



BOARDING

Parent & Student Handbook 2025-2026

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

2025-2026

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INTRODUCTORY WELCOME LETTER

A very warm welcome to the 2025/2026 academic year at British International School, Phuket. We are especially pleased to welcome all our new boarders, parents, and staff who are joining our community in August 2025.

Boarding at BISP is truly a “home away from home”, a warm, inclusive, and supportive environment where students are encouraged to grow, feel safe, and be themselves. It is a place where strong friendships are formed, life skills are developed, and unforgettable memories are made. We aim to foster a culture of personal development, independence, and belonging.

This year, we are delighted to welcome six new staff members to the boarding team and to announce the opening of a new boarding house, Kamala House, which will allow us to continue providing outstanding care and support as our community grows.

Our House Parents and Assistant House Parents play a central role in the well-being and development of each boarder, creating a nurturing and structured environment that supports students both academically and personally. Here is the team of House Parents and Assistant House Parents for the new academic year:

- **Rawai House** (Girls, Year 4–11): Ms Samantha and Ms Nam
- **Naiharn House** (Boys, Year 4–10): Mr Donnelly and Mr Alviar
- **Kamala House** (Boys, Year 11): Mr Thacker and Mr Korotcoff
- **Karon House** (Girls, Year 12 & 13): Ms Leticia and Ms Jennifer
- **Kalim House** (Boys, Year 12 & 13): Mr Beechinor and Mr Jabbari

This handbook has been designed to help you understand the policies, routines, and expectations that guide life in BISP boarding. Inside, you will find key information on daily schedules, weekend activities, health and well-being support, communication procedures, and more, all aimed at ensuring that our boarders enjoy a happy, safe, and enriching experience.

We deeply value the partnership between families and boarding staff. We encourage parents to stay in regular contact with House Parents and the boarding leadership team. If you ever have questions, concerns, or simply wish to connect, please feel free to reach out via phone or email, or stop by the Boarding Office located on the ground floor of the Main Teaching Building.

We are excited for the year ahead and look forward to another rewarding and successful school year in boarding.

Warm regards,

Magali Margo

Head of Boarding

mmargo@bisphuket.ac.th

AIMS AND OBJECTIVES OF BOARDING

Philosophy

BISP offers an exciting Boarding programme which is full of opportunities for personal development, adventure, achievement, and enjoyment by making the most of the island of Phuket. In this residential setting, students are entrusted with personal and community responsibilities. They take pride in sharing experiences and being at the heart of our school community. All boarding staff are dedicated to creating a climate of trust that reflects our school values: respect, compassion, and integrity.

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 become an integral part of the school community. Individuals are encouraged to be accountable and guided to make appropriate decisions by accepting the consequences of their actions.
- To encourage self-discipline, self-respect, and respect for others.
- To maintain regular, effective communication with the 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.

HOUSE ORGANISATION AND STRUCTURE

Boarding House Staff



Ms Magali Margo
Head of Boarding
076 335555 ext.1116 or
087 103 3319
mmargo@bisphuket.ac.th



Saowarot (Khun Gai) Keeratichotikul
Executive Assistant to Boarding
076 335555 ext.1115 or
089 871 3850
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 โดยคุณไก่จะได้ส่งข้อมูล ดังต่อไปนี้ให้ทางหัวหน้าหอพักและคุณครูผู้ปกครองหอพัก การติดต่อในส่วน เรื่องธุรการหอพัก การขอจองรถรับ-ส่ง เรื่องเที่ยวบินและการเดินทางกลับเข้าหอพัก และช่วงกลับบ้านตอนสิ้นเทอม (โดยจะต้องแจ้งล่วงหน้าอย่างน้อย 1 อาทิตย์) และต้องมีเซ็นต่อนุญาตอย่างชัดเจน

RAWAI HOUSE

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.

Rawai House

Girls' House, Year 4-Year 11

Welcome to Rawai House, the boarding house for girls in Year 4 to Year 11. The House Parents are Ms Samantha and Ms Nam, who reside alongside our matron, Khun Jam. Boarding staff in Rawai House provide round-the-clock supervision, guidance and support.

Rawai House is a vibrant and nurturing environment where young girls can feel at home while pursuing their academic and personal growth. Under the caring guidance of Ms Samantha and Ms Nam, our boarders experience a balanced blend of structure, support, and independence.

At Rawai House, we emphasise the importance of community, respect, and personal responsibility. Our House Parents are committed to creating a safe and inclusive atmosphere where every girl feels valued and encouraged to reach her full potential.

We offer a variety of activities and programmes designed to foster friendships, build character, and develop essential life skills.

Our goal is to provide a “home away from home” where girls can thrive both academically and socially. The supportive environment of Rawai House ensures that each boarder receives the attention and care she needs to succeed in her studies and enjoy a fulfilling boarding experience.

We are looking forward to welcoming new and returning boarders to Rawai House for the 2025-2026 academic year. Together, we will create cherished memories, lasting friendships, and a strong sense of community.

Matrons support our House Parents and allow the house to stay open during trips and off-site activities. Matrons support House Parents from 8 am to 5 pm on Saturdays and Sundays, to enable trips to run with appropriate student/staff ratios.



Ms Samantha
House Parent
076 335555 ext. 3603
slambert@bisphuket.ac.th



Ms Nam
Assistant House Parent
076 335555 ext. 3603
tterry@bisphuket.ac.th

NAIHARN HOUSE

Naiharn House

Boys' House, Year 4-Year 10

Welcome to Naiharn House, the home for our Year 4 to Year 10 boys. The House Parents are Mr Donnelly and Mr Alviar.

Naiharn House is dedicated to creating a supportive and dynamic environment where our boarders can thrive both academically and personally.

Here at Naiharn House, we emphasise the importance of community, discipline, and personal growth. Our daily routine schedule is designed to foster discipline, time management, and healthy habits. From structured study times to recreational activities, every aspect of our schedule aims to support the holistic development of our students.

Students are invited to take part in our weekend activity programme, which comprises both on-site and off-site activities. This programme offers a variety of engaging and enjoyable experiences, ensuring that our boarders have the opportunity to explore their interests and develop new skills. Students are encouraged to initiate ideas for this programme at any time, allowing them to take an active role in shaping their boarding experience.

We look forward to welcoming new and returning boarders to Naiharn House, where every boy is valued and supported in their journey to become responsible, independent, and well-rounded individuals.



Mr Donnelly
House Parent
076 335555 ext.3503
kdonnelly@bisphuket.ac.th



Mr Alviar
Assistant House Parent
076 335555 ext.3503
aalviar@bisphuket.ac.th

Matrons support our House Parents and allow the house to stay open during trips and off site activities. Matrons support House Parents from 8am to 5pm on Saturdays and Sundays, to enable trips to run with appropriate student/staff ratios.

KAMALA HOUSE

Kamala House

Boys' House, Year 11

Kamala House is our newest boarding house, opening its doors in August 2025. Recently renovated, Kamala House will be home to Year 11 boys and has been thoughtfully designed to provide a safe, comfortable, and supportive environment during this important academic year.

