



BRADBYS HOUSE BOARDING HANDBOOK



BRADBYS STAFF (WITH STAFF CODES)

HOUSE MASTER

Mr Jack Dean (JDE)

HOUSE PARENT

Mr Paul Sanders (PSA)

ASSISTANT HOUSEMISTRESS

Ms Juvelyn Escabusa (JES)

BOARDING ASSISTANT

Mr Ping Choungkan (PCH)

GRADUATE LEADERS

Mr Shyam Borkhatria (SBO)

Camilla Gibson (CGI)

WELCOME TO BRADBYS HOUSE

AN INTRODUCTION FROM THE HOUSE MASTER

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 in Bradbys 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 Bradbys 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:

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.
3. Keep busy by taking part in as many activities as possible. By embracing all the amazing opportunities that Harrow has to offer, you will enjoy your time at school much more and develop a much wider circle of friends. A busy Bradbeian is a happy Bradbeian!
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.

Four years from now, we want you to be able to look back on your time in Bradbys with a sense of fulfilment, happiness and pride. So work hard, behave well and live Harrow life to the full!

I look forward to welcoming you in August.

Jack Dean

ARRIVAL

1. THE FIRST DAY

On your first day, Wednesday 21st August, you should arrive at Bradbys at about 1600 (but not before). If you do find yourself arriving early, then you are welcome to wait in the lounge area of The Hub; the eating area for the boarding village. Come to the front door where Mr Dean, Mr Sanders and the rest of the Bradbys staff team will welcome you. Dress casually but respectably; you certainly do not need to wear your school uniform!

Soon after your arrival, the House staff will show you up to your room and help to carry your luggage. You will then have a chance to unpack, hang up your clothes, decorate your room and get yourself organised.

You are invited with your parents to have drinks with Mr Dean, Mr Sanders and the rest of the boarding team from 1730 onwards in the Hub. At 1830 there will be a presentation to all boarding parents and it will be time to say goodbye to your parents. At this point we will return to Bradbys, begin some introductions and have our first house meeting in the ground floor common area.

If you are new to Bradbys you will be introduced to your family, from which a senior Bradbeian and Grovite will help you settle into the rhythm and routines of the house. You will also be told everything you need to know about arrangements for the next day. You do not need to worry about anything!

You should begin to get ready for bed half an hour before your allocated bedtime.

2. THE SECOND DAY

On the second day (i.e. your first full day at Harrow Bangkok) you will need to get up at 0630, wash and get dressed in school uniform in time for breakfast at The Hub from 0700. You should be out of the house by 0715. If you find yourself leaving after 0720, you will be considered as late. After breakfast you will follow the programme below depending on which year group you are in. A more detailed agenda for the first school day will be sent to you nearer the time.

First Day of School	Years 6-10
Period 1	With Form Tutor – issuing timetables etc.
Period 2	With Form Tutor
Period 3	Normal Lessons
Period 4	Normal Lesson
Period 5	Assembly

In the evening of the first day, we will have a whole boarding village event introducing you to the focus for the year, 'Optimisation'. By the end of the second day you will be starting to get into the rhythm of Harrow Bangkok life.

KEY PEOPLE IN THE HOUSE

3. ADULTS IN THE HOUSE

There are three adults who live with you in the house full time and three who will be here part-time:

FULL TIME

- Mr Jack Dean (JDE) - House Master
- Mr Paul Sanders (PSA) - House Parent: Mr Sanders helps Mr Dean with the general running of the house and is responsible for looking after the house when Mr Dean is away. Mr Sanders is a House Parent so will be around the boarding village during the day.
- Mr Ping Choungkan - Khun Ping is there to support the running of the house. He lives on the top floor.
- Mr Shyam - is a university graduate from the UK and will be involved with the house morning/evening duties and are an integral part of the boarding teams running activities over weekends. He lives on the top Floor.
- Miss Camilla - is a university graduate from the UK and will be involved with the house morning/evening duties and are an integral part of the boarding teams running activities over weekends. She lives in West Acre.

PART-TIME

- Mrs Juvelyn Escabusa – Assistant House Mistress: Mrs Escabusa will be on duty one evening and the following morning once a week. Mrs Escabusa will be responsible for the house during these times or when Mr Dean and Mr Sanders are off duty or absent on school business. Mrs Escabusa is also a Lower School Lead TA.

Teaching staff will be available from 1615 to 1715 and from 1830 to 1930 each evening as part of the academic tutoring time table to support you in your academic progress. This tutoring timetable will be shared with you at the start of each school week. It is important and essential you are organised and know when a subject tutor is available to ensure you make the best academic progress you can.

