



THE AMERICAN SCHOOL IN ENGLAND

GETTING READY
HANDBOOK
FOR
BOARDING STUDENTS
2008 - 2009

Dear Student,

Welcome to historic TASIS England. We are pleased to have you as part of the TASIS family.

The learning community that is TASIS England is filled with exceptional opportunities. With fellow students from across the world your first learning opportunities will come from your classmates and from your roommates. You will spend quality time together in class, as members of student organizations, attending events on and off campus, playing sports, practicing music, and performing in our drama programs. All of those you meet will have something to share; some of those you meet will become lifelong friends.

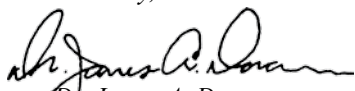
Although those you meet may be different from you—they may come from a different place, practice a different religion, or be of a different ethnic or racial background—you will have in common your journey down the path to responsible adulthood. This path is based on the principals of Culture, Wisdom, Truth, and Knowledge—four values that will help you make the best personal decisions as a member of the TASIS community and as a human spirit striving for happiness and fulfillment. We are committed to helping you develop an appreciation for culture, the wisdom to make the right personal decisions, a reverence for truth and honesty, and an insatiable thirst for knowledge.

The key factor to becoming a respected and responsible person is the realization that there are consequences to every decision. When you are trusted by your friends, your parents, and your teachers, you feel good about yourself and you are given greater control over your life. That trust comes from being personally accountable for your actions and by being honest with yourself and others.

I look forward to meeting you and to sharing the wonderful opportunities that TASIS England offers. If there is anything I can do to help you with the transition to our family and to make your stay at TASIS more productive, my door is always open.

Best wishes for a safe, healthy, and happy 2008-09.

Sincerely,



Dr. James A. Doran
Headmaster

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✓ OPENING DAY

Boarding students should plan to arrive on campus on opening day before 6:00 p.m. Please consult the School calendar for the correct day for boarding students to arrive.

The day's agenda for boarding students will include the following:

1. Registration and reception
2. Rooming assignments
3. Settling into rooms (unpacking)
4. Individual dormitory meetings with faculty resident

The School will make every effort to have faculty members or Boarding Prefects meet students when they arrive at London's Heathrow International Airport on opening day. It is imperative, however, that we receive flight details **one-week prior to arrival**. Please fax these details to +44 1932 560493, with attention to the Upper School Office.

Students arriving at Heathrow should go to the area marked "Meeting Point" and look for someone carrying a TASIS England brochure or sign. (Meeting points are located in Terminals 1, 2, 3 & 4.) A TASIS representative will be stationed at these meeting points throughout the day.

The School is unable to provide a continuous shuttle service to Gatwick Airport because of time and distance constraints. Taxis, arranged by the School, will be sent to Gatwick Airport on opening day **to collect those students who have advised us of their flight number and arrival time at least seven days in advance**. Students should go to the meeting point and look for someone carrying a TASIS brochure or sign. Students arriving at Gatwick who have not notified the School in advance should take the Speedlink or Jetlink shuttle (approximate cost £20) from Gatwick to any of the Heathrow terminals and wait for the transportation as outlined above. If a delayed flight or other problem causes a student to miss the TASIS representative, the student should call the School on 01932 565252 to receive instructions regarding a pick-up.

Regretably, students who do not arrive before 6:00 p.m. on opening day are required to make their own arrangements to transfer to the School. The School's courtesy service is only available on designated days at the opening and closing of school and at the beginning of vacation breaks. The following telephone numbers for local taxi services can be helpful when school pick-up is not available:

GEMINI CARS (01784) 471111

NEW STATION CARS (01932) 571111

✓ ADDRESSES

Address for Student Mail: Student's Name
TASIS The American School in England
Coldharbour Lane
Thorpe, Surrey TW20 8TE, ENGLAND

Please keep the Admissions Office advised of any personal and business changes of address, telephone numbers, and e-mails during the course of the year, whether you are moving permanently or just travelling on vacation. Additional information will be sent to you regularly and it is important that we know how to reach you at all times. An Important Address form which must be completed and returned to the Admissions Office each year is forwarded with the first summer mailing.

