



HARROW
INTERNATIONAL
SCHOOL
BANGKOK

THE KNOLL BOARDING HANDBOOK

A useful guide to life as a boarder in The Knoll

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WELCOME TO THE KNOLL AT HARROW INTERNATIONAL SCHOOL BANGKOK

Well done! If you have got as far as having been given this handbook, you have already succeeded in earning a place at one of the most popular houses in one of the most prestigious schools in the world. You are about to embark on extremely important and exciting years – a period in which the work you do, the lessons you learn, the decisions you make and the friendships you forge will have an immeasurable impact on the course of your life for decades to come. All of us at The Knoll 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 The Knoll so that you know what to expect and can settle in as quickly as possible when you arrive in August. At first it will probably seem as if there is a lot to learn, but you will soon pick up everything you need to know. Don't worry if it all feels a little overwhelming: everyone feels this when they start a new school and it is only natural to be nervous!

There are five key secrets to success at Harrow Bangkok:

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

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

I look forward to welcoming you in August.

Warm regards,

Mr Shufflebotham | House Master The Knoll House

Hello and welcome to The Knoll!

My name is Pleng, and I'm the Head Girl of our house. I've been boarding since Year 4 and am a weekly boarder, which means I travel back to Suphanburi every weekend.

One of my absolute favourite things about boarding is our annual Christmas Dinner. It's something I look forward to every year and is always filled with laughter and special memories. My favourite subject is Art & Design, as it allows me creative freedom and self-expression through different projects. I also love dancing and am part of the school dance team, LOL, where we perform at various events throughout the year.

At The Knoll, you'll quickly realise that you're never alone. We have an amazing team of House staff who truly look after us Knollites and make sure we feel safe, supported, and cared for. If you're ever feeling worried, homesick, or simply need someone to talk to, the House staff are always ready to listen and help. They will guide and support you every step of your school journey.

In the Harrow boarding community, we love welcoming new boarders. As older students, we help younger girls settle in, learn the routines, understand the rules, and—most importantly—feel happy and included. If you're ever unsure or need help, the Year 10s in The Knoll are always there to listen, support, and help you feel at home. This is what makes The Knoll such a friendly, caring, and close-knit boarding house—we truly look after one another.

- *It's okay to feel nervous at first.*
- *Ask for help.*
- *Get involved.*
- *Be yourself.*
- *The Knoll is your home.*
- *And don't forget to bring lots of decorations from home to make your room your own!*

Pleng (So10) | Head of House



BOARDING PRINCIPLES AT HARROW INTERNATIONAL SCHOOL BANGKOK

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

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

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



OUR COMMITMENT

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



HONOUR

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

HUMILITY

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

BOARDING AT HARROW BANGKOK



FELLOWSHIP

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



COURAGE

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

1. CONTACTS AND STAFF

Duty Staff:

boarding_juniorgirls@harrowschool.ac.th
+66 (0)64 107 3104

House Master:

Mr Paul Shufflebotham (PSH)
paul_sh@harrowschool.ac.th

House Parent:

Ms Niamh Daddy (NDA)
niamh_da@harrowschool.sc.th

Assistant Housemistress:

Ms Eve Chularatana (ECH)
eve_ch@harrowschool.ac.th

Boarding Assistant:

Ms Prang Kawetraiphop (PKA)

Graduate Leaders:

Ms Emma Rungay (ERU), Ms Lottie Cooke (LCO), Ms Emily Hall (EHA)

Head of Boarding:

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

- **House Master:** Mr Paul Shufflebotham (PSH) - Housemaster of The Knoll and Teacher of Upper School Physical Ed.
- **House Parent:** Ms Niamh Daddy (NDA) - Helps Mr Shufflebotham with general house running and is responsible when Mr Shufflebotham is away. She is also training to be a Geography teacher.
- **Assistant Housemistress:** Ms Eve Chularatana (ECH) - On duty one evening and the following morning once a week. Responsible when Mr Shufflebotham and Ms Niamh are off duty or absent. Lower School TA. Lives on the 2nd floor.
- **Boarding Assistant:** Ms Prang Kawetraiphop - Supports house running. Lives on the 2nd floor.
- **Graduate Leaders:** Ms Emma Rungay (ERU), Ms Lottie Cooke (LCO), Ms Emily Hall (EHA)- Involved with morning/evening duties and integral to weekend activities.

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

The house has a team of PCS security guards and cleaners. Cleaners are responsible for emptying bins and cleaning floors, but rooms must be tidy. Always be polite and cooperative with cleaners and other staff.

