



# SUMMER PROGRAM 2025



# STUDENT HANDBOOK



## CONTENTS

How may we help you?.....	4
Student Guidelines and Procedures .....	5
Inclusion at TASIS England .....	5
Dormitory Life .....	5
Dorm Access Times.....	5
Check-in.....	5
Trips and Excursions.....	6
Dining Room .....	6
Meal Times.....	6
Academics.....	6
Student ID Cards .....	8
TASIS England IT Services .....	8
Laundry .....	10
Towels and Linen.....	10
Sports .....	10
Gymnasium .....	10
Health & Wellbeing Centre .....	11
Suggestions/Concerns.....	11
Safeguarding .....	11
Lock Boxes .....	12
Allowance (Pocket Money) .....	12
Mobile Phones .....	12
The Royals Café.....	12
Off Campus Permissions .....	12
Off-limits Areas.....	12
Fire Procedures .....	13
Student Dress Code .....	13
Emergency Phone Numbers .....	14
Rules .....	14
Students' Daily Schedule .....	16



The School's purpose is to realize its core values. We believe that: every learner has the gift of innate curiosity that we can nurture into life-long learning; all our learners can develop the ability and confidence to flourish and become who they truly are; and building a vibrant, joyful, and healthy community of principled, open-minded, and compassionate individuals is why TASIS exists.



## COMMITMENTS

We realize our values through our passion as educators and the following commitments:

We promote **multiple pathways** for each learner throughout our school environment, our programs, and our community.

Our commitment to nurturing **intellectual curiosity** prepares each learner for the opportunities and challenges of the future.

We encourage continuous personal **growth** through active **engagement** and desire to seek and learn from experiences. Through a balance of support and challenge, students flourish as creative, reflective, and resilient owners of their learning.

We foster **connections and collaboration** in our community of learners by cultivating supportive relationships and celebrating the unique contributions of each member.

## OUTCOMES

The outcomes of a TASIS England education were articulated over many decades through the vision of the School's charismatic founder, Mary Crist Fleming.

**Life-long Learning** cultivates curiosity, exploration, and discovery, emboldening individuals to embrace a culture of learning and celebrate the journey of continuous development toward personal fulfilment.

**International-mindedness** promotes the exploration, communication, and celebration of diversity. Being curious and open-minded to the richness of perspective within our global community creates a desire to flourish through action and service.

**Service Leadership** fosters empathetic, compassionate, and principled individuals who take responsibility for sustaining healthy relationships with themselves, their families, their communities, and their environment.



# Your Summer...

# Your Adventure...

Since its founding in 1976, TASIS the American School in England (TASIS England) has offered an exciting array of enrichment, academic, and English language courses during the summer months. Our programs are attended by a vibrant and varied international body of students, each year attracting young people from over 35 nations. Our programs are designed to create a friendly, community-centered environment in which every student will learn, grow, and have fun.

## Welcome to England - Things You Should Know

**Weather:** Be prepared for the English weather. It's unpredictable, you could experience all four seasons in a day.

**Queuing:** Be prepared to stand in line patiently. If you try to skip the queue, you might get some angry looks.

**Manners:** British people are generally polite and courteous. Saying "please" and "thank you" goes a long way, and holding doors open for others is appreciated.

**Football:** Football (or soccer, as you might know it) is the most popular sport in England. Try to experience the electric atmosphere of a game.

**Accents:** England has a diverse range of accents. Don't be afraid to ask locals to repeat themselves if you can't understand them. They won't mind!

**History:** England is steeped in history, with plenty of museums and historic sites to visit such as the Tower of London, Stonehenge, and the Roman Baths.

**Currency:** The currency is the pound sterling or GBP (£). Try and have some cash for smaller outlets as they may not accept cards.

## Welcome to England - Some tips...

- Stand on the right
- Take an umbrella
- "Crisps" are chips
- "Chips" are deep fried potatoes
- "Jumper" means sweater
- "Trainers" means running shoes or sneakers

## HOW MAY WE HELP YOU?

Administrator	How may they help you?	Location	Mobile
Mrs. Sia Georgaklis Co-Director of the Summer Program	General information Program feedback Daily schedule	The Salon	07407 855106
Mr. Tom Trembulak Co-Director of the Summer Program	Dorm or student related issues/concerns Family visit General Information	Boarding Office	07392 319943
Ms. Kathy Kelly Head of Academics	Class changes/concerns Class schedule Study hall Report class absence	Seminar 2	07900 988268
Mr. Colin Lishman EAL Coordinator	Class changes/concerns Class schedule Study hall Report class absence	Seminar 2/ Lower Hall 9	07387 100530
Mrs. Mary Psaromatis Operations Deputy Head of Boarding	Dorm or roommate issue Family weekend or campus visit Admin	Seminar 1	07392 319944
Ms. Kendall Rankin Student Excursions Coordinator	Weekend Travel	Seminar 1	07392 319930
Ms. Amy Rome Arrivals/Departures Coordinator Head of Activities	Arrivals/Departures On-Campus Activities	Seminar 1	07392 319941
Matt Kiely Designated Safeguarding Lead	Safeguarding Concerns	Admin Office	07770 339754

