



HARROW
INTERNATIONAL
SCHOOL
BANGKOK

WEST ACRE BOARDING HANDBOOK

A useful guide to life as a boarder in West Acre (Year 11 to 13)

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WELCOME TO WEST ACRE AT HARROW INTERNATIONAL SCHOOL BANGKOK

Well done! If you have got as far as having been given this handbook, you have already succeeded in earning a place at one of the most popular houses in one of the most prestigious schools in the world. You are about to embark on extremely important and exciting years – a period in which the work you do, the lessons you learn, the decisions you make and the friendships you forge will have an immeasurable impact on the course of your life for decades to come. All of us at West Acre and the boarding village here at Harrow International School Bangkok are delighted that you are spending those years here.

This handbook is intended to help familiarise you with some of the routines and rules of West Acre so that you know what to expect and can settle in as quickly as possible when you arrive in August. At first it will probably seem as if there is a lot to learn, but you will soon pick up everything you need to know. Don't worry if it all feels a little overwhelming: everyone feels this when they start a new school and it is only natural to be nervous!

There are five key secrets to success at Harrow Bangkok:

1. If you're not sure about anything, just ask! There are plenty of people around who will be happy to help. Don't keep worries or problems to yourself.
2. Always try to do your best, whether in the classroom, on the sports field, or anywhere else around the school. It is only by doing your best that you can be sure of fulfilling your potential while you are at Harrow Bangkok.
3. Keep busy by taking part in as many school and boarding activities as possible. By embracing all the amazing opportunities that Harrow Bangkok has to offer, you will enjoy your time at boarding and school much more and develop a much wider circle of friends.
4. Try to be well organised and tidy. You will have a lot to remember, so you need to listen carefully to instructions and do your best to keep on top of things.
5. Always be polite, kind and friendly to other people and always tell the truth.

Always treat others as you would like to be treated yourself.
Years from now, we want you to be able to look back on your time in West Acre with a sense of fulfilment, happiness and pride. So work hard, behave well and live Harrow Bangkok life to the full!

I look forward to welcoming you in August.

Warm regards,

Mrs Lutas-McCall | House Mistress West Acre House

Hi everyone!

My name is Natacha, and I've been boarding since 2022. I'm from France, and when I'm not studying, you'll usually find me chatting with friends in the common room or out on the football pitch.

Starting boarding is definitely a big step, but I can promise you that the staff are always there to listen and care for you, just as they have been for me throughout my boarding journey. You can also count on the older students to support you at any time—especially me, as I'm always happy to help with whatever you need.

I'm in West Acre (the older girls' house), which is full of laughter, support, and sisterhood. You'll quickly realise that it's not just a group of girls living together, but a house full of best friends having a sleepover every day.

My top boarder tip is to make sure you wake up on Sundays to try the smoothies—they are genuinely to die for! We can't wait to welcome you into our boarding community.

Kind regards,

Natacha (S13) | Head Girl, Boarding



BOARDING PRINCIPLES AT HARROW INTERNATIONAL SCHOOL BANGKOK

Boarding at Harrow International School Bangkok is more than simply living at school: it is a journey of growth, discovery, and belonging. Within our boarding houses, every student is encouraged to thrive in a safe, stimulating, and caring environment where personal ambition and academic curiosity are nurtured and rewarded.

Our community is built upon the Harrow values of Courage, Honour, Fellowship and Humility. These values guide our boarders to take bold steps with confidence, to act with integrity, to form lasting bonds of friendship, and to live with kindness and respect.

By living together in a diverse and supportive community, boarders learn to understand the world beyond themselves, to recognise their place within it, and to develop the skills and character to make a positive difference. Through boarding, our students become outward-looking, grounded, and well prepared for life beyond school.



OUR COMMITMENT

Through the lived experience of these four pillars, Harrow Boarding prepares students for life beyond school: outward-looking, ambitious, respectful, and well equipped to contribute to their communities. Each boarder leaves with not only a strong academic foundation, but also the character, compassion, and courage to shape the world around them.



HONOUR

Honour guides the way we act and the choices we make. In boarding, students learn to live with integrity, respect for others, and a deep sense of responsibility. They are taught to value their commitments, to be accountable for their actions, and to uphold the traditions and reputation of Harrow.



HUMILITY

Humility reminds us that learning and leadership come through listening, understanding, and serving others. In our boarding houses, students are encouraged to recognise their strengths while valuing the contributions of those around them. They are inspired to look outward, to appreciate their place in the world, and to seek to make a difference for the benefit of others.

BOARDING AT HARROW BANGKOK



FELLOWSHIP

Boarding life thrives on fellowship: the spirit of community, kindness, and shared experience. In living together, students come to appreciate diversity, forge lasting friendships, and develop empathy. They learn that by working together and supporting one another, they achieve more than they could alone.



COURAGE

Within our boarding houses, courage means embracing challenges, striving for excellence, and having the confidence to step beyond comfort zones. Boarders are encouraged to pursue their ambitions with resilience, to learn from setbacks, and to stand up for what is right.