2. JUNIOR GIRLS

The Knoll is the Junior Girls' house, comprising Year 5, 6, 7, 8, 9 & 10. One Year 10 member is the Head of House, the most Junior girl. The Head of House and other Junior girls are appointed house prefects to assist staff

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

3. DAILY ROUTINES

WEEKDAYS

6.30am	Wake-up
6.45am	Reminder in person/by Prefect/ tannoy to get ready to be out of house, washed, and fully dressed. Sign out at the guard's desk before heading to The Hub for breakfast
6.50-7.30am	Breakfast in The Hub
7.15am	Latest time to leave the house to avoid being considered late
7.45am	Morning Tutor in school
8.00-10.05am	School (Period 1 and 2)
10.05-10.30am	Break
10.30-12.30pm	School (Period 3 and 4)
12.30-1.30pm	Lunch at school
1.40-2.40pm	School (Period 5)
3-4pm	Free time in The House (can vary)
4-5.50pm	Activities
5.15-5.30pm	Evening Call Over (can vary)
5.30-6.10pm	Dinner in The Hub
6.30-8pm	Prep Time (can vary)
8pm (Y5/6) / 8.30pm (Y7)	Into rooms and quieten down
9pm (Y8/9) / 9.30pm (Y10)	
8.30pm (Y5/6) / 9pm (Y7)	Lights out
9.30pm (Y8/9) / 10pm (Y10)	

Fridays/Saturdays

9am	Breakfast (can vary)
12pm	Lunch (can vary)
8.30pm (Y5/6) / 9pm (Y7)	Into rooms and quieten down
9.30pm (Y8/9) / 10pm (Y10)	
9pm (Y5/6) / 9.30pm (Y7)	Lights out
10pm (Y8/9) / 10.30pm (Y10)	

SUNDAYS

10am	Breakfast (can vary)
1pm	Lunch (can vary)
8pm	Evening Call Over (Weekly boarders to return on time)
8pm (Y5/6) / 8.30pm (Y7)	Into rooms and quieten down
9pm (Y8/9) / 9.30pm (Y10)	
8.30pm (Y5/6) / 9pm (Y7)	Lights out
9.30pm (Y8/9) / 10pm (Y10)	



4. THE KNOLL A TO Z

ART ROOM

Located on the second floor, the Art Room is a creative and versatile space that offers girls the opportunity to engage in artistic projects and explore their creativity outside of the classroom. Equipped with art supplies, large tables, and plenty of light, it is an inspiring environment for painting, drawing, crafting,

and other hands-on activities. In addition to its primary function, the Art Room also serves as a communal working space, where girls can come together to collaborate on group projects, work alongside friends during prep time, or enjoy a change of scenery from their usual study spots.

BED LINEN

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

and decorate your room with. Bed sheets are washed on a Friday. You are expected to make your bed every morning.

BIRTHDAYS

We love to celebrate birthdays and make each girl feel special on her big day. Whether it's singing Happy Birthday together, decorating the common room, or sharing a sweet treat.

to join the celebration off-site, the appropriate permissions must be arranged in advance—this includes consent from each girl's parent or guardian and approval from the House Team.

Girls are very welcome to have a birthday cake brought in or ordered to the house to share with friends. Some girls also choose to go out for a birthday meal with their parents, which we fully support. If other boarders are invited

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

CLOTHING

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

buttons done up.

Clothing will be washed and ironed during the laundry service which operates on Tuesday, Thursday, and Saturday and returned the following day.

COMMON ROOM

The Common Room, located on the ground floor, is the heart of social life within the house and serves multiple purposes throughout the day. It's a warm, welcoming space where girls can relax, unwind, and spend time together outside of academic commitments.

The common room also includes a designated prep area where girls can complete homework or revision in a more informal setting.

The room is equipped with comfortable seating, a large TV, a PS5, and Just Dance, making it a popular spot for group entertainment and weekend fun. The Common Room offers a vibrant and inclusive environment that supports friendship and community.

The Common Room also plays an important role in the daily running of house life, as it is where Call over is held. These meetings are a chance for everyone to come together, share announcements, celebrate achievements, and discuss any matters relevant to the boarding community.

COMPUTERS

You will complete much academic work on your personal laptop. It should be clearly named and well-cared for. A printer is available in The Hub, connected to the school network. School email addresses are provided

DAYS OUT

Knoll girls in Years 9 and 10 are allowed to go off-site independently to visit local shops and cafés, but only on Tuesdays and Thursdays between 3:00 pm and 5:00 pm. This privilege is only granted once a parent or guardian has completed and returned the 'Offsite Privilege Form'. Before leaving, girls must collect a blue sign-out slip signed by a member of the boarding staff and sign out at the security guard's desk, clearly stating their destination and expected return time. They must also sign back in upon returning to the house. While off-site, they are required to carry their mobile phone so that they can be contacted if necessary.

