



College of Music

Mahidol University

Pre-College

Young Artists Music Program

International Music Boarding School

Boarders Handbook

June – October 2020

BOARDING PRINCIPLES

- To promote our YAMP Code of Conduct as a basis for daily living and growth: On time, respect and Self-discipline.
- To safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.
- To provide an environment in which all students feel valued and where equality of opportunity exists.
- To provide a boarding experience that will be complementary to the home experience and wherever possible to nurture a warm, caring, family environment.
- To promote an atmosphere of tolerance, trust and mutual respect.
- To provide opportunities for responsibility and leadership.
- To provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy.
- To establish and maintain supportive links with parents and guardians.
- To encourage boarders to achieve a healthy lifestyle.

Welcome to Young Artist Music Program International Boarding School

We are very aware of how nervous you may be feeling. We are looking forward to helping you settle in happily and quickly. This document is to help you become familiar with some points about your new school and in the boarding where you will be living.

Arjarn Richard Ralphs, Principal will have overall responsibility, alongside Deputy Principal Student Management, Arjarn Suparchai Soranthorn and Deputy Principal Admin, Ms. Lalin Klinsmith.

To begin with, these will be the people to whom you turn if you need anything. You will find that the all of these residence staff do have evenings off from time to time, in which case, his or her assistants take over.

STAFF INTRODUCTION



Ajarn Richard Ralph, Principal



Mrs. Lalin Klinsmith (K. Bowling)
Deputy Principal for Administration



AJ. Suparchai Sorathorn (AJ. Aoy)
Deputy Principal for Student Management



Mr. Kitti Sawetkittikul (AJ. Boong)
Head of M.5-6



Ms. Kittima Molee (AJ. Tik)
Head of M.4



Mr. Apichat Saturnrum (AJ. Toey)
Male Boarding Ajarn



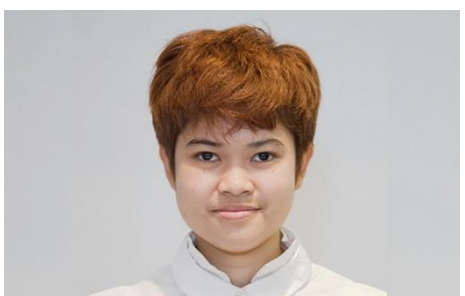
Mr. Apisit Salaohom (AJ. Arm)
Male Boarding Ajarn



Mr. Intouch Sudsawaeng (AJ. Por)
Male Boarding Ajarn



Ms. Karuna Intongkam (AJ. Ame)
Female Boarding Ajarn



Ms. Ratchaya Supalak (AJ. Fai)
Female Boarding Ajarn



Ms. Naparat Doungchan (Aj. View)
Female Boarding Ajarn



Ms. Wanida Sapkla (K.Koy)
Boarding Admin Officer

CONTACT WITH RESIDENCE STAFF

Parents and guardians are encouraged to contact any of the residence staff without delay if they are anxious or concerned about any aspect of your welfare. They can be contacted from 1pm up to 10pm and weekends on the email addresses and telephone numbers listed at the back of this booklet.

OTHER PUPILS AND YOU

Our Code of Conduct is so simple to remember:

- Be ON TIME
- RESPECT
- (SELF) DISCIPLINE

We will also give you more information about other guidelines and these rules operate at all times, whether at school or in residence. We encourage pupils to speak to staff about any problems that they are experiencing, or that they have become aware of in connection with other pupils. You can speak to anyone you like about this in the full knowledge that something will be done.

If you have any concerns, problems or complaints there is information at the back of this booklet which will help explain what you must do and where you can go for help. This guide is written alphabetically for ease of access. Topics will be added and you will be updated.

ABSENCE FROM THE RESIDENCE

During Covid19 semester 1/2020 students may ask for absence Monday to Friday only in emergency cases.

If you wish to be absent from the residence overnight, you must ensure that the correct form (Attached) is completed by your parents/guardians. If you wish to stay overnight or for the weekend with people other than your parents/guardians, then you should ensure that both your hosts and your parents/guardians have completed the appropriate forms.

All requests for absence from the residence must be completed and returned to BA by the preceding Monday evening for approval by the Principal. Forms can be emailed or faxed to those requiring them, and a supply is also available from the residence staff. Forms may be returned by fax, email, post, or in person. These arrangements allow us to safeguard the welfare of all

boarding students. Pre-signed forms cannot be accepted under any circumstance.

SCHOOL AND RESIDENCE ABSENCE POLICY

YAMP absence form (Boarders can collect this form from Residence Team or Khun Tipa after you filled all up with Arjarn's sign please return to Khun Tipa.) this form needs to be completed to **request an absence in ADVANCE at least 3 days before expected absence**. If Boarders miss their private lesson, they must also have their Arjarn sign. This form needs to be completed if you have missed a class and College without asking in advance e.g. when you have been sick. (if you are absent more than 2 days through sickness you need to attach a doctor's note.)

If Boarders would like to leave YAMP building earlier from 5 pm to 9 pm in any matters of everyday. **MUST** always let one of the Residence team know in advance every time.

ACTIVITIES

Activities are arranged at weekends, but you will still have some free time to use constructively, but you must stay within our building. The Boarding Arjarns will discuss with you the activities available week by week.

ALCOHOL

Under no circumstances should pupils purchase alcohol or bring alcohol into the residence. The College alcohol policy applies to all boarders at all times, including evenings and weekends, at all times. Breaches of this policy can result in serious sanctions, including, but not limited, to suspension for a fixed period of time or even expulsion.

BEHAVIOUR/DISCIPLINE

Rules and guidelines are kept to a minimum within the residence, but the usual school rules and Code of Conduct do apply at all times.

ON TIME

For all announced times and any extra sessions, it is important and courteous to be ON TIME.

