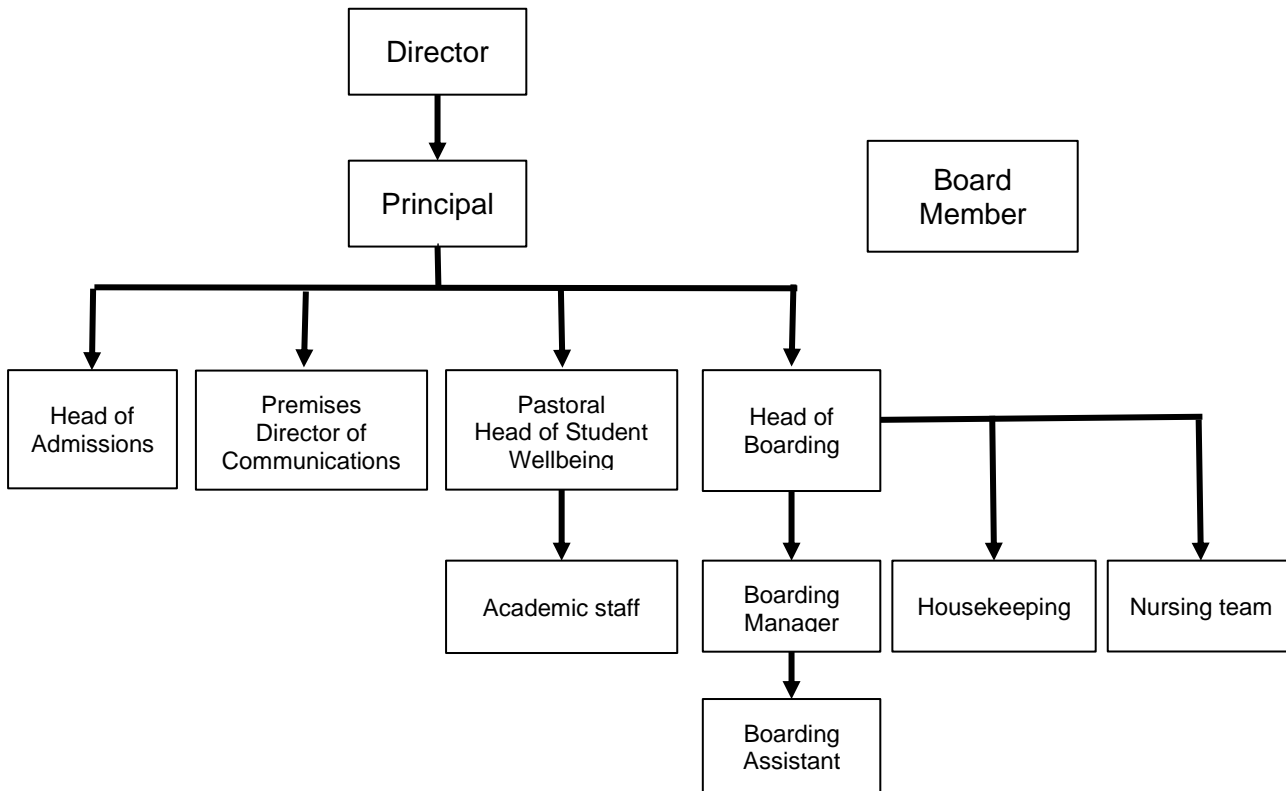
Boarders are expected to

- Follow the systems and rules of the school and the Boarding House.
- Be good role models and take an active part in all Boarding House activities and duties as directed by the school and Boarding staff.
- Conduct themselves in a positive and civil manner, exhibiting mutual respect to all boarders and Boarding House staff.
- Achieve the best academic standards that they can attain.
- Be presentable at all times. School uniforms must be worn correctly. Proper clothing must be worn in the Boarding House.
- Proactively complete their duties according to the rotas to help keep the Boarding House clean and tidy. The duty rota will be assigned to all boarders in a fair and considerate manner.

