

PANGBOURNE

— A community where you can flourish —

SENIOR PARENTS' HANDBOOK

2023/24



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WELCOME TO PANGBOURNE

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

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

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

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

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

PANGBOURNE VOCABULARY

Like most schools, Pangbourne enjoys its own distinctive vocabulary, deriving from its nautical origins and traditions.

New pupils quickly become familiar with the terms and soon help their parents to understand them! For reference, a list of frequently-used terms can be found below:

TERM	MEANING
Cabin	Study-bedroom
CC (Cadet Captain)	School Prefect
CCC (Chief Cadet Captain)	Head of House
CCCC (Chief Cadet Captain of College)	Head Boy/Girl
CO (Cadet Officer)	House Prefect
Common Room	Staff base in the Study Block
Congers	Congregational singing practice at Wednesday morning assemblies
SD	Senior Deputy
DHA	Deputy Head Academic
DHP	Deputy Head Pastoral
DHCC	Deputy Head Co-Curriculum
Division	House
Gunroom	House Common Room
HoD	Head of Department
HOM	Housemistress/master
AHOM	Assistant Housemistress/master
HoS (KS3)	Head of Key Stage 3
HoS (KS4)	Head of Key Stage 4
HoVI	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 (former pupil, alumni)
Para	Paravicini blazer worn by College Full Colours holders and Old Pangbournians
Prep	Homework
PSHCE	Personal, Social, Health and Citizenship Education
SSI	School Staff Instructor, Mr Paul Radford, i/c ceremonial
Scruff	Casual clothes

AIMS AND ETHOS

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

Pangbourne is a modern, friendly, co-educational boarding and day school for 460+ boys and girls aged 11-18. It offers 'Excellent' ISI results, first-class sports coaching and an exemplary system of caring for the development of each individual pupil.

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

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

CODE OF CONDUCT

Pangbourne College is our community where the individual matters.

- **We are here to study and learn.**
- **We uphold the Flag Values in everything we do.**
- **Everyone should contribute to the happy working atmosphere of the College.**
- **Whether on campus or off, we are all positive representatives of the College.**
- **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

- **We look after our health, both physical and emotional.**
- **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.

- **The best relationships are open and responsible ones.**
- **We are proud of our traditions of conduct, courtesy and appearance.**
- **We appreciate and care for the environment.**

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
- 11:40 - 12:25 during Period 4 on a Wednesday
- 15:15 on Monday, Tuesday, Thursday and Friday (Summer Routine) and at 17:00 on Monday, Tuesday, Thursday and Friday (Winter Routine)

Exact details of registration will be given by the Housemistress/master.

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

DAY PUPIL REGISTRATION/ILLNESS

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

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

RETURN AFTER ILLNESS

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

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

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

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

ACADEMIC MATTERS

ACADEMIC EQUIPMENT

Although routine stationery can be purchased in the College Shop, pupils are advised to pre-purchase stationery items.

- Pens - at least two black pens for writing (ballpoint or rollerball) and at least one other colour (ballpoint, rollerball or gel), highlighter pen
- Pencils - HB
- Pencil sharpener (unless they use a mechanical pencil)
- Eraser
- Ruler - 30cm but a foldable one is acceptable
- Geometry set (protractor & square set)
- Compass
- Pencil case - made of transparent material so that it can be brought into examinations
- Calculator

LAPTOP REQUIREMENTS

All pupils in Years 7 to Upper Sixth should have a laptop computer to complete College work in lessons and prep, but the choice of device is dependent on your personal budget and preference, and its expected use. A small number of optional subjects require the use of specific software; its requirements should be the primary consideration in this case.

Laptops today, given reasonable care and maintenance, may last five or more years before needing replacement. You may wish to take this into account when choosing a laptop and selecting one with a higher specification now, helps to ensure its longevity. **Please note that we do not generally recommend tablets as they do not work consistently well across all subjects.**

The Standard Laptop Specification is suitable for most subjects, up to and including A Level and the Enhanced Laptop Specification should be selected for any subject that requires a high degree of processing or graphical power. Further advice can be sought from the relevant Head of Department.

