



THE AMERICAN SCHOOL IN ENGLAND

GETTING READY
FOR
BOARDING

A Guide for Parents



Mission STATEMENT

TASIS is a family of international schools that welcomes young people from all nationalities to an educational community which fosters a passion for excellence along with mutual respect and understanding. Consistent with the vision of its founder, M. Crist Fleming, TASIS is committed to transmitting the heritage of Western civilization and world cultures: the creations, achievements, traditions, and ideals from the past that offer purpose in the present and hope for the future. Seeking to balance the pursuit of knowledge with the love of wisdom, and promoting the skills of lifelong learning, an appreciation for beauty, and the development of character, each school combines a challenging academic program with opportunities for artistic endeavor, physical activity, and service to others. Believing in the worth of each individual and the importance of enduring relationships, TASIS seeks to embody and instill the values of personal responsibility, civility, compassion, justice, and truth.

GOVERNANCE STRUCTURE

The TASIS Schools and Summer Programs are owned by the TASIS Foundation, a non-profit educational trust based in Delémont, Switzerland. The Foundation Board is comprised of ten members who have extensive legal, financial, and educational expertise and are charged with the overall responsibility for ensuring that all TASIS schools and programs operate in a manner consistent with the objectives of the Swiss Foundation, as reflected in the vision and ethos of the TASIS Founder, Mrs. M. Crist Fleming. In addition, TASIS established nearly 40 years ago TASIS Foundation, Inc., a U.S. publicly supported, Section 501(c)(3) non-profit educational foundation.

The governance structure at TASIS England consists of a Board of Directors comprised of eleven members, which is responsible for all aspects of the School's management and has significant autonomy to direct the School's activities, consistent with the broad objectives of the TASIS Foundation. The School's Headmaster, as Chief Executive Officer, reports directly to the TASIS England Board of Directors and works closely with its Chairman.

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OPENING DAY

Boarding students should plan to arrive on campus on opening day before 5:00 p.m. Please consult the School calendar for the correct day for boarding students to arrive.

The day's agenda for boarding students will include the following:

1. Registration and reception
2. Rooming assignments
3. Settling into rooms (unpacking)
4. Individual dormitory meetings with Dorm Parent
5. Dinner with Boarding Prefects

The School will make every effort to have faculty members or Boarding Prefects meet students when they arrive at London's Heathrow International Airport on opening day. The Upper School Office must receive flight details in early August. Details to arrange for school pick-up will be sent to all families in the summer.

Students arriving at Heathrow should go to the area marked "Meeting Point" and look for someone carrying a TASIS England brochure or sign. (Meeting points are located in Terminals 1, 2, 3, 4 & 5.) A TASIS representative will be stationed at these meeting points throughout the day.

The School is unable to provide a continuous shuttle service to Gatwick Airport because of time and distance constraints. Taxis, arranged by the School, will be sent to Gatwick Airport on opening day to collect those students who have advised us of their flight number and arrival time at least seven days in advance. Students should go to the meeting point and look for someone carrying a TASIS brochure or sign. Students arriving at Gatwick who have not notified the School in advance should take the Speedlink or Jetlink shuttle (approximate cost £20) from Gatwick to any of the Heathrow terminals and wait for the transportation as outlined above.

If a delayed flight or other problem causes a student to miss the TASIS representative, the student should call the School immediately:

Main Number 01932 565252

Faculty Room 01932 582352

Boarding Office 01932 582326

Students who do not arrive before 5:00 p.m. on opening day must make their own arrangements to transfer to the School. The School's courtesy service is only available on designated days at the opening and closing of school and at the beginning of vacation breaks. The following telephone numbers for local taxi services can be helpful when school pick-up is not available:

GEMINI CARS 01784 471111

WENTWORTH CARS 01784 531111

SCHOOL ADDRESS

Address for Student Mail:

Student's Name

TASIS The American School in England

Coldharbour Lane

Thorpe, Surrey TW20 8TE, ENGLAND

Please keep the Admissions Office advised of any personal and business changes of address, telephone numbers, and emails during the course of the year, whether you are moving permanently or just travelling on vacation. Additional information will be sent to you regularly and it is important that we know how to reach you at all times. The School has a legal obligation to hold

up-to-date information for all students, and it is important to keep the School apprised of all contact information.

