



EPSOM

COLLEGE

IN MALAYSIA



BOARDING HANDBOOK



www.epsomcollege.edu.my



Key staff contact information

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Boarding principles

Boarding at Epsom is at the centre of the College and our statement of principles.



The College aims to:

- provide a flourishing co-educational environment for boarding pupils.
- deliver a modern and stimulating education, both academic and co-curricular, enabling each pupil to maximise their potentials.
- prepare pupils for university - including those applying for the most competitive courses - and preserve and develop the College's traditional links with the medical profession.
- provide comprehensive pastoral care and guidance under the leadership of dedicated house staff.
- foster moral and spiritual values, tolerance and understanding in every pupil.
- develop a genuine awareness, understanding and co-operation between College pupils, staff and its wider communities, both local and international, through a strong sense of responsibility and commitment to our community.

New boarders induction

A thorough induction programme is arranged for all new boarders at the start of the first term in September. The timetable, daily and weekend routine, College layout, medical and uniform matters will all be covered.

Parental contact

Your son or daughter will, inevitably, experience a wide range of emotions in the initial settling-in period. This is quite normal and as experienced House staff we advise that you allow them to settle into their new environment by encouraging them to mix with new friends and take part in the activities. Please, in the first few days and weeks, plan the phone calls to your son or daughter so that they do not become a daily event. Pupils generally settle quite quickly into boarding life and the security of a routine. House receptions for pupils and parents of new boarders take place on the Induction Day shortly before term starts.

Communication

Communication is the key to an effective relationship between you, your son or daughter and the College. Keeping in touch is important, even more so if you are overseas or many miles away from your son or daughter. You are always welcome to visit or take out your son or daughter, but please let us know before you come; an email to the Housemaster or Housemistress (HMM) is sufficient to organise this. Your son or daughter have various ways of contacting you: e-mail, Skype, Face-time and, of course, mobile phone.

Mobiles should not be used during lesson times, during prep in the evenings or after lights out, but otherwise your son or daughter is able to contact you when they wish. A list of all electrical devices should be given to the HMM at the start of each term. We hope that your son or daughter will feel able to talk to staff about any issues. Often pupils will talk to certain teachers or matron; it doesn't matter whom they talk to as long as we can help and be there for them. All staff are trained to deal with issues, understand confidentiality and the need to refer matters at other times.

A rota of duty staff is published, together with the duty mobile number for each House. Your son or daughter should make sure this number is in their mobile. All students must provide updated mobile numbers to the HMM. Pupils update phones frequently and we need to be able to contact them.

The HMM is normally the first point of contact. You will receive regular academic and pastoral reports throughout the year and we will contact you on any specific issues relating to your son or daughter's education or welfare. HMMs will make contact with parents early in the first term and exchange contact details. At other times you may be contacted by your son or daughter's Tutor, with whom they meet a number of times per week to discuss academic and pastoral progress. The Tutors also undertake evening duties in the Boarding Houses and can provide support during Prep time.

The House

Practical information

The Boarding Houses have a range of accommodation and we try very hard to ensure room allocations are made fairly and appropriately. Any concerns should be expressed to the relevant HMM.

In addition to normal bedroom furniture, boarders also have a desk with a lockable drawer and wardrobe. We expect all to keep their rooms tidy to help the cleaners who come into the houses each morning. We encourage boarders to personalise their room as it is important that the 'House' becomes a home away from home.

Communal areas and facilities

Each house has a kitchen for eating and preparing snacks. All food must be stored in the kitchen and consumed within the communal areas. No take-away food is permitted between Monday and Friday nights inclusive and are only permitted at weekends with HMM's permission. Take-away food must not be consumed in bedrooms. Boarders are expected to go to all meals.

Houses keep kitchens stocked with suitable food and drinks. Pupils are encouraged to wash up their own dishes and cutlery and 'family teams' of students do a final tidy up each evening.

Games Rooms comprise a range of activities and the TV room has a large screen television and facilities for age-appropriate movie nights and watching sporting events.

Each House has monitored wireless internet that pupils will be able to link their laptops up to. All students will be expected to sign the 'Acceptable Use Policy' and must not be on computers after lights out. Irresponsible or inappropriate usage will result in the facility being withdrawn.



