



REGENTS' GAP PROGRAMME

HANDBOOK



REGENTS
INTERNATIONAL SCHOOL
PATTAYA



WELCOME

Welcome to Regents International School Pattaya, and congratulations on your successful appointment as a member of our Gap team. As you join us, expect to be challenged and to be encouraged outside your comfort zone. We will expect a lot of you, and in exchange will provide a valuable and rewarding experience during your time with us.

IF YOU HAVE ANY QUESTIONS, YOUR FIRST POINTS OF CONTACT ARE:

Aina Rakotonirina

Email: aina.rakotonirina@regents-pattaya.co.th

Tel: 087 690 4003

Induction planning, school day timetables, outdoor education timetables, sports events, weekly activities, Primary and Secondary school trips, academic issues, weekly meetings, academic sickness reporting

Steve Rand

Email: steven.rand@regents-pattaya.co.th

Tel: 081 522 8080

Recruitment, discipline, boarding timetables, boarding trips, airport collections, boarding sickness reporting, accommodation.

YOUR NEW ADDRESS IS:

Regents International School Pattaya

33/3 Moo1, Pong

Banglamung

Chonburi 20150

THAILAND

School's local telephone: (038) 418-777

From outside Thailand: + 66 38 418-777

Fax: (038) 418-778

From outside Thailand: +66 38 418-778

The school is managed by Nord Anglia Education (NAE), the world's leading premium schools organisation. You can find more about NAE at <http://www.nordangliaeducation.com>. We are like no other international school in Thailand. Through exceptional opportunities, outstanding support and motivation our students become resourceful, responsible and confident learners. You can explore our website to find out more about our vision, ethos and objectives at: <http://www.nordangliaeducation.com/our-schools/pattaya>.

Regents is located in a spacious countryside campus with many great facilities. We have a swimming pool, tennis court, gym, weights room, snooker table, table tennis facilities and three football pitches.

You will have access to numerous computer solutions, including wifi throughout the school.



STEVE RAND, HEAD OF BOARDING



AINA RAKOTONIRINA , GAP COORDINATOR

AN INDIVIDUAL

As a member of the team, we expect your first commitment to be to your work within the day school and the boarding community, but we recognize that you will (and encourage you to) also develop a social life outside of school. You will have opportunities to visit fantastic places, both independently and whilst accompanying boarders trips and we know that you are going to have a fantastic time doing this. However, you must remember that you represent our school and at all times display behaviour which is responsible and will not bring the school into disrepute. There are many areas of Pattaya, Bangkok and other destinations which are best avoided for your own safety and reputation, and we will try to guide you in making good decisions about these. We recognize that you are probably close in age to many of our students, and whilst we encourage you to be friendly with them, you cannot be their friends. The development of any intimate relationship with one of our students would undoubtedly mean an immediate departure from our employment. You are expected to display high moral standards, and these must be in line with Thai expectations which are most likely much more conservative than those in your home country. It is not expected that you will enter into an intimate relationship with any Gap or other staff on campus. Gap accommodation is within our boarding houses and is separated by gender. You must respect this arrangement

YOUR ROLE

You will have a challenging day school and boarding workload, and you will be issued with timetables for this when you arrive in Thailand. We will try to match your commitments to your abilities and preferences, but we will also stretch you with some challenging opportunities. Roles vary greatly depending on the department in which you are placed and we will discuss these with you individually. You must attend morning briefings at the Primary and/or Secondary school as appropriate.

- You will run either one or two after school activities per week which will be organized in agreement with our co-curricular programme coordinator.
- You may be allocated an area of school to supervise on a rota basis at some lunch or break times.
- You will be allocated at least two evening boarding duties each week, and will be helping the permanent staff to run homework sessions and activities. In the junior houses you will help out with bedtime routines, and you may be asked to help with morning routines in the boarding houses too.

- You will have at least two weekend boarding duties per term, which will require you to stay on campus and accompany some trips, assisting with boarding duties as directed by the permanent duty staff. To help you to plan your weekends, you will be given plenty of notice of your weekend commitments to boarding.
- You will assist with off-site Outdoor Education camps which all secondary students are expected to attend at various times throughout the school year. These can be very busy weeks, with additional evening work according to the camp programme, and give the reward of excellent experiences for you.
- You will, on a rota basis, accompany our overseas boarders to and from the airport to ensure that they safely check in for their flights and are met on arrival back in Thailand. You must keep relevant teachers informed of any absences from classes for which you are timetabled.

TRAINING

From time to time various training opportunities arise. You will be expected to attend some of these, and invited to attend others. The first courses that you will undertake are Child Protection, Health and Safety, Emergency First Response and a Thai Language and Culture course as part of your induction.

INDUCTION

A three day introduction to the role of a Gap Student and the workings of the school will be held for new Gap Students at the start of their time at the school. This will include information relating to the different areas of the school that Gap Students will be placed in.

GAP STUDENT REVIEWS

Gap Students will undergo a review meeting at the first half term point of their time at the school, in order to discuss how they have settled in and to set personal targets for future practice. Another review meeting will be conducted before the end of the first term of Gap Student placement, to monitor progress and review targets. Towards the end of the Gap Student placement, Gap Students will be invited for an 'Exit' interview, formally concluding the Gap Student placement and celebrating the time of the Gap Student at the school. This interview will assist the Gap Student Coordinator and Head of Boarding to write references for Gap Students, should they be required in the future.

IN-SERVICE TRAINING (INSET)

As part of the school's on-going commitment to making the experience of Gap Students the best it can be, Gap students will at times be expected to get involved in various In-Service (INSET) training sessions, in the most relevant areas to the Gap Student's timetable commitments. These training sessions will take place mostly after school, during staff meeting times. In addition, Gap Students will also be offered the opportunity to complete a range of introductory Nord Anglia University training courses, accessible through the school's Moodle site.

PORTFOLIOS

Gap Students are strongly encouraged to keep a portfolio of their experiences at Regents, reflecting upon their involvement across the school. These portfolios can be a file containing paper evidence of experiences and contributions, or they could be an electronic blog. Portfolios can be used as evidence in a Gap Student's university application process, or for future employment placements. These portfolios also offer the Gap Student Coordinator and Head of Boarding extra evidence of a Gap Student's contributions when writing references for leaving Gap Students.

DRESS

We expect business dress at school – if you aren't getting it right then one of our Heads of School will let you know. There are some guidelines below. Remember that Thailand can be very hot, that regular changes of clothing will be needed, and that you must pay careful attention to your personal hygiene. Any body piercings or tattoos must be covered. PE kit is only acceptable during PE lessons. After school (and during most boarding duties) casual wear is fine, though it must remain conservative. If you are unsure whether what you are choosing is appropriate, it probably isn't.

Ladies – neckline high enough not to show cleavage, hemlines low enough to be modest in all positions, shoulders and backs covered. For example, a smart sleeveless tailored shirt or dress which covers the shoulders is fine, a t-shirt without sleeves is not acceptable. Smart tailored trousers are acceptable, jeans and casual trousers are not.

Gents – shirts fresh and ironed, trousers neatly pressed. Tropical humidity makes undershirts advisable to minimize the appearance of perspiration. Tie and collar are required during regular school hours, and long hair must be tied back. It is preferred that male staff's hair is no longer than collar length. You will have access to clothes washing facilities.

ACCOMMODATION

We provide you with free accommodation within our boarding houses on campus, strictly allocated by gender. It is a requirement of your placement that you reside on campus in this accommodation. You may share a room with another member of the gap team (in a twin room), but most of our rooms are singles. It is your responsibility to ensure that the furniture and accommodation is kept clean and tidy at all times – you will undoubtedly be reminded of this if you allow your room to fall below the expected standards. You may not paint or draw on the walls, and a charge will be applied for any unreasonable damage caused. We will provide bed linen upon request, but you must bring your own towels. Please be careful not to leave any electrical items plugged in when not in use to prevent the risk of fire. It is prohibited to bring outside visitors to stay overnight on campus. Any proposed guests must be authorized by Head of Boarding in advance, and must wear the Visitors Pass provided at all times. You are expected to act as a role model to our boarders in caring for your accommodation, and in following boarding house rules. Our boarding team will explain these to you.

ABSENCE

We hope that you will remain fit and healthy during your time in Thailand. If you are unwell and unable to attend a duty, you must inform your appropriate line manager giving as much notice as possible. You must also make every effort to contact any teachers or boarding staff who your absence will affect.

FOOD AND WATER

Meals are provided in the school canteen whenever there is a meal available for the boarders, and you will be expected to eat with the boarders. There will be a good mix of Thai and International food available. You are not allowed to remove any food from the canteen. Pattaya has many good supermarkets where you can buy food to supplement campus meals. Do not drink the water from the taps – drinking water which is purified on site is available in water dispensers around school.

HOLIDAYS

You will have the same holiday entitlement as other overseas teachers, with the additional proviso that you may be required to make some trips to and from the airport when boarders arrive and leave, occasionally outside term time. Additional time off will only be allowed in exceptional circumstances.

LANGUAGE

You would be well advised to start learning Thai straightaway! It is not an easy language to learn, but it is very helpful if you at least know your numbers and some basic language. Some of our Thai teachers may be willing to help you with this.

SMOKING, ALCOHOL AND DRUGS

Gap Students are not allowed to bring to or use on campus tobacco, alcohol or illegal drugs.

TELEPHONES

You are expected to carry a mobile phone at work, and to share your telephone number with appropriate staff. If you bring an 'unlocked' phone from overseas you can purchase a new SIM card in Thailand.

PATTAYA

Pattaya, 147km southeast of Bangkok, is Thailand's busiest beach resort with over a million visitors each year mainly from Russia, Europe and the Middle East. Pattaya is located in the Eastern seaboard industrial development area, which attracts much foreign investment and employment. Because of this, the Pattaya region has a number of International schools. Foreign influence in Pattaya makes life a little less "Thai" and more reliant on rich western foreigners, known as "farangs". There are endless bars offering beer and much more, and many feel that Pattaya would be better left off a "things to do" list. For staff, it is easy to escape the Pattaya "culture" as Regents is well out of town. There are areas of Pattaya that it is best for staff aiming to keep safe and of good repute to avoid. The positive side of the western influence includes a fantastic range of hotels, restaurants, shopping centres, supermarkets and cinemas. For further information on Thailand, you would be well advised to purchase a good guide book before you arrive. Lonely Planet and Rough Guides give great information and advice.

GETTING AROUND

Our school campus is about 15km from the busy centre of Pattaya. Getting into town can be a little awkward, but we will help you to make some contacts with reliable taxi companies that are not too expensive when shared. You can sometimes share a bus with our boarders free of charge – check with Head of Boarding for availability of seats.

We do not recommend either hitch hiking or motor bikes. Both are dangerous and ill advised. Whilst in town, you can use songthaews (pick-up trucks with two rows of seats in the back). These travel one way for a fixed price, and you simply press the buzzer when you want to get off. You can

charter songthaews to individual destinations for a group, but you will have to barter to get a good price.

THINGS TO SEE AND DO

The list is virtually endless, and growing every year. Read your guide book, and ask around when you get here. You will have no shortage of opportunities!

TRAVEL

Make good use of your holidays to gain as many travel experiences as you can. Again, ask around some of the more experienced international staff to find great destinations – you will find them very happy to share their experiences and advice. Our Gaps have visited Vietnam, Cambodia, Laos, Burma, Malaysia, Borneo, Hong Kong and many other countries. Thailand provides a great hub for travel, so make the most of it. Before you book anything, double check the school calendar and ensure that your holiday plans are firmly within the school holidays. Requests for additional holiday will not be viewed favourably, so please do not ask.

VISA REQUIREMENTS

You are required to obtain a Non Immigration Education Visa from the Thai Embassy in your home country before you travel to Thailand. To obtain this visa you will need to present a letter to the Embassy detailing your programme with the school. This letter will be sent to you along with your contract. When you arrive at Regents, you must hand your passport to our Visa Officer and leave it in her care. She will then be responsible for ensuring that all is kept up to date. You may sign out your passport when you need it, other than at times when it is needed at the Immigration or Labour departments, but bear in mind that the Visa Office is closed at weekends and outside normal school hours. Plan ahead. The Visa Officer will prepare paperwork for you to sign and will take you to the Immigration Office as necessary. Your visa will be extended to a Non Education one year visa from your date of entry into Thailand, or until your contract expires. Provided you leave your passport in the care of our Visa Officer, she will ensure that your address is declared every 90 days to the Immigration Office as required by Thai law.

As you are required to live on campus, your address will remain the same throughout your stay in Thailand. If you do not leave your passport with our Visa Officer, any fines incurred by failure to follow correct procedures will be your personal responsibility. These fines can be substantial. In order to keep your visa valid, you must obtain a Re-entry Permit each time you leave Thailand. Our Visa Officer can

help you to obtain the appropriate permit and will be happy to explain the somewhat complicated procedures to you. If you leave Thailand without obtaining a Re-entry Permit, your visa and work permit will automatically become invalid. You will then be responsible for all costs incurred in obtaining a new visa and work permit, which will involve leaving Thailand again to apply for a new Non Immigrant B visa. These costs can be substantial.