ELECTRICAL EQUIPMENT

Students may bring small hair dryers, iPads and laptop computers. (Students may not bring television sets or electrical cooking equipment). A WIFI code, allowing wireless access to the Internet through the TESIS network, will be given to you from our computer staff once the student arrives. Voltage in England is 220 volts 50 cycles and all electrical equipment must be dual current. For this reason, it would be best to purchase electrical items upon arrival in the United Kingdom. Students' personal property is not covered by school insurance (see below). It is recommended that if valuable property is brought to school, it should be covered by the parents' personal insurance policy.

EMAIL COMMUNICATIONS

All boarding students will be issued an email address made up of the first 4 letters of the first name and the first 4 letters of the family name.

A student named Andrew Smith would be: andrsmit@tasisengland.org

To contact a teacher or Boarding Parent, use their first initial followed by their family name.

A teacher named Andrew Smith would be: asmith@tasisengland.org

INSURANCE

Medical and accident insurance cover is the responsibility of the parents. All students must have both. Annually, parents must provide proof of coverage by the first day of each school year in which a student is enrolled.

National Health Service Entitlement

Current regulations and guidelines for NHS entitlement for students coming to the UK from abroad are available at www.dh.gov.uk/PolicyAndGuidance and www.avert.org/freenhs.htm.

Any student who is already a NHS patient must register with the School's doctor and submit their NHS Registration Card. As NHS patients, if specialist treatment is required they are referred and are put on waiting lists in order to be seen according to their deemed priority. Some services, such as physiotherapy, are difficult to obtain on the NHS, therefore we require all students to have private medical and accident insurance.

Personal belongings are the responsibility of each student and insurance to cover their damage/loss should be undertaken personally.

LAUNDRY & LINEN

The School fees include the provision of pillows and duvets and a weekly change of sheets, pillowcases and towels. Students are also permitted to bring their own linens. Coin-operated laundromat facilities are available on campus for students who wish to take care of their own laundry. Because washing and ironing personal laundry requires a consistent and significant time commitment, the School has made arrangements for an optional weekly pick-up and delivery of laundry for boarding students. The approximate annual cost of this service averages £650 per student; dry-cleaning costs are extra. A deposit of £400 is payable in advance to the School and will be credited against accrued costs at the end of the year.

If you wish to have this service available to your son/daughter for regular use, please complete the laundry form which is emailed to boarding students prior to the start of school.

MEDICAL INFORMATION

All students are required to have a current medical form on file with the School's Health Center, which will be sent by email in the spring. Please complete all sections of the medical form including known allergies, medical conditions, or problems that your child has or has had as well as all medications currently being taken. It is vital that the parent or guardian authorizes the medical form annually as we are unable to undertake medical treatment for your child unless it is a "risk-to-life" emergency. Parents are asked to make sure the emergency contact details for their son/daughter is updated at all times.

TASIS adheres to the UK NHS Immunization schedule:

At what age is the immunization due?	Which immunization?
At two months	Diphtheria, Pertussis (Whooping cough), Tetanus, Polio, Hib (DTaP/IPV/Hib) - one injection Pneumococcal disease (PCV) – one injection
At three months	Diphtheria, Pertussis, Tetanus, Polio, Hib (DTaP/IPV/Hib) - one injection Meningococcal Group C disease (Men C) – one injection
At four months	Diphtheria, Pertussis, Tetanus, Polio, Hib (DTaP/IPV/Hib) - one injection Pneumococcal disease (PCV) – one injection
At 12 to 13 months	Measles, Mumps, Rubella (German Measles) (MMR) - one injection Hib/MenC – one injection Pneumococcal disease (PCV) – one injection
3yrs 4 months or soon after	Measles, Mumps, Rubella (MMR) One Injection Diphtheria, Tetanus, Pertussis, Polio (DTap/IPV) – one injection
Girls aged 12 to 13 years old	Cervical cancer caused by human papillomavirus types 16 and 18 (HPV) – one injection (repeat injection 6 months later)
Around 14 years old	Tetanus, Diphtheria, Polio (Td/IPV) – one injection MenC – one injection

The Hepatitis A and Hepatitis B immunizations are also highly recommended. U.S. universities now require these prior to commencing any studies.

As well as the above, boarding students are required to have an updated Medical Examination Report and Dental Examination Report on file with the School. TASIS requires these every year. All boarding students must have these forms completed by their doctor and dentist prior to the opening of school. If these updated reports are not provided, the student will be given a medical and dental update by the School's doctor and billed accordingly.

Boarding students of sixteen years of age or over will be allowed to keep a small supply of over-the-counter medications in their dormitory rooms provided the Boarding Student's Medications Form is fully completed and that the parental/guardian permission has been signed on entry to the School.

STUDENT VISA INFORMATION

VISA POLICY

Please note: The following guidelines apply to all students from countries **outside** the European Economic Area (EEA) or European Union (EU) and Switzerland.

All boarding students (including one semester students) are required to hold one of the following types of visa: a TIER 4 Child Student Visa or, in certain cases, a TIER 4 General Visa.

It is mandatory for parents/guardians to obtain the relevant Visa or Residence Permit before the student attends TESIS The American School in England.

Do not obtain a Visitor Visa for your student. If a student enters the UK with a Visitor Visa (a stamp in your passport which states "Leave to Enter for Six Months; Employment Prohibited") **the School is not permitted to admit the student**. It is the family's responsibility to apply for and to receive the correct student visa in advance of arriving in England.

If a student arrives at TESIS without the correct student visa, under UK law, the School must withdraw the student, send the student back to his or her home country, and inform the GOV UK VISAS AND IMMIGRATION OFFICE. There will be no refund for school fees, and there is no guarantee the student will be able to apply for and receive the correct visa in order to return.

VISA APPLICATION PROCESS

The TESIS England Admissions Office will issue each newly enrolled student a Certificate of Acceptance for Studies (CAS). This is an electronically generated unique reference number for each student. The School will then issue this CAS number to each newly enrolled student.

A visa is obtained by submitting this CAS letter/number, with other specified required documentation (as detailed in the UK Visas and Immigration guidance on how to apply for a visa) as part of the visa application process at your visa appointment at the British Embassy in your country of residence.

TESIS The American School in England has been licensed by the Gov UK Visas and Immigration to enroll international students under Tier 4 of the points-based system.

The TESIS England number on the approved Register of Sponsors is: 5K3GYTJ42

For more information on how to obtain a visa in your country of residence, go to:

www.ukvisas.gov.uk/child-study-visa

Permission Forms

A series of permission forms for parents to complete and sign will be sent electronically. These forms must be completed and returned to the School prior to the opening day of school. They encompass the following areas:

1. Weekend Overnight Permission
2. London Travel Permission
3. Student Activities Permission

No student will be permitted to leave the school vicinity if completed and signed forms are not on file with the Upper School Office. Parents must notify the Upper School Office to make changes to the forms during the year.

PERSONAL ALLOWANCE

It is strongly recommended that parents of boarding students establish a firm and definite policy for their child's personal allowance. This encourages individual responsibility. It is also strongly recommended that parents deposit personal allowance money with the TASIS England Business Office rather than making any other arrangements. In this way, the School can monitor student spending and provide safekeeping for their funds.

The School recommends a weekly maximum personal spending allowance of £50 for students in grades 9 to 12. Additional expenditures during the year may include:

September	School supplies and sports gear (approximately £70)
October	Travel Week spending money <i>Please note: The School allows students to withdraw up to £100 above the normal allowance without special parental permission prior to the October trips.</i>
December	Holiday gifts and travel expenses for the holiday <i>Similar withdrawal as October Travel Week</i>
February	Travelling expenses for the February Break <i>Similar withdrawal as October Travel Week</i>
March	Travelling expenses for the Spring holiday <i>Similar withdrawal as October Travel Week</i>
May	Prom (tickets, dress, suit, etc.) Graduation (clothing, gifts)

During the year, some students may wish to purchase additional items such as athletic shoes, calculators, or school rings.

Extra Expenses

Optional activities such as horseback riding, sailing, music lessons, travel and entertainment opportunities, which supplement the School's Travel/Concert/Activities program, may involve extra expenses. These expenditures are optional and parents may, of course, indicate whether they do or do not wish the School to disburse money for them.

A personal school allowance account will be established for each student. A form for parents to complete and submit with funds will be emailed in the spring. The School strongly advises and requests that parents use the School allowance facilities and that they not send large amounts of money directly to their children. If your son/daughter will be given a credit card to use while in England, please ensure that you, as parents, keep a close check on the expenditure per week.

