

# PARENT & STUDENT BOARDING HOUSE HANDBOOK



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## WELCOME MESSAGE

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Welcome to the Boarding House of Matrix Global Schools (MGS)

Founded in 2014 MGS is a fully co-educational day school with boarding facilities. The Boarding House is a purpose-built state-of-the art facility with accommodation for up to 420 boarders from Year 7 or Form 1 onwards. Boarders can choose either weekly boarding or full boarding.

At the Boarding House, we have a dedicated team of staff who always go above and beyond to ensure that they meet the needs of the boarders. We monitor and encourage the boarder's academic progress and most importantly, seek to provide a "home away from home" where they can relax, make lasting friendships and focus on developing independence, hobbies and interests. We have impressive sports facilities available on site including a gym, mini theater, swimming pool (in the club house nearby), a field for track and football and courts for basketball and netball. A wide range of activities, trips on weekends and after school are with objectives and purpose.

I hope that this handbook provides valuable information about the day-to-day life and routine at the boarding house. If you have any questions or comments, please do not hesitate to contact us.

Tea Ming Ming  
Head of Boarding House

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## OUR MISSION

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Our Boarding House strives to create a comfortable, homelike environment by providing positive, loving care throughout all the challenges that life brings, so that each and every child will develop into an independent and responsible adult with strong moral values and able to contribute to the community in future.

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## MEET THE TEAM

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There will always be at least 3 members of staff in the Boarding House to look after the students. These house parents take care to foster a friendly atmosphere in the Boarding House and to encourage a right balance between study and leisure. It is important that parents and Boarding House parents work as partners in the development of their children.

### Office Hours

Monday to Friday 8.00am to 5.00pm

\*Closed on Saturday, Sunday and Public Holidays

Boarding House Contact No

016-3362181

Boarding House email

[mgs.bh.ft@matrixschools.edu.my](mailto:mgs.bh.ft@matrixschools.edu.my)

### Key personnel related to Boarding House

	Name	Position
1	Tea Ming Ming	Head of Boarding House mm.tea@matrixschools.edu.my
2	Nurfharhana Fhakira Anis	Boarding House Admin Executive nurfharhana.a@matrixschools.edu.my
3	Law Serene	Matron serene.l@matrixschools.edu.my

### Boys Boarding house parent's contact

1	Thoo Twei Mun	Head of Boys Boarding House Parent tm.thoo@matrixschools.edu.my
2	Selvaraja Subramaniam	Boys Boarding House Parent selvaraja.s@matrixschools.edu.my
3	Shamim Salimon	Boys Boarding House Parent shamim.s@matrixschools.edu.my

### Girls Boarding house parent's contact

1	Siti Fatimah Abdullah	Head of Girls Boarding House Parent sitifatimah.a@matrixschools.edu.my
2	Pok Yoke Yuen	Girls Boarding House Parent yy.pok@matrixschools.edu.my

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## EXPECTATIONS FROM BOARDERS

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Although we try to make our boarding as homely as possible, a high standard of behaviour is expected. Hence, it is important that you have a good understanding of our rules and expectations on arrival.

We strive to emulate a happy family-oriented 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 need to receive advice and guidelines on good behaviour from boarding house parents in a respectful manner. Nevertheless, it is not a one-way traffic as boarders are encouraged to express their views too.

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## RELATIONSHIP BETWEEN SCHOOL AND BOARDING

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Policies, code of conduct and disciplinary procedures of the Schools and Boarding House are derived from the same underlying principles. For boarders, the same school rules apply to the Boarding House.

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.



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## ACCOMMODATION

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The Boarding House is very modern with excellent facilities, and is situated within the campus with 24 hours tight security and separation of different access for boys and girls. It is a unique environment which prepares students for the world at large.

### INVENTORY

Boarders usually share a room with three or five other students of about the same year group. Each boarder has his or her own desk attached with a cabinet and with keys for independent study. If a boarder loses the desk key or cabinet key, the replacement fee payable for each key is RM20. Air conditioner temperatures are encouraged to maintain at 23 degrees Celsius for the comfort of all the boarders in the room.