FLIGHTS

It is your own responsibility to arrange and pay for your flights to and from Thailand, and to keep the school informed of your travel arrangements which must be outside of term time. We will arrange transport from and to the airport at the start and end of your contract provided you inform us of your flight arrangements.

VACCINATIONS AND MEDICAL INSURANCE

Please check with your own doctor for up to date information about the vaccinations recommended or required to visit Thailand. You should make arrangements to have these before setting off to Thailand. You are covered by a medical insurance policy during your stay at Regents, details of which are shown in the table below.

INTERNATIONAL HEALTHCARE PLANS

TABLE OF BENEFITS

Treatment Guarantee (pre-authorisation) may be required for some benefits as indicated by a '1' or a '2' in the table(s) below. Please refer to the "Notes" section for further details. All benefit and deductible amounts are per person, per year of cover, unless otherwise indicated.

Core Plan	Nord Anglia, Regents International School Pattaya
Maximum plan benefit USD (\$)	\$250,000
IN-PATIENT BENEFITS ¹ - PLEASE REFER TO NOTES FOR MORE INFORMATION ON TREATMENT GUARANTEE	
Hospital accommodation ¹	Private room
Prescription drugs and materials ¹ (in-patient and day-care treatment only)	Full refund
Surgical fees, including anaesthesia and theatre charges ¹	Full refund
Physician and therapist fees ¹ (in-patient and day-care treatment only)	Full refund
Surgical appliances and prostheses ¹	Full refund
Diagnostic tests ¹ (in-patient and day-care treatment only)	Full refund
Organ transplant ¹	Full refund
Accommodation costs for one parent staying in hospital with an insured child under 18 ¹	Full refund
Emergency in-patient dental treatment	Full refund
OTHER BENEFITS - PLEASE REFER TO NOTES FOR MORE INFORMATION ON TREATMENT GUARANTEE	
Day-care treatment ²	Full refund
Out-patient surgery ²	Full refund
Rehabilitation treatment ² (in-patient, day-care and out-patient treatment, immediately after acute medical treatment ceases)	Full refund, Max 30 days per medical condition
Local ambulance	Full refund
Emergency treatment outside area of cover (for trips of a maximum period of six weeks)	Full refund, max. 42 days

Medical evacuation ² <ul style="list-style-type: none"> • Where necessary treatment is not available locally, we will evacuate the costs² • Where ongoing treatment is required, we will cover hotel accommodation costs² • Evacuation in the event of unavailability of adequately screened blood² • If medical necessity prevents an immediate return trip following discharge from an in-patient episode of care, we will cover hotel accommodation costs² 	Full refund
Expenses for one person accompanying an evacuated person ²	Full refund
Repatriation of mortal remains ²	\$5,000
CT and MRI scans (in-patient and out-patient treatment)	Full refund
PET ² and CT-PET ² scans (in-patient and out-patient treatment)	Full refund
Oncology ² (in-patient, day-care and out-patient treatment)	Full refund
Complications of pregnancy and childbirth ²	Full refund
Emergency out-patient dental treatment (where these benefit amounts are reached, any additional costs may be reimbursed within the terms of any separate Dental Plan)	Full refund,
Palliative care and long term care ²	max. 30 days per lifetime

Out-patient Plan	Nord Anglia, Regents International School Pattaya
Maximum plan benefit	\$1,500
Out-patient Plan Deductible	\$15 per visit
OUT-PATIENT BENEFITS	
Medical practitioner fees and prescription drugs	Full refund
Specialist fees	Full refund
Diagnostic tests	Full refund
Vaccinations	Full refund
Prescribed physiotherapy (max. 10 sessions per condition, subject to the benefit limit)	Full refund

Not subject to the maximum plan benefit of \$1,500

Prescribed medical aids	\$1,500 per medical condition
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TREATMENT GUARANTEE / PRE-AUTHORISATION

Treatment Guarantee/Pre-authorisation is a process whereby we guarantee cover for certain treatment and costs, as indicated in the Table of Benefits with a 1 or a 2. If Treatment Guarantee is not obtained for the benefits listed with a 1, we reserve the right to decline your claim. If the treatment is subsequently proven to be medically necessary, we will only pay 80% of the eligible benefit, and for those listed with a 2, we will only pay 50% of the eligible benefit. For further details please refer to the "How to Claim" Section of our Benefit Guide, or simply contact our Helpline.

