



# PANGBOURNE

Parents' Handbook  
2018/19

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## AIMS AND ETHOS

Pangbourne is a modern, friendly, 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, and the uniform, 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 both boarders and day pupils.

Central to Pangbourne's ethos is the Code of Conduct, which is printed for pupils every term in the Calendar booklet.

### 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.**

## WELCOME TO PANGBOURNE

One of the most important things in a child's school life is the relationship between the child, their parents and the school, and 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. Your main first 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 the College. One of the good things about the relatively small number of pupils at the College is that it is possible for large sections of the whole Pangbourne 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 money for the College whilst doing so, and there is also a thriving society called POPs (Parents of Old Pangbournians) for those who want to stay in touch with the College and the friends they have made amongst other parents once their own child has left the College.

Pangbourne is lucky to have a magnificent campus which makes it easy for parents to visit and enjoy the many College events which happen during the course of the academic year – musical, dramatic, artistic, sporting and ceremonial.

Parents are therefore encouraged to make contact with their child's boarding house and teaching staff whenever appropriate and there is a full list of contact numbers published in the termly Calendar booklet. This Calendar is the best source of information about College events and it is updated weekly on the College website [www.pangbourne.com](http://www.pangbourne.com) but it is wise to check for late timing changes or cancellations with the best source of information of all – your child!

Parents are very welcome to support the College's sporting teams in fixtures both home and away – and many do. There is also a section on the website – at [www.pangbournesport.com](http://www.pangbournesport.com) - which gives directions to all our usual away destination schools.

This Parents' Handbook tries to answer many of the questions you may have as a new parent about what the future will be like for your child at Pangbourne and ranges in scope from overall statements of values and copies of important policy documents, to clothing lists. Inevitably, there will be omissions of various sorts and areas of uncertainty which you will still have. Please feel free to contact the Registrar, or your child's Housemaster/mistress on any issue.

## 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!

Cabin	Study-bedroom
CC (Cadet Captain)	School Prefect
CCC (Chief)	Head of House
CCCC (Chief of College)	Head Boy/Girl
CL (Cadet Leader)	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
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

## 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 15:00 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. Parents may leave a message on the answer phone stating the pupil's name, year and Division. Messages 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 be kept away from schools in order to prevent the spread of infection. Of particular note is the advice that in the case of diarrhoea and vomiting:

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

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

## ACADEMIC MATTERS

### Academic Equipment

All new pupils entering our Junior House (Dunbar – Forms 1 and 2) and 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 whose most important function is to oversee the pupil's academic, intellectual and personal development. Tutors manage the transitions into Form 1, into Form 3 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 manage their prep (homework) 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. Forms 1 and 2 have a prep diary and day parents in particular are encouraged to keep an eye on what is being recorded there.

From Form 4 onwards, most pupils have private study periods. These take place under staff supervision or in the Library and Cabins (study-bedrooms) 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 the Sixth Form holiday arrangements.

### Rewards

Outstanding achievement or effort is rewarded by a Merit. Several Merits earn a Distinction Prize in the form of an Amazon voucher presented at Assembly.

### Exams

These take place as follows:

Forms 1-4 November and June

Form 5 January (Trial Exams)

Lower Sixth Summer (Trial Exams)

Upper Sixth January (Trial Exams)

GCSEs for Form 5 start in May, although oral exams, Art, Physical Education and Drama (practical aspects) may be much earlier.

A2 exams start in June for the Upper Sixth.

### Public Exam Results

When the GCSE and A Level results are published in the second half of August, we provide a comprehensive support service. Details are sent to all candidates' parents in plenty of time and exact dates are printed in the Calendar.

A post-results process is in place. Full details are sent to candidates' parents before results are published. The deadline for re-marks is 20 September and for scripts 4 October.

### Careers and University Advice

The key contacts are the Head of Sixth Form, Mr James Bamforth, the Head of Careers, Mr Koen de Mulder, and the Tutor.

We have a comprehensive Careers Room so that just about any career or course can be researched. Pupils are enrolled with the Independent Schools Careers Organisation which provides support until the age of 23.

## 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 scheme 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 the 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. A large group of Sixth Form students visited in July 2016 and our next visit is July 2018.

## CHAPEL AND PARADES

- These are a crucial aspect of the College's life and traditions
- All students in Form 3 and above should participate fully in what is a whole school activity
- Parental support is essential
- The dates of the Services and Parades are published well in advance so that we can all plan around them

### Chapel

The College maintains a Christian ethos with an Anglican Chaplaincy, but participation and enrichment from the other faiths represented here is 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 the classes 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 9767 449].

