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EPSOM COLLEGE in MALAYSIA

Guidance for Pupils 2023-2024

Senior School Guidance

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1. ETHOS OF EPSOM

The years which pupils spend at Epsom College in Malaysia ("ECiM") represent a bridge between childhood and the wider horizons of universities and chosen careers. It is during this period that they must prepare for entry into a changing world by growing into young people of sound judgement and integrity.

ECiM aims to provide a happy, friendly and purposeful atmosphere in which pupils develop a high moral code and respectful conduct towards others. The development of each pupil's own talents — academic, athletic and cultural — is seen as a means of advancing his or her progress towards maturity.

Freedom and responsibility are two essentials of education. Thus, all pupils at ECiM have freedom to enquire, freedom to criticise constructively, freedom to use their initiative and freedom to approach a teacher at any reasonable time. Pupils have the opportunity of exercising responsibility within parts of the school, so helping to create a caring community in which all can thrive through learning the true meaning of service, tolerance and consideration for others.

Pupils are guided to take increased responsibility for their own actions. More senior pupils are encouraged to take up leadership positions within the College. All are expected to play a positive part in increasing the well-being of the community.

The life of a boarder, in particular, has to be an extension of the pupil's home where interest and guidance are offered and self-discipline nurtured. The framework for the pastoral care provided at the College is the house system and Housemasters/Housemistresses (HMMs), in tandem with the Key Stage Coordinators, supported by the College Counsellor, staff in the Medical Centre and of course the whole of the Staff Room. The Deputy Headteacher (Pastoral) have key oversight on pastoral matters.

2. PASTORAL CARE IN THE HOUSES

Within the houses a high standard of care exists. Each house is in the charge of a housemaster or housemistress ("HMM"), assisted by an Assistant HMM ("AHMM"), potentially a Resident Tutor in some houses and a team of house tutors, who are readily available for pupils to discuss any concerns. The housemaster or housemistress is normally informed first of any concerns about the health, progress, attendance or disposition of a pupil.

The HMM, AHMM, Resident Tutor and tutors oversee house activities, take evening supervision duties, monitor pupils' co-curricular commitments (including activities, games, drama and music) and offer general advice and guidance to all pupils in the house. Every pupil belongs to a tutor group, which is formed from pupils in one year group. The tutor monitors all aspects of the school career of each of his/her tutees, especially academic progress which is checked at regular intervals coinciding with the publication of reports. During tutor periods every tutor will meet all members of his or her tutor group in their tutor group classroom. The tutor periods are to be seen as a commitment for all members of the tutor group. There will also be significant input into the tutor periods by the relevant HoK.

The Matron manages the domestic arrangements of each boarding house – reporting maintenance tasks, organising cleaning and supervising care of clothes and the laundry, as well as contributing to the well-being of the house. The Medical Centre has an integral role to play. It is staffed by qualified resident nurses (those on call stay in the Sanatorium overnight). The College Medical Centre is therefore on call 24 hours a day. The College Counsellor is available for all pupils and supports the work of other staff.

Life in the House (Boarders)

Year 7, 8 & 9 boy boarders in the Transition House (Carr House & Holman House) usually begin in

a small 4 to 6 bed study, divided to allow personal space, before moving to a double or quadruple study bedrooms in Years 10 and 11 in the Senior Houses (Granville and Propert). Girl boarders are accommodated in the Houses of Crawfurd and Rosebery, from Years 7-13. Sixth Formers (years 12 and 13) usually enjoy a single study bedroom with en- suite facilities. All pupils have set, staggered bed-times appropriate to their age. As they move up the College they play a bigger part in the running of houses. Prefects are drawn from the Upper Sixth (Year 13) and are an integral part of the caring system of each house. Sixth Form pupils spend private study periods working in the Sixth Form Centre ('Grayling Centre') or College Library. No student should be in the boarding house during the school day unless given permission by the HMM, in consultation with the medical centre, due to medical reasons. Communal duties are shared by all pupils.

The Entry of New Pupils

At the beginning of their first term, new pupils (parents are also invited) attend special induction events to assist in familiarising them with House and College routines, as well as meeting key College personnel. The roles of HMMs and Key Stage Coordinators are crucial in this process of new student induction. A new pupil may also have access to a 'buddy', sometimes an older pupil, who will be ready to help guide him or her through the early weeks. New pupils will need to ensure they have completed all the relevant paperwork including handing in medical information forms to the medical centre. Each new student will also attend a medical check up with the College nurse during their first week at the school.

3. GOOD RELATIONSHIPS

Good relationships form the basis of a creative and successful school community in which common sense, civilised behaviour, consideration for others and good manners all have a part to play if its members are to thrive and achieve, and pupils are to enjoy their educational experience. A happy society promotes the self-confidence that is essential to an individual's personal and social development. The College is committed to providing a friendly, caring environment: one that promotes the social, physical and moral development of the individual child and allows him/her to learn in a relaxed, stimulating and secure setting. A high standard of conduct is expected from all pupils and employees.

It would be unrealistic to think that relationships at the College are always harmonious and that bullying never takes place. Bullying is found amongst people of all ages, nationalities and cultures and in all jobs and professions. It will be found in every school. However, in a community like the College, where a positive and caring ethos is fostered, instances of bullying and harassment are few, brought to light early and dealt with quickly and in an appropriate manner. Pupils must be in no doubt that all bullying and any form of harassment are totally unacceptable and that any instances of bullying or harassment will be firmly dealt with. The College regularly updates its ***Anti-Bullying Policy*****,** which includes a definition of bullying and details of measures taken to prevent, identify and deal with bullying.

Pupils have a key role to play in helping to create an environment in which bullying and harassment are reduced.

a) All should recognise that prevention of bullying and harassment is a social group concern, involving all pupils as well as teachers.

b) Respect for other pupils, be they peer group, juniors or seniors, is of fundamental importance.

c) Participation in purposeful group activity reduces the likelihood of individual separation and isolation, from which much bullying starts.

d) There should be a willingness by pupils to accept encouragement, advice and direction from others, in particular house staff and prefects.

e) All pupils and teachers should be prepared to bring instances of intimidation, bullying or harassment to the notice of those responsible for pastoral care (HMMs, Matron, Key Stage Coordinators and tutors, as well as the Deputy Headteacher Pastoral and Head of Boarding.) and have confidence that all instances will be dealt with discreetly but effectively.

