



**Westlake**  
International School

# **BOARDING HANDBOOK 2024**

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The information in this handbook including scheduling and operations are subject to change based on guidelines directed by the Ministry of Education (MOE) and Ministry of Health (MOH) during the COVID 19 pandemic. Parents and students will be notified regarding updates in Standard Operating Procedures.

## INTRODUCTION

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Welcome to Boarding at Westlake International School. We are accredited by The Boarding School Association UK (BSA). Kindly refer to the website: [Westlake International School Malaysia \(boarding.org.uk\)](http://Westlake International School Malaysia (boarding.org.uk)). Some of you may be boarding for the first time, and we want to assure you that you will enjoy your time with us here. You will take away with you wonderful memories of your time spent here and the friends you have made.

The purpose of this handbook is to give you essential information to help you prepare for boarding at Westlake - your home away from home. Together, the partnership formed between your parents and the Boarding House Parents will ensure that you settle in comfortably and transit easily between your home and your second home with us.

Living in the Boarding House is a great way to make new friends and learn to become independent within a supportive and encouraging environment.

## SCHOOL MISSION AND PHILOSOPHY

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Westlake International School's vision is to transform minds and change lives **in the pursuit of excellence** as a responsive, relational and reflective school. Our **mission** is to provide the B.E.S.T. education experience through:

1. **Boarding** that develops independence, integrity and emotional intelligence.
2. Excellent and holistic **Education**.
3. **Sports** that build determination and discipline.
4. Recognising and nurturing **Talents**.

Our vision and mission aim to produce a school culture where everyone is aligned to the Cambridge Profile.

- Confident
- Responsible
- Reflective
- Innovative
- Engaged

We value this opportunity to equip our boarders with the knowledge and skills that will enable them to live successful lives and achieve their full potential. By providing an environment that aims for high

moral standards, academic excellence and integrity, our boarders will be powerful life-long learners, respected leaders and critical thinkers. They will have the aspiration and ability to make their world a better place for generations to come.

**WIS** focuses on the **Three Pillars of Excellence** to achieve our goals:

- **ACADEMIC APPROACH**

Active learning in the classrooms engages boarders to question and think critically. This is complimented by the *Framework for 21<sup>st</sup> Century Learning* where boarders apply critical thinking, creativity, communication and collaboration to achieve their learning potential and be prepared for living in the 21<sup>st</sup> century.

- **CHARACTER BUILDING**

The Westlake character attributes are developed through a formalised programme throughout the duration of our boarders' time with us. We believe in developing both moral and performance attributes: the former focuses on good moral values and the latter on wise management of life's challenges.

- **COMMUNITY PARTNERSHIP**

Parents are our partners on this journey of providing good opportunities for their children to become happy and successful people. WIS boarders learn the importance of meaningful community service which will in turn develop their leadership and communication skills.

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## MANAGEMENT

WIS Boarding House Parents aim to ensure the highest quality of care and safety for all boarders. As we are living in close quarters with one another, we must create sound systems, procedures and regulations to ensure a safe and harmonious living environment for all boarders.

Therefore, it is important that boarders and parents read and sign the Boarding House Handbook together with Code of Conduct and Boarding Rules and agree to adhere to all boarding procedures and regulations upon admission to WIS boarding.

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## WIS EXPECTATIONS FOR BOARDERS

A high standard of behaviour/discipline is expected from all our boarders. Hence, it is important that boarders have a good understanding of our boarding rules and expectations upon checking in.

We strive to emulate a family community in our Boarding House. The qualities of respect, kindness, forgiveness, honesty, tolerance, understanding and self-control are encouraged in all aspects of boarding.

The relationship between Boarding House Parents and boarders is one of nurture and supervision. Boarders must receive advice and discipline from Boarding House Parents in a respectful manner.

## RELATIONSHIP BETWEEN SCHOOL AND BOARDING

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Policies, code of conduct and disciplinary procedures of the School and Boarding House are derived from the same underlying principles. For boarders who are staying in the school campus, additional policies apply.

Boarders may be suspended or expelled from the Boarding House but not suspended or expelled from School. However, it is not possible for a boarder who is suspended or expelled from School to remain in the Boarding House.

## RELATIONSHIP IN THE BOARDING HOUSE

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It is important to understand the school attitude towards relationships between boarders. Any visible close relationship between boys and girls can be difficult for the school to deal with. It is advisable that boarders are not involved in romantic relationships but keep things on a friendship level. To avoid unnecessary conflict, it is essential you accept the following ground rules for friendships between sexes. They are **NOT** negotiable.

- Boarders should not have any affectionate physical contact. This includes, but is not limited to, holding hands, sitting very close together, hugging and kissing.
- Girls are not allowed in boys' dorms and vice versa.
- Boarders of opposite genders should not go together to places on or off school grounds where they can be together out of general view.

## TYPES OF BOARDING AT WESTLAKE INTERNATIONAL SCHOOL

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1. Full-Time Boarders
  - These boarders stay in the Boarding House seven days a week except during mid-term and term-breaks.
2. Weekday Boarders
  - These boarders stay from Sunday evening until Friday afternoon.

Boarders have single rooms with attached bathrooms; however, some may be assigned double rooms. Sharing a room will instil in them the values of respect and sharing with other boarders.

Boarders have comfortable and attractive chill-out areas where they can surf the internet, watch TV or read quietly.

The boarder's room is his or her responsibility. Boarders must maintain their rooms well. The room must be completely tidy every day before leaving for school in the morning. This means the bed is made, nothing is on the floor, clothes are hung up, and shoes, stationery and books are put away neatly. Dirty clothes are to be in a laundry basket or bag.

## KEY PERSONNEL OF THE SCHOOL

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### Westlake International School Boarding House

Lot 18662, Jalan Universiti, Taman Bandar Barat, 31900 Kampar, Perak.

### School Contact Number

Phone: 05-467 2222

Fax: 05-467 2228

### School Office Hours

Monday to Thursday 7:30am to 4:30pm

Friday 7:30am to 3:00pm

Closed on Saturday, Sunday and Public Holidays.