### CLEANING

Boarders are personally responsible for the up keeping of their rooms. The room should be tidied by 7.15am every morning ready for inspection by the house parent. This means that the bed is made, curtains are tied up, the floor is clear, clothes are hung up, shoes are arranged neatly in the shoe rack and stationery and books are packed away neatly. Dirty clothes are kept in the laundry bag. The dustbin is clean and cleared.

### COMMON AREAS

Common areas and facilities must be kept tidy after use and to be shared equally. Any furniture, games, books or any other equipment that has been moved, should be returned to their original places. Boarders should not be in community space after curfew times. Boarders should not remove any furniture for their own use from the common areas.

There is a pantry room on each floor which boarder can prepare snacks or make hot drink. Students may catch up with other boarders at the common area on each floor and may also do relaxing activities like watching TV, listening to music, play games or simply reading on rest time.

The Boarding House parents reserve the right to conduct an inspection of a boarding room and wardrobe when there is suspicion that boarders are in the possession of prohibited materials or substances or if the boarder is suspected of involvement in a theft.



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**BOARDERS DAY (WEEKDAYS – MONDAY TO FRIDAY)**

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6.20am – 7.15am	Lights on, wake up, wash up and make up beds
7.15am – 7.30am	Leaving Boarding House to School
7.30am – 8.00am	Breakfast
8.00am – 3.15pm	School Day
3.30pm – 4.30pm	Return from school to Boarding House except on CCA days: Mon/Tue/Thursday
4.30pm – 6.30pm	Activities/Sports Time
6.30pm – 7.00pm	Dinner at Boarding House
7.00pm – 7.45pm	Free time activities
7.45pm	Hand in hand phone to boarding house parents
8.00pm – 9.30pm 8.00pm – 10.00pm	Prep time for junior students Prep time for senior students
9:30pm – 10.00pm 10.00pm – 10.30pm	Bedtime for junior students Bedtime for senior students
10.00pm 10.30pm	Lights out for junior students Lights out for senior students

- On Friday at 3.30pm weekly boarders leave the Boarding House. Full boarders have their free time.

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**SATURDAY/SUNDAY/PUBLIC HOLIDAYS**

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8.45am – 9.30am	Lights on, wake up, wash up and make up beds
9.30am – 10.00am	Breakfast at Boarding House
10.00am – 12.30pm	Prep time (return hand phones) /Local shopping mall visit
12.30pm – 1.00pm	Lunch at Boarding House
1.00pm – 2.00pm	Free time
2.00pm – 5.00pm	Clubhouse activities
5.00pm – 6.30pm	Free time
6.30pm – 7.00pm	Dinner at Boarding House
7.00pm – 8.00pm	Free time
7.45pm	Hand in hand phone to boarding house parents
8.00pm – 9.30pm 8.00pm – 10.00pm	Prep time for junior students Prep time for senior students
9.30pm – 10.00pm 10.00pm – 10.30pm	Bedtime for junior students Bedtime for senior students
10.00pm 10.30pm	Lights out for junior students Lights out for senior students

- Boarders who need to pray or fast are assisted by a boarding house parent.
- If out of state trips fall on Saturdays, boarders may hand in their hand phones 15 minutes before lights off.
- Laundry Time for weekly boarders: Tuesday and Thursday at 4pm – 6.30pm.
- Laundry Time for full boarders: Monday, Wednesday and Friday at 4pm – 6.30pm.

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## PREP TIME

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During the week, time is set aside for boarders to undertake academic work. This period of time known as “prep” is about 2 hours a day. The Boarding House is equipped with high speed WIFI giving boarders internet access to enable them to continue working independently. Meanwhile, we also provide free tuition for certain subjects on certain days for those boarders who need this academic support.

Prep time is held at the following time:

Monday to Thursday	Saturday	Sunday/Public Holiday
	10.00am – 12.00pm	10.00am – 12.00pm
8.00pm – 9.30pm (Junior)	8.00pm – 9.30pm (Junior)	
8.00pm – 10.00pm (Senior)	8.00pm – 10.00pm (Senior)	

Mobile phones are prohibited during prep time. Parents are requested not to contact their child, or bring them out, during scheduled prep time. Full boarders also do prep time during the weekends.