### 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 in the Calendar). All boarding and day pupils in Forms 3 to the Sixth Form are expected to attend Chapel and Parade on those days, formally dressed in their No 1 uniform. Pupils in Forms 1 and 2 are welcome to attend too 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 Forms 3 to the Sixth Form on the Parade Ground and then takes the salute as the pupils march past the dais twice. The Marching Band provides the accompaniment and then completes the march past. There is a Parade Cup awarded yearly for the House which scores highest for both turnout and marching at each Parade, and it is keenly contested.

For the first few weeks, new Form 3 entrants do not take a full part but the first Parade of the new entry is a great event in most parents' diaries.

It can be cold on the Parade Ground in winter so warm coats are advised. The best place to watch is from the grass by the flagpole and dais.

## 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 clearly 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, and watch the Parade from Devitt Lawn.

**Other College commitments, including fixtures**, may only take precedence if they are entered in the Calendar. It will be rare for any College fixtures to be allowed to clash with a Chapel Service and Parade.

**Major and immovable family commitments** should be flagged well in advance by means of a direct request from parents to the Housemaster/mistress. This would only be expected to happen once in a College year.

**For representative sport at County level or above:** the College is generally happy to give permission where it has recommended players for County trials. Requests should be made well in advance via Housemasters/mistresses. This does not apply to sport at club level and, given the very full sport programme the College runs, this does not constitute a valid reason for missing Chapel and/or Parade.

**ALL students also require explicit Housemaster/mistress permission to miss Sunday morning Chapel.**

## CO-CURRICULAR COMMITMENTS

Co-curricular opportunities at Pangbourne can be seen as adding a 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 08:25 – 09:00	HM Assembly	House Musters/ Dunbar Inspection	Tutorials	Divisional Parade Practice/ House Inspections/ Dunbar Chapel	Parade Practice/ Dunbar Assembly	Congers
Morning Break 11:00 – 11:25		Junior Brass Ensemble		Fife Club		
Enrichment Summer Routine 15:15 – 16:10  Winter routine 17:00 – 17:50	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	
Games Time  Summer routine 16:15 – 17:45  Winter routine 15:15 – 16:45	Music Priority/ Small Ensembles/ Supervised Practice/ Academic Clinic  Games Forms 1 – 4  Activities and Academic Support Forms 5 and 6	Drama Priority College Production  Games Forms 1, 2, 5 and 6  Activities Form 4 DofE Form 3  Music Rehearsal 18:30 – 19:30	Games from 14:30  Drama Priority 16:30	Games Form 1 – 3  CCF/DofE Forms 4 – 6  Music Rehearsals 18:30 – 19:30	Games Forms 4 – 6  Activities Forms 1 – 3	Games All

## 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 (Houses). Where they cannot be traced, they are held in the Common Room. Valuable items are held in safe keeping 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.

## 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 sons' 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

The importance of marking every item of clothing cannot be overemphasised and nametapes must be placed where they can be clearly seen. For No 1 uniform, both jacket and trousers must be marked. 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 cover	-	Outside middle opening
Towels	-	In the 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.

### Shoes

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

### Table Key

**SB = Senior Boarder**

**SD = Senior Day Boy**

**A = Approved pattern only**

**O = Optional item**

**S = Shop stocks**

Code		SB	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 shirts	1	1
O	Beige chinos (Sixth Form only)	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		SB	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 for carrying clothes	1	1
	Shoe cleaning kit	1	
O	<b>Casual Dress (see notes on Page 15)</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		

## 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 daughters' 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

The importance of marking every item of clothing cannot be overemphasised and nametapes must be placed where they can be clearly seen. For No 1 uniform, both jackets and skirts must be marked. The following garments are to be marked as indicated:

Shirts	-	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 cover	-	outside middle opening
Towels	-	in a corner
Jerseys	-	middle neckband

### Hair and Jewellery

When wearing College uniform, girls' hair should be tied back and completely away from the face. There are to be no piercings or jewellery other than plain earrings or studs.

