



Westlake International
School

BOARDING APPLICATION FORM ACADEMIC YEAR 2016

BOARDER'S PARTICULAR

Name: _____

Date of Birth: _____ DD _____ MM _____ YY Age as in December 2015: _____

Gender: Female/ Male

Duration: 5 Days

7 Days

Note to applicant:

Interview with the Boarding Parent

Applicants will be interviewed by a member of the Boarding staff to gauge their ability to adapt to the Boarding House experience.

Parent Acknowledgement & Agreement

Please acknowledge and sign the Terms & Conditions of enrolling your child to Westlake Boarding House (Attachment 1).

Boarding House Code of Conduct

Please acknowledge and sign the Boarding House Code of Conduct (Attachment 2).

Usage of Swimming Pool

Please be aware that the swimming pool facility will be made available to weekend boarders age of 13 years old and above. Boarders are allowed to swim from 4.30pm to 5.45pm on Friday and Saturday. This session is only open to boarders who are proficient swimmer. Please acknowledge and sign on the Parental Consent and Indemnity Form for swimming (Attachment 3)

General Indemnity Form for Boarders

Please be aware that from time to time boarders will go on outings to the theatre, shopping centers etc. and may be taken by a teacher or House Parent in private transport. They will also be expected to go on School outings. In order for your child/ward to attend these functions, please sign and return the General Indemnity Form for Boarders (Attachment 4).

Nomination of Guardian

The House Parents will only release a boarder to the parents. Parents are requested to nominate a guardian for the child should they require the guardian to take the child out from the Boarding House. Please fill up the form to nominate a guardian for your child (Attachment 5).

Allergy Form

Please acknowledge and sign the Allergy Form (Attachment 6).



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PARENT ACKNOWLEDGEMENT & AGREEMENT

I would like to register my child for boarding at Westlake International School, Kampar, Perak

I agree to the terms and conditions as stipulated in the Westlake International School Boarding House Handbook 2016.

I confirm the medical information provided above and that my child has no allergies or special medical conditions which would affect the child's medical treatment other than any disclosed separately Attachment 6.

I agree to give one full term's notice in writing before withdrawing my child from boarding in order to retrieve my Boarding Deposit.

I recognize that Westlake International School will take every precaution to ensure the safety of my child. I shall not hold the school liable and responsible for any injury or mishap due to unforeseen circumstances.

Parent's Name

Parent's Signature

Date

For Office Use only

Admission Date: _____ House Parent's Signature/Date : _____

Please circle: Weekday Boarder / Full Boarder

House Number: _____ Room Number: _____

Laundry No: _____



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BOARDING HOUSE CODE OF CONDUCT

Code of Conduct for Boarders based on Westlake International School Boarding House Handbook 2016

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

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 students. Bullying of any kind is unacceptable at our boarding house.
2. Boys are strictly forbidden from entering the girls' boarding house.
3. Girls are strictly forbidden from entering the boys' boarding house.
4. Boarders are not permitted to enter another room without permission.
5. Communal areas must be kept tidy and the rights of others to share communal 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 house.
8. Boarders must inform boarding house parents immediately when 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 cupboards and putting laundry in the bag for washing.
10. Boarders must make the effort to show appreciation, be kind, considerate and respectful at all times.
11. Boarders must attend all meal times.
12. 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 the House Parents.
13. Boarders must attend supervised study where homework will be done diligently and quietly.
14. Boarders are strictly not allowed to bring the following items into the Boarding Houses: tobacco, e-cigarette, alcohol, illegal items, offensive items, weapons, cigarette lighters, matches, joss sticks, candles, pets, explosives, etc. Any items considered dangerous and detrimental to their well-being and that of other boarders' will be confiscated.



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15. Boarders are not allowed to bring electrical items such as multi-purpose cooker, kettles, iron, juicer, printer or any gaming devices.

Only hair-dryers and electrical shavers are allowed. All electrical items must be approved by boarding house parents.

16. Each boarder is allowed to bring only 1 mobile phone and 1 laptop.

Boarders are expected to develop character traits and adhere to the Code of Conduct. Otherwise, they might face the following consequences:

- Community service in increasing hours
- Confiscation of electronic gadgets
- Scheduled counselling
- Grounded from after school activities (school projects, games) and excursions

Acknowledgement:

I, _____, the parent of _____ in Year _____ class, hereby have read, understood and agree with Boarding House Code of Conduct.