## STUDENT GUIDELINES AND PROCEDURES

The students and faculty of the TASIS England Summer Program live in a small community where everyone must respect each other's rights and property. So that everyone is safe and happy, we have a set of rules we must follow. These rules were read and signed by parents and students before starting the TASIS England Summer Program. You will find them at the end of this handbook. Please read them to refresh your memory.

### INCLUSION AT TASIS ENGLAND

The TASIS England mission of nurturing intellectual curiosity and emboldening learners to become principled, open-minded, and compassionate members of a global community is closely intertwined with our commitment to embracing inclusion in all areas of our school. The school believes that every learner has the gift of innate curiosity, and by embracing diversity and practicing inclusion, we create a safe and positive environment where all students can learn and grow and where all members of our community feel valued and respected.

We recognize that by valuing and respecting the unique backgrounds and experiences of all faculty, staff, and students, we can build a vibrant, joyful, and healthy community of principled, open-minded, and compassionate individuals, which is why TASIS England exists.

### DORMITORY LIFE

Dormitory life is fun because young people from different countries get to know each other and become friends. Your dorm parents are there to care for you and make you feel happy, safe, and comfortable.

For the safety and security of all TASIS England students, you will have access to your dorms during certain times of the day.

### DORM ACCESS TIMES

Monday to Thursday	Friday	Saturday	Sunday
<b>7:30–8:30 a.m.</b> (Before classes)	<b>7:30–8:30 a.m.</b> (Before classes)	<b>7:30–8:45 a.m.</b> (Before breakfast/trips)	<b>Until 11:00 a.m.</b> (Before brunch/trips)
<b>1:45–2:20 p.m.</b> (Before sport)	<b>1:45–2:20 p.m.</b> (After classes)	<b>5:30–6:30 p.m.</b> (Before dinner)	<b>5:30–6:30 p.m.</b> (Before dinner)
<b>3:45–5:15 p.m.</b> (After sport)	<b>3:15–5:30 p.m.</b> (After All-School Meeting/Before Trips)	<b>7:30–8:15 p.m.</b> (After dinner)	<b>7:45–8:20 p.m.</b> (After dinner)
<b>6:45–8:20 p.m.</b> (Before and after study hall)	<b>8:30–10:30 p.m.</b> (Before check-in)	<b>9:30–10:30 p.m.</b> (Before check-in)	<b>9:00–10:00 p.m.</b> (Before check-in)
<b>9:00–10:00 p.m.</b> (Before check-in)			

### CHECK-IN

Your dorm parents expect you to be on time in the evenings. Here are the check-in times:

Day of the Week	Check-in Time	Lights Out
Monday–Thursday	10:00 p.m.	10:30 p.m.
Friday & Saturday	10:30 p.m.	11:00 p.m.
Sunday	10:00 p.m.	10:30 p.m.

## TRIPS AND EXCURSIONS

Exemplary behavior is expected from students on all trips and excursions away from the school campus. The same rules of behavior apply when not on campus as they do when on campus. In order to facilitate a safe and secure attendance process on both outgoing and incoming trips, students must wear their school ID when boarding coaches. Faculty chaperones will be present on all trips. Students must report on time to their group's designated meeting point when touring an off-campus destination. Meeting point location and time will be announced by the faculty chaperone in charge. Any student who puts themselves or others at risk by intentionally departing from the trip itinerary or not following chaperones' instructions when away from campus should expect to receive a serious sanction and may be asked to leave the Program.

## DINING ROOM

- Students and faculty eat in the dining hall at breakfast, lunch, and dinner.
- You must dress neatly. Make sure you use good manners and are considerate at all times.
- Meal times are like eating at home with your family so please show respect.
- Everyone must clear away their own tray and put them on the racks provided.
- Be social; **do not use mobile phones** and laptops in the dining room while you are eating.
- Hats are not to be worn in the dining room.

## MEAL TIMES

<b>Breakfast:</b>	Monday–Friday Monday–Friday (morning snack in Dining Hall) Saturday (continental breakfast) Sunday (continental breakfast)	7:30–8:30 a.m. 10:40–10:55 a.m. 8:30–9:30 a.m. 8:00–9:00 a.m.
<b>Lunch:</b>	Monday–Friday  Saturday Sunday (brunch) Sunday (afternoon snack)	Lunch 1 12:00–12:55 p.m. Lunch 2 12:55–1:50 p.m. Bagged lunches 10:30 a.m. - 12:00 p.m. 2:30–3:30 p.m.
<b>Dinner:</b>	Monday–Thursday Friday Saturday–Sunday	5.30–6.45 p.m. 4:45–6:30 p.m. 6:15–7:30 p.m.