### Key Personnel Related to Boarding

No	Name	Position	Email Address
1	Ms May King	Principal	mayking@westlakeschool.edu.my
2	Ms Choong Yao-Jin	Senior Academic Head: Teaching and Learning	yjchoong@westlakeschool.edu.my
3	Ms Livien Khor	Senior Academic Head: School Culture	livienkhor@westlakeschool.edu.my
4	Mr Emeric Hing	Senior Academic Head: Student Development	emeric@westlakeschool.edu.my
5	Ms Carmen Soo	Head of Finance	cmsoo@westlakeschool.edu.my finance@westlakeschool.edu.my
6	Ms Denise Teoh	Deputy Director of Marketing, Admissions & Customer Experience	denise@westlakeschool.edu.my
7	Mr Lucas Liew	Asst. Head of Marketing & Admissions	lucas@westlakeschool.edu.my
8	Ms Janice Kong	Asst. Head of Customer Experience	janice@westlakeschool.edu.my
9	Mr Leroy Tan	Head of Boarding	leroy@westlakeschool.edu.my
10	Ms Diana	Boarding House Nurse	rosdiana@westlakeschool.edu.my
11	Ms Alasandrie	Asst. Head of Boarding	sandrie@westlakeschool.edu.my
12	Ms Jing Rong	Boarding House Coordinator	jrlim@westlakeschool.edu.my

### Boarding and Associated Personnel & Boarding House Parent's Contact

#### Girls' House Parents

No	Name	Email Address
1	Mr Leroy Tan	leroy@westlakeschool.edu.my
2	Ms Jacklyne Anak Sadi	jacklyne@westlakeschool.edu.my
3	Ms Prescila Macalalag Javier	prescila@westlakeschool.edu.my
4	Ms Vanessa	vanessa@westlakeschool.edu.my
5	Ms Audrey Nirmala GP. Appukuttan	audrey@westlakeschool.edu.my

**Boys' House Parents**

No	Name	Email Address
1	Mr Kyle	kyle@westlakeschool.edu.my
2	Ms Christina Loong	christinaloong@westlakeschool.edu.my
3	Ms Patricia Teo	patriciateo@westlakeschool.edu.my
4	Ms Wong Yueh Hui	yhleong@westlakeschool.edu.my
5	Mr Shurein	shurein@westlakeschool.edu.my

**A-Levels' House Parent**

No	Name	Email Address
1	Ms Alasandrie Theseira	sandrie@westlakeschool.edu.my

**PARENTS-BOARDING PARENTS COMMUNICATION**

In an emergency, parents will be contacted by mobile phone, short messages service (SMS), WhatsApp calls or by phone calls. It is essential that up-to-date contact numbers be given to the Boarding House Parents.

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**BOARDING HOUSE WITHDRAWAL NOTICE AND REFUND OF DEPOSIT**

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The deposit is only refundable at the point of graduation or withdrawal provided that there are no outstanding fees or payments and that the parent/guardian has provided one full term's written notice to the school. Such written notice shall be received by the school before the end of the preceding term. Failure to provide sufficient notice will result in the forfeiture of the deposit. Written notice of withdrawal to the Head of Boarding is required for the refund of the deposit. Please submit your letter/email by the following dates:

- ❖ 5th January 2024 for boarders who intend to leave by End of Term 1, 2024
- ❖ 26th April 2024 for boarders who intend to leave by End of Term 2, 2024
- ❖ 16th August 2024 for boarders who intend to leave by End of Term 3, 2024



## DAILY BOARDING HOUSE SCHEDULE (MAINSTREAM BOARDERS)

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### MONDAY TO THURSDAY

6:00am	Wake up, wash up and make beds
7:10am	Walk to school in an orderly group
7:15am	Breakfast at the school cafeteria
7:40am	School starts
3:00pm	Return to the Boarding House. Release of gadgets
*4:20pm (Wednesday)	Boarders are required to check-in with Boarding House Parents before returning to school for any organised activities.
	Boarders who have organised activities (remedial classes, peer tutoring, Enrichment Programmes) in school will return after the activities have ended.
	Homework and self-study session
4:15pm	Free time at Boarding House or sports in school *Boarders are to follow the SOP set by the WIS PE Team strictly
5:30pm	Return to Boarding House after games/activities
6:10pm	Submit phone and gather for dinner at car porch
6:15pm - 7:00pm	Dinner at school cafeteria
7:15pm	Prep time
8:45pm - 10:00pm	Free time / Supper
9:30pm	Submit laptop and mobile phone
	Prepare for bedtime
	Boarders may use their laptop for studies in the chillout until 10:30pm (Subject to the respective Boarding House Parent's approval). Those who have privileges may keep their mobile phones overnight (subject to terms and conditions of usage).
10:00pm	Prepare for bedtime / Lights out at common areas

### FRIDAY

FOR ALL BOARDERS	
6:00am	Wake up, wash up and make beds
7:10am	Walk to school in an orderly group
7:15am	Breakfast at the school cafeteria
7:40am	School starts
1:00pm - 2:00pm	Lunch at school cafeteria (All boarders must return to Boarding House by 2:00pm)
1:30pm- 4:00pm	Boarders Check Out
FOR FULL-TIME BOARDERS	
2:00pm	Free time at Boarding House
2:30pm	Handover of duty (BHPs)

4:15pm - 5:30pm	Sports time
6:10pm	Submit phone and gather for dinner at car porch
6:15pm - 7:00pm	Dinner at school cafeteria
7:15pm - 8.15pm	Prep time
8:15pm - 10:30pm	Free time / Supper
10:30pm	Prepare for bedtime
	All boarders may keep their phones overnight and submit the laptops (subject to terms and conditions of usage with parents' consent).
11:00pm	Lights out

#### **SATURDAY (FULL-TIME BOARDERS)**

8:00am	Boarding House open / Gadgets release to boarders
8:00am - 7:00pm	Food ordering
7:00pm - 8:30pm	Sports time
10:30pm	Submit of gadgets All boarders may keep their phones overnight and submit the laptops (subject to terms and conditions of usage with parents' consent).
	* Weekend activities / events throughout the day
11:00pm	Lights out at common areas
* Weekend activities / events may be organised throughout the year. This includes excursions, field trips, workshops, competitions etc. Student led clubs may run during weekends. It is compulsory for boarders to attend all excursions as there is no supervision at the Boarding House.	