1. CONTACTS AND STAFF

Duty Staff:

boarding_westacre@harrowschool.ac.th
+66 (0)86 324 8170

House Mistress:

Mrs Lutas-McCall (LLM)
lynn_lu@harrowschool.ac.th

House Parent :

Ms Thasvini Balamuraly (TDE)
thasvini_ba@harrowschool.ac.th

Assistant Housemistress:

Rachel Dinsdale
rachel_di@harrowschool.ac.th

Boarding Assistant:

Ms Shyane Rebollos (SRE)
shayne_re@harrowschool.ac.th

Graduate Leaders:

Veda Dharwar (VDH)
veda_dh@harrowschool.ac.th
Lilian Wai (LWA)
lilian_wa@harrowschool.ac.th

Head of Boarding:

Mrs Emma Roe (ERO)
emma_ro@harrowschool.ac.th

- **House Mistress:** Mrs Lutas-McCall (LLM) - Housemistress of West Acre and Teacher of Upper School Economics and Business
- **House Parent:** Ms Thas Muraly (TDE) - Helps Mrs Lutas-McCall with general house running and is responsible when Mrs Lutas-McCall is away.
- **Assistant Housemistress:** Ms Rachel Dinsdale - On duty one evening once a week. Responsible when Mrs Lutas-McCall and Ms Muraly are off duty or absent. Teacher of mathematics (resident overnight whilst on duty, resides on Floor 2)
- **Boarding Assistant:** Ms Shayne Rebollos (SRE) - Supports house running. Lives on the 3rd floor.
- **Graduate Leaders:** Lilian Wai (LWA) and Veda Dharwar (VDH) - Involved with morning/evening duties and integral to weekend activities (resident in West Acre and live on Floors 1 and 2).

Teaching staff are available from 16:15 to 18:15 and 18:30-19:30 each evening for academic tutoring. The tutoring timetable will be shared half termly.

The house has a team of PCS security guards on duty 24/7 and cleaners. Cleaners are responsible for emptying bedroom bins and cleaning bedrooms, but rooms must be tidy. Always be polite and cooperative with cleaners and other staff.

2. SENIOR GIRLS

West Acre is the senior girls' house, comprising Year 11, 12, and 13. One Year 13 member is the Head Girl of Boarding, the most senior girl. The Head Girl, Deputy Head Girl and other senior girls are appointed as

House Prefects to assist staff in daily running. Cooperation with them is expected, as long as requests are reasonable and align with school and house rules.

3. DAILY ROUTINES

WEEKDAYS

6.30am	Wake-up (using your alarm clock)
6.45am	Reminder in person/by Prefect/ tannoy to get ready to be out of house, washed, and fully dressed. Sign out at the guard's desk before heading to The Hub for breakfast
6.30-7.30am	Breakfast in The Hub
7.15am	Latest time to leave the house to avoid being considered late
7.45am	Morning Tutor in school
8.10-10.15am	School (Period 1 and 2)
10.15-10.35am	Break
10.35-12.40pm	School (Period 3 and 4)
12.40-1.40pm	Lunch at school
1.40-2.40pm	School (Period 5)
3-4pm	After school activities or free time in The House (can vary)
4.15-5.15pm	Prep Time
5.15-5.45pm	Evening Call Over (can vary)
5.30-6.30pm	Dinner in The Hub
6.30-9pm	Prep Time (can vary)
9.30pm (Y11)	Into rooms and start bedtime routine
10pm (Y12/13)	
10pm (Y11)	Lights out
10.30pm (Y12/13)	

SATURDAYS

8am	Breakfast (can vary)
12pm	Lunch (can vary)
10pm (Y11)	Into rooms and start bedtime routine
10.30pm (Y12/13)	
10.30pm (Y11)	Lights out
11.00pm (Y12/13)	

SUNDAYS

9am	Breakfast (can vary)
1pm	Lunch (can vary)
8pm	Evening Call Over (Weekly boarders to return on time)
9.30pm (Y11)	Into rooms and start bedtime routine
10pm (Y12/13)	
10pm (Y11)	Lights out
10.30pm (Y12/13)	



4. WEST ACRE A TO Z AFTER SCHOOL ACTIVITIES

There are a range of after school activities, the options will be advertised and you will be given the opportunity to sign up. Usually activities are from 3-4pm. The activity provider will take a register and inform boarding if you have not attended. Therefore it is important to let your activity teacher know if you will be late to begin an hour's Prep at 4.15pm. If you do not have an activity, West

Acre duty staff will expect you to return after school. If you have planned an activity instead of going straight back to boarding, you must ask permission from Mrs Lutas-McCall or Ms Muraly beforehand or by email or calling the duty phone. If you do not call, we will look for you. Your mobile phone must be switched on and silent mode switched off after 2.40pm.

BED LINEN

You will be provided with mattress protectors, fitted sheets, pillows, pillowcases, and duvets. You are encouraged to bring your own bedding and any other items to personalise and decorate your room with. Bed sheets are

washed on Mondays and Tuesdays, depending on which floor you are on. You are expected to make your bed, open your curtains, switch off your lights and air conditioning every morning.

BIRTHDAYS

We love to celebrate birthdays and make each girl feel special on her big day, singing Happy Birthday together.

The girls are very welcome to have a birthday cake brought in or ordered to the house to share with friends. Some girls also choose to go out for a birthday meal with their parents, which we fully support (in line with their off site permission). If other boarders are invited to join the celebration off-site too, the

appropriate permissions must be arranged in advance; this includes consent from each girl's parent or guardian, agreed travel arrangements, and approval from the House Team.

Birthdays are a wonderful way to bring everyone together, and we're always happy to help make the occasion as memorable as possible.

CLOTHING

Casual wear is allowed only after returning to West Acre from school and on Saturdays and Sundays. School uniform or official school/House sports kit must be worn when out of the house during school hours. When wearing a school uniform, you must dress properly and look smart; clothes must be clean, tidy, shoes polished, shirts tucked in, and ties and top buttons done up. Hair should be tidy and off the collar.

