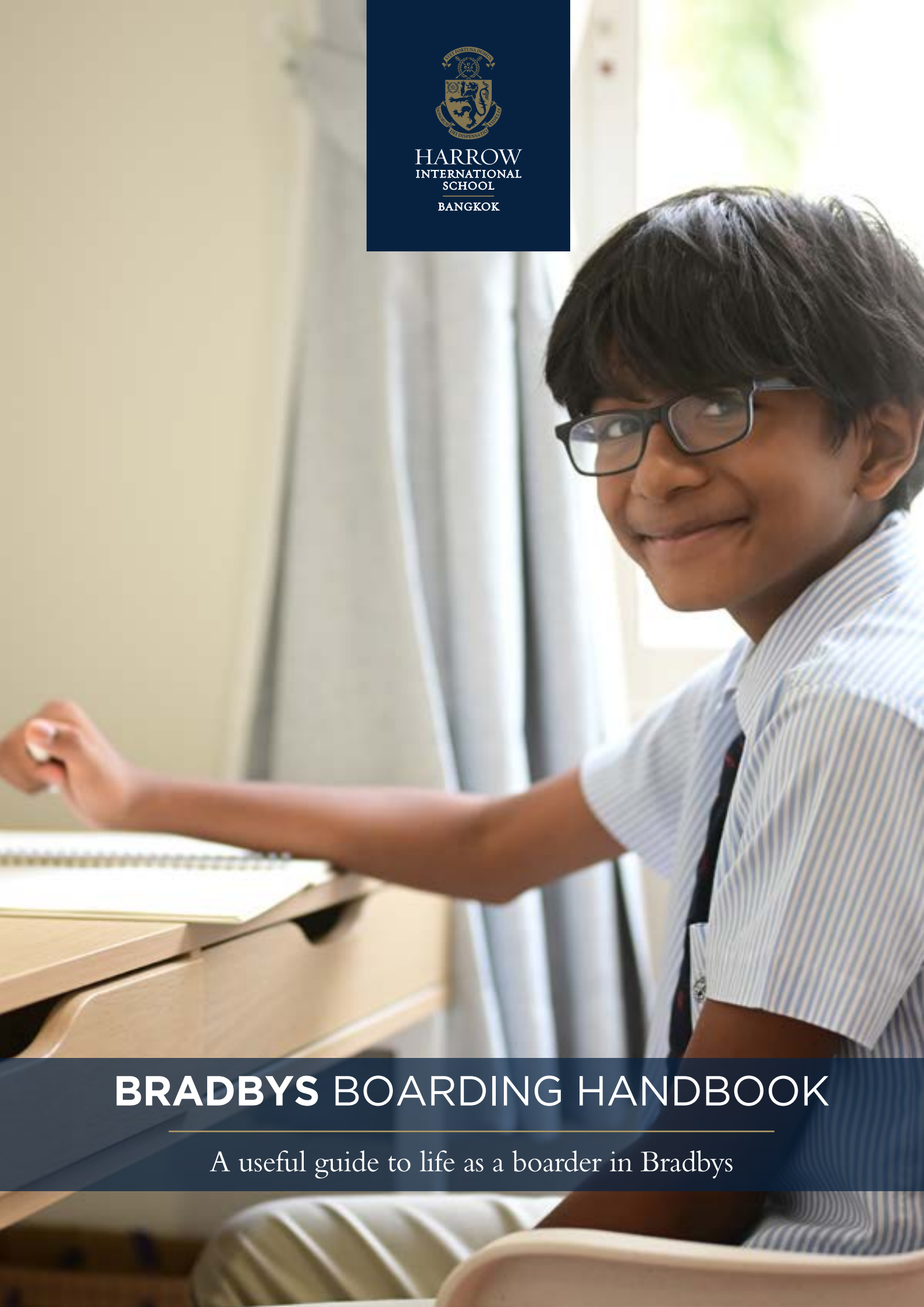
HARROW
INTERNATIONAL
SCHOOL
BANGKOK



BRADBYS BOARDING HANDBOOK

A useful guide to life as a boarder in Bradbys

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WELCOME TO BRADBYS
AT HARROW INTERNATIONAL SCHOOL BANGKOK

Dear Bradbeian,

You are about to begin one of the most important, exciting, and memorable chapters of your life. The years ahead will be filled with growth, learning, and lasting friendships — and we are thrilled that you will be spending them here at Harrow International School Bangkok, and more specifically, as a valued member of Bradbys House.

