



# REGENTS' HANDBOOK

## BOARDING



REGENTS  
INTERNATIONAL SCHOOL  
PATTAYA



Whether you are a new to Regents International School Pattaya, new to boarding, or a returning boarder I am happy to welcome you to Regents' Boarding in Pattaya. Our boarding community is a wonderful place to live, and I hope that the coming year is going to be a great one for you, both academically and socially.

This document is a Parent / Student Handbook, which will provide you with much valuable information about boarding at Regents. Parent and student should read this together to understand more about boarding life at Regents - it is a guide and a reference document, and gives you lots of useful information. It is important that you read at least up to page 32 - take particular note of the key messages which have been highlighted in red.

This will be another exciting year at Regents International School Pattaya, with some new staff joining our already well-established team, and with a growing number of boarding students in our boarding houses. We now have almost 120 boarders - a large family!



At Regents International School Pattaya we provide boarding facilities for students of all nationalities, religions and cultures in a quality boarding school with an English speaking environment. A number of our boarders are native Thai speakers, particularly in the junior houses, though there are a large and growing number of children from other countries.

We welcome all students, offering them a safe, happy and caring environment where they can develop socially, retain their individuality, and fit into a large family unit. Every opportunity is given to students in boarding to enable them to study hard to achieve good results academically, and to make the best use of their recreational time.

As with any family, we do have some rules. To be able to live within our community, you must be able to accept them. If you feel that you are going to have any difficulty doing this, please talk to your Head of House for advice. Our rules

are in place so that we can ensure that you are cared for safely, and so that you can make the best of the academic and social opportunities that Regents has to offer.

For boarders who stay at weekends, there is an interesting and varied selection of activities through the school year. In general between 70 and 80 students stay to participate in weekend activities. We organise supervised trips out of school for boarders, which reflect our support of our 'Round Square' philosophies. Boarders have all kinds of leisure activities after school and in the evenings too. The marvellous sporting facilities on campus are fully used - we offer a large variety of sporting opportunities.

Our staff are in 'loco parentis', so we are substitute parents who care, are interested in and are concerned about what our children achieve. We do not try to replace their own homes - we aim to give them a "second home" in which they live during school time.

We offer a good standard of accommodation to all of our boarders, are always conscious of safety matters, and constantly monitor our safety procedures.

We are confident that our boarders enjoy their time here - we look forward to another great year in boarding at Regents International School Pattaya!

*Steve Rand*



STEVE RAND, HEAD OF BOARDING



# BOARDING AT REGENTS INTERNATIONAL SCHOOL PATTAYA

Boarding at Regents International School Pattaya provides first class educational and social opportunities for our students to grow intellectually and emotionally into the leaders of the future.

## AIMS

- To develop a flourishing family community in an atmosphere of encouragement and support
- To produce well rounded individuals who can live, work and play in a community environment with the ethics of tolerance and personal responsibility
- To maintain an open and trusting atmosphere where leaders are free to grow

## PRINCIPLES

- To maintain a strong boarding ethos throughout the school
- To support the concept of developing every individual to their full potential academically, morally, socially and culturally
- To impart an awareness of community responsibility
- To maintain an atmosphere free from abuse, discrimination, intimidation, harassment and bullying
- To provide a safe, healthy and happy environment
- To recognise the right to privacy

## THEME

As a member of the Round Square organisation, we strongly believe in and support our IDEALS, the six pillars which support our daily life. They are at the core of everything that we do and every choice that we enable our students to make.

Regents is no ordinary school. It is a school that is a member of the Round Square organization and strongly believes in its commitment to work with the local community. It is our community and the people that live around us that makes our school special and allows us to achieve so many wonderful holistic experiences by making partnerships with them.

Regents International School Pattaya is proud to have more than 40 different community partners, some that we have worked with and supported for more than 10 years. Being a boarder at our school you will have the opportunity every

day to make positive contributions not only to our own campus community but to the Pattaya, Thailand and global community. It will help prepare you for the challenges of the world in further education and employment and make you realize that working with others creates plenty more valuable opportunities than striving for individual success and profit. We are proud of the students that we produce at Regents International School Pattaya because they go on to the top universities around the world and have successful careers but more importantly they have a social conscience to work with their community and always give back. We look forward to you becoming a member of our Regents' boarding community and developing yourself through the IDEALS of Round Square, contributing not only to our school community but also to those whose wider community you have decided to share it with. Don't be a stranger in a 'bubble' but get out and make the most of these opportunities.

At our school we want every single student to step outside of their 'comfort zone' and leave the 'easy life' behind them. We encourage them to learn about themselves through interaction and community engagement

## OUR VISION

We are a British International School situated in the heart of the Eastern Seaboard of Thailand that provides a secure and nurturing co-educational day and boarding environment. Each student is challenged to develop the skills and values necessary to become responsible, positive contributors to society. We are a member of Round Square, an organisation whose IDEALS underpin all aspects of school life. These are: Internationalism, Democracy, Environmental awareness, Adventure, Leadership and Service to others.

## MISSION STATEMENT

Our community provides a secure and nurturing co-educational day and boarding environment. Each student is challenged to develop the skills and values necessary to become responsible, positive contributors to society.

### SCHOOL AIMS

The aim of Regents International School Pattaya is to provide an academic, social, moral, physical and spiritual environment that provides international students with the best possible atmosphere for learning, in order to help develop the skills they need to become productive and well-rounded citizens of the world. In such an undertaking, Regents is committed to the idea of quality education by providing students and parents with an outstanding learning centre, and professional teachers who will assist in all aspects of the students' education

### PHILOSOPHY AND OBJECTIVES

1. Academic success. To provide an excellent academic education so that each student is able to achieve the highest level of which he or she is capable.
2. Creativity. To encourage creativity, a desire to participate in artistic, dramatic, sporting and other challenges, understanding that participation and personal progress are as important as achievement.
3. Responsible citizens. To develop well rounded citizens, who have the social and personal values which lead to maturity, self-discipline and the acceptance of responsibility for themselves and others.
4. Risk-taking. To learn at the edge of one's comfort zone, developing a willingness to take measured risks, use initiative and value an adventurous spirit.
5. Celebrating diversity. To celebrate the diversity of our community, respect for our host culture and an appreciation of differences in culture, race, gender, language and religion.
6. Building partnerships. To build supportive relationships within school and our wider community. Through these partnerships we learn through service to others, care of our environment and seek to 'make a difference'.
7. Leadership and integrity. To develop the skills of leadership and an understanding of the value of integrity, teamwork and democracy.
8. Active learning. To become active learners, recognizing our own potential to challenge accepted wisdom and contribute to our own life-long learning.
9. Preparation for an international future. To be prepared to make a meaningful contribution to life beyond school, with ability to progress on to higher education or career in any part of the world.

## CONTACTS

### HEAD OF BOARDING

Steve Rand

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### HEAD OF JUNIOR BOYS' HOUSE

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### HEAD OF SENIOR BOYS' HOUSE

James Gray

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### HEAD OF GIRLS' HOUSE

Carolyn Turner

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### PRINCIPAL

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### BURSAR

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### FINANCE MANAGER

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### ADMISSIONS MANAGER

Ian steele

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Regents' postal address is

Regents International School Pattaya, 33/3 Moo 1, Pong, Banglamung, Chonburi 20150