Cyberbullying

This is the name given to the misuse of electronic communications technologies (such as e-mail, mobile/smart phone and text messaging, digital photography, instant messaging, personal websites, chat rooms, blogs and social networking sites) to taunt, intimidate, insult, abuse, stalk, embarrass or otherwise harm or cause distress to others. As with all other forms of bullying, cyberbullying is regarded by the College as totally unacceptable.

a) To reduce opportunities for cyberbullying, pupils must never divulge passwords to anyone, and should only give out their own mobile phone number and private email address to trusted friends.

b) Pupils are strongly advised **not to respond** to messaging, phone calls or emails that they regard as bullying in nature — those that are in any way abusive, intimidating or otherwise malicious and unwelcome. However, receipt of such communication should be reported immediately. The content, time, date and any caller identification (or that the number was withheld or made unavailable) should all be noted. (Anything viewed on a computer screen can be captured by pressing the Print Screen key, which places the contents of the screen on the clipboard. From there it can be pasted into a blank *Word* document and then saved.) If at all possible the whole communication should be kept and saved.

c) Pupils need to be aware that they are not granted privacy to send obscene or abusive emails or post malicious material on the internet from school. The College retains its right to monitor emails and other messages sent from its own network. This is in line with practice elsewhere: most employers warn that emails sent from work can be read.

d) Responsibility for allowing offensive material to remain on a site rests with the person who set up the site as much as with the writer of the material. Pupils must accept the implications of creating an opportunity for others to post comments about a third party. The ability to insult or otherwise abuse or take advantage of other people by these remote means, in public and with the potential to reach a mass audience, is proving to be one of the most unwelcome downsides of the continued rapid development of electronic communications. The College will not condone such action, even when it is undertaken from the privacy of a pupil's own home, and/or on the pupil's own computer, and/or out of normal school hours. Pupils should be aware that as a rule the College asks the police to become involved in investigations into reports of this sort of activity.

e) If you feel you are experiencing cyberbullying of one kind or another, you may want to contact your phone network provider, internet service provider or social networking site.

f) These are some of the safeguards pupils can adopt to protect themselves from becoming involved in cyberbullying, either as victims or inadvertently as perpetrators. By the same means pupils can protect themselves from adults intent on harming children, who make use of children's personal details to 'groom' their victims over the internet, and from identity thieves, who also obtain and misuse personal details over the internet. (Over a third of victims of identity theft are teenagers.) In addition to the measures listed above, to ensure safe and proper use of ICT all pupils are advised:

1) to refuse all requests to reveal personal information;

2) to avoid putting personal information such as full name, birthday, address, mobile phone number, email address, bank account details, instant messenger ID, and any images of themselves anywhere on the internet;

3) to bear in mind that information concerning themselves and their activities that are placed

on internet sites can be accessed by universities and potential employers, who may take such information and the manner in which it is presented into account before considering making any offer;

4) to be wary of opening files that come from people who are not known 'in the real world';

5) to regard as online friends only those who are already known as friends 'in the real world'; **The internet allows people to pretend very easily to be somebody they are not.**

Please see the following policies which are available on the College's website for further information: Anti-Bullying Policy;

Pupils' use of ICT, mobile phones and other electronic equipment.

4. CO-CURRICULAR ACTIVITIES

As part of their education at ECiM, pupils are offered a wide range of activities for the time outside the classroom. It is also expected that all Year 10-13 pupils will do in the region of 8 hours of (evening) preparation time during the week. This is structured evening time for boarders. [As befits a Transition House for Years 7-9, Carr & Holman pupils complete less prep time in the evenings, as do the younger boarders in Crawfurd and Rosebery.] Year 12 and 13 pupils also receive study periods, built into their academic timetable, to allow further consolidation of learning.

The co-curricular programme covers the whole range of sports, music, drama, clubs, societies and academic clinics.

Pupils are expected to fill a designated proportion of the activity time with a range of purposeful activities to develop skills and talents in an enjoyable manner. The degree of choice in the programme will depend on age.

Participation in the co-curricular programme is therefore compulsory and demands commitment. Involvement in an activity requires responding positively to notices and e-mails, attendance at that activity at the time programmed and full participation in order to derive full benefit. It also means that, if there are conflicts in the programme as a result of external factors, pupils must plan ahead to ensure that these are resolved in such a way as to minimise disruption. If pupils are unable to attend a particular session, apart from registered absence from School, they must see the member of staff in advance to ask for permission to miss that activity. This also applies for instances of being 'off games'.

5. REGULATIONS, REWARDS AND SANCTIONS

Regulations are an essential part of the framework of a community and exist for the benefit of all members. Most regulations relate to the health and safety of members of the community. Rewards exist to promote good order, socially acceptable behaviour and achievement in work and play. Unacceptable behaviour is discouraged and on occasions sanctions may be necessary. Sanctions are fair, appropriate, and wherever possible constructive.

Achievement, effort and good behaviour are rewarded. The most widely used rewards are verbal congratulation and public commendation through the use of Merits. Regular good work is rewarded by written praise in the form reports.

Students are also rewarded for demonstrating the Epsom Learning Characteristics of attention, resilience, curiosity, creativity, reflectiveness, thinking, collaboration and organisation.

Special sporting, music and drama achievements are recognised by the award of colours. All are presented at a College Assembly.

If rules are broken, sanctions will be applied. The most frequently used action is a verbal reprimand. More serious infringements of the rules may be dealt with in a variety of ways. These include extra written work, reporting, detention, restriction to grounds and work within the grounds. Privileges may also be withdrawn.

Departmental detentions are organised by each subject area and will take place on designated lunchtimes. College detentions are held on Friday afterschool.. The more serious sanction of a Headmaster's Detention is held at a time appointed by the Headmaster. All rewards and sanctions will be recorded on iSAMS.

Serious offences, such as bullying, theft, sexual intimacy, use of violence, using or handling drugs, alcohol related incidents, smoking/vaping and repeated breaches of other school rules will normally be referred to the Headmaster, who may impose extra attendance at school, temporary exclusion, a request to leave or permanent exclusion.

There is no corporal punishment at Epsom College in Malaysia.

From time to time, disagreements will develop between pupils and those in authority. Most disagreements will be open and settled quickly by explanation and private discussion. On occasions, the usual practices may not be enough to satisfy a pupil's concerns. All pupils have been notified of a variety of people within the College whom they may contact in the event of any difficulties (HMM, Tutor, Head of Key Stage, Head of Boarding and Deputy Headteacher Pastoral) and also have access to an understanding and experienced counsellor who is not in a position of authority at the School.

6. CODE OF CONDUCT

The regular business of a school can only be carried out effectively in a disciplined and structured environment; one in which pupils accept and abide by a code of conduct that allows every participant to derive the greatest possible benefit from his/her time in lessons, on other school activities and during 'off-duty' and leisure periods.

6.1 General expectations

Every pupil is expected to

a) be trustworthy, truthful and reliable;

b) commit him/herself to the ethos of the College and abide by its published rules to contribute towards the establishment of a stimulating educational environment in which all pupils can flourish;

c) accept responsibility for his/her own progress in the College, with particular reference to learning and academic attainment;

d) fulfil all obligations including punctual attendance at all compulsory activities;

e) take full advantage of the wide range of co-curricular activities on offer;

f) strive towards attainment in all areas of College life and support others in their attempts to do likewise;

g) respect the rights of others, including that of privacy;

h) behave rationally, and conduct him/herself in an orderly and considerate manner — for example, by being prepared when necessary to wait in turn and queue patiently;

i) show respect to those in authority, including referees, umpires and other games officials;

j) be smart and take pride in his/her appearance and demeanour;

k) show consideration for other members of the College community — for example, by respecting their belongings and avoiding undue noise and other forms of disturbance;

l) refrain from using foul language, gestures and other forms of offensive behaviour;

m) act prudently to preserve his/her own health and safety — by eating sensibly, exercising regularly, carefully assessing risks and avoiding harmful substances;

n) tolerate beliefs, opinions and ways of life that differ from his/her own and respect diversity of gender, sexuality, race, religion and culture;

o) conserve the buildings, plant and grounds of the College — for example, by proper disposal of rubbish;

p) be aware of environmental issues and help the College reduce its environmental impact;

q) prepare for life beyond school by developing self-discipline, interpersonal skills, reliable and effective working practices and a willingness to serve the community.