Personal relationships

Our guidelines at the College for this are as follows:

- There should be no overt affection. It is embarrassing for all, young and old, who encounter it. Pupils should expect a member of staff to put an immediate stop to such behaviour.
- Sexual intimacy is an altogether more serious matter. Pupils found to have been involved in any form of sexual intercourse or in any other intimate sexual act may forfeit their right to remain in the College.
- It is absolutely wrong to engage in verbal and/or electronic exchanges of a sexual nature.
- These rules and guidelines apply on all College trips, both during term time and in the holidays.
- While it is impossible to give exact rules for every situation, these are as clear as we can make them.

Further information about rules and regulations can be found in the 'Guidance for Pupils' document which is provided to every pupil upon joining the College.

Property and damage

Pupils should take care of their own property and show respect for the property of others and of the College at all times. Please make sure that your son or daughter's belongings, including laptops and phones, are named and insured. Personal items are not covered by the College's insurance. Students should not 'borrow' items from others without asking. In the rare event of a suspected theft, it should be reported swiftly and will be investigated.

Valuable items, such as passports, should be handed in to House Matrons or HMM for safekeeping. Damage should be reported to the Housemaster so that repairs can be made quickly. If damage is caused deliberately, the cost of repair of property belonging to either the College or another student may be charged to a parents' bill and parents will be informed.

Money

It is recommended that large amounts of money are not stored in bedrooms. The HMM has a safe for storing large amounts of money. Any other smaller amounts of money should always be locked away in your son or daughter's lockable drawer or wardrobe.

Clothes and laundry

Customised labels for all clothes are compulsory and these will be provided by the laundry company and automatically added to Term 1 fees. Whilst waiting for the customised labels, please ensure everything is temporarily named prior to your child arriving at Epsom.

Clothing requirements

Boarders wear appropriate College uniform until the end of activities at 17:30 when they may change into their own clothes. Flip flops are not appropriate for either breakfast or Co-curricular Activities (CCA). In addition to College uniform (as outlined in the joining instructions), we suggest that your son or daughter should have:

- Appropriate footwear – black shoes and trainers (non-marking soles), astro/football boots
- iPads, kindles, phones etc.
- Sports attire
- Casual attire
- More formal attire for end of term socials and dinners
- Classroom equipment (Pens, pencils, calculator etc.)



The laundry

Laundry will be managed by the House Matron but is handled by an external company. Each student will have a named laundry bag that will be collected on Mondays, Wednesdays and Fridays. Each boarder will have a named shelf in the House to store spare and washed clothes. The cost of laundry is included in the Boarding fees, though there is an extra cost if students wish clothes to be dry-cleaned.

Bed linen is changed weekly and pupils place used sheets and pillowcases in the laundry basket in the laundry room. They must then make up their bed with the clean linen provided.



Fire regulations and practice

Fire-extinguishing equipment is checked monthly, fire safety checks are carried out regularly and fire practices are held at least once a term. All boarders are briefed on fire evacuation procedures during the induction process.

Boarders should be careful not to overload plug sockets and all electrical appliances will be checked regularly by the House Matron/Steward.

Security and Safety

The safety of our students is of paramount performance. The Boarding Houses are kept secure and the safety of boarders is enhanced through the following processes;

- College gates are locked and manned by security guards 24 hours a day.
- There is an 8-foot high anti-climb security fence around the perimeter of the College.
- Duty staff are provided with a mobile and contact number.
- All boarders have a direct contact number to their House duty mobile and/or HMM's mobile.
- Electronic locking systems are fitted to all doors leading into the Boarding Houses and individual bedrooms have a lockable space for the boarders' personal possessions.
- Boarding Houses are locked at 21:45 daily and do not open until 06:15.

Signing out and signing guests in

A signing out file is available in each House. Boarders are expected to sign themselves out if they are leaving the House after co-curricular activities on weekdays and weekends. Any students visiting from other Houses will only be allowed to do so with express permission from the duty tutor, Assistant Housemaster or Assistant Housemistress (AHMM) or HMM. Pupils will not be allowed to enter a House belonging to a student of the opposite sex. This will only occur if a supervised event is organised by staff and will be limited to the ground floor areas.

All parents and guardians are asked to contact the HMM in advance and not enter the Boarding House without permission. Parents and Guardians are not allowed upstairs in bedrooms during term time, but may assist with bags at the beginning and end of terms with permission from House staff.