Standard Laptop Specification	Enhanced Laptop Specification
Hardware <ul style="list-style-type: none">• Minimum screen size of 14 inches• A full-sized physical keyboard• Quad core i3/i5 or equivalent CPU• <i>Minimum</i> 6 GB RAM• 120 GB HDD or SSD or Cloud Storage• Wi-Fi 5 or 6 connectivity• USB 3 or USB C connectivity	Hardware <ul style="list-style-type: none">• Minimum screen size of 14 inches• A full-sized physical keyboard• Quad core i5/i7 or equivalent CPU• <i>Minimum</i> 8 GB RAM• 1 TB HDD and/or 256 GB SSD [Photography / Art subjects may need more]• A dedicated graphics processor [GPU]

<ul style="list-style-type: none"> • Battery life of 5 hours or more • Audio output [any method] • A suitably robust case to protect the device <p>Software</p> <ul style="list-style-type: none"> • Windows 11 or Mac OS 12/13 <i>preferred</i> • Antivirus/antimalware software 	<ul style="list-style-type: none"> • Wi-Fi 5 or 6 connectivity • USB 3 or USB C connectivity • Battery life of 5 hours or more • Audio output [any method] • A suitably robust case to protect the device <p>Software</p> <ul style="list-style-type: none"> • Windows 11 or Mac OS 12/13 • Antivirus/antimalware software • Other software, specified by the department
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Subjects requiring the Enhanced Laptop Specification are:

- Art and Photography
- Computer Science
- Design Technology
- Film Studies

MANAGEMENT

Senior Deputy	Mrs Samantha Greenwood	
Deputy Head Academic	Mr Mark Seccombe	
Deputy Head Pastoral	Mr Mark Skidmore	
Deputy Head Co-Curriculum	Mr Richard Follett	
Head of Key Stage 3 (Internal)*	TBC	Years 7-9
Head of Key Stage 3 (External)*	TBC	Years 7-9
Head of Key Stage 4	Mrs Stephanie Poynter	Years 10 & 11
Head of Sixth Form	Mr James Bamforth	L6-U6

* The Head of Key Stage 3 role has recently been reviewed and will be split between an internal and external-facing role starting from September 2023. We are currently in the process of appointing placements for the 2023/24 academic year.

TUTORS

Each pupil has a tutor whose role is wide-ranging but their most important function is to oversee the pupil's academic, intellectual and personal development. Tutors manage the transitions into Year 7, into Year 9 and into the Sixth Form. They advise and guide on GCSE and A Level choices and university courses. Tutors meet their tutees each weekday and are the first people to see and discuss Grades and Reports. They help their tutees manage their prep and study time, and also share the delivery of the Personal, Social, Health and Citizenship Education programme.

Sixth Form tutor groups are drawn from across divisions of each year.

PREP AND PRIVATE STUDY

Prep is set five nights a week up to Year 11. 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 pupils' Google Classroom.

From Year 10 onward, most pupils have private study periods. These take place under staff supervision or in the Library and Cabins in the Sixth Form.

REPORTS AND PARENTS'/GUARDIANS' MEETINGS

You will receive Grades every three weeks and a full written report or a parents' meeting each term.

SCHOLARSHIPS

Full details of the awards available for those applying to join Pangbourne are available from the Head of Admissions. Scholarships are also available to pupils already in the College, on transfer from Dunbar to senior school and from Year 11 to Sixth Form.

SPORT

Pupils will have four afternoons of games per week and the sports that they select will vary throughout the year. There will be an element of choice as to what pupils can do, however, they are expected to take part in all of these sessions. It is an **expectation** that if selected for a College team on a Wednesday or Saturday, pupils are to honour this commitment. If for any reason they cannot attend, pupils must seek permission from their HOM, the Director of Sport, and the Head.

