



EPSOM

COLLEGE

IN MALAYSIA

**BOARDING
HANDBOOK**



KEY STAFF CONTACT INFORMATION

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PROPERT HOUSE

Propert House, named after the founder of Epsom College, Dr John Propert, started life as a boys' boarding House in the UK in 1883. Though it has become a day house in the UK, it has flourished as one of the two senior boys boarding houses in Epsom College in Malaysia.



GRANVILLE HOUSE

Granville House was named after the Earl Granville who was President of the College in the UK between 1865 and 1891. Originally Granville House was called 'Gilchrist' in honour of the 'Gilchrist Scholarship' given to able boys studying medicine at London universities. But following the academic success of the school, more boys wanted to study at Cambridge and Oxford, which meant the House had to be renamed in 1883, as the scholarship was only limited to London medical schools.



CARR HOUSE

Carr House is one of the four original houses established under the Headmaster, Rev William de Lancy West and was named after Dr William Carr who raised more funds for the Foundation Scholarships than any other member of Council. Scholarships were given to able boys studying medicine at university.



HOLMAN HOUSE

Carr Holman House is named after Sir Constantine Holman who was a member of the Epsom College UK Council for many years and its Treasurer from 1887 to 1906. He was also a preeminent doctor who became Vice-President of the British Medical Foundation and received a knighthood from King Edward VII in 1904. The original Holman House in Epsom College UK opened in 1897 as a Junior House for boys, and includes Air Asia CEO (and Epsom College in Malaysia founder and Chairman), Tan Sri Tony Fernandes, amongst its alumni.



ROSEBERY HOUSE

Rosebery House is named after the Earl of Rosebery who served as Prime Minister of the UK in the 1890s. He had very close links to Epsom College and the first boys' day house was named after him. Today Rosebery in Epsom UK is a girls' day house and we are proud to be Rosebery ECiM, a girls' boarding house. Lord Rosebery firmly believed in high moral standards and this is the foundation of our house where we believe in kindness, respect and good manners.



CRAWFURD HOUSE

Crawfurd House already has a fascinating history in the UK, stretching back to 1936 when it was founded by Sir Raymond Henry Payne Crawfurd. It therefore goes without saying that the benchmark has already been set exceptionally high. Building upon the traditions formed by generations of Old Crawfurdians we are starting to introduce some of our own!



BOARDING PRINCIPLES

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

The College will aim:

- to provide a flourishing co-educational environment for boarding pupils.
- to deliver a modern and stimulating education, both academic and co-curricular, enabling each pupil to maximise their potential.
- to 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.
- to provide comprehensive pastoral care and guidance under the leadership of dedicated house staff.
- to foster moral and spiritual values, tolerance and understanding in every pupil.
- to develop a genuine awareness, understanding and cooperation 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 every new term. 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 to take part in the wide range of activities on site. 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 your son or daughter out, 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 will have various means of contacting you: e-mail, video call and, of course, mobile phone.

Mobiles should not be used during lesson times (unless guided by teachers), during prep in the evenings or after lights out. 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 matrons; it doesn't matter to whom they talk 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 as appropriate.



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 that room allocations are made fairly and appropriately. Any concerns should be expressed to the relevant HMM.

In addition to normal bedroom furniture, boarders have a desk with a lockable drawer or wardrobe. We expect rooms to be kept tidy to help the cleaners who come into the houses each morning. We hope that boarders will 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. Boarders are expected to go to all meals. Take away food is limited to weekends by the HMM.

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 to support digital learning. All students are 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 at college.
- It is absolutely unacceptable to engage in verbal and/or electronic exchanges of a sexual nature.
- These rules and guidelines apply at school, 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. 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 HMM so that repairs can be made quickly. If damage is caused deliberately, the cost of repair to property belonging to either the college or another student may be charged to a parent's 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

We ask that all clothes be labelled. This should be via labels issued by the school laundry provider. The College provides a laundry service three days per week and each House also has a washing machine and drying facilities.



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 dress for CCA (Co-curricular Activities). 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, astro/football boots
- Sports' Clothing
- Casual Clothing
- 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 Monday, Wednesday and Friday. Each boarder will have a named shelf in the House to store spare and washed clothes. The cost of laundry is included in the College 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, SAFETY + SECURITY

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 importance. 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 per 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 21:30 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 Mistress (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 conditions:

- 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 10 - 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. Younger students are accompanied by a member of staff.

IN OR OUT AT WEEKENDS?

Weekday boarders go home on Friday when College commitments are complete and should return to the House before 08.00 am on Monday morning. Full boarders, who wish to return home at the weekends may return on Sunday evening before 21.30, or on Monday morning ready for the start of the College day. 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 and there will be a charge for this.



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 (By Wednesday evening) is expected and must always be in writing. (Email)

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.

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 the boarders overnight.

THE HEAD OF HOUSE AND HOUSE LEADERS

The Head of House and House Leaders 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 Leaders is to set the highest possible standards within the community and act as acceptable role models. The Head of House and House Leaders 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 Leaders and their HMM talk regularly to ensure that the House runs smoothly and that all pupils are engaged.

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

The Head of House and House Leaders' 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 'Buddies' for new students.

The Head of House and House Leaders' 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.

HOUSE AND COLLEGE COUNCILS

Student voice is important throughout the boarding houses and meetings of house families and house leaders are held regularly to deal with issues, suggest trips and items to help improve the fabric of the house.

BOARDING SANCTIONS AND REWARDS

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 Headmaster's detention
- Removal of privilege

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.