Extra Expenses, continued

The Dean of Residential Life will use discretion with regards to the withdrawal of extra sums. Large sums will always require parental permission. Please note:

1. Personal allowance checks should be made out separately from tuition checks and should be made payable to TASIS The American School in England. Wire transfers should be made to the following account clearly indicating the student's name and marked 'personal allowance':

Account Name:	TASIS England	Account No.:	02868572	Sort Code:	30-94-42
Swift Code:	LOYDGB21112	IBAN Code:	GB31LOYD30944202868572		
Bank Address:	Lloyds TSB Bank, 73-75 High Street, Staines, Middx TW18 4PP, England				

2. Due to currency regulations, all allowance funds are disbursed in Pounds Sterling. Please note that U.K. banks levy a surcharge (£20-£30) for cashing or depositing non-Sterling checks.
3. To increase, decrease or make any other change in a student's weekly allowance, parents must notify the Dean of Residential Life and the Business Office.
4. The School reserves the right to monitor and control spending money of boarding students whether or not they elect to use the School banking facility.

POLICE REGISTRATION

Students who are not from the European Union (EU) and who have reached the age of 16 may be required to register with the police as and when specified by the immigration authorities. There is a charge for this registration. The School will help students for whom this is required. Students who have already registered with the police may be required to re-register at the start of each school year. Again, the School will help students with this procedure.

SCHOOL SUPPLIES

School uniforms, notebooks, stationery, and other school supplies, t-shirts, and sweat shirts are available online and are on sale during Registration Day and throughout the school year.

Each dorm room is furnished with a bed, desk, desk lamp, wardrobe, shelving, and storage space above or underneath the bed.

Uniform Policy

All upper school students, out of respect for themselves and the TASIS England community, are expected to dress according to the uniform guidelines. The uniform must be worn during the academic day, from 8:15 a.m. to 3:15 p.m. Boarding students are to come to breakfast dressed in uniform and ready for their first period class. Students are required to purchase all uniform clothing/items from the designated TASIS vendor or TASIS used uniform sale. Items purchased from other vendors are not permitted.

Uniform Guidelines

Fall Uniform First day of school to last day of school before October Break
Winter Uniform First day after October Break to the last day of school before Spring Break
Spring Uniform First day after Spring Break to the last day of exams

Boys

Fall/Spring TASIS trousers, TASIS-crested sweater, and TASIS-crested short-sleeved polo shirt
Winter TASIS trousers, TASIS-crested sweater, and TASIS-crested shirt

Girls

Fall/Spring TASIS skirt/trousers, TASIS-crested sweater/cardigan, TASIS-crested short-sleeved polo shirt
Winter TASIS school skirt/trousers, TASIS crested sweater/cardigan, TASIS-crested blouse.

Outerwear

Coats Plain, dark-colored dress coat. Please note that hoodies are not acceptable outerwear.

Hats Hats may not be worn in any school building.

Shoes Plain black, brown, or navy leather dress shoes; shoe heels no higher than 5 cm (2 in).

Boots During the winter only, girls are permitted to wear black, brown or navy leather boots. The heel must be less than 2 inches, and the boot must fall below the knee. Ugg boots are not permitted.

Socks Plain black, navy, or grey that rise above the ankle but no higher than the knee.

Tights Plain black, navy, or grey

Belts Boys must wear a black or brown leather dress belt inside of the belt loops. Girls, if they choose to wear a belt, must wear a black or brown leather dress belt inside of the belt loops.

Jewellery Ostentatious jewellery and fashion accessories are not permitted. Face-piercing jewellery, including tongue piercing, is not permitted. Body piercing is strongly discouraged, and all body jewellery must be removed during participation in required P.E. classes or during after-school sports/activities. Boys are not permitted to wear earrings.

Hair Ostentatious hairstyles and hair colors (i.e. outside of the 'natural' color range) are not permitted. Boys must be clean-shaven. Beards are not permitted and sideburns are not to extend beyond ear length.

Tattoos Permanent tattoos are not supported by the School.

Suits and Formal Wear

Boys are expected to wear suits and girls to wear formal clothes for special occasions and formal school functions such as Homecoming and Prom.

Uniform Guidelines, continued

Physical Education Requirements

Students do not have to wear a physical education (P.E.) uniform in class, but will need the following items:

athletic shoes (non-marking sole for indoors)

athletic type shorts

athletic type T-shirts

sports socks

warm-up suit

soccer/rugby boots

These items are not necessarily available from the Student Center.

For safety reasons, it is important that correct footwear be worn for physical activity. For gymnasium and tennis court use, regular solid type cross-trainers with non-marking soles are fine. Specialist running shoes are not particularly good for this type of environment due to ankle instability. For rugby and soccer on grass surfaces, cleated, studded or pimped boots or shoes must be worn. It is advisable to wait until attending the class or team meeting before purchasing this type of footwear.

Prior to the beginning of the unit, students receive guidance on the type of footwear needed and where it can be obtained.

Students who wish to play elective sports should also bring appropriate attire: for example, riding boots and hat, leotards for modern dancing, soccer or rugby shoes, mouth-guard for rugby, etc.

Suggested Additional Clothing

The following clothing list is suggested as a general guideline to assist in planning for what to bring to school. Individual wardrobes vary widely; the basic principle to follow is that each student should be formally and neatly dressed for classes according to the School Uniform guidelines (listed above) and neatly and appropriately dressed for excursions, sports, and relaxation, etc.

The following are suggested additional items:

GIRLS

neat, casual outfits

3 pyjamas (one warm)

1 bathrobe and slippers

1 warm, all-purpose coat or jacket

gloves and scarves

1 semi-formal dress

8 pairs socks and pantyhose

1 raincoat and hat

dress shoes

sturdy walking shoes

Graduation: Senior girls will be required to wear a white dress and white shoes.

BOYS

neat, casual outfits

3 pyjamas (one warm)

1 bathrobe and slippers

1 warm outer jacket

1 raincoat, to serve as a topcoat

10 pairs of socks

ties

shoes (loafers, dress shoes)

sturdy walking shoes

Graduation: Senior boys will be required to wear dark suits, white shirts with neckties, and dark socks with appropriate shoes.

Suggested Additional Clothing, continued

Please regard this as simply a general guideline for families assembling a boarding school wardrobe. It is our opinion that the acquisition of certain items should be postponed until after a student has arrived in England: If certain additional items of clothing or supply prove necessary, they can be found easily in the town of Staines Upon Thames, near to Thorpe Village.

Considering the cost of international luggage transportation and the limited storage space in dorm rooms, students are urged to bring the minimum amount of personal belongings. All clothing items and valuable personal belongings should be marked with the student's name. Please label each item of clothing with a permanent marker or labels.

As the School is located in Southern England, winters tend to be relatively mild, though damp, and the spring and fall are fairly warm. There is some snowfall in the winter, but it usually disappears from the ground in a few days. Students accustomed to semi-tropical and tropical climates should allow for slow adjustment to this more temperate area.

MONITORING THE UNIFORM

- Students, parents, teachers, and administrators share the responsibility for maintaining the standards stated above.
- Advisors will check dress daily and violations will be reported to the Dean of Student Life.
- Students who violate the Uniform Policy may be asked to change or immediately purchase appropriate items at the school store.
- An accumulation of two uniform violations will result in the student reporting to the Dean of Students' office at 8:15 a.m. for inspection for a period of two weeks. Further disciplinary consequences will result if violations continue.

For information on purchasing the uniform, please contact Mr. James Davies on +44 (0) 1932 582379

SUMMER READING LIST

All students at TASIS are encouraged to read several books during the summer and are encouraged to write on a regular basis. Upper school students have a required reading text and a list of guiding questions to answer before the start of school. Summer reading lists and guiding questions are found in the Upper School section of the school's website.

Telephone Contact Information

From abroad: + 44 1932 565 252

From within the UK: 01932 565 252

Direct Dial to dorms: +44 1932 58+ 4-digit dorm extension

Upper School Office Fax: +44 1932 560 493

Emergencies: TISIS Security: +44 1932 582339 or Duty Administrator +44 1932 582 300

The switchboard is open until 10 p.m. Sunday–Thursday. Students may **not** receive phone calls at the following times:

- during class time
- during the evening study period (Sunday through Thursday, 7:30- 9:30 p.m.)
- after lights out in the dormitories (10:30 p.m.)

Parents are asked not to call during these hours so that academic instruction and individual structured study time are not interrupted.

Students are encouraged to bring mobile phones. All mobile phone numbers must be registered with the Dean of Student Life. Mobile phones must be switched off at lights out Sunday to Thursday and by 11:30 p.m. on Friday and Saturday. Inappropriate use of mobile phone will result in a limited or permanent restriction of the privilege.

BALANCING ACADEMICS & SOCIAL COMMUNICATIONS

TISIS is committed to helping students cope an ever-evolving digital age. To this end, all ninth and tenth grade students' computers and phones **may** be collected and locked away each weekday evening, thus preventing the temptation to technology long into the night. Dorm Parents, Assistant Dorm Parents, and Dorm Prefects will assist in collecting all computers and mobile phones between 10:30 p.m. and 11 p.m. on a weekday night (Sunday to Thursday). These items will be safely locked and stored in the dormitory until 7:45 a.m. the next morning.

It is also our aim to educate students about the concerns that may exist over the extended use of technology in our lives. Hence, all boarding students in 11th and 12th grade will be exempt from following the guidelines above and will have free access to their computers and phones. This move is made in recognition of the fact that we are preparing our older students for university or college where in all probability these boundaries will not exist. If, however, an 11th or 12th grade student violates the use of a computer or cell phone with inappropriate usage, that student will have to follow the same guidelines of the younger students for an extended period of time.

TRANSCRIPTS

Each new student must arrange for an official final transcript to be sent to the Admissions Office from his/ her present school before the first day of classes. Please ensure that this record includes the grades and credits of the final term/semester. It is especially important that the final transcripts for new seniors reach us promptly as delays may jeopardize university applications.

TRAVEL WEEK

During the Travel Week in October all boarding students are REQUIRED to participate in various school-chaperoned trips. These may be either within the United Kingdom or to a continental destination. Only the Headmaster can excuse a boarding student from Travel Week.

SUITCASES AND LUGGAGE

All suitcases and luggage should be clearly marked with the student's name and TASIS England's name and address. As students will share space in rooms and dorms, it is recommended that they bring a total of no more than 4 suitcases of personal belongings. Suitcases are always put away in storage areas and made available during travel periods.

There are several possible shipment methods. Students and their families will need to select the options most suited to their needs and budgets. Air freight is used by many families because it is quick and reliable, with the shipment traceable at any point in its journey. It is not, however, an inexpensive method. Students travelling to school by air should consider bringing a third piece of luggage with them and paying the excess baggage charge levied by the airline. This may cost much less than air freight shipment.

Shipping by Air Freight

1. Mark the "CONSIGNEE" on the air waybill as:

ADVANTAGE WORLDWIDE LTD.
Unit 7, Sunbury International Business Centre
Brooklands Close
Sunbury On Thames, Middlesex, TW16 7DX, UK
Tel: +44 1932 758920 Fax: +44 1932 758950
sales@advantageworldwide.co.uk

2. Mark the "NOTIFY PARTY" with the name of the student recipient

Notify Party = Student name
TASIS The American School in England
Coldharbour Lane
Thorpe, Surrey, TW20 8TE, UK
Tel: + 44 1932 565 252 Fax: +44 1932 560 493

Advantage Worldwide will be notified by the airline as soon as the shipment arrives and can arrange customs clearance, and delivery to the School. There will be a customs clearance and delivery charge, but these are kept to a minimum due to the volume of deliveries Advantage Worldwide Limited makes to TASIS.

3. The U.K. Customs authorities require a form 'C3' to be completed and signed by individuals shipping unaccompanied belongings into the country. This form will be forwarded with our regular summer mailing. The form should be completed ("Personal effects and used clothing") and handed to the agent who handles your shipment, along with any keys (in a sealed marked envelope), with the instruction that they be sent along with the goods and air waybill. This will enable Advantage Worldwide Limited to clear the shipment from customs and deliver it to TASIS immediately, without the student having to be in the U.K., thus avoiding possible storage charges.
4. Allow between seven and ten days for air freight delivery. If possible, it is best to forward your shipment only a couple of weeks before the opening of school.

While the School and the transfer agent exercise care in the handling of student luggage, they cannot be responsible for lost luggage or personal articles. We advise you to insure your luggage and valuable personal articles.

CAMPUS OPENING AND CLOSING PERIODS

The campus is closed during the Winter and Easter holidays, as well as during the October Travel Week and the February Break. No student may remain on campus during these periods. Therefore, parents are requested to book air tickets early as flights often fill around the School holiday time. Students who require visas should pay particular attention to their validity and the holiday dates.

The School strongly discourages absences from classes right before or just after holiday times, and any non-school related absences may result in detentions. Please check the School calendar for the dates of school holidays and purchase tickets accordingly to ensure that students do not miss class time.

All parents should email travel information one week prior to each holiday to gcalton@tasisengland.org in the Boarding Office or fax +44 1932 560493.

SHARING BEDROOMS

Boarders will share with no more than two other room-mate. Wherever possible students' wishes are taken into account in the allocation of rooms, but it is the ultimate responsibility of the Houseparent to allocate rooms; allocations may be changed, in exceptional circumstances, during the year. Students do not have authority to enter other students' bedrooms without either the express permission of the student concerned, or that of the Houseparent. All House members, including staff, will knock before entering students' rooms. No visitors from other Houses are allowed into student bedrooms at any time unless given the exceptional permission of the Houseparent. Boys and girls may socialise together in Common Room areas, but are not allowed to visit each other's dorm areas without exception, unless accompanied by the Houseparent.

TIDINESS

Each student is responsible for keeping his/her bed area and study tidy. It is the collective responsibility of students to keep shared areas tidy, so that cleaners can maintain high standards of cleanliness and hygiene. Floor space, including areas under beds, should be clear of clothing etc and these and other possessions should be stored as far as possible in desks, cupboards and on shelves. Beds must be made each morning before leaving the House for breakfast.

Perishable foods and drink (such as milk) must not be kept in study bedrooms for reasons of hygiene and cooked meals (including takeaways) should not be taken into bedrooms. Boarding staff complete a daily room check and reports any concerns as appropriate.

Where repeated warnings are given for failings in tidiness, boarding staff will supervise the student in question to ensure that his/her room is tidied satisfactorily. House parents are always happy to help students who find it challenging to organise their belongings effectively and will demonstrate how to pack wardrobes and drawers.

VALUABLES AND SECURITY

The School provides each boarding student with a lock-box and a lock in his/her room to secure money and other valuables. Students are strongly urged to make full use of these lock-boxes. To further minimize possible loss or theft of money, in particular, it is again emphasized that parents should send money to their children via the School Business Office so that it can be issued to them in sensible amounts as needed and not stored in the dormitories.

Nearby Hotels

Hotel and Location	Contact
Foxhills Club & Resort Ottershaw Surrey KT16 0EL	01932 872050; 01932 874762 reservations@foxhills.co.uk www.foxhills.co.uk
Savill Court Hotel Wick Lane Englefield Green Surrey TW20 0XN	0870 1942138; 01784 472200 savillcourt@countrytown-hotels.co.uk www.savillcourt.com
Great Fosters Stroude Road Egham, Surrey TW20 9UR	01784 480404; 01784 472455 enquiries@greatfosters.co.uk www.greatfosters.co.uk
The Royal Berkshire London Road Sunninghill, Berkshire SL5 0PP	01344 623322; 01344 627100 sales.royalberkshire@ramadajarvis.co.uk www.ramadajarvis.co.uk
The Macdonald Berystede Bagshot Road Sunninghill Berkshire SL5 9JH	0844 8799104; 01344 872301 general.berystede@macdonald-hotels.co.uk www.heritage-hotels.com
The Runnymede Hotel & Spa Windsor Road Egham, Surrey TW20 0AG	01784 436171; 01784 436340 info@runnymedehotel.com www.runnymedehotel.com
The Crown Hotel 7 London Street Chertsey, Surrey KT16 8AP	01932 564657; 01932 570839 crownhotel@youngs.co.uk www.crownchertsey.co.uk
Ye Harte and Garter Hotel High Street Windsor, Berks SL4 1PH	01753 863426; 01753 830527 info@harteandgarter.com www.harteandgarter.com
The Boathouse Bridge Lodge Bridge Road Chertsey, Surrey KT16 9JZ	01932 565644 01932 565692 www.foliohotels.com
Mercure Thames Lodge Thames Street Staines, Middx TW18 4SF	01784 464433 01784 454858 www.mercure-uk.com
The Swan Hotel The Hythe Staines, Middx TW18 3JB	07717 691467 01784 461593 info@citypublife.co.uk

The Wheatsheaf Hotel London Road Virginia Water, Surrey GU25 4QF	01344 842057 01344 842932 sales@wheatsheafhotel.com www.wheatsheafhotel.com
BED & BREAKFAST	
Colts Croft Rosemary Lane Thorpe Village, Surrey	01932 568084