There are three overarching principles within sport at Pangbourne, where we strongly believe in the concept of 'Team Pangbourne'.

- Bring a first class **attitude** every time, every day, and do your best
- **Enjoy** the **challenge** in front of you and relish in working towards it with some of your best friends
- Build the **legacy** for the next Pangbournian and **aspire** to build it as strong as you can

Sport Scholars or Exhibitioners will become part of the Sports Performance Programme (SPP), where there will be a further set of expectations.

For any further information surrounding any of the above, please contact the Director of Sport, Mr Sam Hewick.

SWIMMING TEST

ALL pupils will take part in the swim test. This will happen in the first week of term and will enable them to participate in rowing during the Michaelmas Term, in the first instance, and going forward in the subsequent terms. We do not allow the submission of any swimming certificates in lieu of taking the test, this is due to our Risk Assessments and Health and Safety guidance.

ADVENTURE TRAINING AND CCF

The programme for Adventure and Leadership Training is progressive.

Year 9: One afternoon a week is spent on a variety of activities in and around the College based on the Duke of Edinburgh's Award at Bronze level. Specific skills, from navigation, rope work, camp craft and first aid, are developed as well as teamwork. The culmination of this is through participation and completion of the Expedition section.

Year 10: Pangbourne College operates a Combined Cadet Force (CCF) and all pupils in Year 10 join this. It includes the 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.

Year 11: Membership of the CCF continues but it is possible to remain under that umbrella whilst taking part in the Duke of Edinburgh's scheme at Silver level. CCF members can acquire further skills and, on promotion, assist in training younger cadets.

Lower Sixth: Participation in the Duke of Edinburgh's Award scheme at the Gold level starts. A number of pupils also 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 week-long 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 Gold 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 her or his 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 (NCLC). Large groups of Sixth Form students visited in July 2016 and July 2018, and the latest trip for the College Sixth Form students is July 2023.

CHAPEL AND PARADES

CHAPEL

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

CONFIRMATION

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

SUNDAY CHAPEL

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

Sundays with morning Services are designated College Sundays (details on the [College website](#)). Pupils in Years 7 and 8 are welcome to attend and should come smartly dressed in their school uniform. Parents are most welcome to worship with us.

Chapel begins at 10:00 with Parade following at about 11:15. Coffee is served to parents and visitors in between. The morning normally attracts more than 200 parents and friends and it is a valuable opportunity to meet staff informally.

PARADES ON COLLEGE SUNDAYS AND FOUNDERS' DAY

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

PROTOCOLS FOR MISSING CHAPEL AND PARADE

- College Sundays are a crucial aspect of the College's life and traditions.
- Each year there are six College Sundays, three in the Michaelmas Term, two in the Lent Term and one in the Summer Term. In addition, Founders' Day in July brings the academic year to a memorable close.
- Attendance at both Sunday Chapel and Parade is compulsory unless advised otherwise and all pupils from Years 9 and above should participate fully in what is a whole College activity.
- Parental support is essential. The dates of the Services and Parades are published well in advance and are available on the [Term Dates page](#) of the College website, so that we can all plan around them.

If a student is thought unfit to march, she or he 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 by watching the Parade from Devitt Lawn, except in situations where this would be unreasonable on health grounds.

Pupils who cannot participate in a Parade on grounds of incomplete or clearly substandard uniform should make their difficulties known to their Housemistress/master 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 School Staff Instructor (SSI), HOM or one of the Chief Cadet Captains of College by 09:00 on the Sunday in question.** Such incidences should be rare as they reflect on the standards or commitment of the pupil concerned. The pupil should attend Chapel as normal and afterwards present themselves in immaculate recreational uniform to watch the Parade from Devitt Lawn.

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

Major and immovable family commitments should be flagged at least seven days in advance by means of a direct request from the parent to the Head, using the [Weekend Absence Form](#). This would only be expected to happen once in a College year, and permission must be sought in advance.