Clothing will be washed and ironed during the laundry service which operates on Tuesday, Thursday, and Saturday and returned the following day. You are expected to change out of your school uniform after school each day into appropriate clothing for around the village.

COMMON ROOM

The Lounge area on the ground floor has a communal kitchen and recreational facilities including a table tennis table. The third floor also has a communal lounge area with kitchen facilities for Year 13s to use. The ground floor kitchen is for Y12 and Y11, but not before wake up, after in room time, during call over or meal times. Kitchen use is a privilege and they must be left in a clean and tidy state after use. All

knives and sharp kitchen items must be signed out and returned to staff after use. The first floor has a communal working area which serves as a prep room for Year 11 students during supervised prep time during the week. The second floor also has a communal working area which is available to all West Acrians.

COMPUTERS

We have Apple computers, keyboards and mouses available on each of the floors in West Acre. You will complete much academic work on your personal laptop. It should be clearly named and well-cared for. A printer is available in The Hub, connected to the school network. Boarders are responsible for

printing their own work either at school or The Hub. School email addresses are provided and should be checked multiple times a day, along with Teams messages, for school and boarding notices and information. Non-academic use of devices is allowed only during free time after prep or on weekends.

DAYS OUT

Senior girls are allowed off-site by themselves with parental/guardian permission via an 'offsite permissions form'. When leaving the house, you must sign out using the register at the security guard's desk, stating your destination and expected return time. Similarly, you must sign in upon return. A blue sign-out slip signed by boarding staff is required for senior girls to leave the school

site. You must carry your mobile phone for contact and have it switched on so you can hear it ring. Guests from other houses or day students require Mrs Lutas-McCall's permission and must sign in and out with the security guard in the House. Travel into Bangkok for social events is not permitted during the week, unless it is under very special circumstances.

Special off-site permission emails should be submitted at least 24 hours in advance. Blue exit slips must be arranged ahead of time, out of respect for duty staff, and should not be requested at the time of departure, during meetings, meal times, sleeping hours,

prep time, or during organised activities. If a passport is required, a minimum of 48 hours notice must be given, as passports are securely held at school and not not be immediately accessible, the school offices are closed over the weekend.

DRESS AND PERSONAL HYGIENE

You are expected to pay attention to personal hygiene, showering after physical activity and at least once a day, as well as using deodorant. Wear suitable clothing and footwear to and from the shower; do not walk barefoot

outside your room. Showers can be used at reasonable times, but not during prep time or after bedtime. You are responsible for buying shower gels and shampoo/conditioner.

DUTY PHONE

The duty phone will be carried by a member of the staff on duty. Boarders should use the duty phone in case of an emergency outside of regular hours, or if they are off site or at school and will be delayed. The duty phone number is displayed on the house notice boards and on the back of your dorm door, and it should be saved in your mobile phone. If

boarders need medical attention they should call the boarding duty phone in the first instance. The West Acre duty phone number is 0863248170. West Acre also use Teams to relay messages and send reminders, and West Acrians are expected to check Teams for any messages, links and documents that may be sent.

DUTIES

Various House duties are shared among West Acrian Prefects on a rota, explained by the Head of House. Senior girls are not permitted

to ask junior girls to do personal jobs for them. If this ever occurs, it is your duty to inform Mrs Lutas-McCall or Ms Muraly.

ELECTRONIC DEVICES: COMPUTERS, MOBILE PHONES, TABLETS, HOUSE PS5 AND NINTENDO SWITCH

Your personal laptop is essential for academic work; ensure it is clearly named and well-cared for. A printer is available in The Hub, connected to the school network.

You must check your school email inbox several times a day for important updates. Teacher email addresses follow the format: firstname_xx@harrowschool.ac.th (e.g., lynn_lu@harrowschool.ac.th).

Mobile phones are permitted but must be clearly named, and the number given to Mrs Lutas-McCall. Phone use is not allowed during meal, meeting times, prep time or after bedtime. Please ensure your parents are aware of these rules to avoid device use at inappropriate times.

Other hand-held devices like iPads are permitted. Non-academic use (e.g., games, TV, films) is allowed only during free time after prep or on weekends. This also applies to the House PS5 and Nintendo Switch.

Responsible use of all electronic devices is expected. Infringements of school guidelines are taken very seriously and may result in confiscation. Senior girls may be allowed some flexibility during exam season, and by special requests to Mrs Lutas-McCall.

Mobile phones are not permitted during Call Over and House Meeting times. Phones are stored in the lockable device cabinet as you arrive for Call Over and collected after prep time at 7.30pm.

To encourage face-to-face socialising, Device Down Days may occur. Devices and phones are handed in 30 minutes before Lights Out time and can be collected the next morning from the safe charging cabinet.

We will ask you to inform us of the phone and devices you will use over the academic year, we will record a photo of it and the serial number. If you are found using a different device than that recorded, the device will be confiscated and returned to you at the end of the school year.

EXCLUSIVE RELATIONSHIPS

Boarders are reminded that forming exclusive relationships can have a significant impact on the social dynamics within the boarding community. Those in exclusive relationships must be chaperoned by a member of staff when spending time together in a house or

the Hub. Public displays of affection are not permitted in boarding or around the school site. All relationships should reflect the values of respect, kindness, and integrity that underpin our community.

FEELING ILL?

If you feel ill, you should first report to the duty staff who will then send you to the boarding nurses if needs be.

Nurse Kitty, Nurse Latte, and Nurse Sand are in the boarding medical centre throughout the week and weekends but will rotate with the other nurses as part of the whole school rota in boarding. There is always a nurse on site to offer medical support.