You may be experiencing a wide mix of emotions: excitement, nerves, curiosity, or even a little uncertainty. All of these feelings are completely natural. To help you navigate this transition, we've created this Bradbys Handbook, designed to give you a head start in understanding our routines, expectations, and community values.

You'll soon settle into life at Harrow and become a confident and happy part of the Bradbys family.

Top Tips for a Successful Start at Harrow:

- Ask Questions. If you're ever unsure about something, just ask! You'll find that staff, senior students, and your housemates are always happy to help. Never keep a worry or problem to yourself.
- Give Your Best Effort. Whether you're in the classroom, on the sports field, in a rehearsal room, or out in the community — always strive to do your best. Your efforts will shape your success and personal growth.
- Get Involved. Harrow offers countless activities and opportunities — from sports and music to leadership and service. Embrace them all! The more you engage, the more fun you'll have, and the more friendships you'll form.
- Stay Organised. Life here is full and busy. Listen carefully to instructions, manage your time well, and keep your space tidy. Good organisation leads to greater independence and peace of mind.
- Be Kind, Polite, and Honest. Treat others with respect, compassion, and honesty. These values lie at the heart of everything we do at Harrow. A kind Bradbeian is a respected Bradbeian.

We want you to look back on your time in Bradbys with pride, happiness, and a strong sense of belonging. So, embrace every opportunity, work hard, behave with integrity, and above all — enjoy every moment.

We cannot wait to officially welcome you to the Bradbys family!

Warm regards,

Mr Jack Dean | House Master Bradbys House

Welcome to Boarding!

My name is Jeremy, and I'm from both Taiwan and Canada. At school, I enjoy sciences and social sciences, particularly Biology and Economics.

Outside the classroom, I enjoy watching and playing baseball, as well as swimming. This is my first year in boarding and also at Harrow Bangkok. From the very beginning, the staff and my peers have shown great kindness and helped me adjust to my new environment much more quickly. The older students in the senior houses are especially supportive and always willing to help, often sharing useful tips on how to do well at school.

My top tip for new boarders would be to interact with students from different year groups—sharing experiences and advice really does make school life much easier. One thing that makes my house special is the energy and enthusiasm of everyone in it; it always lifts my mood after a long day at school.

Jeremy (K10) | 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.

BOARDING AT HARROW BANGKOK

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.

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. BRADBYS HOUSE STAFF & KEY CONTACTS

At Bradbys, you are supported by a kind, caring, and experienced team of staff who are here to help you feel comfortable, confident, and ready to succeed.

If you ever have a question, worry, or just need someone to talk to, you can go to any member of staff at any time. We're always here to listen and support you.

Remember — no problem is too small, and you're never alone. We're here to help you every step of the way.

HOUSE MASTER
Mr Jack Dean (JDE)
jack_de@harrowschool.ac.th
Mr Dean is responsible for the general day to day running of Bradbys. Mr Dean lives on the first floor.

HOUSE PARENT
Mr Paul Sanders (PSA)
paul_sa@harrowschool.ac.th
Mr Sanders assists with the general running of the house and is responsible for looking after the house when Mr Dean is away. Mr Sanders will be around the boarding village during the day for emergencies. Mr Sanders lives on the ground floor.

ASSISTANT HOUSEMISTRESS
Ms Juvelyn Escabusa (Ms Jovi) (JES)
juvelyn_es@harrowschool.ac.th
Ms Jovi will be on duty one evening a week. Whilst on duty, she will be responsible for running and leading the house. Ms Jovi is also a Lower School Lead TA and lives on the 2nd floor.

BOARDING ASSISTANT
Mr Ping Choungkan (PCH)
ping_ch@harrowschool.ac.th
Mr Ping will be on duty twice a week assisting with either the Housemaster or Houseparent to support the running of the house. Mr Ping is an Early Years Administrative Assistant and lives on the top floor.