#### **SUNDAY (FULL-TIME BOARDERS)**

8:00am	Boarding House open / Gadgets release to boarders
11:15am	Submit phone and gather for brunch at car porch
11:30am - 12:30pm	Brunch at school cafeteria
2:30pm	Handover of duty
2:30pm - 6:00pm	Boarders Check In
6:10pm	Submit phone and gather for dinner at car porch
6:15pm - 7:00pm	Dinner at school cafeteria
7:15pm	Assertive Mentoring
8:00pm - 10:00pm	Free time / Supper
9:30pm	Submit laptops and mobile phones
	Prepare for bedtime
	Boarders may use their laptop for studies in the chillout until 10:30pm (Subject to the respective Boarding House Parent's approval). Those who have privileges may keep their mobile phones overnight (subject to terms and conditions of usage).
10:00pm	Lights out at common areas

*Note that on the eve of a public holiday, boarders are allowed to keep their mobile phones overnight, subject to terms and conditions of usage.*

## DAILY BOARDING HOUSE SCHEDULE (A-LEVEL BOARDERS)

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### MONDAY TO THURSDAY

7:15am	Breakfast at school cafeteria
8:00am - 3:00pm	School
6:15pm	Dinner at school cafeteria
9:00pm	Check In
10:00pm	All guests are required to leave the chill out area
11:15pm	Lights out at Chill Out
12:00pm	Lights out at the Common Area

### FRIDAY

7:15am	Breakfast at school cafeteria
8:00am - 1:00pm	School
1:00pm - 4:30pm	Check Out
6:15pm	Dinner at school cafeteria
9:00pm	Check In
10:30pm	All guests are required to leave the chill out area
11:30pm	Lights out at Chill Out & Common Areas

### SATURDAY

8:00am	Boarding House open
9:00pm	Check In
10:30pm	All guests required to leave chill out area
11:30pm	Lights out at Chill Out

### SUNDAY

8:00am	Boarding House open
11:30am	Brunch
2:30pm - 8:30pm	Check In
9:00pm	Assertive Mentoring / All guests required to leave chill out area
11:30pm	Lights out at Chill Out

## **USE OF INTERNET**

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The internet is often used as a resource for boarders in their studies and a source of social communication platform with their family and friends. As such, the Boarding House is equipped with internet, connected through Wi-Fi.

The school also has a firewall that blocks out content deemed unsuitable for boarders like gaming and gambling websites.

## **MEDICAL CARE**

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When a boarder feels unwell, he or she should:

1. Inform his or her housemate or house monitor regarding his /her condition. The boarder should present him/herself if possible.
2. The housemate or house monitor will inform the Boarding House Parents.
3. Boarding House Parents will contact the Boarding House Nurse or take the said boarder to the doctor.
4. Boarding House Parents will contact the boarder's parents.

It is important that parents fill in the School and Boarding House basic medical form accurately and comprehensively so that those who need to be informed are aware of any special conditions, treatments or allergies that their child may have, as well as any other relevant medical history.

In addition, it is important that the school and Boarding House Parents be informed should there be any changes or developments relating to a child's health, including any form of medication prescribed. When the Boarding House Parents are informed of a boarder's medical condition, they will take note of the medication taken by boarders. Boarders should not take someone else's medication or have any type of controlled prescription in their possession.

Foreign students are advised to have their own medical insurance. Parents should ensure that their children are covered by a medical insurance policy. Parents are to submit a copy of the necessary documents to the Boarding House and the School.

In the event of an emergency, a boarder will be taken to one of the local hospitals. The Boarding House Nurse or the Boarding House Parent will accompany the boarder to the hospital and the parents will be informed as soon as possible. The duty of care will be transferred to the hospital once the boarder has been admitted. Parents are reminded to ensure that their child has a photocopy of their identification card or passport at all times and money to cover expenses.

## **PASTORAL CARE**

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Boarding House Parents develop strong relationships with the boarders under their care as they are in contact with them daily. Thus, boarders are able to confide in their Boarding House Parents should they need to be counseled. The Boarding House Parent is the first point of contact should parents want to

check on the progress or well-being of their children. Parents may also communicate directly with the class teacher for feedback on the academic progress of the boarder.

Boarders who are facing challenges in wellbeing can be referred to the Boarding House Counsellor for further support.

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### TEACHER-PARENT COMMUNICATION (SENTRAL)

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Parental involvement in their child's academic progress is paramount. As such, parents are requested to reply directly to messages from teachers on the Sentral platform. Boarding House Parents, upon receiving pertinent messages from teachers will work with parents to develop specific plans to address the concerns.

[Portal - Login \(westlakeschool.edu.my\)](https://westlakeschool.edu.my)

### APPLICATION FOR LEAVE

To apply for leave from the Boarding House, parents are requested to provide at least **(3)** three days advance notice to Boarding House Parents cc the Boarding House Coordinator via Sentral or email. To apply for leave from school, kindly refer to the Parent-Student Handbook (page 14).

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### STUDY (PREPARATORY TIME)

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Boarders are required to attend a supervised study time each night from Monday to Friday. Boarders should quietly complete their homework, assignment, and note taking. It is important that our boarders establish a disciplined routine. Extra study sessions can be arranged by Boarding House Parents as further support. Year 11 students will have additional intensive study sessions in preparation for the IGCSE exam.

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### MEALS

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The school cafeteria team prepares meals with balanced nutrition in mind and endeavours to cater to the preferences and diet needs of boarders from all ethnicities, religions and backgrounds. The cafeteria team can provide a limited range of meals for boarders who have special dietary requirements (eg. vegetarian, food allergies and intolerance, etc upon request).

Meals included in the boarding fee are:

- Breakfast
- Dinner

All boarders are required to attend all meals.

**Mealtimes on weekdays:**

Breakfast      7:15am  
Dinner          6:15pm

**Mealtimes on Saturdays:**

Order in window time: 8:00am - 7:00pm / Meal allowance

**Mealtimes on Sundays and public holidays\*\*:**

Brunch          11:30am - 12:30pm  
Dinner          6:15pm

*\*\*Except when the boarders are out on excursion with the Boarding House Parents.*

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**PREPARING TO COME**

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As you prepare to become a boarder, it is advisable to talk to your parents or guardians about your expectations and feelings. Consider the reasons why you are coming to WIS and the advantages of becoming a boarder.

- Living with and learning from other boarders.
- Understanding and appreciating the diversity of cultures.
- Having more opportunities to learn outside the classroom.
- Learning to be independent in managing your time well.
- Benefiting from supervised study sessions in the evenings and on weekends.
- Enjoying school activities outside of school hours.
- Enjoying activities in the Boarding Houses.
- Enjoy weekend activities like field trips or shopping trips.
- Have fun and healthy interaction with others.