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## MEALS

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Boarders are provided with three meals a day prepared by the MGS cafeteria. We can cater for most dietary requirements including vegetarianism, religious observations and allergies. Please inform boarding staff in advance if a specialized diet is required. Special arrangements for meals during Ramadan are made.

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## LAUNDRY SERVICES

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Boarders are expected to change their bed linen fortnightly on Wednesday. All boarders are given a tagged laundry bag for their use. All clothing, bedding and towels brought into the House must be name-labelled. Boarders must mark the Laundry Checklist (Appendix 10) before sending their items to the laundry.

Laundry will be collected every Tuesday and Thursday (for weekly boarders), every Monday, Wednesday and Friday (for full boarders) and returned the next laundry day.

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 house parents immediately. If boarders lose their laundry bags, they have to pay RM20 for a replacement.

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## MEDICAL CARE

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It is important that parents fill in the Boarder Health Record (Appendix 1) accurately and comprehensively so that those who need to be informed are aware of any special medical conditions, treatments or allergies as well as any relevant medical history of a child.

In addition, it is important that the schools and the Boarding House parents be informed should there be any changes or developments relating to a child's health, including any form of medication prescribed. The Boarding House parents will take note and inform the nurse, who will take the necessary next steps.

Boarders should not take someone else's medication or have any type of vitamins or controlled prescription in their possession.

Parents must ensure that their children are covered by a health insurance policy as medical care may be expensive. Medical care provided by the Boarding House is only

for temporary control measures and more severe cases will be referred to clinics or hospitals. All medical costs shall be borne by parents or the insurance company.

Besides the Boarding House, another Medical Center/Sick Bay is located at the Matrix Private School building (MPS).

#### OPERATING HOURS

On the normal schooling days, there will be two nurses on duty at the Medical Center/Sick Bay at MPS from 8.00am to 5.00pm. In the afternoon, there will be a nurse stationed at the Boarding House Medical Center/Sick Bay from 3.00pm until next day 8.00am to help with minor medical treatments and to dispense boarders' prescribed medications.

On weekends the nurse will be available (on call) in the Boarding House Medical Center/Sick Bay from Friday afternoon until Monday morning.

#### MEDICAL LEAVE

In the case of more serious ailments, or when a consultation is deemed necessary, the nurse will send the boarder to a panel doctor or hospital.

The panel doctor may give medical leave ("MC") for the day. The boarder will stay in the MPS Medical Center/Sick Bay until 3.15pm then the boarder will be sent back to the Boarding House Medical Center/Sick Bay by the nurse. The Boarding House nurse will supervise the boarders for the night.



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## COMMUNICATION WITH PARENTS

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The nurse will send an email or WhatsApp message to the boarders' parent detailing the nature of the illness and the treatment given if a boarder is on medical leave given by the panel doctor or specialist.

In the event of an emergency, a boarder will be taken to one of the local hospitals. The nurse 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 their identification card or passport at all times.

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## PERSONAL POSSESSIONS

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Closet and dresser space are limited, thus, use good judgment on personal belongings brought to the Boarding House. Students are to take good care of their own personal belongings. Any items that are damaged when used personally or shared with other boarders are not to be the responsibility of the Boarding House. Students should not bring anything of great value. MGS will not be responsible for lost or stolen cash or personal belongings. All personal belongings should be taken home at the end of each term.

### WHAT TO BRING:

- Alarm clock (hand phones are turned in at night and may not be used as an alarm clock)
- Sports shoes, sandals, and dress shoes (one pair each) Other sports shoes like basketball, soccer, etc. (one pair each for the sport the Boarder takes part in)
- Black shoe polish and a brush
- Casual clothes for after school
- Cell phone and charger
- Flashlight (for field trips)
- Insect repellent
- Light jacket or sweater
- Modest bathing suit
- Modest sleepwear
- Overnight bag for sleepovers, dorm outings and sports
  - School uniform
  - Sunscreen
  - Toiletries such as toothbrush, toothpaste, shampoo, conditioner, deodorant, comb/brush
  - Towels

- Umbrella
- Wash cloths
- Hair dryer
- Electric shaver

All above items must be named/marked for easy identification.