GRADUATE LEADERS
Mr Shyam Borkhatria (SBO)
shyam_bo@harrowschool.ac.th

Mr Nat Todd (NTO)
nat_to@harrowschool.ac.th

Both Graduate Leaders are university graduates from the UK and will be assisting with the house morning/evening duties with the Housemaster or Houseparent. They are an integral part of the boarding teams running activities over weekends. Mr Shyam lives on the top floor and Mr Nat lives on the 2nd floor.

In addition, we have a general Bradbys email address that you can use for more casual or routine communications, such as requesting permission for your son to go out with a friend or informing us when you will be collecting him.
boarding_bradbys@harrowschool.ac.th

1A. ADDITIONAL STAFF

In the Boarding community, both the Security Guards and Cleaners play an essential role in ensuring your safety, security, and the cleanliness of your living spaces. You will get to know them well during your time here, and they are an important part of the wider Boarding team.

They work tirelessly to make sure the environment is safe, comfortable, and well-maintained for everyone. It's important that you always treat them with the same respect and courtesy as you would your teachers or house staff. This includes being polite, cooperative, and regularly expressing gratitude — a simple "thank you" goes a long way.

"Manners maketh man" — showing respect for all adults in the Boarding House, including the Security Guards and Cleaners, is a reflection of your character and integral to maintaining a positive community atmosphere.

Security Guards
The house is lucky to have 24 hour security guards. One guard will be based in the foyer of each boarding house, one in The Hub and one at the main gates into the Boarding village. Their role is to ensure the safety of our boarders by checking who enters the village and houses.

Cleaners
In addition, we have very friendly cleaners. The cleaners are responsible for emptying your

bins and cleaning your floor in your rooms. They are not there to clean up your messy bedrooms. The cleaners cannot clean properly if your room is messy, so you will be expected to keep your room tidy at all times.

Head & Deputy Head Boy
In Bradbys, the leadership team plays a key role in supporting both staff and students. The Head Boy is the most senior student in the house, typically a member of Year 10, and is supported by the Deputy Head Boy. Together with other senior students, they are appointed as House Prefects.

The Bradbys student leadership team assist the Bradbys staff in the day-to-day running of the house and help ensure the welfare of the younger Bradbeians. They are here to offer guidance, support, and answer any questions you may have, so please feel free to approach them whenever you need assistance.

2. THE BRADBYS BUILDING

2A. FINDING YOUR WAY AROUND THE HOUSE

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

There are four floors:

- Ground Floor: This is where you will find the common area with various recreational facilities such as a pool table, table tennis and playstation. Also the communal kitchen and the study bubble at the back of the house. Mr Sanders residence is also on the Ground floor.
- First Floor: This is where Mr Dean and the Year 6, 7, 8 & 9 Bradbeians live.
- Second Floor: Ms Jovi and Mr Nat live on this floor, along with the Year 10 boarders.
- Third Floor: This floor is where Mr Ping, Mr Shyam and one of our boarding nurses lives.

All floors have two communal bathrooms that boarders share whilst living on that floor. It is important that we treat all communal areas with respect and care so all Bradbeians living in the house enjoy and use the facilities.

2B. YOUR ROOM

Firstly, you will share a room with either two or three other boys, however in some exceptional cases we do have double rooms where some will share with just one roommate.
Each room is furnished with the following;

- **Bed**
- **Bedside Cupboard**
- **Wardrobe**
- **Desk and Chair**
- **10 Clothes Hangers**
- **Laundry Basket**
- **Toiletry basket**
- **Lamp**
- **Stationery desk holder**
- **Laundry Bags**
- **Bedding**
- **Shoe rack to share with roommates**
- **Whiteboard**
- **Extension cable**

You are not allowed to bring other furniture, Television sets, Electrical appliances such as toasters, fans, fan heaters, mini- fridges, kettles and coffee machines are forbidden. It is your responsibility to look after the furniture in your room and to report any damage immediately.

We thoroughly encourage you to bring additional items to make your space around your bed as 'Homely' as possible. Bringing your own Pillows, Bedding, Pictures of Family/Friends/ Pets or interests. This is your space, create it your own! If you do stick some photos or pictures up please use your whiteboard. We can provide you with magnets or white tack to stick them up.