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**WHAT TO BRING**

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Boarders are expected to bring their own mattress protector, bed linen and pillow. All personal items especially items sent to laundry **MUST** be labelled with the boarders' initials for easy identification.

The suggested packing list below is to help you pack for your stay with us:

**Bedding**

- Two sets of bedlinen including pillowcases and single bedsheets
- **One mattress protector (compulsory)**
- One blanket
- Two pillows and one bolster (suggested)

### **Clothing**

- Three sets of school uniform
- Two sets of PE attire
- One set of formal wear
- Three sets of sleeping attire
- Sufficient underwear
- Four T-shirts
- Three pairs of shorts
- One light jacket
- One set of smart attire for formal occasions
- One set of swimming attire
- **Swim Cap (Compulsory)** Please refer to Appendix 3 (page 28).
- Three bath towels
- Three face/hand towels

### **Footwear**

- Six pairs of white socks
- At least one pair of black school shoes
- **Two pairs of sports shoes**
- One pair of casual shoes/flip flops

### **Personal Hygiene**

- Sufficient face masks
- Hand Sanitizer

### **Toiletries**

- One of each - toothbrush, nail clipper, hairbrush or comb
- Shampoo, face wash and soap
- Hair gel
- Toilet rolls
- One hairdryer

### **Stationery**

- One laptop/tablet (from Year 7 onwards)
- One set of school stationery including art materials
- One school bag

### **Miscellaneous**

- Sports equipment such as badminton/tennis rackets etc
- One alarm clock with batteries
- One torchlight
- One table lamp
- One floor mat
- Clothes hangers
- Two sets of airtight food containers (for packed meals)
- One water bottle
- One plate
- One bowl

- One mug
- One set of cutlery
- Dishwashing liquid and sponge
- Extension cord
- Extra batteries for a clock, calculator, etc.
- 2 over the door hangers

Boarders intending to bring any other electrical appliances need to declare the items and seek approval from the Boarding House Parent.

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### **BOARDING HOUSE LANGUAGE POLICY**

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All staff and boarders are expected to speak in the English Language at all times in common areas, during excursions and activities outside of the campus. Although we acknowledge that boarders face a great challenge when speaking in a language other than their mother tongue, we believe that the best way to learn English is by immersion in an English speaking environment. As such, boarders will be supported to ensure they use the English Language at all times.

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### **UNIFORM AND APPEARANCE**

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Boarding House Parents and boarders have the responsibility of ensuring that boarders are appropriately dressed for school. Any form of attire or hairstyle that is considered contrary to good hygiene or which is disruptive to learning in school will not be permitted.

Boarders will be expected to strictly adhere to the Dress Code/Appearance Policy in school.

- Boarders must wear their complete school uniform during school hours with black shoes.
- On days when a boarder has PE or House Sports, he/she is allowed to come to school wearing his/her PE attire except for Tuesdays, which is the school's Assembly Day.
- Boarders who have PE on Tuesdays are to change into their PE attire after the Assembly.
- On Sundays and Public holidays, boarders must dress presentably.
- The requirement of shorts must be mid-thigh length. Refer to the length of the individual PE shorts. It should cover one's modesty.
- Boarders who return to school after school hours for sports activities or games must wear appropriate sports attire and shoes.
- Boarders are not allowed to wear any form of make-up in school.

Each boarder is responsible for displaying respect for self and others through appropriate dressing that maintains an orderly learning environment. Boarders are expected to dress decently at all times.

Attire for Excursion:

- Only Green polo WIS T-Shirt or Boarding House T-Shirt is allowed for easy identification.
- Sports shoes only. Slippers are not allowed during any excursions for safety reasons.
- Jackets are permitted solely during travel and in theaters.



## CODE OF CONDUCT AND BOARDING RULES

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The code of conduct expected from our boarders must reflect the character values of WIS such as respect, responsibility, integrity, kindness and honesty.

1. WIS believes that every student is entitled to an environment that is safe, healthy, secure, and conducive to learning. With this in mind, WIS promotes an atmosphere of mutual respect among boarders. Bullying of any kind will not be tolerated at our Boarding House and will be subjected to severe sanctions.
2. Boys are strictly forbidden from entering the girls' Boarding House.
3. Girls are strictly forbidden from entering the boys' Boarding House.
4. Boarders may not enter another boarder's room without permission (from the tenant and also notify BHP on duty) and/or in the absence of the said boarder.
5. All boarders must be in their own rooms after 'lights out'.
6. Communal areas must be kept clean and tidy and the rights of others to share communal facilities must be respected.
7. Boarders must always be decently and modestly attired. This includes ensuring shorts are at least mid-thigh in length (refer to school PE shorts length) and that the midriff is not exposed.
8. Boarders are encouraged to develop healthy friendships. Boarders are to refrain from developing romantic relationships and must adhere to clear boundaries involving affectionate physical contact. Behaviours deemed unacceptable include holding hands, sitting close together, hugging, and kissing, as well as being alone in secluded areas.
9. All properties at the Boarding House must be used in a responsible manner and must not be damaged or wasted.
10. Boarders must request permission from Boarding House Parents on duty before leaving the Boarding House. (A-Level boarders are exempted from this rule.)
11. Boarders must inform the Boarding House Parents immediately when they are not feeling well.
12. Boarders must be willing to learn certain aspects of life skills such as cleaning up after themselves, making their own beds, tidying their own wardrobes and putting their laundry in the bag for washing.
13. Boarders must attend all meal times. Exceptions are for Y10 to Y13 boarders who attain privileges. (Refer to the Privilege Letter).
14. Boarders must adhere strictly to the scheduled boarding routine including following daily and weekly check-in and check-out procedures, 'lights out', reporting time and any other scheduled events as advised by Boarding House Parents.
15. Boarders must attend supervised study where homework/revision will be done diligently and quietly.
16. Boarders are strictly not allowed to bring the following items into the Boarding Houses: tobacco, e-cigarette, alcohol, betel nuts, illegal items, offensive items, weapons, cigarette lighters, matches, joss sticks, candles, pets, explosives, etc. Items considered dangerous and detrimental to their well-being and that of other boarders will be confiscated.
17. Boarders are not allowed to bring electrical items, for example, a multi-purpose cooker, kettle, iron, juicer, printer or any gaming device. Only hair-dryers and electric shavers are allowed. All electrical items must be approved by the Boarding House Parents.