**WHAT NOT TO BRING:**

- Non-halal food
- Alcohol or alcoholic drinks
- Chewing gum
- Controlled substances
- Dangerous items/instruments
- Expensive items
- Fire lighters
- Firearms
- Fireworks
- Illegal drugs/drug equipment
- Kettle
- Kitchen/cooking appliances
- Knife
- Matches
- Pet(s)
- Speedo swimwear/bikini
- Tobacco products/smoking equipment (cigarettes, e-cigs, nicotine)
- Vape and related accessories
- Too much cash or expensive items

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## SAFEKEEPING OF PERSONAL PROPERTY

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### BOARDERS' PASSPORT AND IDENTIFICATION CARD

Upon arrival at the Boarding House, boarders have to keep their passports and identification cards safely. This will prevent the possibility of the important documents being misplaced.

### BOARDERS' POCKET MONEY

Local boarders who stay over the weekend should possess an ATM Card. They may keep a small amount of cash themselves. Foreign boarders who bring large amounts of cash have to keep the money in their bank account. They may then withdraw their pocket money from their bank account when they are out for an excursion accompanied by Boarding House parents. Boarding House will NOT be responsible for any loss or theft of personal property



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## ARRIVING AND DEPARTING

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### ARRIVAL TIME

The arrival time of boarders at the Boarding House is after 5.00pm the afternoon before the first teaching day of each week or term. This is the time when boarders will be returning from holidays and the house parents on duty will be present.

### DEPARTURE AT THE END OF SCHOOL TERM

Before checking out Boarding House for the end of the term, it is the responsibility of the boarder to ensure that they have completely vacated their rooms and placed all their belongings in their designated storage space.

### DEPARTURE AT THE END OF SCHOOL YEAR

Before checking out from the Boarding House on the last day, it is the responsibility of the boarder to ensure that they have completely vacated their rooms and to bring back all their belongings.



All boarders will receive a Departure Checklist which details what needs to be done before they check out of the boarding house on the last term. All accounts need to be settled and any keys, access cards, textbooks and library books must be returned. A withdrawal Form needs to be filled and approval given by the Head of Boarding House. Boarding House Check In/Checkout list has to be submitted to Boarding House Parent when the boarder withdraws from the Boarding House.

The deposit will not be returned until all these requirements have been met.

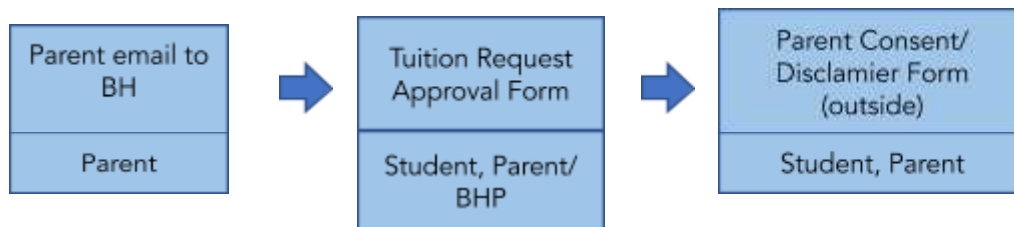
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## TUITION AND OUTING REQUESTS

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### TUITION

Boarders who wish to have private tuition must fill in Tuition Request Form. If the private tutoring is outside the Boarding House, boarders have to fill Parent Consent/Disclaimer Form.



### OUTING (with Parents/Guardian) on a given day/ overnight stay

Boarders may not leave the Boarding House by themselves for overnight stay. Boarders must be picked up by parent or guardian. Any other arrangement must be communicated by the parents to the Boarding House parents. Parents need to give at least 3 days of notice to the Boarding House parents via email to get approval. After getting approval from the Boarding House, the parents have to fill in the Leave Consent Form for Boarder (1) attached with the parent's consent email if parents themselves come to pick up the boarder.

If the guardian or a friend of the parents or appointed person comes to pick up the boarder, the parents have to mention it in a written notice to the Boarding House and the appointed person has to fill in the Leave Consent Form for Boarder (2) (Third Party).

Meanwhile, advance written leave applications should be addressed to the Head of Schools via email 3 days prior if parents wish to take their child out of school for overnight stay.