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 at least seven working days in advance to the Head using the [Weekend Absence Form](#). **Please note: sport at club level does not constitute a valid reason for missing Chapel and/or Parade,** given the very full sports programme the College runs.

ALL pupils require permission from the Head to miss Sunday morning Chapel and Parade. Requests should be submitted at least seven days in advance via the [Weekend Leave of Absence Form](#) which can be found on My School Portal.

CO-CURRICULAR COMMITMENTS

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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
COMMUNITY ROUTINE 08:25-08:55	Whole College Start of Week Service in Chapel	House Musters / Dunbar Inspection	Congers	Parade Practice / Dunbar Assembly	Whole College Assembly in Chapel	
ENRICHMENT SUMMER ROUTINE 15:30-16:05 WINTER ROUTINE 17:15-17:45	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 TIMES SUMMER ROUTINE 16:15-17:50 WINTER ROUTINE 15:15-16:50	Music Priority / Small Ensembles / Supervised Practice / Academic Clinic Games Years 7-10 Activities and Academic Support Year 11 and Lower Sixth	Drama Priority College Production Games Years 7, 8, 11 and Sixth Form Activities Year 10 DofE Year 9 Music Rehearsal 18:30-19:30	Games from 14:00 Drama Priority 16:30	Games Years 7-9 CCF/DofE Year 10-Sixth Form Music Rehearsals 18:30-19:30 Art Studio open 18:30 - 20:00	Games Year 10-Sixth Form Activities Years 7-9	Games / Fixtures All from 09:00

SHOP AND LOST PROPERTY

COLLEGE SHOP

Our distinctive No. 1 and No. 2 uniforms can only be purchased in our own shop which is located on the Parade Ground next to Devitt House. A complete outfit with all-new uniform costs around £1,200. Second hand uniforms can be purchased online via '[Old School Uniform](#)'.

Information and a uniform list is available on the [Uniform and College Shop](#) page on the Pangbourne College website. Appointments for fitting uniforms should be made as soon as possible via the [online booking system](#).

Pangbourne College is registered on the [Old School Uniform](#) website which facilitates the purchase and sale of second hand uniform (excluding No. 1 uniform). Please check current uniform lists before making a purchase to ensure the item is needed and correct.

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

Listed below are items **not** obtainable from the College Shop, nor locally in Pangbourne village:

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

LOST PROPERTY

If we can identify the owners, books, files and academic items/valuable items, will be returned via divisions. Where they cannot be traced, they are held in the Common Room. Valuable items are held in safekeeping by the Senior Deputy.

Items of clothing are similarly returned if they have name tapes. Those that do not are stored in the sewing and linen rooms at the back of Harbinger Division. Please ensure that **ALL** items of clothing are **visibly labelled** to avoid a build up in lost property.

SIXTH FORM SUITS AND UNIFORM

After consultation with pupils in Year 11 and upward, the College changed uniform regulations for the Sixth Form. Sixth Form students may choose to wear either No. 2s or 'suits' for their weekday uniform. For Parade Practices, No. 2 uniform must be worn.

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

SIXTH FORM BOYS

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

SIXTH FORM GIRLS

- **Business suit:** smart tailored jacket and skirt in navy, black, charcoal or dark grey. Jacket must be buttoned up (two or three buttons), non-cropped and have lapels. Any pinstripes must be discreet.
- **Skirts:** should be straight (pencil) worn on or just above the knee with moderate split and no frills. Skirts should not be tube or lycra skirts.
- **Trousers:** should be of suit style and reach the ankle. Cropped trousers are not allowed.
- **Shirts / blouses:** smart business blouse with collar or fitted shirt, must be capable of being worn tucked neatly into the skirt. Blouses must be a single pastel colour and must not be see-through or revealing.
- **Shoes:** must be flat black shoes and worn with black tights.

