



EXEAT CARE POLICY

1. What is Exeat Care?

Exeat Care is a service provided by Epsom College in Malaysia (“the College”) for the care of International Boarders over the Exeat weekends during term time.

An Exeat is an agreed period of absence from College when the school is not in session and Boarders usually return to their parents/guardians for a short period of time.

At Epsom College in Malaysia there are usually 3-4 Exeat weekends per academic year, normally commencing at 4.00pm on a Friday until 5.00pm on a Sunday. Occasionally the Exeat weekend may start later on a Saturday lunch-time and end on a Monday/Tuesday evening in the event the Exeat falls on a public holiday weekend.

The College recognises that parents of international Boarders residing outside of Malaysia cannot always make arrangements for their son/daughter to be cared for over the Exeat weekend. The College therefore offers to supervise these Boarders through the Exeat weekend on the College Campus. This is known as the Exeat Care Service (“ECS”).

The Exeat Care Service is only available during term time when the College is in session. This means over an Exeat weekend and, in the case of the airport transportation service, on the day boarders are due to depart/return at the start and end of term. Neither care nor airport transportation can be provided outside of official term dates when the College is not in session.

2. Who can sign-up for the Exeat Care Service

The Exeat Care Service is an optional agreement between the College and the parents of Boarders residing outside Malaysia.

All weekly and/or local Boarders (those living within the KL area or a 2 hour drive from College) are expected to reside with parents/guardians over the Exeat weekend. In an emergency situation, if neither parent/guardian are available, parents should contact their son/daughter’s Housemaster / mistress (“HMM”) / Head of Boarding/Deputy Headteacher Pastoral to discuss whether the College

may be able to accommodate them over a weekend at an additional charge. The College cannot guarantee this will be possible, however, as it will depend on suitable staffing and the number of international Boarders remaining on site.

3. How to register/sign-up for the Exeat Care Service

Parents wishing to sign up for the Exeat Care Service should discuss this with Admissions on joining the College. An agreement form will be provided, explaining the terms and conditions and requiring parents to sign and return. Should parents wish to sign up for this service after their son/daughter has already joined the College, they should contact their son/daughter's HMM in the first instance who will arrange with Admissions for an Exeat Care Agreement Form to be sent to them by the school.

4. Costs of the Exeat Care Service

The costs of the ECS to parents include:

- (i) A retainer Fee of RM 100 per day for each Exeat Day (non-refundable for early termination of agreement) payable by the parents prior to the start of each academic year; and
- (ii) A Care & Accommodation Fee of RM 200 per day of the Exeat Weekend payable by the parents at least 2 weeks prior to the Exeat Weekend. For a normal Exeat weekend of Friday-Sunday, the charge would therefore be RM 400. Accommodation is provided in the College Boarding Houses. Meals are included, however if there is an excursion pupils will be required to purchase meals on arranged and supervised trips out over the weekend.

The ECS fee is subject to annual review and the College shall, at its discretion, be entitled to vary the ECS fee by writing to parents of its intention to do so before the commencement of a new academic year.

Full details of the Terms & Conditions (including Termination notice period requirements) can be found in the Exeat Care Agreement Form.

5. Transportation: arrangements for start/end of terms

As part of the ECS, the College will arrange transportation to/from KLIA/KLIA2 at the start and end of term and half-term breaks. The charge for transportation is RM 100 for each single transport to the airport. Transportation will either be via the College mini-bus or taxi (students will be accompanied by a member of staff, however if the student is 16 years old or over and parents agree they may travel to a from the airport in a taxi on their own. In the case of pupils under the age of 16, assistance will be offered for check-in where required by individual airlines. Upon arrival, the staff member will meet pupils upon exit from arrivals after clearing passport control and collecting luggage.

In order to arrange suitable transportation, parents will be contacted by the pupil's HMM 3 weeks in advance of the end of a term break to request flight details, both for outward and return. It is the responsibility of the parents/guardians to provide this information to the pupil's HMM as soon as possible, but at least 2 week before the end of a term break. Any changes to the flight time must be immediately notified to the pupil's HMM.

It is important the College is aware of the returning flight times at the start of a new term/half-term before College has finished the previous term. In the absence of staff during the school holidays it may not be possible to arrange airport collection at short notice.

Pupils will be informed of collection/departure details by their HMM before the end of term/half-term. It is important that the pupil ensures the College has their mobile number and that it is switched on upon landing at KLIA/KLIA2 in case there is an emergency, delays or problems.