18. Each boarder is allowed to bring only 1 mobile phone and 1 laptop or tablet. If a boarder is found with more than 1 of each item, and not declared, it will be confiscated and returned at the end of the year.
19. Boarders are expected to develop character traits and adhere to the Code of Conduct. Failure to do so may result in the following consequences:
- Community service in increasing hours
  - Confiscation of electronic gadgets
  - Being grounded from after school activities (school projects, games) and excursions
  - Suspension or expulsion from boarding
- Boarders will have access to counseling in order to support their character development.
20. No pets allowed.

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### **DISCIPLINARY PROCEDURES**

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Boarders who break the Boarding House rules or misbehave in a manner that is unacceptable will be sanctioned. Should a boarder persist in unacceptable behaviour, disciplinary procedures will be imposed.

Serious breaches of the School Code of Conduct and/or the Boarding House Code of Conduct will be referred to the Discipline Committee. This Committee will consider the written report on the matter and interview the boarders.

Serious and/or persistent misbehaviour that might lead to suspension and/or expulsion from the Boarding House are:

- Stealing and lying
- Use of foul language (verbal or written form)
- Misuse of sharp & dangerous objects or tools
- Possession of any materials (writings, pictures, publications) that violate Boarding House rules
- Damaging Boarding House property
- Watching pornography
- Threatening other boarders with physical harm or bullying
- Fighting
- Possession of or sale of cigarettes, e-cigarettes, betel nuts or any illegal items (firecrackers, drugs)
- Smoking or encouraging others to smoke
- Consumption of alcohol or alcoholic drinks
- Racial, emotional or sexual harassment
- Attacking and insulting staff
- Committing any criminal act

For repeated offences, or in situations where a boarder is uncooperative, disruptive or dysfunctional, the boarder may be deemed not suitable for boarding.

## **ALCOHOL AND DRUGS**

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Westlake International School has a zero-tolerance drug and alcohol policy.

Boarders must not drink, possess or provide alcohol, buy, sell, exchange or use illegal substances, drugs or solvents (or related items or objects) in the School or boarding community.

This is also applicable when boarders are representing the School or attending any event as a student of the School in the wider community or during any boarders' outings.

Boarders must not use prescription or over-the-counter drugs inappropriately in the Boarding House.

## **SMOKING AND VAPING-SMOKELESS TOBACCO AND BETEL NUTS**

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Westlake International School has a zero-tolerance smoking policy.

Boarders must not smoke, vape or use smokeless tobacco and betel nuts in the Boarding House, outside the Boarding House or School grounds. This is also applicable when boarders are representing the School or attending any event as a student of the School in the wider community or during any boarders' outings.

Boarders who are found possessing cigarettes, lighters, matches or smokeless tobacco and betel nuts will be deemed to be violating the rules and must accept the consequences.

Any boarder who returns to the Boarding House under the influence of alcohol or drugs, cigarettes or smokeless tobacco and betel nuts will be subjected to disciplinary action.

The School as well as Boarding House policy regarding alcohol, drugs, smoking, smokeless tobacco and betel nuts and misuse of prescription or over-the-counter medicine applies at all times to all boarders within the boarding community.

## **ROOM AND WARDROBE INSPECTION**

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Boarders are responsible for:

1. Making their beds.
2. Tidying their wardrobe.
3. Putting away their clean clothes into the wardrobe.
4. Putting soiled clothes into laundry bags.
5. Placing shoes on the shoe racks provided.
6. Neatness of their desk and shelf in the room at all times.
7. Using the remote control to switch the air-conditioner on and off.
8. Switching off all lights, fans and air-conditioners when they leave the room.

Items unnecessarily left on the floor will be cleared away and confiscated for a period of time. To ensure

that boarders' rooms are neat and hygienic, meals are not allowed in rooms. Boarders will be sanctioned if their rooms are continually untidy - i.e. community service will be assigned.

The Boarding House Parent reserves the right to conduct a search of a student's room and wardrobe when there is suspicion that prohibited materials or substances are kept by a student or if the student is suspected to have been involved in theft. This is to ensure both parents and boarders are aware of the procedures which will be enforced.

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### LAUNDRY SERVICES

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Boarders are expected to change their bed linen once a week. Only weekend boarders are allowed to send their bedlinen to the laundry. All boarders are given a tagged laundry bag for their use. Boarders must mark their clothes and fill in the Laundry Checklist before sending their items to the laundry. Every item in the laundry bag must be properly labelled with the boarder's initials.

Laundry will be collected every Tuesday, Thursday and Saturday (for weekend boarders), every Tuesday and Thursday (for weekday boarders) and returned the next day.  
5 days boarders are not entitled for weekend laundry unless they sign up for weekend stay.

Boarders are to check their laundry bag upon receiving them. If there is any shortage, or if the clothes are not cleaned satisfactorily, boarders need to inform the Boarding House Parents **immediately**.

Boarders are required to pay RM30 for replacement of every missing laundry bag. Laundry bags are not to be brought home.

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### SAFEKEEPING OF PROPERTY

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Boarders are to mark their electronic gadgets and valuables. Boarders are responsible for their own belongings unless these have been handed to their Boarding House Parent for safekeeping. We strongly advise against bringing jewellery to the Boarding House. The School/Boarding House cannot assume liability for any loss or damage to boarders' properties. Valuable items must be kept locked in the boarder's room.

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### MOBILE PHONE POLICY

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Boarders are allowed to have a mobile phone. The phone may be used only within the Boarding House and not during preparatory time. If phones are brought to school they should be kept in lockers unless its use is requested by a teacher. Phones that are used irresponsibly may be confiscated. The Boarding House will not accept responsibility for the theft of mobile phones both in School and Boarding House. Boarders are to hand in their devices during preparatory time as mobile phones are not allowed. Boarders must notify their Boarding House Parent each time a mobile number is changed.

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## SECURITY

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The health, safety and security of boarders, staff and campus visitors are of utmost importance. The School employs security guards who have been well-screened. They will provide twenty-four-hour security in the campus including the Boarding Houses.

Fire drills will be conducted on a regular basis to familiarise boarders on standard evacuation procedures. Parents are requested to explain to their children the importance of obeying the procedures of a fire drill as this will save lives in the event of a fire.