Finally, you will find a small digital safe in your room. House staff will help you set the combination and you can then use it for storing money and other valuables.

2C. HOUSE KITCHEN

You will have full use of the House Communal Kitchen. The Kitchen is equipped with the following;

- **Microwave**
- **Fridge Freezers**
- **Toasters**
- **Kettle**
- **Drinking water machines**
- **Mugs**
- **Plastic Cups**
- **Bowls**
- **Plates**
- **Basic Cutlery**
- **Basic Baking Utensils**
- **Blender**
- **Baking Mixer**

You can make anything you want - tea, coffee, noodles, toast etc. – though you must be conscious of safety, and it is your responsibility to clear up and wash up when you have finished.

Each Bradbeian will be provided a 'Snack Box' where each boy will be able to bring their own snacks. Remember to only bring enough to store in your box! There will be opportunities to restock throughout the term. These will be stored in the kitchen and NO food is allowed upstairs in your rooms. In addition, you may store some food in the fridges if it needs to be refrigerated. We encourage you to name all your food so your housemates know it is yours.
Your snacks do not replace the meals provided at Breakfast, Lunch and Dinner. It is compulsory that you attend each meal time. Bradbys has been newly renovated and is only a year old. Therefore, you must look after and respect your room and the house as a whole with great care. You should take care of the House, treating it as if it were your own Home! Please don't be afraid to report any damage or if you happen to accidentally break something to any available member of the Bradbys boarding team immediately. It's OK, these things happen.

3. IMPORTANT INFORMATION

3A. WHAT TO BRING

All clothing will be washed and ironed by the Boarding Laundry Service which will be explained in more detail later. So excessive amounts of clothing are not required. Remember too, that you have limited wardrobe space, into which they must put all their clothes. The following clothing list gives a recommended quantity of clothes.

SCHOOL UNIFORM

- 2 School shorts/trousers
- 4 School shirts
- 2 School tie
- 3 Grey socks
- 2 Black leather, lace-up shoes
- Harrow Bangkok swimming trunks
- Harrow Bangkok blue (Blazer)
- Harrow Bangkok boater
- House Bangkok polo shirt
- School Bangkok sports shorts
- School Bangkok sports cap
- School Bangkok sports bag
- School Bangkok backpack
- Sports socks
- Sports shoes

HOME CLOTHES

- Pyjamas
- Long Pants
- Shorts
- T-Shirts
- Sweatshirts/ Hoodies
- Casual Shirts
- Jeans
- Rain Jacket

ACCESSORIES

- 2 Bath Towel
- 2 Hand Towel
- Toothbrush
- Spare glasses / contact lenses (if required)
- Soap, toothpaste, Shampoo, Conditioner

Throughout the year we will have a few Boarding or School events that require you to wear a Formal Dinner Suit. So we recommend that you bring a Dinner suit, Dress shirt, Smart bowtie/ tie, and Smart shoes.

When wearing a school uniform, you must dress properly and look smart. All clothes must be clean and tidy. Bradbeians are expected to have respect for themselves and to be proud of being at Harrow Bangkok; they should present themselves accordingly. School rules dictate that when you are out of the house and around the school you must be wearing either school uniform or official school/House sports kit within school hours. Home Clothes are allowed only after you return to Bradbys from finishing your school day and on Saturdays and Sundays.

Finally, we strongly suggest that you name all home and school clothes so they do not get misplaced.

3B. LAUNDRY

Every Tuesday, Thursday and Saturday are laundry days for Bradbys. You will drop off your laundry bag outside the Maids Room by The Hub on these days. Then collect your laundry from the same room on Mondays, Wednesdays and Fridays. On Fridays you will need to strip your bedding and the maids will put fresh bedsheets on for you.

You should put all your dirty clothes in the laundry bags provided (we will give you these when you first arrive). Underwear should be put in a separate smaller bag and then placed into the main laundry bag. You will be given a unique laundry code, so please do not be concerned when you see this number on your clothing labels the first time you receive it back. But we still recommend you label all clothing.

4. HOUSE ROUTINES

Life in Bradbys can be very busy with lots going on with School, Extra curricular activities, prep time and Boarding Activities. To support the Bradbeians' busy schedules we have clear routines outlined below.