# Section 1: Trail Boarding House Introduction

## Boarding Administration Structure

*Organisational chart*



In the Boarding House:

- Head of Boarding: Coach Troy – [rum@trailschool.ac.th](mailto:rum@trailschool.ac.th)
- Boarding Manager: Coach Atoy – [fde@trailschool.ac.th](mailto:fde@trailschool.ac.th)
- Boarding Assistant: Coach King – [kfa@trailschool.ac.th](mailto:kfa@trailschool.ac.th)

In the main school

- Principal: Mr Barry Stockton – [bst@trailschool.ac.th](mailto:bst@trailschool.ac.th)
- Head of Student Wellbeing (Safeguarding): Miss Sarah Robinson – [sro@trailschool.ac.th](mailto:sro@trailschool.ac.th)
- Director of Communications: Ms Ann Seery - [ase@trailschool.ac.th](mailto:ase@trailschool.ac.th)
- Board member: Ajarn Panjai Chiranuphab - [pch@trailschool.ac.th](mailto:pch@trailschool.ac.th)
- Head of Admissions: Ms Arlene Mahithiphark – [arm@trailschool.ac.th](mailto:arm@trailschool.ac.th) (Tagalog and Thai speaker)
- School nursing team

## Admission to the Boarding House

Students applying for the Boarding House will follow the regular school admission process, that of interviews and testing, in addition to the request for information from the previous school. The interview will include questions to judge suitability for the boarding environment.

Students requiring additional academic or pastoral support will be assessed during the admissions process to establish the level of support required, and to determine if the school can provide suitable support.

## Boarding Facilities

### First Floor

- **Bathrooms:** There are bathrooms on both floors of the Boarding House.
  - The shower rota informs boarders when their shower time is daily. The expectation is that boarders shower twice a day (morning and before bedtime)
  - Privacy is an expectation in the bathroom, and they should be kept clean and tidy.
- **Dining room and student kitchen area:** Meals are eaten in the dining room, and students onsite must attend every meal.
  - Each boarder has space in a cupboard and a storage box in the student kitchen area, this is for food storage. Food/drinks stored in the fridge should be named.
  - Food should not be taken from this area, except to the communal area.
  - All boarders are part of the cleaning rota
- **Fitness room:** The fitness room must be used under supervision of the Boarding staff. It is equipped with a selection of fitness equipment, including free weights.
- **Games room:** Available to boarders during free time.
- **Kitchen:** The kitchen is out of bounds to boarders. Meals will be prepared here by Boarding staff.
- **Living room:** This large communal area is where boarders can gather and socialise.
  - There is a games console and a TV for boarders use.
  - Food and drinks can be eaten in this area but must be tidied away after finishing.
  - Music must be played at a reasonable level so as not to inconvenience other boarders.
  - All films and games are to be checked by a Boarding House member of staff before first use.
- **Laundry room:** The Housekeeping team takes care of laundry. The students' lockers are in this room.
- **Luggage room:** Suitcases and the such like are stored in this area once boarders have unpacked after returning to the Boarding House after holidays. They are not to be stored in bedrooms or corridors.
- **Medical Bay/Boarding Office:** Boarders who are ill will sleep in the medical bay; it is also where the signing in and out book is kept.
- **Staff accommodation:** Staff accommodation is out of bounds to boarders. Signs on the doors indicate whether a staff member is on duty or not. Boarders wishing to speak to a member of staff on duty should knock and wait for the staff member to exit the room.
- **Study room:** This area off the living room has desks and space for boarders to complete their homework, study when they wish, or just to sit quietly. There are some school computers available for boarders without a personal device.