✓ ELECTRICAL EQUIPMENT

Students may bring small stereos, hair dryers, musical instruments, and laptop computers. **(Students may not bring television sets or electrical cooking equipment)**. Computers are available for students in the Computer Center although students are encouraged to bring their own personal computers. An “airport card”, allowing wireless access to the internet through the TISIS network, can be purchased from our computer staff once the student arrives. Voltage in England is 220 volts 50 cycles and all American electrical equipment must be dual current or it will need a transformer. Since transformers can be expensive, students are advised not to bring standard American electrical equipment unless battery operated. It may indeed be wise to purchase electrical items upon arrival in the United Kingdom. Students’ personal property is not covered by school insurance (see below). **IT IS RECOMMENDED THAT IF VALUABLE PROPERTY IS BROUGHT TO SCHOOL, IT SHOULD BE COVERED BY THE PARENTS’ PERSONAL INSURANCE POLICY.**

✓ E-MAIL COMMUNICATIONS

All boarding students will be issued with an e-mail address which will be their family name preceded by the initial of their first name, then @tasisengland.org. This vehicle of communication is encouraged by the School because of its ease, speed, and cost effectiveness.

Many students utilize the after school hours (3:15 – 7:30 p.m. UK time) to send their personal messages home.

✓ INSURANCE

Medical and Accident insurance cover is the responsibility of the parents. All students must have both in place. **Parents must provide proof of cover by 26 August 2008 (Registration Day for 2008-2009 School Year)**. Failing this will result in cover being arranged by the Schools insurers and the parents/guardian being billed accordingly.

National Health Service Entitlement: The current regulations and guidelines for NHS entitlement for students coming to the United Kingdom from abroad is available at www.dh.gov.uk/PolicyAndGuidance and www.avert.org/freenhs.htm. Any student who is already a NHS patient must register with the School’s doctor and submit their NHS Registration Card. As NHS patients, if specialist treatment is required they are referred and are put on waiting lists in order to be seen according to their deemed priority. Services such as physiotherapy are extremely difficult to obtain on the NHS, therefore we **require all students to have ‘back-up’ private medical insurance.**

Personal belongings are the responsibility of each student and insurance to cover their damage/loss should be undertaken personally.

✓ LAUNDRY AND LINEN SERVICE

The School fees include the provision of pillows and duvets and a weekly change of sheets, pillowcases and towels. It is, however, permitted for students to bring their own linens.

Coin-operated laundromat facilities are available on campus for students who wish to take care of their own personal laundry. Parents and students are reminded that the weekly washing and ironing of personal laundry requires a consistent and significant time commitment. The School has, therefore, made arrangements for an optional weekly pick-up and delivery of laundry for boarding students. The approximate annual cost of this service averages around £400 per student; dry-cleaning costs are extra. A deposit of £400 is payable in advance to the School and will be credited against accrued costs at the end of the year.

If you wish to have this service available to your son/daughter for regular use, please complete the laundry form which is mailed with the first summer mailing to boarding students and return it with your payment to the Admissions Office.

✓ MEDICAL HISTORY AND EXAMINATION

All students are required to have a current Medical History Form on file with the School's Health Center. Please complete all sections of the Medical History form including known allergies, medical conditions or problems that your child has or has had as well as all medications currently being taken. **Remember to sign the authorization section** at the bottom of the form. It is vital that the **"Medical History Form"** be signed annually by the parent or guardian as we cannot legally undertake medical treatment for your child unless it is a "risk to life" emergency.

Using American, British and EU school health guidelines students should have the following up-to-date immunizations **before** arriving at school.

At what age is the immunization due?	Which immunization?		
At two months	Polio	Hib, Diphtheria, Whooping Cough, Tetanus, [DPT] One Injection	
At three months	Polio	Hib, Diphtheria, Whooping Cough, Tetanus, [DPT] One Injection	
At four months	Polio	Hib, Diphtheria, Whooping Cough, Tetanus, [DPT] One Injection	
At 12 to 15 months	Measles, Mumps, Rubella [MMR] One Injection		
3 to 5 years	Polio	Measles, Mumps, Rubella [MMR] One Injection	Diphtheria, Tetanus [DT] One injection
13 to 18 years	Polio	Diphtheria, Tetanus [DT] One injection	

Also, **highly recommended are the Meningitis C, Hepatitis A and Hepatitis B immunizations.** These are now being required by U.S. universities.

As well as the above, Boarding students are required to have an up-dated **Report of Medical Examination** on file with the School. TASIS requires these every two years. New students, and those entering their third and fifth years at TASIS, must have these forms completed by their doctor prior to the opening of school. If this updated report is not provided, the student will be given a medical by the School doctor and billed accordingly.

Boarding students of sixteen years of age or over will be allowed to keep a small supply of over-the-counter medications in their dormitory rooms provided the **Boarding Student's Medications Form** is fully completed and that the parental/guardian permission has been signed on entry to the School.