4B. BRADBYS DAILY SCHEDULE

6.30am	Wake Up
7.15am	Latest time to leave the house
7.30am	Go to school
7.45am	School Registration
2.50pm	Return from school
3-4pm	Activities
4.15pm	First Prep
5.15pm	House Meeting
5.30-6pm	Dinner
6.30pm	Second Prep
7.30pm	Sports Hall/Gym

Bedtime - Check bedtime schedule

4D. HOUSE MEETING

'House Meeting' is the name given to the roll call otherwise known as call-over, and announcements that take place in the Lounge at 5:15pm each evening. Call-over is important as a means of communicating important information for the evening or week ahead, as a way of checking in to see how everyone's day was or to have an informative mini presentation on a specific topic by a fellow Bradbeian or Boarder. All Bradbeians are expected to attend, unless there is the very rare occasion due fixtures or extra curricular activities prevents you from doing so.

4E. MEALS

All Boarders are provided with Breakfast and Dinner during the week but provided Lunch on Weekends and Public Holidays. All boarding meals will take place in The Hub except for Lunch during the school day which will take place in the Dining Hall in School. All Boarders are expected to go unless for a particular reason. 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 6:45am for the whole boarding village. A variety of food is on offer such as Fresh Fruits, Pastries, Cereals, Toast, Juices, Tea, Coffee and a range of Hot food. Dinner runs from 5:30pm until 6:30pm. Each evening Dinner is staggered for all houses in the village manner to minimise queuing. Therefore, times can vary by a few minutes each day. There is the usual choice of main dishes of cuisines from all over the world such as Thai, Western and Vegetarian options. Alongside a selection of salad, fruit and desserts. After all meals all boarders are expected to take their own dishes and cutlery up to the cleaning stations.

On Saturdays and Sundays, the meal timings are slightly different. Breakfast is from 8:00-10:00am on a Saturday and 9:00-11:00am on a Sunday. Lunchtimes can vary depending on the weekend agenda but usually start between 12:00 and 1:00pm. Occasionally you may be eating out as the agenda for the weekend boarding activities dictate. Dinner will be the usual time of 5:30-6:30pm.

4F. PREP, PREP TIME AND YOUR PREP DIARY

'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 4:15-5:15pm which is optional and 6:30-7:30pm which is compulsory. The amount of time that you are required to complete Prep for depends on your year;

- Years 6 and 7 should complete 45 minutes of work, with an additional 15 minutes of reading.
- Years 8 and 9 should complete at least 1 hour of work.
- Years 10 and 11 must complete 1 hour 30 minutes of work.

It is important that you devote as much time to your prep as is necessary to complete the task to the highest possible standard you are able to attain. You can continue working after the allocated Prep session in the evenings if you wish, and you may also choose to work during any other free time you may have. However, if you finish all your work before prep time has finished you will be expected to bring a book to read for the remainder of the time. All prep sessions will be held in the study bubble.

To help you keep organised with your prep, you will be issued with a prep diary. You will be expected to make use of your prep diary to write down the details of each task set and the deadline for handing it in. Your prep diary will be checked regularly by a duty member of staff and your house tutor to ensure that you are using it effectively.

PREP TIME RULES:

- If you finish all the prep that you have been set, you must spend the rest of prep time engaged in some other mind-enriching activity. Acceptable activities include reading a book, composing poetry or other projects.
- You must not prevent your fellow housemates from working during prep time.
- No Mobile Phones during prep time.
- You must not play computer games,

watch videos or engage in any other non-academic activity during prep time such as engaging in social media.
- You may use prep time for practising a musical instrument but only with permission from a duty member of staff.

4H. WEEKENDS

Weekends are different from other days of the week as there is an agenda of activities as set out by one of the three weekend boarding teams that hopefully you will find fun and engaging.

The weekend usually starts on Friday night with the Friday Night Challenge (FNC) that is planned and run by our Graduate Leaders. All Bradbeians are expected to fully engage in the FNC activities.