6.2 Classroom Expectations

Teaching and learning are the principal functions of every school. During any school day there will be much interchanging of pupils and teachers, and it is therefore important that conduct in lessons complies with accepted standards that are well understood and universally applied. Many of the following would also apply outside the classroom in other situations where instruction, coaching or training takes place.

All pupils must:

- arrive in good time for every lesson and quietly line up outside, enter the room quietly;
- arrive with the appropriate equipment as specified by departments and individual teachers at the beginning of an academic year or at the outset of a new course of lessons, or as directed by the teacher during a previous lesson;
- sit in accordance to the teacher's seating plan;
- start every lesson in a calm and ordered manner;
- mobile phones must not be visible in lessons; devices (laptops / tablets are to be used only with the permission of the teacher);
- have available their diary/planner at the beginning of every lesson and record appropriate information (prep, deadlines, advice etc.) as the lesson proceeds;
- listen to and follow instructions, which may be given verbally, in writing or by means of practical demonstration;
- raise a hand before answering or speaking and not interrupt a teacher or fellow pupil;
- treat others and their work with respect;
- handle equipment carefully and follow specific safety guidelines given by the teacher during a lesson (or as laid down by departments and individual teachers at the beginning of an academic year or at the outset of a new course of lessons);
- complete tasks during the lesson in a positive and well-ordered manner;
- leave the classroom quietly, returning all furniture and equipment to their proper places.

7. COLLEGE RULES

Every pupil is subject to the following rules when he or she is in College and when he or she is under the College's authority (that is, travelling to and from College, on a College-based activity or dressed in College uniform).

A high standard of conduct is expected from all pupils, both in College and in public away from the College. Honesty, decency, good manners and language, neatness of appearance, consideration for the wellbeing, rights and health and safety of others, but above all, sound common sense, are the underlying principles on which the following rules are based.

7.1 Attendance and Registration of Pupils

- All pupils must be present at College assemblies, academic classes (including tutor time), College meals and their activities unless granted special leave. Attendance at College meals (breakfast, lunch & dinner) is compulsory for boarding pupils, unless otherwise agreed by the HMM.

- Day pupils report at 8.00 a.m. each morning to their House and then move directly to lesson1 which starts promptly at 8.10am. The period 1 class teacher will then complete a formal registration. Those arriving late must immediately report to Main School Reception and inform the housemaster/mistress at the earliest opportunity. They should not leave before 5.30 p.m. (Monday–Friday) after they have fulfilled their CCA commitment. An early leave from school must be communicated to the HMM and tutor well in advance by parents of day students. Once the HMM has confirmed with parents the reason for the early departure then special leave by the HMM may be granted. To leave the site a student must ensure they have collected a permission to leave site slip from their HMM. For our boarding students a registration is also carried out in all houses at 6.45 pm (Monday – Friday).

- In the case of day pupils who are 'off games', parents are required to send a note, telephone or e- mail the housemaster/mistress by 8.00 a.m.

- Pupils living abroad are expected to attend on all days of every term. Permission to leave early before the end of term or at half-term must be obtained from the HMM, Head of Boarding & Deputy Headteacher Pastoral.

7.2 Bounds and Leave-out

a) All pupils are required to seek permission from the HMM (or AHMM) before leaving the College grounds during the College day, including the 'Permission to Leave' slip, and should also sign in/out (on the house list). In addition, all boarders should seek permission and sign in/out when out of the House after 6.45 pm in the evening during the College week. Weekend rules for full boarders are published separately, but they too must sign in/out ***and*** seek permission from the HMM/AHMM (on weekend duty) when leaving the College grounds, or on any occasion that would preclude them from attending a registration. Pupils leaving are to return by 6.45 p.m. at the latest. Also see the separate allowances made for Sixth Form boarders at the weekend.

b) Boarders wishing to make a mid-week home visit, whether or not that involves an overnight stay, must have obtained permission from the HMM, who will require time to confirm the arrangement in advance with parents.

c) Permission from the HMM is needed before pupils under the College's jurisdiction are allowed to visit a private house or attend a party. Boarders are not normally allowed to attend private midweek parties and other celebrations, apart from those hosted by their own parents.

d) Bars and gambling establishments are all out of bounds. This applies also to day pupils who leave the College at the end of the College day to return later for an evening function. A pupil who arrives suspected of having consumed alcohol, even if at home, may be refused permission to attend a College function or activity.

e) Pupils must inform the HMM if they are going on an official College visit. Pupils on College trips away for study or pleasure must comply with College off-site regulations.

f) Visitors, other than parents or guardians, require permission from the housemaster/mistress to enter a house or to visit pupils in other parts of the College. All visitors (including parents/guardians) should not go upstairs within a boarding house without permission from the HMM).

g) Laboratories, the Design Technology Centre, the Sports Centre, the Fitness Suite, the Swimming Pool, are out of bounds unless a teacher or supervising adult is present. No pupil should enter a classroom in the main teaching building in the evening without a teacher being present and/or providing permission.

h) After prep time in the evening, the top road by Carr & Holamn is out of bounds to all students. The student must stay in the lighted areas between Granville and the Sports Hall entrance.The kitchens and all domestic quarters are out of bounds to pupils.

i) No pupils may enter another house without that HMM's or the teacher on duty's specific permission.

j) However, on **Saturday evenings** this restriction is lifted as follows to give full boarders from different houses opportunities to mix socially. All such visitors to a house must be 'signed-in', and in some cases permission from the 'host' housemaster/mistress may be required before visitors can be admitted. All visitors must remain in 'public' areas, as defined by the host housemaster/mistress, and may not under any circumstances enter studies and other 'private' parts of the house. All pupils must be back in their own Houses by the designated set times.

k) Exeats and Half-Terms are to enable pupils to visit parents or official guardians. Any other arrangements must be sanctioned by a pupil's HMM. Absence to miss school should be requested to the HMM by the parents in writing. If a student requests to visit another pupils home then the parents of both the visiting and host student must write to the HMM to ask permission. The host parent will then take responsibility for the visiting student while they are off site and in their care.