## ACADEMICS

### English Language Courses

The English Language Courses, running for two three-week sessions, provide classes ranging from Beginners to Advanced. There are up to five levels of English tuition provided, with most levels divided into an older and younger group. Each student has three periods per day in English class, and one in an Elective class (see Elective Courses below). Upon arrival, English Language students complete a placement test consisting of a writing sample and oral interview, as well as a short computer-adaptive test to assess knowledge of grammatical form, vocabulary, and general listening ability. The assessment process aims to ensure that students are placed in the appropriate English Language level. The courses are intensive in nature, designed to motivate and challenge students, and to increase their comfort level in the language.

English Language students focus on the main skill areas of speaking, listening, writing, and reading, as well as grammar and vocabulary acquisition. All classes use a main course text (from the CEFR-aligned “THINK” series), a workbook, a selection of graded readers, and a variety of supplemental resource materials.

English Language students share the unique opportunity to practice and use the English language outside the classroom by learning, traveling, playing, and socializing.



## **The Role of the English Language Teacher**

In the English Language classroom, the learner is firmly at the center. Any syllabus considerations begin and end with the student's learning needs. The English Language Program stresses the importance of learning not by passively receiving, but by actively doing as much as possible where appropriate. Communicative learning activities and materials are designed to stimulate learner initiative and demand a high level of interaction between learners in pair and small group work.

There are Key Learning Objectives for each English Language level. The objectives relate to:

- Listening
- Speaking
- Reading
- Writing

## **General Educational Aims**

- To give students access to those aspects of the cultures of the English-speaking world in which the English language plays a significant role.
- To develop the student's capacity to engage in enjoyable, fruitful, and meaningful transactions and interactions with others.
- To encourage and equip students to participate in social, cultural, and sporting activities which involve some use of English.
- To give students a language-learning experience that will encourage and facilitate their progress when they return to their native countries.
- To foster 21st century learning and innovation skills, including creativity, communication, critical thinking, and collaboration.

## **General Communicative Aims**

- To enable students to cope with the classroom use of English appropriate to their language level.
- To enable students to cope with the use of English in the broader TASIS context.
- To enable students to interact with their friends, dorm residents, coaches, and teachers through the medium of English.
- To provide a skills-development experience for our students.
- To learn to communicate for social, intercultural, and instructional purposes within the school setting.

## **Enrichment Courses**

These courses give students a chance to explore a subject that they like, but may not have time to study in their school at home. Students from different countries bring their different experiences but share the same interest in these courses. Courses include Architecture & 3D Design, Engineering and Product Design, Engineering Innovators, Entrepreneur Inc., Fashion and Textile Design, Geometry, IELTS, International Relations and Law, Leadership Academy, London Through a Lens, Performing Arts, Public, Speaking and Debate, Sports Medicine, Summer Art Studio, Young Engineers, and Young Entrepreneurs.

## **Academic Assessment and Grade Reports**

In the middle of each three-week session, mid-session reports for internal use are written for each student. At the end of each three-week session, instructors will write evaluations of each student's performance in relation to material covered in the period. A TASIS England grade report will be written, which includes a grade and an effort mark. The reports are emailed to students' parents.

## **Grade**

Students receive a letter grade which reflects their level of achievement in each academic area. Letter grades range from A to D- for passing marks; F indicates failure. Students are assessed on how well they have met the learning objectives for their level.

## **Effort**

Students receive numerical grades evaluating their effort in each class. This mark should measure the student's effort against their own potential as best the teacher can evaluate it, and the comment should point out specific ways in which effort can be improved.

The marks evaluate the student's effort as follows:

- |                |         |                 |         |
|----------------|---------|-----------------|---------|
| 1. Outstanding | 2. Good | 3. Satisfactory | 4. Poor |
|----------------|---------|-----------------|---------|

## **Comment**

The grade report comment includes two paragraphs, the first of which is a brief general description of what has been covered by the class during the grading period. The second paragraph on the grade report is a detailed holistic assessment of the individual student's performance in the class. It mentions the quality of the student's achievement, how well a student has met the learning objectives, attitude towards class and written work, and any problems the student is having.

## **Homework**

The purpose of homework is to support and reinforce the skills taught in class. In all classes, it is expected that teachers will give enough homework to provide sufficient work for the full hour of study time.

## **Excellence Awards**

At the end of the session, at our final banquet, awards will be given for excellence in each class. Teachers choose the student who has reached the highest level of achievement in each class, and share a brief citation describing their performance. This citation will be read out at the banquet and a certificate will be presented.

## **Elective Courses**

In addition to their major class, the students choose an elective class:

- |  |   |
|--|---|
| Graphic Design: The Illustrator Within | Lights, Camera, Action: Film Production |
| Creative Art                           | Introduction to Robotics                |
| Let's Dance!                           | Introduction to Blogs & Vlogs           |

## **STUDENT ID CARDS**

All students will be provided with a student ID card and lanyard which must be worn at all times. It has your name on one side and important TESIS England information and emergency numbers on the other side. This ID will also unlock your dorm and other areas on campus. Lost or damaged IDs will be subject to a £10 replacement charge.

## **TESIS ENGLAND IT SERVICES**

### **General Information**

For our purposes, a laptop computer must be a device running Windows 10/11 or macOS with a physical keyboard; this does not include tablets like the iPad Pro. Chromebooks may be adequate for most courses but they will not be able to take advantage of our Adobe Suite. MacOS or Windows operating systems are preferred and will be a minimum requirement for students enrolled in the following courses:

- London Through a Lens
- Graphic Design: The Illustrator Within
- Lights, Camera, Action: Film Production

Students must make sure that their devices are charged and in good working order and must bring them to every class.

Students should not leave their laptops unsupervised and out in the open. Laptops should be kept in cases or backpacks when not in use. Boarders should store their laptops by locking them in the lockboxes provided in their rooms.

Teachers, at their discretion, may choose not to have students use their laptops on certain days or may ask students to close them and put them away for certain assignments.

We do not advise the use of tablets as they often do not meet the requirements of some courses. If you intend to bring a tablet, we would advise you to also bring a “laptop computer” as described above.

### **IT Support**

For technical support, please log in to Zendesk at [tasisengland.zendesk.com](https://tasisengland.zendesk.com), where you can submit a ticket. A member of the IT Services team will follow up as soon as possible. When submitting a request, please provide as much detail as possible to help us resolve the issue efficiently.

Students experiencing issues with their laptops may bring them to the IT Services department. Our team is available to support boarding students in maintaining their laptops for academic use. Please note that we cannot repair hardware issues or provide support for entertainment related problems.

### **Content Filtering**

All UK schools, including TASIS England, must follow the Department for Education’s “Keeping Children Safe in Education” guidelines, which require web filtering to protect students from online threats like abuse, bullying, and radicalization. To reduce risks on the School’s network, **students are required to download and install a certificate on any device connecting to the network**. This certificate may be deployed automatically or require manual download and installation (instructions will be provided). Our IT staff will be available on arrival day to assist students with installing the certificate on their devices.

**Please ensure that all devices students wish to use on the school network are accessible and are fully charged.** This includes laptops, tablets, and smartphones, as access to school systems and Wi-Fi may be limited without proper installation. This certificate only functions on the TEedu network and won’t affect searches off-campus.

IT Services support is available by appointment only, which must be arranged through a submitted ticket via Zendesk.

### **TASIS England Email and Internet Use**

You will receive a TASIS England email address and password when you arrive on campus. This is also your Wi-Fi login information. When using the internet, please make sure that the content is not offensive, rude, or inappropriate, and follows the TASIS England Student Acceptable Use Policy.

### **Responsible Use of Technology Policy**

**Applicability:** This policy applies to all students, faculty, staff, and others using computer and communication technologies, whether personal or School-owned, which access, transmit, or store School or student information.

**General Policy:** Use of TASIS England’s network and computer technology resources should support the School’s Mission Statement. Users are responsible for using information resources properly and to respect the rights of others. This policy provides guidelines for responsible use of information resources. “Information resources” are the School’s network and all computer and communication devices and other technologies that access, store, or transmit School and student information.

**Access:** Users must not access computers, software, data, or networks without proper authorization. Users must not intentionally copy or modify data files, programs, passwords, or other digital materials belonging to other users without their specific permission. The use of VPNs, Tor browsers, Proxies, or any other technologies to circumnavigate the network filtering is prohibited and we may disable network access without notice or deny internet access for your device.

**Use:** Users must not send, view, or download fraudulent, harassing, obscene, or threatening messages or material. Users must not violate copyright law and must respect intellectual property and licenses to copyrighted material. Users must abide by the terms of use of online media forums, including social networking websites, mailing lists, and blogs. Information resources must not be used for partisan political activities or commercial purposes.

**Integrity:** Users must respect the integrity of information resources. Users must not tamper with settings, participate in unlawful file sharing, or knowingly transmit destructive software on or through the TASIS England networks. Users must not engage in any activities that could damage or vandalize School information systems or equipment.

**Privacy:** Users of School information resources must protect the privacy of their login information and online identity. The School may in its reasonable discretion review information records for the proper functioning of the School, in connection with investigations, or to protect the safety of individuals or the TASIS England community. Consequently, although the privacy of individuals will be respected in normal situations, users do not have an absolute right to privacy while using the School's information systems.

**System Administration:** Management of information resources and the School network is the responsibility of the IT Manager. The IT Manager will take all appropriate actions to protect the security of information systems, take precautions against theft of or damage to information resources, execute all licensing agreements applicable, and communicate this policy to all users. The IT Manager may temporarily suspend access to part or all of the TASIS England networks for certain users if they believe it is necessary to maintain the integrity of information or to protect other users and the network.

**Consequences of Misuse:** A user who violates this Acceptable Use Policy will be subject to appropriate disciplinary action.

### **Online Guidelines and Expectations for Students**

Stay safe online by protecting your privacy, keeping passwords secure, logging out when finished, and reporting anything that feels wrong. Be smart by thinking before posting—your online actions reflect on you—always respect others, avoid plagiarism, credit sources, and use proper writing. Cyberbullying will not be tolerated and may lead to further action. If targeted, block the bully, don't respond, save the evidence, and inform the Summer School Designated Safeguarding Lead (DSL).

## **LAUNDRY**

Your dorm parents will show you how to fill out laundry cards. You can drop your laundry off in the Linen Room in the basement of Cloisters.

- Female dorms bring their laundry to the Linen Room on Tuesdays & Thursdays.
- Male dorms bring their laundry to the Linen Room on Mondays & Wednesdays.
  - > Drop off your laundry on your day between 8:00–8:45 a.m. or 1:45–2:15 p.m.
  - > Collect your laundry from the Cloisters' Linen Room 1:30–4:00 p.m. or next day.

## **TOWELS AND LINEN**

Every week you can exchange your towels, sheets, and pillowcases with clean ones.

- Female dorms bring their linen to the Linen Room on Thursdays.
- Male dorms bring their linen to the Linen Room on Fridays.
  - > Exchange your linens on your day between 8:00–8:45 a.m. or 1:45–2:15 p.m.

## **SPORTS**

Four days per week (Monday to Thursday), students will take part in sports from 2:30–3:45 p.m. Students sign up for the sports they like and can change their sport with approval from the Sports team. There will also be some additional, optional sports and activities available from 4:00–6:00 p.m. that students can sign up for.

## **GYMNASIUM**

You are invited to use and enjoy the gym during the summer. There are a few things you should remember. Because of the delicate floor, you must wear sports shoes. Do not take food or drink into the gymnasium.

## HEALTH & WELLBEING CENTRE

Our dedicated team of nurses at the Health & Wellbeing Centre is here to assist with any medical needs you may have.

### Opening Hours:

<b>Monday to Friday:</b>	9:00 a.m.–9:00 p.m.
<b>Saturday:</b>	9:00 a.m.–1:00 p.m.
<b>Sunday:</b>	10:00 a.m.–1:00 p.m.

Outside of these hours, a nurse is available on call for emergencies. Should you require assistance after hours, please contact your dorm parent or a faculty member.

### Medication Policy:

All medications, both prescribed and over-the-counter, must be checked in with the nurse on duty upon arrival. The nurse will assess whether a risk assessment can be conducted for a student to self-administer medication in the dorm.

## SUGGESTIONS/CONCERNS

We foster a good relationship with dorm parents and teachers and encourage students to express their concerns through them. If you have any suggestions for improvement or concerns of any nature, you can share them with your teacher, your dorm parent, or any of the administrators. You can also express your concerns by filling out a suggestion form and placing it in the suggestion box found in the reception area of Thorpe Place. You will also have the opportunity to review the Program and share your recommendations by completing the Student Feedback Questionnaire at the end of the session.

## SAFEGUARDING

TASIS England is committed to the safeguarding and well-being of all students.

TASIS England recognizes that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of students and we carry out this duty through our teaching and learning, pastoral care, extended Program activities, and daily site management. Our aims are prevention, protection, and support. This applies to all students, staff, parents, Directors, volunteers, and visitors.

It is expected that our students will, at all times, flourish in a safe and stimulating environment; they should feel safe and secure and encouraged to build positive relationships with trusted adults. We will endeavor to provide activities and opportunities that will equip our students with the skills they need to stay safe while attending the Program. This will also include materials designed to help our students develop essential life skills.

We have a Summer Program Safeguarding Policy and safeguarding procedures in place, which all staff (including supply staff, volunteers, and Directors) must ensure that they have read and understood. Parents, carers, and students also have access to our wider school safeguarding policy available on the school website. There are posters displayed around school that show the safeguarding team and how to contact them.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's or young person's welfare. We will ensure that our concerns about students are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's or young person's welfare.

We have a safeguarding team that incorporates a Designated Safeguarding Lead (DSL) and an on-call Senior Leader Deputy DSL. Our lead DSL is Matt Kiely.



## LOCK BOXES

Every student has a lockable space in their dorm. These boxes are where you keep valuable items. Your dorm parents will show you how to lock these and will give you a private lock combination number. You must return your lock when you leave TASIS England. If you lose your lock, you will be able to purchase another for a charge of £5.

**Students must securely store their money and valuables locked in their lock box. Students should store large amounts of cash or other valuable items in the Business Office for safety.**

## ALLOWANCE (POCKET MONEY)

When you arrive at TASIS England you can keep £100 with you for spending money. If you have extra money you must put it in the TASIS England Bank (Business Office). Every week you can take out up to £100. If you would like to take out more money, your parents must send an email to **uksummer@tasisengland.org** to give you permission.

You can withdraw money from the TASIS England Bank in the Science foyer:

Friday 1:30–2:30 p.m.

**You are responsible for your money. Any money that is left in your room MUST be locked up in your lock box at ALL times.**

**We suggest that the students bring a credit or debit card, or use a payment app on their phones, as some retailers do not accept cash.**

## MOBILE PHONES

We encourage you to spend time talking with your friends and being involved in activities, and spend less time on your mobile phones. Mobile phones are not permitted between the hours of 8:15 a.m. and 4:00 p.m. - this is during class time, sports and activities, and some meal times.

If you do not have a mobile phone and want to call your parents, please speak to an administrator.

**Mobile phones are not allowed after lights out.**

## THE ROYALS CAFÉ

Monday – Thursday	11:45 a.m.–2:00 p.m. 8:00–9:45 p.m.	<b>You can buy:</b> Cookies, Pizza, Drinks Frappuccinos, Fruit Yogurt, Ice Cream Crisps
Friday	11:45 a.m.–2:00 p.m.	
Saturday	8:00–10:15 p.m.	
Sunday	8:00–9:45 p.m.	

**There is a pool table and a sitting area with a television. It is a great place to relax with your friends.**

## OFF CAMPUS PERMISSIONS

Sports coaches will supervise visits to the local store between 4:00–6:00 p.m. Monday to Thursday. It may not be possible to go to the store outside these times but if you need something you must liaise with your dorm parents or the duty team. You must take care when walking to the post office and stay on the footpath and OFF the road, always going in groups of two to three.

**Students must never book taxis.**

## OFF-LIMITS AREAS

There are just a few places on campus you are not allowed to go to. Please do not go to the Lower School play area. The equipment is meant for younger students and anyone older may break them! The area around St. Mary's Church and Monks Walk is also off-limits.

## FIRE PROCEDURES

All buildings at TASIS England have fire alarms and fire extinguishers. If you see a fire you must pull the alarm and evacuate the building to the nearest fire assembly point.

If the alarm sounds at night, students must quickly go to their meeting points and a teacher will call your name.

<b>Dorm</b>	<b>Assembly Point</b>
Lodge, Tudor House, TP1, TP2, TP3, TP4, TP5 Cloisters	<b>Assembly Point 1 (TP Lawn)</b>
Vicarage Mews	<b>Assembly Point 6 (TP Lawn)</b>
Orchard	<b>Assembly Point 7 (TP Lawn)</b>
Tower	<b>Assembly Point 2 (LS Playground)</b>

If the alarm sounds during the day, you must stay with your class and go to the following meeting points.

<b>Location</b>	<b>Assembly Point</b>
Language lab, Coach House Hall Classrooms Arcade Classrooms Music Building, Art Building Runnymede Hall Classrooms Gym and Theatre	<b>Field (next to tennis court)</b>
Thorpe Place Innovation Center Upper School Library	<b>Back lawn before the pond</b>

**DON'T PUT YOUR LIFE IN DANGER. EVACUATE.**

## STUDENT DRESS CODE

We require all students to dress in a way that is respectful, clean, and presentable while still allowing for comfort. Any clothing that is discriminatory, suggestive, offensive, or revealing should be avoided. This includes any clothing that has language or imagery perceived to be inappropriate or offensive.

Students must avoid clothing that exposes undergarments or areas of the body that are typically covered in an academic setting and clothing must be appropriate for activity participation - for example, having shoulders and midriff covered for horse riding and wearing long trousers.

We understand that cultural and religious attire may vary, and students may wear clothing that is culturally or religiously significant, as long as it is clean, safe, respectful, and appropriate for activity participation.

Footwear must be safe and clean, taking into consideration health and safety concerns. Any jewelry or accessories must not pose a health and safety risk. We acknowledge that some students may have culturally or religiously significant jewelry, piercings, or hairstyles. However, in certain activities it may be necessary to avoid wearing items in order to ensure the safety and health of all participants.

If you have any inquiries or concerns regarding our dress code policy, please contact the Program Directors. We appreciate your cooperation and goodwill in maintaining these standards.

## EMERGENCY PHONE NUMBERS

Add +44 and eliminate the first 0 if dialing from outside of the UK

TASIS England	01932 565252	Security	07768 947201
Duty Manager Mobile	07553 287524	Health Center	01932 582353
Mrs. Sia Georgaklis (Co-Director)	07407 855106	School Nurse	07774 197082
Mr. Tom Trembulak (Co-Director)	07392 319943	Emergency Services	999
Mr. Matt Kiely (Designated Safeguarding Lead)	07770 339754	Non-Emergency Police	101

## RULES

**Please make sure you read the rules and know them well. You should also be familiar with what happens when you don't follow the rules.**

The students and faculty of TASIS England share a small community, which can flourish only through constant consideration and respect for the rights and property of others. To safeguard the rights of the community, every student is honor-bound to know and abide by the following rules. Parents and students must read these rules and sign the Rules Slip to signify that they will abide by the rules. Parents should keep these rules for reference as students will receive another copy upon their arrival.

**Students and parents should be aware that any infringement of these rules may lead to immediate suspension or dismissal from the Program, and that the Directors of the Summer Program are responsible for all disciplinary decisions. Parents are reminded that there will be no reductions or refunds for suspensions or dismissal. With just cause, TASIS England reserves the right to inspect a student's room and their personal effects in order to ensure the compliance of Program rules and regulations for the purpose of the safety, health, and welfare of the participants and employees.**

**Students and Mobile Phones:** The Program encourages students to limit their access to personal mobile devices and reserves the right to confiscate and monitor personal devices when deemed necessary for safeguarding concerns. Mobile phone use is not permitted between the hours of 8:15 a.m. and 4:00 p.m. - this is during class time, activities and sports, and during any meal times. During this time, students' mobile phones should be turned off and out of sight (in students' bags or kept with the teacher).

In the boarding houses, mobile phones are permitted during free time, although they may not be used after lights out (10:30 p.m./11:00 p.m.). Phones can be collected from younger students (up to Grade 10 or under 15 years of age) and this provision can be extended to students who persistently overuse their phones at inappropriate times. TASIS England acknowledges that due to the international nature of the School and the student body that it may be acceptable for some students to contact family members, with staff permission, after lights out, where time zones do not align with GMT or BST.

Mobile devices must not be used to directly take photographs, videos, or sound clips of any student or other person who is unaware of the action and who has not given their explicit permission. Students and staff are informed about the statutory framework regarding the sharing and publishing of photographs and videos, regardless of the media chosen.

Any use of mobile technology to intimidate, bully, harass, threaten, or attempt to radicalize others or breach copyright laws will be counted as an infringement of network use and breach of discipline and will be dealt with in accordance with the TASIS England Summer Program Behavior Management Policy. This may result in disconnection from the network, confiscation of the mobile technology, and/or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission and, if in doing so, Program and statutory guidelines are not breached.

Students are reminded that taking, sending, or posting images or videos of a sexual or indecent nature is strictly prohibited by the Program and may constitute a criminal offense. The Program will treat incidents of sending and/or receiving such messages or images as a serious safeguarding issue

which may result in involvement of the police. Students concerned about images that they have received, sent, or forwarded should speak to any member of staff for advice.

The Program has the right to confiscate and search any mobile electronic device (personal or Program-issued) if it suspects that a student or staff member is in danger or has misused a device. TASIS England administrators reserve the right to dismiss a student if a Program Director deems that an extreme, or multiple, violation of this rule has taken place.

**Drugs and Alcohol:** The possession, use, or transfer of drugs, including inhalants, illegal or controlled substances, or any drug related paraphernalia is not allowed. TASIS England administrators reserve the right to dismiss a student if the Program Directors deem that a violation of this rule has taken place. Students are required to register all prescription drugs and all medicines with the Health Center immediately upon arrival at school or receipt of a prescription if mid-Program. Any non-registered drug or medicine may be considered “illegal” or “unauthorized.”

Possession or consumption of alcoholic beverages, including beer and wine, is strictly prohibited and will result in appropriate disciplinary action.

**Personal Dishonesty:** Theft of money or property from other individuals or from the School or other institutions is strictly prohibited.

**Bullying:** Harassment, intimidation, or hazing of any kind is strictly forbidden including that which may take place online or over social media.

**Smoking/Vaping:** TASIS England does not allow the possession of or use of tobacco or vaping in any form during the Program. Disciplinary action will result if a student fails to observe this rule. In any event where smoking or vaping has occurred, paraphernalia will be confiscated, parents may be contacted, and a visit to the Health Center will take place to offer advice and guidance. This applies to students when on and off campus during their stay at TASIS England.

**Fire Hazards:** Burning of incense or candles or use of firecrackers are fire hazards and are prohibited. Tampering with fire doors, fire extinguishers, fire exit signs, and fire alarms, including knowingly activating a fire alarm when no emergency service is needed, is a serious threat to people’s safety and is strictly prohibited. Fire-starting equipment such as lighters and matches are strictly prohibited and will be confiscated. If students have these in their possession when they arrive at the School they should be handed to a member of staff before entering the dorm.

**Vandalism:** Defacing or destroying the property of other individuals or of the School or other institutions will result in payment for the damage and strict disciplinary action.

**Unauthorized Mixed Company:** There will be no boys in girls’ designated areas and no girls in boys’ designated areas. For their own safety, the safety of others, and to promote sound sleep, students are expected to remain in their assigned boarding house and room overnight. Students found outside of their room and/or boarding house overnight in a manner unrelated to an emergency situation will face disciplinary action.

**Body Piercing:** If, in the opinion of the School nurse and/or administration, a student’s body piercing is a health or safety hazard, the student will be asked to remove it.

**Academic Dishonesty:** Any incident of academic cheating or plagiarism is both dishonest and non-educative. Copying another student’s class work or homework, or cheating on a test are examples. Academic dishonesty is not tolerated at the School and will result in an appropriate sanction.

# STUDENTS' DAILY SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:30–8:30 a.m.	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	CONTINENTAL BREAKFAST 8:30–9:30 a.m.	CONTINENTAL BREAKFAST 7:45–8:45 a.m.
(PERIOD A) 8:45–9:40 a.m.	CLASS PERIOD A	CLASS PERIOD A	CLASS PERIOD A	CLASS PERIOD A	CLASS PERIOD A	All students out of the dorm by 8:45 a.m.	BRUNCH  10:30 a.m.–12:00 p.m.
(PERIOD B) 9:45–10:40 a.m.	CLASS PERIOD B	CLASS PERIOD B	CLASS PERIOD B	CLASS PERIOD B	CLASS PERIOD B		
10:40–10:55 a.m.	BREAK	BREAK	BREAK	BREAK	BREAK		
(PERIOD C) 11:00–11:55 a.m.	CLASS PERIOD C	CLASS PERIOD C	CLASS PERIOD C	CLASS PERIOD C	CLASS PERIOD C	Trips depart from the Coach Park at 10:00 a.m.	TRIP/ SHOPPING 12:30–6:00 p.m.
(PERIOD D) 12:00–12:55 p.m.	LUNCH or CLASS PERIOD D	LUNCH or CLASS PERIOD D	LUNCH or CLASS PERIOD D	LUNCH or CLASS PERIOD D	LUNCH or CLASS PERIOD D		
(PERIOD E) 12:55–1:50 p.m.	LUNCH or CLASS PERIOD E	LUNCH or CLASS PERIOD E	LUNCH or CLASS PERIOD E	LUNCH or CLASS PERIOD E	LUNCH or CLASS PERIOD E <b>ALLOWANCE 1:30–2:30 p.m.</b>		
1:50–2:20 p.m.	BREAK	BREAK	BREAK	BREAK	BREAK	TRIPS 10:00 a.m.–6:00 p.m.	
SPORTS 2:30–3:45 p.m. OFF CAMPUS 2:00–4:00 p.m.	SPORTS	SPORTS	SPORTS	SPORTS	<b>ALL SCHOOL MEETING</b>		
4:00–6:50 p.m.	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	DINNER 6:15–7:30 p.m.	DINNER 6:15–7:30 p.m.
5:30–6:45 p.m.	DINNER	DINNER	DINNER	DINNER	DINNER 5:00–6:15 p.m.		
7:00–8:00 p.m.	HOUSE MEETING	STUDY HALL	STUDY HALL	STUDY HALL			
8:00–10:00 p.m.	ACTIVITIES	ACTIVITIES	ACTIVITIES	ACTIVITIES	EXCURSION OR FREE TIME	ACTIVITIES/ DISCO	ACTIVITIES
10:00 p.m.	CHECK-IN	CHECK-IN	CHECK-IN	CHECK-IN			CHECK-IN
10:30 p.m.	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	LIGHTS OUT	CHECK-IN LIGHTS OUT 11:00 p.m.	CHECK-IN LIGHTS OUT 11:00 p.m.	LIGHTS OUT





*We wish you an enjoyable  
summer at TASIS!*

TASIS



ENGLAND

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