Girls in Year 8 and below are not permitted to go off-site alone. However, they may visit local

and should be checked multiple times a day for prep details and information. Non-academic use of devices is allowed only during free time after prep or on weekends.

shops and cafés if accompanied by a member of the boarding staff.

If a student wishes to go out with a friend, their parent or guardian must write to the house staff to give permission. In addition, we must receive an email from the parent or carer who will be taking parental responsibility during the time the student is away from boarding. Guests from other boarding houses or day students may only join if they have received permission from Mr Shufflebotham and must also sign in and out at the security desk.

These procedures are in place to ensure the safety and wellbeing of all boarders while they are off-site.

DRESS AND PERSONAL HYGIENE

You are expected to pay attention to personal hygiene, showering after physical activity and at least once a day, using deodorant/antiperspirant. Wear suitable clothing and

footwear to and from the shower; do not walk barefoot outside your room. Showers can be used at reasonable times, but not during prep time, house meetings or after bedtime.

DUTIES

Various house duties are shared among Knollites on a rota, explained by the Head of House. Junior girls are not permitted to

delegate their assigned duties to other junior girls. If this ever occurs, it is your duty to inform Mr Shufflebotham or Ms Niamh.

ELECTRONIC DEVICES: COMPUTERS, MOBILE PHONES, TABLETS, HOUSE PS5

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

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

Mobile phones are permitted but must be clearly named, and the number given to Mr Shufflebotham. Phone use is not allowed

during prep time or after bedtime. Please ensure your parents are aware of these rules to avoid calls at inappropriate times.

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

Responsible use of all electronic devices is expected. Infringements of school guidelines are taken very seriously and may result in confiscation. Junior girls may be allowed some

flexibility during exam season.

To encourage face-to-face socialising, Device Down Days occur once a week (Mondays).

FEELING ILL?

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

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

Devices are handed into cabinets before dinner at 17:30 and collected the next morning before breakfast.

If you incur an injury or are taken ill suddenly, you should try to find Mr Shufflebotham or Ms Niamh 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.

FIRE/LOCKDOWN ALARMS AND LIGHTNING WARNING ALARM

FIRE ALARM

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

LIGHTNING WARNING ALARM

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

FOOD

You are allowed to bring extra food and drink into the house should you wish to do so, though you must keep such supplies stored away in the storage boxes in one of the kitchens. There is a 7-Eleven shop a few minutes walk away from The Knoll. House staff will provide snacks on your return to The Knoll after afternoon activities.

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

HOUSE TRIPS AND SOCIALS

From time to time, there will be house trips to the ten-pin bowling alley, a sports match, or elsewhere. These will nearly always be after

school and home clothes can be worn unless otherwise specified.

LAUNDRY

Every Tuesday, Thursday and Saturday are laundry days for The Knoll.

which operates on Tuesday, Thursday, and Saturday and returned the following day.

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. It will be washed and ironed during the laundry service

It is essential you make your bed at the start of each day. It is not the responsibility of the team of maids to make beds and tidy your rooms.

LETTERS AND PACKAGES

Letters and parcels are therefore brought to The Knoll after school and can be collected from the house office. Please ensure that your parents, family and friends have the correct address:

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

+66 2 503 7222
+66 (0) 64 107 3104

Please ensure that when you are ordering parcels 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.

LIBRARY

Situated on the first floor, The Knoll library is a peaceful and resource-rich environment designed to support both academic study and independent learning. Shelves are stocked with a selection of fiction, non-fiction, reference materials, and textbooks to suit a range of subjects and interests. The space encourages quiet reflection and focused study, making it an ideal setting for pupils to complete prep, revise for exams, or read for pleasure.

Additionally, the library can be used for tutoring sessions, offering a calm and private setting for one-to-one academic support or small group instruction. Whether used for quiet reading, independent work, or personalised academic help, the library is an invaluable resource that contributes to the learning culture of the house.

LONG WEEKENDS

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

- Long Weekend 1: Friday 19th – Sunday 21st September
- Long Weekend 2: Friday 5th – Sunday 7th December
- Long Weekend 3: Friday 1st – Monday 4th May

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



MEALS

Meals are taken in the school Dining Hall if it is a school day lunch 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 06:45 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 09:00 on a Saturday and Sunday. Lunchtimes can vary depending on the

weekend agenda but is usually taken between 12:00 and 13:00. Occasionally you may be eating out as the agenda for the weekend boarding activities dictate.