Students off-site

We are very lucky to have a small shopping outlet next to the College. Students are allowed to visit this under certain condition:

- They must have a 'signing out slip' which can be collected from their HMM in advance and will be handed to the security guard on departure.
- Only 6th formers are allowed to visit after CCA, Monday - Friday between 17:30 and 18:45.
- Year 9 - 11 students can visit on Saturday afternoon after CCA or on Sundays at given times but must always travel in groups of 4 or above including at least one student who is over 16 years of age.
- Students from Carr and Wilson must be accompanied by a member of staff.

In or out at weekends?

Weekly boarders go home on Saturday when College commitments are complete and should return to the House between 17:00 and 21:00 on Sunday evening or on Monday morning by 08:00. If a student arrives outside of these times they must contact the HMM in advance. If a day student wishes to stay overnight, they must also contact the HMM in advance. This is obviously subject to availability.

Weekend leave for full boarders

Full boarders wishing to go away for the weekend must get the permission of the HMM in advance in person.

The HMM will require parental authorisation from both sets of parents for a pupil to stay with another family. Early notice is expected and must always be in writing.

Exeats

Exeats occur throughout the year. This is when the whole college closes and students are expected to leave site by 16:00 on the Friday (unless otherwise stated) and return to College after 17:00 on the Sunday (unless otherwise stated) or by 08:00 on Monday.

Transport/travel arrangements

We recommend that parents contact their guardian to make transport arrangements between the airport and College.

It is assumed that parents are willing for their children to travel in a minibus or car driven by a member of staff.

Bicycles

Boarders may keep bicycles at College. They may ride their bicycle around the College campus but helmets must be worn at all times.

The role of the staff

The boarding HMM has overall responsibility for the welfare of boarders in their House and are in loco parentis. They are ably assisted by a resident AHMM, Matron/Steward and a team of Tutors, both residential and non-residential and a team of cleaners.



A member of staff is on duty every evening, as are duty prefects, with the HMM at the end of the phone should they be required. Prep (homework) is supervised, with duty staff assisting boarders. Tutors will move around the House to make sure that work is being done, and any boarder wishing to work outside the Boarding House (e.g. in Music, Art or Sixth Form Centre) has to request permission from the tutor first and sign out to say where they have gone.



The HMM, AHMM or Resident Tutor will take over every evening at lights out to oversee the safety and welfare of boarders overnight.

The head of house and house prefects

The Head of House and House Prefects have an important role to play in the House. They are essentially the conduit between pupils and the House staff where necessary. Their role is to make the lives of boarders in their respective Houses happy, free from incident and a positive, fulfilling experience. The role of all House Prefects is to set the highest possible standards within the community and act as acceptable role models. The Head of House and House Prefects do not have the power to discipline pupils, but can refer misdemeanours to the HMM or Tutor if they feel that behaviour has been unsatisfactory. The Head of House and House Prefects and their HMM talk regularly to ensure that the House runs smoothly, and that all pupils are engaged.

The Head of House and House Prefects share ideas and good practice between Houses, and may sit on the House or Boarding council that meets termly to discuss improvements to boarding.

The Head of House and House Prefects responsibilities include assisting the staff in the running of the Boarding House and helping in both the pastoral support and safeguarding of welfare of the boys/girls in their House. They may also act as 'Aunties' or 'Buddies' for new students.

The Head of House and House Prefects are expected to use their status and authority in a mature and sensitive manner, and in turn expect the respect of those under their care. They are given training by the Deputy Head Pastoral in how to carry out their duties and in Safeguarding and Child Protection.

House and college councils

The House Council meet at least once per term to suggest improvements to the boarding experience. The House council comprises a cross section of each boarding house, chaired by the Head of House. There are numerous other College councils such as 'Food' and 'Service', which consist of members of each House, and are led by the College Prefects, who take forward their ideas to the College Management and other staff, and report back to the council afterwards.

Boarding sanctions

Where a boarder is in breach of House procedures, an appropriate internal sanction will be issued in order to ensure that such behaviour is not repeated. These sanctions are issued by the HMM and tutors, not by the prefects. Typical sanctions for boarders might include:

- Verbal warnings
- Confiscation of items
- Gating (Not being allowed out to Sports Hall after Prep for example)
- House detentions (Saturday afternoons)

For other breaches of discipline, the HMMs and Tutors refer to the sanctions used across the College. The boarding sanctions are applied in the same way that a concerned parent might apply house rules at home – measured and in proportion with the behaviour of the pupil. The key is getting the pupil to understand that their actions have consequences. For further information see the 'Guidance for Pupils' document and 'Rewards and Sanctions' Policy.