7.3 Personal Relationships

Personal relationships are one particularly significant area in which values need to be made clear. All need to understand that, while some pupils may have boy-friends or girl-friends, school is not a place for sexual intimacy. We are concerned here about freedom and we hope that life at the College will foster a wide range of friendship, activity and intellectual discovery, rather than exclusive relationships. Sexual intimacy at this stage can, and often does, involve pressure or occasional exploitation of one party or the other. Such situations can, and often do, get in the way of the aims of school life. In relationships, we urge you to remember to think of the other person.

Our guidelines at the College for this are as follows.

a) There should be no overt affection. It is embarrassing for all, young and old, who encounter it. Pupils should expect a member of staff to put an immediate stop to such behaviour.

b) Sexual intimacy is an altogether more serious matter. Pupils found to have been involved in any form of sexual intercourse or in any other intimate sexual act may forfeit their right to remain at College.

c) There should be no verbal or written exchanges of a sexual nature.

d) These rules and guidelines apply on all College trips, both during term time and in the holiday

While it is impossible to give exact rules for every situation, these are as clear as we can make them. They are intended to help; please observe them.

7.4 Bullying

The College defines bullying *as* ***'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups.'***

Bullying, which is usually but not necessarily repeated over a period of time, can be the action or conduct of an individual or group. By using force, threats or ridicule to cause hurt a bully sets out to persecute or intimidate his/her victims, usually with the aim of acquiring status and control, but sometimes also for material gain. Bullying can be physical, verbal or — as with cyberbullying and social exclusion — indirect, but common to all kinds is an awareness the bully should have **that his/her action or conduct is unwelcome and causes another to suffer**. Invariably a bully sets out to exploit another's apparent vulnerability, which may relate to differences — actual or perceived
— such as age, standing, strength, gender, race, religion or sexual orientation. Bullying is a form of abuse and is generally difficult for victims to defend themselves against. It undermines self-esteem and can induce feelings of helplessness, subjugation and isolation. Severe and protracted bullying can have lasting effects on a victim's social and emotional development.

a) All forms of bullying or harassment of any person(s) by pupils at ECiM are categorically forbidden. This rule applies at all times and in all places.

b) Pupils must never send or forward any offensive or threatening

message. See also 'Cyberbullying' in Section 3.

Please see the College's Anti-Bullying Policy for further information and guidance.

7.5 Health and Safety

(a) Pupils must adhere to the College policy on lightning and follow staff guidance in the event of an electrical storm. During any incident and/or thunder, a member of staff, together with any pupils/one in their charge, must immediately seek shelter indoors. If the centralised detection system ("CDS") detects lightning and/or thunder, an alarm/siren will be projected for 15 seconds (audible throughout the whole campus) along with warning lights that are located at three different locations around the campus. This signals that no outdoor activity should be taken or if students are outside then shelter should be taken immediately. Do not shelter beneath tall or isolated trees – always aim, if possible, to go into a solid building to seek shelter during an electrical storm. The CDS will continue to flash warning lights until it is clear to resume outdoor activities. The system will provide three 5 second alarms/sirens and the warning lights will stop flashing to signal when it is safe to resume outdoor activities. At this time, staff will communicate with students when they should resume outdoor activities. ***Please see the College's Lightning*** **Policy for further information and guidance.**

(b) Upon hearing the fire alarm between the hours of 08:10 and 17:30 (Monday to Friday), students should immediately evacuate the building, leaving behind personal belongings, and make their way to the designated fire assembly points in front of boarding houses (please see the Fire Policy). Students should not re-enter the building unless told to do so by a member of staff. Upon hearing the fire alarm outside of these times, students should immediately evacuate the building, leaving behind personal belongings (if in night attire they may put on shoes and a jacket/dressing gown) and assemble at the designated assembly point for their House. This is specified on the evacuation posters in each House. Once at the assembly point, students should line up in tutor groups so that they may be registered. Students should not re-enter the building unless told to do so by

of staff. **Please note that the College will review and update its Fire Policy periodically throughout the year; all pupils will be informed of any new procedures that are implemented.**

(c) Pupils are absolutely forbidden to tamper with or otherwise misuse fire extinguishers and all other fixtures and fittings relating to the safety and security of members of the College community.

(d) Pupils are absolutely forbidden to have in their possession at any time dangerous weapons, ammunition, knives, explosives, fireworks, laser pens (and equivalents) and replica weapons.

(e) No pupil may keep prescribed or 'household' medication at school without the permission of the HMM and staff at the Medical Centre, who will want to ensure that such medication can be kept securely and safely. In all cases parents should notify the school, but any pupil who seeks medical advice without his or her parents' knowledge, and as a result of which medication is prescribed or otherwise obtained, must notify the School Medical Centre (preferably before that medication is brought to school).

(f) Pupils may not bring their own food and drink into the Dining Hall without the approval of the Catering Manager.

(g) Pupils must not tamper with electric fittings. No electrical apparatus with heating elements (e, g, kettles, toasters, rice cookers, sandwich makers etc.) may be used in studies; these should only be used in kitchens. Extension leads and sockets must be installed and connected safely and are not to be overloaded. Connecting leads must not trail across floors.

(h) All girls must be prepared to tie back long hair when undertaking practical work in design technology and science subjects and while participating in certain other activities.

(i) Requests to use refrigerators can be made to the housemaster/mistress, but in each case the pupil will be responsible for ensuring that the refrigerator is kept in good condition and for removing it from the College when the pupil leaves. (Failure to remove a refrigerator will incur a disposal charge) Pupils may not have television sets.

(j) The use of matches, candles, incense sticks or any naked flame is forbidden everywhere in the College.

(k) Personal music devices may not be played or worn on the head in the Dining Hall or other designated areas (such as the Coffee Shop), or around the Campus.

(l) No unofficial ball games may take place in or near any College building.

(m) Doorways must not be obstructed and posters not placed on windows or beside doors.

(n) Regulations that apply to pupils' use of cars and other vehicles are set out in Section 7.9.

(o) Pupils are not allowed to keep pets at school.

7.6 Drugs, Alcohol and Tobacco Misuse

Policy General Statement of Policy

Epsom College in Malaysia is committed to the health and safety of all members of the College and will take action to safeguard the well-being of pupils.

Epsom College in Malaysia acknowledges the importance of its pastoral role in the welfare of young people through formal education and the College's general ethos. It will seek to provide the support pupils need to avoid the problems of substance abuse.

Policy Aims

Epsom College in Malaysia believes and supports the following educational aims in respect of drugs and substance use and misuse:

1. To enable pupils to make healthy and informed choices by increasing knowledge, challenging attitudes and developing and practising decision-making skills;

2. To provide accurate information about drugs and substances, alcohol and smoking/vaping;

3. To increase understanding about the implications and possible consequences of use and misuse;

4. To widen understanding about related health and social issues; and

5. To enable young people to identify sources of appropriate personal support.

These aims will be fulfilled through a proposed programme of education arranged through the established curriculum, through a PSHE syllabus and through specially invited external speakers. The programme will involve pupils of all ages and continue throughout their time at the College. Our medical staff also play an active role in promoting greater awareness about the risks involved, and will offer informed medical advice.