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 name tapes. Whilst the College makes every effort to ensure the safekeeping of pupils' clothing, parents are strongly advised to insure their son's personal effects via their own insurance policy.

WOVEN NAME TAPES

Name tapes 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 £6.50 for 72 name tapes, which will be added to the first term's account. A small quantity will be held by the shop and House Matron.

MARKING CLOTHING

The importance of marking every item of clothing cannot be overemphasised and name tapes **must** be placed where they can be clearly seen. The following garments are to be marked as indicated:

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

CASUAL DRESS

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

DUVETS

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

HOLIDAYS

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

SHOES

No. 2 uniform shoes are Dr Martens Black, 3 eyelet style.

TABLE KEY

SB = Senior Board Boy

A = Approved pattern only

S = Shop stocks

SD = Senior Day Boy

O = Optional item

CODE	ITEM	AMOUNT SB	AMOUNT SD
	Name tapes	72	72
	NO. 1 UNIFORM (Dress uniform for College Sundays and ceremonies)		
A/S	Jacket & trousers	1	1
A/S	Cap with badge	1	1
A/S	White shirt uniform	1	1
A/S	Black tie	1	1
A/S	Black shoes – naval pattern	1	1
	NO. 2 UNIFORM (Everyday blue uniform)		
A/S	Beret & badge	1	1
A/S	Blue shirts	3	3
A/S	Navy woollen jersey	1	1
A/S	Epaulettes (pair)	1	1
A/S	Trousers	2	2
A/S	Belt	1	1
S	Black socks (pair) – machine washable	6	6
	No. 2 Uniform Black Dr Martens Occupational 8249 Non-safety shoe	1	1
	GAMES KIT		
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 (pair)	3	3
S	Mouthguard	1	1
A/S	Pangbourne polo shirts	2	2
A/S	Sports bag	1	1
	Swimming trunks - navy	1	1
	Rugby boots with metal safety studs	1	1
	Trainers – non marking soles	1	1

CODE	ITEM	AMOUNT SB	AMOUNT SD
	BOARDERS ONLY: HOUSEHOLD/PERSONAL		
	Underpants	6	
	Vests	3	
	Pyjamas	2	
	Dressing gown	1	
	Sponge bag & toilet gear	1	
	Coloured bath towels	4	1
	Duvet (see notes)	1	
	Duvet covers	2	
	Rucksack/book bag	1	1
	Trunk/large suitcase	1	1
	Shoe cleaning kit	1	
O	CASUAL DRESS		
	Please note – no more than 2 sets of casual clothes are allowed, e.g. 2 pairs of trousers or jeans, 2 shirts, 2 jumpers		

Please see the **Uniform Standards** document on the [Policies and Handbooks page](#) of our website for further details.

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 name tapes. Whilst the College makes every effort to ensure the safekeeping of pupils' clothing, parents are strongly advised to insure their daughter's personal effects via their insurance policy.

WOVEN NAME TAPES

Name tapes 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 £6.50 for 72 name tapes, which will be added to the first term's account. A small quantity will be held by the shop and House Matron.

MARKING CLOTHING

The importance of marking every item of clothing cannot be overemphasised and name tapes **must** be placed where they can be clearly seen. The following garments are to be marked as indicated:

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

CASUAL DRESS

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

DUVETS

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

HOLIDAYS

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

UNDERWEAR

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

SHOES

No. 2 uniform shoes are Dr Martens Black, 3 eyelet style.