Supper runs from 17:30 until 18:30 in The Hub and is taken in a staggered manner to minimise queuing. There is the usual choice of main dishes and a selection of salad and fruit. Please take your own dishes and cutlery up to the cleaning stations when you have finished your food.

You must go to all meals unless given permission by Mr Shufflebotham to miss one. No fresh food is to be consumed in your room at any time.

MEDICATION

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

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

MONEY, PASSPORTS, AND VALUABLES

All students are advised to lock any valuables in their personal safe. If you are unable to operate your safe, you should alert a member of staff.

If you are bringing a passport to school you must deposit this with Mr Shufflebotham for safekeeping. You can collect it again when it is

required.

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

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. Personal organisation is vital to academic success and is a skill that you will quickly develop during your time in The Knoll.

'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 16:15-17:15 and 18:30-21:30. The amount of time that you are required to complete Prep for is dependent on your year, Years 5 - 7 should complete 1 hour of work,

Year 8 - 9 should complete 1 hour 15 minutes of work and Year 10 should complete 1 hour 30 minutes of work per night.

Prep time rules:

We have designated areas for Prep Time in house. Years 6-9 must remain downstairs, making use of the Common Room or Study Bubble (mainly Year 9s). Year 10s have the privilege of using the First Floor Library, Third Floor Study Space or The Hub - but must receive permission from Mr Shufflebotham, Ms Niamh or Ms Eve first.

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. You can ask the staff for inspiration if unsure.

You may use prep time for practicing a musical instrument in the communal areas of The Knoll, but only with permission from Mr Shufflebotham, Ms Niamh or Ms Eve.

PROPERTY

You should name all of your property clearly, including small items such as calculators, pencil cases and so on. Treat other people's property with respect and never be tempted to 'borrow' things from other girls' rooms: they may not be happy with this and you may not

RELATIONSHIPS

It is important that all girls in the house treat each other (and each other's property) with respect. Bullying of any sort and abuses of power or authority will not be tolerated. If you are worried about these or any other matters, talk to the Head of House, a house Prefect, or go straight to Mr Shufflebotham, Ms Niamh, Ms Eve or other member of house staff.

One of the most important relationships for you to get right is that with your roommate(s).

ROOM

Mr Shufflebotham and Ms Niamh will decide on rooming combinations, following the opportunity to make rooming requests. You will have the opportunity to change rooms every term and share with different Knollite (if you do not have your own room). This helps everyone to get to know each other and gives you the chance to live in a variety of different rooms in different areas of the house.

Prep arrangements are different at weekends with Sunday from 18:15 until 20:00 being dedicated to this.

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

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

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.

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 The Knoll. Every Knollite has the right to enjoy all aspects of life at Harrow and in The Knoll.

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.

You are expected to keep your room in good order. In particular, before you leave the house in the morning for lessons you must make

sure that your curtains are drawn, your 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 Knoll house staff.

SAFES

You will find a small digital safe in your room. Knoll 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 Shufflebotham has a master key to open the safe for you.

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 Knoll and your destination, and your expected return time. Similarly, whenever you return to the house, you must 'sign in' using the same method of filling in the register with the security guard.

Only Junior girls from years 9 and 10 are allowed off site by themselves, and are allowed to visit local shops and cafes between 3pm and 5pm on a Tuesday and Thursday, 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 parents at the beginning of the year. Girls in years 8 and below will be allowed out to visit the local shops and cafes but will be escorted by a member of boarding staff. 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 Shufflebotham's permission for this. Your friend should then sign in when they arrive and sign out when they leave.

STATIONERY

You will need to bring your own calculator, writing pen, pencils, ruler, rubber, pencil case and so on. Girls in The Knoll are expected

to take pride in the presentation of their academic work.

STUDY BUBBLE

The ground floor is home to the Study Bubble, a designated quiet working space where girls are encouraged to complete their prep and independent study in a focused and calm environment. The room is purposefully designed to promote concentration, with good lighting, and minimal distractions. It serves as a structured area during evening prep time,

fostering positive study habits and providing a clear separation between academic work and recreational areas of the house. Staff are on hand to offer support if needed, and the atmosphere encourages self-discipline, respect for others' concentration, and a shared sense of academic purpose.

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.