### Second Floor

- *Bathrooms:* There are bathrooms on both floors of the Boarding House, see 1st floor description.
- *Bedrooms:* The boarders are organised between 4 bedrooms, based on age.
  - We provide bedding for each boarder, including sheets, pillows and pillowcases.
  - Each boarder has a bunk, 2 drawers, a lockable wardrobe, and access to an electrical socket.
  - Bedrooms are regularly inspected by Boarding staff focusing on cleanliness. Wardrobes and drawers are regularly inspected to ensure no prohibited items are being stored.
  - Boarders may personalise their space with photos and posters.
  - Boarders are only allowed to enter their own bedroom.
  - Music and videos should be listened to using headphones or at low levels.
  - Boarders are expected to be dressed appropriately in the bedrooms.
  - Food and drink are prohibited in bedrooms.
  - Beds must be made by boarders each morning.
- *Communal open areas:* These areas allow boarders to meet outside the bedrooms and provide space to make calls to family and friends.
- *Private call room:* There is a small room, in which boarders can make calls in private. There is a window in the door, so that boarders don't interrupt someone on a call.

Across the Boarding House, electrical appliances must be turned off and unplugged when not in use.

### **Boarding House Security**

- Entry to and exit from the Boarding House are only possible using a key card. The boarders are all issued a key card, it is their responsibility to look after it. They are not to give it to anyone else to use.
- The Boarding House has CCTV, which is connected to the main school system. Cameras mainly cover entry points around the Boarding House and the road outside.
- All boarders are provided with a lockable cupboard and a locker. Students should not use their own locks as staff should always be able to access the locker for routine inspections.
- Boarders should not bring expensive personal belongings, if they do, items should be locked away during the school day, and anytime not in use.

### **Emergency procedures**

- As part of the induction to the Boarding House, all students will be told what to do in the case of a range of emergency situations.
- Fire and lockdown drills are run at regular points during the school year to ensure all boarders know what to do should a real emergency occur.
- The main assembly point for the Boarding House is the road outside the main gate. Once there, boarders should make themselves known to a member of the Boarding staff.

### **Language of the Boarding House**

We are lucky that the Boarding House is home to students from many different countries, this makes English the common language. When collecting as a group, be it for meals, or meetings, English is the language of communication. When socialising in the Boarding House, should there be 1 or more people in the group who do not speak the home language of the group, then English must be used. Using English when together helps promote inclusion in the Boarding House and brings the different cultures together. It also helps students learning English to improve their language skills and positively impacts their academic grades.

## **Pastoral Care in Boarding**

Students are supported by the boarding team and the academic staff. In the Boarding House, the staff monitor the boarder's emotional wellbeing through nurturing an environment free of judgement, and encouraging conversation. The Head of Boarding works closely with the Head of Student Wellbeing regarding the wellbeing of boarders. Boarders have access to a range of staff to help with different issues that may arise.

Students are encouraged to raise concerns, issues and worries with the Boarding staff, or any member of staff in the school. These concerns and incidents are handled in accordance with the Safeguarding policy, and school's Behavioural policy.

New students are allocated a bedroom depending on age and then on available beds in that room. Students in Years 7-9 do not share bedrooms with students in Years 10-13. This is to encourage age-appropriate relationships and activities. Boarding staff do monitor interactions between students to ensure that there is no improper use of power, especially between younger and older students.

All new students are also allocated a buddy from within the Boarding House. This is normally another student from the same home country to help with transition and understanding of cultural differences. Depending on the academic course of the student, the buddy provided in school may or may not be the same.

Inevitably, there will be times when a boarder misses their home and parents. This is completely normal and our Boarding Team is extremely experienced in dealing with such situations. It is important for boarders to speak to the staff; parents can also contact the boarding team if they are worried about a boarder.

As in school, discrimination is not tolerated in the Boarding House, any incidents of discrimination are dealt with in line with the school policy. Cultural understanding is prompted given the range of home cultures; boarders are encouraged to mix between nationalities. By insisting on English as the common language when all together and in smaller groups, all boarders are included and can enter groups to participate in activities.

The Personal Device and Appropriate Use policy for the Boarding House reiterates that online bullying, harassment or intimidation is not tolerated, and the Boarding staff are on the lookout for any such behaviour.

With a large number of boarders with English as a second language, the boarding team and school can provide support in a number of languages, including Thai, Tagalog, French, Japanese and Mandarin.