If you incur an injury or are taken ill suddenly,

you should try to call the duty phone or find a member of staff immediately. One of us will always have the duty phone on us so make sure that you have the number. If you cannot, please speak to the security guard. In an absolute emergency, you should phone Thailand emergency services.

The numbers to contact duty staff, the boarding nurse and the duty team in other houses can be found on the back of your bedroom door.

FIRE/LOCKDOWN ALARMS AND LIGHTNING WARNING ALARM

FIRE ALARM

On hearing the alarm: quickly but calmly make your way to the nearest exit following the designated fire exit route out of the house and convene in the designated fire evacuation point which is out on the road behind West Acre. Stand with the rest of your year-group and remain absolutely silent during the roll call.

LIGHTNING WARNING ALARM

These are red flashing lights positioned around the outside of buildings. If lightning comes down within a certain distance from the school, these red flashing lights will go off. If you are involved with sports on the school field then you must quickly head indoors. You must not go outside until a green flashing light goes off signalling that it is safe to do so.

FOOD

You are allowed to bring extra food and drink into the house should you wish to do so, though you must keep such supplies stored away in the storage boxes in one of the kitchens and communal storage spaces and not in bedrooms. House staff will provide snacks on your return to West Acre after afternoon activities. There is a 7-Eleven shop a few minutes walk away from West Acre which you can visit outside of Call Over, Meeting and Prep hours, if your off site permission allows you to.

You may, as a treat, ask permission to order food once in the week on a Tuesday and once at the weekend. This is a privilege, which does not replace attendance to the usual meals in The Hub, and it may be withdrawn at any time if it proves to be disruptive or if house routines are not being followed. You are

permitted to use the House kitchens to cook and bake (floor 3 kitchen is for Year 13 only). This does not replace food at mealtimes in The Hub and you must wash up and tidy away after yourselves. Kitchen use is not permitted before school, during meeting times, prep times or after in room time.

You will need to take either the 'Treat Tuesday', 'Weekend Takeaway' or 'Study Leave Takeaway' ticket from the house guard and present it to the Hub security guard on collection of your order.

Food and drinks cannot be consumed in rooms and food and drink packaging must not be disposed of in bins in rooms. The bins in communal areas must be used to avoid attracting unwanted insects.

HOUSE TRIPS AND SOCIALS

Full Boarders have the opportunity to attend the weekly weekend boarding trip to a varied range of destinations including bowling, ice skating, craft cafes, climbing walls, the cinema, water parks, and will usually include a visit to a Mall. You will be asked to sign up for the weekend trip in advance, so staff can arrange tickets and appropriate sized transport. If there is a change in your weekend plans, and you can no longer attend the weekend trip

you signed up for, you must let the weekend lead Housemaster know in person, well in advance of the trip. It is expected that full boarders fully participate in a full range of weekend boarding activities and attend meal times at the Hub. From time to time, there will be house trips to the ten-pin bowling alley, a sports match, or elsewhere. These will nearly always be after school and home clothes can be worn unless otherwise specified.

KEEPING YOUR ROOM TIDY

You are expected to keep your room in good order. In particular, before you leave the house in the morning for lessons you must make sure that your curtains are drawn, your lights and air conditioning are turned off, your bed is made, your floor is clear and your desk is tidy. It is essential you make your bed at the start of each day. It is not the responsibility of the team of maids to make beds and tidy

your rooms. This is important so that the cleaning maids can clean your room properly. Your room will be inspected regularly by West Acre house staff. It is essential that you turn off the AC and lights as you leave your room to conserve energy. Failure to do so will be reported to the boarder so the issue can be resolved.

LAUNDRY

Every Tuesday, Thursday and Saturday are laundry days for West Acre.

You should put all your dirty clothes in the laundry bags provided together with the completed laundry form for special items. Underwear should be put in the separate smaller laundry bag and then placed into the main laundry bag. It will be washed and ironed

during the laundry service which operates on Tuesday, Thursday, and Saturday and returned the following day. It is your responsibility to drop your laundry at the laundry room outside of the hub at the designated times. It is important to have enough uniform and clothes to wear while you wait for your laundry to be returned.

LEAVING AT THE END OF THE WEEK/TERM

Weekly boarders can go home after school finishes each Friday. The sign out procedure is the same; you must let either Mrs Lutas-McCall, Ms Muraly or West Acre staff member on duty know you are about to leave the site, collect a signed 'blue slip' and then sign yourself out with the house guard. You need to present the 'blue slip' to the Hub guard to leave the site.

You must return to West Acre by Sunday evening no later than 20:00. If it looks as if you are going to be late back from a weekend at home (e.g. due to unpredictable transport difficulties), your parents must contact Mrs Lutas-McCall and Ms Muraly on the duty phone or boarding_westacre@harrowschool.ac.th with an explanation and you must make sure that you report to Mrs Lutas-McCall and Ms Muraly as soon as you arrive back at the house, before going to your room. The same

arrangements apply at the start and end of each academic term. Late returns interrupt bedtime and duty staff's house routines, and so you must return on time.

If you are a full boarder and wish to sign out for the weekend, your parents and the guardian who is taking parental responsibility for you for the weekend, must communicate this in writing to Mrs Lutas-McCall and Ms Muraly to boarding_westacre@harrowschool.ac.th before you will be allowed to sign out. Boarding may refuse this permission if they have concerns regarding your supervision and safety over the weekend.