TABLE KEY

SB = Senior Board Girl

A = Approved pattern only

S = Shop stocks

SD = Senior Day Girl

O = Optional item

CODE	ITEM	AMOUNT SB	AMOUNT SD
	Name tapes	72	72
	NO. 1 UNIFORM (Dress uniform for College Sundays and ceremonies)		
A/S	WRNS officers' diagonal serge uniform	1	1
A/S	Tricorn hat and badge	1	1
A/S	White shirt uniform	1	1
A/S	Black tie	1	1
S	Black tights	2	2
A/S	Black shoes - lace up	1	1
	NO. 2 UNIFORM (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 (pair)	1	1
A/S	Black A-line skirts	2	2
	Black tights (pair)	6	6
	No. 2 Uniform Black Dr Martens Occupational 8249 Non-safety shoe	1	1
	GAMES KIT		
S	Navy tracksuit trousers/navy leggings	1	1
A/S	Training top	1	1
A/S	Hoodie	1	1
A/S	Sports bag	1	1
S	Navy games socks (pair)	3	3
A/S	Hockey/netball shirt	1	1

A/S	Hockey/netball skort	1	1
A/S	Team Pangbourne polo shirts	2	2
	Swimming costume	1	1
	White ankle socks (pair)	2	2
O	Sports bra		
S	Shin pads (pair)		
S	Mouthguard		
CODE	ITEM	AMOUNT SB	AMOUNT SD
	BOARDERS ONLY: HOUSEHOLD/PERSONAL		
	Knickers	10	
	Bras	4	
	Pyjamas/nightie	2	
O	Dressing gown	1	
	Line bag for laundry	1	
	Sponge bag for wash kit	1	
	Duvet (see notes)	4	1
	Duvet covers	1	
	School bag for everyday use	2	
	Trunk/large suitcase		
	Shoe cleaning kit		
S	Wash net	1	
O	CASUAL DRESS		
	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)		

JEWELLERY, HAIR AND MAKEUP

- Hair should be neatly groomed and, if worn short, should not extend below the lower edge of the back of the shirt collar. Long hair should be neatly tied back, not obscuring the face, in a neat and tidy fashion using discrete fastenings. Unnatural hair colours (ie. those colours that are not within the range of the individual's hair colour are not permitted.).
- As regards to jewellery, a wristwatch and a single charity wristband may be worn together with a simple plain ring. Visible piercings must be limited to a single plain earring, small hoop or stud in each ear. Any necklaces must be out of sight, tucked beneath the shirt.
- No other visible adornment is permissible.
- Very discreet make-up can be worn if wished. There should be no coloured nail varnish.

Please click [here](#) to see the full 'Uniform Standards' document on the Policies and Handbooks page of our website for further details.

POLICIES

Pangbourne is committed to the safeguarding and protection of our community, ensuring that everyone is able to thrive in a secure environment every day. To show our dedication, we have carefully created a number of policies, the implementation of which we take very seriously.

The full list of policies, including the Complaints Policy, can be viewed on the College website [here](#).

CONTACTING PUPILS

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

..... 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.

Note: Pupils in Year 10 and below do not have their mobile phones during the working day.

Except in an emergency, a Housemistress/master (HOM) will not accept incoming calls for pupils on their private lines. Housemistresses/masters will, as a matter of course, let you know their mobile numbers when they make contact with you and they will use these as a means of keeping in touch with you as parents.

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:

Year of departure (U6 year) initialsurname@pangbourne.com i.e 27jbloggs@pangbourne.com

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

COMMUNICATION WITH STAFF

Contacting Divisional (House) Staff (Pastoral & Boarding Matters)

EMERGENCIES

Please contact the College Switchboard on 0118 984 2101.

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

In general, all correspondence and phone calls should be directed to the Housemistress/master who will advise you of their contact numbers. They can re-direct questions and information to the people who can deal with the matter. If they are not available, messages can usually be left on the Housemistress'/master's answerphone or with the Assistant Housemistress/master.

Main College: Pangbourne College
Pangbourne
Reading
Berkshire
RG8 8LA

Telephone: +44 (0)118 984 2101 (Switchboard/Reception)

Email: reception@pangbourne.com

Website: www.pangbourne.com

HEAD'S OFFICE

The PA to the Head, Miss Amanda James, can assist with appointments and manage change of address details, etc. The Head of Admissions, Mrs Carole Bailey, can assist with matters relating to enrolment at the College.