RESPECT

It is particularly important when living with others that you have respect for staff, other students, their belongings and when necessary, their privacy. It is important that you have respect for and treat the residence, its furniture and grounds with all due care and attention.

If anything is damaged or broken, then you should report it to a member of residence staff immediately.

SELF-DISCIPLINE

A number of duties are allocated to students on a weekly basis in order to ensure the smooth running of the residence and you are expected to carry these out sensibly. You are responsible for keeping your personal belongings and rooms clean and tidy.

SANCTIONS

If you break any of the rules and guidelines, then a number of sanctions may be taken which may include the temporary withdrawal of privileges within the residence. More serious breaches of discipline may involve the Principal and in the event of a serious breach of discipline or anti-social behavior parents will also be contacted.

CODE OF CONDUCT EXPLANATION

Everyone has the right to feel safe and secure at school, and to be protected from harm. Common sense should prevail at all times. The following Code of Conduct was written for the school day but its principles also apply in boarding:

1. On time.

For all announced times and any extra sessions, it is important and courteous to be ON TIME.

2. Respect

Mutual co-operation, respect for property, respect for our environment and above all, each other, are essential. We are valued and should value others.

- Be Courteous in speech and conduct.
- Show respect for others. When a member of staff enters the classroom please be quiet, class leader welcome, take your seat and be prepared to listen.
- Be Prepared Wear the correct school uniform. It should be clearly named.
- Respect by listening and Speak only when it is your turn to do so. Listen to other people's opinions.
- Respect and care other pupils' equipment and property.
- Never take photographs of people without their permission.
- Respect your place and your uniform - Be Tidy Take care over your appearance and adhere to the uniform policy.
- Care for your surroundings. Do not drop litter.
- There should be mutual respect between pupils and staff. Be appreciative of your teacher.
- Put your hand up if you want to ask a question.
- Tidy the classroom at the end of the lesson and put chairs under desks. When you leave, do so in a sensible fashion.

3. SELF-DISCIPLINE

- Be well-behaved throughout the day.
- Hold doors open for visitors, faculty, staff and friends.
- Listen to Student Leaders and do as they ask.
- Never misuse electronic forms of communication – mobile phones and/or cameras, internet sites, social networking sites et cetera.
- Be attentive and patient.
- Have all the correct equipment including planner, text and exercise books. Always be ready to work and learn.
- Be Hard-Working Start work quickly.
- Follow instructions.
- Always try your best. Complete homework carefully and on time. Take pride in your work and its presentation.
- Act Safely move around the school calmly. Keep to left in corridors and stairs.

- Observe all safety practices in classrooms and labs. Use all equipment carefully and sensibly.

COMPUTER PROVISION

Internet access is provided in the residence for you to use. It is essential that these facilities are used responsibly and that only age appropriate web sites and software are accessed. Pupils found to be accessing inappropriate sites will face sanctions. The residence networks are fitted with monitoring software to prevent you from accessing inappropriate sites – any attempt to breach these security measures will be dealt with severely. Everything on the school system is monitored by the Network Manager - any issues or concerns about pupil access will be passed on to the Principal.

All areas are equipped with a wireless internet service. If you decide to bring your own laptop or personal computers, you may connect them to this service free of charge. You are permitted to access the internet subject to the College internet acceptable use policy.

Bandwidth is limited in the residence by external factors beyond the control of the school. It is therefore important that all members of the residence act considerately. Streaming videos uses a lot of bandwidth - so this should be avoided at 'peak' times when other members of residence may be trying to study. Students found to be abusing this privilege to the detriment of others may have access blocked at certain times.

Any mobile device may not be used after lights out. If you abuse these simple rules you will have your computer privileges removed for a period. Laptops and other mobile devices being used inappropriately will also be confiscated by house staff for a period of time.

Using the internet : Students are advised after you gone to your room when you clear the common room. You should not to be using your mobile phone when everybody in your room is sleep. If we find out a student to complains about "My friend is on the internet and the screen annoy me" You do take it off.

DRUGS

The College has a clear drugs and substance abuse policy. Breaches of this policy are treated very seriously, and pupils will forfeit their place at the College as a result.

EARLY LEAVE/LATE RETURN

It is expected that all boarding students, including overseas students, will keep to the semester dates. (Term dates are published at least a year in advance, and can be found in the College calendar and on the website.) If, for some exceptional reason, you have to leave before the end of a semester or to return to school late then the Principal's permission must be sought in writing. Please keep such requests to an absolute minimum and to exceptional circumstances.

We prefer students to board full time all week during term time.

ALL STUDENTS must be back by 5 pm SUNDAY and have dinner here.

****PLEASE SEE EXEAT (Leave and return) FORM****

BEDROOM

1. Not allowed to bring any food/snack up to bedroom at all times.
2. You should keep your rooms tidy at all times.
 - a. Always make your bed and desk keep clean and tidy all the times.
 - b. Keep all surfaces clear and as free as possible for easy clean and Covid19 safety
 - c. Shoes can keep outside bedroom but MUST BE arranged on shoe racks neatly.
 - d. SWITCH OFF AIR and LIGHTS every time after use.
 - e. On Floor Cleaning days by our staff make sure everything possible is off the floor; mats put on the balcony so that our staff can clean all your floors properly.

- f. Do not share your any personal belongings during this COVID-19 outbreak.

3. ROOM INSPECTIONS by BAs: Every Sunday night.

4. Rubbish Bins: If you need emptying use the bins on the corridor which in the middle of walk way.

5. Please open your curtains, make sure A/C is off and open the door to the terrace to let fresh air circulate in your room. This will also help to prevent any mold too.

