



Boarding Handbook 2019-20



**REGENTS INTERNATIONAL SCHOOL
PATTAYA**
A NORD ANGLIA EDUCATION SCHOOL

Be Ambitious Be Regents

Welcome to Regents Boarding



Whether you are new to Regents International School Pattaya, new to boarding, or a returning boarder I am happy to welcome you to Regents Boarding in Pattaya. As the Head of Boarding, I am looking forward to working with you to ensure that we can make boarding the best it can possibly be for everyone. I am confident that Regents 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 for students and parents and will provide you with much valuable information about boarding at Regents. You should read this together with your parents to understand more about boarding life at Regents - it is a guide and a reference document, and gives you lots of useful information.

This will be an exciting year at Regents International School Pattaya, new staff will be joining the already well-established team, and there continues to be a growing number of boarding students in our boarding houses. 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, though there are a large and growing number of children from other countries.

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

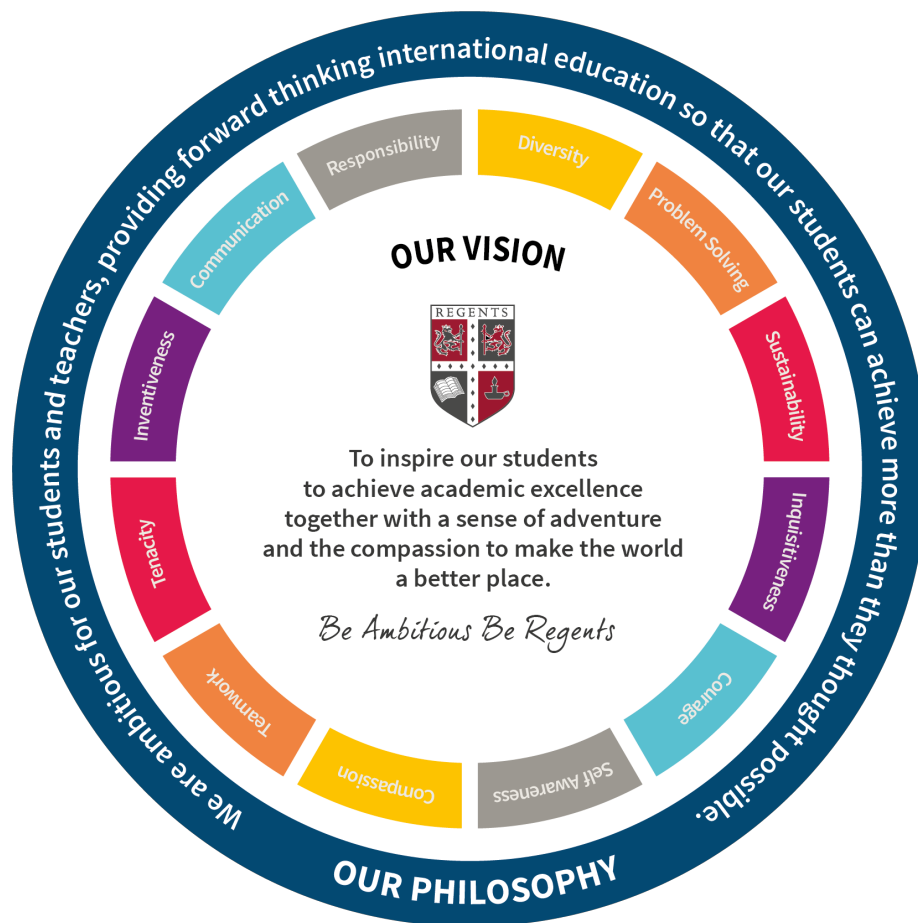
For boarders who stay at weekends, there is an interesting and varied selection of activities through the school year. In general between 50 and 60 students stay to participate in weekend activities. We organise supervised trips out of school for boarders, which reflect our support of our 'Round Square' philosophies. Boarders have all kinds of leisure activities after school and in the evenings too. The impressive sporting facilities on campus are used fully; 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 your own home - we aim to give you a "second home" in which you live during school time. We offer an excellent standard of accommodation to all of our boarders, are always conscious of safety matters and constantly monitor our safety procedures.

I sincerely hope that your time in boarding at Regents will be filled with fun and laughter and that you will be able to take away fond memories and lifelong friendships when you eventually leave. We are looking forward to a great year in boarding at Regents International School Pattaya!

Peter Gillmore
HEAD OF BOARDING

Our Vision and Philosophy



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 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. As a boarder at our school you will have the opportunity every day to make positive contributions not only to our own campus community but also 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 realise that working with others creates many more responsible, positive contributors to society. We are proud of the boarding students 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. 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 School

Regents International School Pattaya is like no other school in Thailand. We provide unique learning opportunities far beyond the ordinary. We are an exciting, vibrant and inclusive school which has something to offer to every child and every family in our dynamic and diverse community.

We have approximately 1000 students aged from 2 to 18, from 50 different countries, spread evenly across our Early Primary, Primary and Secondary schools, including around 75 boarding students. As both a day and boarding school we encourage our students to be ambitious in their learning and believe there is no limit to what they can achieve. We are the most successful school on the Eastern Seaboard with a long-established reputation over the past 24 years. Our students are successful because our approach encourages children to think for themselves, how to question, how to learn – skills that will last them for a lifetime.

Regents is also a member of the Round Square organisation and as such we embed the ethos of Global Citizenship within our curriculum and learning opportunities both in and outside the classroom. We value very highly our wide range of community partnerships and look to appoint teachers who are also passionate about active community service for themselves and the children in their care. We are very proud of the action our students and community members take and our commitment to our local community partners.



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

Contacts



Regents' postal address is:

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

Regents' main telephone number is:

+66 (0) 38 418 777

and fax number is 038 418 778

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Emergency Procedures

We hold monthly evacuation practices so that our boarders can learn to cope with the difficulties that varying situations present.

Our practices are held quickly 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. All rooms have the Evacuation Plan displayed.
- 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 will go down the main staircase or use the fire escape. 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 and go to the assembly point.
- Evacuation routes should avoid buildings. Evacuate via exit routes and go to the assembly point. From St. Andrews House the boys should use any fire exit and proceed directly to the assembly point.
- 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.

What to do During a Fire

If your clothes catch fire you should stop, drop and roll until the fire is extinguished. Running only makes the fire burn faster.



To escape a fire you should check closed doors for heat before you open them. Use the back of your hand to feel the top of the door, the doorknob and the crack between the door and the frame before you open it. Never use the palm of your hand or fingers to test for heat – burning those areas could impair your ability to escape a fire.

If the door is hot, do not open. Escape through a window if possible or hang a white sheet outside the window to alert firefighters to your presence.

If the door is cool, open slowly. If your escape route is blocked, shut the door immediately and use an alternative escape route. If clear, leave immediately and close the door behind you. Be prepared to crawl – the air is clearer and cooler near the floor.

Intruders

In the unlikely event that staff or students detect intruders, 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 the siren to 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 & Induction

What to Bring with You

Please check the list of essential, useful and prohibited items on page 13 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 or half term. Arrival should be between 4.00pm 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 advise daily parental contact with new boarders using telephone and / or e-mail facilities.

We strongly recommend that every boarder brings their own mobile phone with a Thai SIM card. The school takes no responsibility for the loss or theft of mobile phones or computer equipment.

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

Please note that electronic devices will be handed in prior to bedtime depending on year group, unless specific permission has been given.

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 in our separate Trip Programme. Following, you will find an example of a typical daily routine for the boarding houses:

TIME	SCHEDULE
07:00-07:45	Wake up/Showers/Breakfast
07:45	HOUSE CLOSED
15:30-16:30	School Activities/ Free Time
16:45-18:00	Prep/Homework
18:00-19:00	Dinner and Roll Call
19:00-20:00	Boarding Activities
20:00-21:00	Boarding Activities/Free Time
20:30 onwards	Showers and bedtimes dependent on age groups
21:00	Curfew and boarding houses closed and alarmed

For Non-Thai Boarders - Adapting To Thailand

The school has certain expectations towards relationships between pupils. These may be 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 be respectful of appropriate physical contact so as not to offend.

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.

Hair should be neat, natural colour and off the face. Extreme hairstyles are not allowed. If you are unsure about a style you are considering, consult with the Head of Boarding or Head of Secondary first.

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. Do not step over people sitting on the floor and do not 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

In emergencies, students can use the Head of House's mobile phone, and Head of Boarding's phone can be used for overseas calls in emergencies.

Email Communication

Each House has computers that are linked to the school network. 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 ensure 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 bedtimes.

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. Heads of House will distribute letters to students.

Regents' postal address is:

Regents International School Pattaya, 33/3 Moo 1, Pong, Banglamung, Chonburi 2015



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. 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 in local shops and can be purchased during our weekly shopping trip.

School Uniform Shop

The uniform shop sells all uniform items, and is located within our Finance office. 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, House t-shirts, school hats, school PE Kit

Mattresses and Bedding

We believe that every permanent boarder should have a comfortable night's sleep on the mattress of their choice. We therefore provide you with a new standard foam mattress (IKEA brand) at the time of your enrolment but offer the option for parents to substitute this with a mattress of their own choice (approximate size 120x200cm). Each boarder's mattress remains their own property and can be removed at the end of their time in boarding. Alternatively, we can arrange for it to be donated to a local charity. We provide basic bedding (quilt, pillow, pillowcase, bedsheet and mattress protector) but everyone is free to bring a preferred alternative to personalise their room.

Essential, Useful & Prohibited Items

Essential		
Training Shoes	7 sets underwear	Toothbrush / toothpaste
Black leather shoes / low heels	2 sets nightwear	Towel
Waterproof slippers (flip flops)	5 T shirts / casual shirts	Brush / comb
Black leather belt (plain) for boys	1 Jumper / sweatshirt	Deodorant (non-aerosol)
School bag / Small backpack	6 pairs sports socks	Shampoo / soap
	6 pairs white / grey socks	Prescribed medicines
	5 pairs shorts	Sun protection cream factor 30+
	Swimming gear (one-piece suit for girls)	ATM Card (Secondary students)
Medications must be handed to school nurse		
Useful		
Extra sports equipment	Laptop computer with antivirus software (Secondary boarders only)	
Light waterproof jacket	Hat	Pocket money
Swimming goggles	Umbrella	Family photos / posters
12 Clothes hangers	Pillow (1 is provided)	Books
Small quantity of healthy snacks	Surge protector	Mobile phone
Prohibited		
Cigarettes, tobacco and e-cigarettes	Chewing Gum	Drugs
Expensive jewellery	Pornography	Explosives/weapons
Whiteout	Alcohol	



Presentation Standards

Uniform and Appearance

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.

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

Students must shower every morning and every evening and after sports.

Rooms must be kept tidy with no litter. Eating is not recommended in bedrooms as it attracts insects and other pests. Every morning before leaving for school, air cons and lights must be switched off, any electrical equipment unplugged, blankets folded neatly, curtains/blinds opened, desks tidied, and floor cleared except for shoes, which should be stored neatly. Rubbish should always be placed in the bin provided. 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 do not 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, Prefect, mentor or Gap Student who may understand from personal experience what they are going through. Parents may be able to help, and we also have 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.

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 Coordinators.

Extra tutoring can be arranged with parental permission and financing. Specialist 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 families. 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 plugin 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. Do not forget to tell your parents all about the good things. They miss you too and want to know you are happy! We suggest that you avoid phone calls close to bedtime.
- 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 during the holidays depending on your situation. Mark your home visits on your 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 roommate or buddy.

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

Samaritans of Thailand

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

Email: samaritans_thai@hotmail.com

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

Centre for the Protection of Children's Rights

Helpline 1: (02) 412-1196

Helpline 2: (02) 412-0739

Keep in Touch

Email your family if there is a computer at home and have them email 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 "Growing Minds" 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, and may write notes from time to time.