LETTERS AND PACKAGES

Letters and parcels are brought to West Acre most week day evenings and can be collected from the house office. Packages must be opened in front of house staff and can not be collected independently from the Clock Tower without special permission. Please ensure that your parents, family and friends have the correct address:

West Acre, Boarding House 4
Harrow International School Bangkok,
45 Soi Kosumruamchai 14, Kosumruamchai Road,
Don Mueang Subdistrict, Don Mueang District,
Bangkok, 10210 Thailand

+66 2 503 7222
+66 (0) 64 909 4871

Please ensure that when you are ordering parcels that it clearly states your nickname in English and West Acre on the address. You will be required to open all parcels in front of staff to ensure the safety of all boarders.

LONG WEEKENDS

Across the school year, we have three long weekends. During these weekends, boarders are welcome to either go home or remain in the boarding house, based on their individual or family preference.

The dates for the long weekends are as follows:

- Thursday 17th - Sunday 19th September 2026
- Friday 4th December - Monday 7th December 2026
- Friday 30th April - Monday 3rd May 2027
- Wednesday 2nd June - Sunday 6th June 2027

Please ensure that any plans to stay in boarding over these weekends are communicated in advance so that appropriate arrangements can be made.

MEALS

Meals are taken in the school Dining Hall if it is a school day lunch and The Hub if it is breakfast or dinner during the school day. Breakfast, lunch and dinner are all served in The Hub during weekends, staff training days and long weekends.. These are served on a buffet basis. After you have collected your food, you should sit anywhere you would like in the dining area. Please always show courtesy to any adults at your table by offering them water, making polite, intelligent conversation with them; we do not use phones at the table.

Breakfast during the working week begins at 06:30 in The Hub for the whole boarding village. A variety of food is on offer. Special requests can be made through Mrs Lutas-McCall.

On Saturdays and Sundays, all meals are taken in The Hub. Breakfast is from 08:00 on a Saturday and 09:00 on a Sunday. Lunchtimes can vary depending on the weekend agenda but are usually taken between 12:00 and 13:00. Occasionally you may be eating out as the agenda for the weekend boarding activities dictate.

Dinner runs in The Hub from 17:30-18:30 (18:00-

19:00 at weekends) and is taken in a staggered manner to minimise queuing. There is the usual choice of main dishes and a selection of salad and fruit. Please take your own dishes and cutlery up to the cleaning stations when you have finished your food, leaving the table as you found it.

You must go to all meals unless given permission by Mrs Lutas-McCall to miss one. No food is to be consumed, stored or disposed of in your room at any time. At weekends, all boarders in house must follow meal time routines independently, and attend the hub for meals.

MEDICATION

You must not bring any kind of medicine into West Acre. If you have been prescribed medication, you must hand it to the nurses for safekeeping as soon as you arrive at the boarding village. It is vital that Nurse Kitty, Nurse Latte, and Nurse Sand and the rest of our medical team know what medication you are taking. You are not allowed to keep any medication (even headache tablets or

cold remedies) in your own room; the only exception to this rule is asthma inhalers and EpiPens. The same rules apply to any supplements/vitamins, which must all be administered by the nurses. If you have been advised to take a protein supplement this must be kept in the allocated storage box and not in your room.

MONEY, PASSPORTS, AND VALUABLES

All students must lock any valuables in their personal safe. If you are unable to operate your safe, you should alert a member of staff that day, and store valuables in the office safe until your safe is working again.

If you are an international student, you are required to deposit your passport with us for safekeeping whilst you are onsite and whilst our Immigration Officer's arrange visas. You can collect it again when it is required, but you must give us at least 48 hours notice as your

passport may still be with our Immigration Officers at school, so we must arrange for it to be returned for boarding. School is closed during weekends, so please inform us, at the very latest on a Wednesday for Friday passport collection.

As far as possible you should try not to bring valuables into school. Any valuables you do bring must be named or engraved wherever possible and must be locked in your personal safe or office safe at all times.

PARTICIPATION

Every girl in boarding is expected to contribute actively to our vibrant community, by staying in the Hub until at least 6pm each Thankful Tuesday, offering a Thursday Thought presentation on a personal topic of interest, looking for and supporting charitable initiatives, taking leadership opportunities as they arise, and attending House Chorus and House Song practices and competitions; these commitments, along with regular participation

in the Family Time events, and other boarding traditions such as Boarding's Got Talent, Summer Party and In House Dinners. You are also expected to fully contribute to Family Time activities and participate in the many boarding activities at weekends. This participation helps to foster strong friendships, personal growth, and a spirit of responsibility and mutual respect.

PREP, PREP TIME, AND YOUR PREP DIARY

'Prep time' is the time in the afternoon/evening that is reserved for independent academic work only. Monday to Thursday there are 2 prep sessions when you will have the chance to complete your work; 16:15-17:15 and 18:30-19:30. The amount of time that you are required to complete Prep for is dependent on your year, Year 11 should complete 1 hour 30 minutes of work and Years 12 and 1, 2 hours of work per night.

Prep arrangements are different at weekends, with Sunday from 19:00 until 20:00 being dedicated to this. If you need more time to complete your school work, you must use the time available outside of call over, compulsory activities and meal times to do so, but must do this before in room and lights out times.

Your subject teachers will set prep (homework) regularly. On a normal school day you can expect to be set prep in three subjects, with each subject's prep taking about half an hour to complete. Sometimes the task set might take a little longer than this, sometimes you might finish it more quickly; either way, it is important that you devote as much time to your prep as is necessary to complete the task to the highest possible standard.