SAFEGUARDING (CHILD PROTECTION)

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

- Mrs Catherine Carden-Brown
- Mr Daniel Long (Head of Boarding)

Designated Safeguarding Lead.

- Mrs Katherine Fowler. (Deputy Head Pastoral)

Peer relations and friendships are particularly important within a Boarding House. We acknowledge that living together can be challenging at times and requires the development of patience, consideration and diplomacy. All pupils are encouraged to speak up swiftly about any physical or verbal abuse, or behaviour that makes them feel uncomfortable. Immediate action is taken to defuse tensions where they occur between particular students and to repair relations before an incident escalates. 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 poor or unkind behaviour with the parties involved and to encourage self-awareness before resorting to disciplinary measures.

DRUGS, ALCOHOL AND SMOKING/ VAPING

The whole-College policies on drugs and substances, alcohol and smoking/ vaping 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, healthcare advice to students. The nurses will liaise with HMMs, Matron and parents concerning health issues. Appointments can be made with a local General Practitioner when needed.

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

MEDICATION

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

BOARDING ROUTINES

Monday-Friday

TIME	ACTIVITY	LOCATION
06.45-07.15	Wake up and wash/dress	In Houses
07.15-08.00	Breakfast – All students must attend	Dining Hall
08.10	Morning Registration	In Houses
08.10-08.30	House/College/Key Stage assembly or Tutor Period	Various
08.30-13.45	Morning lessons and Lunch	Various
13.45-16.10	Afternoon lessons	Various
16.10-16.25	Afternoon snack.	Dining Hall
16.25-17.30	CCA Day pupils exit College post CCA – sign out at House	Various
17.45-18.40	Dinner	In Houses
18.45	House Registration	In Houses
18.45-20.30	Prep time	In Houses
20.00-21.30	Social and relaxation time within permitted areas.	Various
21.00	Y6 lights out Transition Duty Tutors check all students back in House.	In Houses
21.15	Y7 lights out	In Houses
21.30	Y8 lights out Senior Duty Tutors check all students back in House.	In Houses
21.45	Y9 lights out	In Houses
22.15	Y10 lights out.	In Houses
22.30	Y11 lights out. 6 th Form 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
06.45-07.25	Wake up and wash/dress	In Houses
07.30-08.45	Breakfast – All students must attend	Dining Room
08.50	Morning Registration	In Houses
10.00-12.30	Sport and Drama, or Boarder's Trip	Various
13.00- 14.00	Lunch.	Dining Hall
14.00- 16.00	Various CCAs led by academic staff / Boarder's Trip	Various
16.00 - 18.00	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)
18.00 - 18.40	Dinner	Dining Hall
19.00	House registration	In Houses
19.00 20.30 - 21.30	Freetime House / House activities / permitted outside social areas. Same curfews apply as per Monday-Friday. Transition House bedtimes as per Monday-Friday. Senior House, quiet in rooms by 2230.	In Houses
22.00 - 23.00	Final room checks Transition House / Final room checks Senior House	In Houses
22.45	Final House security checks.	In Houses

BOARDING ROUTINES

Sunday

TIME	ACTIVITY	LOCATION
08.30-09.30	Registration	Houses/Dining Hall
08.30-10.30	Late breakfast – All students must attend	Dining Hall
10.00 - 12.00	Academic Staff on duty to offer onsite activities	Various
14.00	Registration.	In Houses
14.00 - 17.00	Academic Staff on duty to offer onsite activities	Various
18.00	Dinner	Dining Hall
18.45	Registration	In Houses
19.00 - 20.30	Quiet time in Houses	Dining Hall
20.30 - 21.30	Relaxation and social time in permitted outside areas (same curfews apply as Mon-Fri)	In Houses
21.00 - 21.45	(same bedtime routines as Mon-Fri). Final room and House checks.	In Houses
21.30	House registration in Senior Houses	In Houses
22.00 - 22.30	Bedtime routines in Senior Houses (same timings as Mon-Fri). Final room and House checks.	In Houses



PERMISSION TO LEAVE HOUSE DURING WEEKDAY EVENINGS

All Boarding pupils are expected to be in their House for Registration at 18.45 and then from 19.00 they should be doing Prep in the House. They 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:

- They are attending a college organised activity (e.g. a workshop, music lesson, the library etc).
- They have permission from the Music or Drama department to attend private practice sessions.
- They are visiting another House, with the specific permission of their HMM and the HMM of the house that they are visiting;
- They are 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.);
- They are out with parents for a special occasion and this has been agreed by the HMM.

BOARDERS' FREE TIME ON WEEKNIGHTS AFTER PREP AND DURING WEEKENDS

Pupils should only be in permitted social areas (see 'Guidance for Pupils' and the 'Out of Bounds' map) or attending activities organised and attended by staff. All pupils must adhere to the relevant curfew for their year group.

BEDTIMES

Boarders in the same year group, regardless of their House, should have the same bedtimes. Once caveat being, if a room contains boarders in different year groups (Year 10 and 11 for example), the later bedtime may be applied at the Housemasters' discretion.

WEEKEND BOARDERS' FREE TIME ON SATURDAY AFTERNOON AND SUNDAY

Weekend Boarders must attend all Registration on Saturday afternoon and Sunday unless they have the prior permission of the HMM to be absent, or they are on a 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 inform 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 cases where these home visits occur regularly during the week, the HMM will bring all such requests to the attention of the Head of Boarding.

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 this 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 before and 21:30 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 to contact us.

Contact Information:

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