Floor Cleaning Schedule:

Day	Male/Female	Room No.
Monday	Female	603.01 - 603.06 703.01 - 703.06 903.01 – 903.06
Tuesday	Female	603.07 - 603.12 703.07 - 703.10 903.07 – 903.10
Wednesday	Male	604.01 - 604.06 704.01 – 704.06 904.01 – 904.06
Thursday	Male	604.07 - 604.12 704.07 – 704.12 904.07- 904.10
Friday	Female	601, 701, 901
	Male	602, 702, 902
		801, 802, 804

ELECTRICAL EQUIPMENT

If electrical equipment is brought to the residence, then it must have the relevant up-to-date safety checks. Unsuitable electrical equipment will be confiscated and returned to parents.

You are not allowed to bring Kettles / Rice Cookers / Fridges / Televisions or other high rated electrical items as these can overload the systems. You should not overload the circuits by using extension leads.

We recognize that you may want to bring possessions which you would normally have around you at home and this is perfectly acceptable as long as they are used sensibly, at the appropriate times and do not impose on any other students' privacy. All personal items must be named.

FIRE DRILLS

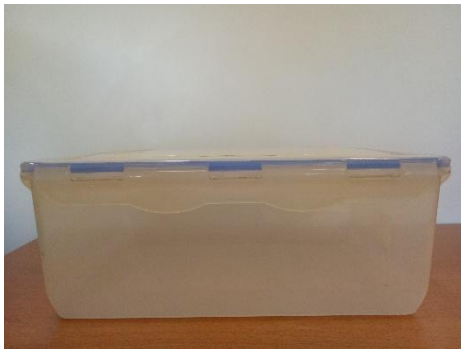
Semester fire practices are arranged in the residences. In the case of a fire alarm being sounded you should leave the residence quickly and quietly via the appropriate fire exit. Residence staff will go through the fire procedure with you at the start of each year.

INTERNATIONAL STUDENTS

Welcome to Thailand. We hope your stay here is an enjoyable and successful one. This may well be your first visit to Thailand to live and so at first everything will feel very strange. Do not worry because you will very quickly get to know your way around. You must try to mix and join in with all the other students as much as possible and in particular you must try and speak English and Thai whenever you can.

FOOD / SNACK

Most special diets can be catered for but advance notice is required in writing to the catering manager. You are allowed one plastic container each to be kept your dry food in common room., a size is about Width x Length x Height (W = 8.5 inches x L = 12 inches x H = 5 inches; 260oz.) likes a sample photos below;



During the outbreak of Covid 19 you need 2 more food containers for keep your cutlery in your bedroom and fresh food in refrigerators (This box should be smaller than other one because the space in refrigerator is limited.)

Pupils can request specific food from the Residence Staff, and a Boarder's Catering Committee meets with the Head of Boarding and the Catering Department to discuss the central catering arrangements and to make suggestions and requests. The Boarding Administrator will publish a duty rota for students each week for dining hall duties.

INSURANCE

Whilst the College will take every reasonable care, it is not possible for the College to assume liability in case of **loss or damage** to personal possessions of students. Parents are strongly advised to take out their own insurance to cover items of value, which may be brought to College by students. Please keep a record of the type, manufacturer and serial number of all valuable items so that a full description is available in cases of loss. We strongly advise you to secure all of your valuables – both at school, in your lockers and in the residences in your room

LAUNDRY and DOMESTIC ARRANGEMENTS

Laundry shop will come Monday-Saturday. A laundry shop will prepare a book sheet and clothes bag for student. Student should follow the steps with the details below;

- 1) A laundry shop will give you a code of number and book sheets with your code, you will use this code from M.4 to M.6. They will write your code at your clothes for a remark.
- 2) Student has to put your used clothes in the bag and write the details in a book sheet, tear one side of book sheet and put it in a bag with your clothes.
- 3) Student has to take your bag clothes and put in a common room on the day that your level will be. The laundry will take them for cleaning. (Your cloths will return within 2 days)
- 4) Boarders must take all your laundry up to your rooms in deliver days. If not, and some cloths lost, a laundry will not respond for that lost. (You can tell Residence Team straight away of something is wrong in anyway.)
- 5) PLEASE provide your own clothes hangers and basket to the laundry shop otherwise your clothes will come back folded.
- 6) Only USE your own book receipt for recording your laundry.
- 7) Please make sure if you start a washing machine or dryer you have time to complete before the room closes. Do not overload the washing machine. Do not use washing machine after 8 PM. **Face masks are not allowed please wash yourself in sink in your room.**

- 8) Every student can have 72 pieces a month (excluding duvet, bedsheet, suit, evening dress, underwear, sock, doll and face mask). Student have to fill in the form and the laundry will charge if it goes over 72 pieces.

LOCKERS

All students have access to a locker or lockable cupboard or drawer in their room. Please refer to the General Student Handbook for locker at school

LOST PROPERTY

The Security team will collect lost property. If you lose items in the residence you should check with the duty member of staff who should have access to the lost property store. For items lost at school, please contact the Office on 2nd floor.

MEDICAL MATTERS

If you have a routine medical problem you should attend infirmary room on 2nd floor at College, during the day, i.e. between 9.00 a.m. and 9.00 p.m. If you are feeling unwell outside these times you should go to Boarding Ajarn for advice and they will contact the Nurse.

The Nurse will provide medical cover for the whole school. She will organize doctors' appointments for you when required. She also has an accident book into which details of any accident that happens are recorded.

MEDICATION

You must hand in all medication, both prescribed medicines and those available across the counter, to the Nurse so that administration can be strictly controlled. In some circumstances, the Nurse may give medication to the residence staff to give to you in an evening, for example. You must not keep any medication in your own rooms. The only exception to this is those medicines that need to be carried on your person e.g. asthma inhalers and epi-pens. A written record is kept of all medication issued to students.