Prep Times

Evening Prep Sessions run from Monday to Thursday. They are held either 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 and teaching staff throughout the Prep Session. Specialised support is also given to those students who are identified as struggling in certain subject areas.

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, Deputy Heads of House and House Tutors – act in loco parentis monitoring social and academic progress

Tutors – monitor academic progress

Heads of Year – 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 Principal.

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. The complete school anti bullying policy forms part of the Boarding Handbook.

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 we 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.

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 who are not full-time residents in Thailand are required to ensure that comprehensive medical insurance is in place for their child. **A copy of the policy must be provided to the School before the student's first night in boarding.**

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 caps/sunhats 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.

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.

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.

Infirmery

The infirmery 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 (Infirmery) is next to the Modern Foreign Languages 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 infirmery. 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 infirmery. 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 either may 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 either has been collected by an ambulance or arrives at the hospital. Parents who are not full-time residents in Thailand are required to ensure that comprehensive medical insurance is in place for their child. A copy of the policy must be provided to the School before the Student's first night in boarding.

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 infirmery. The nurses will then make sure it is taken properly. Students are not generally allowed to keep medication in their room. All medication must be handed to the school nurse unless you have been assessed as being competent to self-administer this.

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 or qualified Emergency First Responder accompanies all trips and 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. Parents who are not full-time residents in Thailand are required to ensure that comprehensive medical insurance is in place for their child. A copy of the policy must be provided to the School before the Student's first night in boarding.

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 staff 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 or removal of privileges. More serious misdemeanours (for example, taking illegal drugs, drinking alcohol, sexual relationships, theft or bullying) are dealt with by the Head of House, Head of Boarding, Senior Leadership Team or the Principal depending on the severity of the misdemeanor and according to the school's disciplinary procedures.

We Also Expect High Standards of Behaviour in these Areas

- Understanding the challenges that close friendships between boys and girls present in the school and avoiding any show of affection that might offend or alarm members of the school community.
- 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 acceptable to speak badly.
- Always telling the truth. Not doing so makes it hard for others to trust you.
- Including other, people in what you are doing and looking after boarders who are new, or who are younger than you.
- Making homework a priority, using your Homework Diary to keep organised, and trying to finish your work to the best standard you can. Equally, do not 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.

Out of Bounds

Students must stay on campus at all times, and outside day school hours, there are some areas that you are not allowed to go unless you 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
- IB Suite
- Primary school
- Bedroom areas of opposite gender 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.

IBDP Students

As boarders progress into the IBDP years, we recognise their growing maturity and the higher profile that they take within the boarding houses. IBDP 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 IBDP boarders are given some privileges by their Heads of House appropriate to their development. IBDP 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 are issued three times a year.

School Reports

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

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.

Appliances & Valuable Items

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 and no taller than 70cm.

Looking After Your Things

Losing money or damage to personal property 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.

Do not bring large amounts of money or valuable things to school and hand in money over 200 baht to put into the house safe. Use the lockable safe in your room and keep the code safe. Always lock valuable items in your safe, or hand them in to the office to put in the main house safe. The school will not be responsible for loss of or damage to personal items.

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 1500 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

Deposit

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

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

This deposit is not to be used as a regular source of pocket money, it must be 'topped up' at the start of each term if used, 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 in advance on their day of travel. We advise that all Credit Cards are handed in for safekeeping when not in use.

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

Food, Meals & Snacks

Our kitchen provides a balanced diet with healthy food on offer three times a day and is served in the newly renovated “The Basement”. 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. The Boarders Council Representatives are always willing to listen to comments about the food. Throughout the year, there are a number of themed meals that celebrate special international festivals.

There is a Tuck Shop and a coffee shop on site open during the week at breaks and for a short time after school. The Tuck Shop and coffee shop operate on a top-up card system. At the weekends, there is also generally an opportunity to shop at one of the large stores in the area.

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. We advise that personal food items are kept in a lockable box.