Pupils can discuss their individual worries with the Housemaster/mistress or Tutor. They can also refer themselves to the Medical Centre staff and to the College Counsellor for individual guidance, without fearing sanctions or adverse report. We invite groups of parents and guardians to Information Evenings, and are very conscious of the importance of working together in order to promote the well-being of pupils.

Specific Policy and the management of incidents:

This policy applies to all pupils of the College when on College premises, or in the care of the College, or wearing College uniform or otherwise representing or associated with the College.

All parents are strongly advised that the College may invoke on-site sanctions if incidents involving tobacco, alcohol or drugs occur off-site. Careful management and supervision of parties is especially important.

College trips are considered to be on-site activities.

Please note that day pupils who are with boarders on the school site can expect to receive the same or equivalent sanctions as boarders.

1. Tobacco

It is the College's policy that smoking and the possession of smoking materials or the paraphernalia of smoking or e-cigarettes (vaping devices) are forbidden on College premises or during College related off-campus activities.

All smoking incidents are reported to a pupil's Housemaster/mistress and parents will be informed at the earliest opportunity. All offences will be reported to the Deputy Headteacher Pastoral. A first offence will lead to parents being informed and will involve the pupil being invited to speak to the Deputy Headteacher Pastoral and a College Detention or Internal Suspension sanction being used. More serious sanctions could ensue if pupils are caught smoking off campus and thereby

bringing the College into disrepute.

Thereafter the whole question becomes more one of consultation with parents in conjunction with restriction of privileges. A pupil may be referred for a session of counselling with the Medical Centre where the College has reason to believe that he or she has issues with tobacco and or vaping, for example, when there are repeated infringements. Continued abuse of the smoking rule may well result in temporary external exclusion (suspension) from College or a similar sanction.

The College will always contact the manager of any establishment found to be active in selling tobacco or tobacco products to under-age pupils and the Police may also be informed.

2. Alcohol

In this policy references to alcohol include intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming and supplying alcohol.

The College is clearly bound by the law of the land and those laws guide our policy.

The College rule states: alcoholic drinks may not be brought onto or consumed on College premises by pupils or on College related off-campus activities.

All alcohol offences will be reported to the Deputy Headteacher Pastoral, Headmaster and to parents. Evidence of alcohol consumption will be enough to attract a disciplinary reaction.

A first offence will lead to at least an internal suspension. A second offence may well result in temporary external exclusion (suspension) from College or a similar sanction. However, a pupil may be referred for a session of counselling with the College Counsellor where the College has reason to believe that he or she has issues with alcohol, for example, when there are repeated infringements. Suspension and permanent exclusion are ultimate possibilities. If an older pupil is found to have provided or purchased alcohol for a younger pupil, this is almost certain to result in an automatic suspension, in the first instance. Persuading other pupils to partake of alcohol is regarded in a particularly serious light. Should somebody be incapacitated, end up being sick, admitted to the Medical Centre or taken to hospital, it is likely that a period of suspension would follow. For all alcohol offences, the College reserves the right to telephone parents and ask them to make arrangements to collect their child immediately.

In the case of any incident involving the sale of alcohol to under-age pupils, the College will consult with the Local Police, and will personally contact the manager of the establishment.

3. Drugs and Substances

It is the College's policy that possession, use or supply of drugs is forbidden.

In this policy, the definition of a 'drug' includes: controlled drugs and the paraphernalia of drugs, psychoactive substances or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for the purposes of misuse.

The Headmaster reserves the right to react to the emergence of new substances and changing circumstances as they occur.

A firm stand is taken against drug and substance misuse, and the College aims to educate all about the danger of drugs, identify those at risk, deal appropriately with those who breach our rules and help pupils to resist the temptation to experiment. The College is committed to promoting a health safe environment at Epsom College in Malaysia, in which good citizenship and respect for the law can flourish. The College believes that it is important to deliver a clear, consistent moral framework that promotes the integrity of the College community, and gives all of the pupils the understanding and self-confidence to reject illegal drugs and substances. Any member of staff or parent concerned that a pupil might be involved in drug abuse should inform the pupil's

Housemaster/mistress immediately.

The College will always investigate rumours about involvements in illegal drugs and substances, including questioning a pupil or searching a pupil's possessions or accommodation (if a boarder).

Searches with consent: College staff can search pupils for tobacco, alcohol, drugs or substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving his/her consent.

Searches without consent: The Headmaster and staff authorised by the Headmaster may search a pupil or a pupil's possessions without their consent where they have reasonable grounds for suspecting that a pupil has drugs or substances in their possession. Any pupil who is suspected of using drugs or substances may be required to submit a biological sample (usually urine) for testing. Any search would be carried out in line with the College's Search Policy.

The reason for suspicion would include being found in possessions of drugs, a marked change of attitude to College life, a persistent poor work or discipline, association with others involved with drugs, anti-social or erratic behaviour, parental, staff or other pupil concern, or anything which the Headmaster deems to give a prima facie reason for suspicion. The Headmaster will confer with the pupil's Housemaster/mistress before requiring a test.

A test will only be required following consultation between a pupil's Housemaster/mistress and the Headmaster (or in the latter's absence, the Deputy Headteacher Pastoral). Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement. Parents, a guardian or educational guardian have the right to attend when the biological sample is collected provided they can attend within a reasonable time frame.

The Drugs Testing Policy is designed to be constructive, where possible, and to support those pupils most at risk of drug taking, to dispel ill-founded suspicion of drug taking and to act as a general and efficient deterrent.

The College's sanction policy is as follows:

i. Those who supply drugs, or encourage others to use them, can expect to be expelled from the College. The Headmaster may consult the Police about the possession, consumption or supply of an illegal drug, since it carries the possibility of being a criminal offence;

ii. Those who are found to be in possession of drugs for personal use, or have used drugs can also expect to be expelled;

iii. Those who test positively to drugs can also expect to be expelled from the College. However, at the sole discretion of the Headmaster, a pupil may be allowed to remain at the College if the Headmaster is satisfied that there are relevant mitigating circumstances and where the pupil agrees to submit to a supportive regime of regular random testing for the remainder of their career in the College;

iv. Pupils who test positive a second time can expect to be expelled;

v. Refusal to take a test will allow the College to draw certain inferences from that refusal;

vi. Those who refuse to submit to a test or refuse to take part in a supportive regime may expect to be removed from the College;

vii. The cost of the test will be borne by the College. If this is positive, the cost of subsequent tests will be met by the parents;

viii. No distinction will be made if use is in or out of the College;

ix. In the event of the College's reputation being brought into disrepute it will be the College's qualified right to invoke its full disciplinary procedures; and

x. All those on a random testing regime will be offered counselling.

Further details are available in the College's Drugs, Alcohol and Tobacco Policy (via the website).

7.7 Dress and Appearance

a) Full school uniform is worn at school by all pupils during the working day (until 5.30 pm on weekdays). The only exceptions to this are pupils wearing sports kit for prescribed PE lessons, CCA options and sporting activities, 'blacks' for certain Drama lessons and casual outfits for school trips and recognised Mufti days. All pupils should aim to return to full College uniform at the earliest practical period.

b) Pupils should wear full school uniform to breakfast (noting the exceptions in **7.7a** above). If pupils choose to participate in early morning sporting activities, they should return to houses to shower and change before attending breakfast in full school uniform.

c) The uniform and clothing list issued to parents at the time of a pupil's entry to the school forms part of College Rules. Extracts from the current uniform and clothing lists are reproduced at the end of this document. (See Section 9.)

d) Boarders and other pupils who remain at school are permitted to wear clean casual dress after 5.30 p.m. on weekdays as well as all day on Saturday/ Sunday. Casual dress, which can include shorts, should not be immodest or cause offence in any manner. Underwear should not be visible. Mufti should never be mixed with items of normal school uniform, but clean items of school games clothing may be worn as mufti. Day pupils leaving just after 5.30 pm on weekdays should remain in school uniform until they have completed their journey home.

e) A smarter form of casual dress, which would **not** include games clothing, shorts, tee shirts and anything scruffy, may be worn on certain official trips, such as evening theatre visits, and on certain other occasions as directed by the teacher in charge. Certain other restrictions (such as 'no jeans') may be imposed.

f) All clothing must be clean, sensible, unspectacular, neat and in a proper state of repair. Shirts/blouses should be tucked in. Top buttons must be fastened on shirts when a tie is worn. A 'one-button-undone' rule applies to girls' blouses at all times. Trousers and skirts are to be worn properly and at the correct height (on the knee for skirts), which may require the use of a suitable belt of discreet appearance.

g) Hair must be of tidy appearance, a natural colour and appropriate length (which for boys means not falling below ear or collar level). An extreme style, such as a very short cut exposing the scalp or uncharacteristic braids, is unacceptable. Cultural variations, where

appropriate, may be accepted but only with the agreement of the HMM.

h) Members of sports teams granted special permission to change early must dress in official College games kit.

i) Discreet items of jewellery (simple neck chain, ring, single bracelet) are permitted. No ostentatious jewellery may be worn, and all jewellery should be removed before games and certain other activities. Students are allowed stud earrings – one pair of discreet studs. Any other piercings should have the clear plastic retainer studs. For jewellery items of a religious nature, permission must be granted by HMM.

j) Nail varnish/polish is not allowed, nor are acrylic or false nails of any description. Natural-looking make-up may be worn for medical reasons and/or at the discretion of the HMM. No Henna is allowed (unless for religious/cultural reasons). Visible tattoos on pupils are not allowed.

k) Girls should be aware of the long-term effect stiletto heels can have on their posture and of the damage they can inflict on floor surfaces. It is for these reasons that stiletto and 'kitten' heels are not permitted as part of school uniform. Girls' shoes must be polishable and have a minimal heel height. Flat-soled 'pumps' are acceptable provided they are neat and tidy in appearance and have a firm sole. Indoor ballet pumps may not be worn as everyday school shoes.

7.8 Games

a) Everyone must dress correctly for games according to the lists published by the Director of Sport or teachers in charge acting on his/her behalf. All games clothing must bear the owner's name and house.

b) Boots and shoes with spikes or studs may not be worn inside certain College buildings (such as the Sports Centre).

c) Pupils should inform all relevant staff of possible absences from a sporting activity (or, indeed, a music lesson or regular CCA activity). This notification should, if possible, be well in advance (at least 24 hours), to allow adequate staff planning time. If an 'off-games' leave system is introduced, the relevant form must be countersigned by the housemaster/mistress and presented to the teacher in charge as required by him or her.

d) After games and general sporting activities (in some CCAs for example), pupils should return to houses to shower and change before attending dinner.

e) Golf clubs and athletics throwing equipment may only be used under the conditions laid down by the teachers in charge.

7.9 Money, Valuables and Other Possessions

Anything of value (e.g. wallet, purse, watch, jewellery, mobile/smart phone, spectacles, large sum of money) that is found around the campus, on a school coach, etc. should be handed in to Main Reception. It follows that when a pupil loses something of value, Main Reception should be his/her first port of call. Successful claimants will be asked to sign for the possessions they retrieve.

All other possessions found around the campus, including clothing, games kit, books, files and notebooks, will be returned to the house of the pupil concerned. All such items need to be clearly labelled with the pupil's name **and house**. The key to the successful return of a mislaid item to its owner is establishing an association with the owner's house: **the house initial is essential**. Articles of games clothing and equipment left on the playing fields and later picked up are often kept in the ball store for a while before being brought up to the main school area.

a) No pupil should lend money or other valuables to another. It follows that pupils should not ask to borrow money from each other, or ask teachers or College staff to withdraw significant sums of money on their behalf.

b) No pupils should engage in the buying and selling of items (such as shoewear or electronic devices) with other pupils;

c) Money not immediately needed must be deposited with the HMM.

d) Individual passports should be deposited with the HMM, to allow safe and secure storage.

e) Valuables are to be kept in a safe place such as a secure locker or safe in the house.

f) Betting and gambling in any form and by any means (including between pupils, through outside agencies, and on the internet) are not permitted.

g) No one may buy property or sell it to another pupil without permission from the HMM.

h) Fund-raising activities, whether charitable or not, and the levying of subscriptions of any kind may only be undertaken with permission of the housemaster/mistress.

i) Damage to and loss of property, whether personal or belonging to the College, must be reported to the HMM or Head of Department immediately.

7.10 Transport

a) No pupil may keep a car, motorcycle or moped at or near the College without the Headmaster's permission.

b) A member of the Upper Sixth Form who wishes to drive between home and school should apply directly to the Headmaster, whose written permission, countersigned by parents and the housemaster/mistress, must be obtained **before** a car is driven to (and kept at) school. All pupils' cars must display an ECiM sticker.

c) Such permission, if granted, only applies to journeys between home and school. In exceptional circumstances the HMM, if asked well in advance, may be prepared to extend permission to cover other types of journey (e.g. travelling to an away match).

d) No pupil may travel in a car driven by another pupil without the written consent of his or her parents and the driver's parents. The names of approved passengers will be included in the document confirming that the driver has the Headmaster's permission.

e) The place where the vehicle is to be parked will both be specified by the HMM, with details recorded on the document confirming that the driver has the Headmaster's permission. A direct route, approved by the housemaster/mistress, must be taken between the two. No pupil may drive anywhere else on the campus, a restriction that prohibits journeys to other houses to drop off or pick up passengers.

f) A 25 km/h speed limit applies throughout the College campus.

g) If appropriate, members of the Lower Sixth are allowed to drive to school. The Headmaster's permission must be sought in advance (and this applies to motorcycles and mopeds also).

h) Pupils taking driving lessons in term time must first obtain permission from the housemaster/mistress. Learner drivers' are not allowed to drive on-site (or only when in a dual-controlled car with a qualified driving instructor).

i) Pupils wishing to keep a bicycle at the College must obtain permission from the HMM.

7.11 Public Examinations

As an officially recognised examination centre, the College has a clear-cut duty to conduct all public examinations according to regulations published by the awarding bodies (examination boards). A full set of regulations produced on behalf of all boards will be posted outside and in every examination room. These are also emailed to all examination candidates and they are expected to know these regulations, and to comply with them.

Some of the more important points are reproduced here. Although these are not strictly the

College's own rules, all pupils must of course abide by them.

a) Candidates must not become involved in any unfair or dishonest practice in any part of the examination procedure.

b) Sitting an examination in the name of another candidate, or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.

c) Candidates must not take into the examination room any unauthorised material or equipment that might give an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal stereos, reading pens, electronic or radio communication devices **including mobile/smart phones, iWatches and other electronic devices**, or any other product that can capture a digital image or has other text/digital facilities. Any pencil cases taken into the examination room must be transparent.

d) Possession of unauthorised material is breaking the rules, even if there is no intention to use the material, and will be subject to penalty and possible disqualification.

e) Candidates must not talk to or otherwise communicate with or disturb other candidates once an examination has started. Candidates may not borrow anything from each other.

f) The College is obliged to report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework (see below) or those that occur in the examination room.

g) If the awarding body is satisfied that a candidate is involved in any irregularity, misconduct or dishonesty, his or her results may be cancelled. For involvement in serious offences, the candidate may also be disqualified from the current examination and debarred from future examinations of other awarding bodies.

Coursework and Portfolios

Additional guidance is published by the awarding bodies on the completion of coursework. Your teacher will explain any regulations that apply to a particular piece of coursework before you commence work. Later, at the time you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

Included in the regulations are two simple statements:

- **The work which you submit for assessment must be your own.**
- **You must not copy from someone else or allow another candidate to copy from you.**

Coursework provides you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, newspapers and journals, and of course the internet. Using information from such sources as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material — you cannot simply copy it and claim it as your own work. Your teacher will explain how you should indicate material that you are quoting from another source, how to reference this material and how to draw up a bibliography at the end of your work.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism, which means taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating and is taken very seriously.

Some further advice:

a) Take care of your work and keep it safe. Record and store all work in progress (have at least one back-up copy), but keep any passwords secure. You are expected to take every precaution to ensure that others cannot copy your work.

b) Don't leave any printed copies of your work lying around where others can find them. When printing, make sure that you collect all pages from the printer and destroy those you don't need.

c) You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teacher is there to guide and assist you — presenting your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

d) If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.

e) Don't be tempted to use essays from online essay banks — you will be running the risk of being caught out. Sophisticated electronic tools are able to detect this sort of copying.

7.12 General

a) Mobile/smart phones may be carried **but not used** while moving around the school campus. ***Mobile/smart phones are not allowed to be used in the Dining Hall***. KS3 students are not permitted to use mobile phones during the school day. Mobile/smart phones may not be used during any school activity or in any situation where others might be distracted or disturbed by noise or the light from a display. This would preclude, for example, speaking into a phone, or using one to send text or pictures, while sitting as a member of the audience before, during the interval of, or immediately after a concert or play. Pupils must accept responsibility for turning off their mobile phones during lessons, assemblies, concerts and other performances and on any other occasion when a ringing phone would cause a disturbance

b) All parts of the College premises must be kept tidy and free from litter.

c) Pupils are encouraged to walk on the designated paths and to avoid walking over grass areas by the College boarding houses.

d) Pupils are encouraged to not eat out of doors (or to consume food from the Dining Hall elsewhere). Some snacks for break-time are allowed to be taken out of the Dining Hall.

e) Cutlery and crockery may not be taken out of the Dining Hall.

f) Pupils are encouraged to drink water regularly and teachers will insist upon this for certain sporting activities.

g) Chewing gum is not allowed anywhere in the College.

h) Posters may not be displayed in any part of the College without the permission of the member of staff having responsibility for that area. Posters should only be pinned on proper notice boards and each design must be approved by (and preferably bear the signature of) a member of staff.

i) Pupils may not order pizzas and other kinds of 'fast-food' to be delivered in the College grounds, except at weekends between 4.00 p.m. and 9.00 pm (latest delivery time) on Friday and Saturday and before 5.00 p.m. on Sunday. In extraordinary circumstances (such as an away team arriving back late and missing supper) pupils may be allowed to order food to be delivered, but in all such cases permission must first be obtained from the HMM.

j) Cameras, including phone or tablet cameras, and all other means of recording images and sound, may not be used in lessons, assemblies and other official school meetings and events without permission from the supervising member of staff. In less formal settings, e.g. in the house and around the grounds, such permission may not be needed, on the clear understanding that no photograph, video or sound recording should be taken of any member of the College community, anywhere on the campus, against his or her wishes. Anyone who ignores this condition forfeits the right to keep his or her camera or other recording equipment at school.

k) Pupils may not bring into school indecent images or any other equally offensive material in any form, including material stored in electronic devices. The downloading, storing or transmitting of such material, while at school, is strictly forbidden and, indeed, may be illegal.

l) Pupils who make use of the College's ICT facilities, which includes gaining access to the internet and communicating via e-mail, must first sign a copy of the ICT Agreement drawn up by the Director of IT, and must at all times abide by the conditions stipulated in the agreement.

m) Pupils should not send mass-distribution e-mails (i.e. to the whole of one or more year-groups) via the College network. If you do think you have a legitimate need to communicate with a large number of pupils en masse you must first seek permission from a member of staff (who may well offer to send the e-mail on your behalf). Examples are (i) YE companies asking the teacher i/c for permission to make a sales pitch and (ii) individual pupils who lose a bag of books and files that has obviously been picked up by mistake. In this instance, where the bag is in all probability lying around in the wrong house, your HMM may take the view that a mass-distribution e-mail offers the best chance of a quick retrieval.

n) Pupils are not allowed to gamble by any means; this includes the use of the internet (or smartphones) to access online betting sites.

7.13 Use of the Internet

Over the last few years the use of the Internet has increased considerably. We all now use the Internet as a matter of course for accessing our e-mails and obtaining key pieces of information. The IT provision here at ECiM is extensive, but we have to make sure that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantage. We need to make sure that the speed of access is maintained at a sensible level for all users.

As the use of the Internet by all users within the College continues to grow, in order to maintain access at key times of the day for genuine academic use, pupil access will be filtered and times for use will be restricted as follows:

ECiM Network 'Policies'

<table>
<tr><th>ECiM Staff</th><th>ECiM Devices</th><th>ECiM</th></tr>
<tr><td>Staff wishing to connect their own devices to the College network for Internet access.</td><td>For all College computers, laptops and devices. Authenticated by Active Directory
Used for access to College secure network and facilities such as printing.</td><td>Students and guests for Internet access.</td></tr>
<tr><td>Staff allowed the password.
Must not be given to students for child protection.</td><td>No password required (only school devices will connect).</td><td>Open without password.</td></tr>
<tr><td>Unfiltered content.</td><td colspan="2">Filtered content (with policy).</td></tr>
<tr><td colspan="2" rowspan="2">Unlimited access.</td><td>Access allowed:
07:00 - 23:00 (Sun - Fri)
07:00 - 23:30 (Sat)</td></tr>
<tr><td>Restricting (gaming etc.) during lesson time.
08:15 - 10:15, 10:45 - 13:00,</td></tr>
</table>

	14:15 - 16:00 (Mon - Fri) 08:30 - 12:30 (Sat)
Restricting torrents altogether within lesson times.	

All pupils are reminded that use of the Internet at ECiM which is not allowed includes:

* Accessing offensive or inappropriate sites.

* Use of the Internet for leisure purposes during designated study or prep times. This may include the use of online radio or videos, gaming, online media etc. or viewing downloaded material.

All pupils should realise that failure to comply with the College's rules and policies on the use of the Internet may lose the right to be able to access the Internet for a period of time. Serious offences may lead to other College sanctions being imposed.

The College reserves the right to amend these rules from time to time.

Significant amendments will be notified to parents and take effect immediately.

7.14 Medical Room and Sanatorium

The **Medical Room** (main corridor) clinic hours are as follows:

a) Monday - Sunday 7.30 am - 6.00 pm (same timing on weekends, school holidays and public holidays).

If you feel unwell during lesson time, please inform your teacher and he/she will provide a note to allow you to visit the Medical Room. The nurse will then sign this note and it should be returned to your teacher as proof of visit to the Medical Room.

For the **Sanatorium** (beside the artificial football pitch), on Monday Sunday 6.00 pm.This will remain open till 7.30 am the following day.

The nurse on-call number 7.00 am - 7.00 pm 016 - 2245842
7.00 pm - 7.00 am 016 - 2240670

8. CONCERNS AND COMPLAINTS

This section tells you what to do if you feel worried about something and what you should do if you wish to complain about how you are, or have been, treated. If you do not understand anything about this section ask a member of staff to explain it to you.

Things that might make you unhappy or upset

Sometimes you may feel that you would like to talk about something that is worrying you. This might be the way you are being treated. Someone may have hurt you or made suggestions that you do not feel are right. You may be bullied, harassed or discriminated against. You may feel that no one is aware of the problems you are having with your work. You may feel that you are being asked to take on too many activities.

If you want to talk about something that worries you

One or more of the people listed here will be able to help if you talk to them

a) Your friends or an older pupil to whom you feel you can turn.
b) Your tutor
c) Your HMM, AHMM, or one of the other house tutors.
d) Your Head of Key Stage
e) Deputy Headteacher Pastoral or Head of Boarding
f) The staff in the Medical Centre. The times of surgeries are published in houses.
g) Other members of the College community, such as your Matron, whom you may feel you know and to whom you feel you can turn.

There may be times when you feel you cannot talk directly with any of the above. That is perfectly natural. When this happens, it is important that you talk, telephone, e-mail or write to any of the following.

a) Your parents or guardians.
b) Any other relatives or adults you know well.
c) The ECiM Counsellor (counsellor@epsomcollege.edu.my)
d) Helpline (formerly *Child-Line Malaysia*) called *Talian Kasih 15999*

If you wish to complain about something

You may feel that you would like to complain about something that is worrying you. This might be about the way you are being treated. The first thing to do is to speak to a member of staff you can trust (e.g. your HMM/AHMM/HoK or house tutor/teacher). You can take a friend with you if you wish another pupil or a member of staff. If the matter cannot easily be settled to your satisfaction then you can make a formal complaint. **Pupils are not penalised for raising a concern or making a complaint in good faith.** The procedure for this is as follows.

a) Write to your HMM, the Deputy Headteacher Pastoral, Deputy Headteacher Academic or the Headmaster, in any case telling your HMM, stating that you wish to make a formal complaint. He or she will inform the Deputy Head Pastoral and Headmaster.

b) You will then get a note from the Deputy Headteacher Pastoral saying that he or she has seen the complaint and that it is being attended to within three school days of your making the complaint.

c) You will be asked to talk the matter through with either the Deputy Headteacher Pastoral or Headmaster. You can have a friend with you who may be another pupil or you can ask a member of staff to be present.

d) If within three further days you have not had the matter resolved to your satisfaction, you may contact any of the people listed above. They will advise you about what course seems sensible. At that stage it will be up to you to make a decision based upon the advice you have been offered.

9. REGULATION SCHOOL UNIFORM

Items marked with an asterisk * in the lists that follow can only be purchased at the Epsom College Store. All items of clothing and personal property must be clearly marked with the pupil's name and house initial(s).

Further dress regulations for games and other activities are published separately by teachers in charge.

Junior Boys

Years 7-11

Regulation trousers*
College tie*
College white shirt with faint blue lines *
Black or grey socks (these must cover the whole foot - not anklet or liner)
Black polished and polishable shoes of sensible style and unadorned (no boots)

Junior Girls

Years 7-11

White ankle socks (full foot sock, not a shoe liner)
School skirt or trousers*
School blouse*
Sprag*
Polishable shoes (minimal heel)
Hair – Natural colour and tied back for Science, DT, Art and Games/PE lessons. Or any other lesson/activity it is deemed necessary for safety reasons.

Sixth Form Boys

Business suit; navy blue, black or charcoal style or with a subdued pinstripe. Suit Jackets are not routinely required to be worn but should be carried by students so they can be worn during assemblies, School Tours, Open Days, Speech Day etc. Trousers and shirts should be pressed and neat, avoiding frayed collars, cuffs or trouser hems.
House tie *
Shirt, which must have a pale and delicate shade of colour and may have a faint stripe · Black or grey socks (these must cover the whole foot - not anklet or liner) · Black polished and polishable shoes of sensible style and unadorned (no boots)
Hair – neat and natural colour.

Sixth Form Girls

Should be based on corporate dress - jacket and trousers of the same colour. · Trousers - Should be non-stretch material. No jeans/jeggings/leggings.
Blouses and smart corporate style tops – Plain or with a discreet pattern (no neon, for example).
Undergarments (including straps) should not be visible. Vests (white or nude) may be worn under blouses to address this. Vest tops are not permitted.
Skirts – Should touch the top of the knee at least, and be made of non-stretch material. Avoid high slits at the back.
Hair – May be worn down but must be neat and dry. Natural colour.
Polishable shoes (minimal heel)

Sports Kit (All Year Groups)

Sports kit should be from college shop only.
Own shorts and t-shirts/vest tops are not permitted.

CCA (All year groups)

Sports kit should only be worn for sport based activities or if the staff in charge have specifically requested that you wear it. For all other activities, uniform should be worn unless specified by the teacher in charge. **No flip flops unless for swimming.**

Dining Hall

College uniform should be worn during breakfast and lunch, unless pupils have a games lesson in period 1.
Trainers, not flip flops, should be worn with games kit.
Pupils should change out of their Sports kit before dinner.

Mercato Visits

In order to respect the area in which we live, please refrain from wearing:

Vest tops
Cropped tops
Cropped shorts