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## MOTOR VEHICLE

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With prior permission from the school, licensed boarders may keep their motorcycles and cars on campus. Boarders' motor vehicles should not be driven to the Boarding House at any time other than check-in or check-out time. All licensed vehicles must be parked at Carpark A at owners' risk and keys are to be lodged with the Boarding House Parents. Vehicles may only be used when boarders are going home or returning to the Boarding House.\*

Boarders may not take other boarders as passengers unless both sets of parents have given prior approval.

As safety is of utmost concern to the school, the school reserves the right to revoke this privilege granted to any boarder found to have transgressed these precautions.

\* A-Level boarders are exempted from this rule.

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## WEEKEND AND CHECK OUT - MAINSTREAM BOARDING

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### EXTENDED WEEKEND STAY

Five-Day boarders are to check out **by 4:00 PM** on Friday. Weekday boarders may stay over the weekend by filling in the Google Sheet by 4:00pm on Tuesday and paying RM 70 per day for their extended stay. This payment will be reflected in the Boarding House fee invoice of the following term. However, weekday boarders who participate in official school events which fall on a Saturday are given complimentary stay on the weekend. (*official school events that represents the school such as Open Day and Graduation Emcee*)

### CHECKING OUT IN THE MIDDLE OF THE WEEK (SCHOOL DAYS)

Boarders are not permitted to check out in the middle of the week on their own. However, there are exceptions for family, medical and/or any other emergencies. (Approval is required).

### PROCEDURE FOR EXITING AND RETURNING TO THE BOARDING HOUSE OVER THE WEEKEND

Boarders may not leave the Boarding House by themselves on a given day. Boarders must be picked up by a parent or guardian. Any other arrangements must be communicated by the parents to the Boarding

House Parent with the full details - i.e. full name on IC, IC number, contact number, vehicle number, and relationship with the boarder.

Boarding House emphatically discourages parents or guardians from allowing their child/ward to check out for the weekend independently, and to stay with friends at rented accommodations or hotels in Kampar, especially when there is **no adult supervision**. This request is particularly crucial when the child is under age, as their safety and well-being is primary.

For safety and security reasons, parents or guardians of boarders are required to forward (via E-mail or Whatsapp) their child's train or bus tickets to their respective Boarding House Parents **THREE (3) DAYS IN ADVANCE**. This is necessary in order for the school to arrange transportation between the school and the train station.

In addition, all boarders who utilise Grab or Air Asia services **MUST** forward the Share Ride details to their respective Boarding House Parent **IMMEDIATELY** upon confirmation of their booking **BEFORE** leaving the Boarding House. This is imperative to ensure your child's safety at all times.

Boarders who leave the school campus with written permission during school hours will require an Exit Form issued by the school office or Boarding House.

All boarders must report to the Boarding House Parents prior to leaving and upon returning to the Boarding House.

Check-in time for returning boarders is between 2:30PM and 6:00PM.

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### WEEKEND AND CHECK OUT - A-LEVEL BOARDING

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A-Level students are required to stay overnight at the Boarding House from Sunday night to Thursday night. On these days they are permitted to check out from the Boarding House between 3:00PM to 9:00PM.

Check in on Sunday night is by 8:00PM.

On weekends, students may check out from the Boarding House from 7:30AM onwards.

Students must utilise the **check in/out record form file** for entry/exit of the Boarding House. In addition, they must record check in/out using the **QR code record** for entry/exit **beyond** the school campus. Boarders who leave the school campus with written permission during school hours will require an Exit Form issued by the school office.

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### VISITORS TO THE BOARDING HOUSE

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All visitors to the Boarding House must register at the security guardhouse and at the Boarding House. Visitors may only visit during visiting hours (after school hours till 6:00PM) and be at the Boarding House

Chill Out or the reception area. For the welfare, safety and security of the community of boarders, Boarding House Parents have the right to refuse visitors' wish to see boarders if the rules are not complied with or if there are written instructions from parents or legal guardians to disallow particular visitors.

All visitors who wish to take boarders out during the weekdays must ensure their return to the Boarding House by 8:00PM. No visitor/parent/guardian is allowed to stay in the Boarding House overnight.

### **A-Level Boarding House**

A-Level boarders may have guests in the main Chill Out area between 3:00PM and 10:00PM (Sunday - until 8:00PM). Guests must register using the Visitor QR record.

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## **EDUCATIONAL GUARDIANSHIP**

Educational Guardianship is a relationship between a minor child and a guardian that gives the guardian certain rights and obligations regarding the child. It is very important that your child has an appointed local educational guardian if your child is a non-Malaysian student. A qualified educational guardian must be a Malaysian Citizen/holder of Malaysian working visa/resident in Malaysia to whom parents have given their permission and authority to make decisions on their child's behalf in their absence. If parents are uncontactable, the guardian will act on their behalf.

To become a guardian of the child, the candidate must fulfil the following requirements:

- Malaysian Citizen/holder of Malaysian working visa/resident in Malaysia (representative of the parents)
- Must be 25 years old and above
- Must be able to communicate with parents and school
- Must be contactable at all times
- Must possess own transport and be able to travel interstate

The School must always have the guardian's up-to-date phone numbers, email address as well as residential address.

Please refer to the Boarding Educational Guardianship Handbook for more information. *\*Subject to change.*

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## **BOARDERS' PASSPORTS**

Upon arrival at the Boarding House, boarders are strongly advised to submit their passports to the school office for safekeeping. This will avoid the possibility of these important documents being misplaced by the boarder as the School and Boarding House will NOT be responsible for any loss, damage or theft.

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## POCKET MONEY

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**Foreign parents** who wish to send pocket money to boarders may perform an online transfer through WIS Online Payment Portal. Please email the payment slip to [finance@westlakeschool.edu.my](mailto:finance@westlakeschool.edu.my) and the email address of the respective Boarding House Parent. Steps to complete as below:

1. Visit the school website: <https://westlakeschool.edu.my/>
2. Go to **Portal** → **Fee Payment**
3. Fill in the boarder's name, details and product description (**pocket money**)
4. Fill in the remaining details in the Remarks if applicable

**\*Please note that a 2% handling fee is chargeable and the process requires at least 3 working days.**

Alternatively, parents may opt to provide their child an ATM card which they may use to withdraw their pocket money during weekend excursions. The School and Boarding House strongly encourage all parents and boarders to follow the guidelines strictly as the School and Boarding House will NOT be responsible for any loss or theft.