At BISP, boarding life nurtures independence, responsibility, and lasting friendships. Our boarders live and learn alongside peers from across the globe, supported by dedicated staff who are there to help them navigate both the challenges and joys of daily life. Kamala House will proudly carry on this tradition by fostering a strong sense of community, structure, and personal growth.

We are also excited to welcome Mr Thacker and Mr Korotcoff, who will be joining the boarding team as the House Parent and Assistant House Parent of Kamala House. Both bring great energy, care, and they cannot wait to meet and support the students in their home away from home.



Mr Thacker
House Parent
076 33 5555 ext.3203
jthacker@bisphuket.ac.th



Mr Korotcoff
Assistant House Parent
076 33 5555 ext.3203
jkorotcoff@bisphuket.ac.th

KARON HOUSE

Karon House

Girls' House, Year 12 & Year 13

Welcome to Karon House, the Senior Girls' House at BISP, dedicated to students in Years 12 & 13. At Karon House, we strive to create a nurturing and empowering environment where our senior girls can excel academically, socially, and personally as they prepare for their future endeavours.

Karon House offers a supportive community where each student is encouraged to develop her independence, leadership skills, and personal responsibility. Our dedicated staff is committed to providing guidance and support, ensuring that every boarder feels valued and respected.

Our daily routine is thoughtfully designed to balance academic commitments with personal wellbeing. Structured study sessions, recreational activities, and downtime are all integral parts of our schedule, promoting a healthy and well-rounded lifestyle.

Senior students have their own individual bedrooms, providing them with a space for relaxation, study, and personal reflection. However, we encourage interaction across year groups to build a strong sense of community.

Students are invited to take part in our weekend activity programme, which comprises both on-site and off-site activities. Students are encouraged to initiate ideas for this programme at any time.

The House Parents in Karon House are Ms Letícia and Ms Jennifer.



Ms Letícia
House Parent
076 33 5555 ext.3803
lferreira@bisphuket.ac.th



Ms Jennifer
Assistant House Parent
076 33 5555 ext.3803
jjocson@bisphuket.ac.th

Matrons support our House Parents and allow the house 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 study leave for Year 13 boarders.

KALIM HOUSE

Kalim House

Boys' House, Year 12 & Year 13

A dedicated senior house allows students a more mature approach to academic studies. It also provides a supportive environment that prepares them for the challenges and responsibilities of adulthood.

The senior boarding houses are staffed with caring House Parents who understand the unique needs and aspirations of senior students. They provide guidance, mentorship and support, fostering an environment that encourages independence, self-discipline and personal growth.

Senior students have their own individual bedroom, providing them with a space for relaxation, study and personal reflection.

However, we encourage interaction across year groups to build a strong community feel. Students are invited to take part in our weekend activity programme, which comprises both on-site and off-site activities. Students are encouraged to initiate ideas for this programme at any time.

We are delighted to welcome Mr Beechinor and Mr Jabbari to the Kalim House team. With their enthusiasm, care, and dedication, we are confident they will make a positive impact on the boarding experience and help create a warm and supportive environment for all students.



Mr Beechinor
House Parent
076 335555 ext.3703
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Mr Jabbari
Assistant House Parent
076 335555 ext.3703
hjabbari@bisphuket.ac.th

Matrons support our House Parents and allow the house to stay open during trips, study leave and off-site activities.

Matrons support House Parents at the following times:

- From 8 am to 5 pm on Saturdays and Sundays, to enable trips to run with appropriate student/staff ratios.
- During April/May study leave for Y13 boarders.

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/ Friday and return home for the weekend. It is suggested for:

- Students whose parents live a long way 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 weekends 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. 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 weekends;
- 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 be regularly available for rehearsals;
- Students who are taking exams and need ready access to the school network and/or teaching staff and/or study groups.

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!!

ARRIVAL TO BOARDING & TRAVEL ARRANGEMENT

Arrival time

The boarding houses open at 8 am on the day before the first day of term or half-term. Boarders should arrive before 5:45 pm (dinner time). All House Parents will be available at that time to welcome students back to boarding.

For new boarders, we suggest that once parents have seen around the house and helped their child unpack, they leave the campus to allow their child to settle in, make friends, and find their feet more easily.

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.

Boarders can stay up to 24 hours after lessons have finished at the end of each term or half term.

Airport transfers & Travel arrangement

We will provide a school bus transfer to the school for those students arriving at Phuket International Airport. The standard meeting place is Exit Gate 1, Meeting Point B (in front of Exit 2) or in front of the Amazon Café (Domestic Terminal). In order to make use of this service, the school should be notified in writing of the airline, flight number and arrival time by 8 pm on the Thursday 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 1000 THB 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.

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 is happy to help arrange transport to and from the airport. 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, 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 and cc' the Head of Section School and the Head of Boarding.

DAILY SCHEDULE FOR RAWAI HOUSE

Monday – Friday

06.30am	Wake up
07.00am	Roll Call
07.15am	Students depart for breakfast
07.15am - 3.40pm	HOUSE CLOSED (Mondays). Primary students finish at 2.35pm and need to sign up for an activity
07.15am - 2.35pm	HOUSE CLOSED (Tuesdays to Fridays)
3.40pm - 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
7pm	Roll call. Roll call at 9pm on Fridays
7.15pm - 8pm	Prep time for Y4-Y9 (No prep time on Fridays)
7.15pm - 8.15pm	Prep time for Y10 (No prep time on Fridays)
8pm - 8.15pm	Reading for Y4-Y9 (No reading on Fridays)
7.15pm-8.45pm	prep time for Y11
8pm	Primary students hand in laptops (8.30pm on Fridays).
8.30pm	Bedtime & lights out for Primary students (9pm on Fridays)
8.30pm	Y7 & Y8 students hand in laptops (9.30pm on Fridays)
9pm	Bedtime and lights out for Y7 & Y8 students (10pm on Fridays)
9pm	Y9 hand in laptops (see Device Policy for Rawai & Naiharn House for Fridays)
9.30pm	Bedtime & lights out for Y9 students (11pm on Fridays)
9.30pm	Y10 hand in laptops (see Device Policy for Rawai & Naiharn House for Fridays)
10pm	Bedtime and lights out for Y10 students (11pm on Fridays)
10pm	Y11 hand in laptops
10.30pm	Bedtime and lights out for Y11 students (11pm on Fridays)

Tuesdays and Thursdays are 'no-device' days, with the exception of Y11 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
9pm	Bedtime and lights out for Primary students
10pm	Bedtime and lights out for Y7 & Y8 students
11pm	Bedtime and lights out for Y9, Y10 & Y11 students