To help you keep organised with your prep, you will be issued with a school prep diary. You will be expected to make use of your prep diary to write down the details of each task set and the deadline for handing it in. Personal organisation is vital to academic success and is a skill that you will quickly develop during your time in West Acre.

Prep time rules:

If you have not taken part in an after-school activity and have returned to the House at 3pm, you are expected to complete prep from 4.15pm until 5.15pm, at your desk with your dorm room open. Year 11 are required to com-

plete 18.30-19.30 prep in the communal areas and are not permitted to leave the prep area unless you are involved in an official house or school activity or there is an emergency. You are expected to arrive to prep on time, to work at a desk, and if you are working in your room your door must remain open during prep time (Year 12s and 13s).

If you finish all the prep that you have been set, you must spend the rest of prep time engaged in some other mind-enriching activity such as further reading or revision. You can ask the staff for inspiration if unsure.

You may use the time after prep for practicing a musical instrument in the communal areas of West Acre, but only with permission from Mrs Lutas-McCall, Ms Muraly and Ms Dinsdale. There are practice rooms available in the village, please enquire if you wish to use them.

Online tutoring is not prep. Online tutoring is not permitted during prep times, as it is not independent work or practice and it has not been set by your teacher.

You can continue working after the prep session in the evening if you wish, and you may also choose to work during the afternoons or early mornings. If you wish to continue working after bedtime (if you have an exam to prepare for example) you must ask for an extension (permission) to stay up a while longer for the purposes of completing prep.

Repeated failure to complete prep, late submission of prep, and submission of poor-quality prep is taken seriously and will be sanctioned accordingly according to the school behaviour policy. Academic endeavour is the main purpose of your being at Harrow, and you will be much more successful and enjoy your time here much more if you maintain high standards in this regard.

PROPERTY

All money and valuables must be kept securely in your locked safe at all times. Money, no matter how small an amount must also be kept in your locked safe. Faulty safes must be reported immediately and stored in the house safe until fixed. You should mark all of your property clearly, including small items such as calculators, pencil cases and so on. Treat other people's property with respect and never be tempted to 'borrow' things from other girls' rooms: they may not be happy with this and you may not

remember to give it back. If, in turn, you feel that you, your property or your space are not being respected, say something. It is polite and courteous behaviour to always return a borrowed item in person with thanks, to the person the item belongs to in good time and in the same condition it was given to you in. It is against house rules to go into other people's rooms if they are not there. You are also not permitted to use another boarder's desk space, wardrobe or drawers for your own use.

RELATIONSHIPS

It is important that all girls in the house treat each other (and each other's property) with respect. Bullying of any sort and abuses of power or authority will not be tolerated. If you are worried about these or any other matters, talk to the Head of House, a house Prefect, or go straight to Mrs Lutas-McCall or other members of house staff. There is also a QR-based form in house where you can report any concerns or issues you may have.

One of the most important relationships for you to get right is that with your roommate(s). Remember that there is an art to sharing a room and it requires tolerance, empathy, respect and compromise from both parties, by following in room and lights out times in accordance with house rules. We keep the Air Conditioning set at 22C to make it fair for everybody.

ROOM

Mrs Lutas-McCall will decide on rooming combinations, following the opportunity to make rooming requests. You will have the opportunity to change rooms every term and share with different West Acrian (if you do not have your own room). This helps everyone to get to know each other and gives you the chance to live in a variety of different rooms in different areas of the house. If you wish to remain in the same room with the same roommates, this is welcomed. However, most

Inappropriate discrimination or derogatory remarks based on gender, disability, sexuality, race, religion, cultural or linguistic background, academic ability or sporting prowess are not acceptable in West Acre. Every West Acrian has the right to enjoy all aspects of life at Harrow and in West Acre.

Trying to contact any member of staff including Grad Leaders is a very serious breach of the school and boarding rules. Please do not try and find staff or ask to follow them on social media. Similarly do not Whatsapp or add members of staff including Grad Leaders to your Line. If you hear or know of a day student or boarders asking or following a member of staff on social media, or if a member of staff shares how to follow them, please report this immediately to Mrs Lutas-McCall.

girls prefer to stay in their original room.

Year 13s are prioritised to have their own room, when this is not possible, single rooms will be allocated to Year 13s on a rolling basis each half term, to give each Year 13 a turn in having their own room.

Each room is furnished with storage beds, bedside cupboards, bookshelves, wardrobes and desks and chairs. You are not allowed to



bring other furniture in. It is your responsibility to look after the furniture in your room and to report any damage immediately. A notice board, a desk light, a multi socket extension cable and a desk tidy provided for you to use. You will also be given laundry bags, a wash basket to store clothes before they are washed, coat hangers and a bathroom caddy to store your toiletries. You are provided with

a pillow, duvet and white bed linens.

If your bed linen needs changing outside of the bed laundry days, please remove your bed linen before school and place in the laundry baskets. The maids will change your bed linen whilst you are at school.

SAFES

You will find a small digital safe in your room. West Acre house staff will help you set the combination and you can then use it for storing money and other valuables. If you

forget the combination, Mrs Lutas-McCall can help you reset the safe. Please let us know immediately if this happens, and store any valuables in the office safe immediately.

SIGNING OUT AND SIGNING IN

Whenever you leave the house, you must remember to fill in the register at the desk of the security guard notifying us that you have left West Acre and your destination, and your expected return time. Similarly, whenever you return to the house, you must 'sign in' using the same method of filling in the register with the security guard, and say hello to staff that are on duty in the house before going to your dorm.