Regents' main telephone number is 038 418 777

Regents' fax Number is 038 418 778

# HOUSE ORGANISATION AND STRUCTURE

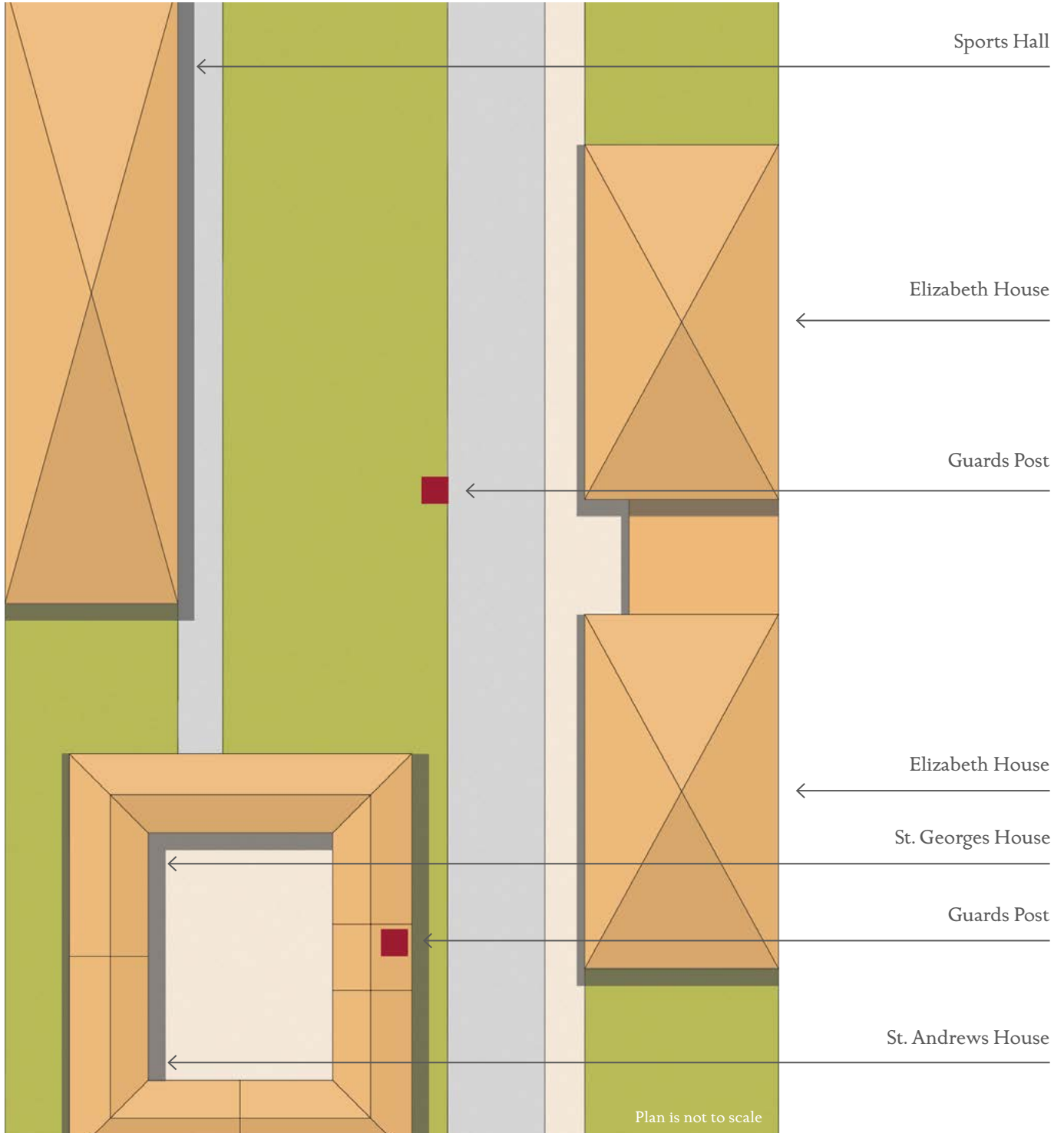
We have three single gender and age grouped boarding houses with good facilities at Regents Pattaya. Each of our houses is staffed by two full time residents, the Head of House and a Houseparent. In addition each house has a part time Houseparent. The houses are supported by two full time and a number of part time and Thai speaking staff

who are also fluent in English, as well as a number of Gap Year Staff.

St Andrews House – Junior Boys Years 3 to 9

Elizabeth House – Girls Years 3 to 13

St Georges House – Senior Boys Years 10 to 13



## BOYS' BOARDING

Boys' Boarding is located in two houses, St Andrew's and St George's, situated to the rear of campus and set around a courtyard occupied by teaching families, they provide the children with a sense of community.

Whilst both houses foster a safe, caring atmosphere, St George's aims to develop a greater level of independence from its older students who are preparing for and undertaking international examinations.

Each house provides a structured after school programme suited to the academic and physical needs of the students. The younger boys have a compulsory activity programme that involves access to the ICT suite and the swimming pool and participation in a range of sports including football, cricket and badminton. Older boys also have circuit and fitness training led by a qualified coach. Homework, for the younger boys, is carried out in well-resourced prep rooms with help and supervision from teaching staff that listen to readers and check homework diaries. For the older students, homework is done in study bedrooms under the supervision of a Duty House Parent. Teachers are also available each evening to provide additional tuition to senior students.

The boarding community is made up of many international students and English is spoken as the common language. The House Parents encourage the boys to live by the principles of trust and respect, to always strive to do their best and invest passion into their boarding community. Living together, the boys have many opportunities to learn the skills of compromise, tolerance and patience, tact and diplomacy. They make friendships which will last a lifetime..

## GIRLS' BOARDING

A strong family spirit pervades Elizabeth House which is home to over fifty girls. These girls range from Primary to IB and this situation enables them to have continuity of care all the way through their boarding life. They will experience familiar staff and friends in a familiar surrounding that nurtures caring and consideration for others.

Elizabeth House is surrounded by gardens and is divided into two sections. The Junior House encourages freedom of spirit and allows the student to find their own identity while growing through learning and discovery. Emphasis is set on securing sound emotional and social development and good study habits whilst enjoying an array of activities and adventures.

The senior part of the house is more concerned with the welfare of the students as they undertake some of the most important examinations of their lifetime. They are encouraged to schedule their time and manage demands and balance these with leisure and relaxation. The IB students are encouraged to be independent and make their own choices. This prepares them for University and teaches them the skills they require to live away from home.

The main attraction of Elizabeth House is their unity. Whether Primary, Junior or Senior girls they are encouraged to uphold the tradition and expectations that are synonymous with Elizabeth House Girls. The staff are qualified and experienced in handling all age groups and are able to give a warm welcome to any girl who chooses to stay.

## EMERGENCY PROCEDURES

We hold fire practices at least once each month, on varied days and at varied times so that our boarders can learn to cope with the difficulties that varying situations present.

Our practices are held quickly, quietly and efficiently, and every practice is treated as if it were a genuine evacuation.

Staff will be the last to leave the boarding houses, carrying out thorough checks before leaving. Boarders are encouraged to wake anyone in their immediate area as they evacuate the building.

### BOARDING HOUSES EVACUATION PROCEDURE

The whole procedure is to be conducted quietly. If a fire breaks out or another emergency occurs which requires an evacuation, strike the nearest alarm button and, if possible, tell the member of staff on duty. Leave the building by the nearest available exit unless it is blocked. Walk, do not run. Proceed to the assembly area quickly. Leave everything where it is and evacuate the building by the designated route.

### ROUTES FOR LEAVING HOUSES

Boys with room numbers ending in 01, 02 and 06 on each floor, will go down the main staircase. Boys with room numbers ending in 10, 11, 13 and 14 are to use the fire escape, exiting through the common rooms. If either of these escape routes is blocked then use the alternative exit.

Girls on the ground floor will leave the building by the main front door, or if necessary by the nearest open window. Girls on the 2nd floor should leave the building as directed by duty staff, either via the stairs and through the main door, or through the fire exit doors at either end of the building.

Evacuation routes should avoid buildings. From the boys' building, those evacuating St. George's through the main doors should exit by the archway opposite the Head's house and walk around the road to the assembly area. Those exiting via fire escapes should cross the grass pitch to join the assembly area. The gym and the covered walks should be avoided even if it is raining. From St. Andrews House the boys should use any fire exit and proceed directly to the playing fields at the side of the building.

At the assembly area line up quickly and quietly. Answer your name when called. Boarders should assemble in year group order for checking, so that those missing can be identified quickly. Report any missing friends to the house

duty staff immediately.

Everyone must remain at the assembly area until informed by the Controller for the evacuation that it is safe to re-enter the buildings.

