



# BOARDING

Parent & Student Handbook 2022-2023



# MISSION

Inspire learning, nurture wellbeing,  
ignite passion

# VISION

Maximise student potential by  
delivering the highest standards of  
teaching and learning to an  
international community emphasising  
wellbeing and passion, on a green,  
well equipped campus

# VALUES

## **Respect**

Be mindful, considerate  
and inclusive

## **Compassion**

Be caring, empathetic  
and reflective

## **Integrity**

Be honest, principled  
and accountable

# **Boarding Parent & Student Handbook**

2022-2023

# Contents

Introductory Welcome Letter	6
Aims and Objectives of Boarding	7
Philosophy	7
Boarding Values	7
Aims and Objectives of Boarding	8
General overview of boarding life	8
House Organisation and Structure	9
Boarding House Staff	9
Junior Boarding	10
Rawai House	10
Senior Boarding	11
Kalim House	11
Naiharn House	12
Senior Boarding	12
Karon House	13
Senior Boarding	13
Nursing staff and the infirmary	14
Private Medical Insurance	14
Head Nurse	14
Policy for Boarders Admitted Overnight to Hospital	15
Administrative and Domestic staff	15
Clothing and Equipment	16
School Uniform	16
School uniform shop	16
List of essential clothing and equipment	16
Laundry arrangements	17
Electrical appliances; regulations	17
Registration of valuable items	17
Bicycles and skateboards; regulations	18
Transport and motorbikes	18
What NOT to bring	18
Types of Boarding	19
Flexibility	20
Sleep Overs	20
First Day and Induction	21
Arrival time	21
Airport transfers	21
Meeting with parents	21
First visit	21
Buddy	21

Daily schedule senior houses	22
Daily schedule junior houses	23
Weekends	24
Sport, music, drama	25
The International Award for Young People	25
Signing Out from Boarding	26
Parental visits and sign out leave	26
Guardianship	26
Overnight leave	27
IB Unsupervised leave (Years 12 and 13)	27
Valuables and Money	28
Pocket money and house bank	28
Storage of passports etc.	28
Lockable storage for boarders' belongings	28
Insurance	28
Charging extras to the school bill	28
Food and Meals	29
Communication with Home	30
Mobile phones; regulations	30
Laptops	30
E-mails	32
Letters and parcels	32
Support and Guidance	33
Academic and Pastoral Progress	34
Study Time (Homework & Prep)	35
Discipline	36
House rules	36
Smoking, alcohol and drugs	37
Travel Arrangements	39
Term Dates 2022-2023	40
Fire Detection and Fire Evacuation Policy	41
Fire and Emergency Procedures in Boarding	41
Fire Evacuation	42
Fire Evacuation Procedure	43
Fire Evacuation and Lockdown	45
Other Emergency Evacuation (Natural Disasters or Civil Unrest)	46
Earthquake Emergency Response (Drop Cover and Hold On)	46
Tsunami Emergency Response	46
Boarding Forms 2022-23	47

# INTRODUCTORY WELCOME LETTER

Welcome to the 2022/23 academic year and an especially warm welcome to all our new boarders, parents and staff joining us in August 2022.

It is the boarding team's role to create a safe, nurturing, rewarding and well-rounded boarding environment for your son/daughter in order for them to flourish both in academics and beyond the classroom. This year, the House Parents who will contribute to this environment are:

Rawai House (Junior Boarding, Yr 4-9)  
Naiharn House (Senior Boys, Yr 10-11)  
Kalim House (Senior Boys, Yr 12-13)  
Karon House (Senior Girls, Yr 10-13)

Ms. Ambos and Ms. Lambert  
Mr. Daniel and Mr. Russell  
Mr. Redfern and Mr. Paepod  
Ms. Reis and Ms. Wilson

As always, please be kind enough to complete and return all the forms at the back of this handbook (also emailed to you separately), in order to allow your son/daughter to fully participate in the boarding community and weekend activities. We ask that you complete updated forms at the beginning of each academic year so our records are updated. Please return them by Friday 26th August 2022.

Your feedback is important to us. Parents of boarders are encouraged to maintain regular contact with boarding staff. Please do not hesitate to get in touch by phone or email to discuss boarding issues, or alternatively feel free to visit the Boarding office on the ground floor of the Main Teaching Building. We look forward to seeing you.

Best regards,

**Magali Margo**

Head of Boarding

[mmargo@bisphuket.ac.th](mailto:mmargo@bisphuket.ac.th)

School Boarding Office  
Mobile

076 335555 ext.1116  
087 103 3319

# AIMS AND OBJECTIVES OF BOARDING

## Philosophy

The BISP boarding programme aims:

- To foster an environment where all boarding students feel happy, secure, confident and are cared for by professional staff acting in 'loco parentis';
- To offer the opportunity for an appropriate work/life balance;
- To encourage students to fully achieve their academic potential;
- To provide off-campus opportunities for personal development, adventure, sharing and enjoyment whilst living in Phuket;
- To access the required facilities for independent study and recreation;
- To entrust students with personal and community responsibility, where they value shared experiences and an integral part of the school community. Individuals are encouraged to be accountable and guided to make appropriate decisions by accepting the consequence of their actions;
- To encourage self discipline, self-respect and respect for others;
- To maintain regular, effective communication with boarders' families;
- To promote an open and trusting ethos in the boarding houses;
- To enhance boarders' confidence and independence as young learners, thereby providing skills for their lives beyond school.

## Boarding Values

At BISP we believe that student actions should be determined by the following considerations:

1. **Be mindful of the needs and rights of others.** Social order is important in a community and rules are required to govern that community. Everyone has a right to be heard and listened to by others.
2. **Be honest in your dealings.** Honesty is the corner stone of every school curriculum. Honesty leads to trust, a fundamental requirement for well-being.
3. **Be peaceful in your intentions.** Conflict resolution requires good social and emotional skills, and is the best way to resolve problems. Social harmony requires cooperation and the willingness to compromise.
4. **Be considerate in your actions.** Be aware of how your actions impact on others and remain aware of those consequences.



# AIMS AND OBJECTIVES OF BOARDING

## General overview of boarding life

Boarding is an integral part of life at the school. The boarding houses are located close to the main school buildings. Boarders enjoy an excellent standard of accommodation, readily available educational and sporting facilities and the chance to enjoy all the opportunities of school life to the full. Perhaps the most important of these opportunities is the time spent building friendships, which will hopefully endure throughout their time at the school and their lives beyond.



# HOUSE ORGANISATION AND STRUCTURE

Each boarding house caters for a specific age range, and three of the houses are single sex. Each house has two House Parents who are resident staff members.

## Boarding House Staff



**Ms Magali Margo**

Head of Boarding  
076 335555 ext. 1116 or  
087 103 3319  
[mmargo@bisphuket.ac.th](mailto:mmargo@bisphuket.ac.th)



**Saowarot (Khun Gai) Keeratichotikul**

Executive Assistant to Boarding  
076 335555 ext. 1115 or  
089 871 3850 Fax 076 239899  
[saowarotk@bisphuket.ac.th](mailto:saowarotk@bisphuket.ac.th)

Please contact Khun Gai for all Thai language correspondence. She will then pass on relevant information to the Head of Boarding and House Parents. You may also need to contact her for: boarding administration, transport bookings, flight arrival and departure time confirmations (one week before) and sign out leave information.

กรุณาติดต่อ คุณไก่ ในส่วนการสื่อสารภาษาไทย โดยคุณไก่จะจัดส่งข้อมูล ดังต่อไปนี้ให้ทางหัวหน้าหอพักและคุณครูผู้ปกครองหอพัก การติดต่อในส่วน เรื่องธุระการหอพัก การขอจองรถรับ-ส่ง เรื่องเที่ยวบินและการเดินทางกลับเข้าหอพัก และช่วงกลับบ้านตอนสิ้นเทอม (โดยจะต้องแจ้งล่วงหน้าอย่างน้อย 1 อาทิตย์) และต้องมีเซ็นอนุญาตอย่างชัดเจน

# JUNIOR BOARDING

## Rawai House

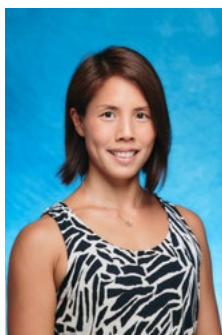
### Mixed Years 4 - 9

The House Parents in Rawai House are Ms. Lexa Ambos and Ms. Samantha Lambert. Ms. Ambos and Ms. Lambert reside alongside our resident Thai matron, Khun Jam. The Thai matrons support our House Parents and allow the houses to stay open during trips and off site activities.



**Ms Lexa Ambos**

House Parent  
076 335555 ext.3603 or  
062 972 0391  
[aambos@bisphuket.ac.th](mailto:aambos@bisphuket.ac.th)



**Ms Samantha Lambert**

Assistant House Parent  
076 335555 ext. 3603 or  
086 277 2840  
[slambert@bisphuket.ac.th](mailto:slambert@bisphuket.ac.th)

Having a dedicated younger house helps us to provide a better range of age appropriate activities. Structured study time before dinner allows each student to complete their homework in a quiet and supportive environment, before they relax and go to eat. After dinner, the younger students attend a session of physical activity in the sports hall after dinner with our Intern Staff. This daily routine promotes a healthy work/life balance.

Friday nights tend to be in-house activities, with the opportunity to go to the cinema or shopping on occasions. On Saturdays and Sundays, House Parents and Matrons organise a range of weekend activities so our younger boarders can get off campus or enjoy the on-site facilities. These activities are compulsory for all junior boarders.

# SENIOR BOARDING

## Kalim House

### Senior Boys, Years 12 - 13

A dedicated senior house allows students a more mature approach to academic studies. However, we encourage interaction across year groups to build a strong community feel. Students are invited to take part in our weekend activity program, which comprises both on-site and off-site activities. Students are encouraged to initiate ideas for this program at any time.

The House Parents in Kalim House are Mr. Paul Redfern and Mr. Jassada Paep lod.



**Mr Paul Redfern**  
Assistant House Parent  
076 335555 ext.3703 or  
065 075 7016  
[predfern@bisphuket.ac.th](mailto:predfern@bisphuket.ac.th)



**Mr Jassada Paep lod (Khun Qill)**  
Assistant House Parent  
076 335555 ext.3703 or  
086 953 6396  
[jassadap@bisphuket.ac.th](mailto:jassadap@bisphuket.ac.th)

Thai Matrons support our House Parents and allow the houses to stay open during trips, study leave and off site activities. Matrons support House Parents at the following times:

- From 8am to 5pm on Saturdays and Sundays, to enable trips to run with appropriate student/staff ratios;
- During April/May/June study leave.