See Device Policy for Rawai House & Naiharn House

DAILY SCHEDULE FOR RAWAI HOUSE

Sunday

7am - 10am	Breakfast
Morning	Activities & free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House Closed
7pm	Roll call
7.15pm - 8pm	Prep time for Y4-Y9
7.15pm - 8.15pm	Prep time for Y10
8pm - 8.15pm	Reading for Y4-Y9
7.15pm-8.45pm	prep time for Y11
8pm	Primary students hand in laptops
8.30pm	Bedtime & lights out for Primary students
8.30pm	Y7 & Y8 students hand in laptops
9pm	Bedtime and lights out for Y7 & Y8 students
9pm	Y9 hand in laptops
9.30pm	Bedtime & lights out for Y9 students
9.30pm	Y10 hand in laptops
10pm	Bedtime and lights out for Y10 students
10pm	Y11 hand in laptops
10.30pm	Bedtime and lights out for Y11 students (11pm on Fridays)

DAILY SCHEDULE FOR NAIHARN HOUSE

Monday – Friday

06.30am	Wake up
07.00am	Roll Call
07.15am	Students depart for breakfast
07.15am - 3.40pm	HOUSE CLOSED (Mondays). Primary students finish at 2.35pm and need to sign up for an activity
07.15am - 2.35pm	HOUSE CLOSED (Tuesdays to Fridays)
3.40pm - 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
7pm	Roll call. Roll call at 9pm on Fridays
7.15pm - 8pm	Prep time for Y4-Y9 (No prep time on Fridays)
7.15pm - 8.15pm	Prep time for Y10 (No prep time on Fridays)
8pm - 8.15pm	Reading for Y4-Y9 (No reading on Fridays)
8pm	Primary students hand in laptops (8.30pm on Fridays).
8.30pm	Bedtime & lights out for Primary students (9pm on Fridays)
8.30pm	Y7 & Y8 students hand in laptops (9.30pm on Fridays)
9pm	Bedtime and lights out for Y7 & Y8 students (10pm on Fridays)
9pm	Y9 hand in laptops (see Device Policy for Rawai & Naiharn House for Fridays)
9.30pm	Bedtime & lights out for Y9 students (11pm on Fridays)
9.30pm	Y10 hand in laptops (see Device Policy for Rawai & Naiharn House for Fridays)
10pm	Bedtime and lights out for Y10 students (11pm on Fridays)

Tuesdays and Thursdays are “no-device” days.

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 & Y10 students

See Device Policy for Rawai House & Naiharn House

DAILY SCHEDULE FOR NAIHARN HOUSE

Sunday

7am - 10am	Breakfast
Morning	Activities & free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House Closed
7pm	Roll call
7.15pm - 8pm	Prep time for Y4-Y9
7.15pm - 8.15pm	Prep time for Y10
8pm - 8.15pm	Reading for Y4-Y9
8pm	Primary students hand in laptops
8.30pm	Bedtime & lights out for Primary students
8.30pm	Y7 & Y8 students hand in laptops
9pm	Bedtime and lights out for Y7 & Y8 students
9pm	Y9 hand in laptops
9.30pm	Bedtime & lights out for Y9 students
9.30pm	Y10 hand in laptops
10pm	Bedtime and lights out for Y10 students

DAILY SCHEDULE FOR KAMALA HOUSE

Monday – Friday

06.30am	Wake up
07.15am	Students depart for breakfast
07.15am - 3.40pm	HOUSE CLOSED (Mondays)
07.15am - 2.35pm	HOUSE CLOSED (Tuesdays to Fridays)
07.15am - 07.40am	Breakfast in the refectory
07.40am	Students walk to school
3.40pm - 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
7pm	Roll Call. (Roll call at 9pm on Fridays)
7.15pm - 8.45pm	Prep time for Y11 students. (No prep time on Fridays)
8.45pm - 9.30pm	Evening activities (optional) or Free time
10pm	Y11 students hand in laptops
10.30pm	Bedtime and lights out for Y11 students (11pm on Fridays)

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

7am - 10am	Breakfast
Morning	Activities & free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House closed
7pm	Roll Call
7.15pm - 8.45pm	Prep time for Y11 students
8.45pm - 9.30pm	Evening activities (optional) or Free time
10pm	Y11 students hand in laptops
10.30pm	Bedtime and lights out for Y11 students

DAILY SCHEDULE FOR KARON HOUSE & KALIM HOUSE

Monday – Friday

06.30am	Wake up
07.15am	Students depart for breakfast
07.15am - 3.40pm	HOUSE CLOSED (Mondays)
07.15am - 2.35pm	HOUSE CLOSED (Tuesdays to Fridays)
07.15am - 07.40am	Breakfast in the refectory
07.40am	Students walk to school
3.40pm - 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
7pm	Roll Call. (Roll call at 9pm on Fridays)
7.15pm - 8.45pm	Prep time for Y12 & Y13 students. (No prep time on Fridays)
8.45pm - 9.30pm	Evening activities (optional) or Free time
10pm	Y12 students hand in laptops
10.30pm	Bedtime and lights out for Y12 students (11pm on Fridays)
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

7am - 10am	Breakfast
Morning	Activities & free time
12.30pm - 1pm	Lunch
Afternoon	Trips, activities and/or free time
5.45pm - 6.30pm	Dinner. House closed
7pm	Roll Call
7.15pm - 8.45pm	Prep time for Y12 & Y13 students
8.45pm - 9.30pm	Evening activities (optional) or Free time
10pm	Y12 students hand in laptops
10.30pm	Bedtime and lights out for Y12 students
11pm	Bedtime and lights out for Y13 students

COMMUNICATION & MOBILE PHONES

E-mails

Every student is provided with a school email address on their first day of attendance.

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.

Communication with boarding

The House Parent will be the first person to contact as they will be looking after your child in the boarding house. You can reach the House Parent via email, video calls, or phone calls. Please do not hesitate to contact them if you have any issues or concerns regarding your child. Additionally, for any questions, issues, or concerns related to boarding, you can also contact the Head of Boarding.

Each house has a minimum of two House Parents, who are both responsible for the pastoral and wellbeing 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.

Boarding Reports

As part of our regular reporting schedule, all boarders (weekly and full) will receive a boarding report written by their House Parent. This is an opportunity for us to provide feedback on the boarder's personal and social development.

The schedule for reports is as follows:

- October: Settling in Report.
- April: Exit Report (Y11 & Y13)
- June: End of Year Report (All year groups, except Y11 & Y1)

Mobile phones; regulations

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.
- 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 them inappropriately or after lights out.
- We advise boarders to call their parents regularly, and House Parents will remind younger students to call their parents every night before going to bed.
- Year 4 to Year 10 boarders are not allowed to take their phones to school and must leave them in the office of the boarding house.
- The refectory is a device-free zone for all boarders and day students to encourage social interaction and foster a sense of community.
- 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.

DEVICE POLICY FOR RAWAI HOUSE & NAIHARN HOUSE

1. Use devices responsibly

Boarding students should use their devices responsibly, considering both their personal wellbeing and the needs of others.

Increased device usage has been linked to a decrease in the quality of sleep and physical activity. Furthermore, the rise of social media has led to a decline in face-to-face interactions, negatively impacting healthy relationships.

When using devices, boarding students should be mindful of others' presence and avoid disturbing housemates.

"Digital use puts a young person's mental health at risk as it is a purely sedentary and often lonely activity".
Dr Helen O'Connor, psychologist.