If parents allow their children to go out with their friends, Boarding House parents should be notified in advance 3 days prior to the day. The email should include the following details:

1. The purpose
2. The venue
3. Date and time (duration – not more than 4 hours)
4. Friends' name and contact no
5. Friend's parents contact no
6. Pick up vehicle No and driver
7. Other necessary information

Boarders may go out with parents/guardians on any day. It is advisable not to take boarders out during the schooling days except for exceptional circumstances. Parents who take boarders out on weekdays are expected to send boarders back to the Boarding House.

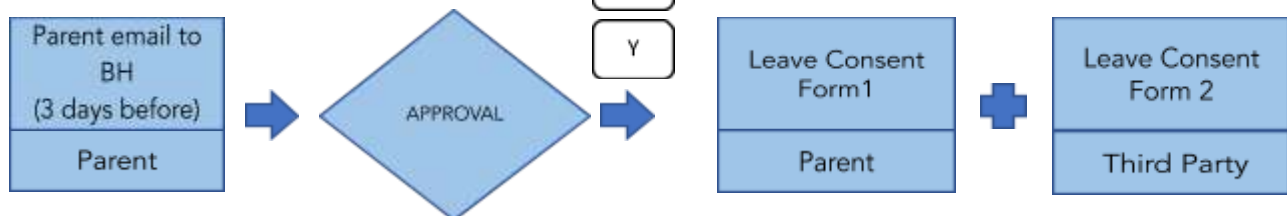
Boarders who leave the school campus with written permission during school hours will require an Exit Permit issued by the school office or Boarding House.

All boarders must report themselves to the Boarding House Parents prior to leaving and upon returning to the Boarding House. Boarding House reserves the right to approve or not approve any application.

#### Pick up by Parents themselves



#### Pick up by Third Party



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## CHECK IN TIMES

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Throughout the day there will be several check-in times during which boarders are expected to report to the boarding house parents for the purposes of attendance registration – boarder's Logistic and Device Form. This helps us to ensure that we know where our boarders are at different times during the day and also gives boarding house parents an opportunity to make sure that everyone is healthy and safe.

Daily check-ins schedule are as follows:

1. Breakfast check-in will be between 7.30am to 8.00am.
2. After school check-in will be between 4.30pm and 5.30pm. (Wednesday and Friday 3.30pm to 4.30pm)
3. Dinner check-in will be between 6.30pm to 7.00pm. Boarders who are going to miss dinner must make sure that the duty houseparent is aware of their plans for the evening.
4. Prep time check-in will be done at the start of study time in the different study locations.

It is the responsibility of each boarder to present himself/herself to the boarding house parent who is taking attendance at that location. If a boarder misses a check-in, it is his/her responsibility to inform their house parent of the reasons for missing the check in. Boarders who fail to turn up for check-in on time can expect a follow-up query with their house parent and a possible disciplinary action.

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## APPEARANCE

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Boarding house parents and the boarders have the primary responsibility of ensuring that boarders are appropriately dressed for school. An individual's grooming and the way he/she dresses has a bearing on how others react to him/her, and therefore affects his/her behaviour

### HAIR

Hair for both boys and girls should be neat, tidy and of a natural colour (no dye). Neither shaved heads nor extremes fashion are acceptable. Boys' hair should be of reasonable length (above the collar). No beard or moustache is allowed in school. Girls with long hair (longer than the shoulder length) must keep it tied back whilst at school.

## FOOTWEAR

Flip-flops and sandals are fine around boarding but covered footwear must be worn to school. Various activities will also require certain types of footwear as stated in the Student and Parent Handbook.

## MAKE-UP AND NAIL POLISH/TOILETRIES

Make up, coloured contact lens and nail polish should not be worn in school. Finger nails must be kept short, neat and clean. Tattoos and body piercings are not allowed.

## JEWELLARY

In general, jewellery should not be worn to school for safety reason and loss prevention measures. The only expectations are that students may wear one pair of simple studs in the ears (girls only). Any jewellery for religious purposes may be worn with a letter notifying the boarding house parents beforehand. No other jewellery should be worn. Anything in excess of the above will be confiscated.