### INTRUDERS

If intruders are detected by staff or students, the duty staff will

- Inform the police
- Contact the Head of Boarding and Head of House
- Ensure that no students come into contact with the intruders, if necessary using the fire bell to evacuate or lock down the house
- Contact the other boarding houses to caution them

### MISSING STUDENTS

If a student is found to be unexpectedly missing, the duty staff will (in this order)

- Check the sign out book
- Check with the infirmary
- Contact the Head of House and Head of Boarding
- Consult the student's friends with sensitivity
- Contact security to organise a search of campus
- Contact the Principal
- Contact parents and consult for possible destinations
- Contact the police



## FIRST DAY AND INDUCTION

### WHAT TO BRING WITH YOU

Please check the list of items on the next page for what you need to bring, and what you must not bring.

### ARRIVAL TIME

Students must arrive at their boarding house in the afternoon before the first teaching day of term. Arrival should be between 3.30pm and 5.00pm.

We cannot accommodate earlier arrivals, and strongly discourage any later arrivals.

### MEETING WITH PARENTS

All of our boarding staff are available to meet parents of new and existing boarders at this time, and will be happy to discuss any concerns or questions that parents or students may have. If you wish to arrange a formal meeting with any of our boarding staff, it is advisable to book an appointment in advance directly with them – at times they may be very busy.

### LEAVING

We strongly advise that parents, having met our staff and helped their child to unpack, then leave campus immediately. This helps our boarders to settle in to the boarding community more quickly.

### FIRST VISIT

Family visitors are always welcome in boarding, but must first be introduced to the staff on duty. However, for new boarders, we recommend that you should not visit again for about one month. Boarders will be busy adapting to their new routines, making new friends, and fitting into the Regents family.

### TELEPHONE CONTACT

We do advise daily parental contact with new boarders using telephone and / or e mail facilities.

Each boarding house has a 'land line' phone available to students on a chargeable basis, though we do advise that every boarder brings their own mobile phone and Thai SIM card. We strongly advise that mobile phones should be

valued at no more than 2000 baht.

Each house is equipped with wireless computer facilities, so a laptop is a great option to bring to school too.

The school takes no responsibility for the loss or theft of mobile phones or computer equipment, and these items should not be lent to other boarders or left unattended and unsecured.

## SCHOOL DAY

### SCHOOL ROUTINE

The Secondary School and Primary School handbooks detail the daily school routine

### HOUSE WEEKDAY AND WEEKEND ROUTINES

Because of our varied activities programme, our routines differ slightly each day and slightly between the boarding houses. Our weekends follow the same basic pattern each week. We have an exciting trip out on the Saturday, followed by a relaxing day on campus on the Sunday. We maintain a balance between academic study, social and free time, and activities. Our plans for our weekend trips for this year can be found at the end of this handbook.

Following, you will find a typical daily routine for the boarding houses. This is only an example, and there are some minor differences between boys and girls houses, and Junior and Senior houses which will be explained by Heads of House upon arrival.

7am Wake up, showers, breakfast

8am Roll call and go to school

3.30 / 4.30pm Day school finishes

3.30 to 5.15pm Homework/ free time/ activities

6.00 to 7.00pm Dinner

6.30 to 8.30pm Homework/ free time/ activities

8.30 to 9.30pm Activities

8.30 pm onwards Showers/ bedtimes

Lights out at various times by year group

## FOR NON THAI BOARDERS – ADAPTING TO THAILAND

The school has certain expectations towards relationships between pupils. These are quite different to those in many European, American or Australian schools. Any visible close relationship between boys and girls can be difficult for the school to deal with. It is better if boarders do not become girlfriend and boyfriend, but keep things on a less intimate level. To avoid unnecessary conflict it is essential you accept the following ground rules for friendships between the sexes. They are not negotiable!

Boys and girls should not have any affectionate physical contact. This includes holding hands, sitting very close together, hugging, kissing, even a slow dance can be a problem.

Boys and girls must never be found in each other's rooms.

Boys and girls should not go together to places, on or off campus, where they can be together out of general view.

The staff can tell you when you are out of line, but it can be embarrassing for us as well as you, so please try not to put us in that position.

Clothing for girls should not be revealing. Low cut or semi-transparent tops, short skirts, short shorts and clothes that

do not meet in the middle are all likely to result in a request that you change into something else. Swimsuits should be one piece and not cut high at the hips.

Jewellery should be discreet. Any form of piercing other than earlobes is not allowed. The same goes for tattooing. You are advised against having piercing or tattooing done in Thailand anyway on health grounds. Body piercing and tattoos both have very negative connotations in Thailand. Braided or dyed hair is also not permitted in school.

It is important in Thai society to show respect for the King and Royal family. Not to do so is against the law! Monks and older people should also be respected. You can learn the proper form of traditional greeting from your Thai friends. If you are invited into a Thai household, make sure you impress everyone by showing the right level of respect to the parents of your friend.

Feet are the lowest part of the body and shoes are also unclean. Take off your shoes to go into temples or someone's house. Don't step over people sitting on the floor and don't sit pointing the soles of your feet at other people. Do not touch other people's heads, and never lose your temper. All of these are bad manners.



## CONTACT WITH HOME

### THE HOUSE PHONES

There are school phones in each House office, which students may use. The phone numbers must be logged and a monthly bill is prepared. Students using this phone a lot or calling overseas are recommended to buy prepaid phone cards, which can be purchased from convenience stores or the school office. Heads of House's mobile phones can be used by students in emergencies, and Head of Boarding's phone can be used for overseas calls in emergencies – both are chargeable to student's accounts.

### E-MAIL COMMUNICATION

Boarders whose parents use computers, especially those who live overseas, like to use e-mail to keep in touch. Each House has a computer that is linked to the school network, and there are daily supervised computer sessions for boarders in the computer room. There is no charge for this internet access, but all students are expected to use computers responsibly. To protect the school network, it is not permitted to download games and programmes or put copies of games onto the school computers. To protect students, chat rooms and other unsuitable sites are forbidden. The school server records sites visited and regular checks are made to make sure the rules are followed. Boarding House wireless access to the internet is closed down between midnight and 6am each day. Laptops should not be used after lights out times.



### FAXES

Faxes can be sent and received in the school office. Many parents send the travel form for the weekend by fax. Use of the fax machine for outgoing messages is charged to school bills.

### LETTERS

Letters can be posted from school and charged to the school bill. Heads of house can arrange this facility.

Letters posted to students should be addressed by name, and to the boarding house in which the student stays. Letters will be distributed to students by Heads of House.

### MOBILE PHONES

Whilst they are a great way to communicate, we do have some special rules about mobile phones, which you can find in the Mobile Phone Pledge in the appendix. Please read it carefully before the student signs and agrees to it.

Mobile phones are expensive items and the school will not take any responsibility for the phone if it happens to be damaged, stolen or lost. We strongly recommend that no student bring a phone valued at more than 2000 baht to school.

## CLOTHING & EQUIPMENT

In Pattaya we generally have a hot and sunny climate, with seasonal wet and stormy days. For most of the year, lightweight clothing is appropriate, but students may be glad to have a sweatshirt or jumper available. School uniform is worn each school day, and from time to time we have special functions at which a school blazer may be required.

Out of school hours, casual clothes are worn. Parents are asked to check that all clothing is appropriate. T shirts with logos or slogans that may cause offence should not be brought to school, and clothing or jewellery that could be associated with the use of drugs or alcohol is strictly forbidden.

Toiletries are readily available both in local shops and at our school campus shop.

### SCHOOL UNIFORM SHOP

The uniform shop sells all uniform items, and is located adjacent to the school dining hall. It is open daily from Monday to Friday, and items purchased can be added to the school bill. Students are expected to wear a correct, neat uniform in a good state of repair at all times.