### 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.

### Shoes

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

### Table Key

SB = Senior Boarder

SD = Senior Day Girl

A = Approved pattern only

O = Optional item

S = Shop stocks

Code		SB	SD
	<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 uniform – 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 on all non-uniform occasions)		
A	White shirt (tie to be worn)	1	1
	Navy V-neck jerseys - machine washable	1	1
	Black shoes, plain style courts or uniform	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		SB	SD
	<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 on Page 18)	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 18)</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)		

## 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 or guardians 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 straightaway 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

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:

<b>Heather Thorne</b> [Mother and experienced young persons' counsellor]	0118 984 3803
<b>ChildLine</b>	0800 1111
<b>The Samaritans of Reading</b>	0118 926 6333
<b>Time to Talk West Berkshire Youth Counselling</b>	01635 760331
<b>No.5 Young People's Counselling and Information</b> (Call) (Email)	0118 901 5668 info@no5.org.uk
<b>Children's Commissioner</b> (Advice and help)	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:

First name.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

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

**EMERGENCIES:** Please contact the Housemaster/mistress or College Switchboard.

### HEADMASTER'S OFFICE

The Headmaster's PA can assist with appointments, visa applications and manages change of address details etc.

The Registrar, 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.

During the working day it is best to leave messages for academic members of staff with Reception. Switchboard/Reception operates from 8:30-18:00 (Mon-Fri) and 8:30-12:00 (Sat). There is an answering machine service for out-of-hours enquiries.

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

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

All matters concerning pastoral welfare, accommodation, personal issues and weekend leave are dealt with by the Housemaster/mistress in the first instance. (See Useful Telephone Numbers opposite.)

### Electronic Communication

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

## 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, Mr Iain Hedley, 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 boarding house has a fully equipped kitchen available to pupils. In the evening, pupils can prepare their own range of hot food and snacks.

## 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.

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. 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

## 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. These will always be notified 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 (see Leave section on Page 34 for further information).

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/mistress 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 is 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 arrangement. For cases where this is not possible, the Headmaster's PA and Registrar 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 only be 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 release from Games commitments etc.

## 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 Director of Music for more information, if required, or return the Music Lessons form, available on request from the Registrar, to the Music Administrator.

### Terms and Conditions for Undertaking Musical Tuition:

#### 1. Lessons

Individual lessons 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 payable by parents is £35.35 per 40 minute lesson (2018/19). Charges for music lessons will be added to fee invoices in arrears.

Where it is not possible for a student to be able 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 it is not possible to re-arrange the lesson, it will be charged for as if it had taken place.

If the student fails to attend the lesson without notice and cannot be found by the Visiting Music Teacher, 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 student 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 reapply 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 (2017/18) 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 (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 a 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.

## LEAVE

1. 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.
2. On Saturdays, leave is permitted from 16:30 or the last commitment, until 21:00.
3. On Sundays, leave is permitted from after Parade or the last commitment, until 21:00.
4. On weekends with no Parade, leave is permitted from 16:30 or the last commitment on Saturday, until 21:00 on Sunday evening.
5. Your child must confirm arrangements with Divisional staff by Thursday evening.
6. Special events may warrant special consideration. Please ring the Housemaster/mistress to discuss.
7. In general, overnight leave on a full Parade weekend is a Cadet (prefect) privilege. One common exception is for a pupil who has spent Sunday at home to return first thing on Monday. As always, Housemasters/mistresses need to be consulted in advance.

Overnight Leave Weekends and Half-Term: Most pupils go home for the Overnight Leave Weekends which are listed in the Calendar and the College closes over Half-Term.

**Divisions re-open after Leave 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 Overnight Leave Weekends. The bus will be waiting to collect pupils at 18:45 and 19:45.

## PANGBOURNE EVENTS

### September/October

Divisional Music competition. This is always attended by large numbers of parents and is a very enjoyable event. Parents dress informally and seating is by Divisions. The format is that each Division presents an instrumental and a vocal ensemble, followed by the Divisional Songs, in which everyone takes part. It is always a very close contest!

### November

Remembrance Day Service and Parade. Formal Chapel service and Parade. We always have a large attendance with hundreds of parents and Old Pangbournians represented. The service is ticketed.

The PPA Ball normally falls around this time of year, and is open to all parents and Upper Sixth students. It is a very popular event, and invitations go out at the end of the Summer Term preceding or early in Michaelmas Term.

### December

Carol Service. The term ends with this Service with pupils in No 1 uniform. This Service, which comprises lessons and carols, is always very well attended by parents and is ticketed. There is a separate Carol Service for our Junior House (Dunbar - Forms 1 and 2).

### January/February

Annual College Production. This annual drama production involves pupils in Forms 4 to Upper Sixth, and most parents attend this. Tickets are available via an online booking form found on the College's website. Booking opens in October.

Pangbourne Choral Society Concert. This is of an impressively high standard and tickets are available in advance. The Choral Society is an independent body which uses the College's facilities for rehearsals and performances. Parents are very welcome to join.

Piano Festival. Entering its seventh year, the popular two-day festival annually attracts more than 100 students, aged from eight to 18, from more than 20 schools across the South-East.