Safeguarding (child protection)

Epsom College in Malaysia has a Safeguarding team to oversee the welfare of all students. They are:

Mrs Kelly Cunningham

Designated Safeguarding Lead and Deputy Head (Pastoral)

Mr Fabien Hanique

Safeguarding support and Housemaster of Granville House

Mrs Merel Arnoldusseen

Safeguarding support and College Counsellor

Mrs Satwant Kaur

Safeguarding support and Nurse Manager

Peer relations and friendships are particularly important within a Boarding House. We acknowledge that living together can be challenging and requires the development of patience, consideration and diplomacy. All pupils are encouraged to speak up swiftly about 'bullying' or any physical or verbal abuse. Attempts are then made to defuse tensions where they occur between particular students and to repair relations before any pupil is tempted to engage in verbal or physical bullying. Our policy assumes that sometimes adolescents lack awareness of the impact of their behaviour on other people, which can explain their own behaviour. Our first step, therefore, is to discuss the effects of bullying behaviour with the parties involved and encourage self-awareness before resorting to disciplinary measures.

Drugs, alcohol and smoking

The whole-College policies on drugs and substances, alcohol and smoking apply to all pupils at ECiM.

Medical support

The Medical Room

The College provides a 24-hour health care service on campus/on-call by registered nurses. The care includes illness and injury management, developmental screening and healthcare advice to students. The nurses will liaise with HMMs, Matron and parents on concerning health issues. Appointments can be made with a local General Practitioner when needed.

A brief medical interview and screening will take place within the first few weeks of Term 1 for all new students. This will provide the Health Care team with a baseline of the students health and developmental status as well as an opportunity for the students and parents to familiarise themselves with the Health Care staff and san facilities.

Parents must declare all known medical conditions and complete all relevant medical questionnaires before their son or daughter are allowed to start at the College.

Medication

Please provide all medications (prescription, non-prescription and others, including vitamin supplements) taken by your child. All medication should be labelled clearly with student's name, name of medication, dose, strength and time of administration in English.



Boarding routines

Monday - Friday

TIME	ACTIVITY	LOCATION
0645-0715	Wake up and wash/dress	In Houses
0715-0800	Breakfast	Dining Hall
0810	Morning Registration	In Houses
0820-0835	House/College/Key Stage assembly or Tutor Period	Various
0840-1405	Morning lessons and Lunch	Various
1405	Afternoon Registration	In Houses
1415-1550	Afternoon lessons	Various
1550-1610	Afternoon snack	Dining Hall
1615-1730	CCA	Various
1745-18.40	Dinner	In Houses
1845	House Registration	In Houses
1845-2030	Prep time (1930 finish for Y6, 19:45 for Y7-8, 20:00 for Y9, 20:30 Y10 upwards)	In Houses
2000-2130	Social and relaxation time (20:00 curfew for Y6, 20:45 for Y7-8, 21:00 for Y9, 21:30 for Y10-13)	Various
2100	Y6 lights out Transition Duty Tutors check all students back in House.	In Houses
2115	Y7 lights out	In Houses
2130	Y8 lights out Senior Duty Tutors check all students back in House.	In Houses
2145	Y9 lights out	In Houses
2215	Y10 lights out Transition House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place.	In Houses
2230	Y11 lights out. 6thForm quiet in rooms. Senior House Duty Tutor hands over responsibility to HMM/AHM/RT. Final security checks take place.	In Houses

Boarding routines

Saturday

TIME	ACTIVITY	LOCATION
0645-0725	Wake up and wash/dress	In Houses
0730-0845	Breakfast	Dining Room
0850	Morning Registration	In Houses
0900-0940	Tutor period	In classrooms
0945-1120	Morning lessons	Various
1230- 1500	Lunch and sports fixtures/activities/House competitions. Weekly boarders not involved in the above, may leave at 1230.	Various
1600	Weekend Boarders register with staff member on weekend duty. Any Weekly Boarders still on site at this time, must report for registration.	In Houses
1600 - 1800	Free time for Weekend Boarders in Houses or in permitted outside social areas. Students may also seek permission to go to Art/Music/Drama (this must be agreed by the department staff). They must remain on site unless they have permission from HMM to leave. Staff on weekend duty may grant permission to go to Mercato. Students must sign out whenever leaving the House.	In Houses (unless permission granted otherwise)
1800 - 1840	Dinner	Dining Hall
1845	House registration	In Houses
1900 - 2200/2230	Free time in Houses/House activities/Coffee shop/permitted outside social areas. Transition House bedtime 22:00. Senior House, quiet in rooms by 22:30.	In Houses
2200/2230	Final room checks Transition House /Final room checks Senior House.	In Houses
2245	Final House security checks	In Houses