The following items are available to purchase at the uniform shop: School uniforms appropriate to year group, School bath towels, School bags, School logo socks, House T shirts, School hats, School pyjamas, School PE Kit

## ESSENTIAL, USEFUL AND PROHIBITED ITEMS

### ESSENTIAL

Training Shoes	7 sets underwear
Black leather shoes (laced until Year 10) with low heels	2 sets nightwear
Waterproof slippers (flip flops)	5 T shirts / casual shirts
Black leather belt (plain) for boys	1 Jumper / sweatshirt
6 pairs sports socks	5 pairs shorts
6 pairs white / grey socks	Swimming gear (one piece suit for girls)
Toothbrush / toothpaste	Hand towel
Brush / comb	Clothes marker
Deodorant	Mug / Bowl
Shampoo / soap	2 Small padlocks
Prescribed medicines	School bag / Small backpack
Sun protection cream factor 30+	First language to English paper dictionary

### USEFUL

extra sports equipment	CD's / DVD's
Pillow (1 is provided)	Bicycle
Pocket money (see Section 'Pocket money')	Swimming goggles / hat
MP3 Player	Umbrella
Laptop computer with antivirus software	Family photos / posters
Camera	Electronic translator
Surge protector	12 Clothes hangers
Books	Mobile phone (valued at < 2000 baht)
Small safe	Alarm clock
Small quantity of healthy snacks	

### PROHIBITED ITEMS

Expensive jewellery	Tattoos
Pornography	Chewing Gum
Drugs	Whiteout
Cigarettes and Tobacco	Knives/ Guns
Alcohol	Explosives/ Weapons

Medications must be handed to school nurse



## PRESENTATION STANDARDS

### UNIFORM AND APPEARANCE

Students must shower every morning and every evening and after sports. During the school day, school uniform is compulsory. Wearing it properly shows respect for the school. The Boarding Staff and prefects will insist on this when students leave for school in the morning. After school and at the weekend, suitable casual clothes are appropriate. Students are expected to look smart on trips out of school. Check the section on Adapting to Thailand for more guidelines on clothing.

### UNIFORM

Regents' uniform is both attractive and sensible, so students are certainly expected to look smart. Observing how the students wear their uniform often gives others lasting impressions of a school. Students who take pride in their appearance will earn respect for themselves and their school.

Please see Primary and Secondary Handbooks for details regarding the school uniform.

## CLEANLINESS

### PERSONAL SPACE

Rooms must be kept tidy with no litter. Students told to clean up their room by a member of staff or a prefect after a room inspection must do so quickly and without a fuss. Eating is not allowed in bedrooms as it attracts insects and other pests.

Every morning before leaving for school, aircons and lights must be switched off, blankets folded neatly, curtains opened, desks tidied, and floor cleared except for shoes, which should be stored neatly. Rubbish should always be placed in the bin provided, and the bin should be put outside the door for collection each morning.

Food waste should be placed immediately in the bin in the common room, making sure that the lid is used to seal the bin.

Once each week, on the day advised by Head of House, sheets should be removed from beds and sent to the laundry.

### CLEANING

Our domestic staff are employed to wash laundry and to carry out the general cleaning of the boarding houses. They will sweep and dust rooms each day, but it remains the students' responsibility to clean up their own areas and make their own beds each day. Students must maintain acceptable hygienic standards, and take responsibility for any breakage or damage to furniture and hardware.

## SUPPORT AND GUIDANCE

### WHO TO TURN TO

Most boarders enjoy their time at school and in the boarding house, and serious problems are uncommon, but life at boarding school can take some time to get used to.

The House staff are always ready to help or give advice. If you don't feel able to share your thoughts with them, talk to your form teacher or other teachers in school. The prefects are also there to help, or students can talk to a friend, roommate. Buddy, mentor or member of Gap Staff who may understand from personal experience what they are going through. Parents may be able to help, and we also have trained school counsellors who can offer advice confidentially, and nurses who can help too.

Nobody will be laughed at or made to feel silly, no matter how simple the problem seems to be. Often situations can be resolved easily just by sharing concerns with another person. It is often the case that many other people have experienced similar feelings and therefore will know how to help.

If you want to talk to someone unrelated to our school community, one of these organisations may be useful to you :

#### **SAMARITANS OF THAILAND**

Organisation: Address: Samaritans of Thailand, P.O. Box 63, Por Nor For Santisuk, 10113, BANGKOK

Helpline 1: (02) 713-6793 (Thai service 12:00-22:00)

Helpline 2: (02) 713-6791 (English service 24 hour)

Website: [www.samaritansthailand.blogspot.com](http://www.samaritansthailand.blogspot.com)

Email: [samaritans\\_thai@hotmail.com](mailto:samaritans_thai@hotmail.com)

Opening hours: Mon, Tues, Wed, Thurs, Fri, Sat, Sun 12:00 - 22:00

#### **CENTER FOR THE PROTECTION OF CHILDREN'S RIGHTS**

Helpline 1: (02) 412-1196

Helpline 2: (02) 412-0739

### ACADEMIC SUPPORT

Students are fully supervised by staff during prep times. Any spare time during prep should be used for reading English books, or for revision of course work. Staff are always available to help if any difficulties arise with prep. They maintain links with form teachers and Key Stage Co-ordinators. Extra tutoring can be arranged with parental permission and financing.

Support teachers are available to boarding students each evening, and appointments can be made if necessary through the appropriate Head of House.

### SOME ADVICE FOR STUDENTS ABOUT HOMESICKNESS

Feeling homesick when you first come to boarding is the most natural thing in the world. Most of the people around you have felt homesick at some time. Just ask the staff. Most of them are far from their home countries and their parents. They know how you feel !

Get used to sleeping alone before you come. In a boarding house you may share a room (most boarders do) but you will sleep alone in your bed.

Get used to sleeping with the light off or buy a small plug-in night-light, which you can bring with you.

Get used to going to bed, getting up and eating meals at the same time. You will do these things when you are in the boarding house.

A favourite teddy bear or other soft toy can make sleeping alone easier. Choose one to bring with you.

Talk to your parents about phone calls. Too many calls from home can make the problem worse. Arrange a time each day to contact each other by phone and then stick to that one call a day.

Bring some photos of home and family with you to put in your room.

Look at the calendar and plan the times when you will go home. It might be every weekend or only once in the year depending on your situation. Mark the home visits on the calendar and look forward to them.

Once you are here, read your house letter of introduction and get to know the routines

Talk to other boarders about home, especially to your room mate or buddy

Stick to your phone call schedule. Once a day is enough, more than that only makes it worse. Don't forget to tell

your parents all about the good things. They miss you too and want to know you are happy!

E-mail your family if there is a computer at home and have them e-mail you with all the news about brothers, sisters, pets, etc. Keep in touch with your friends at home in the same way.

Keep busy, join in the activities and avoid spending time alone in your room.

Talk to the staff about the way you feel. In the junior houses staff will help by reading a bed-time story

Celebrate important days, like your country's national day. Tell other people about your country, ask about theirs, and get together with other students from the same part of the world to talk about home.

## HEALTH AND SEX EDUCATION

Health and sex education topics are met in a more informal style than at school. The boarding team work to enhance the school based PSHE lessons, answering questions and giving advice in a much more personal atmosphere.

## HOMEWORK (PREP)

Every student is issued with a Homework diary. They are expected to take this to each class and Prep session, and to maintain it fully and neatly. Boarding staff normally check and sign the diary each week day, and may write notes from time to time.

## PREP TIMES

Evening prep sessions run from Sunday to Thursday. They are either held in Study Rooms or, to encourage self discipline for our older students, in the students' own bedrooms.

The length of time spent on study each evening varies by year group. Students are supervised by boarding staff throughout the prep session.

## PASTORAL STAFF

We have a number of staff who are available to deal with pastoral issues. All of these are easily contactable through the school switchboard. Simply explain which year group your child is placed in, and ask to speak to the appropriate member of staff.