CONTACTING ACADEMIC STAFF (ACADEMIC MATTERS)

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

ELECTRONIC COMMUNICATION

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

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

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

FEES AND COSTS

CATERING

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

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

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

FEES

A copy of the current fee schedule is available on the website [here](#) and copies can be provided upon request. The current fee schedule reflects the 2022/23 rates. Fees for the 2023/24 academic year will be made available in July.

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's Award
- 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 Housemistress/master. The fee does not apply if the pupil is required to attend a College function or event.

PUPIL PURCHASES (OPTIONAL)

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

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

SCHOOL TRIPS

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

ACADEMIC EXTRAS

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

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 wellbeing
- Arrange travel to and from College
- 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, College Sundays, sports fixtures, social events, drama and music performances, and Founders' Day.

THE COLLEGE WILL, AS FAR AS POSSIBLE:

- Assist in academic decision-making processes
- 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 argument. For cases where this is not possible, we strongly recommend that you select an agency affiliated to AEGIS (The Association for the Education & Guardianship of International Students), whose website can be visited at www.aegisuk.net.

HEALTH CENTRE

HEALTH CENTRE CONTACT DETAILS

Health Centre	0118 976 7425
Health Centre Mobile	07795 670819
Health Centre Email	hc@pangbourne.com

As part of the **Joiner Information Pack** you will have been sent links to a Medical Consent Form and a Medical Questionnaire. These must be completed and submitted prior to your child joining the College.

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
Morning break
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

NURSE CLINICS

We run four clinics per day, six days a week. Clinic times vary according to the timetable.

Physiotherapy (One day a week 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.

Counselling (Tuesdays and Wednesdays 09:30 – 14:30)

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, Mr Mark Skidmore. Please note: the last appointment is at 13:30.

MEDICATION

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

MEDICAL CHARGES

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

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

HELP FOR PUPILS

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

More information on pastoral care is available via the College website, in the 'College Life' area under the 'Pastoral Care' section.

In addition to various members of staff who are available to help, there is an experienced independent young person's counsellor who pupils can talk to in confidence. She is available on Thursdays in the Health Centre. Appointments can be made through the Health Centre or Mr Mark Skidmore. If you would like more information, please do not hesitate to contact Mrs Bond (**telephone: 0118 9767 408, email: caroline.bond@pangbourne.com**).

INDIVIDUAL MUSIC LESSONS

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

We offer taster lessons with our Visiting Music Teachers (VMTs) without charge. Pupils taking instrumental or singing lessons, in or outside Pangbourne, are encouraged to participate in choirs and ensembles. Please contact the Music Administrator, Miss Ella Pope, for more information. A course of individual music lessons can be booked via this [booking form](#). Please ensure you have read the Terms and Conditions before submitting your booking form.

TERMS & 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 lesson payable by parents is £38 per 40 minute lesson (2022/23). Charges for music lessons will be added to fee invoices in arrears. The costs for the 2023/24 academic year will be available at the end of the Summer Term.

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

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

2. Termination of Lessons

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

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

3. Arrangement of Lesson Times

In Years 7-10, 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 Year 11 and the Sixth Form, lessons are normally arranged during private study periods, or at other mutually convenient times, although this cannot be guaranteed.

5. 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 £35 (2022/23) 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. Please note: the 2023/24 costs for instrumental hire will be available at the end of the Summer Term.

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 upon request.

MEDICAL INSURANCE

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

SCHOOL FEES PROTECTION SCHEME

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

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

PARENTS' AND GUARDIANS' MEETINGS

We organise a meeting once a year for parents and guardians of each year group. This is currently in review and may change to twice a year. We publish the dates at the start of the academic year and confirm via the calendar on the website regularly.