## **Student Leadership and student voice in the Boarding House**

- Each bedroom in the Boarding House has an appointed Bedroom Captain and Deputy, they are identified by a poster on the bedroom door.
- This position brings not only the responsibility of helping all boarders in the bedroom maintain standards of cleanliness but also work with the group to maintain a harmonious environment.
- The Bedroom Captain and/or Deputy are able to raise concerns and suggestions from the bedroom group with the Boarding staff, or to members of SMT (Principal and Head of Student Wellbeing).
- A senior Bedroom Captain is appointed to represent boarding on the Student Council.

## Termly Opening Dates of the Boarding House

- The Boarding House will open 2 days before the beginning of the school year as advertised on the school calendar. Boarders arriving earlier will need to make their own accommodation arrangements for the intervening period.
- All boarders must be in the boarding at least the day before school begins.
- Boarders must return during the day, and definitely before lights out, unless a prior agreement has been made with the Head of Boarding.
- The Boarding House will remain open over half term holidays and boarders may remain in the Boarding House, but families must inform the Head of Boarding of this at the beginning of term to allow planning to ensure suitable supervision and activities.
- The Boarding House will close for the Christmas holiday in December. Boarders are expected to leave within 2 days of the school term ending. The Boarding House will reopen 2 days before the new school term begins, boarders should return no less than 1 day before lessons begin. Any boarders staying in Thailand must make their own arrangements for accommodation and parents must inform the Head of Boarding of the arrangements for collection and by whom.
- At Songkran boarders may stay in the Boarding House. Boarders going home should leave within 2 days of the term ending and return no less than 1 day before the new term begins. This is to allow for planning of meals and activities.
- At the end of the year, the Boarding House will close 1 day after summer school finishes. Boarders not attending summer school or without Academy training must leave the Boarding House within 2 days of the end of the school term. Boarders attending summer school or academy training may stay in the Boarding House for the duration of summer camp but then must leave within 24 hours of summer school finishing. Boarders staying in Thailand should make their own arrangements and inform the Head of Boarding of these arrangements.
- When any boarder leaves the Boarding House for a holiday, they must provide the Head of Boarding with a copy of return flights before departure, so that airport collections can be arranged.
- Boarding students who do not return in time for lessons will be counted as unauthorised absence from school.





## Section 2: Daily routines and living

### Weekday Routines (School days)

6.00am - 6.45am	Wake-up Shower and dress Organise and tidy up bedroom Collect personal devices if wanted for school Breakfast
6.45am	Morning roll call Medical issues made aware to staff by this point
7.10am	All students leave for school, students walk to school
7.25am – 2.15pm	Lessons Snack and lunch taken in school Boarding House closed (re-entry only by agreement with SMT and Boarding staff)
2.30pm - 3.30pm	Prep time
3.30pm-4.45pm	Collect and organise laundry Free time and prep for training
4.45pm	Leave for training
5.00pm -7.00pm	Sports training (Boarding House closed)
7.15pm	All boarders back in the Boarding House
7.15pm - 8.00pm	Supper and clean up and roll call
7.15pm – 9.15pm	Free time Evening shower in Boarding House
9.30pm	Bed time and lights out Personal devices handed in
9.45pm	Staff check

#### *Daily routine additional notes*

- **Morning and evening shower:** Boarders must shower twice a day, there is a shower schedule.
  - Bathrooms should be kept clean and tidy as courtesy to the next user.
- **Mealtimes:** Attendance at all meals is compulsory.
  - Boarders are assigned rota duties at mealtimes for clean-up and supper preparation.
  - Boarders may order take-away (food delivery) once a week aside from the daily meals provided in the Boarding House. This food must be eaten in the dining room.
  - Each boarder is responsible for washing and drying their own dining utensils after meals.
  - All dining utensils must be properly placed back into the kitchen cabinets after cleaning.
  - English is expected to be spoken during mealtimes.
  - The use of mobile phones or gaming/social media gadgets is not allowed at mealtimes.
- **Bedtime:** Boarders must be in their assigned bedrooms after bedtime.
- **Lights out:** All boarders must be in bed by lights out. The use of any electronic gadget is prohibited once lights out.
- **Laundry:** Washed clothing must be properly organized and placed in the wardrobes. Dirty clothing must be placed in the appropriate clothing basket available for each room.

