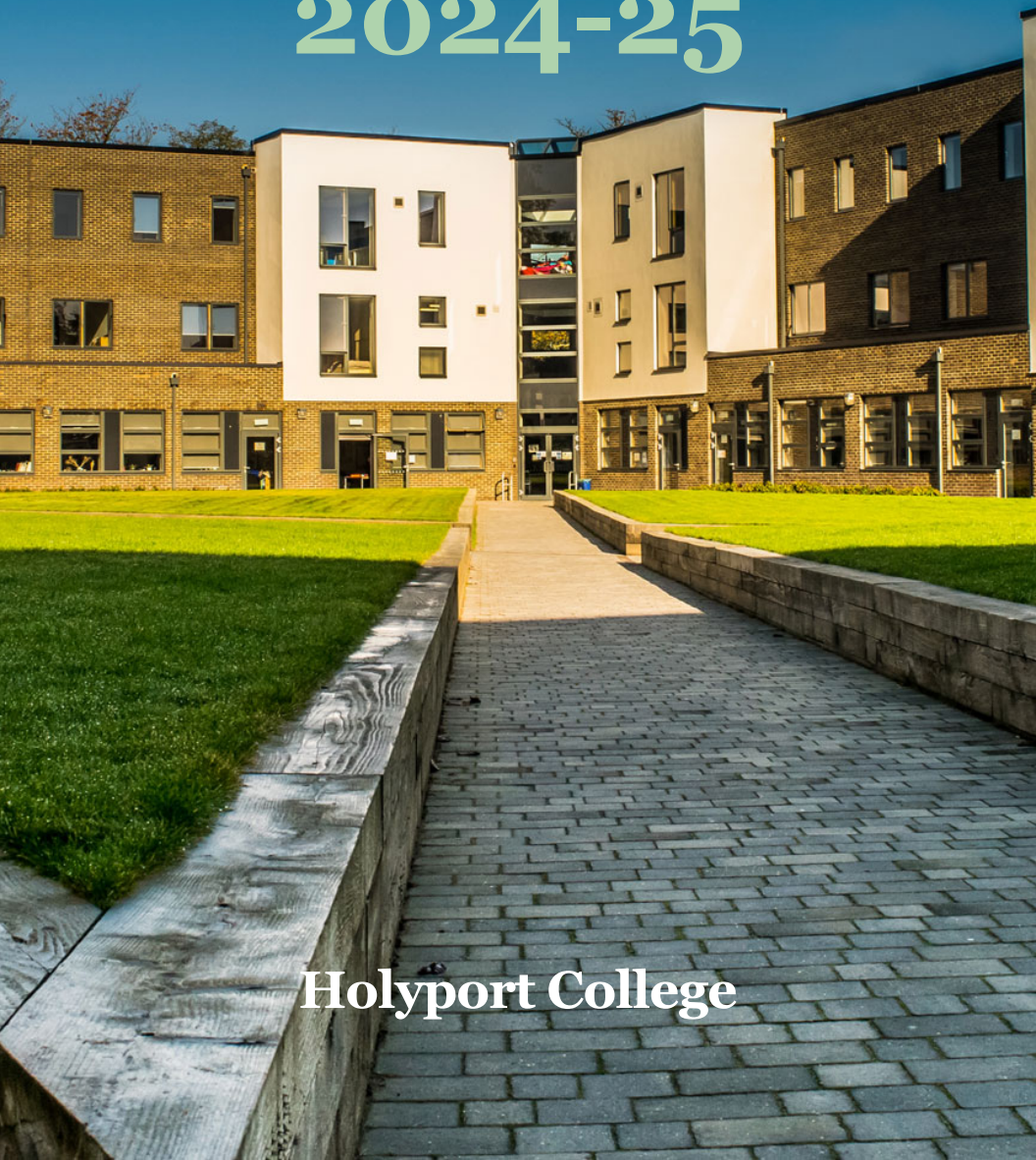
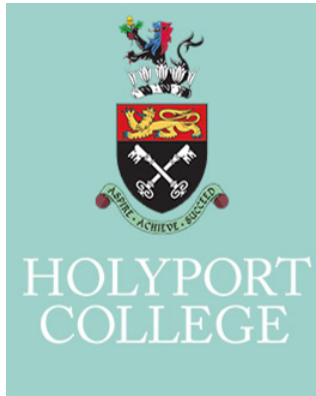


# Boarding Handbook

2024-25



Holyport College



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## Welcome from Mr Gardner, Deputy Head



Holyport College is more than just a school; it is a close-knit community of students, staff, and families working together to develop young lives and enrich their futures.