On Saturdays and Sundays, you are allowed to have a lie-in, since breakfast is not until either 8:00 to 10:00am on Saturdays or 9:00- 11:00am on Sundays. On Saturday after breakfast there will be a whole boarding village House Meeting at 10:15am. The rest of the day involves the agenda set out by one of the three weekend teams that have planned various activities for you. This programme will be displayed around Bradbys and the rest of the boarding village before the weekend.

These weekends are a great opportunity to get out and about in Bangkok and the surrounding area and have some headspace outside of the boarding village and school, which is healthy. Bradbeians must follow the programme as set out for each boarding weekend.

Saturdays and Sundays are good days for your parents to visit and support you. They may wish to take you out, which you will need to obtain permission from Mr Dean or Mr Sanders. To seek this permission your parents should email the Bradbys email address (please refer to page 2) explaining the relevant details such as who will be picking you up, who will be with you and timings. You must always be back in the house by 8:00pm on Sunday. This is so that you do not miss out on the House Meeting at 8:00pm and to give yourself time to prepare for the week ahead.

4I. BEDTIME

The bedtimes for each year group is staggered and gets later for the older year groups. On every night of the week apart from Saturdays and Sundays, you are expected to be getting ready for bed (shower, brushing your teeth and changing for bed) at least 30 minutes before lights out. Before going upstairs to get ready for bed all your electronic devices will need to be placed in your slot in the charging cabinet which will be locked overnight.

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

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

Bradbys Bedtime Schedule

Year 6	
8pm	Hand in devices
8.30pm	Lights Out

Year 8&9	
9pm	Hand in devices
9.30pm	Lights Out

Year 7	
8:30pm	Hand in devices
9pm	Lights Out

Year 10	
9:30pm	Hand in devices
10pm	Lights Out

5. WELLBEING

5A. ILLNESS

Alongside all of our tremendous staff in Bradbys we also have 24hr Boarding Nurses who live onsite. So if you feel ill, you should first report to the duty staff and they will give you permission to see the duty nurse if necessary.

If you incur an injury or are taken ill suddenly, you should try to find a duty member of staff immediately. One member of duty staff will always have the duty phone. If you cannot find either of them or another member of duty staff, please speak to the security guard. In an absolute emergency, you should phone 1669.

5B. MEDICATION

You must not bring any kind of medicine into the boarding house. If you have been prescribed medication, you must hand it to the nurses for safekeeping as soon as you arrive at the boarding village. It is vital that the Boarding Nurses, along with the rest of our medical team know what medication you are taking. You are not allowed to keep any medication in your own room; the only exception to this rule is asthma inhalers and EpiPens. These rules apply to any supplements/vitamins, headache tablets, cold remedies etc which must all be administered by the nurses.

5C. WHO TO TALK TO

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:

- **Your House Master**
- **Your Deputy Housemaster**
- **Nurses**
- **Any other member of the house staff**
- **Your Head of House**
- **A senior boarder**
- **School Counsellors**
- **Any 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.**

- **Childline; 1387**

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

5D. SIGNING OUT AND SIGNING IN

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

The process of signing out involves another layer of procedure; you must have a blue sign out slip form signed by a member of the boarding staff team. Security on the main entrance gates to the school will not let you leave the site unless you have a signed blue 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.

All visitors into Bradbys will also need to sign in on the Visitors sheet.

5E. WARNING ALARMS

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

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

We will do regular Fire drills throughout the year so do not worry about the procedures.

LOCKDOWN ALARM & LIGHTNING WARNING ALARM
The lock down alarm is a different sound to the fire alarm. Should the lock down alarm go off, you are to go into the nearest room, lock the door, turn off lights and then hide until you are told to come out.

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

6. MISCELLANEOUS

6A. DEVICE USE AND DEVICE DOWN DAYS

You are allowed to bring your own electronic devices into boarding and school such as Phones, IPads, Tablets and Laptops. However, when first arriving, please declare to us staff, what devices you will be bringing into boarding so we are aware.

A few key rules for devices in Boarding:

- All devices will be handed in the evening in our charging cabinet 30 minutes before lights out.
- No devices are allowed upstairs. The reason for this is so we can monitor what you are doing on your devices and the amount of time spent on devices.
- Device Down Days are Monday and Wednesday. All devices will be handed in at House Meeting. Devices will only be allowed to use for Prep and to call home with permission of the duty member of staff.
- No phones are allowed during Prep.