Senior girls are allowed off site by themselves but only once your parent and guardian has granted permission to do so by filling out an 'offsite permissions form'. This will be sent to all parents at the beginning of the year. The process of signing out involves another layer of procedure; you must have a blue sign out slip form signed by a member of the boarding staff. Security on the main entrance gates to the school will not let you leave the site unless you have a signed sign out slip. Please have your mobile phone with you at all times, and switched on with volume up, should we need

to reach you. This system always provides an important up-to-date register of your location, which is a crucial part of ensuring that you are safe and easy to locate throughout the day. If you fail to sign out or sign in properly, you can expect to face sanctions; it is your responsibility to ensure that these rules are followed.

If you wish to entertain a friend from another house or a Harrovian who is a day student, you must first seek Mrs Lutas-McCall's permission for this. Your friend should then sign in when they arrive and sign out with the Guard when they leave. the visitor is only permitted to socialise in the ground floor social areas, and can not enter dorm areas or go upstairs.

Visitors from other boarding houses are welcome, they must sign out and return to their own house by 9.25pm during weekdays and 10.25pm at weekends to allow duty staff to complete house duties.

STATIONERY

You will need to bring your own calculator, writing pen, pencils, ruler, rubber, pencil case and so on. Please label your Apple Pen so it

can be returned if found. Girls in West Acre are expected to take pride in the presentation of their academic work.

TERM DATES

The same arrangements apply to the beginning and end of term and to half-term breaks. Term dates are always published about a year in advance on the school website and you are expected to arrive and leave at the correct times and on the correct days. Permission is very unlikely to be granted for late arrivals or early departures because of

the inevitable disruption that this causes. Your parents must not arrange holidays or make transport arrangements that would require an early departure at the end of term or a late arrival at the beginning: the Head Master is extremely unlikely to allow this to happen. Boarding closes and reopens at 4pm at the end and beginning of each term.



Term 1a

19/08/26 (Wed): Boarding opens at 4:00 pm

09/10/26 (Fri): Boarding closes at 4:00 pm

Term 1b

19/10/26 (Mon): Boarding opens at 4:00 pm (school starts Tue 20 October)

11/12/26 (Fri): Boarding closes at 4:00 pm

Term 2a

04/01/27 (Mon): Boarding opens at 4:00 pm (school starts Tue 5 January)

12/02/27 (Fri): Boarding closes at 4:00 pm

Term 2b

21/02/27 (Sun): Boarding opens at 4:00 pm (school starts Mon 22 February)

02/04/27 (Fri): Boarding closes at 4:00 pm

Term 3

18/04/27 (Sun): Boarding opens at 4:00 pm (school starts Mon 19 April)

25/06/27 (Fri): Boarding closes at 4:00 pm

THURSDAY THOUGHT

All West Acrians are expected to attend a weekly 'Thursday Thought' presentation which is delivered by a fellow boarder. These presentations take place in The Common Room and start at the published time (usually 17.15). Please be punctual as Call Over will be taken on time before the presentations begin.

The presentation should be of an excellent standard, focused on poignant and formative subjects and count toward the Leadership and Service Year awards. Exemplary behaviour is expected as a member of the audience.

TRANSPORT: PERSONAL OFF-SITE TRIPS

Permitted modes of transport for off-site trips vary by year group and are based on selections made by parents on the off-site permissions form. However, the use of motorbikes, mopeds, or similar two-wheeled

motorised vehicles by Harrow International School Bangkok Students is never permitted under any circumstances. When riding a bicycle or foot scooter, a safety hat a cycle helmet must be worn correctly.

TELEVISION

You are welcome to watch television in your free time. There is a television with Netflix, Disney+ and a PS5 and a Nintendo Switch downstairs on the ground floor, and a TV

for the Sixth Form to use on the top floor. Programmes must be of a suitable nature for the age of the audience present.

PRIVATE TUITION

Private online tutoring sessions should be scheduled for a maximum of one hour, either between 15:00 and 16:00 (depending on the completion of after-school activities) or after supervised prep time from 19:30 onwards. Tutoring is not permitted during mealtimes, Call-Overs, house meetings, during House Song or House Shout practice, or after lights out (not during eating, meeting, or sleeping

times). Boarders must prioritise their set homework and school learning, which occurs from 18:30 to 19:30 each evening in boarding houses, and this time must be protected from private tutoring sessions. To ensure boarders get adequate rest after busy days, private online tutoring sessions should be organised for every other day. A maximum of two hours of private tutoring can be scheduled

for Saturdays and Sundays, with mandatory breaks in between, and again not during meeting, eating or sleeping times. The total number of tutoring hours should not exceed four to five hours per week. Tutoring should take place in communal spaces or The Hub. If you have your own room, your door must remain open during tutoring sessions. If you share a room, under no circumstances must a

video call take place in rooms to protect the privacy of the other boarders. In Year 11, online tuition must take place in a communal area with earphones to avoid disturbing others.

Private tuition is not independent practice. Independent practice helps students prepare for assessments.

WAKE-UP

Boarders are expected to wake themselves up using a suitable alarm clock, separate to their phone, which they will hand in for the device down day, and the published times for device hand in times for their year group. They should get up in enough time to be ready to leave the house by 07:00. Anyone who is not out of the house by 07:10 will be registered as late.

At 7.10am any devices will be locked away and kept until 7.30pm, for repeated lateness leaving the house, devices will be confiscated until the following day. We encourage our boarders to work together if they know that any of their peers need extra support to be ready in time in the mornings.