Term 1a

20/08/25 Boarding opens for Term 1a at 4pm
10/10/25 Boarding closes for Term 1a at 4pm

Term 1b

20/10/25 Boarding opens for Term 1b at 4pm
12/12/25 Boarding closes for Term 1b at 4pm

Term 2a

05/01/26 Boarding opens for Term 2a at 4pm
13/02/26 Boarding closes for Term 2a at 4pm

Term 2b

22/02/26 Boarding opens for Term 2b at 4pm
03/04/26 Boarding closes for Term 2b at 4pm

Term 3

19/04/26 Boarding opens for Term 3 at 4pm
26/06/26 Boarding closes for Term 3 at 4pm

THURSDAY THOUGHT

All Knollites are expected to attend a weekly 'Thursday Thought' presentation which is delivered by a fellow Knollite. These

presentations take place in The Common Room and start after house meeting at 17:30.

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.

TRANSPORT: PERSONAL OFF-SITE TRIPS

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

motorbikes, mopeds, or similar two-wheeled motorised vehicles by Harrow International School Bangkok Students is never permitted under any circumstances.

TELEVISION

You are welcome to watch television in your free time. There is a television with Netflix,

Disney+ and a PS5 downstairs on the ground floor.

PRIVATE TUITION

Private online tutoring sessions should be scheduled for a maximum of one hour, either between 16:00 and 17:00 (depending on the completion of after-school activities) or after supervised prep time from 19:30 onwards. Tutoring is not permitted during mealtimes, House Meetings, or after lights out (not during

eating, meeting, or sleeping). Boarders must prioritise their set homework and school learning, which occurs from 18:30 to 19:30 each evening in boarding houses, and this time must be protected from private tutoring sessions. To ensure boarders get adequate rest after busy days, private online tutoring

sessions should be organised for every other day. A maximum of two hours of private tutoring can be scheduled for Saturdays and Sundays, with mandatory breaks in between.

WAKE-UP

The Knoll girls are woken up at 06:30 Monday - Friday. They should get up in enough time to be ready to leave the house by 07:00. Anyone who is not out of the house by 07:15 will be

WEEKENDS IN BOARDING

Weekends in boarding offer a balanced blend of relaxation, fun, and preparation for the week ahead. They are an opportunity for girls to unwind with friends, take part in a variety of organised activities, and, where needed, use the time to catch up on prep or academic work in a calm and supportive environment.

Every Saturday, a trip is arranged for full boarders in Year 10 and below. Weekly boarders, as well as those in Years 11, 12, and 13, are also welcome to join, but must inform staff in advance if they wish to take part. The trips vary each week, offering a

WEEKEND AT HOME AND BEGINNING/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 Shufflebotham, Ms Niamh or the Knoll staff member on duty know you are about to leave the site and then sign yourself out.

You must return to The Knoll by Sunday evening no later than 20:00. If it looks as if you are going to be late back from a weekend

The total number of tutoring hours should not exceed four to five hours per week. Tutoring should take place in communal spaces or The Hub.

registered as late. We encourage our boarders to work together if they know that any of their peers need extra support to be ready in time in the mornings.

mix of entertainment, creativity, culture, and adventure. Past outings have included exciting visits to Ramayana Water Park, creative sessions at The Clay Café, cultural and educational experiences such as the Museum of Contemporary Art (MOCA), and visits to iconic local attractions like the Mahanakhon Skywalk.

Whether it's a laid-back weekend on campus or a day out exploring Thailand, the aim is to create enjoyable and enriching experiences for all.

at home (e.g. due to unpredictable transport difficulties), your parents must contact Mr Shufflebotham and Ms Niamh with an explanation and you must make sure that you report to Mr Shufflebotham or Ms Niamh 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 Shufflebotham before you

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

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

Outside the School

Childline; 1387

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

AND FINALLY...

There really are many more things that could be added, but this booklet has to stop somewhere! Although it will seem as if there is a lot to think about and remember, you will master it all much more quickly than you might expect. You will be extremely busy in your first term, so enjoy it and get stuck in. Try to develop your interests and talents to their full potential by making the most of all the wonderful academic and extracurricular opportunities that the school has to offer. Do your best to establish good relationships with The Knoll staff, your teachers and with other girls. Always behave sensibly and be kind and considerate to others. If you follow this advice, there is no reason why you shouldn't settle very quickly into life at Harrow Bangkok and begin to make your own contribution to the success of The Knoll, helping to ensure that it remains the best house at Harrow International School Bangkok!

Mr Shufflebotham | House Master

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

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



version 04.02.2026

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Educational Excellence *for* Life and Leadership

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