When first arriving to boarding, we will be asking all boarders and parents to sign our device policy which will outline all the above to say you agree to adhere to the rules surrounding device and device use in Boarding. In addition, we will be asking for your mobile number so we can save it onto our duty mobile phone in case we need to contact you. Also we will be asking you to save the Bradbys mobile number on your phone for anytime you need to contact us if you cannot find a duty member of staff. The duty member of staff will have this mobile phone with them at all times.

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

6B. POST

Parcels are brought to Bradbys after school and will be given in the evening. Please ensure that your parents, family and friends have the correct address:

Boarding,
Harrow International School Bangkok,
45 Soi Kosum Ruam Chai 14,
Don Mueang,
Bangkok,
10210,
Thailand

+66 2 503 7222

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

6C. MONEY, PASSPORTS AND VALUABLES

Upon arriving into Boarding we will request that you hand in any money, passports, any other valuables to any Bradbys Boarding members of staff. This will be stored in our safe for safe keepings. You will have the opportunity to withdraw your money or deposit more money, just ask a duty member of staff. We will keep money records to make sure you have the correct amount and to keep track of how much you have. The recommended initial deposit to see you through the first half of your first term is 5,000 baht. You should always keep any money that you have withdrawn in your safe when not using it. Under no circumstances should you leave money lying around unattended or even 'hidden' in your room.

For passports you can collect it again when it is required and we will keep a record of signing it in and out so we can keep track of it. Sometimes we will need to take to Human Resources for your student visa which we will let you know.

Finally, any other valuables you may bring into Boarding, please store in your safe in your room.

7. BEHAVIOUR AND DISCIPLINE

7A. POSITIVE REWARDS, RULES AND SANCTIONS

Positive Rewards- Boarding Merits
We have a positive reward system in place within our boarding Houses which aims to recognise your positive efforts and actions. Whenever boarders contribute positively within their boarding house, a member of the boarding staff team will award a merit. As soon as you receive four merits, you will receive a BRONZE award. Another four merits and you will receive a SILVER, then GOLD and then finally PLATINUM with rewards for reaching each of these milestones.

Negative Behaviour Sanctions
In boarding we have our own Negative behaviour sanctions. These can be issued by any boarding member of staff for poor behaviour in house or around the boarding village. Some of the sanctions may include; device bans, early bedtimes, cleaning duties, lack of privileges such as takeaways and offsite permissions. More details will be provided upon your arrival and made clear so you are aware of our expectations.

7B. GOING HOME FOR THE WEEKEND AND THE BEGINNING AND END OF TERM

Weekly boarders can go home after school finishes each Friday. The sign out procedure is the same; you must let the duty member of staff know you are about to leave for the weekend, sign yourself out and get a signed blue slip. You must return to the boarding village by Sunday evening no later than 8:00pm. If it looks as if you are going to be late back from a weekend at home (e.g. due to unpredictable transport difficulties), your parents must contact Mr Dean or the Bradbys email address (as listed on Page 2) with an explanation and you must make sure that you report to the duty member of staff as soon as you arrive back at the house. The same arrangements apply at the start and end of each academic term.

If you are a full boarder and wish to sign out for the weekend, your parents and the guardian who is taking parental responsibility for you for the weekend, must communicate this in writing to Mr Dean or the Bradbys email address before you will be allowed to sign out. The email must include the contact details of who will be picking you up and dropping you off, as well as who will be responsible for you over the weekend. Mr Dean and other boarding staff can refuse this permission if they have concerns regarding your supervision and safety over the weekend.

Whether you are picking you up or dropping off your son for the weekend or beginning/ end of term we strongly encourage parents to come to Bradbys, itself, to be picked up or dropped off. This is so we can quickly catch up about your son's positive progress that week/ term or concerns we may have on a regular basis.

7C. OFFSITE PERMISSION

Our top priority in Boarding is the well-being and safety of you whilst developing your independence. Part of this development is giving you certain privileges such as going offsite around a certain parameter to go to the local cafe or 7/11 with friends or for older year groups going to Bangkok in a taxi by themselves.