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## CODE OF CONDUCT AND BOARDING RULES

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The code of conduct expected from our boarders and students must reflect the character values of MGS such as respect, responsibility, integrity, kindness and other good moral values.

1. MGS believes that every student is entitled to an environment that is safe, healthy, secure and conducive to learning. With this in mind, MGS promotes an atmosphere of mutual respect among students. Bullying of any kind is unacceptable at the Boarding House.
2. Boys and girls are strictly forbidden from entering each other's floor.
3. Public display of affection between boys and girls is not condoned.
4. Boarders are not permitted to enter another room without permission from boarding house parents.
5. Common areas must be kept tidy and the rights of others to share the facilities must be respected.
6. All properties at the Boarding House must be used in a responsible manner without damage or waste.
7. Boarders must ask for permission before going out of the Boarding House.
8. Boarders must inform Boarding House parents immediately when they are not feeling well.
9. 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 laundry in the bag for washing.
10. Boarders must be present at all meals as scheduled.

11. Boarders must adhere strictly to the scheduled boarding routine, check-in and check-out time, bedtime, reporting time and any other schedule as advised by Boarding House parents.
12. Boarders must attend supervised study time where homework/revision will be done diligently and quietly.

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## DISCIPLINARY PROCEDURES/SANCTIONS

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Boarders who break the boarding house rules or misbehave in a manner that is unacceptable according to Boarding House rules will be counselled. Should a boarder persist in misbehaving, then 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)
- Bringing sharp & dangerous objects or tools to the Boarding House
- Possession of any materials (writing, pictures, publications) which 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
- Emotional or sexual harassment
- Attacking and insulting staff members such as Boarding House Parents, teachers, guards, cleaners, etc
- 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.

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## CORRECTIVE ACTIONS/SANCTIONS

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The boarding house parents will endeavour always to be fair as they administer discipline. As school and Boarding House are expected to accept responsibility for the students' education and well-being, these students must accept the advice and guidance given. When a student wants to question any disciplinary action, they need to do so with respect.

The context in which an undesirable action has taken place, as well as the effects on the community, will always be considered when deciding on the appropriate disciplinary action.

The following are examples of possible sanctions for undesirable behavior:

1. Sanctions: At times the most appropriate sanction for a student is to do something physical. This could be because he/she need to consider on the others' needs or he/she has caused a mess and need to help clean it up. The chore can be negotiated between the student and the Boarding House parents.
2. Removal of privileges: boarders will lose certain privileges, such as keeping their electronics for a fixed period of time. During the period when privileges are removed the boarder will be given 15 minutes daily to access these devices.
3. Gating: Full boarders are not allowed to leave campus for a fixed period of time.
4. Behaviour contracts: a set of agreements is written between the boarder and houseparent about desirable behaviour and consequences for undesirable behaviour.
5. Suspension: A boarding student may be suspended from the Boarding House for violations of Boarding House rules which are deemed by the administration to be a serious detriment to the student or staff. The length and terms of the suspension will depend on the situation and the discretion of the Boarding House parents after consultation with the Head of Boarding House.
6. Probation: Head of Boarding House and Boarding House parents, in consultation with the campus principal, may place a boarder on probation for a defined period of time, the details of which will be communicated with the boarder and his/her parents. This may include counselling by the school counselor in school and corrective behavioral assistance when deemed necessary.
7. Expulsion: the boarder is asked to leave the boarding community permanently.

In addition to the above, Boarding House parents may decide to impose additional sanctions, depending on the specific nature of the incident of behavior. The use of corporal punishment is prohibited

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## SECURITY

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The safety and security of boarders, staff and campus visitors are of utmost importance. Keeping the campus environment healthy is equally important. Therefore, the Schools utilizes a number of important measures to ensure a safe, secure and a healthy environment.

The Schools employ security guards who have been well-screened. They will provide 24-hour security in the campus including the Boarding House.

Fire drills will be conducted on a regular basis to train boarders on the 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.

Card access control has been established at entrance doors and walkway. All boarders are expected to use their ID tags to access their controlled points.