### May

May Revels. A light meal and a cash bar lend real informality to a wonderful evening of the best of all types of music put on by pupils and staff. Tickets are available in advance and sell out quickly as numbers are limited.

Confirmation Service. This is open to all parents and pupils, not just the families of those being confirmed.

Form 3 Adventure Training week in Llangorse takes place in the week prior to Half-Term.

### June

The Falklands Memorial Service is held on the second Sunday in June. This is a national event attended by many veterans' families and colleagues of those who died in the Falklands War. The College Choir and the Cadet Captains (CCs – school prefects) are involved, along with some younger pupils who help serve the buffet lunch in Drake Hall after the Service. The Service is ticketed by the Secretary to the Falkland Islands Trust and the congregation is made up of Service personnel and families associated with the campaign.

### July

Rowers in the First VIII compete in the Princess Elizabeth Challenge Cup at Henley Royal Regatta, held at the start of July. This is a wonderful occasion for the whole Pangbourne community to meet and watch our progress over the five days of racing. Pangbourne have won the event four times, in 1963, 1971, 1992 and 2003 - a record bettered only by Eton.

**Founders' Day** is a wonderful climax to the academic year and is held on the last day of term which is always a Saturday. Dress is fairly formal and ladies often wear hats.

The day begins with the Founders' Day Parade at 10:00 followed by prize-giving and speeches at 11:00.

Families bring picnics to eat on White's Field where there is ample parking and many parents put up tents and gazebos.

In the afternoon, the College First XI play an Old Pangbournian XI on Big Side, beginning shortly after the end of the speeches.

Exhibitions and displays, including a short music concert in the Chapel, are followed by tea in the Mess Hall, then the Guard and Marching Band Beat Retreat at 16:30. This is a spectacular event of high quality with the Band and Guard working together to play out the year.

Beat Retreat ends with a final lowering of the Pangbourne flag and slow march past before the leavers celebrate around the flagpole.

In the evening, there is a Leavers' Ball, organised by the parents of the Chiefs.

This formal day is the College at its traditional best and is supported by several hundred parents, friends and Old Pangbournians.

## 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 come along to 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 them in the Calendar each term.

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 the 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.

- As far as is 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

It is very rare that neither parents nor guardians can attend the meeting. In this case, pupils in Form 5 and above attend the meeting unaccompanied but, where possible, they will be allocated a member of staff as a chaperone during the meeting.

- All meetings follow 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
- Parents are requested to respond to this in order to help with planning

- Pupils should wear rec rig uniform
- Parents are requested to register on arrival
- Teachers are seated at well-signed points around the hall
- There is no appointments system; consultations should be brisk and businesslike\*
- Refreshments are available
- At some point in the proceedings, the Headmaster and the relevant Head of Section 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 younger pupils as expenditure cannot be monitored. All Divisions run House Banks which open after prep (homework). 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 the Division. 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 term.

## 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, including 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.

Heads of Houses are also called 'Chiefs', with a Chief (CCC) running each one, aided by one or two Cadet Captains (CC). These are all responsible to the Housemaster/mistress. One of the team is a designated New Entry CO (Cadet Officer) who helps guide new arrivals through the various complexities of Pangbourne life. It is essential that new arrivals should feel that all the CCs are people to whom they can turn for support and advice in addition to the Housemaster/mistress and Assistants. Every new arrival will also have a pupil in the year above designated as a mentor to show him or her the ropes in the first few weeks.

The Chiefs of the College meet the Headmaster in his study every morning at 08:10 to discuss the day ahead. Chiefs also meet with Mrs 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, whether they are boarders, part-boarders or day pupils, will have a locker in their Division. Lockers are fitted with a hasp and staple so obtaining a couple of small padlocks is advisable. Cash and passports, tickets and the like should be handed to the Housemaster/mistress for safekeeping.

Many younger pupils bring tuck boxes to the College. Pupils in the 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 (House common room).

All electrical items will have to be PAT tested annually and kept on a register within the House to satisfy our Health & Safety policy.

With the introduction of kitchens into every Division there is no further need for microwaves, kettles, toasters, sandwich makers etc. to be permitted in Cabins (study-bedrooms).

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.

Mobile phones are allowed but their use may be restricted. Although security in the 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. Parents are strongly advised to insure their son's or daughter's personal effects. Please contact the Housemaster/mistress in the first instance if any item goes missing.

A search of the Division often results in the item's recovery and it will transpire that it was not left where the pupil thought they left it. Lost property is 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 on the next page are necessities and suggested options for pupils to bring along at the beginning of term.