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USAGE OF SWIMMING POOL BY WESTLAKE INTERNATIONAL SCHOOL BOARDERS FOR ACADEMIC YEAR 2016

SWIMMING POOL RULES AND REGULATION

- There must always be at least one swimming pool supervisor present when the pool is being used. Additional supervisors must be present as the number of people swimming increases.
- Nobody is to swim alone.
- The pool supervisor must make sure the gate is always securely closed.
- No person is allowed to swim unless wearing an appropriate and decent swim wear and with permission from the school.
- Person suffering from infectious, communicable or contagious diseases is not permitted to use the swimming pool
- Check the depth of water and hazards such as steep slopes into deeper water.
- Do not swim when it is raining and when there is thunder and lightning.
- Do not swim while under the influence of alcohol or drugs.
- No running, jumping, or diving into the pool.
- No food and drinks are permitted in the swimming pool area.
- Surfboards, snorkelling, scuba gears, kayaks and bulky inflatable toys are not to be used in the pool.
- The first aid kit is stored in the Reception and the Staffroom.
- The closest telephone for emergencies is located at the Reception office.
- The School's management and its employees shall not be liable in any manner whatsoever for the loss of or damage to any person, property or injury to or death of any person in the swimming pool or its vicinity.



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PARENTAL CONSENT AND INDEMNITY FORM

I allow my child/ward _____ of Year _____ to use the swimming pool facility on the weekend (Friday and Saturday) at the appointed time.

I confirm that he/she is fit and without medical problems.

I am fully aware of the possible risks involved and shall not hold the school and its staff responsible or in any way liable whatsoever arising from any cause in connection with the training or my child's participation therein.

I hereby indemnify and agree to keep the Westlake International School, its management and staff fully indemnified against all claims, loss or damage whatsoever arising from any cause in connection with this activity.

I agree to Terms and Condition and will observe the Rules and Regulation when using the swimming pool.

Name of Parent/Legal Guardian: _____

Relationship to Child (mother/father/legal guardian) : _____

Signature of Parent/Legal Guardian: _____



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GENERAL INDEMNITY FORM FOR BOARDERS

The following Indemnity Form, if signed, gives your consent for your child to participate in all school excursions, sports matches and extra-mural activities for the duration of the child's stay at this school as a boarder.

You will note that if you do not want your child to go on a particular excursion, you may naturally exercise this option.

NOTE: Every care will be taken to ensure the safety of your child on any outing / excursion.

I hereby give permission for my child _____ to participate, under the supervision of the school, in all excursions and/or extra-mural activities while he/she remains a boarder at Westlake International School.

1. I hereby declare that I shall not hold the aforementioned School or its bona-fide representative liable for any damage or injury sustained by my child / ward while he/she is on an excursion, an extra-mural activity arranged by the said school, or as a participant in the school's programme.
2. I also undertake to indemnify the bona-fide representatives of Westlake International School against all claims by me, or any third parties, arising from any cause or action whatsoever, and will not hold the School or its representatives liable for any injury or loss or any damages consequent thereto, sustained whilst my child is in their care.
3. I accept that the Principal and staff will take every reasonable precaution to ensure the safety of my child.

Name of Parent/Legal Guardian: _____

Relationship to Child (mother/father/legal guardian) : _____

Signature of Parent/Legal Guardian: _____



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GUARDIAN NOMINATION FORM



***Note: Please attach passport photo of Guardian**

Boarder's name: _____

Guardian's name: _____

Address: _____

Email: _____

Tel No: _____ Mobile: _____

Signature of guardian: _____

I hereby give consent for the above nominated person to act as Guardian for our child.

Signature of parent: _____

Name of parent: _____

Date: _____



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Allergy Form

Please provide the following information to the school:

Name of the Student : _____

Year : _____

Gender : _____

Please tick (v) on appropriate boxes and specify the item(s) to which your child is/are allergic to:

1. Food/Beverage allergies:

Seafood: _____

Meat: _____

Drinks: _____

Vegetables: _____

Fruits: _____

Others: _____

2. Medication:

3. Others (i.e: Dust, skin contact.....)

Signature of parent: _____

Name of parent: _____

Date: _____