WHAT TO DO IF YOU ARE UNHAPPY

If you have any worries or difficulties, or are just feeling unhappy, there are many different people who are available and willing to help

you. If you want to talk to somebody you can choose:

Inside the School

- Your House Mistress
- Your House Parent
- Any other member of the house staff
- The Head of Boarding
- Your Head of House
- Another senior girl or your family member
- School Counsellors
- Any other member of the teaching or support staff
- The Medical Centre doctors and nurses, who may give you help themselves or refer you to a specialist. (Note: Your House Mistress may refer you to the School Counsellors for further support).

Outside the School

Childline; 1387

If urgent care is needed outside of school, the resources below are available:

- Childline Thailand (24/7) - 1387
- Samaritans Thailand (12:00-22:00) - 02113678
- Mental Health Helpline (24/7) - 1323

You can contact all of these people confidentially, within the framework of the Thai Children Act.

WHAT TO WEAR AROUND THE SCHOOL AND AROUND THE HOUSE

School rules dictate that when you are out of the house and around the school you must be wearing either school uniform or official school/House sports kit within school hours. Casual wear (or 'home clothes') is allowed only after you return to house from finishing your school day and on Saturdays and Sundays. All home and school clothes must be clearly labelled otherwise they can easily get lost or mixed up in the laundry.

When wearing school uniform, you must dress properly and look smart. All clothes must be clean and tidy. Shoes must be polished. Shirts must fit well and be neatly tucked in. Ties and top buttons must always be done up. At the end of each day, hang up your school uniform in your wardrobe; never simply dump it on the floor where it will get creased and dirty.

If any of your clothes need minor repairs, you should show them to Ms Muraly at the earliest possible opportunity. Boarders must shower daily, wear anti perspirant deodorant, hair should be washed regularly, and be clean and tidy in their appearance. Hair should be tidy and preferably worn tied up.

Girls are expected to have respect for themselves and to be proud of being at Harrow Bangkok; they should present themselves accordingly.

All clothing will be washed and ironed in the boarding house laundry, so excessive amounts of clothing are not required. Remember too, that girls have a single wardrobe, into which they must put all their clothes.



Clothing quantity checklist:

- 2-3 School skirts (seniors)
- 2-3 School black trousers/skirts (6th Form)
- 3 School shirts (seniors)
- 2 School tie or 6th form scarf and 1 West Acre House tie
- 3 White socks
- 2 Flat-heeled, black leather shoes
- 1 Harrow Bangkok swimsuits
- Harrow Bangkok blazer
- Harrow Bangkok hat
- House polo shirt
- School sports shorts
- School sports cap
- School sports bag
- School backpack
- 3 Sports socks
- Sports shoes
- Underwear

Non-uniform Clothing for weekends in the village and boarding outings:

- 2-3 Pyjamas
- 2 Jeans or trousers
- 3-4 T-Shirts, shirts, tops
- Hoodie/jumper
- Casual shoes (not their PE trainers)
- Casual clothes as required, Should fit easily into one small suitcase.

Accessories:

- 2 Bath Towel
- 2 Hand Towel
- Wash Bag
- Dressing gown (walking to and from bathrooms)
- Toothbrush
- Spare glasses / contact lenses (if required)
- Umbrella
- Soap, toothpaste, Shampoo, Conditioner, Feminine hygiene products
- Portable charger for phone/laptop/ipad
- A few snacks

Formal Dress required for Boarding Competitions and Formal events. Each term there will formal occasions where formal dress is worn such as Boarding House Song or the Christmas Dinner. You will therefore need the following to dress appropriately during such events:

- Ball Dress
- Smart shoes

AND FINALLY...

There really are many more things that could be added, but this booklet has to stop somewhere! Although it will seem as if there is a lot to think about and remember, you will master it all much more quickly than you might expect. You will be extremely busy in your first term, so enjoy it and get stuck in. Try to develop your interests and talents to their full potential by making the most of all the wonderful academic and extracurricular opportunities that the school has to offer.

Do your best to establish good relationships with West Acre staff, your teachers and with other girls. Always behave sensibly and be kind and considerate to others. If you follow this advice, there is no reason why you shouldn't settle very quickly into life at Harrow Bangkok and begin to make your own contribution to the success of West Acre, helping to ensure that it remains the best house at Harrow International School Bangkok!

Mrs Lutas-McCall | House Mistress

"A West Acrian is someone who embraces opportunity, relishes challenge and always gives of her best. Academic endeavour is undoubtedly the priority, but on the basis that life fulfilment arises as much from participation in cultural, sporting and other extracurricular activities, West Acrian girls are encouraged to engage with all that Harrow has to offer to the highest level possible. By living within a friendly, supportive boarding house community, West Acrian girls learn to appreciate the value of mutual respect, self-discipline and service to others.

They are also expected to be outward-looking, recognising that they are citizens of a local, national and global community and mindful of the responsibilities that this entails. Through all that they do, personal qualities such as independence, initiative, honesty, integrity, modesty, resilience and sense of humour are nurtured and developed. The aim is that by the time a girl leaves West Acre, she will be well equipped intellectually, culturally, physically, socially and spiritually to enjoy a happy and fulfilling life as a leading member of society."

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Educational Excellence *for* Life and Leadership

HARROW INTERNATIONAL SCHOOL BANGKOK
45 Soi Kosumruamchai 14, Kosumruamchai Road
Don Mueang Subdistrict, Don Mueang District
Bangkok 10210 Thailand

+66 (0) 2 503 7222
harrowschool.ac.th
  harrowbangkok