**Local parents are advised to create a bank account and apply for an ATM card for boarders.**

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## TRAVEL ARRANGEMENTS DURING MID-TERM AND TERM BREAKS

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The Boarding Houses close by 4:00PM on the last day of school. They reopen at 2:30PM the day before school starts. No boarders are allowed to stay in the Boarding House during mid-term or term breaks. Please refer to the Boarder's Check-In and Check-Out dates as per Appendix 1 (pages 24 & 25).

Parents are requested to make the necessary arrangements to pick their children up from the Boarding House for term breaks and send them back before the new term or new school day begins. Parents/guardians are advised to write to the Boarding House Parents if their child is travelling on their own to and from the airport. Parents/guardians are expected to communicate with Boarding House Parents on their child's inbound and outbound flight details to facilitate transport arrangements.

School transport is available to send boarders to the Kampar Keretapi Tanah Melayu (KTM) train station. The current KTM schedule is published on Appendix 2 (pages 26 & 27). Do note that it will be revised from time to time based on KTM's published schedule which is readily available online.

Parents of foreign boarders are requested to book the child's tickets of departure and arrival such that the time of checking in or checking out of the Boarding House is in line with the Boarding House operating hours.



## Appendix 1

### BOARDERS' CHECK IN AND CHECK OUT DATES

#### TERM 1 2024

Date	Weekday Boarders	Full-time Boarders
Monday: 1 January 2024	Check in for Boarders' Council, new and international boarders from 5pm to 7pm	
Tuesday: 2 January 2024	Check in for existing boarders from 9am to 12pm Boarding House Orientation starts at 1pm	
Wednesday: 3 January 2024	Start of Term 1	
Wednesday: 7 February 2024 Start of Mid-Term Break	Depart from Boarding House between 1pm to 4pm	
Sunday: 18 February 2024 End of Mid-Term Break	Arrive at Boarding House between 2:30pm to 6pm*	
Friday: 1 March 2024	Weekday boarders are expected to be with parents	Optional stay at the Boarding House
Monday: 4 March 2024 Replacement Holiday	Arrive at Boarding House between 2:30pm to 6pm*	
Friday: 5 April 2024 Start of Term Break	Depart from Boarding House between 1pm to 4pm	
Sunday: 21 April 2024 End of Term Break	Arrive at Boarding House between 2:30pm to 6pm*	

#### Term 2 2024

Date	Weekday Boarders	Full-time Boarders
Sunday: 21 April 2024	Arrive at Boarding House between 2:30pm to 6pm*	
Monday: 22 April 2024	Start of Term 2	
Friday: 31 May 2024	Weekday boarders are expected to be with parents	Optional stay at the Boarding House
Monday: 3 June 2024 Yang Dipertuan Agong’s Birthday	Arrive at Boarding House between 2:30pm to 6pm*	
Friday: 14 June 2024 Start of Mid-Term Break	Depart from Boarding House between 1pm to 4pm	
Sunday: 23 June 2024 End of Mid-Term Break	Arrive at Boarding House between 2:30pm to 6pm*	
Friday: 5 July 2024	Weekday boarders are	

	expected to be with parents	Optional stay at the boarding house
Monday: 8 July 2024 Replacement Holiday	Arrive at Boarding House between 2:30pm to 6pm*	
Friday: 26 July 2024 Start of Term Break	Depart from Boarding House between 1pm to 4pm	
Sunday: 11 August 2024 End of Term Break	Arrive at Boarding House between 2:30pm to 6pm*	

### Term 3 2024

Date	Weekday Boarders	Full-time Boarders
Sunday: 11 August 2024	Arrive at Boarding House between 2:30pm to 6pm*	
Monday: 12 August 2024	Start of Term 3	
Friday: 13 September 2024 Start of Mid-Term Break	Depart from Boarding House between 1pm to 4pm	
Sunday: 22 September 2024 End of Mid-Term Break	Arrive at Boarding House between 2:30pm to 6pm*	
Wednesday: 30 October 2024	Weekday boarders are expected to be with parents	Optional stay at the boarding house
Sunday: 3 November 2024	Arrive at Boarding House between 2:30pm to 6pm*	
Friday: 22 November 2024 Start of Term Break	Depart from Boarding House between 1pm to 4pm	
Wednesday: 1 January 2025 End of Term Break	Arrive at Boarding House between 9am to 12pm	

\* A-Level boarders have extended check-in time till 8:00pm.

\* Subject to change. Please refer to KTM Website ([www.ktmb.com.my](http://www.ktmb.com.my)) for latest schedule.

### ETS TRAIN SCHEDULE

#### TREN KE UTARA

Northbound Train

STESEN/STATION	EP9272	EP9172	EG9022	EP9274	EG9420	EP9174	EG9024	EP9176	EG9028	EP9178	EG9322	EP9276	EG9032	EP9180	ES9052	EP9278
Gemas					08:05						15:20					
Batang Melaka					08:23						15:39					
Pulau Sebang					08:37						15:54					
Seremban					09:10						16:28					
Kajang					10:01						17:19					
Bandar Tasek Selatan					10:20						17:38					
KL Sentral	07:08	08:03	08:47	09:50	10:45	11:08	11:32	13:37	15:00	15:55	18:00	18:31	19:03	20:10	21:40	22:50
Kuala Lumpur	07:14	08:09	08:53	09:56	10:54	11:14	11:38	13:43	15:06	16:01	18:06	18:37	19:09	20:16	21:46	22:56
Kepong Sentral			09:14				11:59		15:22				19:25		22:02	
Sungai Buloh	07:42	08:32	09:22	10:24	11:17	11:37	12:07	14:06	15:30	16:24	18:29	19:05	19:33	20:39	22:10	23:17
Rawang			09:38		11:33		12:23		15:46				19:49		22:26	
Batang Kali											19:02				22:44	
Kuala Kubu Bharu															22:50	
Tanjung Malim	08:32	09:22	10:13	11:14	12:08	12:27	12:58	14:56	16:21	17:14	19:20	19:55	20:24	21:29	23:03	00:07
Slim River			10:27				13:12		16:35				20:38		23:17	
Sungkal			10:40				13:25		16:48				20:51		23:30	
Tapah Road			10:52		12:46		13:37		17:00		19:58		21:03		23:42	
Kampar	09:16	10:06	11:02	11:58	12:56	13:11	13:47	15:40	17:10	17:58	20:08	20:39	21:13	22:13	23:52	00:51
Batu Gajah	09:29	10:19	11:15	12:11	13:09	13:24	14:00	15:53	17:23	18:11	20:21	20:52	21:26	22:26	00:05	01:04
Ipoh	09:44	10:34	11:28	12:26	13:24	13:42	14:13	16:08	17:36	18:26	20:36	21:07	21:39	22:41	00:18	01:19
Sungai Siput					13:42						20:54					
Kuala Kangsar	10:12	11:02		12:54	13:54	14:10		16:36		18:54	21:06	21:35		23:09		01:47
Padang Rengas					14:00						21:12					
Taiping	10:28	11:18		13:10	14:11	14:26		16:52		19:10	21:23	21:51		23:25		02:03
Bagan Serai					14:33						21:45					
Parit Buntar	10:57	11:47		13:39	14:41	14:55		17:21		19:39	21:53	22:20		23:54		02:32
Nibong Tebal					14:45						21:58					
Bukit Mertajam		12:04				15:12		17:38		19:56	22:12			00:11		
Butterworth		12:15				15:23		17:49		20:07	22:22			00:22		
Tasek Gelugor	11:22			14:04	15:09							22:45				02:57
Sungai Petani	11:34			14:16	15:21							22:57				03:09
Gurun					15:33											
Alor Setar	12:03			14:45	15:52							23:26				03:39
Anak Bukit					15:58											
Arau	12:24			15:06	16:15							23:47				03:59
Padang Besar	12:41			15:23	16:33							00:04				04:18