## Prep Time and Homework

- Students are expected to record homework in their student planners or be aware of where the homework is on ALMA and/or Google Classroom. Student planners will be signed by Boarding staff.
- Attendance will be checked during prep time.
- Boarders may use the school computer or bring down their own laptops. Laptops should be connected to the school's WIFI.
- Mobile phones not being used for homework should be switched off during prep time.

## Weekday Free time

- Afternoon leave is part of the Boarding House reward system whereby a boarder may leave the premises of the Boarding House during school days (recreational time) for a specified period of time provided they have the requisite parental permission letter.
- Boarders leaving the Boarding House during free time on weekdays must inform Boarding staff and may only visit the 711 on Soi 18. Transportation must not be used.
- Boarders leaving the Boarding House must sign out and back in in the logbook, and use their swipe card. They must also have a working phone and an active Thai mobile number.
- Students are not allowed to stay away overnight during the week. Parents must understand the impact of the student's ability to function properly in school the day after.
- Boarders are free to use the common area during the recreational time.
- The fitness room in the Boarding House and the school gym on the Soi 16 campus may be used only with staff supervision.

## Weekend Routine

Before 9.00am	Wake-up Shower and dress Breakfast Collect personal devices
9.00am	Morning roll call
9.00am -10.15am	Free time in the Boarding House Organise and tidy up bedroom Prepare for training
10.15am	Leave for training
10.30am - 12.00pm	Training (Boarding House closed)
12.00pm – 12.30pm	Lunch and tidy up Roll call
12.30pm – 6.00pm	Free time/recreational activities
5.00pm	Last time to leave the Boarding House.
6.00pm -7.30pm	Supper and clean up
7.30pm - 10.00pm	Free time in the Boarding House/recreational activity Evening showers
8.00pm	All boarders must be back in the Boarding House Roll call

## *Weekend bedtimes*

	<b>Saturday</b>	<b>Sunday</b>
Bed time and lights out Devices handed in	10.30pm	9.30pm
Staff check	10.45pm	9.45pm

## *Weekend routine additional notes*

- In addition to weekday notes, the following apply at the weekend.
- Weekend schedules are determined by training and match schedules, this means they are subject to change.
- Boarders may miss meals over the weekend if they are offsite with permission and Boarding staff have been made aware in advance.
- All boarders must be back in the Boarding House by 8.00pm
- The Boarding staff have in place an activities rota which the boarders will do together to cement bonding within the Boarding House. These activities might include things such as the cinema or sporting events.

## **Weekend Free time**

During their free time at the weekend, boarders may make use of the facilities in the Boarding House. Boarders are free to use the common areas during the recreational time. The fitness room in the Boarding House and the school gym on the Soi 16 campus may be used only with staff supervision and at agreed times.

There may be sports training or matches organised for the weekend. Coaches will inform Boarding staff of when this is the case, and athletes will be notified.

At the beginning of each term parents are asked to complete a leave permission form. This allows the boarder to leave the Boarding House at agreed times. During the week this is only to 711 on Soi 18, but at weekends it extends to the approved destinations list, any other requests are at the discretion of the Head of Boarding. This is outlined in the section titled 'Leaving the Boarding House'.

## **Approved destinations and transport**

### *Approved destinations*

The Boarding Team have devised a list of approved destinations for boarders during free time. This is reviewed regularly following consultation with boarders and changes in interests. The list is different depending on the age of a boarder and whether the boarder is looking to leave on a weekday or at the weekend. The list is displayed for boarders and parents can request a copy from the Head of Boarding.