*Celebrating
Chinese New Year in
The Basement*



*Celebrating Songkran in
The Basement*

Activities

School Based

The school has a very full programme of extracurricular activities. There are two 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 a varied programme of activities. Amongst the evening sports on offer are basketball, volleyball, badminton, football, futsal, table tennis, swimming, water polo, fitness in the new gym facility and running. Please note that appropriate footwear must be worn for all such activities. We also offer cookery, art and craft, and computer sessions on a regular basis in school specialised areas.



Weekend

We have an outstanding 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. Our boarding fee is inclusive of Saturday trip costs. This year we will be continuing to offer extra trips and activities on a Sunday that may incur extra costs.



Sport/Music/Drama

There are many facilities available to our students on a daily basis such as a swimming pool, basketball courts, football pitches, rugby pitch, all weather pitch, running track, badminton, netball and volleyball courts, gym (Year 10 and above only) and table tennis. In addition, the boarding community have access to the Art Department and Music Department.

Weekends & Other Leave

School transport

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

Half-Term Holidays and Term Breaks

For each holiday, all boarders must go home. There are no arrangements for care on campus.

Permissions For Leave

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.

Students must be collected from school on Fridays within one hour of the time of school closing for weekends and no later than 1630, and within one hour of school closure for 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.

NB: If students are returning on the Monday morning after a weekend leave, they **MUST** return to the boarding house between 0700-07.30 as the house will be locked and alarmed outside of this time for the school day when the boarders leave for breakfast.

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 holidays and appreciate the offer of hosting. Please consider doing this for one of the boarders in your House. Parents can contact Head of Boarding if they are willing to host a boarder in this way by e-mailing the completed Host Agreement Form. 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 intended transport and hosting arrangements for weekends should be in place by Monday 5pm. Leave will not be permitted until the necessary permissions have been received.

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 MAKE SURE YOU HAVE CONTACTED SCHOOL IF YOU WISH TO ARRANGE AN AIRPORT PICK UP. 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 Suvarnabhumi airport (BKK), Don Muang airport (DMK) or U-Tapao airport (UTP) 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 do not 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 safekeeping.

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.



Visa Details

The school assists all overseas students with visa arrangements. Contact Chatpapha (Nink) Leearee, PA to Head of Boarding for more information.

Mobile phone: 081 522 8484

Office phone: 038 418 777 ext 414

email: Chatpapha.Leearee@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. The school will not accept responsibility for any errors in the information provided.

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.

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, we recommend that you appoint a guardian for your child. 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 peter.gillmore@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.

Boarding House Prefects

The Role of a Boarding Prefect

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. Students can talk to Prefects if something is worrying them. If they cannot help themselves they will pass on the information to the right person. They are also good people to go to for information. By their actions Prefects are expected to demonstrate to other students a positive role model.

Prefects get some special privileges, which they earn, by the work they do. Being a Prefect also, goes on to their school record and can help on university or job application forms.

Prefect System and Responsibilities

- 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 representatives who take ideas, initiatives and possible concerns from boarders to the Head of Boarding at a regular meeting of the Boarders Council. Students should talk directly to their representative if they wish them to raise any issues. Issues may also be raised individually at the Boarders Assembly, a meeting of all boarders and boarding staff held once every term.

Notice Period

Changing from Boarding to a Day Student

If at some point you decide that your child will move out of boarding to become a Day student at Regents please give at least 2 weeks notice. Please contact Contact Chatpapha (Nink) Leearee, PA to Head of Boarding for more information.

Mobile phone: 081 522 8484

Office phone: 038 418 777 ext 414

email: Chatpapha.Leearee@regents-pattaya.co.th

Leaving Regents

If your child will be leaving our school please note that we require one full terms notice. Please contact Admissions@regents-pattaya.co.th

As a boarding team, we sincerely hope that you enjoy your time in boarding at Regents and that when the time comes to leave, you will have many treasured happy memories to take away with you along with lifelong friendships!



**REGENTS
INTERNATIONAL
SCHOOL
PATTAYA**

A NORD ANGLIA EDUCATION SCHOOL

Be Ambitious Be Regents

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