2. Mondays to Fridays: Morning device usage

Boarding students can use their devices from 6.45 am to 7.10 am.

3. Tuesdays and Thursdays: No device days

Boarding students can use their devices from 6.45 am to 7.10am, and can retrieve them 1 hour prior to their bedtimes, but they must return them 30 minutes before their bedtimes.

However, Year 11 boarders are not required to follow the no-device rule on Tuesdays and Thursdays.

4. Prep time

Boarding students are permitted to use only their laptops or tablets during prep time. All phones and other media devices should be stored in their cubby holes. If students need their phones to complete their homework, they can ask for permission.

5. Special Privileges (with parental permission)

Year 8: On Saturdays, Year 8 students may keep one device, either their phone, laptop or tablet, overnight, provided their screen time for the day does not exceed 2 hours and 30 minutes.

Year 9 & Year 10: On Fridays and Saturdays, students in Year 9 and Year 10 can keep one device, either a phone, laptop, or tablet, overnight.

Year 11 boarders are allowed to keep their phones and laptops on Friday and Saturday nights, unless otherwise instructed by their parents.

6. Device usage in school

All phones and tablets should be left in their cubby hole during school time.

Boarding students can request permission to bring their devices to school during special events, such as Sports Day, International Day...

DEVICE POLICY FOR RAWAI HOUSE & NAIHARN HOUSE

7. Keeping Devices Safe

All devices are locked in the office during school hours and overnight to prevent theft or damage, except on those occasions previously specified.

8. Morning training

Boarding students with morning training the following day must hand in their devices 30 minutes before bedtime. If they do not return to their boarding house after training, the security team will ensure the office is opened before they leave the house in the morning.

9. Alarm clocks

Please ensure that your child has an alarm clock, as boarders are not allowed to have their devices overnight from Sundays to Thursdays.

10. Gaming Devices

No gaming devices, gaming platforms, gaming PCs, VR goggles, streaming media devices, large screens (TV or computer), or related equipment or controllers are permitted in any student's rooms. Boarders may bring these devices to boarding, but they will be stored in the office under the supervision of the HP/AHP for use downstairs at appropriate times.

Gaming is not permitted in Rawai house and Naiharn house on school nights. Gaming devices may be signed out of the office and used during the following times:

- Friday evenings from 6.30 pm until 30 minutes before bedtime.
- Saturday afternoons from 1.30 pm to 5.30 pm.
- Saturday evenings from 6.30 pm until 30 minutes before bedtime.
- Sunday afternoons from 1.30 pm to 4.30 pm

Usage is limited to a maximum of 4 hours per day in total.

Device Usage Times After School

	Primary	Year 7	Year 8	Year 9	Year 10
Tuesdays & Thursdays	8.15 - 8:30 pm	8.15 - 8:45 pm	8.15 - 8:45 pm	8.15 - 8:45 pm	8.15 - 8:45 pm
Sundays, Mondays & Wednesdays	until 7:30 pm (except during prep time)	until 8:30 pm (except during prep time)	until 8:30 pm (except during prep time)	until 9 pm (except during prep time)	until 9:30 pm (except during prep time)
Fridays	until 8:30 pm	until 9:30 pm	until 9:30 pm	Overnight (with parental permission)	Overnight (with parental permission)
Saturdays	until 8:30 pm	until 9:30 pm	until 9:30 pm and overnight (if screen time is less than 2.30hrs & with parental permission)	Overnight (with parental permission)	Overnight (with parental permission)

LAPTOP SUBMISSION

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.

Regarding phones, please note the following:

- Year 12 & Year 13 boarders are allowed to keep their phones at night on both weekdays and weekends, although House Parents reserve the right to confiscate phones following inappropriate use, or if parents/school specifically make this request.
- Year 4 to Year 11 students need to hand in their phones at night from Sunday to Thursday nights.

More specifically:

- Students hand in laptops from Sunday through to Thursday at 8 pm (Year 4-6), 8:30 pm (Year 7 & 8) or 9 pm (Year 9). Laptop hand-in times are one hour later on Friday and Saturday nights (Year 4-7).
- Year 10 students hand in laptops at 9:30 pm every night from Sunday through to Thursday, i.e. 30 minutes before lights out.
- On Saturdays, Year 8 students may keep one device, either their phone, laptop or tablet, overnight, provided their screen time for the day does not exceed 2 hours and 30 minutes. (with parental permission).
- On Fridays and Saturdays, students in Year 9 and Year 10 can keep one device, either a phone, laptop, or tablet, overnight. (with parental permission).
- Year 11 & Year 12 students hand in laptops every night from Sunday through to Thursday at 10 pm every night, i.e. 30 minutes before lights out.
- Year 13 students do not hand in laptops overnight in boarding, unless they wish to take advantage of the central charging facilities. This is a Year 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 Year 13 students is at 11 pm.

Laptops can be collected from the charging units in the Boarding Office the next morning from 6:30 am onwards.

June 2025

STUDY TIME (HOMEWORK & PREP)

Prep time is compulsory from Sunday to Thursday, from 7.15 pm to 8.15 pm or 8.45 pm, depending on age. There are no prep time sessions on Fridays and Saturdays. These study sessions are supervised by House Parents and are dedicated solely to homework and school assignments, and should be completed in silence. Phones are not allowed during prep time unless needed for homework purposes, and permission must be requested in advance from the House Parents. At the end of each session, the House Parent will check the Google Classroom or Seesaw accounts of students in Year 4 to Year 10 to ensure they are on track with their assignments.

Students from Year 4 to Year 11 are expected to work downstairs in the designated study areas. To encourage self-discipline, Year 12 & Year 13 students are 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.

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 the 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 the 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-hour 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.

Boarders are not allowed to keep any medicine in their bedrooms. All medications must be stored with the nurse at the infirmary. This policy is in place to ensure the safety and wellbeing of all boarders.

If boarders wish to keep vitamins or protein powder in the boarding houses, they must first obtain approval from the nurses. Once approved, these items must be kept locked at all times for safety reasons.

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.

NURSING STAFF



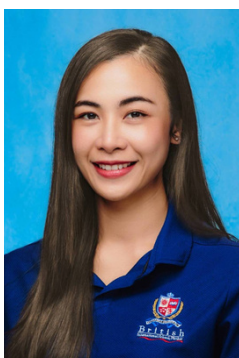
Chitchanok Changward (Goi)
Head Nurse
chitchanokc@bisphuket.ac.th



Sudarut Mongkolthanasub (Gina), School nurse
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School Nurse
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Bussaya Domthaisong (Yayar)
School Nurse
bussayad@bisphuket.ac.th



Aleena Phumnarong (Leena),
School Health Centre Secretary
aleenap@bisphuket.ac.th

School Infirmary

Phone: 076 335555 ext. 5555
After hours: 076 33 55 97

Policy for Boarders Admitted Overnight to Hospital

The school recommends that all boarding students be covered by private medical insurance. If not, they are only covered by the school's accident insurance policy, up to a maximum of 20,000tbh. Thus, 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 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 makes the decision to admit the boarding student. BISP infirmary nursing staff will manage the admissions process and paperwork, and communicate with parents and boarding staff. Where necessary, the Head of Boarding or House Parent will also communicate with parents.
3. BISP infirmary nursing staff will inform the school of the student's absence.
4. In case of medical emergencies taking place on the school site outside school hours, the on-call staff member will always accompany the boarding student to the hospital.
5. If a primary or secondary boarder is admitted to the hospital, no staff member will stay overnight in their room. Currently, the hospital requires an adult to accompany a child under 15 years old. However, the parent/guardian can give permission in writing to the hospital for their child to stay in the room without any adult supervision. 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.