### *Transport*

- **Cars:** Boarders may travel in cars driven by an authorised and licenced adult, upon agreement with Boarding staff.
  - No student can travel in a car driven by another student under any circumstances.
- **Public buses:** Boarders may use public buses if accompanied by an authorised adult.
- **MRT/BTS:** Boarders in Year 7-10 are not permitted to use the MRT or BTS, unless accompanied by an authorised adult. Year 11-13 boarders may use the MRT/BTS in agreement with Boarding staff, and an agreed route is taken.
- **Motorbikes:** No boarder is allowed to travel by motorbike, whether as the driver or the passenger.
- **Taxis:** Students in Years 7-10 are not allowed to travel by taxi unless supervised by an authorised adult.
  - We will not grant permission for borders' to travel alone in a taxi at any time.
  - Taxis must be booked through a recognised app, either Grab or Bolt, and the ride details must be shared with the duty staff.

### **Leaving the Boarding House**

The school has the legal responsibility to look after the well-being of all boarding students. For this reason, it is essential that the school knows where all boarders are when they are staying in the Boarding House.

### *General points*

- Boarders must stay in the Boarding House unless they have permission to leave.
- The Head of Boarding has the authority to grant, or decline leave requests.
- Boarders in Years 7-10 have different arrangements and permitted destinations, compared to Year 11-13 students.
- All students going to 711 on Soi 18 may leave in pairs, students going further afield must be in a group with a minimum of 3 people.
- Each time the boarders leave the Boarding House they must
  - Have a working phone with an active Thai mobile number, and have the Boarding staff contact details already stored.
  - Have gained permission from the Head of Boarding (outside the immediate area), Duty Boarding staff (inside the immediate area).
  - Use the boarding sign-out/sign-in book whenever leaving the premises of the Boarding House.
  - Swipe their entry card when entering and leaving the Boarding House, even if leaving or entering in a group. This is for security reasons.
- The only exception to the above is to go to school.
- Failure to follow correct sign-out and sign-in procedures will result in a removal of the privilege to leave the Boarding House for a specified period.
- Boarders failing to return at the agreed time without contacting the duty staff will also lead to loss of the privilege to leave the Boarding House for a specified period.

### *Free time leaving (short periods of time)*

- Older boarders wishing to leave the Boarding House during weekend free time must speak to the Head of Boarding by the end of supper on Friday. If it is agreed, it will be recorded in the logbook.
- Boarders need to tell the Head of Boarding, where they intend to go, who they are going with, the time they will leave and return, how they will be travelling, and if they will be missing any meals in the Boarding House.

*All other requests* - including places not on the approved destinations list, days out with visiting family or friends, and overnight stays.

- A 'Temporary absence from the Boarding House' form must be submitted at least 3 days before the date of the activity.
- If the request involves family, then the parents must submit the form.
- If the request involves friends, the host parent/guardian and the boarder's parents must give the necessary authorisation to the school. The host family will need to provide contact details and sign the leave form agreeing to take responsibility for the boarder during specified hours.
- Overnight stays will require contact with the host family to ensure suitable supervision and an understanding of responsibility.

### **Sports Training**

The boarders are athletes and therefore many activities including games and sports practice will take up their free time. This means that training happens after school, at weekends and during some holidays. A training schedule will be provided to the Boarding House and athletes.

It is important for boarders to understand that

- Homework and school prep should be completed before training.
- Training after school finishes before supper.
- Athletes must return to the Boarding House within a reasonable time after training has finished. Boarders regularly taking too long to return to the Boarding House will be spoken to and sanctions issued if deemed appropriate by the Head of Boarding.



## **Section 3: General Boarding Life**

### **Boarding House Rules**

Boarders at Traill are expected to set high standards of honesty, courtesy and respect for others. The rules adopted in the houses are the same as in the main school. The fundamental principle at Traill school is respect, respect for oneself, for those around us and the school as a whole.