MISSING STUDENTS

Duty staff will check that all students are present on the following occasions:

- Morning wake-up call (6.00 am, 6.30 am)
- Breakfast at the College (7.30 am)
- Dinner at the College (5.00 pm)
- Curfew times (9:00 pm)
- Bed time (09.30 pm, 10:00 pm, 10:30 pm)

If at any stage students are found unexpectedly missing the following procedures will be applied:

- The residence in / out board and signing in / out list will be checked.
- All areas of the residence and grounds will be checked.
- The student's friends will be consulted.
- Checks will be made with the Medical Centre and with other staff – including the other houses.
- If not already alerted the Principal or duty Faculty will be alerted and a search instigated.
- Parents may be contacted and consulted for possible destinations.
- If no clues are gathered, or there is concern for the welfare of the student, the police will be alerted. At this point the Dean will also be informed.

PACKING LIST - WHAT YOU WILL NEED

ALL ITEMS OF CLOTHING/VALUE SHOULD BE PROPERLY NAMED

- 1) Duvet plus two covers
- 2) Pillows
- 3) Two bottom sheets
- 4) Two pillow cases
- 5) Two pillow protectors, or extra pillowcases
- 6) Two bath/shower towels
- 7) Two hand towels
- 8) Dressing gown (optional)
- 9) Slippers/indoor shoes
- 10) Two sets of nightwear

- 11) Wash bag containing: flannel, toothbrush, toothpaste, soap, shower gel, shampoo etc.
- 12) Shoe cleaning kit
- 13) Underwear – sufficient to last for 7 days
- 14) School uniform & games kit– sufficient to allow for a wash cycle of 4 days
- 15) Smart school shoes (black)
- 16) Trainers for games / sport
- 17) Casual clothes/shoes (it is advisable to have smart casual for theatre trips etc., as well as jeans/sweat tops etc.)
- 18) Torch and batteries
- 19) Bottle water for drink water
- 20) Clothes hangers
- 21) Face masks and Items for cleaning is necessary such as mask neck tied, hand gels, alcohol sprays and baby wipes.
- 22) Equipment and liquid chemical for cleaning room and toilet. (Student may like to do this when they arrive and group together to buy what they needed).
- 23) Washing liquid (in case for using the coin washing machine.)
- 24) 3 boxes of food container for keeping fresh food in fridge, dry food in common room and cutlery in your bedroom.

The above list is essentials only. You may wish to bring more personal items. Don't bring too much with you, however, as the rooms in the houses only have limited storage for each boarder - and you will have to take everything home again when you leave the College. Overseas boarders can leave some items in the houses over the holiday periods - but space is limited and so every effort should be made to take belongings home at the end of each half term.

There is a pantry available in each house where drinks and light snacks can be prepared. All kept in your own personal plastic container.

POCKET MONEY

The school cannot administer pocket money on your behalf. All students are advised to have bank accounts at the SCB Branch very close to our College. Overseas students should see the Boarding Administrator for advice on how best to go about this. A cash machine is available at College situated about five minutes' walk from the residence.

PRACTICE

You will see from the schedule at the end that you will have lots of time for individual practice. You should book a room on the 5th floor, following the advice in the main Student Handbook. We will help you with how to do this during your first few days. You must use a practice room first, however if they are all full you may use the common areas on 5th floor.

SANCTIONS

Sanctions that can be issued by residence staff for breaches of the residence and school rules include, but are not limited to, the following:

- Removal of privileges
- Writing a letter of apology
- Additional residence duties (e.g. cleaning the kitchen)
- Additional dining room duties (e.g. wiping tables for a week)
- Extra class
- Removal of laptop and/or mobile phone for a fixed period of time
- Gating (not being allowed to leave the house)
- Study gating (not being allowed to leave your room)
- Fines (e.g. for smoking or incorrect uniform)
- Being excluded from trips, residence activities and events
- Regular reporting to residence staff
- Continually untidy bedroom will loss of free time until room tidied.
- Any student leaving the boarding door on 5th floor later than 0730 am must stay in boarding with Boarding Ajarns from 1700 pm every day late. Boarders need to plan ahead, sleep on time, wake up and check you have everything you planned.

- Unattended personal belongings, anything left after everyone already in boarding will be sent to lost and found at 2nd floor office. We may donate charity.

More serious sanctions can be given by the Principal and include, but are not limited to, the following:

- Weekend detentions
- Suspension
- Removal from boarding
- Exclusion / expulsion

SEARCHING A STUDENT'S ROOM & POSSESSIONS

Such searches will usually be conducted by two members of staff in the presence of the pupil concerned. In exceptional circumstances, however, approval for a search in the absence of the pupil may be given by the Principal- in these circumstances the pupil and their parents will be informed at the earliest possible opportunity.

SECURITY

The whole College is equipped with CCTV and intruder alarms. These facilities are there to ensure the safety of students in our care. If Boarders see anyone in the house who they do not recognize they should inform a member of staff immediately.

SENIOR STUDENTS

All students in M6 are required to help with the supervision and smooth running of the College. Senior students will be given appropriate and specific duties, but the duty member of staff will help and assist you to carry out any duties.

All students may be asked to help the running of the residence by taking responsibility for certain jobs or representing the residence on the Boarding Council or Catering Committees.

SHOPS

We have our own shop on 5th Floor open Monday-Sunday.

Shopping outside our building (**Only normal situation**): Timings and group sizes MAY be varied at residence staff discretion - please discuss this with them if you wish to do something different from what is stated here - each case will then be considered on its merits!

WEEKDAYS (Monday to Thursday)

~~Students in M6 in may leave the boarding at any time, using their permanent "Hall Pass", sign out with security and be back for curfew and bedtimes. Other students, in all cases, you must seek permission from the duty member of staff and sign out from the residence.~~

~~Only in exceptional circumstances may you visit off campus during the week and then only with permission and a member of staff and an EXEAT form from your parents. (During the outbreak of COVID 19 we do not allowed any students go out of building)~~

WEEKENDS

Normally, Sunday afternoons are usual shopping times and you may sign up to go to Central Salaya or else as required and appropriate in case of extra cost occurred you must take care yourself **but in this situation we do not allowed any students go out of building.** (Lunch and dinners may not be missed unless on an official trip or event)

SIGNING IN / OUT

Duty staff will check this on a regular basis to determine the whereabouts of students. Students who fail to sign in / out correctly will be spoken to and, if necessary, 'gated' for a short period.

All visitors to the residence should sign in and out at security. Also, boarders who have singed out to home but come back on campus must always report to boarding office during on campus at all times.

HOW M.4 USE RESIDENCE ABSENCE FORM (ONLY NORMAL SITUATION)

If boarders planned to go off campus or YAMP Building and return on the same day (Mon-Fri from 5pm and Sat-Sun from 8.30am) Or extra class every week across 5pm (check in time) you must fill residence absence form to ask permission from Boarding Arjarn. Please do **1-2 days in advance**. Otherwise kitchen will waste so much food. And when you want to leave YAMP building you must have your phone and be contactable at all times. Students who would like to go off campus before 17.00 pm. You need Principle signature and permission. Then must go to principle office before you leave **ONLY**. We do not allow M.4 students going out in holiday or weekend by yourself without parents or teacher.

For M.5 students please follow the rules below

- You must to going out by 3 peoples or more.
- Please ask permission 1 day in advance because Boarding Ajarn have to confirm with parent and approve by Aj. Richard.
- Come back on time.
- If any students did something wrong or miss any the rules Boarding Ajarn can say NO for next time.

Don't assume that you can do something - always ask first!

SMOKING

The College has a clear smoking policy. Breaches of this policy are treated very seriously, and pupils may face sanctions as a result. If the incident is considered dangerous, as in may cause fire or explosion, especially in boarding this may be considered as THIRD TIME below.

FIRST TIME - Fine of 2000 Baht and letter home

SECOND TIME - Fine of 2000 Baht and parent meeting to sign contract to acknowledge this policy.

THIRD TIME - Fine of 2000 Baht and stay at home for one week.

Subsequent times: Fine of 2000 Baht and add a week for each extra time until the number of weeks exceeds 20% of the semester study time, as it equals to FAIL and must DROP for the semester

FOOD DELIVERY POLICY

Food delivery services are allowed but students will be educated and trained follow safe receiving procedures.

a. Drink deliveries:

- M.6 at any time after passed training. NO direct contact with delivery staff and pickup from table near security check point. (Weekend up to boarding team)

- M.4 and M.5 after 3 PM. but with permission and help from boarding team only. (Weekend up to boarding team)

b. Food deliveries:

- Only at weekends with permission and supervision of boarding team.

PARCEL POLICY

In the interest of safety, the system of issuing parcels and letter to boarders after collected all parcel and letter from Boarding Arjarns, students must follow safe receiving procedures and opened in presence of Boarding Arjarns.

TELEPHONES

- If you have a mobile phone, please make sure that you give the number to our Boarding Arjarns so that you can be contacted at all times.
- Mobile phones are not to be used after lights out. If you are found using your phone during this time you will have them confiscated for a period of time.

- Cameras and camera phones must not be used to take photographs without the permission of the person / persons being photographed. You must not use your phone or other equipment to take inappropriate images.
- If you receive any texts or calls, which upset you, don't reply but keep the text and inform a member of staff as soon as possible.
- Parents and Guardians are respectfully asked not to telephone students after lights out.

TELEVISIONS

Televisions connected to a satellite service are provided in each of the common rooms. You are therefore not allowed to have televisions in your own rooms.

UNIFORM

School uniform – as notified in the College Student Handbook. At weekends and after 5 pm each evening you may wear your own casual clothes, but should have your ID card on you at all times. Visiting Prince Mahidol Hall for concerts and when out on an official trip you will be expected to wear College uniform.

VALUABLES

Do not carry too much money around with you and you must not leave money and other valuables or locker keys lying around. You should keep all your valuables locked away in your lockers for safekeeping.

If you have travel documents, passports etc. the residence staff will be pleased to look after them for you. We cannot be responsible for any losses of money or valuables if they have not been securely locked away.

VISITORS

Guests are not allowed in the residences. On some occasions visitors allowed into the residence social areas, but only with permission from the Principal. Under no circumstances may visitors of the opposite sex visit bedrooms or common rooms. If anyone is caught breaking this rule it will be treated extremely seriously **but during the outbreak of COVID 19 we do not allowed any visitors come into the building.**

VOLUNTEERING (Community Service)

An essential part of your education is learning to give to others. All students must attend volunteer activity and meditation class at least 34 hours per semester and record your participation in log book.

Gaining new skills

With each new volunteer activity comes training. These skills may seem basic or trivial at the time of training, but may also provide building blocks for future success.

Giving time

One of the most selfless acts anyone can do is donate their time and talents. Teens who are busy with after-school sports or work to help support their families and still make time to volunteer on evenings or weekends show outstanding character and resolve to make a difference.

Showing responsibility

Just like going to a job, committing to a volunteer position shows responsibility. Teens working on becoming more reliable should get involved in volunteer programs relating to their hobbies to naturally build responsibility.

Add to your resume/CV

It will help you with scholarship, university admissions and applying for work

It makes you feel good !!

Some examples of volunteering:



WEEKENDS (ONLY NORMAL SITUATION)

Timings and group sizes MAY be varied at residence staff discretion - please discuss this with them if you wish to do something different from what is stated here or in the residence schedule given to you at the start of each semester - each case will then be considered on its merits!

Don't assume that you can do something - always ask first!