# SENIOR BOARDING

## Naiharn House

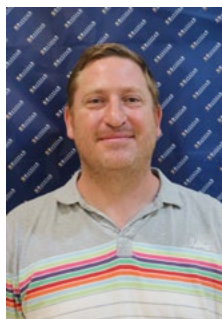
### **Senior Boys, Years 10 - 11**

The House Parents in Naiharn House are Mr. Ben Daniel and Mr. Justin Russell.



#### **Mr Ben Daniel**

House Parent  
076 335555 ext.3503 or  
089 292 3388  
[bdaniel@bisphuket.ac.th](mailto:bdaniel@bisphuket.ac.th)



#### **Mr Justin Russell**

Assistant House Parent  
076 335555 ext.3503 or  
061 294 9849  
[jrussell@bisphuket.ac.th](mailto:jrussell@bisphuket.ac.th)



# SENIOR BOARDING

## Karon House

### Senior Girls, Years 10 - 13

Again, a dedicated senior girls' house allows students a more mature approach to academic studies. However, we encourage interaction with other year groups through our activities programme, as detailed above.

The House Parents in Karon House are Ms. Michelle Reis and Ms. Samantha Wilson.



#### **Ms Michelle Reis**

House Parent  
076 33 5555 ext. 3803 or  
094 954 3461  
[mreis@bisphuket.ac.th](mailto:mreis@bisphuket.ac.th)



#### **Ms Samantha Wilson**

Assistant House Parent  
076 33 5555 ext.3803 or  
081 569 0225  
[swilson@bisphuket.ac.th](mailto:swilson@bisphuket.ac.th)

Thai Matrons support our House Parents in Karon House in the same way as described above in Senior Boys Boarding.

# NURSING STAFF AND THE INFIRMARY

Our team of nurses in the infirmary provides assessment and care for minor injuries and illnesses. Boarders must seek House Parent permission to see the nurse unless in an emergency situation. In an emergency, a student will be taken to the Bangkok Phuket Hospital. A staff member will accompany the student to hospital (except in the case of older students having parental permission to go without house staff supervision). If a student has to be admitted to hospital, the school will inform parents immediately. The duty of care will be transferred to the hospital once the student has either been collected by an ambulance or arrives at the hospital. The infirmary is staffed 24 hours a day.

Nursing staff undertake the following:

- Provide 24 hours nursing service;
- Provide first aid and emergency care;
- Administer prescription medication;
- Take care of and closely monitor sick or injured students;
- Arrange for hospital visits and in-house doctor service as necessary;
- Keep in close contact with parents, House Parents, and teachers as necessary;
- Provide medical support for boarding activities;
- Serve as a health resource for students to help promote good health;
- Provide health education for students to promote overall health and well-being.

## Private Medical Insurance

Please note that it is **compulsory** for your child in boarding to have a private medical insurance scheme in place for the duration of your child's stay in BISP boarding. This protects your child's medical well-being at all times, as well as serving as financial security for you as parents. Ideally, your private medical policy should be in place by the time your child arrives in Boarding. However, you will be permitted a six week grace period.

## Head Nurse

**Khun Marisa Wongmanachot**

076 335555 ext. 5555

[marisaw@bisphuket.ac.th](mailto:marisaw@bisphuket.ac.th)

The policy regarding overnight Hospital Admissions is noted here.

## Policy for Boarders Admitted Overnight to Hospital

The school recommends that all boarding students are covered by private medical insurance. If not, they are only covered by the school's accident insurance policy, up to a maximum of 20,000tbn. Parents may be expected to settle any hospital expenses as their child is discharged.

Please note the procedure below for boarding students admitted overnight to hospital. This policy excludes medical emergencies taking place on the school site outside school hours, where the Head of Boarding or a House Parent will always accompany the boarding student to the hospital.

1. The student attends a Doctor's appointment at the hospital, accompanied by BISP staff, parents or guardians (unless the student has specific permission to attend an appointment unaccompanied).
2. The Doctor takes the decision to admit the boarding student. BISP infirmary nursing staff will manage the admissions process and paperwork and communicate to parents and boarding staff.
3. As far as possible and depending on the time of day, the Head of Boarding or House Parent will visit the boarding student in hospital and take any requested belongings to the student. Where necessary, the Head of Boarding or House Parent will also communicate with parents.
4. BISP infirmary nursing staff will inform the school of the student's absence.
5. If the boarder is a Primary Student, the Head of Boarding will stay with them overnight in their private room, unless parents decide to visit. The only exception is where the Primary Student is admitted to ICU, in which case the Head of Boarding is not permitted to stay in their room.
6. If the boarder is a Secondary Student, no school personnel will stay overnight in their room. The boarder will be under the supervision and care of hospital nursing staff, who will check the student regularly overnight in accordance with hospital policy. The student will have a call button and can call the hospital nursing staff any time of day or night for assistance.

If you wish your child to be supervised in their room 24/7, BISP can try and arrange cover via an external nursing care agent (approx. 2,000tbn per 24 hour period). You will be charged for this external nursing care supervision. If a receipt is required, this will be provided by the nursing care agency, not the school. (However, the nursing care provided by the hospital is considered adequate and professional.)

***NB Please note that the hospital policy may dictate the need for a child to be supervised at all times overnight, to reduce the risk of injury eg by falling. If this is the case, BISP will follow the hospital directive. If the hospital provides this additional overnight care, then the cost must be born by the parent.***

7. For the duration of the student's stay in hospital, BISP infirmary nursing staff and/or boarding staff will continue to visit as often as possible to keep parents up to date and fully informed and to ensure your child has clean clothes, toiletries and a familiar face!
8. When the Doctor agrees to discharge the student, the discharge process will be managed by BISP infirmary staff, including the provision of transport back to school.
9. After the student's return, BISP infirmary nursing staff or boarding staff may recommend that the student remains in the infirmary if the next day is a normal school day. This is to ensure that the student makes a full recovery prior to returning to the demands of daily school life.

## Administrative and Domestic staff

The school also employs a large number of ancillary staff to help provide student services. There are two housekeepers on duty each day from 8am to 5pm in each house. They clean student rooms, common areas and bathrooms every day. They also sort the laundry for collection.

# CLOTHING AND EQUIPMENT

## School Uniform

Boarders should be proud of their position within the community and we expect them to have high standards by wearing their school uniform with pride. Please see the primary and secondary handbooks for appearance regulations during school time. These rules will be insisted upon from leaving the house in the morning to returning to the house after activities. Outside school time, students are permitted to wear appropriate casual clothes.

## School uniform shop

The School Shop sells all uniform items, and is located at the entrance to the Primary School. It is open daily from Monday to Saturday (8am to 4pm). Items can be ordered via email and delivered to students, with the cost being added to the school bill. Please send all requests to the Executive Boarding Assistant.

## List of essential clothing and equipment

1. Clothing for all seasons
2. Black leather lace-up or slip on shoes (low heels)
3. A brown leather belt
4. 10 pairs of white or black socks
5. Underwear
6. Pyjamas
7. Bath towels and hand towels
8. Sports shoes
9. Swimming costume/shorts plus swimming towel
10. Hat and water bottle
11. Shoes for water activities
12. Indoor slippers
13. Personal toiletries – wash-bag, soap, toothbrush, toothpaste, etc.
14. Pocket size iPod with earphones (optional)
15. Personal laptop computer (please complete laptop consent form)
16. School bag
17. Personal stationery (calculator, pens, notebooks, ruler & stationery case)
18. Alarm clock
19. Return air ticket (where necessary)
20. Umbrella (vital in the rainy season!)



# CLOTHING AND EQUIPMENT

## Laundry arrangements

The school offers a laundry service school six days per week (not Sundays). Laundry should be left neatly in baskets downstairs each morning, labeled with house and ID number. All laundry will be washed and ironed and is normally returned within two days. Students are asked to sign to accept the terms of the laundry service; please refer to Boarding Forms at the end of this Handbook. Although we will make every attempt to take any and all reasonable precautions, we are not responsible for;

- Inadvertent loss, damage or theft of items;
- Laundry items shrinking, fading or otherwise becoming altered or worn by the normal wash-dry-and-fold laundry process.

## Electrical appliances; regulations

The Thai electricity supply is 240V and 50 HZ (AC). Your appliance can be used if your appliance is within 220-240V. The school does not permit students to have irons, refrigerators, televisions, kettles or fans in their rooms. All bedrooms and common rooms are equipped with air-conditioning. Although we will make every attempt to take any and all reasonable precautions, we are not responsible for inadvertent loss, damage or theft of items including cables, transformers, screens, tablets, phones or ancillaries i.e. headphones.

There is a refrigerator and cable television in the common room, as well as microwave, DVD player, toaster and sandwich maker. Whilst music systems, computers, mobile phones and other electrical equipment are allowed, the School cannot take responsibility for them. Any personal equipment **MUST** be clearly marked with the owner's details.

## Registration of valuable items

All personal items should be clearly marked. Valuable items need to be registered with the House Parent, who may take a photographic record of the item. With limited storage space available to students, students are recommended to store personal items in the allocated lockers and drawers in their room.

It is strongly advised that all students take home all non-essential valuable items during the holidays. The house provides a storeroom where items can be placed over the holiday periods. The school will **NOT** be responsible for loss or damage to personal items at any time.

# CLOTHING AND EQUIPMENT

## Bicycles and skateboards; regulations

Bicycles and skateboards can be brought to school. However, sporting scholars are discouraged from skateboarding due to the risk of injury. Where scholars choose to ignore this recommendation, continue to skateboard and incur an injury their scholarship may be in jeopardy. House Parents reserve the right to confiscate skateboards from any student causing a danger to themselves or others.

Each bicycle or skateboard should be clearly labelled. When riding a bicycle or skateboard, a safety helmet must be worn properly and fastened at all times. The school will not be responsible for loss or damage to bicycles or skateboards.

## Transport and motorbikes

Should you wish to organise transport for your son/daughter, please contact the Executive Assistant to Boarding Khun Gai or the relevant House Parent, who will organise a school bus for you.

Boarders flying home for the weekend are entitled to free transport to and from the airport on Friday afternoons and Sunday afternoons/evenings. However, travel to the airport on a Saturday must be paid for by the parents.

Boarders are not permitted to ride motorbikes around the island. Cars and motorbikes driven by boarders may not be driven onto campus.

## What NOT to bring

Students should use common sense when deciding what items to bring to their boarding houses. Although we cannot provide an exhaustive list, forbidden items include:

BB guns, air guns, laser pens, throwing stars, knives, weapons of any other description, televisions, large stereo systems, refrigerators, irons, hotplates, kettles, microwaves, pornographic material, violent and other inappropriate movies, t-shirts with inappropriate slogans and pictures. Vitamins, minerals and protein shakes (apart from with a medical certificate) are to be kept with the nurse.

# TYPES OF BOARDING

Our boarding is flexible so you can choose the type of boarding which meets your individual family's needs, however complex.

**Full Boarding** is available for those who want to take full advantage of the school facilities and qualified staff. Full boarders stay in school for the duration of each half term. This is suitable for:

- Students whose parents live in other provinces or countries;
- Students who enjoy the range of weekend activities offered;
- Students whose parents work long hours during the week and at the weekend;
- Students who wish to improve their English by immersing themselves in an English speaking community.

**Weekly Boarding** is where students board from Monday to Thursday/Friday or Sunday to Thursday and return home for weekend. It is suggested for:

- Students whose parents live a long drive from school;
- Students whose parents work long hours during the week;
- Students who need extra support to complete homework;
- Students who wish to improve their English by immersing themselves in an English speaking community.

**Weekend Boarding** is where students return to the boarding houses after school on Friday. They can join in the organised, supervised activities offered over the weekend. They can also use all the school facilities, including the sports hall, swimming pool, gym and tennis courts. It is best for:

- Students who find it more difficult to fill their time productively during the weekend;
- Students whose parents work at the weekend and who find it difficult to provide suitable supervision;
- Students who wish to improve their English by immersing themselves in an English speaking community.

**Temporary Boarding** is where the students become full or weekly boarders for a short period of time. This is suggested for:

- Students whose parents must leave Phuket temporarily for work or other reasons;
- Students whose parents have a temporarily increased workload, and cannot spend time at home in the evenings and weekend;
- Students who have important coursework due and need evening access to the school network and/or teaching staff;
- Students who are taking part in school productions, and need to regularly be available for rehearsals;
- Students who are taking exams and need ready access to the school network and/or teaching staff and/or study groups.



## TYPES OF BOARDING

### Flexibility

Whatever the need, we can generally provide a solution. Be it a room for two weeks while parents are away on business or a bed every Tuesday night. Just let us know!!

### Sleep Overs

Boarders can invite BISP day students over to stay in their boarding house for the weekend to spend the night. This is offered to students on a reciprocal basis between students, usually for just one night over a weekend. Sleep overs should be planned in advance and discussed with the House Parent. Parents should be contacted to seek permission beforehand. Sleepovers can improve friendships or help students attending a late night/early morning school function.



# FIRST DAY AND INDUCTION

## Arrival time

We ask that students arrive at their boarding house on the Sunday afternoon after 1:00pm preceding the first teaching day of the term. They should arrive if possible by 5.45pm (dinner time). All House Parents will be around at this time to welcome students back to school. For overseas students, they can arrive from 8am on that Sunday preceding the start of term and they can stay up to 24 hours after lessons have finished at the end of each term.

## Airport transfers

We will provide a school bus transfer to school for those students arriving at Phuket International Airport. The standard meeting place is the Bus Stop 2 (domestic terminal) or Bus Stop 3 & 4 (International Terminal). In order to make use of this service, school should be notified in writing of the airline, flight number and arrival time **by 8pm on the Friday preceding the start of term/half term**. Due to the need to book buses, drivers and accompanying staff in advance, any later communication of flight details will result in a 1000thb surcharge.



For young students, or those unaccustomed to travel, we suggest the use of the airline's "Young Person" or "Unaccompanied Minor" escort services. Female escorts between the airport and school are available on request for lone female travellers. This service needs to be requested at least **7 days in advance**.

## Meeting with parents

House Parents will always be happy to meet with parents of boarders. It is advisable to book an appointment directly with them in advance, as at times they may be busy.

We suggest that once parents have seen around the house and helped their child unpack, that they leave the campus to help enable their child to quickly make friends and find their feet.

## First visit

The first visit back to see students should ideally be about a month into the term. Up to this time, new students will be busy finding their way around, making friends and fitting in. Of course, we strongly advise daily contact in the evenings via phone or email.

## Buddy

Each new student will be assigned a buddy who will take care of them and show them around the school on arrival. Buddies will be of a similar age (where possible) and will assist the settling-in process and help them feel at home.

# DAILY SCHEDULE SENIOR HOUSES

## Monday - Friday

06.30am	Wake up
07.15am	Students depart for breakfast
07.15am - 3.45pm	HOUSE CLOSED (Mondays and alternate Wednesdays)
07.15am - 2.35pm	HOUSE CLOSED (Tuesdays to Fridays)
07.15am - 07.45am	Breakfast in the refectory
07.45am	Students walk to school
3.45pm - 5.45pm	Training, After school activities, Free time (Mondays)
2.35pm - 5.45pm	Training, After school activities, Free time (Tuesdays to Fridays)
5.45pm - 6.30pm	Dinner. House Closed
6.45pm	Roll Call. (Roll call at 9pm on Fridays)
7pm - 8pm	Prep time for Y10 students. (No prep time on Fridays)
7pm - 8.30pm	Prep time for Y11, Y12 & Y13 students. (No prep time on Fridays)
8.30pm - 9.30pm	Evening activities (optional) or Free time
9.30pm	Y10 hand in laptops
10pm	Bedtime and lights out for Y10 students
10pm	Y11 & Y12 students hand in laptops
10.30pm	Bedtime and lights out for Y11 & Y12 students
11pm	Bedtime and lights out for Y13 students

## Saturday

7am - 10am	Breakfast
Morning	Training or free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House closed
6.30pm	In house activities & Free time
9pm	Roll call
11pm	Bedtime and lights out

## Sunday

8am - 10am	Breakfast
Morning	Activities & free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House closed
6.45pm	Roll Call
7pm - 8pm	Prep time for Y10 students
7pm - 8.30pm	Prep time for Y11, Y12 & Y13 students
8.30pm - 9.30pm	Evening activities (optional) or Free time
9.30pm	Y10 students hand in laptops
10pm	Bedtime and lights out for Y10 students
10pm	Y11 & Y12 students hand in laptops
10.30pm	Bedtime and lights out for Y11 & Y12 students
11pm	Bedtime and lights out for Y13 students

# DAILY SCHEDULE JUNIOR HOUSES

## Monday - Friday

06.30am	Wake up
06.55am	Roll Call
07.05am	Students depart for breakfast
07.15am - 3.45pm	HOUSE CLOSED (Mondays and alternate Wednesdays)
07.15am - 2.35pm	HOUSE CLOSED (Tuesdays to Fridays)
3.45pm - 5.45pm	Training, After school activities, Free time (Mondays)
2.35pm - 5.45pm	Training, After school activities, Free time (Tuesdays to Fridays)
04.45pm - 5.30pm	Prep time if no training or no activity
5.45pm - 6.30pm	Dinner. House Closed
06.45pm	Roll call
06.50pm - 7.30pm	Evening activities
7.45pm - 8.30pm	Prep time
8pm	Bedtime & lights out for Primary students
9pm	Bedtime and lights out for Y7 & Y8 students
9.30pm	Bedtime & lights out for Y9 students

## Tuesdays and Thursdays are “no device” days in Rawai House

Saturday	
7am - 10am	Breakfast
Morning	Training or free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House closed
6.30pm	In house activities & Free time
9pm	Roll call
9pm	Bedtime and lights out for Primary students
10pm	Bedtime and lights out for Y7 & Y8 students
11pm	Bedtime and lights out for Y9 students

## Sunday

8am - 10am	Breakfast
Morning	Activities & free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
04.45pm - 5.30pm	Prep time
5.45pm - 6.30pm	Dinner. House Closed
06.45pm	Roll call
06.50pm - 7.30pm	Evening activities
7.45pm - 8.30pm	Prep time
8pm	Bedtime & lights out for Primary students
9pm	Bedtime and lights out for Y7 & Y8 students
9.30pm	Bedtime & lights out for Y9 students

# WEEKENDS

Living in boarding gives a more structured approach to the day and we aim to encourage boarders to have a healthy, balanced lifestyle. We try to ensure that everyone gets off site and uses their free time wisely. Living on a tropical island allows us to take advantage of all that Phuket has to offer. We plan a range of activities both on and off site to broaden students' awareness of how to have fun and to learn new skills and hobbies. Many of these will give them a flavour of university life and the life skills needed to adapt once they have left home.

All students who sign up for these activities are asked to commit to taking part and should not make other arrangements that may interfere with the organisation of them, as much time and effort goes into the preparation of these activities by House Parents. If you would like to sign your son or daughter out at the weekend please make sure they haven't committed to taking part in an activity that has been organised and paid for by the school.

The Senior and the Junior Houses run an independent tailored weekend activity program for the benefit of the students. The students themselves will play a role in the choosing and organisation of these activities. Suggestions are always welcome. There will also be plenty of spare time over the weekend for students to relax with friends and take part in formal and informal sporting activities or study groups.

## **Examples of activities currently offered:**

*Sports tournaments, cinema, cross country runs, meals out in town, quad biking, mini golf, beach afternoons, team games and competitions, ice skating, water sports and parks, cable skiing, bowling, boat trips, temple visits, sea-kayaking, snorkeling, massage, surfing fun and fortnightly shopping trips.*

Over recent years students have been keen to get more involved in community based projects and we continue to promote these opportunities, for example support beach cleaning activities.

Every parent/guardian must complete the parental activity consent form before boarders are allowed to participate in any activity.

All activities are risk assessed by the Head of Boarding and the Educational Visits Coordinator to ensure that the risks have been highlighted to protect the safety and well-being of all students involved.



# WEEKENDS

## Sport, music, drama

There is always plenty of time during the weekend for boarders to take part in a variety of sporting and cultural events. The swimming pool is open for those boarders who wish to swim when there is a lifeguard on duty.

The Drama and Music departments hold rehearsals and workshops during the weekend. If your child wishes to take part, the House Parent can help them get in touch with the relevant staff.

## The International Award for Young People

The International Award is an exciting self-development programme of individual challenges designed to encourage young people to develop into responsible, active citizens, who will positively contribute towards society. It presents a balanced, non-competitive and enjoyable programme of voluntary activities which encourage personal discovery and growth, self-reliance, perseverance, responsibility and service to the community.



# SIGNING OUT FROM BOARDING

## Parental visits and sign out leave

Parents or guardians may visit their son/daughter on site after school hours and sign them out for leave. Please do check that students are not involved in a boarding trip, activity or have homework obligations before doing so. Please inform the House Parent in advance as a matter of courtesy.

## Guardianship

We recommend that every overseas boarder has a guardian who lives in Phuket where possible. A guardian has the direct authority to make decisions on the behalf of the parents, in case of a medical emergency or other emergency situation. Parents should complete the guardianship consent form at the beginning of the school year (please refer to the forms at the back of this handbook).

### Notification

We ask boarders to plan their leave in a timely manner, due to the coordination required by House Parents in order to ensure safe leave. The timelines are as follows:

- Weekend (Friday, Saturday and Sunday) sign outs require written confirmation from parents by Wednesday 10pm;
- IB students complete the request form and discuss with House Parents at least 48 hours in advance;
- All other day sign out requires written confirmation from parents and students must complete the request form 48 hours in advance.

Written confirmation including details of the leave must be received from parents in order to be authorised. This written confirmation must include the name of student, date of leave, time of departure and arrival back in boarding, name of third party member to collect them and a telephone number. This notification is generally by email.

It is the boarder's responsibility to check that the correct documentation has been received and their sign out leave has been approved by the House Parents before making arrangements. If the request for leave is received after the required deadline, leave will not be granted. Any student who has any behavioural or disciplinary problems or needs to catch up on schoolwork will usually not be granted leave. Only House Parents can give permission for boarders to sign out. Matrons and non-resident staff members cannot sign out students without authorisation from the House Parent.

# SIGNING OUT FROM BOARDING

## Overnight leave

Overnight leave is only permitted on Fridays and Saturdays. Sunday to Thursday overnight leave will not be approved to any student, unless otherwise directed by the Head of Boarding after a special parental request.

### Students being signed out

- If the student is to be collected by a third party (temporary guardian over 21 years of age), then this information must be given by the parent in advance in writing. The temporary guardian will need to complete and sign the Temporary Guardian - Sign Out Declaration.
- A temporary guardian may not sign out more than two students for an overnight stay at any time, unless the Head of Boarding gives permission.
- The person collecting the student must meet with the member of staff on duty, show ID (if a third party), sign the sign-out book, collect the student's gate pass and hand it to security as they leave via gate 5.
- A definitive time of return must be agreed, should this change the host/parent must contact the House Parent that evening to change arrangements.
- The student should report to the staff on duty on their return.

### Returning to campus

Once a student returns to campus, their leave will come to an end, even if this is before the stated time. In order to leave school again, the parent/guardian/host must once more sign the leave book and the student receives a gate pass from the duty staff member. The student cannot leave with anyone else, or unsupervised, unless they are entitled to IB student privileges.

## IB Unsupervised leave (Years 12 and 13)

(Please refer to Year 12 & 13: Permission for Unsupervised Leave Form at the back of this handbook.)

- IB students are entitled to two unsupervised sign outs a week, as long as the parents have signed the authorisation form. Please note that overnight unsupervised leave is not permitted. Any overnight leave requests must be supervised by a responsible adult.
- IB students may only sign out in groups of two or more, unaccompanied by an adult, if permission has been granted by their parents on the official form.
- All students must sign out with the staff member on duty, using the exeat book and collect their gate pass, handing it to security as they leave via gate 5 (unless travelling by school bus).
- All students must return by 9pm on Sunday-Thursday evenings and by 10pm on Friday and Saturday evenings. They should immediately report to the member of staff on duty upon their return. Should they be late it is imperative to immediately contact the House Parent. If they return late without this notification, a penalty 'early return' time will be negotiated by the House Parent the next time they sign out or the next sign out request may not be granted.
- Any unsupervised leave must be requested within the given time frame as stated above. The request form must be completed and returned to the House Parent 48 hours preceding the planned outing. This request should specify dates, times, individuals concerned, destination, mode of transport etc.
- Only House Parents may grant and give permission for IB sign out leave. Students leaving campus without permission will have to deal with the consequences on their return.

# VALUABLES AND MONEY

## Pocket money and house bank

Normally, a small amount of spending money is required at the weekends. A recommended amount of money to be brought is 7,000-8,000 baht per half term. Student's ability to manage large amounts of money is usually limited. Therefore, there is a house bank set up for the students in each of the boarding houses. All money is kept in a safe within the house and students are required to put money into the house bank. They can access their money through the House Parents. All the money that is withdrawn is kept on record and signed for. If there is any money remaining at the end of each term it will be refunded to the child/parent when they leave. Students need very little money as most things are supplied for them. Certainly, no more than 500tbh per week is recommended, unless they need to buy something specific.

Boarders are strongly advised NOT to keep large amounts of money on their person or in their rooms, but rather to use the House Bank. The School and House cannot be responsible for its security. The House Parents are always happy to look after valuables however, where possible, students should use the lockers or lockable drawers where available. Although we will make every attempt to take any and all reasonable precautions, we are not responsible for inadvertent loss, damage or theft of money or valuables.

## Storage of passports etc.

For safety reasons and for immigration checks, the school will hold each student's passport. Students should hand in their passports and return air tickets to the House Parent (tickets to be kept in the safe). The passports will be given to BISP Admissions to update student visas. Passports and tickets will be returned to the student on the day before travel. Students are reminded they need ID to travel (either school ID card or passport) on school trips where flights are involved.

## Lockable storage for boarders' belongings

Security lockers are supplied downstairs for all boarders wherever possible. Snacks and dried food must be stored in these lockers at all times to avoid ants and other assorted pests from invading the living spaces upstairs. All personal items of value should be stored either in the security lockers downstairs or the lockable cabinet in their rooms during the school day or when not in use. Although we will make every attempt to take any and all reasonable precautions, we are not responsible for inadvertent loss, damage or theft of items.

## Insurance

Personal items are not covered by insurance for damage or theft. Personal arrangements need to be made for insuring personal property.

## Charging extras to the school bill

The cost of items purchased at the school shop, as well as flights booked by the school can be added to your child's school bill for Full Boarders only. All we ask is for the details and confirmation to be faxed or emailed to the school.

# FOOD AND MEALS

## During the school day

Three meals are provided each day: breakfast, lunch and dinner. These are taken in the Refectory for staff and students alike. The Refectory operates a self-service system. At the end of the meal each child is expected to take his/her dishes, cutlery etc. to a collection point for washing up. A break time snack is also provided in the Refectory or in Primary School during the day.

## After hours

Facilities are available in the house kitchen for students to make snacks, toast or hot drinks in the evening. Please consult with the House Parents to clarify when this is permitted. We advise students to keep any fresh food items labelled with their name in the communal fridge. The house kitchen area contains a toaster, a sandwich maker, a hot water dispenser, a refrigerator and a microwave. Students are also provided with an adequate supply of cutlery and crockery to use in the house. All of these facilities are available to the students in the house - but we expect all tidying and washing up to be done by the students! Bread, milk, fresh fruit and a variety of other snacks are available each day after school.

**The kitchen in Senior Boys/Girls will be closed at 9:30pm each weeknight and at 10:00pm on Fridays and Saturdays.**

**No food can be consumed upstairs.** If students are found with food upstairs, then House Parents reserve the right to ask Housekeeping to remove it without permission. There may also be a sanction imposed on the student.

## Birthday cakes

Each child will receive a complimentary 1lb birthday cake, which the House Parents will order from the refectory. If you wish to order a larger cake for your child please allow seven days notice and coordinate with Khun Gai who will add it to your bill. A 1lb cake caters for approximately 7/8 people.

# COMMUNICATION WITH HOME

## Mobile phones; regulations

We encourage each student to have a mobile phone and Thai SIM card. If parents wish to contact their child by phone they should do so after school hours, but also outside of roll call, prep time and before lights out. Phone calls should only be made during school hours in an emergency - students will not be able to leave lessons. However, a message may be left with The Executive Assistant to Boarding Khun Gai or the school secretary for the student to call back.

The School is happy for students to have their mobile telephones in their possession; however, the following rules must be adhered to:

- Students who have mobile phones must register their mobile phone number(s) with House Parents.
- All students with mobile phones are responsible for the payment of their own telephone accounts. In the event of a mobile phone being lost or stolen, students **MUST** report this to a boarding staff member as soon as possible. The registered telephone service provider will be notified and the service will be cancelled. If this should occur, the student will take full responsibility for any outstanding accounts on this service.
- Students who own a mobile telephone **MUST NOT** lend it to another student or give them the PIN number.
- The use of mobile phones is not permitted during class, study times, roll call or after lights out. House Parents reserve the right to confiscate phones if a student is using it inappropriately or after lights out.

Although we will make every attempt to take any and all reasonable precautions, we are not responsible for inadvertent loss, damage or theft of items.

## Laptops

The laptop contract must be returned by parents/guardians giving their consent for their son/daughter to use it. We ask all boarders except Year 13s to hand in their laptops each night (except for agreed weekend exceptions) 30 minutes before lights out. At times, students may have restricted access to their laptop. The Laptop Submission Policy is detailed below. Although we will make every attempt to take any and all reasonable precautions, we are not responsible for inadvertent loss, damage or theft of items including associated cables, transformers, monitors etc.

# COMMUNICATION WITH HOME

## **Laptop Submission Policy and Bedtimes in Boarding**

It is BISP Boarding's responsibility to ensure that all students are well rested and prepared for school the next day. We installed comprehensive laptop charging facilities for students to use overnight in all boarding houses. This has been done in order to promote effective study habits.

All students from Year 4 to Year 12 inclusive need to hand in their laptops to House Parents. This policy extends to all iPads and android devices, but not mobile phones (although House Parents reserve the right to confiscate phones following inappropriate use, or if parents/school specifically make this request).

More specifically:

1. Yr 4-7 students hand in laptops from Sunday through to Thursday at 7:30pm (Yr 4-6), 8:30pm (Yr 7&8) or 9pm (Y9). Laptop hand-in times are one hour later on Friday and Saturday nights. Assuming appropriate adherence to house and school rules, Yr 9 students will be able to keep their laptops on Saturday night. This is a privilege granted at the discretion of the House Parent and is not guaranteed.
2. Yr 10 students hand in laptops at 9:30pm every night from Sunday through to Thursday i.e. 30 minutes before lights out.
3. Yr 11 & 12 students hand in laptops every night from Sunday through to Thursday at 10:00pm every night i.e. 30 minutes before lights out. Lights out for Yr 11 & 12 students is 10:30pm.
4. Yr 13 students do not hand in laptops overnight in boarding, unless they wish to take advantage of the central charging facilities. This is a Yr 13 privilege to allow for responsible, independent study. However, it is a privilege. If that privilege is abused, the House Parent reserves the right to ask for the laptop to be handed in overnight or indeed for longer, depending on the nature of the infraction. Lights out for Yr 13 students are 11:00pm.

Laptops can be collected from the charging units in the Boarding Office the next morning from 6:30am onwards. Thank you in advance for your cooperation.





# COMMUNICATION WITH HOME

## E-mails

Every student is provided with a school email address that can be checked on any of the school computers, or remotely via the school website. Students are able to access their emails from the house computer room although students' access to the computers and the internet may be limited during the evening and weekends due to activities, homework and other events. The school email and Internet use policy must be followed.

## Letters and parcels

### **Postal Address:**

British International School, Phuket  
59 Moo 2, Thepkasattri Road,  
Tamboon Koh Kaew, Amphur Muang,  
Phuket 83000, Thailand.

Letters should be addressed to the student with the name of their house as well as the school address. Mail is distributed by the House Parents.



# SUPPORT AND GUIDANCE

**School and house arrangements**

Each house has a minimum of two House Parents, who are responsible for both the pastoral well-being of the students. Both House Parents will be the point of call for your son/daughter and will make contact with you regularly for continuity and ease of communication. We ask you to copy in both House Parents to keep everyone up to date when you reply. Each student in the house will have regular contact and discussion with both staff members.

**School Counsellor and Careers Advisor**

There is a School Counsellor available within the school day should boarders wish to make an appointment. If parents have any information or concerns about their child, they should first email the House Parent. The House Parent can then speak to the Head of Boarding and/or the Counsellor as appropriate.

# ACADEMIC AND PASTORAL PROGRESS

House Parents are in contact with boarders' class teachers and tutors and will liaise closely with them in cases of concern. House Parents will monitor students and feedback to parents with any relevant information.

## **Parent/School communications**

Parents are always welcome to visit school, but should contact their child's House Parent in advance to ensure that the student and any member(s) of staff the parents may wish to see are available. If parents wish to see the Headmaster they should make an appointment with his secretary Khun Kamolphan [kamolphanV@bisphuket.ac.th](mailto:kamolphanV@bisphuket.ac.th)

If you wish to make arrangements for your child to leave school earlier than the published end of term, please ask permission from the appropriate Head of Section stating reasons.

## **Head of Middle School**

Mr Lee Phillips

[lphillips@bisphuket.ac.th](mailto:lphillips@bisphuket.ac.th)

## **Head of Upper School - IGCSE Coordinator**

Mr Tim Pearson

[tpearson@bisphuket.ac.th](mailto:tpearson@bisphuket.ac.th)

## **Head of Senior School - IB Coordinator**

Mr Jason Perkins

[jperkins@bisphuket.ac.th](mailto:jperkins@bisphuket.ac.th)

## STUDY TIME (HOMEWORK & PREP)

Each student is expected to carry a planner to each class and study time session. Class teachers, tutors and boarding staff will monitor how students are using them and may write notes in student diaries from time to time. Tutors and boarding staff will check and sign student diaries as necessary. Junior boarders complete their prep/homework before dinner between 4:45pm and 5:30pm on Sundays through to Thursdays, when the Thai matrons assist primary students.

Prep time in Senior Boys/Girls is Sunday through Thursday from 7pm through until 8pm or 8:30pm, depending on age. All computer use during study is limited to school work only and mobile phones should only be used as a learning tool. Students can discuss their homework assignments with House Parents and show them their planner each evening.

Students Year 4 to 11 are expected to work downstairs in the designated study areas. To encourage self-discipline, older students may be allowed to study in their rooms. This is a reward for mature behaviour and students should appreciate the flexibility of this rule. If a student requires a more structured approach, the House Parents may ask the student to forsake this privilege. Senior students must manage their own study time to ensure they complete their homework before lights out.

# DISCIPLINE

All our boarding students are expected to use their common sense when thinking about their behaviour. Antisocial behaviour will not be tolerated and will be dealt with accordingly.

There are a set of rules which include:

- No food upstairs.
- No eating during prep time.
- Kitchen should be tidied after use.
- Music should not be so loud as to disturb others.
- Shirts should be worn at all times in the downstairs communal area of the houses and around campus.
- All students should be out of the house on weekdays before 7.15am to go to breakfast. 7.15am and onwards is classed as 'late'.
- Bedrooms should be kept tidy with beds made, windows and curtains opened and air con turned off every morning.
- Dirty laundry should be brought downstairs daily.
- All students are trusted to use their laptop computers as instructed by their House Parent.
- Mobile telephones should not be used at roll call, during study time and after "lights out", except in emergencies.
- The sports hall may only be used under supervision from a staff member and swimming is only permitted with a lifeguard present.

*This list is far from exhaustive. Students will be informed/reminded of rules throughout the year. The rule of thumb should be: if unsure, ask!*

## House rules

In addition to any house rules, regulations and procedures stated in the boarding handbook already, the following expectations are designed for the safety and well being of all students:

- Houses cannot be accessed by students, parents or strangers when unsupervised by boarding staff;
- Visitors and parents should seek permission before going upstairs to a student's room;
- Pets are not allowed;
- Students must sign out with the House staff and collect their gate pass handing it to security before they leave the campus;
- Everyone leaves the house and goes to the refectory at breakfast and dinner time (and lunch time at the weekends);
- Day students are welcome to visit boarding, but should leave by 6:45pm Sunday through to Thursday and by 9pm on Fridays and Saturdays. They are not allowed upstairs;
- Senior boarders visiting other houses should return to their own House by 9:30pm Sunday through to Thursdays and by 10pm on Fridays and Saturdays.

# DISCIPLINE

## Smoking, alcohol and drugs

Due to the danger that smoking can cause, we enforce a no smoking rule throughout the campus and on school trips. Vaping devices are banned in boarding and school and illegal in Thailand. If a student is caught smoking or vaping within or around the boarding grounds or during a boarding trip, then they will:

- Be gated for a weekend or more (not permitted off site);
- A letter/email sent home to parents;
- An appointment made with the School Counsellor to receive advice and support for those wishing to stop smoking.

Students should be aware that they may be subject to random searches of their property and room with an adult present. Subsequent offences may result in harsher punishments or permanent expulsion from boarding.

If a student is found with smoking paraphernalia, such as empty cigarette boxes, matches, lighters and so forth, then the student will:

- Be gated for the weekend (not permitted off site);
- A letter/email sent home to parents;

Subsequent offences will result in harsher punishments. Students should not return to the boarding houses intoxicated, nor should they consume or store alcohol on the school site. Those deemed to be intoxicated will initially be sent to the school infirmary for evaluation. They will then be dealt with according to school policy. Those found in possession, consuming or supplying illegal drugs will be dealt with according to School Policy.

*Please see the Secondary Handbook for more details.*

# DISCIPLINE

**The following stages are followed in case of misbehaviour from students:**

**Stage 1. Minor Offence**

Any minor offence will be dealt with by the member of staff on duty and the House Parent. Such offences may be recorded in the student file.

**Stage 2. Referral to the HOB**

This stage is reached when a more serious offence takes place or three minor offences have occurred, despite action being taken. At this stage referral to the Head of Boarding could be made to request further action or merely provide information. All referrals and actions will be formally recorded in the student file.

If a student repeatedly shows disregard for the boarding rules, the student may be referred to the Head of School. Parents will be contacted in view of a discussion of the incidents.

**Stage 3. Referral to the Pastoral Team/Counsellor by the Head of Boarding.**

In extreme situations the Head of Boarding may refer a student to the Head of School and ask Parents/Guardians to attend a meeting to discuss their child's suitability for Boarding and their future at BISP.



# TRAVEL ARRANGEMENTS

All students are expected to travel to and from school at either end of the holidays on the dates set by the school unless boarding remains open. The vast majority of students who are not collected directly by their parents arrive and leave from Phuket International Airport.

Free transport from school to the airport and vice versa is available within a certain time frame on the allocated days, as well as on each Friday and Sunday.

*Please note that if students are travelling home for the weekend and outbound travel takes place on a Saturday, this transport charge will be charged to parents.*

The Executive Assistant to Boarding Khun Gai is happy to help book flights, arrange transport to and from the airport and arrange hotel bookings. Please ensure that this information is given to her 7 days in advance.

Please also note that the end of term for Year 11 and 13 students is determined by the timing of the external exams. Once a student has completed exams, then their course is deemed over and the student should leave the boarding house.

**If you wish to make arrangements for your child to leave school earlier than the published end of term, please seek permission from the Principal of Primary School or the Principal of Secondary School stating the reason. The Boarding office will be pleased to assist with this matter.**

# TERM DATES

## 2022-2023

### Term 1

Sunday	21st August	Boarders arrive
Monday	22nd August	Term 1 Starts
Friday	7th October	First half of Term 1 ends (full day)

#### **Saturday 8th – Monday 17th October 2022: Mid-Term Break**

Monday	17th October	Boarders return
Tuesday	18th October	School Re-starts
Friday	16th December	Term 1 ends (half day)

#### **Saturday 17th December 2022 – Sunday 8th January 2023: December Holiday**

### Term 2

Sunday	8th January	Boarders arrive
Monday	9th January	Term 2 Starts
Thursday	9th February	First half of Term 2 ends (full day)

#### **Friday 10th – Sunday 19th February 2023: Mid-Term Break**

Sunday	19th February	Boarders return
Monday	20th February	School Re-starts
Friday	7th April	Term 2 ends (half day)

#### **Saturday 8th April – Sunday 23rd April 2023: April Holiday**

### Term 3

Sunday	23rd April	Boarders arrive
Monday	24th April	Term 3 Starts
Thursday	23rd June	Term 3 ends (half day)

# FIRE AND EMERGENCY PROCEDURES IN BOARDING

As with all large buildings, the boarding houses comply with Local Authority Regulations concerning fire. Full evacuation procedures are held in boarding and the students and staff are trained regularly.

Regular fire drills are held. They must be treated as the real thing. A report on these practices is sent to the School's Health and Safety Officer.

When Boarders go out after dinner or after roll call, they must seek permission from the house parent who should make a note of their whereabouts.

All students visiting the infirmary should have consent from their House Parent. This means that the House Parent knows the whereabouts of his/her students at all times.

The boarding policy for fire evacuation and lockdown procedures are noted below.

## Fire Detection and Fire Evacuation Policy

### Fire Detection

If you discover a fire in boarding and the alarm has not yet activated, break the glass on the fire alarm box, and activate the alarm. Fire boxes are located by the main front door, and the end of the corridors on the second and third floors of each boarding house. Alert the House Parent or Matron in charge.

Only tackle small fires if you feel confident with a fire extinguisher. If you do not, or your attempts are unsuccessful, evacuate immediately with your students.

The boarding house alarm will alert Security and it is their job to alert the Fire Service as required.

If in any doubt about whether there really is a fire risk, activate the alarm and evacuate the building anyway.

# FIRE AND EMERGENCY PROCEDURES IN BOARDING

## Fire Evacuation

Checklist for Fire Evacuation Policy in Boarding	Person Responsible
1. Conduct regular (at least termly) fire drills.	Head of Boarding
2. Ensure all new boarding staff, matrons and students are instructed fully on the fire evacuation procedures as soon as they join.	Head of Boarding
3. Maintain close contact with BISP security staff to ensure they are fully trained for boarding fire evacuation.	Head of Boarding
4. Ensure regular checks of the fire alarm system. Ensure all fire exits, fire escapes and fire escape routes are kept clear at all times.	Head of Boarding/ House Parents
5. Ensure all boarding staff attend the fire safety training in August each year.	Head of Boarding
6. Ensure fire evacuation notices are posted in public areas of each boarding house and in every student bedroom (detailing fire evacuation route for each individual room).	Head of Boarding/ House Parents
7. Ensure all visitors to Boarding are familiar with the fire safety procedures.	House Parents
8. Remind students when conducting briefings for fire evacuation that 100% compliance and personal responsibility is expected. This is about your safety and that of your peers.	Head of Boarding/ House Parents
9. Remind students to ALWAYS inform you when they are leaving the Boarding House and of their whereabouts.	House Parents and Matrons
10. Following a fire drill or fire emergency, ensure fire doors, break glass and alarms are reset afterwards.	Head of Boarding/ Head of Security

# FIRE AND EMERGENCY PROCEDURES IN BOARDING

## Fire Evacuation Procedure

In the event of a fire or similar emergency, please follow the fire evacuation procedure as follows:

### Staff (House Parents and Matrons)

- Evacuate the students on the ground floor via the safest exit, normally the main front door.
- If the main front door is not a safe evacuation exit, evacuate the students via House Parent flats or via the laundry door (last resort, as this requires breaking the glass). Windows can also be used as a last resort, because keys are required which takes time.
- Students on upper floors should be fully drilled and be exiting via the second and third floor fire doors/fire escapes. Duty staff are not expected to go upstairs and search students' rooms, but rather to alert the Head of Boarding if a student is missing after roll call (see later). Their role at this point is simply to evacuate the ground floor.
- Duty staff to take the roll call sheet, sign out book and the green/red laminated cards.
- Duty staff to shut the door behind them.
- Duty staff to walk calmly in silence to the Fire Assembly Point at the boarding house opposite and instruct students to sit down on the edge of the grass. Duty staff to instruct students to stay in silence.
- Duty staff conduct roll call quickly and calmly.
- If all students are accounted for, duty staff to raise the green laminated card clearly for the Head of Boarding and Head of Security to see.
- If any students are missing, duty staff to raise the red laminated card clearly for the Head of Boarding and Head of Security to see. Head of Boarding will ascertain the name and room number of the missing student(s), and inform Security. Security will re-enter the boarding house(s) to look for the missing student(s).
- Assuming the missing student(s) is/are found, they will join the others at the Fire Assembly Point and the fire evacuation will be complete. Duty staff should at this point raise the green laminated card and await further instruction from the Head of Boarding and the Head of Security. (In the event of a drill, the Head of Boarding will dismiss houses one by one, providing feedback to the students either at the time or later. Duty staff should not dismiss their students until they receive instruction from the Head of Boarding. In the event of a real emergency, duty staff should await further instruction regarding safety or removal of the students from danger.)
- If the students are still not accounted for, the Head of Boarding will liaise with the House Parent to check sign outs, or possible locations where missing students could be found. Security will follow up with any possible locations. The fire evacuation is not complete until all students are safely accounted for.

# FIRE AND EMERGENCY PROCEDURES IN BOARDING

## Students

- Do not try to distinguish between a real fire emergency and a drill. The procedure is always the same.
- If you are on the ground floor when the fire alarm sounds, evacuate immediately but calmly under the instruction of the duty staff. Evacuation will normally be through the main front door, unless duty staff dictate otherwise. Other fire exits on the ground floor are House Parent flats, the laundry door or windows. Always follow instruction from duty staff.
- If you are on the second or third floor, evacuate via the fire door nearest to your room as indicated on the fire evacuation notice on the wall in your room. If there is danger in front of nearest fire door, exit via the fire door at the opposite end of the corridor. If there is not a second fire door on this floor, use the safest route on the stairs (up or down). Go down the fire escape quickly but calmly.
- If you are the last person to leave, close all doors behind you.
- Do not stop to collect personal belongings under any circumstances.
- Evacuate IN SILENCE. Respond only to direct questions from duty staff. Do not run, but walk quickly and calmly.
- Walk to the Fire Assembly Point at the boarding house opposite and sit down on the edge of the grass in silence.
- Wait for the duty staff to conduct a roll call and respond clearly to your name.
- If duty staff raise the red laminated card (indicating boarding peers are missing), if you know of their whereabouts, please inform duty staff immediately.
- Whether students are missing or not, you should stay seated in silence until the fire evacuation is complete and you are dismissed.
- Once you are dismissed, return to your boarding house through the main front door rather than using the upper fire doors. Do not re-enter any buildings until this dismissal and boarding is safe.

May 2022

# FIRE AND EMERGENCY PROCEDURES IN BOARDING

## Fire Evacuation and Lockdown

<p style="text-align: center;">Siren-out </p> <p style="text-align: center;"><b>Fire Evacuation Procedure</b> An Intermittent Electronic Sound</p> <ol style="list-style-type: none"> <li>Any person discovering a fire must:             <ul style="list-style-type: none"> <li>➤ Operate the nearest fire alarm.</li> <li>➤ Alert nearby staff.</li> </ul> </li> <li>When the alarm sounds, follow the house staff's instructions or exit via the most viable exit.</li> <li>Do not stop to collect personal belongings.</li> <li>Walk in an orderly manner to the assembly point.</li> <li>If not inside the house, go to the nearest assembly point.</li> <li>Remain at the assembly point until the "All-Clear" has been given.</li> </ol>	<p style="text-align: center;">Bell-in </p> <p style="text-align: center;"><b>Lockdown Procedure</b> A continuous ringing of the school bell with the voice command "Lockdown, Lockdown"</p> <ol style="list-style-type: none"> <li>On hearing the lockdown bell, proceed upstairs to your bedroom. If day students are present, take them with you.</li> <li>Lock and barricade the door.</li> <li>Move away from the door and windows, hide, remain silent, and stay calm.</li> <li>Do not use any electronic equipment (telephone, ipods, ipads..)</li> <li>Only admit students and house staff to the bedroom.</li> <li>If there is a clear and immediate danger move away from that danger. <u>Do not respond to the fire alarm during lockdown.</u></li> <li>If you are not in the house, proceed to nearest boarding house or secure location. Do not stay outside.</li> <li>Do not leave the bedroom until the "All-Clear" has been given by the houseparent.</li> </ol> <p>(The "All-Clear" is indicated by two long rings of the bell followed by voice command of "All-Clear, All-Clear". It will be repeated several times or a house parent will communicate with you from outside the door)</p>
<p style="text-align: center;">Siren-out </p> <p style="text-align: center;"><b>สัญญาณเตือนไฟไหม้</b> (สัญญาณไฟฟาดังเป็นระยะๆ)</p> <ol style="list-style-type: none"> <li>ผู้ที่พบเห็นไฟไหม้ ปฏิบัติดังนี้             <ul style="list-style-type: none"> <li>➤ กดสัญญาณเตือนไฟไหม้ที่ใกล้ตัวท่าน</li> <li>➤ แจ้งเตือนพนักงานที่อยู่ในใกล้เคียง</li> </ul> </li> <li>เมื่อได้ยินสัญญาณเตือนไฟไหม้ ให้อพยพตามคำสั่งของครู/เจ้าหน้าที่หอพัก</li> <li>ระหว่างอพยพไม่หยุดเพื่อเก็บสัมภาระส่วนตัว</li> <li>อพยพอย่างเป็นระเบียบไปจุดรวมพล</li> <li>หากว่าไม่ได้อยู่ในอาคารหอพักให้ไปยังจุดรวมพลที่ใกล้ที่สุด</li> <li>อยู่ในบริเวณจุดรวมพลจนกว่าจะได้ยินสัญญาณยกเลิกเตือนไฟไหม้</li> </ol>	<p style="text-align: center;">Bell-in </p> <p style="text-align: center;"><b>สัญญาณล็อกดาวน</b> (สัญญาณกระดิ่งโรงเรียนยาวต่อเนื่องตามด้วยเสียงตามสาย "ล็อกดาวน ล็อกดาวน")</p> <ol style="list-style-type: none"> <li>ทุกคนเมื่อได้ยินสัญญาณล็อกดาวนให้ขึ้นไปห้องนอน</li> <li>ล็อกห้องหรือเอาสิ่งของมาขวางประตูไว้</li> <li>อยู่ให้ห่างจากประตูและหน้าต่างโดยเคลื่อนไหวอย่างสงบและเงียบที่สุด</li> <li>งดใช้อุปกรณ์สื่อสาร เช่น โทรศัพท์ ไอพอด ไอแพด</li> <li>อนุญาตให้นักเรียนและครู/เจ้าหน้าที่หอพักเข้ามาในห้องเท่านั้น</li> <li>หากมีอันตรายใดๆ เฉพาะหน้า ให้หาทางออกจากสถานการณ์อันตรายนั้น ๆ และ <u>ไม่ต้องอพยพเมื่อได้ยินสัญญาณไฟไหม้จนกว่าจะได้ยินสัญญาณ "All-Clear"</u></li> <li>ถ้าไม่ได้อยู่ในใกล้ห้องพักของตนเองให้ไปหอพักหรือป้อมยามที่ใกล้ที่สุด</li> <li>ไม่ออกจากห้องจนกว่าจะได้ยินสัญญาณ "All-Clear"</li> </ol> <p>(สัญญาณ "All-Clear" หรือสัญญาณปลอดภัยจะแจ้งได้สองแบบคือ กระดิ่งโรงเรียน ยาว 2 ครั้ง ตามด้วยเสียงตามสาย "All-Clear, All-Clear" หรือครูหอพักมาแจ้งด้วยตนเองจากด้านนอกห้อง)</p>



# FIRE AND EMERGENCY PROCEDURES IN BOARDING

## Other Emergency Evacuation (Natural Disasters or Civil Unrest)

Where evacuation other than fire is required, the procedure will depend on the situation. Students should always take direction from the House Parent on duty (who is directed by the Head of Boarding).

Boarding policies for Natural Disasters are detailed below. In a situation of civil unrest, all boarding staff and students will remain at school until it is deemed safe to leave.

## Earthquake Emergency Response (Drop Cover and Hold On)

During an Earthquake:

1. Remain calm as the quake occurs. If you are indoors when the shaking occurs, stay there. Move away from windows and unsecured tall furniture. Drop, cover and hold on under a desk, a table or along the interior wall. Protect your head, neck and face. Stay under cover until the shaking stops and debris settles.
2. If you are outdoors, move to an open area away from falling hazards such as trees, power lines, and buildings. Drop to the ground and cover your head and neck.

After the Earthquake:

Remain calm; check yourself and others for injuries. Do not move injured people unless they are in danger. All staff and students should remain calm and wait for announcements or emergency signal from the Head of School. After hearing the signal, respond to the signal accordingly.

Health and Safety 2022-2023

## Tsunami Emergency Response

In the event of a Tsunami, all staff and students should remain calm and wait for an announcement from the Head of School. The school is in the centre of the island and should be safe. Food and water are available; the school can support its population for a number of days. All staff and students will remain at school until it is deemed safe to leave.

Health and Safety 2022-2023

# BOARDING FORMS

## 2022-23

Each year we ask you to update the information we hold about your son/daughter. It's important that we have the most recent information to hand quickly and this will be stored centrally so all House Parents can access it easily. This way we can use the information as required rather than continually asking you to sign and return forms with the same information.

Please read the following forms carefully:

- Parental Activity Consent Form for Boarders
- Contract for Device Use in Boarding Form
- Boarding Furniture and Furnishing Guidelines
- Health Medical and Insurance Details Form
- Appointed Guardianship Form
- Year 12 & 13 IB Unsupervised Leave Form (if applicable)
- Student and Family Background Form
- Temporary Guardian - Sign Out Form

Please return all forms to the Head of Boarding or the relevant House Parent at your earliest convenience. We ask that they are returned by **Friday 26th August 2022** so that students can get fully involved into the boarding community from the beginning of term.

Student Name: .....

Boarding House: .....

## Parental Activity Consent Form for Boarders

All activities will be supervised by school staff, as well as expert staff for relevant activities. We will have a school lifeguard present for all activities that involve students being in the water, except in cases where qualified staff are already available, e.g. Splash Jungle, Andamanda.

I permit my son/daughter to partake in the following activities as part of the boarding activity programme.  
(Please tick any activities that you do NOT wish your son/daughter to take part in.)

- ☐ Shopping and bowling
- ☐ Cinema (age rating appropriate)
- ☐ Night Market
- ☐ Trampolining
- ☐ Wakeboarding
- ☐ Kayaking (Canoeing) in the pool or sea
- ☐ Fishing
- ☐ ATV Quad Biking
- ☐ Ice Skating
- ☐ Snorkeling (from shore and or a dive boat)
- ☐ Water Slides including Splash Jungle Water Park
- ☐ Surfing
- ☐ Dance
- ☐ Trapeze (with safety line and mats and fully qualified staff) & Circus Skills
- ☐ Jungle Trekking
- ☐ High ropes/tree tops confidence courses eg Flying Hanuman
- ☐ Fitness training using free weights
- ☐ Spa & massage
- ☐ Art lessons/ Ceramic Workshops
- ☐ Performance shows e.g. Siam Niramit, Fantasea
- ☐ Temple Visits
- ☐ Restaurant
- ☐ Beach
- ☐ Sightseeing
- ☐ Standing paddle boat
- ☐ Community service (not involving animals) – eg beach clean up or working with children from the local orphanages

Student's name: .....

Name of Parent / Guardian: .....

Signature of Parent/ Guardian: .....

Date : .....

Student Name: \_\_\_\_\_

Boarding House: \_\_\_\_\_

## Contract for Device Use in Boarding

**NB This form must be read and signed in conjunction with the BISP IT Users' Policy.**

We do not wish our boarders to spend all their spare time playing computer games, visiting inappropriate websites or on their phones. This form must be completed and returned to the House Parent before your son/daughter is permitted to use a laptop computer or phone in boarding.

- We understand that laptops and phones in school are not covered by school insurance.
- We understand that all laptops and phones and other devices brought into boarding must be registered with the House Parent.
- We understand that all laptops must be shut down and handed into the boarding office before going to bed (with the exception of Year 13) and not used after lights out time, except when there are agreed weekend exceptions.
- We understand that all phones must be switched off before going to bed and not used after lights out time.
- We understand that laptops, phones and other devices should be used only at the discretion of the House Parent.
- We understand that all computers, phones and devices should be checked and configured by the IT department of school before use on the school system.
- We understand that if we do not agree to these rules, our son/daughter should not bring their laptop or phone or other device into school.
- We understand that we must abide by the regulations set forth by the IT Users policy.

If you wish your child to hand in their phone overnight (either during the week or every night) or at certain times of the day in Boarding, please specify your request below. We will discuss and agree on the details with you.

---

---

**Please note that we will take in phones of Year 4 to 6 students overnight. This will happen at 8pm (or 9pm on weekends), after phoning parents just before lights out.**

Student's signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Signature of Parent/ Guardian: \_\_\_\_\_ Date : \_\_\_\_\_

### **Boarding Bedrooms, Furnishings & Laundry Guidelines**

- Please keep your room clean, tidy and free of damage at all times.
- Please do not move any large furniture around the room which will damage the floor.
- Please do not move any furniture to another room without express permission from Boarding Staff.
- Please use the noticeboard provided, rather than sticking items directly on the wall.
- If you notice damage, please report it to the House Parent. You may be charged for damage beyond normal wear and tear.
- Please do not break, remove or otherwise tamper with furniture.
- Please do not use candles, kettles or other hot water appliances in your room.
- Please do not keep food in your room; there are lockers and fridges provided in the common room.
- Please do not take any drink or food upstairs.
- Please do not keep medicine in your room; all medication must be kept in the School Infirmary.
- Electric sockets are available near the desks. Please avoid trailing wires; they are a safety hazard.
- Each morning, please **switch off your air conditioning, make your bed, open the curtains and window, ensure your room is tidy and take your laundry downstairs.**
- Each evening, please take your clean laundry upstairs and put it away.
- Please keep your valuables locked away at all times and **always** use the House Bank for your money. **Boarding cannot take responsibility for missing money if you have not used the Housebank.**
- Senior boarders: if you lose your draw key, please inform your House Parent. There is a small charge for re-cutting the key.
- Please do not enter other people's rooms without permission and do not enter unused rooms.
- Please discuss any requests to change rooms with your House Parents. Their decision is final.

## Laundry Service

Your use of the Laundry Service indicates your agreement to be bound by its terms.

We will provide a daily (except Sunday) laundry service during term time only. It is your responsibility to:

- Place all items in the laundry baskets provided;
- Label your items with the appropriate laundry code;
- Place the laundry basket in the agreed location prior to pick up from 8am onwards.

**Although we will make every attempt to take any and all reasonable precautions, we are not responsible for:**

- Inadvertent loss, damage or theft of items;
- Laundry items shrinking, fading, or otherwise becoming altered or worn by the normal wash-dry-and-fold laundry process;
- Items labelled HAND WASH ONLY, HANG/DRY/DRY FLAT, NO HEAT, DRY CLEAN ONLY, or that require “special care” instructions.

You agree that we may refuse to launder an item and send it back unwashed with an explanatory note, if we think it will become damaged or would damage other items. We reserve the right to return any item without cleaning it if any pre-existing damage is found or if we have a concern about the age or weakness of the fabric.

### Missing or Damaged Items

You must report all damaged or lost items within 24 hours of delivery of your laundry basket. Failure to report the missing or damaged item within 24 hours reduces the likelihood of tracing the item or investigating damage. Appropriate reports of loss or damage will be tracked as far as possible, but we cannot accept liability for loss, damage or theft of items.

---

**I agree to follow the above rules and regulations. I understand I could be charged for damages.  
I accept the terms of the BISP Boarding Laundry Service.**

Seniors only: I must report lost drawer keys and return the drawer key before I leave BISP.

Seniors only: [    ] YES I have received the key for the lockable draw.

Room number ..... of Karon/Kalim/Rawai/Naiharn

Name.....

Date.....

Signature.....

House Parent's Signature:.....

Date .....

**Student Name:**

**Boarding House:**

## Boarding Health, Medical & Insurance Details

All students in the school are covered by accident insurance up to the amount of 20,000THB. This is likely to cover all medical costs should an accident occur. However, it is compulsory for your child in boarding to have a private medical insurance scheme in place for the duration of your child's stay in BISP boarding. This protects your child's medical well-being at all times, as well as serving financial security for you as parents.

### Medical Insurance Cover:

Please give details below of your child's own private medical insurance:

Name of insurer: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

If considered necessary, do you agree to a mild painkiller being given? (eg. paracetamol)	YES	NO
Has your child been vaccinated against Tetanus in the last 10 years?	YES	NO
Has your child been vaccinated against COVID?	YES	NO
Has your child received medical or surgical treatment of any kind from either the doctor or hospital?	YES	NO
Has your child been given specific medical advice to follow in emergencies?	YES	NO

If you answered YES to either of the last two questions, please give details here (including name and dosage of any medicines/tablets):

---



---

Dietary requirements:

Can your child eat any of the following?

Pork	YES	NO
Fish	YES	NO
Shellfish/ Seafood	YES	NO
Chicken	YES	NO

Please specify any dietary, medical and/or religious restrictions:

---



## Education visit information and medical form (continued)

Has the participant had any of the following?

Asthma or bronchitis	YES	NO	Depression	YES	NO
Heart Condition	YES	NO	Allergies to any known medication	YES	NO
Fits, fainting or blackouts	YES	NO	Any other allergies, e.g. material, food, plasters	YES	NO
Severe headaches	YES	NO	Travel sickness	YES	NO
Diabetes	YES	NO	Regular medication	YES	NO
ADHD	YES	NO	Anxiety and/or panic attacks	YES	NO
Any other illness/disability	YES	NO			

If the answer to any of these questions is yes, please give details:

---

---

## Notes and Other Considerations

Where a student has mental illness or a mental health condition, the parents need to submit a clearance certificate before joining the school, especially boarding students. At times parents may need to provide further documentation to senior staff or the health center.

If a medical condition requires a level of service above and beyond the capacity of our medical team, then the parent/guardian may be asked to withdraw their child permanently or temporarily from boarding/school, in order to take full control and responsibility for their diagnosis, treatment and sustained medical care. Return to boarding/school will be based on medical advice and the final decision of senior staff.

## Medicine and pre-existing conditions

Parents of boarding students must inform the school Health Center of medicines taken, and any pre-existing conditions of the student.

**In the event of any illness or medical treatment occurring after the return of this form, I undertake to inform the Head of Boarding immediately.**

**Consent for taking images:** During school visits, we are likely to take pictures and videos. We would like to use these in presentations, displays or in our own booklets, newsletters or publicity. In the event of any images of my child being taken, I consent to them being used for educational purposes. I consent to the images being used on the BISP website.

**Travel by Road:** All possible measures will be taken to ensure that any form of travel on public or private roads will be by cars, mini-buses or coaches equipped with seat belts. However, I consent to travel without seat belts if children need to make a travel connection or be removed from an unsuitable location before replacement transport can be found in due time.

**Consent to take part in water-based activities:** During our trips we will be undertaking water-based activities that may include swimming, rafting, canoeing, sailing, kayaking OR working in or near water, such as at a river or on a beach. I understand that suitably qualified staff are supervising at all times at any of these aforementioned activities, and that all necessary safety precautions have been examined. I hereby give consent for my son/daughter to participate in water-based activities.

I consider my son/daughter (please tick as appropriate)

*to be a non-swimmer* ☐

*able to swim 50m* ☐

*able to swim over 50m* ☐

I confirm that I have parental responsibility for \_\_\_\_\_. He/she is in good health and I consider him/her to be capable of taking part in the activities. I give consent for him/her to take part in the Boarding Activity Programme for which I have already provided permission.

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetic.

Parent's /Guardian's name : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appointed Guardianship of a Boarding Student

### Legal Parent

In accordance with the British International School, Phuket (BISP),

I/we the undersigned: \_\_\_\_\_

Parents of: \_\_\_\_\_

do hereby appoint as temporary appointed guardian(s) of my/our child, the person(s) whose particulars are indicated below, who will act for and on our behalf as parents, namely:

Appointed Guardian's Name: \_\_\_\_\_

Appointed Guardian's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appointed Guardian's contact number: \_\_\_\_\_

Appointed Guardian's email: \_\_\_\_\_

Appointed Guardian's Relationship to Student: \_\_\_\_\_

As the legal parent, I accept that the school is not liable for any illegal misdemeanors or financial claims as a result of any action conducted by my/our child(ren) whilst in the care of my/our Appointed Guardian.

### Appointed Guardian

I am the Appointed Guardian to the above-named boarding student, appointed by their legal parent and over the age of 21 years old. I confirm I am a family member or family friend, and NOT a driver, housekeeper or domestic helper in the employment of the legal parent. I understand that from the perspective of BISP, appointed guardianship includes the following specific responsibilities detailed overleaf, but that this is not necessarily an exhaustive list:

- Providing direct care and supervision of the student on matters pertaining to his/her education at the British International School, Phuket (BISP);
- Authorisation to make decisions, on behalf of the parents, in the event of a medical emergency or any other emergency situation;
- Authorisation to take the nominated student from boarding at any suitable time, and overnight if convenient to the school and boarding schedule;
- Authorisation to approve weekends away or holiday plans on behalf of the parents;
- Willingness to come to school to collect the student at short notice if deemed necessary by BISP;
- Familiarity and willingness to support the school's rules, policies and values;
- Immediately updating the Head of Boarding if any of my contact information changes, if I need to leave

Thailand at short notice or if my Appointed Guardianship ceases for any reason;

I further understand that it is my/our responsibility to:

- Provide direct care and supervision of the student for the duration of any sign out period, including overnight and weekends;
- **Be physically present in the house or lodging where the student will reside during the sign out;**
- Provide appropriate care and supervision of the student in the event of a medical emergency or any other emergency situation for the duration of the sign out period;
- Take responsibility for monitoring and advising the student so that they do not breach Thai law nor the school regulations pertaining to the welfare and safety of a minor, whilst under my care;
- Ensure that the student under my care in no way behaves in such a manner as to undermine the reputation of BISP;
- Immediately update the Head of Boarding if there are any concerns regarding the student's safety or well-being whilst under my care;
- Immediately return the student to Boarding if I cannot continue to fulfil my responsibilities as the Appointed Guardian, for whatever reason (or contact the Head of Boarding if Boarding is closed);
- Accept that the school has the right to re-evaluate or discontinue the scholarship or enrollment of the student if the school's reputation is brought into disrepute by their actions whilst under my care;
- Accept that the school has the right to re-evaluate or discontinue the scholarship or enrollment of the student if I have failed to uphold my responsibilities as a responsible adult, resulting in an inappropriate level of care or supervision.

I have read and will follow the BISP Appointed Guardian expectations and attach proof of identity. I understand that the school can withdraw my Appointed Guardianship authority at any time.

Signed this day of: \_\_\_\_\_

**Legal Parent(s):**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Appointed Guardian(s):**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Please return the completed form to the Head of Boarding or House Parent.**

### **More about you and your family**

It is really helpful for us as House Parents to know a bit more about you and your family as you come into Boarding for the first time. Please kindly complete the questions below to help us get to know you better.

1. What is your nationality? Have you just come from your home country, or elsewhere?
2. What is your first language? Which other languages do you speak? Your parents' first language?
3. Have you ever boarded before? If so, where, which school?
4. Tell us about the last school you attended.
5. What are your interests and hobbies outside of school?
6. Which social media platforms do you use regularly? Which social media platforms do your parents use? eg FB, Twitter, Instagram, Line, Whatsapp...
7. Where did you and your family go on holiday last year?
8. What do your parents/guardians do for a living? Where are they based for work purposes?
9. Do you have any siblings?
10. What are you most concerned about as you come into BISP Boarding?
11. Is there anything else you want us to know about you, so we can support you as your House Parent?

Name.....

Date.....

Signature.....

## Year 12 and 13: Permission for Unsupervised Leave

I, \_\_\_\_\_ give permission for my son/daughter to leave school under the conditions explained below. I understand that it is only possible to have two sign outs a week.

(Please tick)

Weekend day time leave. (Back by 10pm on Friday or Saturday – once only per weekend) **AND** ☐

One weekly shopping leave. (Back by 9pm, Sunday through to Thursday) ☐

1. We expect students to determine the suitability of places they visit and the activities that they undertake. There are several adult entertainment venues on the island that are unsuitable for students. Students should check the suitability of their overnight venue with the House Parent and/or Head of Boarding as required.
2. Our students cannot change the venue they sign out to. If they wish to go elsewhere, this constitutes a separate sign-out which must be approved separately.
3. We expect our students not to consume alcohol, smoke or use drugs.
4. We recommend that students are not allowed to use motorcycles or tuk-tuks at any time.
5. We expect our students to be back at the house at the time agreed with the House Parent. If they are inadvertently delayed, they should ring the House Parent to inform them. Students should return to boarding on Sunday to Thursday by 9pm or Friday & Saturday by 10pm.
6. Students **are not permitted** to take unsupervised leave alone. They must be with at least one other student.
7. I have read the notes overleaf on this form and fully accept the risks of my son/daughter signing out of boarding unsupervised.
9. In signing this form, I fully accept that:

***The school is not responsible for the actions of my son/daughter, or the consequences of those actions while he/she is away from the campus of the British International School, Phuket without a responsible member of staff.***

***I am fully responsible for any incident or injury that may happen to or involve my son/daughter while he/she is away from the campus of the British International School, Phuket without a responsible member of staff.***

Parent Name: .....

Parent Signature: .....

Date: .....

**Please refer to the safety notes overleaf.**

### **Information for Parents - What does an IB Unsupervised Sign-out mean?**

If you give your Year 12 or 13 son/daughter permission to sign out unsupervised from boarding, there are a number of risks you need to be aware of. When you sign this permission form as a parent, you are acknowledging and accepting these risks.

This is not an exhaustive list, but the risks may include the following:

- Travelling in taxis, where the taxi driver may or may not be officially licensed;
- Travelling in cars with young, inexperienced drivers who may or may not yet have a driving license eg BISP or other day students on the island;
- Travelling by motorbike, without a license or without a helmet;
- Swimming unsupervised in the sea or swimming pools;
- Access to cigarettes, drugs or alcohol;
- Access to inappropriate venues. Of course, we know the venue in advance where your son/daughter is signing out to, but we have no way of knowing whether they then venture somewhere else.
- Travelling alone. We insist that IB students sign out in pairs at the very least. But we cannot track whether those individuals stay together for the duration of that sign-out.

### **How can you ensure your son/daughter is safe?**

Perhaps consider some of the following:

- Discuss the IB unsupervised leave option with your son/daughter in advance of signing the form, and remind them of your expectations every holiday when they return home. Are they fully aware of the above risks?
- Generally, your son/daughter will know instinctively if something does not feel right. Encourage them to trust their gut feeling and return to boarding immediately if they feel uncomfortable or unsafe at any time. They can ring their House Parent any time to ask for advice, immediate assistance or school transport.
- Restrict your son/daughter's leave parameters if you are not prepared to take on certain risks eg insist that they only sign out using school transport. (School transport may not be available at the requested time, so sign-outs might not always be possible, or your son/daughter may have to adjust their schedule.) Please inform the House Parent if you want to apply any restrictions to your son's/daughter's leave.
- If you are really unsure or anxious about the risks, do not give your son/daughter permission for IB unsupervised leave. Encourage them instead to take up the supervised activities that we offer every weekend in boarding, or allow them to sign out with guardians or day student families where you know that they will be supervised for the duration of the trip or sign-out period.

### **Disclaimer**

All boarding staff reserve the right to decline your son/daughter's unsupervised (or indeed supervised) leave request if we believe any of the proposed arrangements compromise their well-being or safety. If we cancel a sign-out request, we will explain the reasons to your son/daughter and we are of course happy to discuss them with you as parents.

Your child's safety and security is our priority, as we know it is yours.

Magali Margo  
Head of Boarding  
[mmargo@bisphuket.ac.th](mailto:mmargo@bisphuket.ac.th)

## Signing a Student out from BISP Boarding

### Temporary Guardian - Sign Out Declaration

Name of Boarder: \_\_\_\_\_

Dates of this sign out: \_\_\_\_\_

I am the adult guardian over the age of 21 signing out the above-named boarding student, and have permission to do so from the legal parent.

I understand and undertake the following specific responsibilities for this student:

- Provide direct care and supervision of the student for the duration of the sign out period, including overnight and weekends;
- **Be physically present in the house or lodging where the student will reside during the sign out;** • Provide appropriate care and supervision of the student in the event of a medical emergency or any other emergency situation for the duration of the sign out period;
- Take responsibility for monitoring and advising the student so that they do not breach Thai law nor the school regulations pertaining to the welfare and safety of a minor, whilst under my care; • Ensure that the student under my care in no way behaves in such a manner as to undermine the reputation of BISP;
- Immediately update the Head of Boarding if there are any concerns regarding the student's safety or well being whilst under my care;
- Immediately return the student to Boarding if I cannot continue to fulfil my responsibilities as the Adult Guardian, for whatever reason (or contact the Head of Boarding if Boarding is closed); • Accept that the school has the right to re-evaluate or discontinue the scholarship or enrollment of the student if the school's reputation is brought into disrepute by their actions whilst under my care; • Accept that the school has the right to re-evaluate or discontinue the scholarship or enrollment of the student if I have failed to uphold my responsibilities as a responsible adult, resulting in an inappropriate level of care or supervision.

**If you cannot commit to upholding these responsibilities for any reason, then please DO NOT sign this declaration or sign out the boarding student.**

Adult Guardian's name: \_\_\_\_\_

Adult Guardian's signature: \_\_\_\_\_

Adult Guardian's contact number: \_\_\_\_\_

Adult Guardian's email: \_\_\_\_\_

Adult Guardian's Address in Phuket: (ie where the student will reside)

\_\_\_\_\_  
\_\_\_\_\_







## British International School, Phuket

59 Moo 2, Thepkasattri Road, T. Koh Kaew, A. Muang, Phuket 83000, Thailand

Tel: +66 (0) 76 335 555

Fax: +66 (0) 76 335 578

Email: [info@bisphuket.ac.th](mailto:info@bisphuket.ac.th)