## NECESSITIES

<b>Personal</b>	Duvet Duvet covers Towels Dressing gown Slippers/indoor soft shoes
<b>Stationery</b>	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.

<b>Optional</b>	Alarm clock Padlocks Tuck box Computer/Printer (laptops are generally more convenient) Bicycle (Sixth Form only - helmet compulsory) Lockable cash box for securing valuables
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### 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. Unfortunately the negative aspects of our increasing dependency on our devices are becoming too large to ignore. From people queuing for lunch and not communicating with each other to phones' significant role in instances of unkindness; the negatives need to be addressed. Following consultation with students, teachers and parents we have created this set of guidelines for the use of smartphones across the College. We, staff and pupils will strive to meet the aims of the points below.

- We know that Pangbourne is a friendly place with a strong sense of community. Using your phone as you walk between lessons or buildings reduces the positive interactions of greeting each other as we go about our day's work. Do not use your phone when walking between buildings, especially between lessons.
- We accept that from 08:30 until 17:45 smartphones should be kept out of sight.
- Our phones should be silent or off when entering and leaving classrooms. Your teacher may ask you to use your phone during the lesson, but you should return it to silent or off as you leave. Some teachers may ask you to hand your phones in at the start of the lesson, to be returned at the end. Please respect that they are well intentioned in this request and you must accept their wishes.
- We will not use our phones in communal buildings. Aside from Divisions, in any other buildings you should not use your phone unless requested. This applies as much to Chapel as it does to Mess Hall.
- We recognise that excessive screen time can have significant negative impacts on us. When boarding we understand and comply with the Divisional code for handing in our devices.

Breaches of this etiquette are liable to lead to temporary confiscation of your phone. Your phone will then reside in your Division with your HoM for you to use only in the Division before returning it to the HoM.

### 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 Houses
- 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 Budgens at 07:35 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 for Saturday evening)
- There is also a Tadley bus service which leaves from New Greenham Park at 07:20 on Monday and Thursday mornings
- Our Henley and Wargrave bus leaves Dinton Pastures Country Club at 07:00 every morning 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.

## TERM DATES

### MICHAELMAS TERM 2018

Term Starts	On Tuesday 4 September for Forms 4 & 3 New Entries On Wednesday 5 September for Forms 1 & 2 New Entries, together with all Sixth Form and all Boarders On Thursday 6 September for all other Day Pupils Overnight Leave from 15:15 on Friday 28 September to 21:00 on Sunday 30 September
Half-Term	13:20 on Friday 19 October to 21:00 on Sunday 4 November Overnight Leave from 15:15 on Friday 23 November to 21:00 on Sunday 25 November
Term Ends	Thursday 13 December for Dunbar after Carol Service Friday 14 December for Forms 3 to 6 after Carol Service
Parade Sundays	16 September 7 October 11 November [Remembrance Sunday] 2 December

### LENT TERM 2019

Term Starts	21:00 on Monday 7 January for Boarders 08:15 on Tuesday 8 January for Day Pupils Overnight Leave from 15:15 on Friday 25 January to 21:00 on Sunday 27 January
Half-Term	15:15 on Friday 15 February to 21:00 on Sunday 24 February Overnight Leave from 15:15 on Friday 15 March to 21:00 on Sunday 17 March
Term Ends	15:15 Friday 29 March
Parade Sundays	20 January 3 March 24 March

### SUMMER TERM 2019

Term Starts	21:00 on Tuesday 23 April for Boarders 08:15 on Wednesday 24 April for Day Pupils Overnight Leave from 13:20 on Saturday 4 May to 21:00 on Monday 6 May
Half-Term	15:15 on Friday 24 May to 21:00 on Sunday 2 June Overnight Leave from 15:15 on Friday 28 June to 21:00 on Sunday 30 June
Terms Ends	After Beat Retreat on Founders' Day, Saturday 6 July
Parade Sundays	13 May 16 June – Falkland Islands Memorial Service 6 July – Founders' Day

## MICHAELMAS TERM 2019

Term Starts	On Tuesday 3 September for Forms 4 & 3 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 22 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 [ <b>Remembrance Sunday</b> ] 1 December

## 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 College. British residents are expected to take their trunks home and have laundry done before returning.

Please note that pupils are not expected to leave the College during term time. Permission for absence from College is at the discretion of the Headmaster and should be put in writing well in advance.

## 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, Chiefs 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 then bring a vehicle onto the 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 the permission from their Housemaster/mistress.

Only the permitted driver may use the vehicle, once permission has been obtained, and they may not use their car to transport other students, unless a 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.