With residence staff permission you are allowed to visit certain areas of the University Campus. (residence staff will advise on this).

You must always remember to sign out. Students in M4 and M5 must visit in groups of no fewer than three.

All boarders are expected to be back at College in time for dinner on Sunday, if you have received permission to go home at the weekend.

PRIVILEGES AND GUIDANCE FOR BOARDERS (**ONLY NORMAL SITUATION**)

M4 - Rules about using the Residence Absence Form (RAF) and Exeat Form (EF) remain the same as this year, including the 5pm check in. A RAF must be used at all times even if wishing to go to 7/11 or use University sports or other facilities within the campus. **MUST NOTICE a day (24 hrs.) in advance.**

M5 - If agreed by **Residence Team** * instead of using the RAF students may use a signup sheet, similar to weekend, as long as use 24 hours in advance but will still need to check in at 5pm. This includes going to recitals or concerts outside the building. If give less than 24 hours' notice will still need to use RAF. RAF also needed for going outside campus and we will call to check with parents. Students may also use the signup sheet to go to 7/11 or use University sports or other facilities within the campus. (The signup sheet will state time in and out and each time must be entered. E.g. if you are going for a walk or jog in morning or from 1730-1800 and then wish to go to an event at 1900 you will enter both in the sign up form)

M6 - If agreed by **Residence Team** *and **parents agree** by signing a permission form, M6 students may come and go as they please, but should still use a signup sheet (For safety and security reasons). If the signup sheet is done before 5 pm **there is no need for check in at 5 pm**. This includes signing their own EXEAT FORMS and going off campus at any time.

***Agreed by Residence Team:** Only students who have proved they can be responsible, are trustworthy and cooperate with Residence Team, Head of Year and Principal will be offered these privileges. Also at any time the privileges may be withdrawn if a student cannot follow these agreements. The Principal will have the final say on such matters.

As part of these privileges and agreement students must keep their mobile phone on and be contactable at all times when out of YAMP building.

Automatic gate system works with your smart card will contain the rules for each student when leaving or entering the building. We will also be able to see in real time who is in and out of the building. You may still need to use a Hall Pass on some occasions.

AND FINALLY ...

This booklet is intended to give you a broad outline of the residence. If there is something more that you would like to know, please do not hesitate to ask a member of staff. It is hoped that parents will feel that they can make contact with Boarding residence staff at any time if they have worries or concerns. It gives great pleasure to the students to have occasional visits from family and guardians particularly at weekends. We are always pleased to welcome you into the residence.

If you have any ideas how we can strengthen further the links between residence and home, we would be delighted to hear from you.

Richard Ralphs, Principal

June 2020

Schedule for Semester

Boarding Opening times: Monday to Friday from 13.00-21.00

Monday to Thursday:

Between 6.30 am Wake up calls (20 mins each in bathrooms to get ready)

Breakfast opens from 6.30 am to 8.00 am

7.30 am Leave residency for breakfast on 1st floor



Mahidol University
Wisdom of the Land

Timetable



- Large-sized rooms (607/807/608 should be made available for large ensemble
- The timetable system is to be adjusted to work alongside UG/Grad
- Some classes will have to be moved to earlier in the day.

	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-15:00	15:00-17:00
Monday	Class	Class	Class	Class/ Lunch	Class Lunch	Large Ensembles	Small Ensembles/ Studios/ Private Electives
Tuesday							
Wednesday	H'room Assembly	Guidance		Class/ Lunch	Class Lunch	Class	
Thursday	Class	Class	Class	Class/ Lunch	Class Lunch	Large Ensembles	
Friday							

6.40 pm to 9.00 pm Practice

9.00 pm Practice Room closes (M6 must check in to 5th Floor)

9.30 pm M4 up to residence (Lights out at 10.30 pm)

10.00 pm M5 up to residence (Lights out at 11.00 pm)

10.30 pm M6 up to residence (Lights out at 11.30 pm)

WEEKEND ROUTINE

Boarding Opening times: Saturday to Sunday from 9.00 – 21.00 hrs.

Saturday:

7.30 am Wake up calls

8.30 am Residence Closed

7.30 am to 9.00 am Breakfast

9.00 am to 12.15 am Practice

12.00 noon to 1.30 pm Lunch

Saturday afternoon choices:

Practice/Personal time in building/Common Room/ Sports/Residence Rooms

5.00 pm Check in via QR Code

5.30 pm to 6.30 pm Dinner

In residence/Common Room/Movie/TV

9.00 pm **Practice Room closes (M6 must check in to 5th Floor)**

10.00 pm M4 up to residence (Lights out at 11.00 pm)

10.30 pm M5 up to residence (Lights out at 11.30 pm)

11.00 pm M6 up to residence (Lights out at 12.00 midnight)

Sunday:

7.30 am Wake up calls

8.30 am Residence Closed

7.30 am to 9.00 am Breakfast

9.00 am to 12.15 pm Practice

12.00 noon to 1.30 pm Lunch

Sunday afternoon choices:

Practice/Personal time on campus/Common Room/

Sports/Residence Rooms

5.00 pm Check in via QR Code

(ALL STUDENTS ON EXEAT SHOULD BE BACK BEFORE 5PM)

5.30 pm to 6.30 pm Dinner

6.40 pm until 9.00 pm Practice

9.00 pm Practice Room closes (M6 must check in to 5th Floor)

9.30 pm M4 up to residence (Lights out at 10.30 pm)

10.00 pm M5 up to residence (Lights out at 11.00 pm)

10.30 pm M6 up to residence (Lights out at 11.30 pm)