CHRONIC CONDITIONS

Chronic conditions are covered within the terms of your policy. Please refer to the definitions section of our Benefit Guide for further information or contact our Helpline.

PRE-EXISTING CONDITIONS

Pre-existing conditions are covered within the terms of your policy. For further details please refer to the “Definitions” section of our Benefit Guide or simply contact our Helpline.

BENEFIT LIMITS

There are two kinds of benefit limits shown in the Table of Benefits. The maximum plan benefit, which applies to certain plans, is the maximum we will pay for all benefits in total, per member, per Insurance Year, under that particular plan. Some benefits also have a specific benefit limit, for example “Nursing at home or in a convalescent home”. Specific benefit limits may be provided on a “per Insurance Year” basis, a “per lifetime” basis or on a “per event” basis, such as per trip, per visit or per pregnancy. In some instances we will pay a percentage of the costs for the specific benefit e.g. “65% refund, up to \$7,100”. Where a specific benefit limit applies or where the term “Full refund” appears next to certain benefits, the refund is subject to the maximum plan benefit, if one applies to your plan(s). All limits are per member, per Insurance Year, unless otherwise stated in your Table of Benefits.

NOTES

POLICY TERMS AND CONDITIONS

The Table of Benefits provides an outline of the cover we offer under your policy. Please note that cover is subject to our standard policy definitions, limitations and exclusions. These are detailed in our Benefit Guide, which is issued to you upon policy inception. Our current Benefit Guide can also be downloaded from our website www.allianzworldwidecare.com

POLICY ENDORSEMENT(S)

If there are any policy terms and conditions unique to your policy they will be listed below. Please read carefully in conjunction with our Benefit Guide.

WHAT TO BRING

Travel light as you will accumulate belongings when you get here. The basic essentials that you need are

- Modest smart clothing suitable for the working day
- Casual hot weather clothing including swimwear
- Formal and sports shoes – these can be expensive and difficult to find here
- Travel backpack – much more practical than a suitcase
- Comforts you can't live without – most things are available here (sometimes at a high price) but some home comforts can make your first weeks here much more pleasant

MONEY

Depending on how ‘local’ you are willing to live, the cost of living in Thailand can be relatively cheap. We provide all accommodation, and virtually all term time meals. The award of places in our Gap Programme are highly competitive. Twelve bursaries are available but if you are not successful in being offered one of these we may offer you a

place which offers accommodation and meals only. In either case you will need to consider having a source of funding. Remember that imported goods can be very expensive. It is best to buy local produce whenever possible.

BANK ACCOUNTS

On your arrival, a Thai bank account will be arranged that can be accessed through ATM's on campus, throughout Thailand and internationally. Money from home bank accounts can also be easily obtained using ATM's showing the CIRRUS and PLUS symbols. If your home account doesn't already support these, it may be worth thinking about opening an account with this facility. A credit card with a reasonable limit is a reassurance especially when travelling in some of the surrounding countries.

BURSARY

For those fortunate enough to have been granted a bursary you will receive an allowance of 13184 baht per month, paid for a 12 month period following your appointment.

GAP STAFF PLEDGE

We hope that you are going to have a great experience at Regents. Now all that's left for you to do is to read through your Gap Programme Pledge, make sure you understand and can abide by it, then sign it and send a scanned copy back to steven.rand@regents-pattaya.co.th. We look forward to seeing you in Regents soon!

Please read this pledge carefully and be sure that you are willing to abide by it before signing and returning it. As a professional member of Regents' Gap Programme, I will conduct myself at all times in a responsible and conservative manner. I will not bring the school's name into disrepute.

- I accept responsibility for the cost of repair of any willful damage that I may cause to the fabric of the school
- I will not invite overnight visitors to school other than with the express permission of the Head of Boarding
- I will not invite any students into my accommodation
- I will not enter into any intimate relationship with students or staff of Regents
- I will not bring to or use on campus any tobacco, alcohol or illegal drugs
- I will abide by curfew times of midnight on weekdays and 2am at weekends
- I will not undertake any paid work outside of my contract with Regents
- I understand the dangers of hitch hiking and motorbike use, and will avoid these wherever possible. Whenever travelling on a motorbike I will wear appropriate protective headgear
- I understand that breaching any of these conditions may lead to an immediate termination of programme with all resulting costs of returning to my home country being borne by me

Signature

Date