Head of Boarding – takes overall responsibility for the care of all boarders

Heads of House and Houseparents – act in loco parentis

monitoring social and academic progress

Counsellors – monitor social progress

Tutors – monitor academic progress

Year Heads and Head of Pastoral – monitor social and academic progress

Nurses – monitor physical and mental wellbeing

## ADMINISTRATION AND DOMESTIC STAFF

Regents employs a large number of administrative and domestic staff who help to provide services to our students. Housekeepers clean student rooms, common rooms and bathrooms each day. Laundry staff clean and iron students clothing. We have many gardeners, maintenance staff and drivers. We use the services of external caterers to provide kitchen staff, and an external security company to provide security staff. If you need to contact any of these members of staff, you can do so through the main switchboard of the school.

## WELFARE POLICIES

### COMPLAINTS AND APPEALS

We welcome suggestions for improving our work in boarding. Be assured that, no matter what you want to tell us, our support and respect for your child will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate an incident or problem properly if it took place some time ago. We do appreciate the assistance we receive from parents in addressing any problems that arise.

We receive very few complaints. Problems sometimes arise from misunderstandings which are easily addressed. Most concerns and complaints can be sorted out quickly by speaking with your child's Head of House. When parents and teachers treat each other with mutual respect and support, this provides a very good role model for all our children.

If, having spoken to the Head of House, you still have concerns, you should see the Head of Boarding, who will investigate the problem and discuss their findings with you so that we can find a way forward together which serves the best interest of both the school and your child. In the unlikely event of the problem remaining unresolved you can put your complaint in writing and, if necessary, could subsequently refer it to the Head of Campus.

## CHILD PROTECTION

We will make sure that all of our staff are suitable to work with our students. If at any time students or parents feel uncomfortable with any of our staff in any way, they should report this either to Head of Boarding or to any other teacher.

## RELIGIOUS, CULTURAL AND LANGUAGE POLICIES

Discrimination on the grounds of race, gender, or faith is unacceptable in this school. We aim to provide for all pupils irrespective of their gender, race, ethnic or national origins.

We accept boarders from a wide variety of backgrounds - if religious or cultural needs require us to adapt our practices or make special arrangements, we will do our best to meet these needs.

Whilst we strongly encourage an English Speaking Environment, we also view language diversity positively. We will therefore allow the use of home language in the boarding houses, but will not allow its use to knowingly exclude others.

## COUNTERING BULLYING

We are committed to providing a caring, friendly and safe environment for all of our pupils in which they can learn in a relaxed and secure way. All pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING School. This means that anyone who sees bullying is expected to tell.

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be

Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, or threatening gestures)

Physical - pushing, kicking, hitting, punching or use of violence

Racist - racial taunts, graffiti, gestures

Sexual - unwanted physical contact / sexually abusive comments

Verbal - name-calling, sarcasm, spreading rumours, teasing

E-bullying – using the internet or other electronic means to carry out bullying

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. Our school recognises its responsibility to respond

promptly and effectively to bullying.

We are determined to act against any bullying in the boarding houses. Both staff and prefects look out for it and will take action against all forms of bullying. We will support those who are bullied, and act to correct the behaviour of those who bully.

The complete school anti bullying policy forms part of the Parent / Student Handbook.



## DRUGS, ALCOHOL, SMOKING, PORNOGRAPHY

Certain kinds of behaviour threaten the wellbeing of other students and the reputation of the school. These will always be dealt with seriously under the school disciplinary policy and could result in the boarder having to leave the school. Students and parents should understand that the following actions come under this heading:

- Having or using alcohol, cigarettes or other drugs
- Bringing pornography into school

The possession of any of these items is forbidden.

## HEALTH ISSUES

All students in the school are covered by accident insurance, though this may not cover all medical costs should an accident occur. Parents must, however, organise general health cover for their children, and details of this cover must be sent to the School Bursar at [bursar-pty@regents.ac.th](mailto:bursar-pty@regents.ac.th) before the student starts school.

## PERSONAL HYGIENE

Boarding students must observe high levels of personal hygiene. They are required to shower at least twice each day and to keep their clothing and personal items clean and tidy.

## SUN PROTECTION MEASURES

Children are required to wear broad-brimmed or legionnaire hats whenever they are outside during daylight



hours either on school premises or an excursion. They are encouraged to apply SPF 30+ broad spectrum water resistant sunscreen before school, prior to the lunch break, and prior to any outdoor excursion. Children are recommended to use available areas of shade for outdoor activities and whilst eating lunch. We ensure the policy is reflected in the planning of all outdoor events (e.g. Camps, excursions, sporting events). Furthermore we schedule outdoor activities before 10.00am and after 3.00pm whenever possible to avoid the harsh midday sunshine and hold them in areas with plenty of shade whenever possible. Children are advised to wear a t shirt or rash vest in addition to swimming costumes whilst swimming.

#### CONFIDENTIALITY

We will try to respect confidentiality at all times, though disclosure may be necessary when issues pose a health or safety concern. The confidential information on the school medical form is important to us if we are to look after students as best we can. Please make sure it is filled in correctly and that we know any medical problems which might occur. Conditions like asthma, epilepsy, diabetes, migraine, allergies, skin conditions etc. do not make it impossible to be a boarder, but can cause difficulties for the student and for us if something happens when we are not prepared for it.

#### INFIRMARY

The infirmary provides assessment and care for minor injuries and illnesses 24 hours each day of school term. One of the school nurses is on duty at all times. The Nurses' Room (Infirmary) is next to the Early Years Building. There are beds in there in case students need to lie down during the school day. If a student feels unwell, this is what they should do: Before or after school tell the person on duty in their House and get a pass. Take it to the infirmary. If a student is unable to walk there, the nurse will be called to come to the House. During school tell the teacher and ask for a form to visit the infirmary. At night wake up the teacher who is on duty in their house and tell them what is wrong. If necessary he or she will contact the nurse by phone.

#### HOSPITAL

The nurse will decide if the student can be looked after at school or needs to visit the hospital. The school uses the

Bangkok Pattaya Hospital. In the case of a need to visit the hospital, parents will be contacted. They may either decide to collect the student from school or can give permission for them to be taken to the hospital. If we cannot contact parents we may have to take the student to hospital anyway. Illness is not covered by the school insurance so any expense will be invoiced. 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.

#### MEDICATION

The nurses can give some medicines to control fever or pain. They also have mild remedies for stomach-ache and other non-serious ailments. They are not permitted to prescribe other medicines, such as antibiotics. If they believe these to be necessary, a hospital visit will be arranged with the procedure described above. The nurses will keep a record of all medicines given to boarders. If you have to bring medicine to school which has been prescribed by your own doctor, it must be in its original container and handed in to the infirmary. The nurses will then make sure it is taken properly. Students are not allowed to keep medication in their room. All medication must be handed to the school nurse.

#### ACCIDENTS AND EMERGENCIES

If there is an accident or emergency, contact the nearest member of staff. The nurse and/or a member of the boarding staff trained in first aid will be there to assist very quickly. A nurse accompanies most trips. If not, a first aid kit is carried. Most incidents are minor and we can deal with them at school. For more serious incidents, if the nurse or staff feel it appropriate the patient will be taken to Bangkok Pattaya Hospital. Parents will be notified by telephone as soon as possible. The school accident insurance policy provides some cover for costs where an accident occurs in school or on a school trip.

The complete school medical policy forms part of the Parent/ Student Handbook.

# DISCIPLINE

## SCHOOL AND HOUSE RULES

Living in a boarding house, students are entrusted with both personal and community responsibility. In taking on this responsibility, our students must hold themselves accountable for their own choices, thus learning the value of contributing to a caring community. They must develop tolerance, show empathy and be flexible.

Students come from different cultural and religious backgrounds, and bring with them a variety of expectations. In such a setting, there needs to be a clear set of expectations. The house parents are responsible for a large number of students, and it is their obligation to ensure that boundaries are clear and understood by all.

In any community, there are consequences for crossing established boundaries, and Regents is no different. We believe that healthy boundaries encourage responsibility and respect for each other.

## REWARDS AND SANCTIONS

Rewards can be in the form of awards, perhaps a special meal out or a 'takeaway', or may be appointments to positions of responsibility. Sanctions can include detentions, campus chores or removal of privileges.