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 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 borne by the parent.

6. 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. 2,000 tbh 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 or the hospital, not the school. (However, the nursing care provided by the hospital is considered adequate and professional.)
7. For the duration of the student's stay in the 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 the BISP infirmary staff, including the provision of transport back to school.
9. After the student's return, the BISP infirmary and nursing staff or the boarding staff may recommend that the student remain 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.

CLOTHING & 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 Friday (8 am to 5 pm). The school uniform shop is closed on Saturdays and Sundays. It is also open on the first Sunday of the academic year for boarders (8 am to 5 pm). Items can be ordered via email and delivered to students, with the cost being added to the school bill. The cost of items purchased at the school uniform shop can be added to your child's school bill. All we ask is for the details and confirmation to be emailed to the school.

List of essential clothing and equipment

- Clothing for all seasons
- Black leather lace-up or slip-on shoes (low heels)
- A brown leather belt
- 10 pairs of white or black socks
- Underwear
- Pyjamas
- Bath towels and hand towels
- Sports shoes
- Swimming costume/shorts plus swimming towel
- Hat
- Water bottle
- Shoes for water activities
- Indoor slippers
- Personal toiletries – wash-bag, soap, toothbrush, toothpaste, etc.
- Personal laptop computer
- School bag
- Personal stationery (calculator, pens, notebooks, ruler & stationery case)
- Alarm clock
- Sunscreen
- Umbrella (vital in the rainy season!)

WHAT TO LEAVE AT HOME, FOOD & MEALS

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, candles, televisions, large stereo systems, refrigerators, irons, hotplates, kettles, microwaves, pornographic material, violent and other inappropriate movies, t-shirts with inappropriate slogans and pictures, inappropriate clothing, cigarettes, vaping devices, drugs, or any illegal substances.

To ensure the safety and wellbeing of all students, we conduct room searches from time to time. These searches help maintain a secure environment by ensuring that no prohibited items are present and that rooms are kept in good condition. Room searches are conducted with respect and discretion, and students are always present during the search along with two staff members.

Our goal is to foster a safe and healthy living environment for everyone in the boarding community.

Food & 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 the 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, an oven 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 will be closed at 9.30 pm from Sundays to Thursdays and at 10 pm 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 birthday cake, which the House Parents will order from the refectory.

Food delivery

Food orders and delivery are allowed on the following days:

- Friday, Saturday and Sunday (until 5 pm on Sundays) only.
- Orders may only be placed so they arrive before the evening roll call at 9 pm on Fridays and Saturdays and before dinner on Sundays.

LAUNDRY, APPLIANCES, BICYCLES & SKATEBOARDS

Laundry arrangements

The school offers a laundry service six days per week (closed on Sundays). Laundry should be left neatly in baskets downstairs each morning, labelled with house and ID number. All laundry will be washed and ironed and will normally be returned within two days. Students are asked to sign to accept the terms of the laundry service; please refer to the 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 a television in the common room, as well as microwave, oven, 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.

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 labeled. 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.

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.**

Lockable storage for boarders' belongings

Security lockers are supplied downstairs for all boarders wherever possible. Snacks, dried food, protein powders and vitamins 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.

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.

Insurance

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

Procedure for Passport collection and visa

For safety reasons and for immigration checks, the school will hold each student's passport. The Head of Bording will collect the passports when the students return to boarding. The passports will be given to BISP Admissions to update student visas. Passports will be returned to the student on the day before travel. Students are reminded they need an ID to travel (either a school ID card or a passport) on school trips where flights are involved.

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 go into the preparation of these activities by the Head of Boarding. If you would like to sign your son or daughter out for the weekend, please make sure they have not committed to taking part in an activity that has been organised and paid for by the school. Boarders need to inform their House Parents about their plans for the weekend by Wednesday evening. If they decide to sign up for a trip, they must commit and will not be able to drop out or sign up after Wednesday evening. Additionally, if boarders decide to sign out for the weekend, they must inform their House Parents by Wednesday evening and obtain parental permission by Thursday night.

The students themselves will play a role in choosing and organising these activities. Suggestions are always welcome. The Head of Boarding conducts meetings with the House Reps once every half term. During these meetings, the House Reps provide valuable feedback and suggestions based on the interests and preferences of the boarders. This feedback helps the Head of Boarding to organise activities that the boarders are genuinely interested in and excited about. As a result, students are more likely to participate and engage in these activities, fostering a sense of community and belonging within the boarding house. Additionally, by involving students in the decision-making process, we empower them to take ownership of their experiences, leading to higher satisfaction and a more harmonious living environment.

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.

The swimming pool is accessible to boarders who wish to swim only when a lifeguard is on duty.

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.

When going off-campus for activities, boarders travel exclusively on the school bus. They are required to fasten their seatbelts while on the bus for their safety. The buses are also supervised by boarding staff members to ensure a safe and smooth trip.

SIGNING OUT FROM BOARDING

Parental visits and sign out leave

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

Guardianship

Although this is not compulsory, we recommend that every overseas boarder has a guardian who lives in Phuket, where possible. An appointed guardian has the direct authority to make decisions on behalf of the parents in case of a medical emergency or other emergency. Parents should complete the appointed guardianship consent form at the beginning of the school year (please refer to the forms at the back of this handbook).

Sign out request

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

- Boarders need to inform their House Parent of their plans for the weekend by Wednesday, 10 pm.
- Weekend (Friday, Saturday and Sunday) sign-outs require written confirmation from parents by Thursday, 10 pm
- 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 the 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 sent by email.
- All other day sign-out requires written confirmation from parents, and students must inform their House Parent 48 hours in advance.
- All Senior School sign-outs for the weekend need to be requested by Thursday, 10 pm.
- Year 12 & Year 13 complete the Senior School sign-out request form and discuss it with the House Parent at least 48 hours in advance.

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 or the Head of Boarding can give permission for boarders to sign out.

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. Parents can sign out their children overnight at any time. Any overnight leave requests must be supervised by a responsible adult.

SIGNING OUT FROM BOARDING

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.
- The parent, guardian, or temporary guardian must leave the campus via Gate 5 with the boarder they are signing out.
- A definitive time of return must be agreed upon; should this change, the host/parent must contact the House Parent that evening to change arrangements.

Returning to campus

The student should report to the staff on duty on their return. 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 Senior School student privileges.

Senior School Unsupervised leave (Years 12 and 13)

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

- Senior School 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.
- Senior School 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 exit book and collecting their gate pass, handing it to security as they leave via gate 5 (unless travelling by school bus).
- All students must return by 9 pm on Sunday-Thursday evenings and by 10 pm 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 for '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 Senior School sign-out leave. Students leaving campus without permission will have to deal with the consequences on their return.

Remote Guardianship

(please refer to the forms at the back of this handbook) Students who are 18 years old or older will have the opportunity to "self sign-out" during school breaks only. Parents must complete and return the Remote Guardianship Consent form at least 10 days before the start of the holiday. Students must be 18 years old on the day they leave. Final permission will be granted by the Secondary Deputy Principal.

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 provide feedback to parents with any relevant information.

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. The Head of Boarding regularly meets with the counsellors and the Heads of Middle, Upper, and Senior School to ensure a holistic approach to the well-being and development of the boarders. These meetings help to address any issues promptly and provide the necessary support to ensure a positive boarding experience for all students.

The Head of Boarding and Boarding staff will promote the wellbeing of boarders by:

- Providing personal, social, health and emotional support for the boarders.
- Offering a wide variety of sporting, physical and social activity programme.
- Providing health support for sick students through medical services or counselling.

Parent/School communications

Parents are always welcome to visit the 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 Kamolphon 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 Principal of Primary or the Principal of Secondary, stating reasons and cc' the Head of Section and the Head of Boarding.

Principal (Secondary School)

Tim Pearson

tpearson@bisphuket.ac.th

Principal (Primary School)

Susan Walter

swalter@bisphuket.ac.th

Deputy Principal (Secondary School)

Samantha Cockerill

scockerill@bisphuket.ac.th

Head of Middle School

Matthew Jarrett

mjarrett@bisphuket.ac.th

Head of Upper School - IGCSE Coordinator

Gavin Terry

gterry@bisphuket.ac.th

Head of Senior School - IB Coordinator

Emma Webster

ewebster@bisphuket.ac.th

HOUSE RULES

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 is a set of rules which includes:

- No food upstairs.
- No eating during prep time.
- The 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 7.15 am to go to breakfast. 7.15 am and onwards is classed as 'late'.
- Bedrooms should be kept tidy with beds made, windows and curtains opened, and the 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" • The sports hall may only be used under supervision from a staff member, and swimming is only permitted with a lifeguard present.

In addition to any house rules, regulations and procedures stated in the boarding handbook already, the following expectations are designed for the safety and wellbeing 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 6:45 pm Sunday through Thursday and by 9 pm on Fridays and Saturdays. They are not allowed upstairs and need to seek the House Parent's permission when entering the boarding house.
- Y10 to Y13 students boarders visiting other houses should return to their own House by 9:30 pm
- Sunday through Thursday, and by 10 pm on Fridays and Saturdays.

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!

DISCIPLINE

Substance Misuse Policy

Substance Misuse Policy - Boarders (BISP)

The British International School Phuket seeks, by education and deterrence, to prevent misuse of illegal substances by its students. Misuse is defined as 'the use of a substance for a purpose not consistent with legal or medical guidelines' (WHO, 2006). The recreational or habitual use of substances has a negative impact on student health and functioning. Substance misuse may lead to significant dependence or addiction, or may contribute to a wider spectrum of problematic or harmful behaviour.

The term 'substance' is used to refer to:

- All illegal drugs are specified according to Thai law or age restriction.
- All legal drugs and volatile substances (i.e. those giving off a gas or vapour that can be inhaled)
- All over-the-counter and prescription medicines.

Maintaining an environment that is free from drugs and drug culture is important in order to protect the health and the physical, emotional and moral wellbeing of our students; to encourage respect for the law; and to maintain good order and discipline within the school community.

This policy applies while students are at school, travelling to and from school or taking part in any activity organised by the School. We seek to achieve our aims by education, advice, guidance and support, institutional vigilance and drug screening, clear and firm disciplinary procedures, and community partnership.

This policy adheres to Thai law regarding illegal substances.

Boarders 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 more significant consequences, including permanent expulsion from boarding.

The school reserves the right to drug test any boarders at any time, and will regularly screen students with a simple urinalysis test for illegal drugs - this is in accordance with regulations set by the Thai Ministries of Health and Education.

The process of drug testing should be applied as follows:

- The Head of Boarding or Principal identifies the boarder(s) to be tested. This can be a random selection or an intentional selection based on 'reasonable suspicion'.
- Boarders are escorted to the School Infirmary.
- Student belongings are left outside the testing area, and pockets are turned out.
- The Head of Boarding or the school nurse explains the process of urinalysis.
- Students will be asked (in the presence of two members of staff) if they 'know of any reason why their urinalysis may provide a positive result' - this is to facilitate an opportunity for self-disclosure.
- Boarders will give a urine sample individually in the School Infirmary
- Results will be disclosed individually on receipt of a hospital analysis report if positive
- Parents will be informed of a positive test (confirmed by the laboratory), and school staff (Principal) will determine the following actions/interventions.

DISCIPLINE

Student involvement with drugs includes possession of illegal or harmful substances, use of illegal or harmful substances, and supply of illegal or harmful substances. Each of these drug-related issues is subject to school disciplinary measures.

The School will investigate any suspected involvement in drugs.

The following sanctions are available, however, each case will be given careful consideration in the light of individual circumstance and contextually related issues.

If the results of a laboratory drug test are found to be positive, the automatic minimum sanction imposed will be a fixed period of exclusion from school. Boarders who can not return home will be supervised in the Secondary Office during the school day. They will be gated for a weekend or more (not permitted out of sight). This will appear on the boarder's school record but should not negatively impact their reputation or behavioural track record. The boarder will then be tested at random for the remainder of the year. Follow-up testing will occur after a 30 day period has elapsed to ensure that the boarder has not reused a controlled substance. Mandatory counselling at school, and/or externally, will be required.

1. If a second drug test proves positive, the boarder will receive a further period of exclusion, and will be expected to undergo a hair follicle assessment at their own expense. This test will identify the degree of substance imbalance and will lead to intensified support/intervention.
2. If a boarder has made no demonstrable attempt to positively address an issue of drug-related behaviour, or whose actions have placed themselves or other boarders at 'immediate or significant risk of harm', then they may face permanent exclusion from boarding at the discretion of the Headmaster.
3. If a student is found to be dealing or supplying illegal substances to other students, then he/she may face permanent exclusion from school.
4. A scholarship student who tests positive following a laboratory test, without mitigating circumstances, will have their scholarship withdrawn with immediate effect.

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 AND EMERGENCY PROCEDURES IN BOARDING

Fire Evacuation and Lockdown

For Boarding Houses



Fire Evacuation Procedure

An Intermittent Electronic Sound

- Any person discovering a fire must:
 - Operate the nearest fire alarm.
 - Alert nearby staff.
- When the alarm sounds, follow the house staff's instructions or exit via the most viable exit.
- Do not stop to collect personal belongings.
- Walk in an orderly manner to the assembly point.
- If not inside the house, go to the nearest assembly point.
- Remain at the assembly point until the "All-Clear" has been given.