All boarders are expected to

- Follow all protocols around daily routines, free time and bedtimes.
- Fulfil their duties according to rotas, helping maintain a healthy environment for all boarders.
- Bullying of any type will not be tolerated in the Boarding House.

The following are not allowed in the Boarding House or on the school premises: smoking (including e-cigarettes), possession or consumption of alcohol or illegal drugs (including marijuana), use of fireworks, firearms, knives or any other weapon, tampering with any alarms, extinguishers or safety devices. Vandalism is not accepted in the Boarding House or the school. Any violations of this nature will be considered a gross breach of the behaviour code of conduct, and any boarder who is found to have participated in these activities will be reported to the Principal for further action.

### **Communications**

Communication is key to maintaining a harmonious and supportive environment in the Boarding House. This includes home school communications. The school must always have up to date phone numbers, email addresses and postal addresses for parents. This information will be available to Boarding staff. The email addresses of the main staff contacts are at the front of this handbook.

The Boarding staff must have the active Thai mobile number that boarders are using, likewise, all boarders must have the contact details of the Boarding staff and the school office.

It is important that parents understand boarders will not always have access to their mobile phones and so may not always be available. Boarders will have their mobile phones during the free time only, and in the morning for school.

### **Getting help and making a complaint**

The wellbeing of all students is at the centre of the school. If a boarder needs help with something, they can approach any member of staff, but the most likely to be able to help are the Boarding staff, the nursing team, the Head of Student Wellbeing, their subject teachers, tutor, or sports coach.

If a boarder has a complaint about the school or the Boarding House, their initial contact should be with the Head of Boarding, who can then contact the most appropriate member of staff. If the boarder thinks this is not appropriate, then they should contact the Head of Student Wellbeing or the Principal.

If there is a safeguarding concern from parents, boarders or Boarding staff then contact should be made with the Head of Student Wellbeing, who is the school's Designated Safeguarding Lead.

## **Laundry and Housekeeping**

The school provides a housekeeping team, who provide the laundry service for boarders, as well as helping maintain cleanliness in the Boarding House.

To access the laundry service boarders should do the following system.

- All boarders will be responsible for taking their laundry to the laundry room before they leave for school in the morning.
- All items must be machine washable.
- Used/dirty clothing must be properly placed in the dirty clothing baskets provided for all boarders.
- Clothing and other personal belongings visible in the Boarding House or left out after that time will be reported to the Head of Boarding/Boarding Manager.
- Boarders must collect their laundry daily as soon as they return to the Boarding House after school.
- The school will not be responsible for damaged items.
- Bedding will be changed weekly. All bedding must be taken to the laundry room according to the laundry rota, one bedroom changes their bedding every day during the week.
- Bath towels must be placed properly in the designated area.

To maintain the cleanliness in the Boarding House, all clothing and apparels must be kept and properly hung/folded in the boarder's wardrobe/drawers. Wardrobes will be checked weekly every Sunday. A random check will also be implemented.

The housekeeping team visits the Boarding House during school days whilst the boarders are at school, not at weekends.

The boarders are expected to maintain a level of tidiness and cleanliness in the Boarding House. To do this a housekeeping rota will be posted in the dining room, this involves all boarders taking responsibility for certain tasks. The rota is in force during the week and over the weekend. Staff will also inspect common areas and bedrooms.

## **Medical issues**

If a boarder feels ill or has an injury, they should make Boarding staff aware as soon as possible.

### *Weekdays*

- Boarders should inform Boarding staff during wake up or breakfast.
- Boarding staff will alert the nursing team.
- The nursing team will attend the Boarding House to assess sick students, and injured students are taken to the medical centre at school. If they determine a student is fit to attend school, the student should prepare for the day. Students assessed as too ill to attend school will be taken to the medical centre on main campus and monitored during the day.

### *Overnight and weekends*

- Overnight and weekends, students who present fever symptoms will be moved to the medical bay to isolate from other boarders.
- At the judgement of the Boarding staff on duty, sick boarders who are deemed too ill to wait for the nursing team will be taken to a local hospital for assessment.
- The assessment of the medical professional will be followed.

### *On all occasions of students being injured or sick*

- Parents will be informed if their child becomes ill or has been injured via email, unless urgent medical procedures are required, i.e. surgery, and then communication will be via voice call and direct messenger.

### *Medication*

- Medicines are kept in a locked cabinet in the medical bay, accessible only by Boarding staff.
- Only the Boarding staff/school nurse are authorised to administer medicines to the boarders.
- Boarders are not allowed to self-administer medication; this includes paracetamol and aspirin.
- Prescription medicines must be accompanied with a doctor's prescription.

## **Mobile Phones and Personal Devices**

Students in the Boarding House are allowed to bring mobile phones and personal devices, such as laptops and tablets. Boarders so need to make sure they are aware of the following protocol:

- 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 and internet 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.
- All students will be required to charge their phones in the designated safe place overnight or store them in their lockers. Staff will oversee this to ensure all phones, laptops and tablets are stored.
- Students are not to make or receive calls after lights out.
- Any serious misuse of the phone or incident of bullying/harassment may result in a boarder's phone being kept by staff for a specific period of time.
- Boarders may collect their phones in the morning before school, as they are sometimes used to support study in school.
- 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.

## **Passports and Visas**

### *Passports*

- For safety reasons, the school will keep each child's passport and return airline tickets (if they have a physical ticket).
- Passports should be given to the Head of Boarding on arrival. They are stored securely in the school and are returned to boarders upon their departure.



## Visas

- The school will support students through the visa process.
- All documentation needed before arrival in Thailand will be provided and upon arrival the school will ensure overseas boarders acquire the correct visas.

## Personal money

All students need access to an allowance for several things. When they first arrive, they will need to buy uniform and stationary etc. During the term they will need money to cover toiletries, stationery and to spend in their free time, such as the cinema, or food and drink on trips. There are several ways that boarders and their families can achieve this.

- 1) The boarder may bring the cash with them that they need - this is the least preferred option as the boarder will need to be responsible for budgeting and security of the money.
  - 2) Access to a bank account in their home country, they should have an ATM card with international access. Be aware that this may or may not involve additional fees.
  - 3) A bank account with a Thai bank, the school will help set this up, families can transfer money for the term for a one-time fee. This is the preferred method.
- Boarders may want access to additional money for educational trips and additional unforeseen expenses e.g. school shoes, or new uniform.
  - Students with an ATM card should keep it safe and not tell the PIN to anyone.
  - Students are discouraged from lending or borrowing money.
  - It is the student's responsibility to look after the money in their possession. The school will not take responsibility for money lost.

## Trips and activities

The Boarding Team will produce an additional activity calendar each term, depending on sporting commitments of boarders. Boarders should refer to the Boarding House monthly timetable for recreational activity period

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.

## Visitors to the Boarding House

To encourage integration with the day students at the school, boarders are allowed to invite school friends to the Boarding House.

The following rules applies

- Overnight guests are not allowed in the Boarding House.
- Prep time is not an appropriate time for visitors, and any request during this time will be denied.
- Bedrooms are for boarders only. Visitors are not allowed upstairs.
- During the week, visitors are allowed between 3.30pm and 4.30pm
- Over the weekend visitors are allowed during the allocated free time, the Boarding House will not feed visitors.

Boarders wishing for school friends during the week to visit should follow the process below

- Permission needs to be requested and granted 24 hours in advance.
- The school friend's parents must sign the Boarding House Visitors form to say that they know where their child is.
- Inform the duty Boarding staff when their friend has arrived in the Boarding House.
- Ensure their friends abide by the Boarding House rules.

Boarders wishing for friends/family to visit over the weekend should follow the process below

- Permission needs to be requested and granted by the end of supper on Friday, by using the Boarding House Visitors form (completed by the boarder).
- Inform the duty Boarding staff when their friend has arrived in the Boarding House, and when they leave.
- Ensure their friends abide by the Boarding House rules.