The house is lucky to have an excellent team of PCS security guards and cleaners who you will get to know well during your time in the boarding village. While the cleaners are

responsible for emptying your bins and cleaning your floor, they cannot do so if your room is messy, so you will be expected to keep your room tidy at all times. The cleaners are very loyal and work hard to look after you, so you must always be polite and cooperative with them, remembering to say 'thank you' regularly and treat them as an extension of Mr Dean. 'Manners maketh man' and begins with being respectful to all adults involved in the house.

As well as the cleaners, you will regularly see technicians, painters and other handymen around the house. Again, you are expected to treat these people with courtesy and respect and do what you can to help them go about their business efficiently. Remember that all the work they do helps to make your life in the house even better! All external visitors to the house should be wearing appropriate identification. If you see a visitor who is not wearing identification, you should ask to see it (legitimate visitors will expect you to do so) and if you have any concerns you should report them immediately to Mr Dean, Mr Sanders, Mrs Escabusa, another adult or a senior boarder. Never allow a stranger into the house even if it seems polite to open the door to allow them to enter. Remembering it is okay to challenge an adult you're suspicious of, you will not get in any trouble for this but more so be rewarded in the fact you're keeping your fellow Bradbeians and Groites safe.

4. THE BOYS

One member of Year 10 is the 'Head Boy' – the most senior student in the house. He is supported by the 'Deputy Head Boy'. The Head Boy, Deputy Head Boy and a number of other senior boys are appointed 'House Prefects' and it is their responsibility to assist Mr Dean, Mr Sanders and the rest of the Bradbys staff in the day-to-day running of Bradbys, as well as looking after the welfare of the younger Bradbeians in the house. You must cooperate with them and do what they say, so long as what they ask is reasonable and in accordance with School and house rules.

5. MENTORS FOR NEW BOYS IN BRADBYS

The leader of your house family will be an adviser and listener for you over the first weeks and months of the year, helping you through your time at Harrow Bangkok. He will see you regularly (Wednesday is our family night) and you should feel able to go to him with any problem or worry you have. He will remember very clearly what it was like to be a new boarder and he is therefore in a good position to support you through your first few weeks and offer sensible advice. If you ever have any questions, just ask him!

AROUND THE HOUSE

6. FINDING YOUR WAY AROUND THE HOUSE

Bradlys can seem quite a complicated building to find your way around when you first arrive, but you will soon learn where everything is. If you ever get lost, don't be afraid to ask directions!

There are five floors:

- Ground Floor: This is where you will find the main entrance to the house, the noticeboards, The common area where there is a communal kitchen and various recreational facilities such as a pool and table tennis table, there is the study bubble at the back of the house, Mr and Mrs Sanders's residence is also on the Ground floor
- First Floor: This is where Mr Dean and Mrs Dean live, as well as the rooms for the youngest Bradlys
- Second Floor: This is where the older Bradlys rooms are, as well as Ms Juvlyn's and Miss Camilla's accommodation.
- Third Floor: This floor is currently not used for boarders. Khun Ping resides on this floor, along with Mr Shyam and one of our boarding nurses.

All floors have their own showers, toilets and basins which can be used by the residents of that floor.

7. YOUR ROOM

You will share a room with two or three other boys.

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.

Television sets are forbidden in boys' rooms. Electrical appliances such as toasters, sandwich makers, fans, fan heaters, fridges, kettles and coffee machines are also forbidden. Other electrical equipment for example hair dryers, must be checked by the school's staff on a regular basis for safety compliance. Music systems must be modest in both size and power – boys should limit themselves to a maximum of two speakers, each measuring no more than 15cm x 20cm. Large speakers are not allowed.

Please do not stick anything directly onto the walls, you have a notice board to decorate as you wish. Please remember that visitors and staff will regularly come into your room and nothing must be displayed which could cause offence or embarrassment.

8. HOUSE KITCHEN

You will have full use of the ground floor kitchen, equipped with microwave, fridge, toaster, kettle and drinking water machine. It is worth bringing your own mug, plate, knife, fork and spoon, though take care of them since such items are easily lost. You can make anything you want - tea, coffee, noodles, soup, toast etc. –though you must be conscious of safety, and you must clear up and wash up when you have finished. It is your responsibility to clean up any mess that you make –failure to do so will result in your being banned from using the kitchen.

You may bring your own food and drink (e.g. cereal, biscuits, crisps and orange juice) into the house, but you should keep them in your food box and store these in the communal storage located on each floor. Food and drink should never be stored in your rooms: this potentially creates mess and attracts unwelcome pests! You are not allowed to use any kettles, coffee machines or other electrical cooking items in your room.

There are cold/hot water dispensing machines on the ground, first and third floors.

The noodles and other snacks do not provide an alternative to eating a proper meal in The Hub or the school restaurant – you are expected to attend every school meal.