We also strongly recommend that your child have an annual dental check before school commences as British dental fees are often considered high and this also saves your child losing class time.

Two full-time nurses are employed by the School and a doctor conducts a weekly clinic on campus. A fully-equipped hospital is within a ten-minute drive from the School.

✓ PASSPORTS AND VISAS

Each student must hold a passport valid for the duration of the School year plus an extra six months. Passports should have plenty of blank pages, including blank facing pages. **All non-EU students are required to hold a Student Visa or UK Resident's Permit** in order to study in England. It is mandatory for the parents to obtain this document before the student comes to England. Students from an EU country do not require a Student Visa or UK Resident's Permit to study in England. Students whose parents have work permits also do not require a Student Visa or UK Resident's Permit.

Residents of Australia, Canada, Hong Kong Sar, Japan, Malaysia, New Zealand, Singapore, South Africa, South Korea, USA, should obtain a UK Residents Permit from the British Embassy. All other nationals except UK and EU residents should obtain a Student Visa from the British Embassy.

Any student entering the UK who needs either a Student Visa or UK Resident's Permit and fails to do so may or may not be allowed entry into the UK. If the student's passport is stamped by immigration with a 'Remain to Stay' it will only be for a maximum of two months. After this time the student would then be required to leave the country to obtain a student visa or UK Resident's Permit before re-entering the UK.

If you enter the UK with a visitor visa (a stamp in your passport which states "leave to enter for six months; employment prohibited"), when you leave the UK and return to resume studying, you may be refused entry. **YOU MUST, therefore, apply for and receive a student visa, for the duration of the School year, in advance of arriving in England. THIS IS THE FAMILY'S RESPONSIBILITY.**

The School will send each student a letter confirming his/her enrollment at TASIS England. A student visa is usually obtained by producing a copy of this enrollment letter to the British Embassy in your country of residence. This letter must also accompany your passport when you pass through the immigration authorities upon arrival in England.

Please note: It is the policy of TASIS England to hold passports of boarding students for safe-keeping in the Upper School Office while school is in session.

VISITOR'S VISAS

The Upper School Office will undertake to obtain visas for school and vacation travel. Many visa applications have to be made in advance of the travel date, i.e., at least 6 – 8 weeks before travel is to commence. It is, therefore, necessary for us to have as much advance warning of your travel plans as possible. Please note that passports must be valid for a minimum of 6 months for visas to be issued. A standard charge of £15.00 will be levied for each visa issued. This is in addition to the fees charged by the relevant Embassy or Consulate.

AIRLINE TICKETS

All airline tickets will be held for safe keeping by the School, with students' passports. The School will assist students in the booking and purchase of airline tickets. The School uses a reputable travel company who assists in making these bookings and a competitively priced fare will be offered. It is our policy that when a student requests assistance in booking a flight, we must receive a written confirmation (usually via fax) from the parents before allowing the student to purchase the ticket.

We will then contact the parents with the necessary cost and flight details. Parents will be requested to confirm their acceptance before a firm booking is made. It is also preferable to book these tickets using a credit card. Parents will be requested to let us have this information when accepting booking details. The School will also assist in reconfirming "Open" tickets. We must have onward travel date information as soon as possible to avoid disappointment.

✓ PERMISSION FORMS

A series of permission forms for parents to complete and sign will be forwarded with the second summer mailing. These forms must be completed and returned to the School prior to the opening day of school. They encompass the following areas:

1. Telephone and Fax Permission
2. Homestay Permission (students with families in the UK)
3. London Permission
4. Weekend Overnight Permission
5. Student Activities Permissions

No student will be permitted to leave the School vicinity if completed and signed forms are not on file with the Upper School Office. If parents wish to make changes to these forms throughout the year, they must notify the Upper School Office.

✓ PERSONAL ALLOWANCE

It is strongly recommended that parents of boarding students establish a firm and definite policy for their child's personal allowance. This encourages individual responsibility. ***It is also strongly recommended that parents deposit personal allowance money with the TASIS England Business Office rather than making any other arrangements.*** In this way, the School can monitor student spending and provide safekeeping for their funds.

The School recommends a weekly maximum personal spending allowance of £50 for students in grades 9 to 12. Additional expenditures during the year may include:

September:	School supplies and sports gear (approximately £40)
October:	Travel Week spending money (the School allows students to withdraw up to £100 above the normal allowance without special parental permission)
December:	Christmas presents Travelling expenses for the holiday (similar withdrawal for Travel Week)
February:	Travelling expenses for the February Break (similar withdrawal for Travel Week)
March:	Travelling expenses for the Spring holiday (similar withdrawal for Travel Week)
May:	Prom (tickets, dress, tux rental, etc.) Graduation (clothes, gifts)

During the year some students may wish to purchase special athletic shoes for soccer or basketball (these may cost £55-£75), letter jackets (£90 approx.), calculators (£40-£80) or school rings (£150-£250). In addition, parents are reminded that participation in optional activities, such as horseback riding, sailing, music lessons, travel and entertainment opportunities which supplement the School's Travel/Concert/Activities program, may involve extra expenses. These expenditures are optional and parents may, of course, indicate whether or not they wish the School to disburse money for them.

A personal school allowance account will be established for each student. A form for parents to complete and submit with funds will be forwarded in the first Spring mailing. The School strongly advises and requests that parents use the School allowance facilities and that they not send large amounts of money directly to their children.

The Boarding Coordinator will use his discretion in allowing extra sums to be withdrawn. Extra-large sums will always require parental permission.

Please note:

1. Personal allowance checks should be made out separately from tuition checks and should be made payable to TASH The American School in England. Wire transfers should be made to the following account clearly indicating the student's name and marked 'personal allowance':

Account Name:	TASH England	Account No.:	02868572	Sort Code:	30-94-42
Swift Code:	LOYDGB2112	IBAN Code:	LOYDGB2112		
Bank Address:	Lloyds TSB Bank, 73-75 High Street, Staines, Middx TW18 4PP, England				

2. Due to currency regulations, all allowance funds are disbursed in Pounds Sterling. Please note that U.K. banks levy a surcharge (£20-£30) for cashing or depositing non-Sterling checks.
3. If an increase, decrease or any other change in a student's weekly allowance is desired, the Dean of Student Life must receive written notification from the parent.
4. The School reserves the right to monitor and control spending money of boarding students whether or not they elect to use the School banking facility.

✓ POLICE REGISTRATION

Non-American students who have reached the age of 16 may be required to register with the police as and when specified by the immigration authorities. There is a charge of approximately £34 for this registration. The School will help students for whom this is required. Students who have already registered with the police are required to re-register at the start of each school year. Again, the School will help students with this procedure.

✓ SCHOOL SUPPLIES

Notebooks, stationery, and other school supplies, tee-shirts and sweat shirts are on sale during Registration Day and throughout the School year.

✓ SUGGESTED CLOTHING LIST

Please note that the following clothing list is merely suggested as a general guideline to assist in planning for entrance to TASH England. Individual wardrobes vary widely; the basic principle to follow is that each student should be formally and neatly dressed for classes according to the Dress Code guidelines (listed below) and neatly and appropriately dressed for excursions, sports, and relaxation, etc.

GIRLS

In addition to the uniform:

Neat, casual outfits

3 Pyjamas (one warm)

1 Warm, all-purpose Coat and Jacket

1 Semi-formal Dress

1 Raincoat and Hat

1 Bathrobe

6 Pairs Socks and Pantyhose

Gloves and Scarves

Slippers and Dress Shoes

Sturdy Walking Shoes

Graduation

Senior girls will be required to wear a white dress and white shoes.

BOYS

In addition to the uniform:	10 Pairs Socks
Neat, casual outfits	Ties
3 Pyjamas (one warm)	Shoes (loafers, dress shoes, heavy walking shoes, or boots)
1 Raincoat, to serve as a Topcoat	
1 Warm Outer Jacket	

Graduation

Senior boys will be required to wear dark suits, white shirts with neckties, and dark socks with appropriate shoes.

✓ UPPER SCHOOL UNIFORM POLICY/DRESS CODE

(Updated – March 2008)

All Upper school students, out of respect for themselves and the TESIS England community, are expected to dress in a neat, clean, tailored, and presentable manner, according to the uniform guidelines.

It is an expectation that students will follow the uniform guidelines in a spirit of cooperation and good will and that parents will support the uniform policy. Any questions concerning dress should be directed to the Head of Upper School or Dean of Student life.

The Uniform must be worn during the academic day. The academic day is considered to run from 8:25 a.m. to 3:15 p.m. Boarding students are to come to breakfast dressed appropriately for their first period classes.

NOTE: Students are required to purchase all uniform clothing/items from the designated TESIS vendor. **Items purchased from other vendors will not be allowed.**

Photos of the TESIS Uniform can be viewed by going to www.tesis.com/england.

GIRLS

The Upper School Uniform will consist of:

- A navy or light khaki skirt or navy or light khaki trousers
- A TESIS crested sweater or cardigan
- A TESIS crested light blue or white blouse
- A TESIS navy blazer (optional)
- A TESIS short and/or long sleeved polo shirt. (optional)

The above-mentioned items must be purchased from the designated TESIS vendor.

Conditions:

- The polo shirt may only be worn during the Fall and Spring Sports/ Activities Trimesters. (Please refer to the school calendar for exact dates.) The polo shirt, during this time, may be worn with a sweater, cardigan or blazer.
- During the Winter Sports/Activities Trimester girls must wear a TESIS blouse with a TESIS sweater, cardigan and /or a TESIS blazer.

- Blouses must be buttoned.
- Blouses and polo shirts must be tucked in when worn with a cardigan or sweater.
- A white camisole may be worn underneath the blouse and polo shirt. The camisole must not be visible below either shirt.
- Skirts must be of moderate length reaching at least to the knees.
- Trousers must be sized to fit the natural waistline.

BOYS

The Upper School Uniform will consist of:

- A TESIS navy blazer
- Navy or light khaki trousers
- A TESIS crested light blue or white dress shirt
- A tie
- A TESIS crested sweater (optional)
- A TESIS short and/or long sleeved polo shirt. (optional)

The above-mentioned items, excluding the tie, must be purchased from the designated TESIS vendor.

Conditions:

- The polo shirt may only be worn in the Fall and Spring Sports/Activities Trimesters. (Please refer to the school calendar for exact dates.) The polo shirt, during this time, may be worn with a sweater or blazer.
- During the Winter Sports/Activities Trimester boys must wear a TESIS blazer, TESIS crested dress shirt and tie.
- A conservative tie must always be worn with the dress shirt.
- A TESIS crested sweater may be worn over the light blue or white TESIS crested dress shirt. In the Winter Trimester a blazer must also be worn.
- Shirts must be fully tucked in.
- Trousers must be properly sized and belted at the natural waistline.
- Only a solid white, short sleeved undershirt may be worn under the polo or dress shirt.

OUTERWEAR

- A plain, formal, dark colored dress coat, mid-thigh or below in length may be worn outside or in the dining hall. Brightly colored coats, ski jackets, denim jackets and jackets with slogans are not allowed. Hooded sweatshirts and fleeces are not acceptable as outdoor coats.
- A TESIS England letter jacket may be worn outside or in the dining hall.

- A plain, dark colored raincoat may be worn outside in inclement weather.
- Outerwear is not to be worn in the classroom. Students are reminded that if they are cold in the classroom they should consider wearing the TESIS England blazer.
- A white, navy, or light blue TESIS England scarf or TESIS pashmina may be worn as part of the student uniform.
- Hats may not be worn in any school building

SHOES

- Plain black, brown or navy leather dress shoes with rigid soles must be worn. Girls' shoe heels must be no higher than 5 cm (2 inches).
- Boys must wear plain black, navy, grey, white, or tan socks that rise above the ankle or higher.
- Girls may, but are not required to wear socks. If girls choose to wear socks they must wear plain black, navy, grey, white or tan socks that rise above the ankle or higher.
- Girls may wear only plain black, navy, grey or tan nylons/tights.
- Shoes must be worn at all times.

BELTS

- Boys must wear a black or brown leather dress belt inside of the belt loops.
- Girls, if they choose to wear a belt, must wear a black or brown leather dress belt inside of the belt loops.
- Belts are not to be worn over the sweater or cardigan.

SUITS & FORMAL WEAR

- Boys are expected to wear suits and girls formal clothes for special occasions and formal school functions such as Homecoming and the Winter Ball.
- For the Community Meal boys are expected to wear a suit or the TESIS blazer, TESIS dress shirt and tie. Girls are expected to wear a dress, skirt with blouse or, if they choose to wear dress trousers and blouse they must also wear a blazer of their choice. Polo shirts and jeans are not allowed.

JEWELRY

- Ostentatious jewelry and fashion accessories are not permitted.
- Face-piercing jewelry, including tongue piercing, is not permitted. Body piercing is strongly discouraged, and all body jewelry must be removed during participation in required P.E. classes or during after-school sports/activities.
- Boys are not to wear earrings.

HAIR

- Ostentatious hairstyles and hair colors (i.e. outside of the 'natural' color range) are not permitted.
- Boys are to be clean-shaven, although neatly trimmed mustaches are permitted.
- Beards are not permitted and sideburns are not to extend beyond ear length.

MONITORING OF UNIFORM/ DRESS CODE

- Students, parents, faculty and administration share the responsibility for the maintenance of the standards stated above.
- Advisors will check dress daily and violations will be reported to the Dean of Student Life.
- Students who violate the Uniform Policy may be asked to change or immediately purchase appropriate items at the school store.
- An accumulation of two uniform violations will result in the student reporting to the Dean of Students' office at 8:15 a.m. for inspection for a period of two weeks. Further disciplinary consequences will result if violations continue.

Please Note:

We will be phasing out the brightly colored and white sweaters. Students may purchase them until the supply is exhausted. For students who currently have a brightly colored sweater they may continue to wear it as part of the uniform.

We are moving toward having only three colors of sweaters and cardigans - black, navy and grey.

For information on purchasing the uniform, please contact Jim Davies on 01932 582379.

For **Physical Education classes**, students do not have to wear a P.E. Uniform in class, but will need the following items:

- athletic shoes (non-marking sole for indoors)
- athletic type shorts
- athletic type T-shirts
- sports socks
- warm-up suit
- soccer/rugby boots

These items are not necessarily available from the Student Center.

It is important for safety reasons that correct footwear be worn for physical activity. For gymnasium and tennis court use, regular solid type cross-trainers with non-marking soles are fine. Specialist running shoes are not particularly good for this type of environment due to ankle instability. For rugby and soccer on grass surfaces, cleated, studded or pimped boots or shoes must be worn. It is advisable to wait until attending the class or team meeting before purchasing this type of footwear. Prior to the beginning of the unit, students will be given guidance about the type of footwear needed and about where and how it can be obtained.

Students desiring to play elective sports should also bring appropriate attire: for example, riding boots and hat, leotards for modern dancing, soccer or rugby shoes, mouth-guard for rugby, etc.

Please regard this as simply a general guideline for families assembling a boarding school wardrobe. It is our opinion that the acquisition of certain items should be postponed until after a student has arrived in England; if certain additional items of clothing or supply prove necessary, they can be found easily in the town of Staines, near to Thorpe Village.

Considering the cost of international luggage transportation and the limited storage space in dorm rooms, students are urged to bring the minimum amount of personal belongings.

All clothing items and valuable personal belongings **should be marked with your personal name tag.** Please arrange for tags to be sewn in each item of clothing; it is preferable that the label be of the woven type.

As the School is located in Southern England, winters tend to be relatively mild, though damp, and the spring and fall are fairly warm. There is some snowfall in the winter, but it usually disappears from the ground in a few days. Two more factors should be considered as well: firstly, students accustomed to semi-tropical and tropical climates should allow for slow adjustment at this more temperate area.

✓ SUMMER READING LIST

All students at TASIS are encouraged to read several books during the summer and are encouraged to write on a regular basis. Upper School students have a required reading text and a list of recommended titles which is forwarded with the first summer mailing.

✓ TELEPHONE

Calling from abroad: Country Code 44 (1932) 565252

Calling from within the the United Kingdom: 01932 565252

Fax: 44 (1932) 560493 (Upper School Office)

There are a number of coin and phonocard telephones located on the campus from which boarding students may make calls during their free time. Boarding students whose parents have filed the appropriate forms with the School may place calls through the School switchboard (Monday through Thursday, 8:00 a.m. – 7:30 p.m. and 9:30 p.m. – 10:00 p.m.; Friday 8:00 a.m. – 11:30 p.m.; Saturday 9:30 a.m. – 11:30 p.m.; Sunday 9:30 a.m. – 10:00 p.m.) and accumulated charges will be billed to parents each semester.

Parents can reach students by telephone through the School switchboard until 10:00 p.m. Sunday through Thursday. There is a student receptionist available on Friday and Saturday until 11:30 p.m. Students may not receive phone calls during the academic day (8:30 a.m. – 3:15 p.m.) or during the evening study period (Sunday through Thursday, 7:30 – 9:30 p.m.), or after check-in time in the dormitories (10:00 p.m.). Parents are asked not to call during these hours so that academic instruction and individual structured study time are not interrupted. In case of emergency, parents can speak with the administrator, direct dial on 01932 582352 or school Security at any time. Use extension 339 to reach Security after hours. It is advisable to arrange, in advance, the day and time of long-distance phone calls to students. Given the size of the campus and the number of different buildings in which a student might be found, there is sometimes a delay in locating a student. Pre-arranged calls can be put through more quickly and efficiently.

Students are encouraged to bring mobile phones. **All mobile phone numbers must be registered with the Dean of Student Life.** Mobile phones must not be used during the academic day, activity time, evening study hall, or after check-in time in the dormitories. **They should be switched off by 10:00 p.m. Sunday through Thursday and by 11:30 p.m. Friday and Saturday. Failure to abide by the rules regarding mobile phone use will result in a limited or permanent restriction of the privilege.**

✓ TRANSCRIPT

Each new student must arrange for a final transcript to be sent to the Admissions Office from his/her present school by the first day of classes. Please ensure that this record includes the grades and credits of the final term/semester. It is especially important that the final transcripts for new seniors reach us promptly as delays may jeopardize college applications.

✓ TRAVEL WEEK

During the Travel Week in October all boarding students are REQUIRED to participate in various school-chaperoned trips. These may be either within the United Kingdom or to a continental destination. Only the Headmaster can excuse a boarding student from Travel Week.

✓ TRUNKS AND LUGGAGE

All trunks and luggage should be clearly marked with the student's name and TASIS England's name and address. Because students will be sharing space in rooms and dorms, it is recommended that they bring a total of no more than 1 trunk and 2 suitcases or 4 suitcases of personal belongings. Trunks and suitcases are sometimes put away in storage areas and made available during travel periods.

There are several possible shipment methods. Students and their families will need to select the options most suited to their needs and budgets. Air freight is used by many families because it is quick and reliable, with the shipment traceable at any point in its journey. It is not, however, the cheapest method. Students travelling to school by air should consider bringing a third piece of luggage with them and paying the excess baggage charge levied by the airline. This may cost much less than air freight shipment. The airline will advise by telephone the charge for an extra piece of baggage and what its maximum weight can be. Lightweight, bulky items (such as sweaters, ski jackets, etc) can be sent by surface mail very inexpensively, but they would need to be sent off 6-8 weeks in advance.

For those who elect to ship by air freight, the following information should help to ensure that your shipment arrives quickly and safely, and as cheaply as possible:

**Ask the airline or freight forwarder who handles the shipment to show the "CONSIGNEE" on the airwaybill as:

ADVANTAGE WORLDWIDE LTD.

Unit 7, Sunbury International Business Centre

Brooklands Close, Sunbury On Thames, Tel: 01932 758920

Middlesex, TW16 7DX, U.K. Fax: 01932 758950

E-mail: mike.painter@advantageworldwide.co.uk

and to show the student to whom the shipment is going as the "NOTIFY PARTY", giving the School name, address and telephone number. International Freight Systems will be notified by the airline as soon as the shipment arrives and can arrange immediate customs clearance (thus avoiding airline storage charges resulting from delayed notifications) and delivery to the School. There will be a customs clearance and delivery charge, but these are kept to a minimum due to the volume of deliveries Advantage Worldwide Limited makes to TASIS.

**The U.K. Customs authorities require a form 'C3' to be completed and signed by individuals shipping unaccompanied belongings into the country. This form will be forwarded with our regular summer mailing. The form should be completed ("Personal effects and used clothing") and handed to the agent who handles your shipment, along with any keys (in a sealed marked envelope), with the instruction that they be sent along with the goods and Airwaybill. This will enable Advantage Worldwide Limited to clear the shipment from customs and deliver it to TASIS immediately, without the student having to be in the U.K., thus avoiding possible storage charges.

**Allow between seven and ten days for air freight delivery. If possible, it is best to forward your shipment only a couple of weeks before the opening of school.

While the School and transfer agent exercise care in the handling of student luggage, they cannot be responsible for lost luggage or personal articles. We advise you to insure your luggage and valuable personal articles.

✓ VACATION PERIODS

The campus is **closed during the Christmas and Easter vacations**, as well as during the **October Travel Week** and the **February Break**. **No student may stay on campus during these periods.** Therefore, parents are requested to book vacation air tickets early as flights often fill around the School vacation time. Students who require visas should pay particular attention to their validity and the vacation dates. **THE SCHOOL STRONGLY DISCOURAGES ABSENCES FROM CLASSES RIGHT BEFORE OR JUST AFTER VACATION TIMES.** Tickets shall, therefore, be purchased to ensure that students do not miss class time. Please check the School calendar for the dates of school holidays. All parents should send travel information 1-week prior to each holiday to the Upper School Office: e-mail cthompson@tasis.com or fax +44 1932 560493.

✓ VALUABLES AND SECURITY

The School provides every boarding student with a lock-box and a lock in his/her room to secure money and other valuables. Students are strongly urged to make full use of these lock-boxes. To further minimize possible loss or theft of money, in particular, it is again emphasized that parents should send money to their children via the School Business Office so that it can be issued to them in sensible amounts as needed and not stored in the dormitories.

✓ HOTELS IN THE VICINITY OF TASIS ENGLAND

Hotels and other accommodation. These rates are current as of April 2008.

HOTELS	TEL/FAX/EMAIL/WEB	RATES
Foxhills Club & Resort Ottershaw Surrey KT16 0EL	01932 872050 01932 874762 reservations@foxhills.co.uk www.foxhills.co.uk	Doubles from £180, room only Weekend packages available
Savill Court Hotel Wick Lane Englefield Green Surrey TW20 0XN	0870 1942138 01784 472200 savillcourt@countrytown-hotels.co.uk www.savillcourt.com	Doubles from £148 and singles from £114
Great Fosters Stroude Road Egham, Surrey TW20 9UR	01784 480404 01784 472455 enquiries@greatfosters.co.uk www.greatfosters.co.uk	Singles from £120, doubles £165. Suites from £295. Historic rooms from £375.
The Royal Berkshire London Road Sunninghill, Berkshire SL5 0PP	01344 623322 01344 627100 sales.royalberkshire@ramadajarvis.co.uk www.ramadajarvis.co.uk	Rooms from £90 per person
The Macdonald Berystede Bagshot Road Sunninghill Berkshire SL5 9JH	0844 8799104 01344 872301 general.berystede@macdonald-hotels.co.uk www.heritage-hotels.com	Rooms from £110
The Runnymede Hotel & Spa Windsor Road Egham, Surrey TW20 0AG	01784 436171 01784 436340 info@runnymedehotel.com www.runnymedehotel.com	Singles from £115, doubles from £220
The Crown Hotel 7 London Street Chertsey, Surrey KT16 8AP	01932 564657 01932 570839 crownhotel@youngs.co.uk www.crownchertsey.co.uk	Single £65, Double £75. Including breakfast. (<i>TASIS England corporate rate</i>)
Ye Harte and Garter Hotel High Street Windsor, Berks SL4 1PH	01753 863426 01753 830527 info@harteandgarter.com www.harteandgarter.com	Singles from £160 and doubles from £210
The Boathouse Bridge Lodge Bridge Road Chertsey, Surrey KT16 9JZ	01932 565644 01932 565692 www.foliohotels.com	Monday–Thursday: standard room £69.50, riverview £74.50; Friday–Sunday: standard room £55.50, riverview £59.50. 20% for 2/3 nights weekend only. Room only.

Mercuré Thames Lodge Thames Street Staines, Middx TW18 4SF	01784 464433 01784 454858 www.mercuré-uk.com	Rooms from £60.
The Swan Hotel The Hythe Staines, Middx TW18 3JB	07717 691467 01784 461593 info@citypublife.co.uk	Please e-mail or telephone for further information on room charges
The Wheatsheaf Hotel London Road Virginia Water, Surrey GU25 4QF	01344 842057 01344 842932 sales@wheatsheafhotel.com www.wheatsheafhotel.com	Monday–Thursday: single £90, double from £100–105, twin from £110 per night.
BED & BREAKFAST		
Bulkeley House Middle Hill Englefield Green Surrey TW20 0JU	01784 431287 01784 431287	Single £55, double £65, twin £70, family room £90–£100. Breakfast included.
Hydeaway House 6 Lodge Close Englefield Green Surrey TW20 0JF	01784 436048	Rooms £55–£75 per night (double); £40–£50 per night (single occupancy). Breakfast included.
Colts Croft Rosemary Lane Thorpe Village, Surrey	01932 568084	Single from £45, double from £75, double (single occupancy) £60. Breakfast included
Laburnum Lodge 242 Chertsey Lane Staines, Middx TW18 3NF	01784 464132 info@laburnumlodgestaines.co.uk www.laburnumlodgestaines.co.uk	Single £50; Double or Twin £60; Family £120. All rooms have en-suite bathrooms and are non-smoking. Breakfast included.
APARTMENTS		
Clarendon Apartments Wraysbury Hall, Ferry Lane Hythe End, Wraysbury Middx TW19 6HG	01784 489200 01784 489201 info@clarendon-apartments.co.uk www.clarendon-apartments.co.uk	One, two, and three bedroom serviced apartments close to London Heathrow Airport, the M25, and TASIS.



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