USEFUL CONTACTS

Name	Internal Phone Number	Mobile	Email
Mr. Richard Ralphs, Principal	5301	094-359-5449	richard.ral@mahidol.ac.th
Mr. Suparchai Sorathorn, Deputy Principal-Student Management	5464	090-291-5153	suparchai04@gmail.com
Mr. Kiatkong Supayon Director of Music	5403	085-706-2326	kong_bgs@hotmail.com
Mrs.Lalin Klinsmith (School Manager) Deputy Principal, Admin	5249	093-002-6316	lalin.kli@mahidol.ac.th
Mr. Kitti Sawetkittiku, Head of M5,M6	5465	081-205-3822	boongy123@yahoo.com
Ms. Kittima Molee, Head of M4	5481	081-909-8439	Kittima.molee@gmail.com
Ms. Cheeranun Prayotcharoenpol , Registrar	5248	081-307-6966	cheeranun.pra@mahidol.ac.th
Ms. Suchawadee Seeprasert, Registrar's Office	5247	082-075-4402	verticalmind1983@hotmail.com
Ms.Tipa Pleehachinda, YAMP Secretary	5303	089-442-2906	tipa.ple@mahidol.ac.th
Ms. Nannapas Sakornrattanasiri, Asst. School Manager	5235	090-981-8895	Spengan69@gmail.com
Mr. Apichart Saturnrum Boys Boarding Arjarn	5565	088-226-3052	apichat.sat@mahidol.ac.th
Mr. Apisit Salaohom Boys Boarding Arjarn	5565	089-491-8992	apisitc1991@gmail.com
Mr. Intouch Sudsawaeng Boys Boarding Arjarn	5565	084-421-2693	Intouch.sud@mahidol.ac.th
Ms. Karuna Intongkam Girls Boarding Arjarn	5563	095-519-5111	karuna.int@mahidol.ac.th
Ms. Ratchaya Supalak Girls Boarding Arjarn	5566	087-938-2728	ratchaya.sup@mahidol.ac.th
Ms. Naparat Doungchan Girls Boarding Arjarn	5566	098-269-5537	naparat.dou@mahidol.ac.th
Ms. Wanida Sapkla, Boarding Admin Officer	5564	086-095-4137	yampboarding@gmail.com

STUDENT CONCERNS, PROBLEMS & COMPLAINTS

Do you have any suggestions, concerns, problems or complaints?

If so, the College would like to hear. You can raise concerns with your Homeroom tutor, Residence staff or any member of staff with whom you feel comfortable.

What do I do if I have something that concerns or troubles me?

The answer is, talk to someone, no matter how big or small the problem appears to be. You may have close friends who are able to help, or older students in the residence or school to whom you can turn (perhaps a member of our Student Council). We hope that you are able to find at least one adult on the staff (teaching or non-teaching) with whom you feel comfortable to talk, should there ever be a problem. Your Homeroom tutor, your Boarding Ajarms, Student Affairs Officers and all other staff are here to help you.

As a student, do I have the right to make a complaint?

Yes. Do not be afraid to raise a concern or to make a complaint. It is your right as a student to be treated properly. And it is your right to complain if you think you are not being treated fairly.

How do I make a complaint about something which concerns, upsets or troubles me?

By talking about it with any member of staff you feel you can trust. Or by writing it down if you find that easier. You can take a friend, an older pupil, or a member of staff with you if you wish to talk to a senior member of staff, such as Arjarn Suprachai or Arjarn Richard.

Does it matter what the issue is?

No, it can be a big concern or a small problem. By discussing it, you may be able to come up with some positive ideas.

What will happen next?

The member of staff will deal with the matter in person, if possible. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

You do not have to inform staff or anyone else that you are complaining. Tell the member of staff about your worries: he or she will understand and will try to help you deal with them.

Please recognize that in a serious situation, which needs confronting not ignoring, the College cannot promise confidentiality. An example of a serious situation would be if you or another student were being 'abused' in a physical manner. If someone tells you they are being abused in this way, or even if you suspect it might be happening, you must tell someone. Concerns about the safety and well-being of students take precedence over every other consideration. Even if you find the issue hurtful or embarrassing, try not to worry. The person you contact will do his or her best to assist you to follow the appropriate course of action. Rest assured we will be considerate of your position and will do all that we can to safeguard your interests and welfare.

What time boarders must back on boarding?

Limited timing back to college; Must back to college no later than 9pm. Except special School Principal's consideration matters with. If Boarders incidentally arrived late must be informed residence team as soon as possible.

Would I go home on weekend? And how parent inform the Residence team?

Refer to boarders go out of YAMP building or Campus, Residence team will maintain the Monthly Exeat Form Which K. Koy send out an email to parents earlier of the month. But if any changed occur, Parent/Guardian must fill in the Overnight Exeat Form and email to **yampboarding@gmail.com by Wednesday at 6.30 pm of each week (before Boarders leave.) or Weekend**, pupils who stay on boarding and need to go out of campus, boarders must see BAs for fill in the Residence absence form for the permission signature and BAs must contact parents by phoned/emailed suddenly. Then boarders need to show the form at the guardhouse.

Would boarders up to their bedroom during the day?

Make sure you take everything out of your ROOMS when you leave every morning. YOU CANNOT go back into Residence until 17.00 pm (M-F). In exceptional and urgent cases, you must ask the office on 5th floor at 1 pm onwards to help or one of the Boarding Arjarns. It must be appropriate reason. All Boarders please be on self-discipline.

How boarders out of campus at the night in case of emergency?

In case of Boarders sickness or personal business at the night (refer to Boarders need to go off campus with Residence team to supervised if necessary.) Student must response all transportation expense occurred yourself.

Residence Activities

1. Weekend Activity (Additional fee may apply)

July : Due to the large amount of paper waste at the moment, the school has an idea to carry out activities for students to get the most out of the available resources and the activities that will be held is the Papermache contest.

To be decorated or used for other benefits, it became the YAMP PAPERMACHE COMPETITION project and will detail in the next section.