9. LOOKING AFTER THE BUILDING

Bradlys has been renovated over the past 6 months and you are the first occupants for a few years. You are the most recent of recent generations to have the privilege of living and working here. You must therefore look after your room and the house as a whole with great care and respect so that they can be passed on in good order to the next generation. You should take care of all communal property, treating it as if it were your own. Please report any damage, especially anything that might be a safety hazard, such as broken glass, to Mr Dean or Mr Sanders immediately.

10. 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 Bradbys from finishing your school day and on Saturdays and Sundays.

Of course, all home and school clothes must be labelled properly or else they can easily get lost.

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 properly and be neatly tucked in. Ties and top buttons must always be done up. At the end of each day, you must 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 Mr Dean or Mr Sanders at the earliest possible opportunity. Hair should be tidy and worn off the collar.

Grovites 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 students have a single wardrobe, into which they must put all their clothes. The following clothing list gives a recommended quantity of clothes.

Quantity checklist:

- ☐ 2 School shorts/trousers
- ☐ 4 School shirts
- ☐ 2 School tie
- ☐ 3 Grey socks
- ☐ 2 Black leather, lace-up shoes
- ☐ Harrow Bangkok swimming trunks
- ☐ Harrow Bangkok blazer
- ☐ Harrow Bangkok boater

- ☐ House Bangkok polo shirt
- ☐ School Bangkok sports shorts
- ☐ School Bangkok sports cap
- ☐ School Bangkok sports bag
- ☐ School Bangkok backpack
- ☐ Sports socks
- ☐ Sports shoes

Non-uniform Clothing

- ☐ 2 Pyjamas

*Casual clothes as required

Accessories

- ☐ 2 Bath Towel
- ☐ 2 Hand Towel
- ☐ Wash Bag
- ☐ Toothbrush
- ☐ Spare glasses / contact lenses (if required)
- ☐ Umbrella
- ☐ Soap, toothpaste, Shampoo, Conditioner
- ☐ Battery Pack

Formal Dress required for Boarding Competitions and Formal events:

- ☐ Dinner suit
- ☐ Dress shirt
- ☐ Smart bowtie/ tie
- ☐ Smart shoes

11. DAILY ROUTINE

	Weekdays	Fridays/ Saturdays	Sundays
Wake-up	0630		
Latest time to leave the House	0715		
Breakfast	0645 to 0730	0900 (but can vary)	0900 (but can vary)
Morning Tutor	0745		
School (period 1 and 2)	0800 – 1005		
Break	1005 – 1030		
School (period 3 and 4)	1030 – 1230		
Lunch	1230 – 1330	1230 (but can vary)	1230 (but can vary)
School (period 5)	1340 – 1440		
Activities	1500 – 1600 (but can vary)		
1st Prep	1615 – 1715		
House Meeting	1730 – 1740		
Dinner in The Hub	1740 – 1830		
2nd Prep / Activities	1830 – 2000		
2nd Prep / Activities	2000 - 2130		

Into rooms	Y5/6: 2000 Y7: 2030 Y8/9: 2100 Y10: 2130	Y5/6: 2030 Y7: 2100 Y8/9: 2130 Y10: 2200	Y5/6: 2000 Y7: 2030 Y8/9: 2100 Y10: 2130
Lights out	Y5/6: 2030 Y7: 2100 Y8/9: 2130 Y10: 2145	Y5/6: 2100 Y7: 2130 Y8/9: 2200 Y10: 2215	Y5/6: 2030 Y7: 2100 Y8/9: 2130 Y10: 2145

12. WAKE-UP

You will be woken up by Mr Dean or Mr Sanders between 0630 and 0645. You can get up and wash or shower earlier than this if you wish, but you must be quiet around the house before this time and show consideration to your roommate(s) who might still be sleeping. There will be a reminder bell at 0645, just in case you are struggling to get out of bed! You must leave the house washed and fully dressed. You must sign out using the register by the guard's desk before heading over to The Hub for breakfast. All these timings are different at the weekends.

13. HOUSE MEETING

'House Meeting' is the name given to the roll call and announcements that take place in the Lounge at 1730 each evening. We encourage all Bradbeians (and Grovites) to be in the Lounge from 1715 each evening to socialise and play some games before call-over begins at 1730 sharp, Mr Dean will start the meeting with 'Good-evening the house'. When this is heard you will remain silent whilst roll call takes place and, when your name is called, you should answer clearly with the traditional Harrow Bangkok response, 'Here, Sir!'. You must continue to remain silent while Mr Dean, Mr Sanders, Mrs Escabusa and the senior boys make their announcements. Please sit with your fellow Bradbeians.

Call-over is important as a means of communicating information and as a way of checking that you are safe and well. You must therefore attend call-over unless there is the very rare occasion where official school business (such as an away fixture) prevents you from doing so, in which case you must sign out using the signing-out system. Failure to do so is a serious matter for which you may expect to receive a sanction.

14. THURSDAY THOUGHT

All Bradbeians are expected to attend a weekly 'Thursday Thought' presentation which is delivered by a fellow Grovite or Bradbeian. These presentations take place in The Lounge and start at 1730. Please be punctual as roll call will be taken at 1730 sharp before the presentations begin. These are usually of an excellent standard focused on poignant and formative subjects and count toward the Boarding Harrow Prize awards. Exemplary behaviour is expected as a member of the audience.

15. LEADERSHIP AND SERVICE CURRICULUM; YEAR AWARDS

The Leadership and Service Curriculum is there to provide you with an education beyond the academic progress you make in the classroom; at Harrow International School Bangkok you are encouraged to show a commitment to an all-round education, making ethical decisions to promote and develop you as a better global citizen. The goal of the Leadership and Service curriculum is for Harrow Bangkok students to experience and work towards resolving global challenges and become proactive contributors to a more peaceful, tolerant, inclusive and secure world.

Throughout your time as a boarder, you will work towards the Boarding Harrow Prize. You will be awarded merits in line with the Harrow values and write reflections on your experiences. There will be lots of opportunities for you to participate in experiences that count towards the Harrow Prize, for example, delivering a Thursday Thought presentation. You must be proactive in planning to meet the various key criteria and independently document your progress as work throughout the year; boarding staff will be here to support you with that, of course.

16. MEALS

Meals are taken in the school Dining Hall if it is a school day lunch or The Hub if it is breakfast or dinner during the school day or a weekend meal. These are served on a cafeteria 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 0650 in The Hub for the whole boarding village. A variety of food is on offer.

On Saturdays and Sundays, all meals are taken in The Hub and are for boarders only. Breakfast is from 0900 on a Saturday and Sunday. Lunchtimes can vary depending on the

weekend agenda but are usually taken between 1200 and 1300. Occasionally you may be eating out as the agenda for the weekend boarding activities dictate.

Supper runs from 1730 until 1830 in The Hub and is taken in a staggered manner to minimize queuing; we have ours at 1745. 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.

You must go to all meals unless given permission by Mr Dean to miss one.

17. MUSIC LESSONS

If you are learning an instrument or having singing lessons at Harrow Bangkok you will be sent information soon after the beginning of term, giving details of the name of your teacher and the time of your first lesson. Almost all lessons are on the top floor of the Creative and Performing Arts (CPA) Building as part of the main school. Normally music lessons will be timetabled during academic time and it is your responsibility to ask permission from your subject teacher to miss his lesson at least twenty-four hours in advance. If you need to communicate with one of your teachers urgently then email is the simplest and quickest method to use. Is it not sufficient to ask another boy to pass on a verbal message to a teacher. On the rare occasion that your subject teacher refuses to let you miss his lesson, or if you are worried that a music lesson clashes with another activity, then you must see Mr Dean or the Director of Music (Mrs Woollam) in person and in good time. You must be organised enough to ensure that you do not forget to attend your music lessons. Not only does a missed lesson reflect badly on you, but it is also rude and inconsiderate to your music teacher, who has come into Harrow Bangkok especially to teach you. You can expect to be face sanctions if you miss a music lesson without good reason.

Your teacher will tell you how much practice you should do, although it is desirable to practice daily, and obviously the more you practise the faster you will progress and the more you will enjoy your instrument. The Music School has many practice rooms and it is open all day. Alternatively, you can use any area in Bradbys. You can leave your instrument in the Music School found in the CPA building or in your room but remember where you have left it.

18. ACTIVITIES AFTER SCHOOL/SCHOOL SPORTS TEAMS

There are a lot of opportunities to get involved with a wide range of sport or other activities on every day of the week at Harrow Bangkok. Activities take place every day after school from 1500 to around 1730 and involve both formal training sessions and other informal

opportunities to play sport. Sports competitions often take place during the school week. Details of what takes place when will be made available to you. If you want to play golf, bring your clubs with you. You should bring your own racquet if you want to play tennis. In your first year you should try out as many new sports as you can – you may discover a hidden talent! You are expected to engage in some sort of proper physical exercise every day; there is no excuse to be lazy.

When it comes to team selection, you may find that you are not selected for as high a team as you might like. The way to deal with this is to redouble your efforts and try even harder to demonstrate your determination and skill to the teacher in charge. Michael Jordan didn't make his school basketball team initially and used this experience to fuel his determination to get better by working harder and proving people wrong. There is much movement between teams during the first few weeks, and such flexibility means that you will eventually find your way into the team you deserve.

When doing sporting activities, you must always wear your school kit. If, when you return to the house, your kit is wet and/or sweaty and/or muddy, you must put it into laundry as soon as possible.

There are showers in the school changing rooms as well as in your house. You must take a shower after every activity.

19. AFTER SCHOOL ACTIVITIES

For much of your first term, you will have various activities arranged for you as part of the activities programme. This programme runs at various different times of the week and is intended to introduce you to the range of activities on offer at Harrow Bangkok. You will be introduced to a number of sports and activities. You are bound to find at least one new activity that you have not tried before which you really enjoy and you will be strongly encouraged to continue with it.

All Year 8 and below take 4 activities a week and Year 9 and 10s take 3 activities a week.

Most evenings there are also boarding activities that you will have the opportunity to get involved with, one session from 1815 - 2000pm and the second from 2000pm - 2130pm. Boarding staff will be encouraging you to take part in a variety of activities, you should ensure that you have completed your prep work in time so that you can take part in the activities on offer.

20. PREP, PREP TIME AND YOUR PREP DIARY

Your subject teachers will set prep 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 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. Your prep diary will be checked regularly by Mr Dean and your house tutor to ensure that you are using it effectively. Personal organisation is vital to academic success and is a skill that you will quickly develop during your time in boarding.

'Prep time' is the time in the afternoon/evening that is reserved for academic work. Monday to Thursday there are 2 Prep sessions when you will have the chance to complete your work 1615 - 1715pm and 1815 - 2130. The amount of time that you are required to complete Prep for is dependant on your year, Year 4 and 5 should complete at least 30 minutes of work per day with an additional 15 minutes of reading, and years 6 and 7 should complete 45 minutes of work with an additional 15 minutes of reading. Years 8 and 9 should complete at least 1 hour of work, years 10 and 11 must complete 1 hour 30 minutes of work.

Prep arrangements are different at weekends when you will be given prep time after the call over at 1000.

Prep time rules:

You are not permitted to leave either the first floor prep area or your rooms during prep time unless you are involved in an official house or school activity or there is an emergency.

- 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. Acceptable activities include reading a book, reading a newspaper, writing a letter home, composing poetry, etc.
- You must not prevent your fellow students or roommate(s) from working during prep time.
- You may not use your mobile phone during prep time.
- You may not play computer games, watch DVDs, or engage in any other non-academic activity during prep time such as engaging in social media.
- You may use prep time for practising a musical instrument in the communal areas of Bradbys, but only with permission from Mr Dean, Mr Sanders or Mrs Escabusa or the Head of House.

Prep time should not be thought of as the only time at which prep can be done. Indeed, sometimes you will need extra time in order to complete your prep to the highest possible

standard. You can continue working after the allocated Prep session in the evening if you wish, and you may also choose to work during the afternoons or early mornings.

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.

21. SPORTS HALL USE, BIKES, FRIDAY NIGHT CHALLENGES, SATURDAYS AND SUNDAYS

During the evenings we have use of the Sports Hall and The Den from 1930-2100.

Bicycles are available and are located under the veranda in the Knoll. A helmet must always be worn when cycling. Please ensure you look after the bicycles and helmets - they must not be left lying around the village or in the school. If you borrow a bicycle you must sign it out with Mr Dean and return it to the veranda by Bradbys. Helmets are kept in the office and must be returned there.

Weekends are different from other days of the week as there is an agenda of activities as set out by one of the three weekend boarding teams that hopefully you will find fun and engaging. All Bradbeians are expected to fully engage in the Friday Night Challenge taking place after dinner. These are usually great fun and run by our Graduate Leaders.

On Saturdays and Sundays, you are allowed to have a lie in, since breakfast is not until either 0800 or 0900, which you must go to. Late morning House Meeting is at 1000 after which you will usually have some time to engage in any set prep. The rest of the day involves the agenda set out by one of the three weekend teams that have planned various activities for you. This programme will be displayed around Bradbys and the rest of the boarding village from Wednesday afternoon onwards before the weekend. These weekends are a great opportunity to get out and about in Bangkok and the surrounding area and have some headspace outside of the boarding village and school which is healthy. Bradbeians must follow the programme as set out for each boarding weekend (some activities may be optional for Year 10s).

Saturdays and Sundays are good days for your parents to visit and support you. They may wish to take you out which you will need to inform Mr Dean and obtain permission. Please note, however, that your house and School commitments take priority, so you must always ensure that any family time is arranged around your school matches, prep time and rehearsals. You must always be back in the house by 2000 on Sunday. This is so that you do

not miss out on the House Meeting at 2000 and to give yourself time to prepare for the week ahead.

22. LAUNDRY

Every Tuesday, Thursday and Saturday are laundry days for Bradbys.

You should put all your dirty clothes in the laundry bags provided together with the completed laundry form. Underwear should be put in the separate net provided and then placed into the main laundry bag. Everything must be clearly labelled and your laundry bag will be returned to you via your laundry pigeonhole later in the same week all washed and smelling fresh.