Boarding routines

Sunday

TIME	ACTIVITY	LOCATION
0930	Registration	Houses/Dining Hall
0930-1100	Brunch	Dining Hall
1030 - 1700	Sunday trip. Boarders may remain in the House if they do not wish to go on the trip.	Various
1400	Registration for those boarders not on the trip.	In Houses
1400 - 1800	Free time in Houses or in permitted outside social areas. Students may seek permission to go to Art/Music/Drama (this must be agreed by the department staff). Mercato trips may be granted by weekend staff on duty. Students must sign out whenever leaving the House.	In Houses
1800	Dinner	Dining Hall
1845	Registration	In Houses
1900 - 2030	Quiet time in Houses	In Houses
2030 - 2130	Relaxation and social time (same curfews apply as Mon-Fri)	In Houses
2100 - 2145	Bedtime routines in Transition House (same bedtime routines as Mon-Fri). Final room and House checks.	In Houses
2130	House registration in Senior Houses.	In Houses
2200 - 2230	Bedtime routines in Senior Houses (same timings as Mon-Fri). Final room and House checks.	In houses

Permission to leave Houses during weekday evenings

All boarding pupils are expected to be in their Houses for Registration at 1845 and then from 1900 they should be doing Prep in the House. He/she may leave their House to visit other parts of the site during Prep, provided permission has been given by HMM or Tutor on duty, on the following basis:

- He/she is a Sixth Form student who is going to work in the Grayling Centre on a Tuesday or Thursday.
- He/she is attending a College-organised activity (e.g. a workshop, music lesson, the Library etc.).
- He/she has permission from the Music or Drama department to attend private practice sessions.
- He/she is visiting another House, with the specific permission of their HMM and the HMM of the House that he/she is visiting;
- He/she is leaving campus on an organised trip, accompanied by a member of staff (e.g. on a theatre trip, playing in a fixture, on a tutor trip etc.);
- He/she is out with parents for a special occasion and this has been agreed by the HMM.

Weekend boarders' free time on Saturday afternoon and Sunday

Weekend Boarders must attend all Registrations on Saturday afternoon and Sunday unless they have the prior permission of the HMM to be absent, or they are on the Sunday trip.

Weekend Boarders may go to Mercato with permission from the weekend staff on duty, but they must have a permission slip and they must sign-out. Please see 'Guidance for Pupils: Section 7'.

If they are likely to be out of their own House and elsewhere on site for a College-organised activity, they should sign out and text the weekend staff on duty. If visiting another House, pupils are required to sign in to the House they are visiting, and seek the permission of that HMM/weekend staff on duty.

Home leave for boarders

Boarders must seek written permission from their HMM to return home during the week or at weekends, if they would normally stay on-site. This must be supported by an e-mail or telephone call from parents. In the cases where these home visits occur regularly during the week, the HMM will bring all such requests to the attention of the Deputy Head (Pastoral).

For all leave off site HMMs are expected to know the following;

- Where the pupil is going?
- What time is the pupil going to return?
- Does this comply with the respective curfew deadline?
- How is the pupil travelling to and from the destination?
- If they are visiting the home of another pupil, are the parents of this pupil aware of the visit?
- Is the pupil going alone, or with other pupils, and if so which other pupils?
- Do they have their mobile on them and do they have the House number?
- Has the requisite permission been given by the parents or guardian?
- Where appropriate, are they aware of the necessary requirements for signing out/signing back in?

Beginning and end of term

Boarders are expected to return to their Boarding Houses between 17:00 and 21:00 on the evening before the start of term. Boarders are also expected to depart the College shortly after the published finishing time on the last day of term. Parents are asked to inform the HMM of any late arrival or early/late departure that may be different from the published dates.

All full boarders will be expected to provide precise details of movements during EXEATs, weekends away and holidays.

Further documentation and policies

For further reference to key policy documentation including Child Protection and Complaints, please refer to our website at www.epsomcollege.edu.my

And finally...

We are aware that there is a lot of information in this Handbook and some may change over time as the College grows. We truly believe that your son and/or daughter will love being a boarder at Epsom College in Malaysia and if there are any questions which arise from either reading this Handbook or in general, please do not hesitate in contacting their Housemaster/ Housemistress.