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## MOTOR VEHICLE

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With prior permission from the Schools, boarders with vehicle licenses 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 and check-out time. All licensed vehicles must be parked at Carpark MIS2 at owner's risk and keys are to be lodged with the Boarding House parent. Vehicles may only be used when boarders are going home or returning to the boarding house. If the boarder requests to drive himself/herself to a tuition centre, the parents must send a written consent notice to the Boarding House.

Boarders may not take other students/boarders as passengers unless both parents have given prior approval. Boarders are not allowed to cycle around the Boarding House.

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



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## VISITORS TO THE BOARDING HOUSE

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For the welfare, safety and security of the community of boarders, all visitors who wish to take boarders out during the weekdays, must ensure that boarders return to the boarding house by 8.00pm. Other timing arrangements should be scheduled with their respective Boarding House parents.

Outing Procedures on Weekend:

1. All visitors and relatives of boarders must sign in at the security counter at the entrance before entering the Boarding House.
2. Visitors may only visit during visiting hours (after school hours till 6.00pm).
3. On entering the boarding house please report to a house parent on duty.
4. Visitors are able to interact with boarders on the ground floor lobby area. They may not enter the residential area of the Boarding House.
5. Where possible, it is important that visitors and family inform the Boarding House parent in advance of their arrivals so that Boarding House parents can inform security of their arrangements.
6. 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.
7. Parents and legal guardians are expected to inform their children of this request.
8. No visitors/parents/guardians are allowed to stay overnight in the Boarding House.



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## GUARDIANSHIP

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A guardianship is a legal relationship between a minor child and a guardian that gives the guardian certain rights and obligations on the child. It is very important that your child has an appointed local guardian if your child is a non-Malaysian student. A qualified guardian may be either Malaysian or non Malaysian to whom parents have given the 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. Upon admission into the Boarding house, parents should complete Boarder's Information and Consent Form to transfer guardianship to the Boarding House parents.

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

- 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

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



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## EVACUATION PROCEDURE

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### During school hours

- During school hours, all boarders must evacuate to the centre of the football field.

### Outside of school hours

- If there is an emergency outside of school hours, boarders should follow the Boarding House's evacuation procedure. The main goal is to get everyone out of the building as quickly and safely as possible. This will require quick action and cooperation from all members of the community.
- When the evacuation alarm is activated it will produce a sustained ringing sound. All boarders in the boarding house must respond by immediately following the evacuation procedure below:

### Evacuation Process

- Leave everything and go down using the nearest evacuation staircase to the assembly area in front of the Boarding House. All access doors will automatically become unlocked. The lifts will be disabled when the alarm is activated.
- Be quick and quiet as you go down the stairs. Older students should give way to the younger students.
- Room doors should be left open to make it easier for people to do quick sweep checks. House parents will do a quick check to make sure that all boarders have evacuated.

### Assembly point

- Assemble at the centre of the football field according to the room number. Boarders should line up and stay quiet in order to facilitate roll-call and ease of movement.
- Ensure that everyone in your room and on your floor is there. Report any missing individuals to the boarding staff on duty.
- Be quick and quiet. Do not make any jokes or play around while you are at the assembly point.
- Even if the alarm ceases to ring during the evacuation you must continue to proceed to the assembly area. You must stay there until dismissed by a member of the boarding staff.

In the case of a delay, the Head of Boarding House or Boarding House parents on duty will indicate whether the students and staff are to remain at the evacuation location or go to a new location.

### Residents and guests

- Resident Boarding House parents and guests staying in the boarding house should follow the same evacuation procedure as boarders.

### End of evacuation

- Boarders should not move away from the assembly point until a permission is given by the Head of Boarding House or the house parents on duty. Even when the alarm stops ringing, boarders should wait until they have been formally dismissed by the person in charge.

### Evacuation Drills

- There will be at least one evacuation drill per term, if possible at different times of the day in order to be as prepared as possible for any type of emergency situation. Boarders who do not cooperate during evacuation drills will be subject to disciplinary action.



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## ACKNOWLEDGEMENT

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### Acknowledgement of Code of Conduct & Boarding Rules 2020

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

\_\_\_\_\_  
Signature of Boarder

Name of Boarder:

Date:

\_\_\_\_\_  
Signature of Parent / Guardian

Name of Parent / Guardian:

Date: