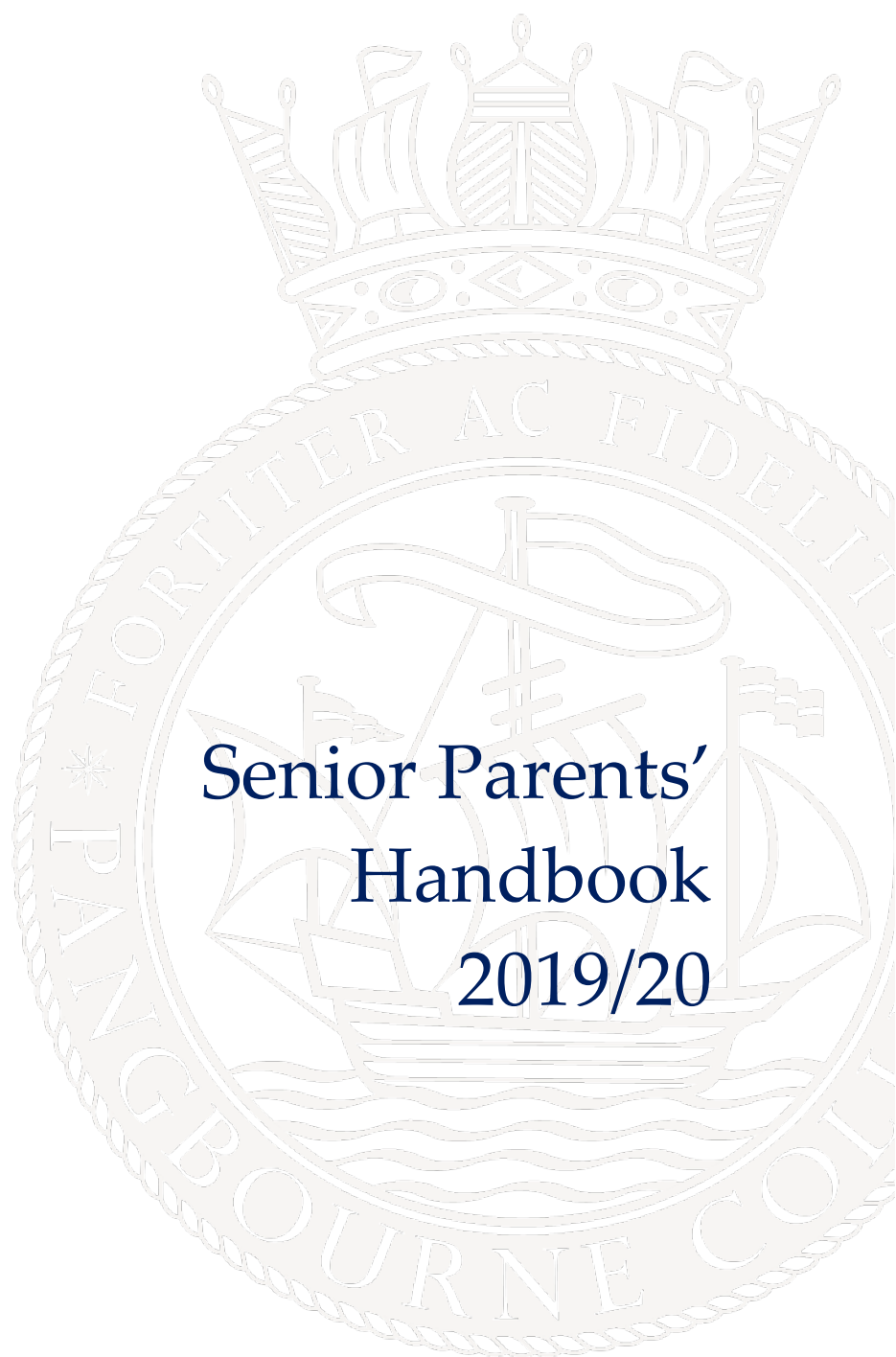


# PANGBOURNE



**Senior Parents'  
Handbook  
2019/20**

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## WELCOME TO PANGBOURNE

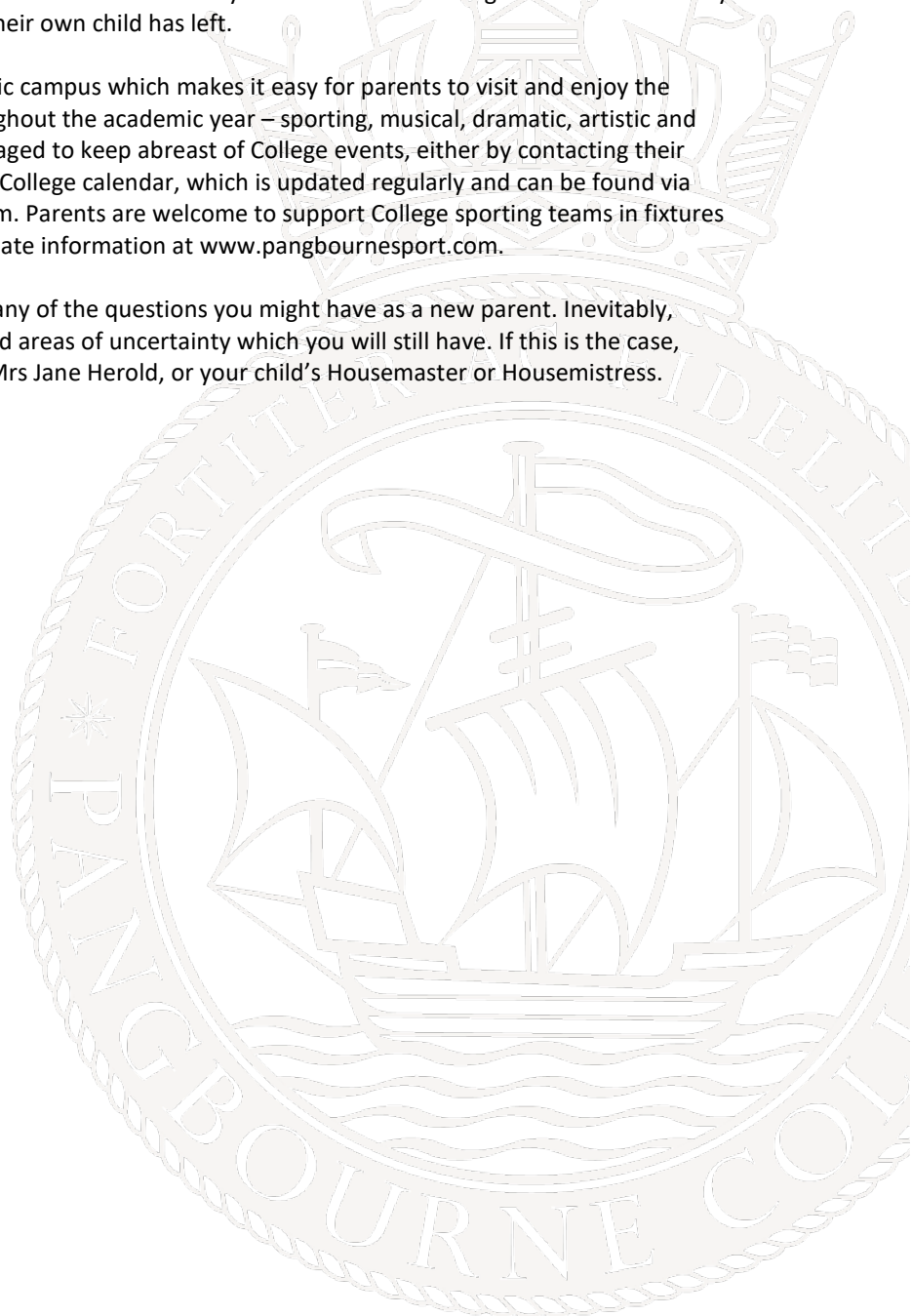
One of the most important things in a child's school life is the relationship between them, their parents and their school. This triangular partnership is particularly strong here at Pangbourne.

You are welcome and encouraged to take an active role in your child's education by supporting them and the College in all that goes on here. Your main point of contact is your child's Housemaster or Housemistress and their team, who you will get to know well. By meeting teaching staff at parents' evenings, College events and socially you might well get to know the majority of them as well by the time your child leaves Pangbourne. One of the benefits of the relatively small number of pupils at the College is that it is possible for a large section of the community to get to know each other in this way.

There is an enthusiastic Pangbourne Parents' Association (PPA) whose function is mainly to organise social events for parents and raise some money for the College whilst doing so. There is also a thriving society called POPs (Parents of Old Pangbournians) for those would like to stay in touch with the College and the friends they have made amongst other parents once their own child has left.

Pangbourne is fortunate to have a fantastic campus which makes it easy for parents to visit and enjoy the many College events which happen throughout the academic year – sporting, musical, dramatic, artistic and ceremonial. Parents are therefore encouraged to keep abreast of College events, either by contacting their child's boarding house or by checking the College calendar, which is updated regularly and can be found via the College website [www.pangbourne.com](http://www.pangbourne.com). Parents are welcome to support College sporting teams in fixtures both home and away and can find up-to-date information at [www.pangbournesport.com](http://www.pangbournesport.com).

This Parents' Handbook should answer many of the questions you might have as a new parent. Inevitably, there will be omissions of various sorts and areas of uncertainty which you will still have. If this is the case, please feel free to contact the Registrar, Mrs Jane Herold, or your child's Housemaster or Housemistress.



## PANGBOURNE VOCABULARY

Like most schools, Pangbourne enjoys its own distinctive vocabulary, deriving from its nautical origins and traditions. New pupils quickly become familiar with the terms and soon help their parents to understand them! For reference, a list of frequently-used terms can be found below:

Cabin	Study-bedroom
CC (Cadet Captain)	School Prefect
CCC (Chief)	Head of House
CCCC (Chief of College )	Head Boy/Girl
CO (Cadet Officer)	House Prefect
Common Room	Staff base in the Study Area
Congers	Congregational Practice at Saturday morning assemblies
DHA	Deputy Head Academic
DHP	Deputy Head Pastoral
DHCC	Deputy Head Co-Curricular
Division	House
Divisions	Formal gathering of the Divisions on Parade Ground
Gunroom	House Common Room
HoD	Head of Department
HOM	Housemaster/mistress
AHOM	Assistant Housemaster/mistress
HoS (KS3)	Head of Key Stage 3
HoS (KS4)	Head of Key Stage 4
HoSF	Head of Sixth Form
Lid	No 1 uniform cap or hat
Muster	House assembly
Mess Hall	Dining Hall
No 1s	Ceremonial uniform for Parade and special events in the College
No 2s	Everyday blue uniform
OP	Old Pangbournian
Para	Paravicini blazer worn by College Full Colours holders and Old Pangbournians
Prep	Homework
PSHCE	Personal, Social, Health and Citizenship Education
Rec Rig (Recreational Rig)	Blazer and College tie (worn to away matches)
RSM	Regimental Sergeant Major, Mr Colin Hearn, i/c ceremonial
Scruff	Casual clothes
Wardroom	Staff dining room

## AIMS AND ETHOS

We aim to provide an all-round education where your child will be happy, be part of a community and enjoy many different opportunities to excel.

Pangbourne is a modern, friendly, co-educational boarding and day school for 400+ boys and girls aged 11-18. It offers good academic results, first-class sports coaching and an excellent system of caring for the development of each individual pupil.

The importance placed on maintaining the traditions of leadership, self-discipline and Service sets it apart from other independent schools. Much emphasis is placed on the development of character and the College is proud of its reputation for good conduct, courtesy and smart appearance. The College is committed to maintaining and further improving its excellent pastoral care for all pupils.

Central to Pangbourne's ethos is our Code of Conduct:

### Code of Conduct

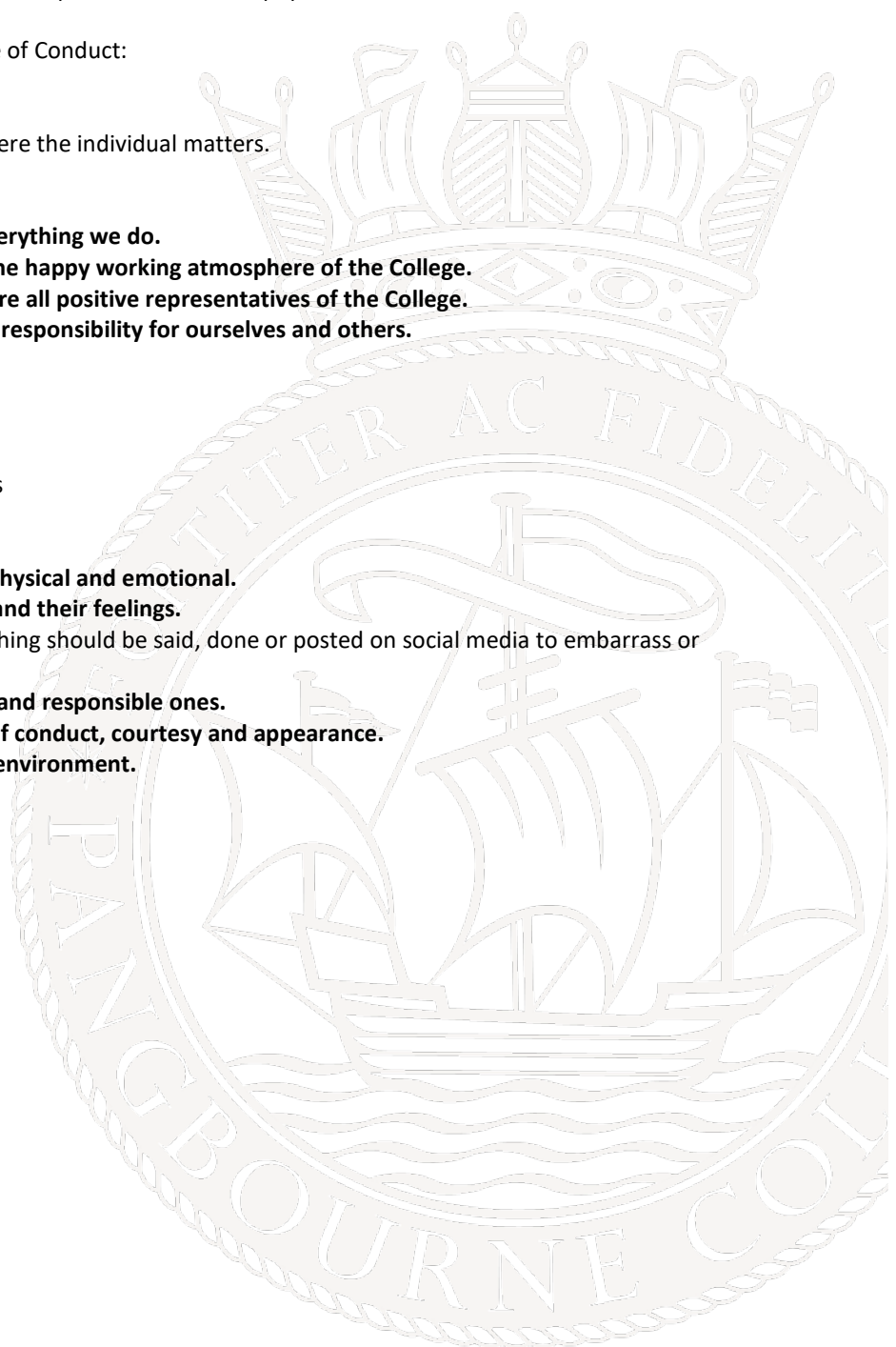
Pangbourne College is our community where the individual matters.

- 1. We are here to study and learn.**
- 2. We uphold the Flag Values in everything we do.**
- 3. Everyone should contribute to the happy working atmosphere of the College.**
- 4. Whether on campus or off, we are all positive representatives of the College.**
- 5. We are self-disciplined and take responsibility for ourselves and others.**

This means:

- being honest
- being organised
- being punctual
- looking after our possessions
- looking after our safety

- 6. We look after our health, both physical and emotional.**
- 7. We respect the rights of others and their feelings.**  
In particular, this means that nothing should be said, done or posted on social media to embarrass or hurt.
- 8. The best relationships are open and responsible ones.**
- 9. We are proud of our traditions of conduct, courtesy and appearance.**
- 10. We appreciate and care for our environment.**



## ABSENCE DUE TO ILLNESS

### Registration of Day Pupils

Day pupils are required by law to register twice daily. At Pangbourne, this is:

- Completed by 08:15 each morning
- Occurs 17:55 on Monday, Tuesday, Thursday and Friday during Summer and Winter routines respectively

Exact details of registration will be given by the Housemaster.

When a pupil has to miss school through illness, parents must phone **Reception on 0118 984 2101 by 08:15** on the day in question. Calls from pupils themselves are not acceptable. It is expected that parents will phone in on each day a pupil is absent from school due to illness. On return, the pupil must register with their Housemaster in the normal manner.

### Day Pupil Registration/Illness

Day pupils who fail to register at the correct time and who have not contacted Reception will be followed up with a call to parents to confirm their whereabouts.

Day pupils arriving late, after 08:15, or arriving back after a brief absence during the day, must register at Reception.

### Return After Illness

The College abides by the guidance given by Public Health England, in particular, their advice on infection control in schools. Within this, there are recommended periods for pupils to remain absent in order to prevent the spread of infection. Of particular note is the advice in the case of diarrhoea and vomiting:

- Children should be kept from school for **48 hours from the last episode** of diarrhoea and vomiting

Further advice about other infections is given on the Public Health England website at [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england)

Any pupils returning to the College after an illness should report to the Health Centre and all prescribed medicines should be handed in there, as well as any other medicine that the pupil may have. If you are in any doubt then please contact the Health Centre on 0118 976 7425.

## ACADEMIC MATTERS

### Academic Equipment

All new pupils entering Form 3 will be issued with a dictionary.

### Management

Senior and Academic Deputy Head	Mr Will Williams	
Deputy Head Pastoral	Mrs Caroline Bond	
Deputy Head Co-Curricular	Mr Rupert Bancroft	
Head of Section, Key Stage 3	Mr Richard Follett	Forms 1-3
Head of Section, Key Stage 4	Mrs Sam Greenwood	Forms 4-5
Head of Sixth Form	Mr James Bamforth	L6-U6

### Tutors

Each pupil has a Tutor whose role is wide-ranging but their most important function is to oversee the pupil's academic, intellectual and personal development. Tutors manage the transitions into Form1, into Form3 and into the Sixth Form. They advise and guide on GCSE and A Level choices and university courses. Tutors meet their tutees each week day and are the first people to see and discuss Grades and Reports. They help their tutees manages their prep and study time, and also share the delivery of the Personal, Social, Health and Citizenship Education programme.

In Forms 1-5, Tutoring is Divisional based, with Forms 4 and 5 blending into mixed groups. Sixth Form Tutor groups are drawn from across the Divisions of each year. Tutors are broadly based on academic faculties.

### Prep and Private Study

Prep is set five nights a week up to Form 5. From Lower Sixth, longer tasks are set with more flexibility but it is normal to expect two tasks to be set per A Level subject per week.

Prep and study details are published on the College's Virtual Learning Environment (VLE) Firefly as Tasks. Pupils and parents use the Firefly App to monitor the tasks set.

From Form 4 onward, most pupils have private study periods. These take place under staff supervision or in the Library and Cabins in the Sixth Form.

### Reports and Meetings

You will receive Grades every two weeks and a full written report at the end of most terms, particularly when there has not been a Parents' and Guardians' Meeting.

### Scholarships

Full details of the awards available for those applying to join Pangbourne are available from the Registrar. Scholarships are also available to pupils already in the College, on transfer from Dunbar to senior school and from Form 5 to Sixth Form.

## ADVENTURE TRAINING & CCF

The programme for Adventure and Leadership Training is progressive.

**Form 3:** One afternoon spent on a variety of activities in and around the College based on the Duke of Edinburgh's Award at Bronze level. Specific skills, from rope work to camp craft and first aid, are developed as well as teamwork. The culmination of this is the Assessed Expedition section.

**Form 4:** Pangbourne College operates a Combined Cadet Force (CCF) and all pupils in Form 4 join this. It includes Royal Navy, Royal Marines (RM) and Army sections. The RM section is one of only 18 in the whole of the UK. There are links with a number of Regular and Reserve military units and the College has an affiliation with the Royal Navy's helicopter carrier HMS Ocean.

**Form 5:** Membership of the CCF continues but it is possible to remain under that umbrella whilst taking part in the Duke of Edinburgh's Award scheme. CCF members can acquire further skills and, on promotion, assist in training younger cadets.

**Lower Sixth:** A substantial number of pupils remain members of the CCF and form the leadership team of cadet NCOs. This has great advantages in developing leadership and teamwork skills. These are further developed through specific sessions delivered through Tutor Groups and culminate in a two-day course called 'Taking Responsibility', based at the College, which is highly rewarding and calls upon students' determination and resilience.

**Upper Sixth:** CCF and Community Service remain optional, as does continuation within the Duke of Edinburgh's Award scheme. Substantial numbers of pupils choose to commit themselves in this way.

The Adventure Training programme has led to a number of overseas expeditions and it is the intention that every pupil will have the opportunity to take part at least once in his or her College career. Destinations have included Greenland (1990 and 1996), Kenya (1992 and 2002), Kilimanjaro (1999), Madagascar (2000), Kyrgyzstan (2004), Bolivia (2006), India and Malawi (2008), Tanzania (2010), Ecuador (2012), and Vietnam, Laos and Bolivia (2014).

The College has an international partnership in Uganda with the Nabugabo Community Learning Centre. Large groups of Sixth Form students visited in July 2016 and July 2018, and the next visit is scheduled for the summer of 2020.



## CHAPEL AND PARADES

### Chapel

The College maintains a Christian ethos with an Anglican Chaplaincy, but participation and enrichment from the other faiths represented here are much valued.

### Sunday Chapel

Our main Sunday worship contributes strongly to our sense of community identity. We welcome parents to attend Chapel and the Parade afterwards.

Sundays with morning Services are designated College Sundays (details on the College website). Pupils in Forms 1 and 2 are welcome to attend and should come smartly dressed in their school uniform. Parents are most welcome to worship with us.

Chapel begins at 10:00 with Parade following at about 11:00. Coffee is served to parents and visitors in the Mess Hall in between. The morning normally attracts more than 200 parents and friends and it is a valuable opportunity to meet staff informally.

### Parades

The College is proud of its heritage, and parents and friends are warmly welcomed to watch our ceremonial Parades. A Guest of Honour inspects the whole of the Senior School on the Parade Ground and then takes the salute as the pupils march past the dais twice. The Marching Band provides the accompaniment and completes the march past. There is a Parade Cup awarded twice annually for the Senior Division which scores highest for both turnout and marching at each Parade, and it is keenly contested.

## PROTOCOLS FOR MISSING CHAPEL AND PARADE

***If a boarder is thought unfit to march***, he or she should be referred to the Health Centre nurses who will make a decision on medical grounds. Being legitimately Off Parade may not be the same as being Off Games.

A pupil who is deemed unfit to march would normally be expected to attend Chapel and to support the Parade by attending in No. 1 uniform and watching the Parade from Devitt Lawn, except in situations where this would be unreasonable on health grounds.

Such pupils report to the Deputy Head Pastoral immediately after Chapel outside the Mess Hall.

***Pupils who cannot participate in a Parade on grounds of incomplete or clearly substandard uniform*** should make their difficulties known to their Housemaster/mistress early and not later than the Friday before a Parade so that there is time to put the problems right. If their problems cannot be resolved then they should present themselves to the following by 09:00 on the Sunday: Chief, Housemaster/mistress or Regimental Sergeant Major (RSM).

Such incidences should be rare as they reflect on the standards or commitment of the pupil concerned. They should attend Chapel as normal and afterwards present themselves in immaculate recreational uniform to watch the Parade.

***All other weekend absences***, which might include; College sports fixtures, major immovable family commitments, or representative or County Level sport, require completion of the ***Weekend Leave of Absence Form***.

Completion of this form does not equate to permission for leave – the request for leave must be granted by the Housemaster/mistress.

## CO-CURRICULAR COMMITMENTS

Co-curricular opportunities at Pangbourne can be seen as adding breadth and depth to an individual's personal development. As such, there are a range of activities on offer for pupils to take part in outside of the classroom. The timetable below gives an outline of what activities are available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pre-lesson Routine 08:20 – 08:40	Service	Tutorials	Congers	House Musters/Parade Practice	HM Assembly	College Detention
Morning Break 10:30 – 10:50		Junior Brass Ensemble		Fife Club		All Games (see Saturday routine)
Enrichment Summer Routine 15:15 – 16:05  Winter Routine 17:05 – 17:55	Marching Band/ Drum Corps/ Dunbar Choir/ Academic Support/Clubs/ Societies	Brass Ensemble/ (Music) Academic Surgery/Strings Ensemble/ Academic Support/ Drama Priority/ Clubs/Societies		Academic Support/College Choir/Clubs/ Societies	Chamber Choir/ Wind Ensemble/Music Theory/Academic Support/Drama/ Clubs/Societies	All Games (see Saturday routine)
Games Times Summer Routine 16:20 – 17:55  Winter Routine 15:15 – 16:05	Music Priority/ Small Ensembles/ Supervised Practice/Academic Clinic  Games Forms 1-4  Activities and Academic Support Form 5 and Lower Sixth	Drama Priority College Production  Games Forms 1, 2, 5 and Lower Sixth  Activities Form 4 DofE Form 3  Music Rehearsal 18:30 – 19:30	Games from 13:40  Drama Priority 16:30	Games Forms 1 – 3  CCF/DofE Forms 4 – 6  Music Rehearsals 18:30 – 19:30	Games Forms 4 – 6  Activities Forms 1 – 3	All Games (see Saturday routine)

## COLLEGE SHOP

Our distinctive No. 1 and No. 2 uniforms can only be purchased in our own shop which is located next to the Falkland Islands Memorial Chapel and clearly signposted from the drive. A complete outfit with all-new uniform costs around £1,200. The shop also carries a useful stock of second-hand uniform.

Please book your uniform fitting with our online appointment system as soon as you have secured your child's place.

As well as uniforms, the College Shop stocks a wide range of items (e.g. stationery, shoes, rowing kit, toiletries, sports accessories etc.) and these may be purchased by pupils and charged to their account.

Listed below are items **not** available from the College Shop or locally in Pangbourne village:

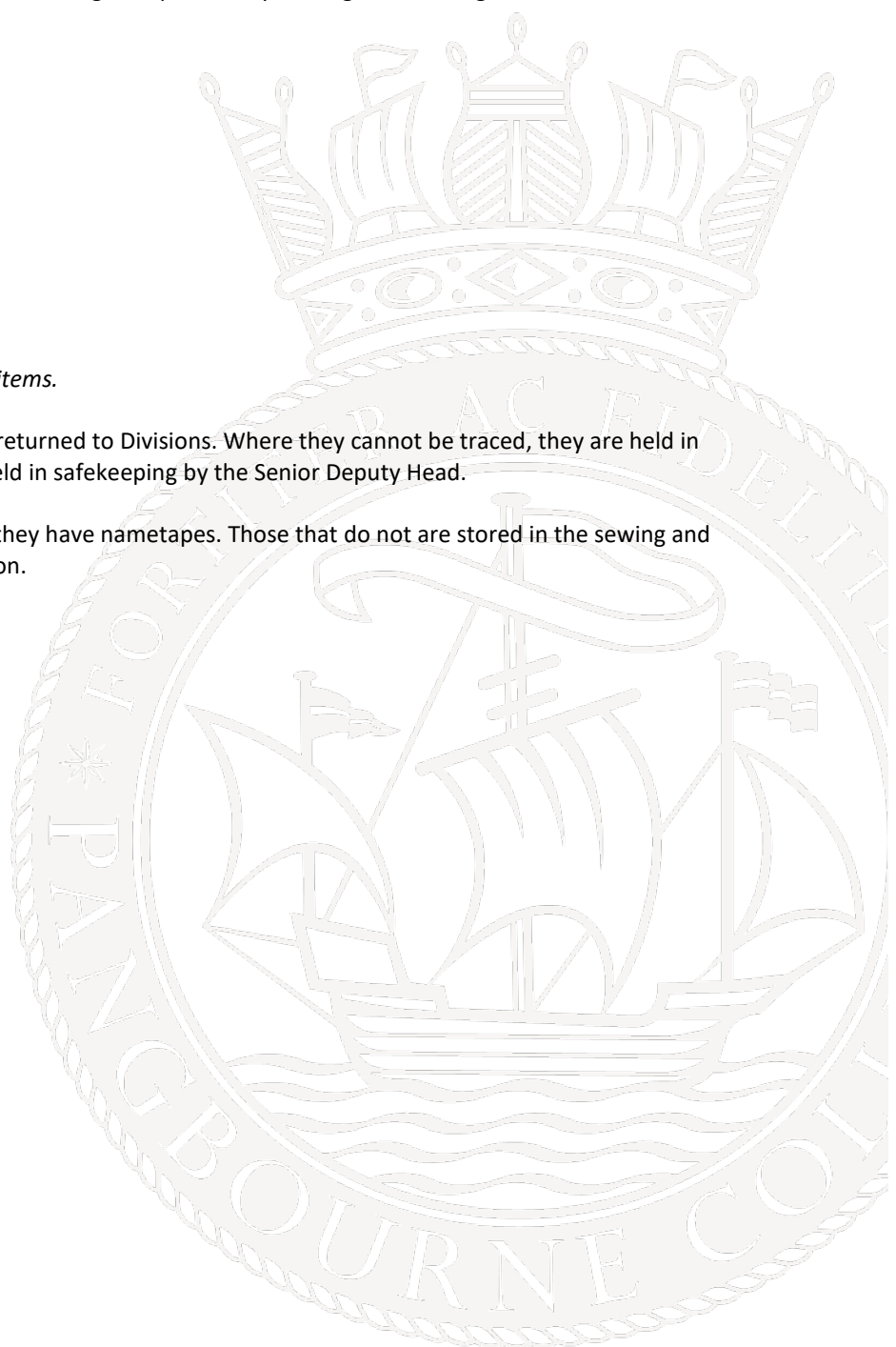
Trainers  
Tennis rackets  
Rugby boots  
Cricket bats  
Pads  
Boots  
Running spikes  
Hockey sticks

## LOST PROPERTY

*Books, files and academic items/valuable items.*

If we can identify their owners, these are returned to Divisions. Where they cannot be traced, they are held in the Common Room. Valuable items are held in safekeeping by the Senior Deputy Head.

Items of clothing are similarly returned if they have nametapes. Those that do not are stored in the sewing and linen room in the back of Harbinger Division.



## CLOTHING LIST FOR BOYS

The clothing list **must** be strictly adhered to. If clothing is obtained from firms other than those approved by the Governors, it is the parents' responsibility to replace items if there is any objection by the College authorities to any item not conforming to the uniform as specified.

On joining the College, both boarders and day boys must have all items of clothing clearly marked with their name using woven nametapes. Whilst the College makes every effort to ensure the safekeeping of pupils' clothing, parents are strongly advised to insure their son's personal effects via their own insurance policy.

### Woven Nametapes

Twelve dozen nametapes are required for both boarders and day boys. In order to prevent delays in supply, the College will order these on your behalf. The cost is £8.50, which will be added to the first term's account.

### Marking Clothing

The importance of marking every item of clothing cannot be over emphasised and nametapes must be placed where they can be clearly seen. The following garments are to be marked as indicated:

Shirt	-	on back neckband inside collar
Pants	-	inside middle back, below elastic
Vests	-	on back of inside neck
Socks	-	inside top of sock, vertical on rib
Pyjamas	-	inside jacket neck and back waistband of trousers
Duvet	-	top edge corner
Duvet corner	-	outside middle opening
Towels	-	in a corner
Jerseys	-	middle neckband

### Hair

Boys' hair must be kept short (well off the shirt collar), clean and neat. Fringes must not fall across the eyes. Hair must not be shorter than a 'number 3' grade and extremes of fashion and colouring are unacceptable. There should be no 'step' or noticeable change in the length of hair at the sides or at the back rather, it should be blended throughout. It is unacceptable to have an 'undercut' (short sides and long floppy hair on top). 'Fadeouts' are also unacceptable, where the hair starts very short at the neck and increases in length.

Boys should be clean-shaven; sideburns should not be worn lower than the bottom of the earlobe. Any pupil deemed by the Headmaster or Deputies to have an unacceptable haircut may be sent home immediately. They will then take no part in any school activity that day. They will be permitted to return to school only when the cut has been modified.

### Casual Dress

In the evenings and at weekends, boarders may wear casual dress. **As for other items of dress, casual clothes must also be marked.**

### Duvets

The College supplies sheets and pillowcases for boarders. However, boys need to bring their own duvets, which should be washable. Two duvet covers, of any design, are required.

### Holidays

Parents are expected to ensure that all clothing is laundered, cleaned and repaired as necessary during the holidays. Where boys live abroad, arrangements can be made for the Matrons to undertake this requirement, for which a charge will be made.

## Shoes

No. 2 uniform shoes are Dr Martens Black, 3 Eyelet Style.

### Table Key

SB = Senior Board  
SD = Senior Day Boy

A = Approved pattern only  
O = Optional item  
S = Shop stocks

Code	Item	Amount SB	Amount SD
	Nametapes	12 doz	12 doz
	<b>No. 1 uniform</b> (dress uniform for Parade Sundays and ceremonies)		
A/S	Jacket & trousers	1	1
A/S	Cap with badge	1	1
A/S	White shirts uniform	1	1
A/S	Black tie	1	1
A/S	Black shoes – naval pattern	1	1
	<b>No. 2 uniform</b> (everyday blue uniform)		
A/S	Beret & badge	1	1
A/S	Blue shirts	3	3
A/S	Navy woollen jerseys	1	1
A/S	Epaulettes	1	1
A/S	Trousers	2	2
A/S	Belt	1	1
S	Black socks – machine washable	6 prs	6 prs
S	Black shoes – Dr Martens	1	1
	<b>Recreational Rig</b> (worn on all non-uniform social occasions or for all Dunbar)		
A/S	Navy blazer	1	1
S	White shirt	1	1
A/S	Divisional tie	1	1
	<b>Games Kit</b>		
A/S	Training top	1	1
A/S	Hooped rugby jersey	1	1
A/S	Hoodie	1	1
S	Navy rugby shorts	2	2
S	Navy tracksuit trousers	1	1
S	Navy rugby socks	3	3
S	Mouthguard	1	1
A/S	Pangbourne polo shirts	2	2
A/S	Sports bag	1	1
S	Swimming trunks	1	1
	Rugby boots with metal safety studs	1	1
	Trainers – non marking soles	1	1

Code	Item	Amount SB	Amount SD
	<b>Household/Personal</b>		
	Underpants	6	
O	Vests	3	
O	Pyjamas	2	
O	Dressing gown	1	
	Sponge bag & toilet gear	1	
	Coloured bath towels	4	1
	Duvet (see notes)	1	
	Duvet covers	2	
S	Rucksack/book bag	1	1
O	Trunk/large suitcase	1	1
	Shoe cleaning kit	1	
O	<b>Casual Dress (see notes on page 12)</b>		
	Please note – no more than 2 sets of casual clothes are allowed, e.g. 2 pairs of trousers or jeans, 2 shirts, 2 jumpers		

### Sixth Form Rec Rig for Boys

After consultation with the Sixth Form, the College has taken the decision to introduce a change to Rec Rig for Sixth Form boys, replacing the current requirement with a business suit.

The change brings Rec Rig into line with the new girls' Sixth Form Rec Rig, and provides clothing which is useful for interviews and events beyond College.

No extremes of fashion will be permitted and where there is any doubt, the Headmaster's decision will be final. The guidance below should be followed:

- **Business suit:** classic style in navy blue or dark grey. Suit trousers and jackets must match. Subtle stripes are acceptable. Heavily tapered or 'drainpipe' trouser legs are not.
- **Shirts:** white or pale coloured, long-sleeved. Shirts should be of formal construction, with proper stiff boned collars, placket fronts, and stiff interlined cuffs. Casual shirts with short soft collars are not allowed. No bold patterns, stripes or check or dark coloured shirts. No coloured shirts with white collars. A College tie should be worn when engaged in school-related activities.
- **Jumpers:** plain, dark coloured v-neck jumper may be worn when appropriate. Jumpers should be navy blue or dark grey and must not display logos.
- **Shoes:** black, polishable lace-up shoes in Oxford style. Slip on shoes or loafers are not acceptable.

If you have any questions about whether a particular style is suitable, please check with your Housemaster in the first instance.

## CLOTHING LIST FOR GIRLS

The clothing list **must** be strictly adhered to. If clothing is obtained from firms other than those approved by the Governors, it is the parents' responsibility to replace items if there is any objection by the College authorities to any item not conforming to the uniform as specified.

On joining the College, both boarders and day girls must have all items of clothing clearly marked with their names using woven nametapes. Whilst the College makes every effort to ensure the safekeeping of pupils' clothing, parents are strongly advised to insure their daughter's personal effects via their insurance policy.

### Woven Nametapes

Twelve dozen nametapes are required for both boarders and day girls. In order to prevent delays in supply, the College will order these on your behalf. The cost is £8.50, which will be added to the first term's account.

### Marking Clothing

The importance of marking every item of clothing cannot be over emphasised and nametapes must be placed where they can be clearly seen. The following garments are to be marked as indicated:

Shirt	-	on back neckband inside collar
Pants	-	inside middle back, below elastic
Vests	-	on back of inside neck
Socks	-	inside top of sock, vertical on rib
Pyjamas	-	inside jacket neck and back waistband of trousers
Nightie	-	on back of inside neck
Duvet	-	top edge corner
Duvet corner	-	outside middle opening
Towels	-	in a corner
Jerseys	-	middle neckband

### Hair

Hair must be brushed and well-groomed at all times. When wearing College uniform, girls' hair should be tied back and completely away from the face. Fringes must not fall across the eyes. Highlighted hair is discouraged and colour should appear natural and avoid extremes of fashion. The Headmaster will authorise House staff to take pupils to a hairdresser locally if these rules are not adhered to.

### Casual Dress

In the evenings and at weekends, boarders may wear casual dress. **As for other items of dress, casual clothes must also be marked.**

### Duvets

The College supplies sheets and pillowcases for boarders. However, girls need to bring their own duvets, which should be washable. Two duvet covers, of any design, are required.

### Holidays

Parents are expected to ensure that all clothing is laundered, cleaned and repaired as necessary during the holidays. Where girls live abroad, arrangements can be made for the Matrons to undertake this requirement, for which a charge will be made.

### Underwear

Please ensure that bra worn is plain white or flesh coloured, and not brightly coloured or patterned.

### Jewellery and Makeup

Jewellery for girls is restricted to one simple pair of plain gold or silver stud earrings, a single chain necklace, a single bracelet and a single ring. Bangles, drop or hoop earrings and other items of fashion jewellery are not allowed and there must be no visible body piercings. Small amounts of make-up may be worn so long as girls look natural. If make-up is too obvious, girls will be asked to remove it. Girls may wear clear/discreet nail polish only and, if too dark or obvious, will be told to remove it.

## Shoes

No. 2 uniform shoes are Dr Martens Black, 3 Eyelet Style.

## Table Key

**SB = Senior Boarder**  
**SD = Senior Day Girl**

**A = Approved only**  
**O = Optional item**  
**S = Shop stocks**

Code	Item	Amount	
	<b>No. 1 uniform</b> (Dress uniform for Parade Sundays and ceremonies)		
A/S	WRNS officers' diagonal serge uniform	1	1
A/S	Tricorn hat and badge	1	1
A/S	White shirts uniform	1	1
A/S	Black tie	1	1
S	Black tights	2	2
A/S	Black shoes – lace-up	1	1
	<b>No. 2 uniform</b> (everyday blue uniform)		
A/S	Beret and badge	1	1
A/S	Blue shirts	3	3
A/S	Navy woollen jerseys	1	1
A/S	Epaulettes	1	1
A/S	Black A-line skirt	2	2
	Black tights	6 prs	6 prs
S	Black shoes – lace-up, Dr Martens	1	1
	<b>Recreational Rig</b> (worn all non-uniform occasions)		
A	White shirt (tie to be worn)	1	1
	Navy V-neck jerseys – machine washable	1	1
	Appropriate black tights (15 denier in summer)		
S	Divisional tie	1	1
	<b>Games Kit</b>		
A/S	Navy tracksuit trousers	1	1
A/S	Training top	1	1
A/S	Hoodie	1	1
A/S	Sports bag	1	1
S	Navy games socks	3	3
A/S	Hockey/netball shirt	1	1
A/S	Navy hockey/netball skirt	1	1
A/S	Team Pangbourne polo shirts	2	2
S	Swimming costume	1	1
S	White ankle socks	2	2
O	Sports bra		
S	Shin pads		
S	Mouthguard		

Code	Item	Amount	
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	<b>Household/Personal</b>		
	Knickers	10	
	Bras (if worn)	4	
	Pyjamas/nightie	2	
O	Dressing gown	1	
	Linen bag for laundry	1	
	Sponge bag for wash kit	1	
	Coloured bath towels	4	1
	Duvet (see notes)	1	
	Duvet covers	2	
	School bag for everyday use		
	Trunk/large suitcase		
	Shoe cleaning kit		
S	Wash net	1	
	<b>Casual Dress (see notes on Page 15)</b>		
	Please note – no more than 2 sets of casual clothes are allowed e.g. 2 skirts/trousers/jeans, 2 jumpers, 2 blouses/shirts, 2 t-shirts, plus 1 dress (formal)		

### Sixth Form Rec Rig for Girls

The aim for Girls' Rec Rig in the Sixth Form is an outfit akin to the modern business suit. Such an outfit will serve them well in smart non-College situations, such as interviews or work experience. The following guidelines were adopted in 2017 after consultation with the then-Sixth Form girls:

- Smart tailored Jacket and skirt in navy, black, charcoal or dark grey. Jacket must be button up (two or three buttons) non-cropped, have lapels. Pockets should also not be zipped. Any pinstripes must be discrete.
- Skirts should be straight (pencil) worn on or just above the knee with moderate split and no frills. Skirts should not be tube or lycra skirts.
- Smart business blouse with collar or fitted shirt but must be capable of being worn tucked neatly into the skirt (blouses must be single pastel colour and not be see-through or revealing).
- Shoes must be flat black shoes and black tights.

# COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

## Introduction

Pangbourne has long prided itself on the quality of teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the school in accordance with this Procedure.

### 1. Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved informally, quickly and constructively.
- If parents have a complaint they should normally contact either their son/daughter's Housemaster/Housemistress or the relevant Head of Section (HoS: either the Head of Sixth Form, Key Stage 4 or Key Stage 3). In many cases, the matter will be resolved straight away by this means to the parents' satisfaction. If the HoM/HoS cannot resolve the matter alone, it may be necessary for him/her to consult appropriate colleagues [the Deputy Heads (Academic, Pastoral or Co-curriculum), the Head of Department (HoD) or Academic Tutor]. Any complaint which has a Child Protection aspect will necessarily be referred to the Deputy Head Pastoral, as the College's Designated Senior Lead. Any complaint about a HoM will be referred to the Deputy Head Pastoral; about a HoS, to the Deputy Head Academic.
- Complaints made directly to another teacher/tutor will usually be referred to the relevant manager/s [HoM, HoD, HoS] who will then agree who is best placed to deal with the complaint and notify the complaining parents of this.
- The manager will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within two weeks or in the event that the responding manager and parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure.

### 2. Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Headmaster. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headmaster will meet/speak to the parents concerned, normally within three days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Headmaster to carry out further investigations.
- The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing, normally within two weeks of his initial discussion with parents. The Headmaster will also give reasons for his decision.
- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

### 3. Stage 3 – Panel Hearing

- If parents seek to invoke Stage 3 (following failure to reach an earlier resolution), they should write to the Chairman of Governors, detailing the matter(s) about which they are complaining, who will then convene a hearing of the Governors' Complaints Panel (GCP).
- The GCP will consider only the matter(s) raised in the parents' letter. The Panel will consist of:
  1. At least two Governors (one of whom will chair the panel), who are not directly involved in the matter(s) about which the complaint has been made.
  2. An independent outsider who is not involved in the running or management of the school.
- The Chair of the GCP (the Chair) will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 21 days.
- The procedure to be followed by the GCP is at Appendix A to this procedure.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than four days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. The precise role of this individual would be negotiated and agreed between the Chair and the parents prior to the meeting.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it should be carried out.

After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within five days of the hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Headmaster, the Chairman of Governors and, where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except as is required of the school by paragraph 33(k) of The Education (Independent School Standards) Regulations 2014; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.

## **APPENDIX A to Complaints Procedure for Parents and Guardians**

### **Governors' Complaints Panel (GCP)**

#### **Introduction**

The aim of the hearing is to resolve the complaint and achieve a reconciliation between the College and the parent. The Chair of the GCP will ensure that the meeting is properly minuted. Although the meeting will follow the structured order below, given potential sensitivities and anxieties, the Chair will endeavour to ensure that the proceedings are as informal as possible and that all parties are put at their ease. The introduction of new information or of issues not raised in the letter of complaint or of witnesses, previously not notified to all parties, would be reason to adjourn the meeting so that everyone has time to consider and respond to the new information.

#### **Order of Meeting**

1. The Chair welcomes the parent(s) and his/her companion and introduces the GCP.
2. The Chair explains the purpose of the meeting and the procedure and outlines the issues raised in the letter of complaint.
3. The parent(s)/companion explains the complaint, calling in witnesses if appropriate.
4. The GCP may question the parent(s)/companion and witnesses.
5. The parent(s) and companion retire from the meeting.
6. The Chair welcomes the Headmaster and the Chair of Governors if present.
7. The Chair explains the purpose of the meeting and the procedure.
8. The Headmaster/Chair of Governors present a response to the complaint, including action taken to address the complaint at Stage 1 and 2 of the procedure and calling witnesses, if appropriate.
9. The GCP may question the Headmaster/Chair of Governors.
10. The Headmaster and Chair of Governors if present retire from the meeting.
11. The parent(s), together with his/her companion, is invited back into the room to make a final statement, then retires.
12. The Headmaster, together with the Chair of Governors, where applicable, is invited back into the room to make a final statement, then retires.
13. The GCP considers the complaint and reaches a unanimous or majority decision. The GCP also decides what action (if any) to take to resolve the complaint and, if appropriate, recommends changes to ensure similar complaints are not made in future.
14. When a decision has been made, the Chair recalls the parent(s), then the Headmaster and each is informed of the outcome and any action to be taken.
15. All outcomes are confirmed in writing to both parties. This decision letter should outline the nature of the complaint, the factors taken into consideration and the decision of the GCP. In accordance with the Complaints Procedure the Panel's decision will be final.

## COMPLAINTS PROTOCOL FOR PUPILS

You have the right to complain to a suitable member of staff if you feel that you have been treated unfairly. You are free to approach your Tutor, HoM, HoS (Head of Section) or one of the Deputy Heads to explain your grievance to them. Your complaint will then be investigated and, it is hoped, resolved fairly and quickly. Under some circumstances you may wish to make a formal complaint in writing, especially if an informal complaint has not been satisfactorily resolved.

1. Hand in a formal written complaint (with OR without telling the person about whom you are complaining), giving as many details as you can, to your Housemaster, a Deputy Head (Mr Williams, Mrs Bond or Mr Bancroft), the Chaplain or the Headmaster. Mark it 'COMPLAINT'.
2. It will then be given to the Headmaster with whom, or with a person whom he chooses, you will be asked to talk the matter through. You may invite another pupil or a member of staff of your choice to come to this meeting with you.
3. It will then be decided whether or not to refer your complaint to a panel consisting of FOUR or more of the following: the Headmaster, a Deputy Head (Mr Williams, Mrs Bond or Mr Bancroft), the Chaplain, a nominated Teacher, or a Governor.
4. Your complaint will be taken seriously and handled promptly. The meeting with the Headmaster will take place within one week of your complaint being formally made. His decision over how best to proceed will then be made known to you within 48 hours.

If you still feel that your problem has not been dealt with or you would rather talk to someone outside school, you could ring the following people and organisations:

**Heather Thorne**

[Mother and experienced young persons' counsellor]

0118 984 3803

**ChildLine**

0800 1111

**The Samaritans of Reading**

0118 926 6333

**Time to Talk West Berkshire Youth Counselling**

01635 760331

**No. 5 Young People's Counselling and Information**

(Call)

(Email)

0118 901 5668

[info@no5.org.uk](mailto:info@no5.org.uk)

**Children's Commissioner**

020 7783 8330

## CONTACTING PUPILS

Post for pupils must be sent to the College address, showing the name of the Division:

..... Division  
Pangbourne College  
Pangbourne  
Berkshire  
RG8 8LA

### By phone:

Although most pupils will be contactable via their mobile phones, all Divisions can be reached by telephoning Reception on 0118 984 2101.

Except in an emergency, a Housemaster/mistress (HoM) does not accept incoming calls for pupils on their private lines.

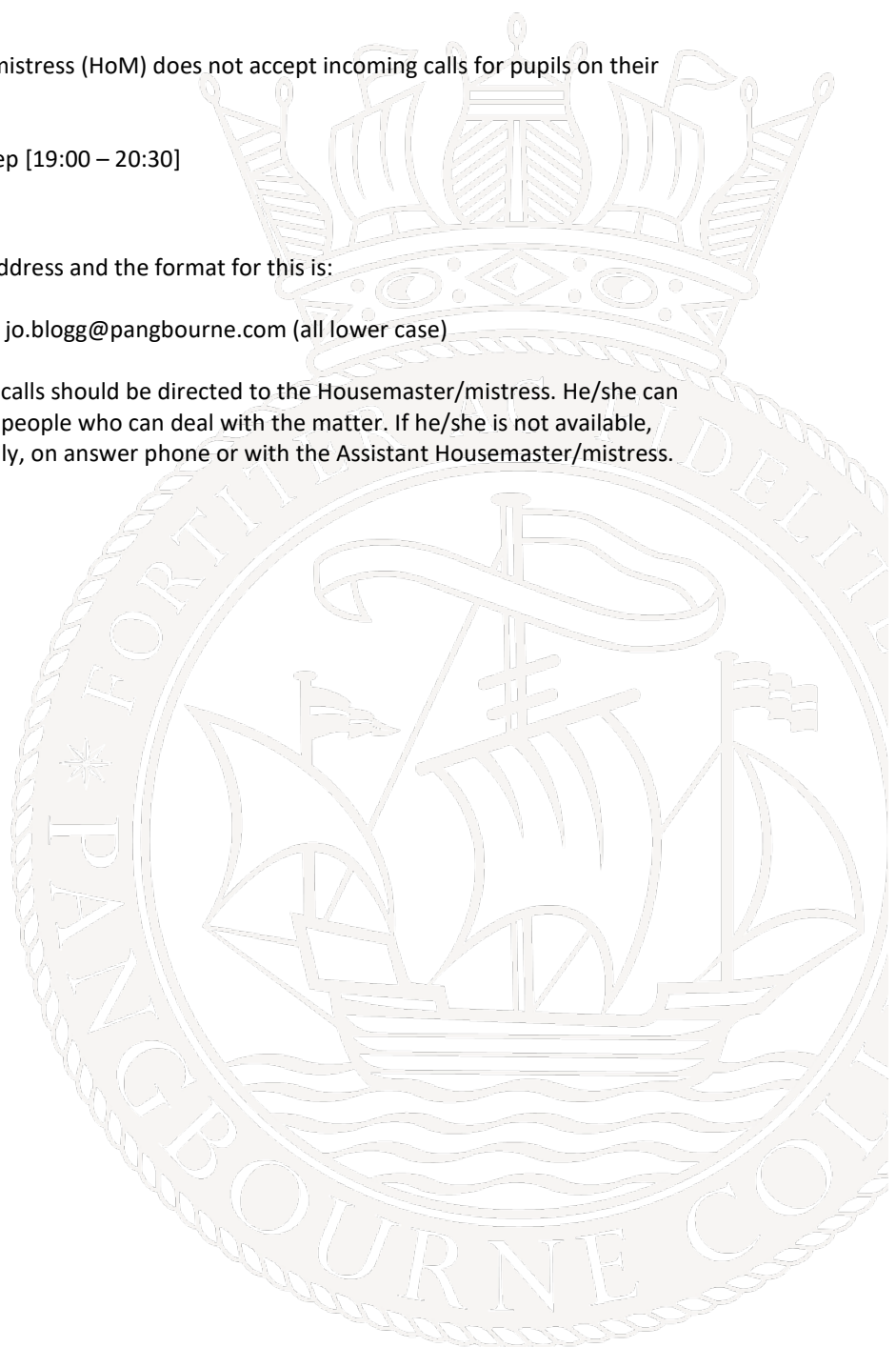
Pupils are not available during evening prep [19:00 – 20:30]

### By email:

Pupils are given their own College email address and the format for this is:

firstname.surname@pangbourne.com i.e. jo.blogg@pangbourne.com (all lower case)

In general, all correspondence and phone calls should be directed to the Housemaster/mistress. He/she can redirect questions and information to the people who can deal with the matter. If he/she is not available, messages can usually be left with the family, on answer phone or with the Assistant Housemaster/mistress.



## COMMUNICATION WITH STAFF

### Contacting Divisional (House) Staff (PASTORAL & BOARDING MATTERS)

#### EMERGENCIES:

Please contact the Housemaster/Duty Staff on 07887 473903 or the College Switchboard on 0118 984 2101.

All matters concerning pastoral welfare, accommodation, personal issues and weekend leave are dealt with by the Housemaster in the first instance. Remember that academic issues should be directed to your child's tutor.

In general, all correspondence and phone calls should be directed to the Housemaster. He can re-direct questions and information to the people who can deal with the matter. If he is not available, messages can usually be left, on the Housemaster's answerphone, with the Housemaster or Assistant Housemistress.

**Main College:** Pangbourne College  
Pangbourne  
Reading  
Berkshire  
RG8 8LA

**Telephone:** +44 (0)118 984 2101 (Switchboard/Reception)  
A complete list of useful telephone numbers is published in the printed College calendar each term.

**Email:** [reception@pangbourne.com](mailto:reception@pangbourne.com)

**Website:** [www.pangbourne.com](http://www.pangbourne.com)

#### HEADMASTER'S OFFICE

The Headmaster's PA, Miss Amanda James, can assist with appointments, visa applications and manages change of address details etc. The Registrar, Mrs Jane Herold, can assist with matters relating to enrolment at the College.

#### Contacting Academic Staff (ACADEMIC MATTERS)

Your son's/daughter's Tutor is the first point of contact for any questions you may have regarding academic matters and guidance.

#### Electronic Communication

All staff can be contacted via email using their Christian name, followed by . and then their surname@pangbourne.com e.g. john.smith@pangbourne.com (all lower case).

During the working day, it is best to leave messages for teaching staff with Reception. Switchboard/Reception operates from 08:30-18:00 (Mon-Fri) and 08:30-12:00 (Sat). There is an answering machine service for out-of-hours enquiries.

Please note that messages taken during the afternoon may not be collected until the following morning.

## CATERING

All meals are served in the College Mess Hall. We have contract caterers, Holroyd Howe, and the food is of a high quality. If a special diet is needed, this can be arranged. The Catering Manager provides a varied menu with a choice at lunchtime. Vegetarian options are always available.

The Tuck Shop is open during morning break in the Mess Hall for the sale of hot snacks and drinks.

Each Division has a fully equipped kitchen available to pupils. In the evenings, pupils can prepare their own range of hot food and snacks.

## FEES

You will have received the full details of the current fees applicable and forms of payment in the Fees Sheet and your Acceptance documentation. Copies of the Fees Sheet can be provided upon request.

Whilst the termly fees cover the vast majority of educational needs and sporting activities, there will be additional charges for some extra-curricular activities, which may include:

- Duke of Edinburgh
- CCF
- Theatre Trips
- Boat Club
- Riding
- Golf
- Clay Pigeon Shooting
- Polo

Day pupils will be subject to a charge for breakfast or dinner. Bookings should be made via the respective Housemaster/mistress. The fee does not apply if the pupil is required to attend a College function or event.

## PUPIL PURCHASES (OPTIONAL)

The following purchases may be made by the pupil but the cost will be added to the school bill:

- Shop purchases
- Haircuts
- Dry cleaning
- Photographs
- Additional sports kit (team/event related)
- Taxis

## SCHOOL TRIPS

School academic trips will be recharged to parents/guardians. There will always be a notification of any charges in advance and permission sought.

## ACADEMIC EXTRAS

Additional academic costs will sometimes arise but parents/guardians will always be notified in advance e.g. career coaching, additional materials for Art or Design Technology.

## GETTING TO PANGBOURNE

By air: From Heathrow, take the RailAir bus to Reading Station. From Gatwick, take a train to Reading Station.

By rail: Travel to Reading Station.

There is a taxi rank at Reading Station.

Travel to Pangbourne Station is not advised. It is a 15-minute walk from the College and there is no taxi rank.

For Overnight Leave and Half Term returns, there is a minibus pick-up service from Pangbourne Station.