### **Boarding Aims**

Our boarding experience is designed to cultivate confident, independent and curious young individuals. We are committed to developing resilience and accountability in our students, ensuring they are prepared to face life's challenges with determination and responsibility. By fostering a culture of empathy and celebrating diversity, we create a compassionate and inclusive community where every student feels valued and respected.

Our holistic approach to personal development emphasises the importance of fundamental domestic skills, preparing students for independent living and instilling a sense of responsibility in their daily lives. We encourage curiosity, aiming to inspire students to explore new ideas and pursue their passions with enthusiasm.

Through mutual respect and individual recognition, we celebrate the unique strengths and talents of each student, helping them to build self-esteem and self-worth. Our supportive atmosphere, strengthened by collaborative links with parents and guardians, ensures that every student receives the guidance and encouragement needed to reach their full potential.

At Holyport College, we aim to nurture well-rounded individuals who possess the confidence and independence to make a positive impact on the world and to thrive in their personal and academic journeys.

## **Relationships**

We place a profound emphasis on the value of relationships and community within our boarding experience. The connections between students and house staff, as well as between house staff and parents, form the cornerstone of our nurturing environment. We believe that human connections should transcend year groups, fostering a sense of unity and belonging among all boarders. Key values of our community include kindness, consideration, inclusivity, respect and compassion. These principles guide our interactions and help create an atmosphere where every member feels valued and heard.

## **Pride**

We aim to cultivate a deep sense of pride in all of our boarders. This pride encompasses appearance, presentation, character, and academic progress. We want our boarders to be proud to be at the College and to celebrate each other's achievements. Our pride strengthens the community bonds and helps to create a vibrant and empowering environment.





# The Boarding Team

**Deputy Head & Head of Boarding:** Steve Gardner

**PA to the Deputy Head Master:** Esther Tabram

## **House Masters:**

- Katie Brown (Johnson)
- Iris Vilasanchez-Pita (Fawcett)
- Chris Slyper (Brunel)
- Steve Gardner (Turing - Interim)

## **Assistant House Masters:**

- Alice Walker (JF)
- Rachael Searle (BT)

**Matron & Domestic Bursar:** Becca Biddle

**Resident Boarding Assistants:** Megan Scott (JF), Lauren Kerr (BT)

Each evening, up to ten members of staff are on duty, including House Masters, Matron, and Boarding and Academic Enrichment Tutors, all playing a vital role in supervising and enriching the boarding experience.



## Contacting Boarding

### For general enquiries during school hours:

- You can email House Masters during the school day but this may not get read until after 5pm.
- Reception Telephone: 01628 640150.
- Reception Email: [reception@holyoportcollege.org.uk](mailto:reception@holyoportcollege.org.uk)

### Before school starts, after 5.00 pm and all weekend, contact the boarding houses directly via house mobiles:

- Johnson: 07733 171966
- Fawcett: 07760 936828
- Brunel: 07340 442857
- Turing: 07733 174320

### House Master Emails:

- Katie Brown - [k.brown@holyoportcollege.org.uk](mailto:k.brown@holyoportcollege.org.uk)
- Iris Vilasanchez-Pita - [i.vilasanchez@holyoportcollege.org.uk](mailto:i.vilasanchez@holyoportcollege.org.uk)
- Chris Slyper - [c.slyper@holyoportcollege.org.uk](mailto:c.slyper@holyoportcollege.org.uk)
- Steve Gardner - [deputyheadmaster@holyoportcollege.org.uk](mailto:deputyheadmaster@holyoportcollege.org.uk)

### Sending mail to boarders:

Boarder Name,  
Holyport College,  
Ascot Road,  
Holyport,  
Berkshire.  
SL6 3L



## Follow us on Social Media

We endeavour to update our social media accounts frequently to ensure that all parents, carers and guardians can see the range of opportunities that are on offer to our boarders. Please do follow the below accounts, if you can.



@HolyportCollege



@fawcett\_holyport

@johnson\_holyport

@brunel\_holyport

@turing\_holyport

### **Other ways of keeping up to date:**

- Daily Notices on YouTube, delivered by the Head and the two Deputy Heads
- Mr Gardner's Celebration PodCast, every Tuesday
- DIXIT - the College magazine, released every Friday



## The Houses - Who's who?

### KATHERINE JOHNSON



The stars were always within reach for Katherine Johnson. Using her mathematics skills, she helped NASA send astronauts to the moon and return them safely home. She also overcame racial and gender hurdles that helped make giant leaps for humankind.

### MILLCENT FAWCETT



In addition to her many publications Millicent Fawcett was a frequent public speaker on women's rights. Her tactical and determined leadership of the National Union of Women's Suffrage Societies (NUWSS) from 1897 made it a substantial and influential force in the campaign for women's votes.

### ALAN TURING



Often considered the father of modern computer science, Alan Turing was famous for his work developing the first modern computers, decoding the encryption of German Enigma machines during the second world war, and detailing a procedure known as the Turing Test, forming the basis for artificial intelligence.

### ISAMBARD K BRUNEL



Isambard Kingdom Brunel (1806 - 1859) was one of the most famous civil engineers and mechanics in history. In a 2002 poll by the BBC, Brunel was voted the second greatest Briton of all time (after Winston Churchill).

## Leave, Travel & Exeat

We use the Orah system for leave requests and signing boarders in and out of boarding. Permission is required for leaving the school site unless attending an approved location or a College-organised activity. Details will be sent to parents at the start of the year.

### **Leave Requests:**

- Must be submitted on Orah 24 hours in advance.
- Parents must organise transport and communicate via Orah.
- Weekend leave requests needed by 4 pm on Tuesday prior to the weekend.
- Boarders should return between 7 pm - 9 pm on Sundays.

### **Exeat Weekends:**

- Leave submitted on Orah.
- Departure at 3.45 pm on Friday.
- Return after 7 pm on Sunday before 9 pm.

### **Leave for Parties and Social Occasions:**

- Boarders must sign out for the weekend if attending a party, with leave requested from parents.
- Exceptions for dinners celebrating special events within curfew hours.



## Approved Locations

Boarders can visit approved locations unsupervised with permission from the duty House Master and must sign out on Orah:

- **Year 9:** Holyport Village (weekends only)
- **Year 10-11:** Holyport Village, Windsor, Maidenhead, and Bracknell (weekends only)
- **Sixth Form:** Holyport Village (weekdays and weekends), Windsor, Maidenhead, and Bracknell (weekends only)

Boarders must leave in groups of a minimum of three and contact the house phone in case of emergencies.





# Boarding Dates

## Autumn Term:

- September 3rd: Y12 & Boarding Prefects arrive, 5pm
- September 4th: Y7, 9 & 13 boarders arrive, 5pm
- September 5th: Y8, 10 & 11 boarders arrive, 5pm
- September 27-29th : Exeat Weekend
- October 18th: Half-term, 3.45pm
- November 4th: Boarders return, 7pm
- November 22nd-24th: Exeat Weekend
- December 12th: End of Term, 2.30pm

## Spring Term:

- January 6th: Boarders return, 7pm
- January 24-26th: Exeat Weekend
- February 14th: Half-term, 3.45pm
- February 23rd: Boarders return, 7pm
- March 14-16th: Exeat Weekend
- April 4th: End of Term, 2.30pm

## Summer Term:

- April 21st: Boarders return, 7pm
- May 2nd-6th: Exeat Weekend
- May 23rd, Half-term, 3.45pm
- June 1st: Boarders return, 7pm
- June 20th-22nd: Exeat Weekend
- July 16th: End of Term, 2.30pm



# Induction Kit List

## **Boarders should bring the following items:**

- Quilt or duvet (single bed) and pillows
- 2 sets of quilt and pillow covers
- 2 bath towels
- Dressing gown or robe, nightwear, and slippers
- Casual clothes and shoes for outside school hours
- Appropriate sports equipment and clothing
- 2 padlocks (combination locks preferred)
- Toiletries and vanity equipment (no aerosols)
- Stationery
- Hangers
- One drawstring mesh washing bag for laundering small items of clothing
- Chargers for phones and other electronic devices

## **Recommended:**

- Hand/Hair towels
- Tuck box (lockable)
- Flip flops for the shower room
- Nightlight (if required)

Please ensure that all clothing and bedding are clearly labeled.



# Daily Routine

## Monday to Friday:

- 7:15-8:00: Wake up and breakfast
- 8:30: Leave for school
- 15:45: 6th form return from school
- 17:00: Return from school/free time
- 18:00: Dinner
- 19:00-2100: Prep or activities and free-time
- 21:00: Bedtime routines

The Boarding House is closed between 0830-1700 for Year 7-11 and between 08:30-16:00 for Sixth Formers. Like day students, boarders should pack all their belongings for the whole school day and should not need to return to their house. The common room areas are out of bounds for all students between the hours of 08:30-17:00.

## Saturday:

- Varied wake-up times
- Morning: Free time
- 12:30: Lunch
- Afternoon: Trips, activities, or free time
- 17:30: Dinner
- Evening: Films, activities, free time

## Sunday:

- 10:00: Wake up
- 10:30: Brunch
- 11:30: Trips or on-site activities
- 14:00: Snacks delivered to Houses
- 17:30: Dinner
- 20:00: Quiet time or prep
- 21:00: Bedtime routines

## Academic Enrichment

We aim to add value to our boarder's education by offering a wide range of evening activities. These include academic enrichment events:

### **(HEMP) Holyport Eton Mentoring Programme:**

The Holyport Eton Mentorship Programme is an academic enrichment programme for a select group of Year 8 students who are set challenges and are taught by Eton Sixth Form Boys over a number of weeks.

### **Scholars:**

These are talks hosted at Holyport College. We have welcomed experts and leading professionals from a variety of fields from politics and journalism to gaming and medicine.

### **Eton Societies:**

We are extremely privileged to be invited to a variety of 'society talks' at Eton College. These lectures will be published on a Monday and students must sign up in advance. Students will be supervised by staff and must wear school uniform. Sixth Formers and senior students will be prioritised for popular events.



## Weekends

Weekends at Holyport College are relaxed with a blend of work, rest and opportunities.

At weekends, we tend to go on trips or excursions. Recent trips have included: HMS Belfast, Frozen the Musical, Thorpe Park, Windsor Escape Rooms, Bletchley Park, iFly, Harry Potter Studios and Friday evening restaurant trips for sixth form students. We regularly take boarders to Windsor, Maidenhead, Reading and Bracknell and senior boarders have permission to sign out according to the rules of the house.

The majority of trips are offered as part of the boarding package but some do require a small payment to help subsidise it. Trips that are £15 and under will simply be charged to the bill with your consent. Trips over this cost will require more formal consent.

We aim to keep our website up to date with details of boarding trips and this page can be found [here](#).

Holyport College is a 'full boarding' school and we offer a full weekend programme for those who stay on site. However, we also understand that many boarders live locally and choose to go home. We are flexible and work with parents to make it work on a case-by-case basis. Usually, boarders are free to go home from 1545 on a Friday, returning between 1900-2100 on a Sunday evening.



## Essential Information

### **Electronic Devices:**

- Logged with House Staff on arrival
- PAT testing will be conducted after arrival
- Handed in before bedtime for Years 7-11
- Returned before the start of the school day
- Weekend rules may vary at the House Masters' discretion

### **Laundry:**

- Daily laundry service and weekly bedding wash
- Access to washing machines and dryers in corridor kitchens
- All clothing and bedding should be clearly labeled

### **Possessions:**

Personal property remains the responsibility of the boarders and the school cannot accept liability for loss or damage. Therefore, any valuable property should be privately insured. Specialist insurance products are available for boarders. It is essential that each boarder brings a padlock to lock their valuable belongings in their lockable cupboard. Please ensure all personal possessions are labelled, including plugs and cables

### **Meals:**

- Breakfast, lunch and dinner attendance is compulsory for all boarders.
- Regular student voice meetings are held to address preferences.



## **Kitchens:**

Each corridor in the boarding house has a kitchen which boarders can use in the evening, and at the weekend. They are stocked daily with fruit, cereal, milk, bread, butter and jam for boarders to eat in the evening after dinner. Boarders are welcome to use the kitchen as a social space so it is important that they keep them clean for others. This includes washing up, sweeping the floor and cleaning the worktops. Boarders are expected to do chores around the house on a rota basis. Kitchens are closed shortly before bedtimes.

## **Belongings and Storage:**

We have very limited storage space in the boarding houses and therefore we ask the following please:

- There is only space for one suitcase per boarder in the storage area - please label the suitcase clearly with your child's full name.
- All belongings are taken home at the end of each term with the exception of international boarders - they are provided with one box and a bedding bag - everything else must be taken home
- International boarders can only leave bedding over the summer holiday - everything else must be taken home at this time.
- Local boarders - it would really help if you could take your child's suitcases home and then bring them in to be packed at the end of each term.
- At EXEAT we encourage boarders to take some belongings home to avoid a build-up of clutter in the boarding houses

## **Parent Pay:**

Parent Pay is our online system for paying for everything school related from lunches to trips and activities. It's really easy and simple to use and you will be issued with your log-in details before your child starts at the College.

<https://app.parentpay.com>



## Health & Wellbeing

The College has a Health Centre that is managed by the College Nurse and boarders have specific drop-in sessions if they are feeling unwell or need some form of medical intervention. All boarders whose residential address is further afield are required to register with the local doctors' practice in Holyport. Students who have significant medical issues or who are undergoing treatment away from school will be supported; the College asks that any appointments made cause as little disruption as possible to pupils' academic lessons. Where the College makes an appointment, a member of staff will escort the pupil if they are under 16. Parents will be charged for taxis if the school arranges them.

We have a non-residential Matron and Domestic Bursar who oversees boarders' health and takes the lead in boarding hours. Any medical issues are passed on between the boarding house at the start and end of each day with a formal hand over between the Health Centre and the Matron. Any regular medication taken by a boarder is kept in Matron's office and dispensed either by Matron or another trained member of the boarding staff. Parents are kept informed by Matron and the House Masters are also fully informed of any issues or concerns.

The College Nurse, Matron or House Master will contact parents of unwell pupils to discuss whether they might be best cared for by returning home. Decisions are always made on a case-by-case basis. International boarders must have a guardian in place in the UK.

Parents are asked to ensure the College has all the necessary information requested before a pupil commences boarding.



## Welfare Support Services

The Designated Safeguarding Lead (DSL) is Mr Walter Boyle. We have a team of Safeguarding officers (DDSLs). Additional details on the School Welfare services are given in the School Safeguarding and Child Protection Policy.

### **The Safeguarding Team:**

- Mr Boyle (DSL) - [w.boyle@holypportcollege.org.uk](mailto:w.boyle@holypportcollege.org.uk)
- Mrs Jeffery (DDSL) - [a.jeffery@holypportcollege.org.uk](mailto:a.jeffery@holypportcollege.org.uk)
- Mrs Harding (DDSL) - [r.harding@holypportcollege.org.uk](mailto:r.harding@holypportcollege.org.uk)

The school has an Independent Person and she visits the boarders at the start of the academic year so they know who she is and how to contact her if they need to.

### **Independent Person:**

- Kate Cuff - [cuffk@lordwandsworth.org](mailto:cuffk@lordwandsworth.org)

### **Student Voice:**

The views of our boarders are particularly important at Holyport College. We have regular 'student voice' meetings where the boarders are encouraged to have an open dialogue with staff so that any issues can be dealt with in a timely manner. These are usually planned with a specific focus and sometimes questionnaires are sent out to gather more opinions.

### **Health and Safety:**

The school has a Health and Safety Policy, available on the website, which guides protocols and behaviours for day and

boarding students alike. Whilst there are always an appropriate number of adult staff members on duty in the evenings and weekends, they cannot be in all places at all times. Boarders are therefore expected to conduct themselves sensibly and act in a way which accords with the principles of the Policy.

### **Out of Bounds:**

A plan of the school site is displayed in Houses. In summary, boarders should, when outdoors on site, remain within reasonable view of any staff member on duty.

### **Fire Procedures and Drills:**

Fire drills are held regularly. On the first night of the year a walk-through is held for existing and new boarders alike. Whenever the fire alarm sounds it should be assumed there is a fire and all boarders should exit by the nearest fire exit and meet at the meeting point for their house. This should be done in silence. Causing a false alarm may result in a serious sanction and possible financial penalty should the school be charged for any unnecessary callout of the emergency services.



## Rewards & Sanctions

We recognise that boarding is separate from the school day, so we deal with rewards and sanctions separately, wherever possible. Our underlying policy is, however, the same, and we expect all boarders to behave in an exemplary manner at all times. When necessary, we will use sanctions, but our preference is to reward good behaviour with rewards.

We have a raffle system in boarding, where raffle tickets are given to recognise positive behaviours, with regular draws for various prizes. For minor infractions, we employ a range of home-based sanctions such as:

- loss of privileges
- early bedtime
- early wake-up
- grounding

For more significant incidents, we follow the College's Promoting Positive Behaviour Policy, ensuring appropriate and fair measures to maintain a respectful and positive community.





## Promoting Positive Relationships

We believe that fostering healthy, respectful, and positive relationships among our students is essential to their personal development and well-being. This 'rules' sheet is designed to promote an environment where all students feel safe, respected, and supported and gives clear guidelines on appropriate interactions and expressions of affection, ensuring that all relationships within our boarding community are conducted with mutual respect and consideration.

To maintain a respectful and secure environment for all students, entering areas designated for the opposite gender is strictly prohibited. This includes boarding houses, dormitories, bathrooms, and changing rooms. Such boundaries are essential to ensuring privacy and comfort for everyone in our school community. Violations of this rule will be taken seriously and will result in disciplinary action in line with the Promoting Positive Behaviour policy.

### **What you can do:**

- **Holding Hands:** Students may hold hands in public areas.
- **Brief Hugs:** Short, friendly hugs are permitted in public spaces.
- **Casual Arm Linking:** Linking arms while walking or sitting is acceptable.
- **Kissing:** A short peck on the cheek is an acceptable way of saying 'goodbye'.

So long as all of this respects personal space and is non-disruptive.

## **What you can't do:**

- **Kissing:** Prolonged kissing is never allowed.
- **Prolonged Hugging:** Intimate or excessive hugs are not allowed.
- **Intimate Touching:** Touching in areas such as the chest, waist, or hips, or any other form of physical intimacy is not allowed.
- **Lap Sitting:** Sitting on each other's laps in public or shared spaces is not allowed.
- **PDA's in Academic or Formal Settings:** PDA's in classrooms, the library, refectory, or during school events and activities are never allowed.

These guidelines are designed to ensure that all students can feel comfortable and focused in the school environment. By maintaining appropriate boundaries for physical romantic interactions, we promote a respectful and inclusive atmosphere for everyone.



## Boarding Lingo

Every boarding school inevitably evolves its own unique use of language. Here are some terms that we use that may not be familiar to everyone.

- BT - boys' boarding, combining 'B'runel and 'T'uring.
- JF - girls' boarding, combining 'J'ohnson and 'F'awcett.
- Grounding - a sanction that restricts a boarder's privileges.
- Early wake-up - a sanction that requires boarders to be up earlier than normal to meet their House Master.
- Leave - where a parent would like their child to leave the boarding house for a fixed period.
- Orah - the software we use for important boarding administration.
- Call Over - a boarding registration.
- Prep - homework.
- Dorm - bedroom.
- Exeat (Weekend) - these are the weekends that the boarding houses close and all boarders go home (or to their guardians).
- Matron - the member of staff who looks after boarders' health and wellbeing.
- Tuck - snacks and treats that boarders can bring from home.

# Useful Policies

Child Protection

Promoting Positive Behaviour

Boarding Exclusions

Searching, Screening and Confiscation

Student Mental Health and Wellbeing

First Aid and Access to Medical Care

Medicines and Medical Conditions

Relationships and Sex Education

Educational Guardianship

E-Safety

## **Useful websites:**

Boarding Trips and Activities

The Boarding School Association

National Minimum Standards for Boarding