August : Flower pot from recycle bottle. Maybe it can help to solve the pigeon problem at balcony



September : Decorate Cup cake



2. Residence Committee

Boy	Girl
M.6 : Ohm Anarat	M.6 : Gaem
M.5 : Ham	M.5 : Mint
M.4:	M.4 :

- RESIDENCE COMMITTEE GUIDELINE 2020 -

“We’ll focus on neighborliness community, monitor and problem solving for positive and friendly boarding life, representing the students in boarding coordinate with BAs”

Student Duty

1. Morning call

- M4 wakeup call with BAs (Turn duty every day)
- M5 follow room No.
- M6 have to checked temperature with nurse to every student before breakfast.

2. Check in time

- 5PM, 9PM

3. Checking common room

- Food zone clean and tidy
- Sink must clean and without dishes

4. Checking boarding walk way (Ex. Shoes shelf)

5. Cleaning 5th floor balcony

6. Plan and organizing activity for boarding students

- Catering Committee - M6.....
- Weekend Activities
- Volunteering Committee
- Sports & Health Committee

7. Comment for boarding development

8. Introduce and warning boarding students to follow the rules.

Meeting Plan

- Head of year every Monday - 8PM
- M4 every week for 1st month. (only 1st month of semester)
- M4 1st week of month – 9PM
- M5 2nd week of month – 9PM
- M6 3rd week of month – 9PM

- RESIDENCE COMMITTEE JULY CALENDAR 2020 -

Student council will come on Friday 26 JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					26 Help BAs checking, caring M4	27 Help BAs checking, caring M5
28 Help BAs checking, caring M6	29	30	1 1 st Open semester	2	3	4
5	6 Head of year M4,M5,M6	7 Start Morning call Rota – M5	8 M4 meeting	9	10	11
12	13 Head of year M4,M5,M6 - Start Morning call Rota – M4	14	15 M5 meeting	16 M4 meeting	17	18
19	20 Head of year M4,M5,M6	21	22 M6 meeting	23 M4 meeting	24	25
26	27 Head of year M4,M5,M6	28	29	30 M4 meeting	1	2

- **19th JUNE** start online orientation. Choosing M4 head of year.
- Catering committee meeting up to catering team.
- 5th floor balcony for cleaning same duty with morning call follow by room NO.

3. Health Activity

Proposal

Health, Fitness and Sports of YAMP student

Rational Criterion

Since nowadays, children with overweight problems have an impact on the daily life, such as health, physical, unhealthy, it is not possible to do heavy activities with normal children (exercise), lose personality, and have a tendency to result in a regular disease: High blood pressure, high blood sugar, high cholesterol, as well as joints and muscle disorders, therefore, the school should be encouraging the event to be held. To better improve the physical fitness of students. It is also possible to develop a better musical personality.

Purpose

To develop the physical fitness of the 4-6 high school students to be developed in a better basic.

Sample

All students M.4 - M.6

Time line

1 July 2020 to 30 September 2020

Method

1. To complete the first student's physical fitness test within 1 July 2020
2. Enter physical fitness activity by sport scientists. Throughout the operation, physiotherapist will take care of all students for a period of 3 months.
3. Complete the test to measure after completion of the project.
4. Complete the project summary.

Place

Room 608, YAMP Mahidol University

Leader

1. Aj. Arm
2. Aj. View

Budget

15,000 baht

Benefit

All students have a better capacity at least 1 level from the project assessment criteria.

Estimate

A test from the Department of Physical Education, Ministry of Tourism and Sports.

Ref

http://ft.dpe.go.th/app/public/download/Test_7-18.pdf

The step to join of Health Program

1. Checkup (Pre-test)
2. Join Health Activities (around 2 months)
3. Checkup (Post-test)

The plan of Health Activities (Sports)

Day	Activities	Time
Monday	Running	5-6 pm.
Tuesday	Body Balance	
Wednesday	Core X	
Thursday	Circuit Training	
Friday		
Saturday	Swimming	5-6 pm.
Sunday		

***Raining day, indoor exercises (badminton or table tennis)**

ID..... Class

Physical Fitness Test for Students

Name-Surname..... Male Female

Date of Birth (DD/MM/YYYY)/...../..... Age (years)

Congenital Disease

Order of Test	Pre Test	Post Test	Results
	Date.....	Date.....	
Heart rate (time/min.)			
Blood pressure (mmHg)			
1.Weight (kg)			
2.Height (cm)			
3.Body mass index (kg/m ²)			
4.Sit and reach			
5. Push Ups (30 Seconds)			
6. Sit Ups (60 Seconds)			
7. Step Up and Down (3 Mins)			

Sign

(.....)

Specialist

4. Volunteer Activity

The Volunteering, Community Service and Meditation class.

All students must join the volunteering; community service and meditation class at least 34 hours/person/semester. Also, students have to provide a journal to record. Kindly see below for more information.

The volunteering; off campus.

Main idea is, as College suggestion, students would do the volunteering 16 hours/semester. (4 hours/weekend/month.) The student will be the one who is run through the entire volunteer project. A place to do a volunteer project maybe going to children home or hospital nearby the college or in Phutthamonthon and Nakornprathom province area. The activities are play music, game, entertain etc. Students will participate in four days of service each semester.

The community service; on campus

As part of the Community service on campus students will do everything to assist with Residence Team, Students also serve the residence community in a number of other ways, including taking the lead in overseeing the dorms as prefects. Service is considered an integral part of the way we live in a decent and caring community. How is working 2 persons as Residence Assistance/2 hours/day (total is 18 hours/person references from 90 school days in a semester.)

The meditation classes

In addition to on-campus service efforts, Student must accommodate a meditation class 8 hours/day/semester. But it will have a cost for class teacher. College will check the cost and inform later.