For both Year 9 & 10s this will be on Tuesday and Thursday afternoons. Year 9s you will be allowed to go offsite from 3:00pm-4:00pm. Whilst Year 10s you will be allowed to go offsite from 3:00pm-5:00pm. In addition, Year 10s are allowed out on the weekends to the local cafes and 7/11. If you are going offsite you will require a blue slip and you will need to go in groups of threes. These privileges will increase as you progress into the senior boarding houses.

An offsite policy will be given to your parents to sign to give permission that they are allowing you to go offsite to these parameters around the school independently. In this policy it will detail more about these permissions. If we do not have these forms signed you will not be allowed to go offsite unless with a duty member of staff.

8. OTHER IMPORTANT INFORMATION

8A. 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. 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

8B. TRANSPORT: BUSES AND TAXIS

If you require transport to take you to or from Harrow Bangkok to the airport at the beginning or end of term, Khun Kai, our boarding coordinator will organise this for you. Just make sure that your parents have given us the relevant details in advance.

9. ARRIVAL

9A. THE FIRST DAY

When first arriving at Bradbys you will be feeling a mixture of emotions; overwhelmed, nerves, apprehension or just pure excitement. Please do not worry we are here to support you and we will have things all ready and in place for your arrival to support your transition into boarding and the new academic year.

On your first day, The Bradbys staff team will be there welcoming you to Bradbys! Dress casually but respectably; you certainly do not need to wear your school uniform!

Before heading up to your room the following will need to be completed;

- Signing in Passport and any Money
- Declaring devices in Boarding
- Signing any policy forms
- Noting down and taking any medication to the Nurses

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

You are invited with your parents to have drinks with the Bradbys Staff and the rest of the boarding team from 5:30pm onwards in the Hub. At 6:30pm there will be a presentation to all boarding parents and it will be time to say goodbye to your parents. At this point we will return to Bradbys, begin some introductions and have our first house meeting in the ground floor common area.

In this house meeting, you will also be told everything you need to know about arrangements for the next day. You do not need to worry about anything!

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

9B. BRADBYS BUDDY

To help you get settled you will be assigned a Bradbys Buddy who will assist you over the first few weeks to learn the routines, answer questions and offer advice shall you need any to help you get fully settled in Bradbys and Boarding life. This Buddy will be an experienced Bradbeian who will be in your year group and most likely your roommate. However, you are still more than welcome to come and speak to a member of staff if needed as well.
Additionally, in school you will also be assigned a Buddy who will be in your form group and share the same timetable to help you navigate you to all your lessons for the first few next few weeks.

9C. THE SECOND DAY

On the second day (i.e. your first full day at Harrow Bangkok) you will be woken up at 6:30am, to get ready for school in your new school uniform in time for breakfast at The Hub from 7:00am. You should be out of the house by 7:15am. After breakfast you will follow the programme below. Your Bradbys Buddy will take you to your form room or where you will need to go. A more detailed agenda for the first school day will be sent to you nearer the time by the academic school team.

First Day of School | Years 6-10

Period 1	With Form Tutor issuing timetables etc.
Period 2	With Form Tutor
Period 3	Normal Lessons
Period 4	Normal Lesson
Period 5	Assembly

AND FINALLY...

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

Mr Jack Dean (House Master)

"A Bradbeian is someone who embraces opportunity, relishes challenges and always gives of his best. Academic endeavour is undoubtedly the priority, but on the basis that life fulfilment arises as much from participation in cultural, sporting and other extracurricular activities.

Bradbys boys are encouraged to engage with all that Harrow Bangkok has to offer to the highest level possible. By living within a friendly, supportive boarding house community, Bradbys boys learn to appreciate the value of mutual respect, self-discipline and service to others. They are also expected to be outward-looking, recognising that they are citizens of a local, national and global community and mindful of the responsibilities that this entails.

Through all that they do, personal qualities such as independence, initiative, honesty, integrity, modesty, resilience and sense of humour are nurtured and developed. The aim is that by the time a boy leaves Bradbys house, he will be well equipped intellectually, culturally, physically, socially and spiritually to enjoy a happy and fulfilling life as a leading member of society."

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Educational Excellence *for* Life and Leadership

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