Bedsheets are changed weekly by our team of maids. You will need to strip your bed on your allocated morning and put your sheet, pillowcase and duvet cover in separate labelled baskets before you leave the boarding house.

23. HOUSE DUTIES

Many boys in the house have house duties of one sort or another to perform otherwise the house would not function. There are several jobs in the house that are shared out on a rota amongst the boys. The nature of these duties will be explained to you by the Head Boy and Deputy Head Boy. A senior boy is not allowed to tell a junior boy to do jobs for him personally. If this ever occurs, it is your duty to inform Mr Dean or Mr Sanders.

24. BEDTIME

On every night of the week apart from Saturdays and Sundays, you are expected to be getting ready for bed (shower, brushing your teeth and changing for bed) at least 30 minutes before lights out.

The duty staff will say goodnight to you and turn your lights off at lights out time.

On Fridays and Saturdays, bedtimes are half an hour later. Sunday bedtimes are the same as weekdays as you have school the next day.

KEEPING HAPPY, HEALTHY, SAFE AND SECURE

25. FEELING ILL

If you feel ill, you should first report to the duty staff and they will give you permission to see the duty nurse if necessary.

If you incur an injury or are taken ill suddenly, you should try to find Mr Dean or Mr Sanders immediately. One of us will always have the duty phone on us so make sure that you have the number. If you cannot find either of them, please speak to the security guard. In an absolute emergency you should phone 1669.

26. MEDICATION

You must not bring any kind of medicine into the boarding house. 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 Latte and Nurse Kitty 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.

27. PERSONAL HYGIENE

It is important that you keep yourself and your possessions clean and tidy, in order to maintain good relationships with other boys. You must always shower after any physical activity, and in any case, you must shower at least once a day and use a deodorant/antiperspirant. Wear suitable clothing and slippers to and from the shower – you should not walk around the house outside your own room barefoot. You may use the showers at any reasonable and appropriate time during the day, but obviously not during prep time or after you are supposed to be in your rooms in the evening.

Nurse Latte and Nurse Kitty and the medical team will give you general advice about personal hygiene.

28. RELATIONSHIPS

It is important that all boys 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 Boy or a House Prefect, or go straight to any of the Bradbys staff.

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.

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 Bradbys. Every boy has the right to enjoy all aspects of life at Harrow Bangkok and in Bradbys.

29. 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 Master
- Your Deputy Housemaster
- Nurses
- Any other member of the house staff
- Your Head of House
- Another senior boarder
- 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.

Outside the School

- Childline; 1387

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

30. KEEPING YOUR ROOM TIDY

You are expected to keep your room in good order. Before you leave the house in the morning for lessons you must make sure that your curtains are drawn, your bed is made,

your floor is clear, and your desk is tidy. This is important so that the cleaning maids can clean your room properly. Your room will be inspected regularly by house staff.

31. PROPERTY

You should mark all 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 boys' 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 against house rules to go into other people's rooms if they are not there. Be a generous friend and share but practices such as lending and borrowing money, or buying and selling property such as food, usually end in misunderstandings and trouble, so please do not do it.

32. SAFES

You will find a small digital safe in your room. 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, Mr Dean has a master key to open the safe for you but try not to do it too often.

33. SIGNING OUT AND SIGNING IN

Whenever you leave the house, you must remember to fill in the register on the desk of the security guard notifying us that you have left the house and your destination. Similarly, whenever you return to the house, you must 'sign in' using the same method of filling in the register with the security guard. All boys cannot go off the school site unless you have written permission from your parents or guardian.

Senior boys are allowed off site by themselves but only once your parent and guardian has granted permission to do so by filling out an 'offsite privilege form'. This will be sent to all Year 10 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 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 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 Mr Dean's permission for this. Your friend should then sign in when they arrive and sign out when they leave. They will only be allowed into the communal area on the ground floor.

34. FIRE/ LOCKDOWN ALARMS and LIGHTNING WARNING ALARM

FIRE ALARM

The fire alarm is a continuous, loud ringing which is designed to wake you up very quickly. On the door of every room in the house there is a set of rules for fire alarms, but here are the simplified guidelines:

- On hearing the alarm, get up promptly and put on your shoes.
- Check that the rooms on either side of you are empty.
- Quickly but calmly make your way to the fire exit.
- Once outside make your way to the Assembly point which is out on the road behind Bradbys.
- Do not stop to collect belongings.
- Do not re-enter the building until told to do so.
- Stand with the rest of your year-group and remain silent during the roll call.

LOCKDOWN ALARM

The lock down alarm is a different sound again to the fire alarm. These will be tested weekly every Friday at around 1600 so you will quickly become familiar with its sound. Should the lock down alarm go off then you are to go into the nearest room, lock the door, turn off lights and then hide until you are told to come out.

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 inside. You must not go outside until a green flashing light goes off signalling that it is safe to do so.

35. 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 the communal area of each floor. This is to minimise the presence of pests such as ants or worse! Staff will occasionally provide snacks on your return to the house after afternoon activities.

You may, as a treat, order take away food (for yourself only), on a Friday between 1600-1700 or 1930-2030 and once at the weekend. This is a privilege, not a right, and it may be withdrawn at any time if it proves to be disruptive or if house routines are not being followed.

36. HOUSE TRIPS AND SOCIALS

From time to time, there will be house trips to a shopping mall, cinema, a sports match, or elsewhere. These will nearly always be after school and home clothes can be worn unless otherwise specified.

MISCELLANEOUS

37. STATIONERY

You will be supplied with a prep diary and some stationery when you arrive. You will need to bring your own calculator, writing pen, pencils, ruler, rubber, pencil case and so on.

38. ELECTRONIC DEVICES: COMPUTERS, MOBILE PHONES, TABLETS, HOUSE PS4, DEVICE DOWN DAYS

You will be completing much of your academic work on your personal laptop computer. This is an expensive piece of equipment, and it is therefore vital that you name it clearly and take good care of it at all times. While you will be submitting much of your work electronically, there are several printers around the house and boarding village which are connected to the school network and which you are free to use whenever you wish.

Soon after you arrive you will be given a school email address. You can access your email from any of the house or school computers, and from anywhere else in the world via the internet. You must check your email inbox several times a day, as teachers will use email to send you prep details and information about meetings, sports arrangements, etc. All teachers' email addresses can be found through the outlook email platform. The address will be the teacher's first name followed by an underscore () and then the first two letters of the teacher's surname, then '@harrowschool.ac.th'. For example, Mr Dean's email address is Jack_de@harrowschool.ac.th.

You are allowed to bring a mobile phone to school, but it must be clearly named (preferably engraved) and the number must be given to Mr Dean as soon as you arrive who will then save it on the house mobile phone. The following rules are to ensure that you do not lose your phone, that you learn to use it sensibly, and that time that is better spent interacting with the rest of your year-group and other peers is not wasted chatting on the phone. You must make sure you save the house phone number onto your own phone as soon as you arrive.

No boy is allowed to use his phone during prep time, or after bedtime. You should make sure that your parents, family and friends are aware of these rules so that they do not phone you at inappropriate times and cause you to lose your phone.

Other hand-held devices such as iPads are permitted. Non-academic use of a computer, telephone or other handheld device, e.g. for playing games or watching television programs or films, is allowed only during your free time after prep or weekends. The same applies when using the house Play Station.

You and your parents will be asked to sign a form on which you agree to abide by certain guidelines relating to responsible use of computers, mobile phones, other hand-held devices, the School network and IT equipment generally. Infringements of these guidelines are taken very seriously. If you break any of the rules relating to the use of computers, mobile phones and other hand-held devices, you can expect to have such items confiscated for a considerable period of time.

To encourage more face to face socialising and a healthy balance with the joys of social media, Device Down Days take place twice per week on a Monday and Wednesday for all boys. You are expected to hand in your devices to the device cabinets in the reception area once prep has finished at 1930. You can then be reunited with your devices the next morning as you leave for breakfast.

39. TELEVISION

You are welcome to watch television in your free time. There is a television with Netflix and a PlayStation downstairs on the ground floor.

The post does not usually arrive in time for morning call-over and letters and parcels are therefore brought to Bradbys after school to be given out at 1750 call over. Please ensure that your parents, family and friends have the correct address:

Harrow International School Bangkok,
45 Soi Kosumruamchai 14, Kosumruamchai Road,
Don Mueang Subdistrict, Don Mueang District,
Bangkok, 10210 Thailand

+66 2 503 7222

Please ensure that when you are ordering parcels that it clearly states your nickname and 'BOARDING' on the address. You will be required to open all parcels in front of staff to ensure the safety of all boarders and you are not allowed to collect parcels yourself from the clocktower.

Any magazines ordered must be considered to be appropriate reading by Mr Dean.

40. MONEY, PASSPORTS AND VALUABLES

Any money you bring to school must be deposited with Mr Dean who operates the house Bank. This ensures that your money will be safe. You will have the opportunity to withdraw your money from the house Bank (or deposit more money) once a day during evening Queue. The recommended initial deposit to see you through the first half of your first term is 5,000 baht. This should be handed in an envelope, preferably made up of low denomination notes and with your name on it to Mr Dean when you arrive on the first day. You should always keep any money that you have withdrawn either on your person or in your safe. Under no circumstances should you leave money lying around unattended or even 'hidden' in your room.

If you are a full boarder and are bringing a passport to school you must also deposit this with Mr Dean for safekeeping. You can collect it again when it is required.