# TREN KE SELATAN

Southbound Train

STESEN/STATION	ES9051	EP9171	EP9173	EG9025	EG9321	EP9273	EG9027	EP9275	EP9175	EG9029	EP9277	EP9177	EG9035	EG9425	EP9279	EP9179
Padang Besar						07:30		09:35			13:40			15:50	16:45	
Arau						07:48		09:53			13:58			16:08	17:03	
Anak Bukit														16:24		
Alor Setar						08:09		10:14			14:19			16:30	17:24	
Gurun														16:48		
Sungai Petani						08:39		10:44			14:49			17:00	17:53	
Tasek Gelugor						08:51		10:56			15:01			17:12	18:05	
Butterworth		05:15	06:20		07:50			12:45			16:05					18:45
Bukit Mertajam		05:26	06:31		08:01			12:56			16:16					18:56
Nibong Tebal					08:15									17:35		
Parit Buntar		05:43	06:48		08:19	09:18		11:23	13:13		15:28	16:33		17:39	18:31	19:13
Bagan Serai					08:27									17:47		
Taiping		06:12	07:17		08:49	09:47		11:52	13:42		15:57	17:02		18:09	19:00	19:42
Padang Rengas					09:00									18:20		
Kuala Kangsar		06:28	07:33		09:06	10:03		12:08	13:58		16:13	17:18		18:26	19:16	19:58
Sungai Siput					09:17									18:38		
Ipoh	05:10	06:57	08:02	08:22	09:36	10:32	12:02	12:37	14:27	15:30	16:42	17:47	18:35	18:57	19:45	20:27
Batu Gajah	05:24	07:11	08:16	08:35	09:50	10:46	12:15	12:51	14:41	15:43	16:56	18:01	18:48	19:11	19:59	20:41
Kampar	05:37	07:24	08:29	08:48	10:03	10:59	12:28	13:04	14:54	15:56	17:09	18:14	19:01	19:24	20:12	20:54
Tapah Road	05:47			08:58	10:13		12:38			16:06			19:11	19:34		
Sungkalai	05:59			09:10			12:50			16:18			19:23			
Slim River	06:12			09:23			13:03			16:31			19:36			
Tanjung Malim	06:26	08:08	09:13	09:37	10:52	11:43	13:17	13:48	15:38	16:45	17:53	18:58	19:50	20:13	20:56	21:38
Kuala Kubu Bharu	06:39															
Batang Kali	06:46				11:11										21:15	
Rawang	07:04			10:13			13:53			17:21			20:26	20:49		
Sungai Buloh	07:20	08:59	10:04	10:29	11:44	12:34	14:09	14:39	16:30	17:37	18:44	19:50	20:42	21:05	21:48	22:30
Kepong Sentral	07:28			10:37			14:17			17:45			20:50			
Kuala Lumpur	07:47	09:25	10:30	10:56	12:10	13:00	14:36	15:05	16:56	18:04	19:10	20:16	21:09	21:31	22:19	22:56
KL Sentral	07:51	09:29	10:34	11:00	12:19	13:04	14:40	15:09	17:00	18:08	19:14	20:20	21:13	21:40	22:23	23:00
Bandar Tasek Selatan					12:35									21:56		
Kajang					12:54									22:15		
Seremban					13:45									23:06		
Pulau Sebang					14:19									23:39		
Batang Melaka					14:34									23:53		
Gemas					14:52									00:10		

# Pool Rules & Attires



**Westlake**  
International School

- Students / children under 18 must be accompanied by an adult (Coach, Boarding House Staff, or teacher).
- No jumping or diving into the pool.
- No running or horseplay on the pool deck.
- Wearing a swim cap and proper swim attire is compulsory.
- Food and drinks are not allowed in the swimming pool area.
- Westlake International School and its employees will not be liable or held responsible for any mishap, injury, disability, death, damage or loss of property arising from or in connection with the use of the swimming facilities.
- Person suffering from infectious, communicable or contagious diseases is not permitted to use the swimming pool.
- Do not swim when it is raining and when there is thunder and lightning.
- Surfboards, snorkelling, scuba gears, kayaks and bulky inflatable toys are not permitted in the pool.
- Only swimmers are allowed into the swimming pool area.

## Swim Attires Allowed



One-Piece Swimsuit



Swim Briefs



Long Swim Briefs



Swim Cap



Swim / Surf Shirt



Religious Swimwear



# **Boarders's Acknowledgement of Code of Conduct & Boarding Rules 2024**

I agree to abide by these rules, and I understand what I must do to uphold them.

Boarder's Name:

Signature:

Date:

## **Parent's Acknowledgement**

I have read and agreeable to all the above. I shall work closely with the assigned Boarding House Parent.

Parent's Name:

Signature:

Date: