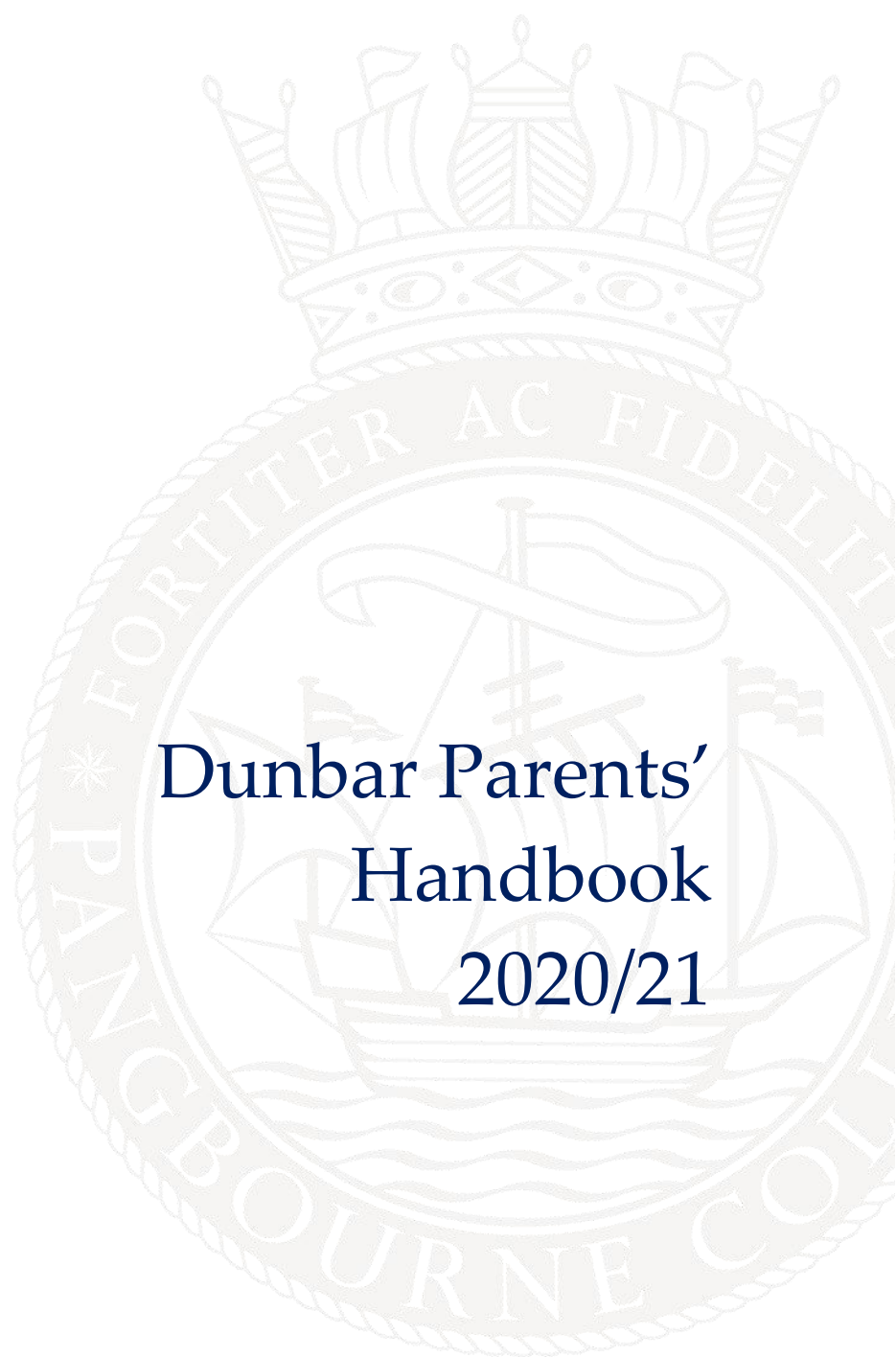


PANGBOURNE



**Dunbar Parents'
Handbook
2020/21**

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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. 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.

This Parents' Handbook for our junior house, Dunbar, 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 the Dunbar Housemaster, Dr Ian Hart.

THE DUNBAR ETHOS

- Dunbar is at the heart of Pangbourne College, fully embracing the Flag Values
- Dunbar is a place where every child is inspired, empowered and motivated to make wise and informed decisions that will prepare them for their future
- Dunbar is led by staff who have a vision for caring, educating and enriching children holistically

WHO'S WHO IN DUNBAR

- Housemaster - Dr Ian Hart
- Assistant Housemaster - Mr Dan Colquhoun
- Matron and Housekeeper - Ms Lisa Andrews
- Visiting Tutors - Dr Jo Hart and Mr Andrew Thornhill
- In addition, a group of Academic Tutors and Assistant Tutors are part of the house team. The house team for 2020-21 will be confirmed before September.

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 450+ 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.**

DUNBAR ROUTINES

Dunbar Boarders Wake Up

07:15	Lights on
07:30	Dorm check
07:35	Breakfast

Registration and Assembly

08:10	Day pupils arrive
08:15 – 08:25	Registration
08:25 – 08:55	Assembly/Chapel/Dorm inspection/ Shoe and Uniform inspection/Tutorials

School Hours:	Monday	08:15 – 18:00
	Tuesday	08:15 – 18:00
	Wednesday	08:15 – 16:00 (unless involved in matches)
	Thursday	08:15 – 18:00
	Friday	08:15 – 18:00

At the weekend, full boarders are looked after by the Dunbar House Team

Dunbar Boarders Evening Routine

17:50	Boarders meet staff on duty
18:00 – 18:30	Supper
18:45 – 20:25	Prep and free time/activities (all mobile phones are handed in at 20:00)
20:30 – 21:00	Bedtime and reading
21:00	Lights out

For day pupils, the usual dropping off point is Dunbar at 08:10, prior to morning registration. The school day ends at 18:00 and collection is again from Dunbar.

Please be punctual and do phone College Reception (0118 984 2101) if you are going to be late for collection, as your child might have to wait in the College Health Centre or a Senior Division to be collected if the boarders are going offsite on a trip or in the evening.

The parking arrangements cope with the rush at Dunbar but please use the bays provided and do not park in front of the main doors, as this can sometimes cause congestion.

Weekends

It is very important that parents of full boarders communicate (text or email is acceptable) with the Housemaster about plans for boarders at the weekends by the preceding Thursday at the latest. This enables any bookings to be made in good time.

Where possible, pupils should be collected and dropped off in their College uniform.

The Dunbar boarders are supervised by duty staff over the weekend. Duty staff include; Housemaster, Assistant Housemaster/mistress, Housemother, and Academic Tutors.

Saturday: Duty staff supervise boarders from after lunch until 21:30, thereafter the Housemaster is on duty. Bedtime routine is the same as for weekdays.

Sunday: The timings for Sundays vary from week to week.

Chapel and Parade Sunday

House staff supervise preparations for Chapel. Duty staff supervise from the start of Chapel until supper time at 18:00. Thereafter, the Housemaster is on duty.

Other Sundays

The Housemaster supervises until 10:00. Duty staff will supervise from 10:00 until supper time at 18:00. Thereafter, the Housemaster is on duty.

Return Times

If full boarders go home at the weekends, they should to Dunbar between 19:00 and 20:00 on the Sunday evening.

Also, it is perfectly acceptable to bring them in on a Monday at 08:00 rather than a Sunday evening by 20:00. This goes for Leave weekends, Half Terms and the start of term too. Please do not arrive back in Dunbar before 19:00.

Please always confirm when your child will arrive back in an email or text to the Housemaster in advance of the respective weekend.

Overnight Leave Weekends

On Overnight Leave Weekends, all boarders must vacate Dunbar and go home to parents and guardians. The College's website has details of pick-up times, which vary between Fridays and Saturdays.

Day pupils are welcome to invite boarders to stay over at their homes. Allowing a boy or girl who may live a long way from the school the luxury of sharing in a friend's home is often beneficial for all parties. Permission for such arrangements must be given, either in writing or via email, to the Housemaster from both sets of parents/guardians.

Part Boarders

Part boarders return to school on Monday mornings and go home on Friday nights.

Occasional Boarding

If requested, and if bed availability allows, it can be possible for day pupils to stay the occasional night or weekend. There is a nominal charge for this which is administered by the Bursary. We do not invite day pupils to board in the last week of term.

Similarly, if you find you need to pick up your child after 18:00 and they require supper, this must be booked in advance. Unless your child is here at the request of the College, this will incur a charge. Your child can be picked up at Mess Hall or Dunbar.

ABSENCE DUE TO ILLNESS

Registration of Day Pupils

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

- At 08:15 each morning
- At 15:15 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 08:25, 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

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

Although routine stationery can be purchased in the College Shop, pupils are advised to pre-purchase stationery items such as pens and pencils. Pupils should not have graphic calculators. Other calculators are fine. All new pupils will be issued with a dictionary.

Management

Deputy Head Academic (from September 2020)	Mrs Sam Greenwood	
Deputy Head Pastoral	Mrs Caroline Bond	
Deputy Head Co-Curricular	Mr Rupert Bancroft	
Head of Key Stage 3	Mr Richard Follett	Forms 1-3
Head of Key Stage 4 (from September 2020)	Mrs Stephanie Poynter	Forms 4-5
Head of Sixth Form	Mr James Bamforth	L6-U6

Tutors

Dunbar has a dedicated Tutor team which is managed by the Dunbar Housemaster. Tutor groups are mixed gender within mixed year groups. The role of each Tutor is wide-ranging but their primary function is to oversee the pupil's academic, intellectual and personal development. Tutors meet their tutees every day and are the first people to see and discuss reports. They also help tutees manage their prep and study time, and are the delivery of the Personal, Social, Health and Citizenship Education (PSHCE) programme.

Prep and Private Study

Pupils complete some of their prep during the College day but there is the possibility that pupils will still have some work to finish in the evening. Each pupil has a prep diary and parents of day pupils are encouraged to keep an eye on what is being recorded there. Pupils should write all of their prep into these diaries and parents should sign it each week to indicate to the Tutor that they have read and checked it. Parents are also encouraged to add their own comments to the prep diary. Prep and study details are published on the College's Virtual Learning Environment (VLE), Firefly.

Reports and Parents'/Guardians' Meetings

You will receive grades every two weeks and a full written report at the end of most terms when there has been no Parents' Meeting.

There is a Parents'/Guardians' Meeting for Dunbar during the Michaelmas Term, where you will have the chance to meet all your child's teachers and Tutors. The focus of these meetings is on the positive aspects of your child's start at the College, and you can also express any issues or concerns you might have.

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.

Exams

These take place for Forms 1 and 2 in November and June. As part of the PSHCE programme, pupils will cover revision techniques during their weekly tutorials. The Tutors will guide pupils through the process of preparing for exams. Any questions regarding pupils' exams should be directed to their Tutors.

Rewards

In Dunbar, as in the senior school, a Merits system operates. Once a child has received a certain number of Merits, they receive a prize which is presented to the pupil in an Award Assembly in Dunbar. Prizes include a Dunbar pen or pencil, and the highly sought-after Dunbar mug.

Dunbar Flag Value Awards

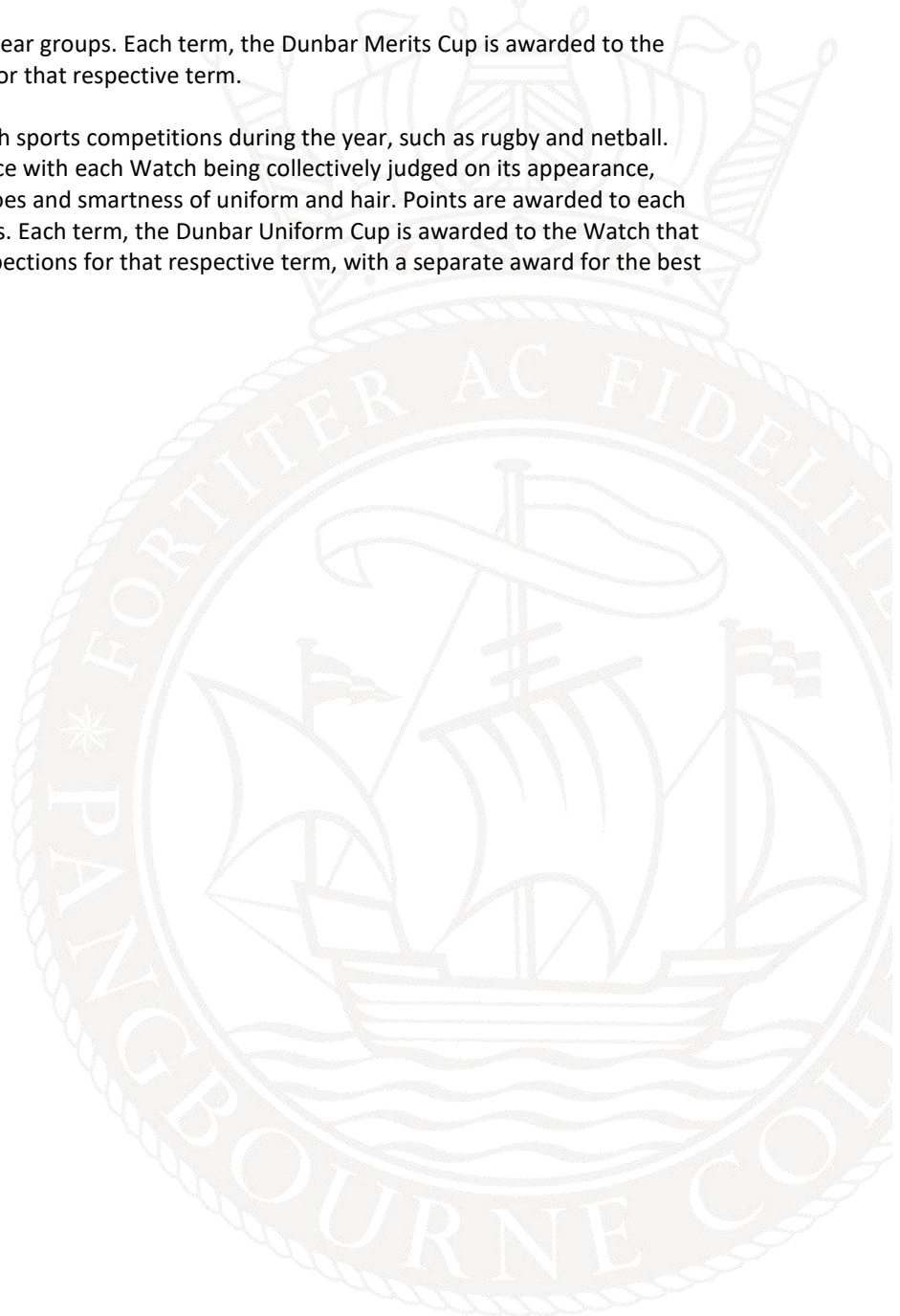
To help promote the College Flag Values, Dunbar pupils are encouraged to work towards a Dunbar Flag Value Award in recognition for displaying attributes that exemplify one of the seven Flag Values, which are; Kindness, Selflessness, Moral Courage, Initiative, Industry, Resilience and Integrity. On receiving all seven awards, pupils will receive a Dunbar Flag Value Award badge to wear on their Dunbar blazer.

Watches

Dunbar pupils are split into Watches (Houses). These Watches are; Port, Starboard, Forward and Aft.

The Watches are split across gender and year groups. Each term, the Dunbar Merits Cup is awarded to the Watch that has accrued the most Merits for that respective term.

Dunbar pupils also compete in Inter-Watch sports competitions during the year, such as rugby and netball. Also, weekly uniform inspections take place with each Watch being collectively judged on its appearance, including factors like the shine of their shoes and smartness of uniform and hair. Points are awarded to each Watch depending on the overall standards. Each term, the Dunbar Uniform Cup is awarded to the Watch that has accrued the highest scores during inspections for that respective term, with a separate award for the best dorm.



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.

Confirmation

We encourage pupils to be confirmed. Confirmation classes are held after Christmas in the Lent and Summer Terms and are led by the Chaplain and committed members of staff. The Confirmation Service is usually held in May in the Chapel. Pupils can attend and decide for themselves at the end of the course whether or not they wish to be confirmed. If you have any queries, please do not hesitate to contact the Chaplain (0118 976 7449).

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.

COLLEGE SHOP

A complete outfit with all new uniform costs around £500. The College Shop also carries a useful stock of second-hand uniform.

Please contact the Shop Manager, Mrs Karen Townsend, on 0118 976 7476 to arrange an appointment for a fitting 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. Pupils' accounts are set at the beginning of term.

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

- Trainers
- 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 via 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 rooms at the back of Harbinger Division.

Dunbar pupils are urged not to leave any kit in the College changing rooms overnight, as the Sports Hall is used by visitors to the College during some evenings.

Pupils each have their own area in Dunbar to put personal items, but those areas are not lockable. We recommend pupils do not bring valuable items into College, but if they do, we recommend they are left with the Housemaster for safekeeping.

During games, pupils should place any valuable items in a bag and take them to their games session or fixture. Valuables should not be left in the changing rooms.

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

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.

DUNBAR BOYS' CLOTHING LIST

Key: A – Approved pattern only; O – Optional item; S – Shop stocks

Code	Item	Amount
	Nametapes	12 doz
	Uniform	
S	Navy blazer	1
S	Grey trousers	2
S	White shirts	4
S	Navy V-neck jersey – machine washable	1
A/S	College tie	1
	Black shoes plain style	1
A/S/O	College scarf	1
	Black or grey socks – machine washable	6
	Games Kit	
A/S	Waterproof training top	1
A/S	Hooped rugby jersey	2
A/S	Pangbourne hoodie	1
S	Navy rugby shorts	1
A/S	Team Pangbourne cotton shorts	1
S	Navy rugby socks	2
S	Mouthguard	1
A/S	Team Pangbourne polo shirts	2
A/S	Navy tracksuit trousers	1
S	Swimming trunks	1
	Rugby or football boots – with metal safety studs (no blades)	1
	Gym shoes or trainers – no black soles	1
	White socks	2
O	Astro shoes	
A/S	Sports bag	
	Boarders only: Household/Personal	
	Underpants	4
O	Vests	2
	Pyjamas	2
	Dressing gown	1
	Sponge bag & toiletries	1
	House shoes or slippers	1
	Coloured bath towels	2
S	Rucksack/book bag	1
O	Trunk/large suitcase for carrying clothes	
	Shoe cleaning kit	1
	Casual Dress (see notes on Page 11)	
	Please note – no more than 2 sets of casual clothes are allowed e.g. 2 pairs of trousers or jeans, 2 shirts, 2 jumpers	

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

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

The wearing of jewellery by Dunbar pupils is not allowed with the exception of one pair of small gold or silver studs for the girls and one charity band for both boys and girls. No makeup may be worn.

DUNBAR GIRLS' CLOTHING LIST

Key: A – Approved pattern only; O – Optional item; S – Shop stocks

Code	Item	Amount
	Nametapes	12 doz
	Uniform	
A	Navy blazer	1
A	White shirt (tie to be worn)	4
A/S	Grey A-Line skirt	2
S	Navy V-neck jerseys – machine washable	1
S	Black shoes – lace-ups, Dr Martens	1
A/S/O	College scarf	1
S	Appropriate black tights (15 denier in the Summer Term)	
A/S	College tie	1
	Games Kit	
A/S	Navy tracksuit trousers	1
A/S	Navy hockey shirt and skirt	1
S	Mouthguard	1
	Swimming costume – one piece, plain navy	1
S	Navy games socks (long)	2
S/O	Astro shoes	1
A/S	Navy hockey/netball skirt	1
A/S	Team Pangbourne polo shirts	2
S	Navy cycle shorts	2
S	White ankle socks	2
	Gym shoes or trainers – no black soles	1
O	Sports bra	
S	Shin pads	
A/S	Hockey/netball top	
A/S	Waterproof training top	
	Boarders only: Household/Personal	
	Knickers	5
O	Vests (if worn) (plain white, not patterned)	2
	Bras (if worn) (plain white or flesh coloured, no patterned)	4
	Pyjamas/nightie	2
O	Dressing gown	1
	House shoes or slippers	1
	Sponge bag & toiletries	1
	Coloured bath towels	2
S	Rucksack/book bag	1
	Wash net	1
	Shoe cleaning kit	1
O	Sports bag	1
	Trunk/large suitcase	
	Casual Dress (see notes on page 13)	
	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)	

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
Children's Commissioner	020 7783 8330

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

Website: 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.

CONTACTING PUPILS

Post for pupils must be sent to the College address below:

Dunbar
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) will not accept incoming calls for pupils on their private lines.

Pupils are not available during evening prep/activities [18:45 – 20:25] and all Dunbar boarders hand in their mobile phones every evening at 20:00

CATERING

All meals are served in the College Mess Hall. We have contract caterers – Holroyd Howe – and the food is of high quality. If a special diet is required, this can be arranged. The Catering Manager provides a varied menu with several choices 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.

FEES

You will have received 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.

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

Activities (Optional)

Whilst the termly fees cover the vast majority of recreational activities at the College, there will be additional charges for some extra-curricular activities on occasions.

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

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

School Trips

School academic trips will be recharged to parents/guardians. Parents will always be notified in advance and permission will be 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.

Trips and Excursions for Dunbar Boarders

Extra expenses for excursions, purchases and so on are charged to your termly account. These sums vary considerably. Please budget for £250-£300 per term.

Previous Dunbar trips have included:

- Windsor Castle
- Oxford (various Museums)
- London
- Reading (shopping/cinema)
- Local Restaurants
- The Big Bang (Science and Engineering) Fair

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

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.

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, Mrs Sue Hubbard, who pupils can talk to in confidence. She is available on Thursdays 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)

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 at least seven working days in advance. Email is acceptable (headmaster@pangbourne.com).

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 (2020/21). 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 £25 (2020/21) 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.

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 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.

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.

Please contact the Housemaster in the first instance if any item goes missing. Very often, a search will recover it and it will transpire that it was not where the pupil thought they left it. Lost property is collected daily and returned to Dunbar when items are named.

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

All pupils, whether they are boarders or day pupils, will have an individual space in Dunbar for their various bags and kit. Any money and passports, tickets and the like should be handed to the Housemaster for safekeeping.

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 (BUPA) 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.

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

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 boarders' pocket money, we suggest you send £10 per weekend, ideally in cash. £5 notes for Dunbar boarders are very helpful. For overseas students, an extra £100 per term is advised.

Cheques should be payable to 'Pangbourne College'.

We strongly advise against cheque books or cashpoint cards for younger pupils, as expenditure cannot be monitored. Dunbar runs a House bank and students have access to their money at weekends. The Housemother runs the Dunbar Bank.

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 Dunbar. Pupils are charged for these through the termly account.

PREFECTS

In Dunbar, we promote a Head Boy and Head Girl, Watch Captain and Prefects from the Form 2 pupil cohort. They are chosen at the end of Form 1, Michaelmas Term and Lent Term by the Dunbar Housemaster, Assistant Housemistress, Housemother and Hey of Key Stage 3.

PORTABLE APPLIANCE TESTING (PAT)

All electrical items will have to be PAT tested annually, and kept on a register within the House, to satisfy our Health & Safety policy. If you require any further information, please contact the Domestic Bursar. 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 be removed to the Bursary.

Pupils are not permitted their own televisions but Dunbar has a Blu-ray surround sound home cinema.

SPORT

Sport for Dunbar students usually has the following pattern:

Michaelmas Term:	Football for the boys and Hockey for the girls.
Lent Term:	Rugby for the boys and Netball for the girls.
Summer Term:	Cricket for the boys and Tennis for the girls. Minor sports Athletics, Rowing, Swimming and Tennis take place in a carousel fashion during Summer Term.

SWIMMING TEST

All Dunbar pupils will normally take a simple swimming test in the first week of Michaelmas Term. 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 be asked to take the College Swimming Test. In the Summer Term in particular, this means that a new pupil may take part in a Rowing taster without having to wait for specific tests to be arranged.

TRANSPORT

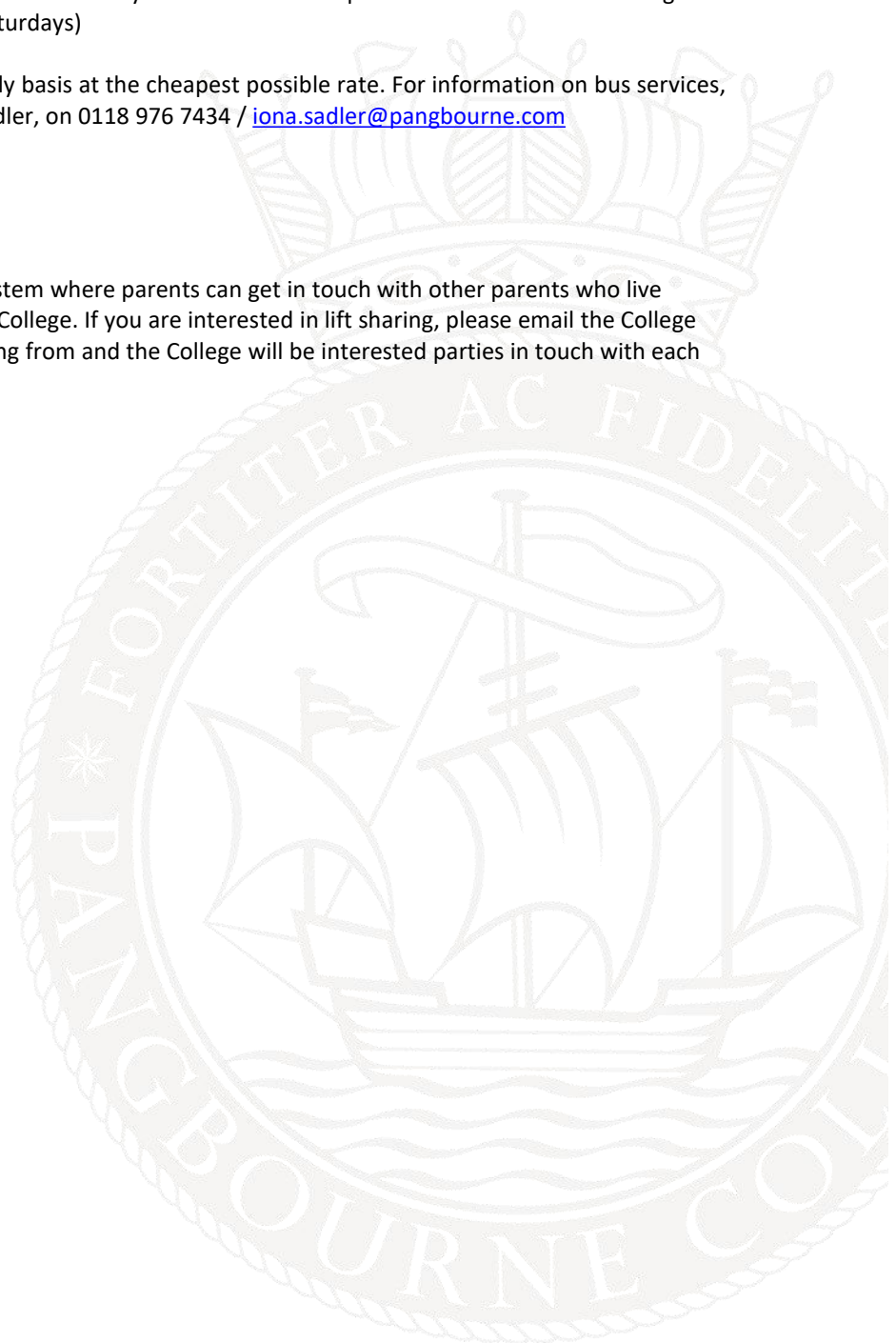
A free College shuttle service leaves Pangbourne Station for the College at 08:05 each morning and leaves the College for return to the station at 18:00 each evening (except for Wednesday and Saturday evenings when there is no service).

- 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 Sadler, on 0118 976 7434 / iona.sadler@pangbourne.com

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.



TERM DATES AND HOLIDAY ARRANGEMENTS

MICHAELMAS TERM 2020

Term Starts	On Tuesday 8 September for Forms 3 & 4 New Entries On Wednesday 9 September for Forms 1 & 2 New Entries, together with all Sixth Form and all Boarders On Thursday 10 September for all other Day Pupils
Half Term	Overnight Leave from 15:15 on Friday 2 October to 21:00 on Sunday 4 October 13:20 on Friday 16 October to 21:00 on Sunday 1 November Overnight Leave from 15:15 on Friday 20 November to 21:00 on Sunday 22 November
Term Ends	Tuesday 15 December for Dunbar after Carol Service Wednesday 16 December for Forms 3 to 6 after Carol Service
Parade Sundays	20 September 11 October 8 November – Remembrance Sunday

LENT TERM 2021

Term Starts	21:00 on Monday 4 January for Boarders 08:15 on Tuesday 5 January for Day Pupils Overnight Leave from 15:15 on Friday 22 January to 21:00 on Sunday 24 January
Half Term	15:15 on Friday 12 February to 21:00 on Sunday 21 February Overnight Leave from 15:15 on Friday 12 March to 21:00 on Sunday 14 March
Term Ends	15:15 on Friday 26 March
Parade Sundays	17 January 28 February

SUMMER TERM 2021

Term Starts	21:00 on Monday 19 April for Boarders 08:15 on Tuesday 20 April for Day Pupils Overnight Leave from 13:20 on Saturday 1 May to 21:00 on Monday 3 May
Half Term	15:15 on Friday 28 May to 21:00 on Sunday 6 June
Term Ends	After Beat Retreat on Founders' Day, Saturday 3 July
Parade Sunday	25 April 13 / 20 June (TBC) – Falkland Islands Memorial Service 3 July – Founders' Day