As noted above in Section 1. the College can only arrange airport transportation at the start and end of terms in accordance with the published term dates. This means that departing flights from Kuala Lumpur should be booked for pupils on the same day that term ends, with returning flights arriving on the same day that pupils are permitted back into the Boarding Houses.

However, the College appreciates that flights can be busy at certain times of the year and so is flexible in permitting international boarders to depart College up to 24 hours earlier at the end of a term, where necessary. Therefore, it is very important to note that neither care nor transportation can be arranged for pupils arriving the day before boarders are due to return nor departing the day after term has ended. As term dates are published well in advance, it is hoped parents will be able to make bookings arriving on the official start/end date.

In the event that a flight can only be booked after the end of term students will be expected to stay with their guardian from the evening of the last day of term until the flight leaves. Epsom College expects parents of international students to appoint a guardian to assist with transport arrangements if flights can not be booked on the days and times specified by the school.

6. Weekend Exeat Cover: arrangements for on-site care

- Throughout the weekend the pupils in Exeat Care will be supervised and cared for by members of the Epsom College staff who have been selected to provide this service.
- The ECS provides suitable accommodation for pupils on site in the same sex Boarding Houses with access to the in-House facilities provided during term time.
- The College provides medical care throughout the weekend with a nurse on call in the event of a pupil requiring medical attention.
- Maintenance staff are also available in the event of any problems.
- Security controls and adherence to the College Access, Security & Visitor Policy remain in force throughout the Exeat weekend.
- Trips (both local and further afield) may be organised over the Exeat weekend for the purchasing of provisions, cinema/social opportunities etc.

- Other College facilities such as the gym, sports hall, swimming pool, library and all classrooms etc. will not be in use over the Exeat weekend by Boarders in Exeat Care.

7. ECiM Staff Responsibilities

- Staff running the Exeat Care Service shall be solely selected by the College and shall be members of staff at Epsom College in Malaysia. This means that suitable background checks have been performed and Child Protection training will have been undertaken by those members of staff. The College will be confident in their ability to supervise and look after their pupils in their care.
- Staff will provide appropriate care and supervision for the pupil during the Exeat weekend in the designated single-sex Boarding House.
- Staff will make all necessary travel arrangements at the start and end of terms, collecting the pupil from and delivering the pupil to the airport.
- Staff will arrange suitable trips for the Exeat weekend to ensure that pupils can purchase food and enjoy some social time away from the College. The cost of these trips is covered by the ECS fee (though items purchased, including food, are excluded).
- Staff will provide a point of contact for the Parent/Guardian during the Exeat Care weekend.
- Staff will ensure they are sufficiently familiar with the College and its policies and practices to enable them to discharge their obligations fully.
- Staff will expect the same levels of behaviour and adherence to College policies and rules from pupils as during normal school time.
- Staff will liaise with a pupil's HMM over any particular pastoral needs of each individual pupil in the ECS.
- Staff will liaise with the College Medical Room as and when necessary over or before the Exeat weekend should a pupil require attention.
- Staff will reside in the Boarding House overnight during the Exeat weekend and be on call throughout the night in case of emergency.

8. Parental / Pupil Responsibilities

It is the responsibility of the parents to:

- Respond to requests by a pupil's HMM for flight information as soon as possible and keep the HMM updated of any changes. The ECS supports pupils whilst in Malaysia, but it is the parents' responsibility to make suitable arrangements for support once the pupil leaves Malaysia (e.g. in the case a pupil has to change flight in another country en-route home).
- To ensure all fee costs are met before the start of the academic year and in advance of the Exeat weekend.
- Ensure any medical costs are met for their son/daughter.

- Inform the College of their son/daughter's medical history and special needs (if any), including but not limited to allergies, medication currently being taken, physical or wellbeing concerns.
- It is important that parents understand that the Exeat Care Service is not a full Guardianship service and that in the event of an emergency/serious illness which requires the pupil to receive medical treatment off-site (or in the case of a contagious illness that means a pupil must leave the College site) the parent will need to make arrangements for a guardian to assume responsibility for the pupil in the event the parent cannot travel to College immediately. The guardian may be a relative or friend who the parents know and are happy with to assume responsibility for their son/daughter.

It is the responsibility of the pupils to:

- Adhere to all College policies and rules as per during normal term time, unless advised of any changes by the member of staff running Exeat Care (e.g. bed-times).
- Ensure they are contactable upon landing at KLIA/KLIA2 so that the staff member collecting them can make contact in case of any problems and in turn contact the member of staff if they have any difficulties with luggage/passport control etc.
- Communicate with the staff member of the ECS over the weekend, notifying them of any problems, medical ailments or concerns - as they would with their HMM during term time.