Lockdown Procedure

A continuous ringing of the school bell with the voice command "Lockdown, Lockdown"

- On hearing the lockdown bell, proceed upstairs to your bedroom. If day students are present, take them with you.
- Lock and barricade the door.
- Move away from the door and windows, hide, remain silent, and stay calm.
- Do not use any electronic equipment (telephone, ipods, ipads..)
- Only admit students and house staff to the bedroom.
- If there is a clear and immediate danger move away from that danger. Do not respond to the fire alarm during lockdown.
- If you are not in the house, proceed to nearest boarding house or secure location. Do not stay outside.
- Do not leave the bedroom until the "All-Clear" has been given by the houseparent.

(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)

สำหรับหอพัก



สัญญาณเตือนไฟไหม้

(สัญญาณไฟฟ้าดังเป็นระยะๆ)

- ผู้ที่พบเห็นไฟไหม้ ปฏิบัติดังนี้
 - กดสัญญาณเตือนไฟไหม้ที่ใกล้ตัวท่าน
 - แจ้งเตือนพนักงานที่อยู่ในใกล้เคียง
- เมื่อได้ยินสัญญาณเตือนไฟไหม้ ให้อพยพตามคำสั่งของครู/เจ้าหน้าที่หอพัก
- ระหว่างอพยพไม่หยุดเพื่อเก็บสัมภาระส่วนตัว
- อพยพอย่างเป็นระเบียบไปจุดรวมพล
- หากรู้ว่าไม่ได้อยู่ในอาคารหอพักให้ไปยังจุดรวมพลที่ใกล้ที่สุด
- อยู่ในบริเวณจุดรวมพลจนกว่าจะได้ยินสัญญาณยกเลิกเตือนไฟไหม้



สัญญาณล็อกดาวน์

(สัญญาณกระดิ่งโรงเรียนยาวต่อเนื่องตามด้วยเสียงตามสาย "ล็อกดาวน์ ล็อกดาวน์")

- ทุกคนเมื่อได้ยินสัญญาณล็อกดาวน์ให้ขึ้นไปในห้องนอน
- ล็อกห้องหรือเอาสิ่งของมาขวางประตูไว้
- อยู่ให้ห่างจากประตูและหน้าต่างโดยเคลื่อนไหวอย่างสงบและเงียบที่สุด
- งดใช้อุปกรณ์สื่อสาร เช่น โทรศัพท์ ไอพอด ไอแพด
- อนุญาตให้นักเรียนและครู/เจ้าหน้าที่หอพักเข้ามาในห้องเท่านั้น
- หากมีอันตรายใดๆ เฉพาะหน้า ให้หาทางออกจากสถานการณ์อันตรายนั้น ๆ ไม่ต้องอพยพเมื่อได้ยินสัญญาณไฟไหม้จนกว่าจะได้ยินสัญญาณ "All-Clear"
- ถ้าไม่ได้อยู่ใกล้ห้องพักของตนเองให้ไปหอพักหรือป้อมยามที่ใกล้ที่สุด
- ไม่ออกจากห้องจนกว่าจะได้ยินสัญญาณ "All-Clear"

(สัญญาณ "All-Clear" หรือสัญญาณปลอดภัยจะแจ้งได้สองแบบคือกระดิ่งโรงเรียน ยาว 2 ครั้ง ตามด้วยเสียงตามสาย "All-Clear, All-Clear" หรือครูหอพักมาแจ้งด้วยตนเองจากด้านนอกห้อง)

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.

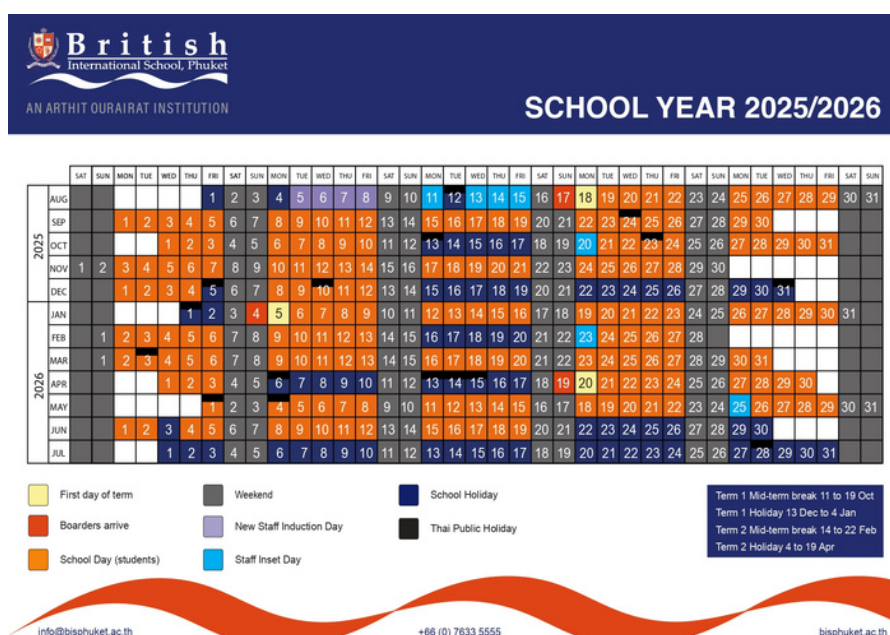
Tsunami Emergency Response

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.

TERM DATES 2025-2026

Term 1	Sunday	17th August	Boarders arrive
	Monday	18th August	Term 1 Starts
	Friday	10th October	First half of Term 1 ends (full day)
Saturday 11th – Tuesday 21st October 2025: Mid-Term Break			
	Monday	20th October	Boarders return
	Tuesday	21st October	School Re-starts
	Friday	12th December	Term 1 ends (half day)
Saturday 13th December 2025 – Monday 5th January 2026: December Holiday			
Term 1	Sunday	4th January	Boarders arrive
	Monday	5th January	Term 2 Starts
	Friday	13th February	First half of Term 2 ends (full day)
Saturday 14th – Tuesday 24th February 2025: Mid-Term Break			
	Monday	23rd February	Boarders return
	Tuesday	24th February	School Re-starts
	Friday	3rd April	Term 2 ends (half day)
Term 1	Saturday 4th April – Monday 20th April 2025: April Holiday		
	Sunday	19th April	Boarders arrive Term
	Monday	20th April	3 Starts Term 3 ends
	Friday	19th June	(half day)

Please note that the boarding house will be closed for the October, December, February, and April breaks.



BOARDING FORMS 2025-2026

Each year, we ask you to update the information we hold about your son/daughter. It is 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 2025-2026
- Health, Medical & Insurance details 2025-2026
- Contract for Device Use in Boarding 2025-2026
- Boarding Bedrooms, Furnishings & Laundry Guidelines 2025-2026
- Appointed Guardianship 2025-2026
- Temporary Guardian 2025-2026
- Senior School Unsupervised Leave Form 2025-2026 (If applicable)
- Remote Guardianship Consent Form 2025-2026
- Student & Family Background Form 2025-2026

Boarding House:

Student's name:

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 the sea
- ☐ Fishing
- ☐ ATV Quad Biking
- ☐ Ice Skating
- ☐ Rock Climbing
- ☐ Snorkelling (from shore and or a dive boat)
- ☐ Water parks, including slides
- ☐ Surfing on the sea
- ☐ Surfing at a waterpark
- ☐ 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
- ☐ Muay Thai session
- ☐ Hairdresser
- ☐ 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: _____

May 2025

Boarding Health, Medical & Insurance Details

All students in the school are covered by accident insurance up to the amount of 20,000 THB. 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 a doctor or a 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	Heart	YES / NO	Depression	YES / NO
Condition		YES / NO	Travel sickness	YES / NO
Fits, Fainting or blackouts	Severe	YES / NO	Regular medication	YES / NO
headaches		YES / NO	Anxiety and/or panic attacks	YES / NO
ADHD	Allergies to any known	YES / NO	Diabetes	YES / NO
medication	Any other allergies, e.g	YES / NO	Any other illness/disability	YES / NO
material, food, plasters		YES / NO		

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

Notes and Other Considerations

Where a student has a 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.

Please note that boarders are not allowed to keep any medicine in their rooms or in the boarding house. All medicine must be handed in to the nurse and will be kept in the secondary infirmary.

Any vitamins and/or protein shakes must be approved by the nurse in order to be kept in the boarding house. Protein shakes need to be stored in the food locker provided in each boarding house.

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.

May 2025

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 anaesthetics.

Parent's /Guardian's name: _____

Student's name: _____

Boarding House: _____

Signature: _____ 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 devices must be handed in to the boarding office before bedtime, except for Year 12 students, who may keep their phones only, and Year 13 students, who may keep all of their devices.
- 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.
- We understand that personal gaming devices are not permitted in the bedrooms for Y4 to Y11 students. However, for Y12 to Y13 students, personal gaming devices are allowed in the bedrooms, provided permission is granted by the House parent beforehand.
- We understand that Y12 to Y13 students are restricted to using their personal gaming devices only on Fridays, Saturdays, and Sundays until dinner time. Controllers and cables should be kept in the office downstairs on school days.

If you would like your child to hand in their phone overnight, either during the week or every night or at specific times of the day while in boarding, please specify your request below. We will discuss and agree on the details with you. **Please note that for Year 4 to Year 10 students, we will collect their phones overnight on weekdays. This will occur after they have called their parents, 30 minutes before lights out.** (See device policy for Rawai house & Naiharn house for more details)

Please list all electronic devices your child will be bringing to boarding. Any additional devices not listed on this form and found in your child's possession will be confiscated.

We kindly ask for your support in reinforcing this rule with your child to ensure a safe and structured boarding environment.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Student's signature: _____

Parent's / Guardian's name: _____

Signature of Parent / Guardian: _____

Date: _____

Boarding House:

Student's name:

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 as it 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 drinks 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.
- Please take good care of all furniture and equipment as if they were your own property.
- Please take good care of your belongings, as you are responsible for them.
- Please note that Boarding staff may inspect the bedroom regularly.
- Please note that Boarding staff may conduct room searches from time to time in the presence of the boarder.
- 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.
- Please be aware that if boarders graduate, withdraw from boarding, or if the boarding rental agreement is terminated for any reason, they must return all items to the school by the end of the day or, at the latest, before leaving the boarding house.

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 8 am 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 the 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.**

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

[] YES, I have received the key for the lockable drawer.

Room number _____ of Rawai/Naiharn/Kamala/Karon/Kalim

Name: _____

Date: _____

Signature: _____

House Parent's Signature: _____

Boarding House:

Student's name:

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 misdemeanours 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. 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.

Signing a Student out from BISP Boarding Temporary Guardian - Sign Out Declaration

Name of Boarder: _____

Sign out Date & Time: _____

Sign in Date & Time: _____

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 wellbeing 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.
- One guardian can sign up a maximum of two boarders at a time. This is to ensure that each boarder receives adequate attention, support and supervision from their guardian. If there are exceptional circumstances that require the guardian to request an exception to this limit, such requests will be reviewed by the Head of Boarding on a case-by-case basis.

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):

Year 12 and 13 Boarders: 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 one box only.)

- ☐ One weekend daytime leave (Back by 10pm on Friday or Saturday) **AND** one weekly shopping leave. (Back by 9pm, Sunday through to Thursday) per week, or
- ☐ One weekend daytime leave **ONLY** (Back by 10pm on Friday **or** Saturday – once only per weekend), or Two weekend daytime leaves **ONLY** (Back by 10pm on Friday **and** Saturday)

1. We expect students to determine the suitability of the places they visit and the activities they undertake. There are several adult entertainment venues on the island that are unsuitable for students. Therefore, students should check the suitability of the place they intend to visit with the House Parent and/or Head of Boarding as required.
2. Our students cannot change the venue they signed out for. 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 do not 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 Senior School student.
7. We expect students to be reachable on their phones and transparent about their plans.

I have read the safety notes and fully accept the risks of my son/daughter signing out of boarding unsupervised. 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.

Name of the Boarder: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please refer to the safety notes below:

Information for Parents - What does a Senior School 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 licence 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 Senior School 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 Senior School 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 are our priority, as we know it is yours.

Remote Guardianship Consent Form

(applies to a Boarding student aged 18 or over, during school breaks only)

The following consent is given by the legal parent of a Boarding student (aged 18 or over) to reside independently during holiday periods only.

Name of Boarding Student: _____

Date of Birth: _____

Age on the day of the sign _____

out: Sign out Date & Time: _____

Sign in Date & Time: _____

I am the legal parent of the above-named student and agree to the following conditions of remote guardianship:

- I accept that my son/daughter is responsible for their own care and supervision whilst away from the Boarding House.
- I will arrange safe and appropriate lodging or accommodation for my son/daughter (details below).
- I will arrange financial security for my son/daughter whilst living independently.
- I accept responsibility for my son/daughter's behaviour, which complies with Thai law, and in no way undermines the reputation of BISP.
- I provide a contact telephone number of a person over 21 years of age who will provide appropriate care and supervision in the event of a medical emergency or any other emergency situation for the duration of the sign-out period (see below).
- I will inform the Head of Boarding if there are any concerns regarding the student's safety or well-being whilst under remote guardianship. I 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 living independently.

Consent

Parent's name: _____

Parent's signature: _____

Parent's emergency contact number: _____

Parent's email: _____

Name of Emergency contact in Phuket: _____

Emergency contact in Phuket tel no: _____

Address in Phuket where the student will reside:

The final authorisation of this process rests with the Principal (Secondary School) who will review each case individually and who has the right to decline remote guardianship.

(BISP use only):

Permission agreed: YES / NO

Principal (Secondary School) signature:

Date:

More about you and your family

It is really helpful for 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?

Student's name: _____

Boarding house: _____

Date: _____