If a student does something wrong, the staff on duty will tell them about it. They may write it down in the day-book in the house office. If students seem to be getting things wrong a lot, they may find themselves losing privileges or doing something designed to correct their behaviour.

More serious mistakes or breaking house rules repeatedly may get students put on House report for a period of time. If that doesn't work they will be seen by the Head of Boarding. That interview might be followed by a written warning. Parents will also be informed at this stage. In very serious cases, action will be taken in consultation with the Principal.

Boarders smoking, taking illegal drugs, drinking alcohol, bullying or stalking can expect to be excluded permanently.

Our Discipline Flowchart shows our responses to various levels of discipline problems.

## EXPECTATIONS OF BEHAVIOUR

There are some kinds of behaviour which threaten the well being of other students and the reputation of the school. These will always be dealt with seriously under the school

disciplinary policy and could result in the boarder having to leave the school. Students and parents should understand that the following actions come under this heading:

Bullying, whether physical, verbal or emotional

Stealing

Having or using alcohol, cigarettes or other drugs

Bringing pornography into school

Bringing weapons into school

Having a sexual relationship

Vandalism

## WE ALSO EXPECT HIGH STANDARDS OF BEHAVIOUR IN THESE AREAS

Understanding the challenges that close friendships between boys and girls present the school and avoiding any show of affection that might offend or alarm members of the school community. Having a sexual relationship with another student will result in permanent exclusion from school.

Using English every day and always when there is a person present who does not speak your own language - on the playing fields, in the common rooms, on the school buses, walking to school and even in your own room with your friends from other countries, use English. Talk politely, whatever language you are using. The fact that others may not understand does not make it OK to speak badly.

Always telling the truth. Not doing so makes it hard for others to trust you.

Include other people in what you are doing and look after boarders who are new, or who are younger than you.

Making homework a priority, using your prep diary to keep organised, and trying to finish your work to the best standard you can. Equally, don't stop others from doing their work.

For your own protection, staying within bounds at all times and following the right procedures for leaving school so that the boarding staff or your parents always know where you are and who you are with.

Being present at roll calls and keeping informed about what is going on so that you arrive on time with the right things.

Reporting accidents to people or equipment to the

boarding staff on duty at once.

Not returning to the boarding house between 0830 and 1530 without permission from a member of boarding staff.

Please read carefully the Conduct Pledge in the appendix before the student signs to agree to it.

## OUT OF BOUNDS

Students must stay on campus at all times, and outside day school hours, there are some areas that they are not allowed to go unless they are supervised by a member of staff

- Swimming pool and its surrounding area
- Classrooms, library, offices, service areas and ICT rooms\
- Secluded garden areas
- Staff apartments
- Sixth form common room and IB Suite
- Primary school
- Opposite sex boarding houses

## RESTRAINT

To protect a learning environment in which young people and adults feel safe, and to protect every person in the school community from harm, boarding staff may use reasonable force to prevent a student from harming him/herself or others or seriously damaging property, but will do so in a manner which attempts to preserve the dignity of all concerned. All boarding staff have been trained and will follow agreed procedures if restraint is ever required. The use of reasonable force will always depend on the circumstances of the case, and physical restraint will always be the last resort.

## IB STUDENTS

As boarders progress into the IB years, we recognise their growing maturity and the higher profile that they take within the boarding houses. IB boarders will often undertake positions of responsibility and leadership, and they are expected to help towards ensuring the smooth running of our community. They are also expected to influence in a caring manner the behaviours and attitudes of the younger boarders by setting good examples.

Along with this responsibility comes a growing trust, and IB boarders are given some privileges by their Heads of House appropriate to their development. IB boarders are generally allocated single occupancy rooms, and are allowed to wear business dress for school rather than a traditional uniform. They are also given a degree of flexibility in their choice of work patterns. Heads of House will negotiate appropriate privileges based on the level of responsibility which individual IB students demonstrate.

## ASSESSMENT

### BOARDING REPORTS

Every new boarder receives a settling in report after approximately 4 weeks in boarding. Thereafter, boarding reports form a part of every academic report that is compiled by the school. These are issued twice yearly.

### SCHOOL REPORTS

Please refer to the appropriate academic handbook for details of the school reporting procedure.

# BOARDING DISCIPLINE FLOWCHART





## FOOD, MEALS AND SNACKS

Our kitchen provides a balanced diet with healthy food on offer three times a day. At breakfast and evening meal, only the people who live on campus eat in school. At lunch, the whole school eats. There is always a choice of main course and we provide a variety of Thai meals along with dishes from other countries. The system is self-service so everyone can take enough to satisfy their needs. Fresh fruit is available at all meals. Vegetarian and other special diets can be catered for by arrangement with the chef. If you miss a meal due to a school trip you will get a packed meal.

At the end of the meal, each student must take their dishes to the collection point, clearing all waste food into the bin provided and stacking their dishes neatly.

To say something about the food we provide comments slips in the dining hall, or the Boarders Council representatives are always willing to listen.

There is a tuck shop on site, which opens during the week at breaks and for a short time after school. The tuck shop operates on a cash only system. The variety of goods on sale in the tuck shop includes items such as shampoo and toothpaste, as well as a selection of snacks.

At the weekends there is also generally an opportunity to shop at one of the large stores in the area. We advise that food items are locked in a cupboard or lockable box.

The house kitchens contain basic cooking facilities – hot water, refrigerator, toaster and microwave. Students should clear up after themselves, placing all rubbish in the bins, and washing up their own dishes.

Each week, an updated lunch menu can be found on our website at [www.regents-pattaya.co.th](http://www.regents-pattaya.co.th) under 'noticeboard'



## LUNCH MENU

### PRIMARY AND SECONDARY LUNCH

24.02 -28.02	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAINS WESTERN	CHICKEN PRIMAVERA	CHICKEN CUBAN	CHICKEN MARSALA	CHICKEN KATSU	CHICKEN MEXICANA
	ROAST PORK MUSHROOM SAUCE	GRILLED FISH TOMATO SAUCE	SIZZLING STEAK	BAKED PORK SAUSAGE SAUCE	FRIED FISH
SIDES	BROCCOLI & CAULIFLOWER	PUMPKIN & CARROT	MIXED VEGETABLES	CREAM SPINACH	LONG BEAN & BABY CORN
	FRIED POTATOES	BOILED POTATOES	MASHED POTATOES	ROASTED POTATOES	FRENCH FRIES
DAILY FRESH SALAD BAR					
PASTA	PENNE WITH CHICKEN & HAM	LINGUINE ALFREDO	RIGATONI WITH PORK	FUSILLI WITH SAUSAGES	SPAGHETTI WITH AUBERGINE
VEGETARIAN	BEAN CURD & VEGETABLES	BRAISED TOFU & SHITAKE	MORNING GLORY	PAD JAY	SOM TUM
MAINS THAI	CHICKEN GINGER	CHICKEN PRIG KHING	CHICKEN MASSAMAN	GAJ SAM SEE	GAJ YANG
	SWEET & SOUR PORK	MOO PAD CHA	MOO TOM KEM	RUNGSIT BEEF	MOO NAM TOK
	PORK PANANG	VERMICELLI OMELETTE	FISH PAD CHA	MOO MANAG	TOM YUM GAI
NOODLES	CHICKEN	BEEF	KIAM EEH	FISH BALLS	KUAY JUB
DESSERT	SEASONAL FRUITS				
	BLACK BEAN & STICKY RICE	BREAD PUDDING	RUAM MITR	TAPIOCA WITH TARO	ICE CREAM

### BOARDING WEEKDAY BREAKFAST AND DINNER

10.02 -14.02	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	CHICKEN MAMA	CHICKEN NAPA CABBAGES	CHICKEN GREEN CURRY PASTE	CHICKEN OYSTER SAUCE	YUM SARDINE
	PORK BASIL	PORK CONGEE	CUCUMBER WITH PORK	PORK WITH SOUR MUSTARD	TOFU MINCED PORK
DINNER	CHICKEN PARMESAN	CHICKEN & APPLE HONEY MUSTARD	CRISPY CHEDDAR CHICKEN	CHICKEN TERIYAKI	CHICKEN MADRAS
	FISH & VEGETABLE CILANTRO SAUCE	BEEF STROGANOFF	PORK CHILI VERDE	PORK GOULASH	CRANBERRY PORK
	LINGUINE CARBONARA	FUSILLI CHICKEN BOLOGNESE	GNOCCCHI DI POLLO	SPAGHETTI BLACK OLIVES	THAI MACARONI
	KAENG LIENG	FISH BLACK PEPPER	SWEET & SOUR CHICKEN	CHICKEN LEMONGRASS	CHICKEN BABY CORN MUSHROOM
	YUM CHINESE SAUSAGES	BEAN CURDS & BEAN SPROUT	CRISPY PORK CHINESE KALE	DUCK CURRY	PORK PANANG

### BOARDING WEEKEND MENU 15.02. BOARDING WEEKEND MENU 15.02.

BREAKFAST	LUNCH	BBQ	BREAKFAST	LUNCH	DINNER
CHICKEN GINGER	CHICKEN LUMBA	FRIED CHICKEN WINGS	FISH RICE SOUP	CHICKEN BURGER	ENGLISH DINNER
BEEF PRIG KHING	PORK KATSU	B.B.Q. SPARE RIBS	SINGAPORE NOODLE	PEPPER STEAK	
	SPAGHETTI MEAT BALLS	BEEF KEBAB		PENNE WITH HAM	
	FISH WITH CHINESE CELERY	CHICKEN SATAY		SWEET & SOUR CHICKEN	
	CHICKEN & SHITAKE	PIZZA		FRIED PORK WITH GARLIC	



REGENTS  
INTERNATIONAL SCHOOL  
PATTAYA



## APPLIANCES AND VALUABLE ITEMS

### LAUNDRY

Our school laundry service runs 6 days a week, Monday to Saturday. Every student will receive two laundry bags, labelled with their laundry number. Laundry must be left daily in the students labelled laundry bag placed in the laundry collection basket by 8.00am. Pockets must be emptied. Laundry will be washed and ironed, and is normally returned within two days. All clothing must be clearly marked with the students' name and laundry number. Failure to do this may result in losses, and the school will not be held responsible for the care of unmarked clothing. Our laundry tries to take good care during the washing process. We ask that students do not put any delicate items or non-dye-fast items into the laundry. Shoes cannot be washed by the laundry. Dirty clothes must not be left to get smelly in wardrobes and cupboards.

### ELECTRICAL APPLIANCES

Our electricity supply is 240v and 50Hz (AC), so please ensure that any appliance is set for that voltage. Electrical sockets are two pin. Our electrical technician can check any concern about the suitability or condition of electrical equipment. Appliances within 220v to 240v can generally be used safely. For reasons of safety, students may not keep or use any electrical cooking or heating equipment (including kettles) in their rooms. Similarly, bug coils, incense and candles may not be burned in students rooms. Voltage regulators and surge protectors are advised for larger electrical devices, as the school cannot be responsible for damage to personal equipment as a result of a power surge.

The school does not permit televisions in students' rooms, and accepts the use of personal refrigerators only if they are rated at a maximum of 60 Watts.

### LOOKING AFTER YOUR THINGS

Losing money or having valuable things stolen or broken is upsetting. Unfortunately, it happens to an extent in all boarding schools and Regents is no exception. However you can avoid it happening to you by taking some simple precautions.

- Don't bring large amounts of money or valuable things to school and hand in money over 200 baht to put into the

house safe. Never leave money loose in your room. Keep only small amounts of money, 200 baht or less, with you.

- Have 2 padlocks for your cupboard and lockable container in your room and keep the keys safe and the containers locked. You should give a spare key to your Head of House in case you lose yours.
- Never leave valuables; mobile phones, mp3 players, cameras etc, loose in your room. Always lock them away in your cupboard, or hand them in to the office to put in the safe. Lock away your spare snacks. Take valuable items home in the holidays.
- Don't lend to other students and don't ask to borrow from them either.
- Put your name on your things in a way that is hard to remove.
- Empty your pockets before you put clothes in the laundry.

If things do go missing, the Head of House may decide that a search of people's rooms is necessary. If we do this we will ask students to be there to open any locked cupboards or containers they have.

We strongly advise that students take home all valuables during the holidays. The school will not be responsible for loss of or damage to personal items.

### REGISTRATION OF VALUABLE ITEMS

To bring items such as a lap-top computer, electronic dictionary, portable MP3 or CD player, mobile phone, valuable jewellery, (in fact anything which can easily be carried away and is worth more than 2000 baht), students must have the permission of their Head of House, and complete a registration form.

All personal items should be clearly marked with the student's name, and kept safely in the lockable cupboards provided to each student.

### BICYCLES / VEHICLES

Bicycles can be brought to school, and should be clearly labelled with the student's name. They should be locked

when not in use. When riding a bicycle a safety helmet must be worn and properly fastened. The school will not be responsible for the loss of or damage to bicycles.

In the interest of safety, no student may bring a motorised vehicle to school.

## VALUABLES AND MONEY

### POCKET MONEY

We strongly encourage students to hand in to their House Account any money more than 200 baht (Primary) or 500 baht (Secondary). Since most things are provided for our students, we recommend a weekly pocket money allowance of no more than 1000 baht. Any valuable items brought to Regents must be declared on our Valuables Declaration. Undeclared items may be confiscated.

### HOUSE ACCOUNT

Because of the difficulty that many students face in managing large amounts of money, cash over the recommended amounts is held in an individual House Account. All money is kept in a safe within each boarding house - students have regular and easy access to their pocket money when they need it.

The school will take no responsibility for any theft or loss of money that is not held in the house safes

### DEPOSIT

Parents of all boarders pay a deposit when students join the school. This is in addition to pocket money, and is used for three purposes:

- Damage caused by the student to school property
- Reserve fund for emergencies
- Trips and outings

The deposit must be 'topped up' at the start of each term, and any residual money is returned to parents when the student leaves the school.

### PASSPORTS / TICKETS / CREDIT CARDS

The school holds each overseas student's passport in our Visa office and return air ticket in our house safes. Passports and tickets are returned to the student on their day of travel. We advise that all Credit Cards are handed in for safe

keeping when not in use.

The school will take no responsibility for any theft, loss or fraudulent use of Credit Cards that are not held in the house safes.

### LOCKABLE STORAGE

Lockable lockers are provided for each student. A padlock is required to make these secure. All personal items of value must be kept locked in these lockers.

The school will take no responsibility for any theft or loss of valuables that are not locked in these lockers.

### INSURANCE

Personal items are not covered by insurance for damage or theft. Individual arrangements must be made for insuring personal property<sup>39</sup>



## ACTIVITIES

### SCHOOL BASED

The school has a very full programme of extracurricular activities. There are two compulsory activities sessions per week for one hour each, offering a wide choice of sporting and other activities.

We also offer the International Award, an exciting self-development programme open to all young people aged 14 to 25. Further details are available from our International Award coordinator in the day school.

### BOARDING BASED

Each weekday evening we run sporting or other activities for one hour. Amongst the evening sports on offer are basketball, volleyball, badminton, football, table tennis, swimming, water polo, and running. Please note that appropriate foot wear must be worn for all such activities.

We also offer cookery, art and craft, and computer sessions on a regular basis.

### WEEKEND

We have a brilliant programme of weekend events which will keep students busy and interested. Full details of our planned weekend trips are available in our Weekend Activities brochure.

### SPORT / MUSIC / DRAMA

There are many facilities available to our students

Swimming Pool, Two tennis courts, Basketball courts, Football pitches, Rugby pitch, Badminton, netball and volleyball courts, Gym (Year 10 and above only), Table tennis

Our Drama department holds regular rehearsals and workshops, and students participate by arrangement with our Head of Drama.





## WEEKENDS AND OTHER LEAVE

If you are a Primary school student, we think you should go home every weekend. Once you get to secondary school, except for leave weekends, you may stay at school and join in the weekend programme.