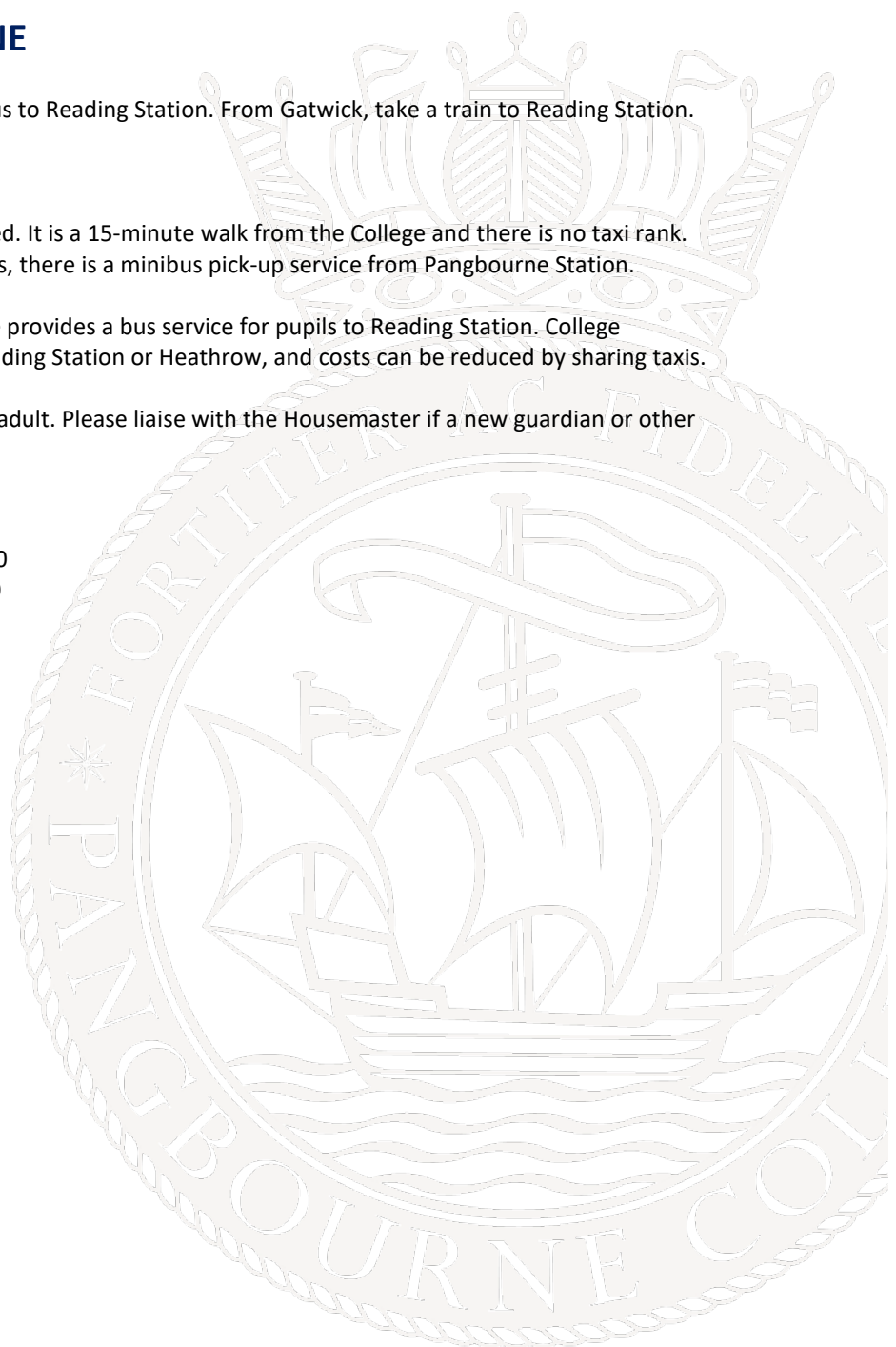
At Half Term and End of Term, the College provides a bus service for pupils to Reading Station. College Reception can usually arrange taxis to Reading Station or Heathrow, and costs can be reduced by sharing taxis.

All pupils should be collected by a known adult. Please liaise with the Housemaster if a new guardian or other arrangement is made.

### **Pangbourne taxis may be reached on:**

AAA Taxis - 0118 950 4030

Pangbourne Taxi Service - 01491 671979





## GUARDIANS

*The Governors require every pupil whose parents are overseas residents to have a Guardian who is a UK resident.*

Parents of pupils residing in the UK may also find it helpful to appoint a Guardian.

### The functions of a Guardian are:

- to act in place of the parents
- to provide a home base in the UK for Half Terms and Leave Weekends

### Guardians should:

- take an active interest in the pupil's progress and well-being
- arrange travel to and from College (Dunbar pupils may not travel unaccompanied on public transport)
- attend Parents' and Guardians' Meetings
- assist in academic decision-making processes
- work with the College authorities in encouraging the personal and social development of the pupil, and be prepared to take a parental role in the event of disciplinary action by the College
- accommodate the pupil during Half Terms and Leave Weekends

Guardians must provide safe supervision and care when the pupil is with them. Pupils must not be placed unaccompanied in hotels.

It is helpful, where the parents' command of English is limited, for the Guardians to be able to work in English and the parents' own language.

Guardians are especially welcome at College events including Chapel, Parade, sports fixtures, social events, drama and music performances, and Founders' Day.

### The College will, as far as possible:

- keep Guardians in touch
- send duplicate reports to Guardians
- send copies of correspondence to Guardians
- involve Guardians in the same way as parents

Many families can find a relative or friend who can act as a Guardian and this is usually the best arguments. For cases where this is not possible, the Registrar and the Headmaster's PA hold a list of professional Guardian agencies. We strongly recommend that you select an agency affiliated to AEGIS (The Association for the Education & Guardianship of International Students), whose website can be visited at [www.aegisuk.net](http://www.aegisuk.net)

## HEALTH CENTRE

### Health Centre Contact Details

Health Centre 0118 976 7425  
Health Centre Mobile 07795 670819

As a Health Centre, we aim to provide holistic care for each individual. This encompasses both emergency and routine treatments. We are also able to draw on further areas of expertise to complement and enhance our nursing practice.

We provide professional nursing care 24 hours a day during term time, including four open clinics a day for routine needs with additional clinics from other professionals.

### Nurse Clinic Times

08:00 – 09:00  
11:00 – 11:30  
13:00 – 14:00 appointments only  
15:00 – 17:30  
18:30 – 19:30

### GP Clinic Times

Monday 13:00 – 14:00  
Friday 13:00 – 14:00

### Physiotherapy (Thursday morning by appointment with the Health Centre)

Appointments for physiotherapy can be only made following consultation with the GP. They are 30 minute sessions which must be booked in advance. Failure to attend appointments will still result in a charge to the client. Pupils who do not have medical insurance will receive a bill for appointments directly from the physiotherapist and those who have insurance will have their bills referred to the provider.

### Sports Massage Therapy (Wednesday morning by appointment with the Health Centre)

Appointments for sports massage therapy can be made via the Health Centre. They are 30 minute sessions and will incur a charge. No pupil can be seen by the therapist without prior written consent from parents – this can take the form of an email. The bill will be sent directly to the parents for payment.

### Counselling (Tuesday 13:00 – 17:00)

All sessions with the counsellor are confidential and available to all pupils. The first eight appointments are offered free of charge but once this limit has been reached, parents will be contacted regarding a contribution to the cost. Appointments should be made in advance and can be arranged directly with the Health Centre or through the Deputy Head Pastoral, Mrs Caroline Bond.

## MEDICATION

Pupils are not allowed to keep their own medication (e.g. paracetamol). On return to the College, pupils should report to the Health Centre bringing with them any written requests for medical attention or temporary releases from Games commitments etc.

## MEDICAL CHARGES

Except in the case of an emergency, no medical recharges would be incurred without prior permission from the parent/guardian. The following items would result in charges:

- Transport to hospital or other medical appointment. Any initial emergency trip would be free of charge. However, for follow-up or pre-booked appointments, transport charges would be applicable
- Physiotherapy treatment
- Sports massage
- Travel vaccinations for College overseas trips

## INDIVIDUAL MUSIC LESSONS

Studying a musical instrument presents a wonderful opportunity to develop skills that can be enjoyed throughout the rest of a person's life. The lessons prepare pupils for external examinations, scholarships, concerts and other musical events but the Department recognises that, for some, the study of a musical instrument is for enjoyment only.

We offer taster lessons with our Visiting Music Teachers (VMTs) without charge. Pupils taking instrumental or singing lessons, in or outside Pangbourne, are encouraged to participate in choirs and ensembles. Please contact the Music Administrator, Mrs Trish West, for more information, or return the Music Lessons form which is available on request from the Registrar, to Mrs West.

### Terms and Conditions for Undertaking Musical Tuition:

#### 1. Lessons

Individual lesson lasting 40 minutes are available in all instruments, singing and music technology.

The Department aims to deliver 30 lessons per academic year.

The cost of the lessons is payable by parents is £36.00 per 40 minute lesson (2019/20). Charges for music lessons will be added to fee invoices in arrears.

Where it is not possible for a student to attend a lesson, the Music Administrator must be notified in writing or by email no later than 48 hours in advance of the lesson. Lessons where possible will be re-arranged. However, if this is not possible, it will be charged for as if the lesson had taken place.

If the pupil fails to attend the lesson without notice and cannot be found by the VMT, the lesson will be charged for. In the event that a pupil misses three consecutive lessons, the parents will be contacted by the Music Administrator.

#### 2. Termination of Lessons

Should a pupil wish to discontinue lessons, a formal letter or email must be sent to the Music Administrator. Following receipt of this letter, 10 lessons will be payable and it is at the parents' discretion as to whether or not they wish the pupil to attend these lessons.

This is standard practice to ensure that the College honours its contractual commitments to its VMTs. It is not necessary to re-apply for lessons at the start of the new academic year as lessons will continue to be timetabled from one year to the next unless written notice is received, as per the Terms and Conditions.

#### 3. Arrangement of Lesson Times

In Forms 1-4, music lessons occurring during academic time will normally be arranged on a rotating basis to ensure that the same academic lesson is not missed more than once in a Half Term wherever possible. Pupils are expected to excuse themselves from academic lessons at least 24 hours in advance. In Form 5 and the Sixth Form, lessons are normally arranged during private study periods, or at other mutually convenient times, although this cannot be guaranteed.

#### 4. Hire of Instruments

Instruments may be hired from the College, subject to availability, although this is usually for a maximum duration of one academic year. Parents are charged a termly fee of £30 (2019/20) and are fully responsible for making good loss or damage, whether occurring within or outside the College. It may be advisable to take out insurance for loss or accidental damage.

## INSURANCE

### Personal Effects

The College cannot accept responsibility for loss or damage of a pupil's personal effects and **parents are strongly advised to obtain their own insurance cover**, possibly by an extension of their household policy or by joining the optional personal effects scheme.

### Pupils' Personal Insurance Accident Scheme

All pupils are automatically covered by this scheme, the details of which are available on request.

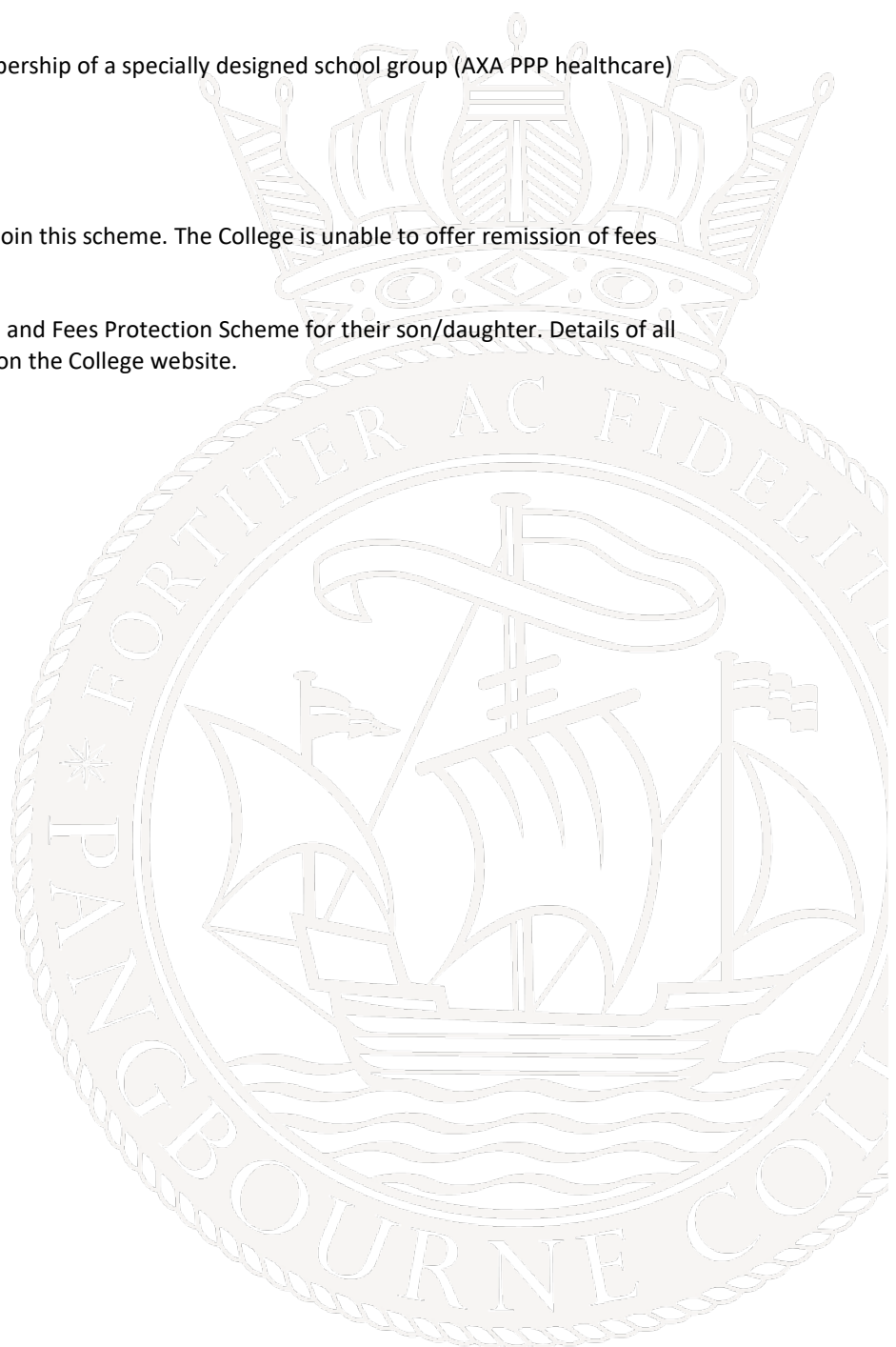
### Medical Insurance

The College has an arrangement for membership of a specially designed school group (AXA PPP healthcare) which is recommended to all parents.

### School Fees Protection Scheme

We particularly recommend that parents join this scheme. The College is unable to offer remission of fees should a pupil be absent.

Many parents join both the Private Health and Fees Protection Scheme for their son/daughter. Details of all optional insurance schemes are available on the College website.



## HELP FOR PUPILS

There are many different people available and willing to help with any worries and difficulties your child may experience. These might include homesickness, health worries, bereavement, work crises, relationship problems, home tensions, inappropriate relationships or bullying.

More information on pastoral care is available via the College website, in the 'Useful Information' area under the 'Current Families' section.

In addition to various members of staff who are available to help, there is an experienced young person's counsellor, Miss Vicky Wenham, who pupils can talk to in confidence. She is available on Tuesdays and Fridays in the Health Centre. Appointments can be made through the Health Centre or Mrs Caroline Bond. If you would like more information, please do not hesitate to contact Mrs Bond (telephone: 0118 9767 408, email: [caroline.bond@pangbourne.com](mailto:caroline.bond@pangbourne.com))

## HOLIDAY ARRANGEMENTS

Term dates are published at least one year in advance. Please book holidays and/or flights to fit with these dates. We can, if required, arrange transport to National Rail at Reading where buses run to Heathrow and trains to Gatwick. Taxis can also be booked.

International pupils can make arrangements to leave their trunks at the College. British residents are expected to take their trunks home and have their laundry done before returning.

Please note that pupils are not expected to leave the College during term time. Permission for absence from the College is at the discretion of the Headmaster and should be put in writing well in advance. Email is acceptable ([headmaster@pangbourne.com](mailto:headmaster@pangbourne.com)).

## WEEKEND LEAVE

College commitments (matches, games, Chapel, activity arrangements) take priority over leave. Pangbourne sees leave as a privilege, not a right, and leave may be withheld if work or behaviour has been unsatisfactory.

Parents and pupils are asked to familiarise themselves with the new Saturday Attendance Policy below:

- Pupils selected for matches (including substitutes) or taining sessions will be required to attend;
- Pupils not required for team sport will have the option to attend school;
- Full boarders not required for team sport will be required to take part in a multisport activity;
- Pupils assigned Saturday detention will be required to attend;
- Pupils in Form 3 and above will be required to attend on Open Mornings (no more than three per year); some Dunbar pupils may be asked to attend as well, particularly for the annual Dunbar Open Morning.
- If your son/daughter will miss a required activity on a Saturday or Sunday, you will need to apply for permission at least seven full days in advance using the Weekend Leave of Absence form.

On Sundays, leave is permitted from after Parade (or the last commitment), until 21:00. On weekends with no Parade, leave is permitted from the last commitment on Saturday, until 21:00 on Sunday evening. Your child must confirm arrangements with Divisional staff by Thursday evening.

Special events may warrant special consideration. Please ring the Housemaster/mistress to discuss.

The College closes for Overnight Leave (ONL) weekends, Half Terms, and all longer holidays, with pupils expected to return to their parents or guardians.

**Divisions re-open after leave weekends at 19:00. All boarders are expected to have returned by 21:00. Pupils wishing to return outside of these hours are to do so strictly by prior negotiation and agreement with the Housemaster/mistress.**

### Pick-up from Pangbourne Station

To coincide with train arrivals from Reading and Oxford, a minibus pick-up service will be available from Pangbourne Station on ONL weekends. The bus will be waiting to collect pupils at 18:45 and 19:45.

## PANGBOURNE PARENTS' ASSOCIATION

Pangbourne Parents' Association (PPA) exists to create opportunities for socialising amongst parents of Pangbourne pupils and to raise funds for extra resources which will benefit all the pupils of the College. Membership is free and all parents are automatically members while their son/daughter is a pupil of the College.

There has never been a more enjoyable way to contribute to the College. So, if you would like to get more involved in Pangbourne life, why not join the PPA? For more information, please contact one of the committee members or attend a meeting.

For all enquiries relating to the Parents' Association, please email [ppa@pangbourne.com](mailto:ppa@pangbourne.com)

## PARENTS' AND GUARDIANS' MEETINGS

We organise a meeting once a year for parents and guardians of each year group. We publish the dates at the start of the academic year and confirm via the Calendar on the website regularly.

These are very important occasions in the academic career of each pupil – key moments in the dialogue between staff, pupils and parents.

They allow parents and pupils to assess progress, to debate difficulties, to set targets and to formulate plans for the future in partnership with staff. They also allow the College to explain curriculum choices and developments.

We believe that the partnership between parents, pupils, teaching staff, Tutors and Housemaster/mistress is essential to achieving the best possible results and therefore:

- As far as possible, parents should attend the meeting
- If parents cannot attend (perhaps because they are overseas), guardians should take their place. Pupils also attend the meeting.

All meetings following the same format:

- An invitation is sent out well in advance, with briefing documents as appropriate
- The meeting will start promptly at the published time
- Pupils should wear uniform
- Parents are requested to register on arrival
- Teachers are seated at well-signed points around the hall
- Parents and pupils should arrive within 20 minutes of the start of the meeting
- There is no appointments system; consultations should be brisk and businesslike\*
- Refreshments are available
- At some point in proceedings, the Headmaster and others will make a formal presentation
- Parents should speak with their child's Tutor and Housemaster/mistress before leaving

\* If it becomes evident that longer consultation is needed, please make an appointment for another date.

## POCKET MONEY AND OTHER EXPENSES

For pocket money, we suggest you send £40, ideally in cash (£100 for overseas residents) to start with.

Cheques should be payable to 'Pangbourne College'.

We strongly advise against cheque books or cashpoint cards for young pupils as expenditure cannot be monitored. All Divisions run House Banks which open after prep. Deposits will be received at any time.

The College employs a hairdresser who visits the College once a week and the cost of this is charged through the termly account. There is also a barber's shop in Pangbourne village.

Newspapers and magazines can be delivered to Divisions. Pupils are charged for these through the termly account.

Extra expenses for excursions, purchases and so on are charged to your termly account. These sums vary considerably, but senior boarders should budget for £250-£300 per team.

## PREFECTS

The Cadet Captains (CCs) are our whole school prefects. They are chosen at the end of their Lower Sixth year by the Headmaster, senior staff and Housemasters/mistresses, after a lengthy process, which includes a two-day training course on teamwork. The two senior students are the Chief Cadet Captains of the College (CCCC) who provide a boy and girl team. They are effectively Head Boy and Head Girl and the model of a co-educational partnership.

Head of Houses are called Chief Cadet Captains (CCC), and they are aided in their role by one or two Cadet Captains (CC). These are all responsible to the Housemaster/mistress. One of them will be a designated New Entry CO (Cadet Officer), whose role is to help guide new students through the various complexities of Pangbourne life. Every new arrival will also have a pupil in the year above designated as a mentor to show them the ropes in the first few weeks.

The Chiefs of College meet the Headmaster in his study every morning at 08:00 to discuss the day ahead. Chiefs also meet with Mrs Caroline Bond (Deputy Head Pastoral) on a weekly basis and one of them chairs the Pastoral Welfare Committee which has representatives from all year groups on it.

## PUPILS' POSSESSIONS IN DIVISIONS

All pupils will have a locker in their Divisions. Lockers are fitted with a hasp and staple so obtaining a couple of small padlocks is advisable. Cash, passports, tickets and similar should be handed to the Housemaster/mistress for safekeeping.

Pupils in senior Divisions are allowed to have radios, computers etc. provided they use and look after them sensibly. Pupils are not permitted their own TVs but each Division has a TV set with a DVD player in the Gunroom.

All electrical items will be PAT tested annually and kept on a register within the Division to satisfy our Health & Safety policy. An outside contractor will test all portable appliances in September and parents will be charged the actual cost for testing each item on their Lent Term bill.

Please note that any item which does not pass the electrical test, and is deemed to be dangerous, will have its plug cut off and the item removed to the Bursary.

Although security in Divisions is generally good, pupils are advised to keep their Cabins locked during the day and not leave any valuable items lying around where they are visible. Please contact the Housemaster/mistress in the first instance if any items goes missing.

A search of the Division often results in the item's recovery. Lost property is also collected daily and returned to Divisions where items are named.

Very occasionally, more valuable items go missing and cannot be recovered. Please liaise with the Housemaster/mistress if the police need to be informed for insurance claim purposes.

The items listed in the following section are necessities and suggested options for pupils to bring along at the beginning of term.

### NECESSITIES

**Personal**

- Duvet
- Duvet covers
- Towels
- Dressing gown
- Slippers/indoor soft shoes

**Stationary**

- Pens, pencils etc.
- Calculator (not graphics type)

Routine stationery can be purchased in the College Shop. All new entries to Dunbar and Form 3 will be issued with a dictionary.

**Optional**

- Alarm clock
- Padlocks
- Tuck box
- Computer/Printer (laptops are generally more convenient)
- Bicycle (Sixth Form only – helmet compulsory)
- Lockable cash box for securing valuables



## MOBILE PHONE GUIDELINES

As a community, we recognise the positive role that smartphones play in our lives, such as during lessons where they are frequently being used to enhance learning. However, with increasing concerns about the impacts of excessive screen time and reduced social interaction, as well as the impacts on the learning environment, the College community is committed to the following policy.

### Zones

Following considerable consultation involving pupils, parents and staff, the protocol below has been implemented:

- **Green Zones** will be established within Divisions, with mobile usage accepted, this includes morning break and lunchtime.
- **Red Zones** cover all other buildings on the College grounds, plus Parade Ground. Phones can be carried but must be off or on flight mode. They must remain out of sight and can only be used by an invitation from the class teacher.
- **Blue Zone** is reserved for the library in recognition of the way this study space is used. Only Form 5 and Sixth Form can use mobiles within the library with discretion.

For any activity offsite, phones can be carried.

Adult members of the community are equally committed to the spirit of this protocol. It is recognised that for safety and security reasons, staff will have their phones with them, exercising discretion with their usage.

Pupils' phones will be securely stored in Divisions when not in their possession.

In case of emergency, parents should contact the Division staff or Reception.

A period of confiscation will result from breaches of this protocol. Phones will be retained at Reception ready for collection at 17:50. Frequent confiscation will lead to longer periods of confiscation.

### Dunbar

Dunbar is a **Red Zone**.

- Pupils will not have access to their phones during the working day (08:15 – 17:45).
- Day pupils may bring a phone to school if necessary for travel purposes. Phones should be handed in on arrival in the morning and collected at the end of the day.
- Boarders will have their phones stored securely in the office during the daytime, and will have access to them in the evening.
- In case of emergency, parents should contact the Dunbar House staff.
- Any pupil needing to contact parents or guardians will either be allowed access to their phone or may use the Dunbar Duty mobile phone.

## SOCIAL MEDIA

The positive and negative aspects of social media for young people are well recognised by the College. All pupils take part in the PSHCE (Personal, Social, Health and Citizenship Education) programme, within which the perils of social media are tackled.

## REGISTRATION OF DAY PUPILS

Day pupils are required by law to register twice daily. At Pangbourne this occurs:

- i) At 08:15 each morning in Divisions
- ii) At 15:00, by Tutors on Monday, Tuesday, Thursday and Friday under Summer and Winter Routines, respectively

Exact details of registration will be given by your Housemaster/mistress.

### Day Pupil Registration/Illness

Day pupils who fail to register at the correct time and who have not contacted Reception will be followed up with a call to parents by the College Office to confirm their whereabouts.

Day pupils arriving late after 08:25, or arriving back after a brief absence during the day, must register at Reception.

## SWIMMING TEST

Pupils who have passed the Amateur Swimming Association's Survival in the Water Test or the more advanced ASA Test, and can produce a certificate, will not be asked to take the College Swimming Test. In the Lent and Summer Terms in particular, this means that a new pupil may take up rowing or sculling without having to wait for specific tests to be arranged.

## TRANSPORT

A free College shuttle service leaves Pangbourne Station for the College at 08:05 each morning and leaves the College for return to the station at 18:00 each evening (except for Wednesday and Saturday evenings when there is no service).

- Our Basingstoke bus leaves from Basingstoke Hospital lay-by at 07:30 each morning and leaves the College at 18:20 each evening (except for Saturday evening)
- Our Newbury bus leaves from Woolton Hill Stores at 07:20 each morning and leaves the College at 18:20 each evening (except for Saturday evening)
- Our Wantage bus leaves from the Loyd Lindsay Rooms car park, Ardington at 07:20 each morning and leaves the College at 18:20 each evening (except Saturday evening)
- Our Henley and Wargrave bus leaves from Twyford Station Bus Stop at 07:10 and leaves the College at 18:00 each evening (except Saturdays)

Transport costs will be charged on a termly basis at the cheapest possible rate. For information on bus services, contact the Domestic Bursar Mrs Iona Sadley on 0118 976 7434.

## LIFT SHARING

Dunbar operates a parental lift sharing system where parents can get in touch with other parents who live close by, to share lifts to and/or from the College. If you are interested in lift sharing, please email the College with the general direction you are travelling from and the College will be interested parties in touch with each other to make the arrangements.

## VEHICLES ON CAMPUS

### Students' Cars

Permission for students to bring cars onto campus is entirely at the discretion of the Headmaster. A written request needs to be submitted to the Headmaster and permission may then be granted on a case-by-case basis.

Generally, only students in the Upper Sixth will be considered for permission, and they must be CCCCs, Chief of Division or day pupils.

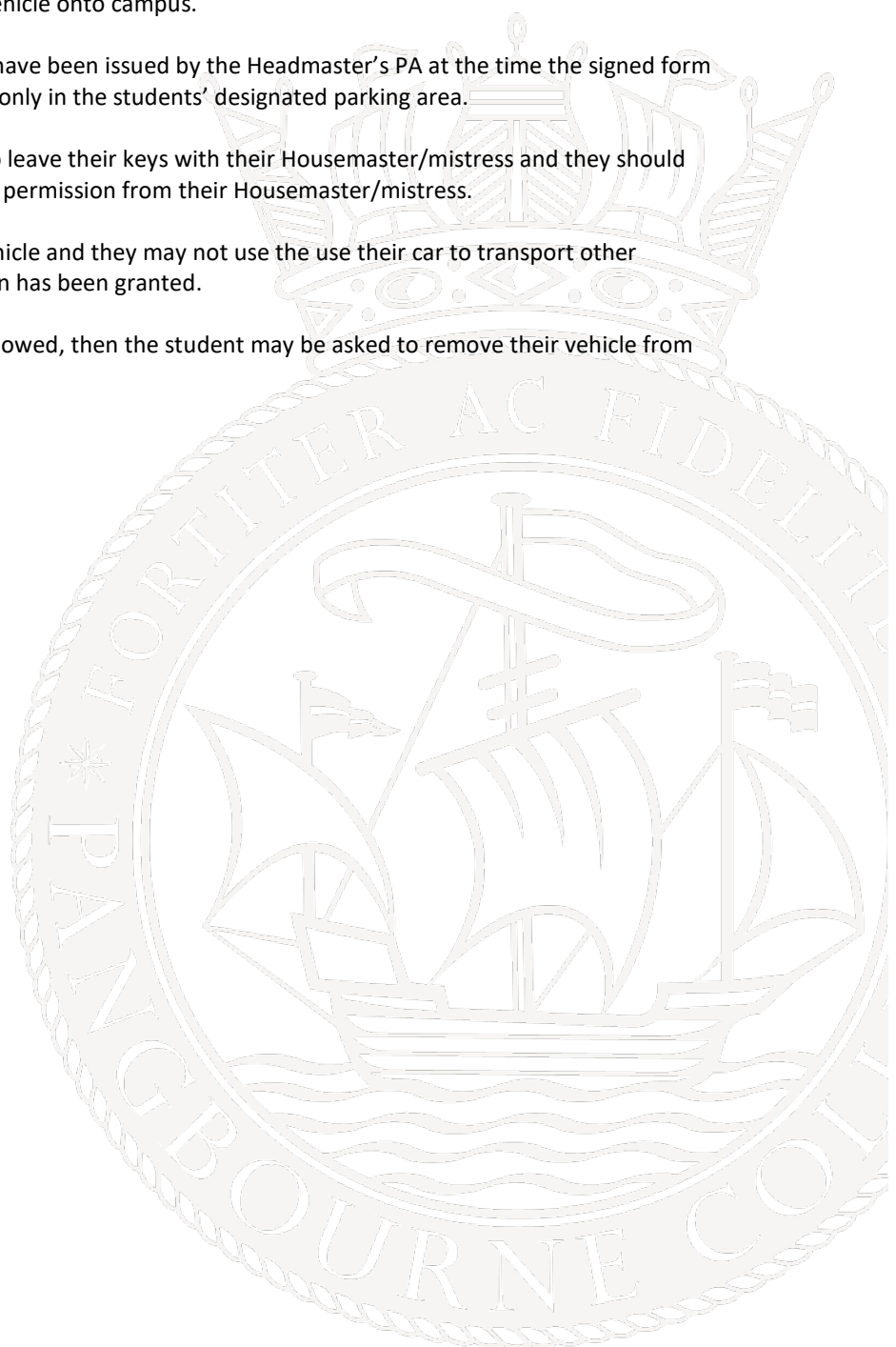
If permission is granted, a form must be collected from the Headmaster's PA then signed by the student, parents, Housemaster/mistress and the Headmaster. Only once this form has been signed and returned to the Headmaster's PA may a student bring a vehicle onto campus.

The car must display a permit, which will have been issued by the Headmaster's PA at the time the signed form was returned. The vehicle may be parked only in the students' designated parking area.

Occasionally a student may be required to leave their keys with their Housemaster/mistress and they should only make journeys from the College with permission from their Housemaster/mistress.

Only the permitted driver may use the vehicle and they may not use the use their car to transport other students unless specific written permission has been granted.

If any of the above procedures are not followed, then the student may be asked to remove their vehicle from the campus and parents will be informed.



## TERM DATES AND HOLIDAY ARRANGEMENTS

### MICHAELMAS TERM 2019

Term Starts	On Tuesday 3 September for Forms 3 & 4 New Entries On Wednesday 4 September for Forms 1 & 2 New Entries, together with all Sixth Form and all Boarders On Thursday 5 September for all other Day Pupils Overnight Leave from 15:15 on Friday 27 September to 21:00 on Sunday 29 September
Half Term	13:20 on Friday 18 October to 21:00 on Sunday 3 November Overnight Leave from 15:15 on Friday 23 November to 21:00 on Sunday 24 November
Term Ends	Thursday 12 December for Dunbar after Carol Service Friday 13 December for Forms 3 to 6 after Carol Service
Parade Sundays	15 September 6 October 10 November – Remembrance Sunday 1 December

### LENT TERM 2020

Term Starts	21:00 on Monday 6 January for Boarders 08:15 on Tuesday 7 January for Day Pupils Overnight Leave from 15:15 on Friday 24 January to 21:00
Half Term	15:15 on Friday 14 February to 21:00 on Sunday 23 February Overnight Leave from 15:15 on Friday 13 March to 21:00 on Sunday 15 March
Term Ends	15:15 on Friday 27 March
Parade Sundays	19 January 1 March 22 March

### SUMMER TERM 2020

Term Starts	21:00 on Tuesday 21 April for Boarders 08:15 on Wednesday 22 April for Day Pupils Overnight Leave from 13:20 on Saturday 2 May to 21:00 on Monday 4 May
Half Term	15:15 on Friday 22 May to 21:00 on Sunday 31 May Overnight Leave from 15:15 on Friday 19 June to 21:00 on Sunday 21 June
Term Ends	After Beat Retreat on Founders' Day, Saturday 4 July
Parade Sunday	26 April 14 June – <b>Falkland Islands Memorial Service</b> 4 July – <b>Founders' Day</b>