As far as possible you should try not to bring valuables into school as unfortunately their security cannot be guaranteed. Any valuables you do bring must be named or engraved wherever possible and must be locked in your personal safe.

41. COMPLAINTS AND SUGGESTIONS

If you ever feel that you have been unfairly treated or that something is wrong then you should not hesitate to contact any of the house staff. You can also leave a note (anonymously if you wish) under Mr Dean's door to his private residence if you want to draw his attention to anything. You will be asked at the end of each term to make comments on the running of the house. You may also wish to make suggestions to, or even be a member of, the Boarding Council which meet regularly to discuss house issues.

BEHAVIOUR AND DISCIPLINE

42. POSITIVE REWARDS, RULES AND SANCTIONS

Positive Rewards

You will be briefed on the reward process here in the boarding village on your first day of the forthcoming academic year. Rewards will be recognised and awarded for your best efforts under this scheme and will contribute to your earning the Boarding Harrow Prize.

You will be issued with a set of School Rules ('Existing Customs') and house Rules when you first arrive. These rules supplement all the information contained in this handbook. The basic expectation is that you will behave sensibly and treat property, possessions and people with respect at all times.

Sanctions outside the house

Outside the house only teachers and other school staff can issue sanctions for bad behaviour in line with the school behaviour policy.

Sanctions inside the house

For offences committed inside the house, the House Master and Deputy House Master may issue a sanction to a boy, while the Head of House, Deputy Head of House and House Prefects may recommend a boy for sanction. Such sanctions typically involve extra duties (such as tidying the house) or early bedtime. All sanctions will be recorded. Major offences will be dealt with by the House Master (often in liaison with the Head of Boarding, Director of Houses or the Head Master). Boys are never allowed to issue sanctions to other boys directly – when sanctions are given out, they will always be given by the House Master. If you ever feel you have been unfairly treated you should speak to your family head, the Head of House, Mr Dean, Mr Sanders or Mrs Escabusa.

Of course, as a sensible young Bradbeian who wants to maintain a good reputation and make a success of your time at Harrow Bangkok, you are unlikely to become too familiar with any of these sanctions...!

43. GOING HOME FOR THE WEEKEND AND THE BEGINNING AND END OF TERM

Weekly boarders can go home after school finishes each Friday. The sign out procedure is the same; you must let either Mr Dean, Mr Sanders or the staff member on duty know you are about to leave the site and then sign yourself out.

You must return to the boarding village by Sunday evening no later than 2000. 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 Mr Dean and Mr Sanders with an explanation and you must make sure that you report to Mr Dean or Mr Sanders as soon as you arrive back at the house. The same arrangements apply at the start and end of each academic term.

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 Mr Dean before you will be allowed to sign out. Mr Dean and other boarding staff can refuse this permission if they have concerns regarding your supervision and safety over the weekend.

44. 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.

Date	Open/Close
20/08/23	Boarding opens for Term 1a at 16:00
06/10/23	Boarding closes for Term 1a at 18:00
16/10/23	Boarding opens for Term 1b at 16:00
15/12/23	Boarding closes for Term 1b at 18:00
08/01/24	Boarding opens for Term 2a at 16:00
16/02/24	Boarding closes for Term 2a at 18:00
25/02/24	Boarding opens for Term 2b at 16:00
05/04/24	Boarding closes for Term 2b at 18:00
21/04/24	Boarding opens for Term 3 at 16:00
28/06/24	Boarding closes for Term 3 at 18:00

45. TRANSPORT: BUSES and TAXIS

If you require transport to take you to or from Harrow Bangkok at the beginning or end of term or at a long holiday weekend, Khun Kai, our boarding coordinator will organise this for you. Just make sure that your parents have given Khun Kai the details well in advance. Often it is possible to share a bus or taxi with another Harrow Bangkok boarder in order to save money. Grads will always accompany you to the airport on bus runs to make sure you get away safely and in a timely fashion (optional for Year 10s).

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 extra-curricular opportunities that the School has to offer. Do your best to establish good relationships with house staff, your teachers and with other boarders. 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 Bradbys, helping to ensure that it remains the best house at Harrow International School Bangkok!

Mr Jack Dean (House Master)

“A Bradbeian is someone who embraces opportunity, relishes challenge and always gives of his best. Academic endeavour is undoubtedly the priority, but on the basis that life fulfilment arises as much from participation in cultural, sporting and other extra-curricular activities, Bradbys boys are encouraged to engage with all that Harrow Bangkok has to offer to the highest level possible. By living within a friendly, supportive boarding house community, Bradbys boys 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 boy leaves Bradbys house, he will be well equipped intellectually, culturally, physically, socially and spiritually to enjoy a happy and fulfilling life as a leading member of society.”