### SCHOOL TRANSPORT

To book a place on the Friday school bus to Regent's School, Bangkok, we must have appropriate permissions in place by Tuesday 5pm. Students travelling on school buses should change out of their school uniforms before getting onto the bus.

If a student is going home by another type of transport, then the same form can be used. For safety students will not be allowed to leave school unless we have an arrangement in writing with parents/guardian.

If a student will be using the same type of transport every week, it is acceptable to indicate this on the 'Leave of Absence' form, in which case further weekly faxing of the form is not necessary.

### QUIET STUDY WEEKENDS

About every 4 weeks there is a Quiet Study weekend, where it is suggested that boarders may like to go home. Some students live too far away to do this and they are encouraged to spend this time away from school, at a Thai friend's home. Please see the 'Hosting' section for further details.

### HALF TERM HOLIDAYS

For each half term holiday, all students (with the exception of some International Students) must go home. There are no arrangements for care on campus. International Scholarship Students should refer to their separate handbooks for half term arrangements.

### GUARDIANS

The following information is very important to parents who live wholly or partly outside Thailand during school term time. If you fall into this category, you must appoint a guardian for your child, other than for Global Connect Scholars.<sup>36</sup>

A guardian is an adult to whom parents give authority to care for their child whilst they are overseas. They may be a relative or a friend, but must be:

- Resident in Thailand
- More than 25 years old
- Not in full time education
- Able to communicate well in Thai or English

Whilst parents are overseas, it is their responsibility to ensure that the school is provided with up to date telephone numbers, e mail addresses and postal addresses for both guardians and themselves. These should be e mailed to the Head of Boarding at [steven.rand@regents-pattaya.co.th](mailto:steven.rand@regents-pattaya.co.th)

Guardians must be able to receive phone calls from the school, and be able to collect and care for the student when necessary, including at times between the arrival of a flight and the start of a school term, or the end of a school term and the departure of a flight. They must be authorised to give consent for treatment in the case of a medical emergency.

When a guardian is appointed, parents should complete an 'Appointment of Guardian' form and return it to the Head of Boarding, attaching a signed copy of the guardian's ID card or passport.

### PERMISSIONS

Students should get permission from the school, as well as their parents, to leave school during the week. To leave the campus they will need to have a form that allows the security guard at the gate to let them leave. This is available from the School Office or from Heads of House.

### TIMING

Students must be collected from school within one hour of the time of school closing for weekends, leave weekends and half term holidays. Please refer to the school calendar for school closure times. Students must not arrive at school until 4pm on the day before any return to school. Please refer to the school calendar for school closure times.

### SIGNING IN AND OUT

Unless leaving by school transport, every student must be 'signed out' by the authorised person who is collecting them. This is done at the boarding house, at which time a 'gate pass' is issued to allow the student to leave campus.

Upon return to campus, the authorised person should personally ensure that the student is left in the care of the boarding staff.

## HOSTING

Some of our overseas students find difficulty in making arrangements for quiet weekends and half terms, and appreciate the offer of hosting. There is benefit to both parties in this, as the Thai family has a fluent English speaker in their home and the hosted student learns more about his host country in a relaxed home environment, rather than staying in the empty school. Please consider doing this for one of the boarders in your House. Parents can contact Head of Boarding at the school if they are willing to host a boarder in this way, either by e-mail or by faxing the completed Host Agreement form, found in the appendix, to the School Office.

For a longer stay, the same students would be grateful for your offers of hosting for all or part of any of the school holidays. Parental agreement must be given for any hosting arrangement.

## DEADLINES

All transport and hosting arrangements for weekends must be complete one full week in advance of hosting. This includes the receipt of signed authorisations.

All transport and hosting arrangements for half term breaks must be complete 3 weeks before the holiday. This includes confirmed airline tickets and the receipt of signed authorisations.

## START AND END OF TERM

### TRAVEL

Parents are responsible for making all travel arrangements to and from school at the start and end of terms. Please refer to the school calendar for school closure dates. Boarders are expected to arrive after 4pm on the day before school starts, and to leave by 4pm on the day that school ends each half term and term start and end.

### AIRPORTS

Students arriving by air must book flights to arrive in Bangkok on the afternoon before school starts. Parents must arrange with the school for collection by a member of school staff from the airport. We will confirm these arrangements, so if you don't hear back from us, please write again for confirmation.

Airline tickets and passports must be handed to Head of House at the earliest opportunity for safe keeping.

Students leaving by air must book flights to leave on or before the day that school finishes. They will be accompanied to the airport check in by a member of school staff. Students will sign to acknowledge that their flight and transport details are correct.

The school will not accept responsibility for any errors in the information provided.

## VISA DETAILS

The school assists all overseas students with visa arrangements. Full details are available from our visa department at

regents\_pattaya\_visa@regents-pattaya.co.th

## ARRIVAL TIMES

Students arriving by road transport other than school buses must not arrive until 4pm on the day before school starts.

## LATE DEPARTURES AND ARRIVALS

If a student will miss any school time because of flight timings or other transport arrangements, approval must be sought from both Head of Boarding and from the student's Head of Year. The school strongly discourages any such absences.

## HOLIDAY ARRANGEMENTS

The school provides no facilities for students to stay in boarding throughout any period of any school holiday, with the exception of some International Students who should refer to their separate handbooks.

# PREFECT SYSTEM & RESPONSIBILITIES

## BOARDING HOUSE PREFECTS

Each of the houses has prefects, who are chosen from the older boarders in the House. They work closely with the Head of House and have an important job in helping to run the House. Prefects help to make sure that the routines in the house run smoothly and that the day to day life of everyone in the House is happy and organised. The kind of job they do is different from House to House, they may help with homework sessions or bedtime routines, they may take roll calls or organise activities and social events. They are expected to set a good example by getting fully involved in school and boarding activities.

Being a prefect is an honour but it is also hard work and the ability to work as part of a team and get on with everyone (staff and teachers alike) is important. Prefects are expected to act responsibly and show fairness in their dealings with others. One of the main jobs of the prefects is to watch out for the less confident pupils or new boarders and make sure they are being treated well and are included in the life of the House.

Prefects can often sort out problems or disagreements before these turn into major incidents. They are expected to keep the staff informed if rules are being broken, as the rules are designed to make sure everyone is happy and the house is running smoothly.

Students can talk to prefects if something is worrying them. If they can't help themselves they will pass on the information to the right person. They are also good people to go to for information.

Prefects get some special privileges, which they earn, by the work they do. In some houses they get a special meal out once a term, or they may have a later lights-out time. Being a prefect also goes on to their school record and can help on university or job application forms.

## THE ROLE OF A BOARDING PREFECT

By their actions prefects are expected to demonstrate to other students a positive role model.

## OUR EXPECTATIONS ARE HIGH IN THE FOLLOWING AREAS

Modelling appropriate behaviour at all times - showing respect for self and others, and taking responsibility

Wearing the uniform appropriately

Setting a high academic standard

Ensuring that all students are made to feel a welcome and a valued member of the Regents community.

Assisting younger students to meet the challenges of daily life in a boarding community

Answering questions and assisting with personal or school-related problems

Facilitating communication between boarding students and staff

Assisting house staff with information gathering

If applicable, representing the appropriate year group

Leading social activities planning

Assisting with morning routines and lights out times

Assisting with roll calls

Being a good time keeper

Assisting with good behaviour at meals and activities

Attending weekly meeting with Head of House

Supporting each other

Prefects are not authorised to issue punishments to students, and should discuss any problems encountered with leadership with their Head of House, who will be happy to help improvement of leadership strategies.

## BOARDERS COUNCIL / BOARDERS ASSEMBLY

Each house has a representative who takes concerns from boarders to Head of Boarding at a regular monthly meeting of the Boarders Council. Students should talk directly to their representative if they wish them to raise any issues. This gives the chance to feed back any needs or concerns.

Issues may also be raised individually at Boarders Assembly, a meeting of all boarders and boarding staff held once every half term.



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