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

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

We believe that the partnership between parents, pupils, teaching staff, tutors and Housemistresses/masters is essential to achieving the best possible results and therefore:

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

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
- Pupils should wear uniform
- Parents are requested to register on arrival
- Teachers are seated at well-signed points around the hall
- Parents and pupils should arrive within 20 minutes of the start of the meeting
- Refreshments are available
- At some point in proceedings, the Head and others will make a formal presentation
- Parents should speak with their child's tutor and Housemistress/master before leaving

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

Parents' meetings have been held via SchoolCloud recently and this format may continue for some meetings.

ADDITIONAL INFORMATION

POCKET MONEY AND OTHER EXPENSES

For pocket money, if pupils wish to have cash in College we advise £40 for boarders and £100 for international boarders which can be locked in the house safe. All divisions have contactless payment devices available for pupils to purchase items and tuck.

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

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

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 Head, senior staff and Housemistress/master, after a thorough and constructive process, which includes a two-day training course on teamwork. The two most senior appointments are the Chief Cadet Captains of the College (CCCC) who provide a girl and boy team. They are effectively Head Girl and Head Boy and model a co-educational partnership.

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

The Chiefs of College meet the Head in his study every day. Chiefs also meet with Mrs Samantha Greenwood (Senior Deputy) on a weekly basis and one of them chairs the Pastoral Welfare Committee which has representatives from all year groups on it.

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 daughter/son is a pupil of the College.

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

For all enquiries relating to the Parents' Association, please email ppa@pangbourne.com

PUPILS' POSSESSIONS IN DIVISIONS

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

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

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

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

Although security in divisions is generally good, pupils are advised to keep their cabins locked during the day and not leave any valuable items lying around where they are visible. Please contact the Housemistress/master in the first instance if any items go missing.

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

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

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

NECESSITIES

Personal	Duvet
	Duvet covers
	Towels
	Dressing gown
	Slippers/indoor soft shoes
Stationery	Pens, pencils etc.
	Calculator
	Laptop

Routine stationery can be purchased in the College Shop. All new entries to Year 9 will be issued with a dictionary.

Optional	Alarm clock
	Padlocks
	Tuck box
	Bicycle (Sixth Form only – helmet compulsory)
	Lockable cash box for securing valuables

MOBILE PHONES AND SOCIAL MEDIA

MOBILE PHONES

With concerns increasing about the impact of excessive screen time and reduced social interaction, as well as the impact on the learning environment, Pangbourne is committed to actively managing the use of mobile phones. Pangbourne is a place where pupils should be free to learn and develop without the constant pressure created by a fear of what is being ‘missed’ within the digital environment. The aim of this policy is to afford all members of the College community respite from their phones.

The College policy is written with the aim of helping pupils to develop strategies to manage their screen time, their social media interactions and game time, alongside their academic studies, personal development, and peer and adult interactions. Also, to restrict the use of mobile devices to promote the safety and wellbeing of pupils, further management of access through 3G/4G and 5G technology is a matter for continued education and support.

Mobile phones include, but are not limited to, all smartphones. The College has a [Bring Your Own Device Policy](#) and pupils are expected to have one portable device equipped with a suitable keyboard – Chromebook, laptop or tablet – which enables them to access the learning environment.

DUNBAR	<ul style="list-style-type: none"> ● Pupils will not have access to their phones during the working day. ● Day pupils may bring a phone to school if necessary for travel purposes. ● Phones should be handed in on arrival in the morning to respective HOMs, and should then be collected at the end of the day. ● Boarders will have their phones stored securely in the office during daytime, and will have access to them in the evening. ● In case of an emergency, parents should contact the Dunbar House staff. ● Any pupil needing to contact parents or guardians will either be allowed access to their phone, or may use the Dunbar Duty mobile.
YEARS 9 AND 10	<ul style="list-style-type: none"> ● Pupils will not have access to their phones during the working day. ● Day pupils may bring a phone to school if necessary for travel purposes. ● Phones should be handed in on arrival in the morning to respective HOMs, and should then be collected at the end of the day. ● Boarders will have their phones stored securely in the office during daytime, and will have access to them in the evening. Boarders will be allowed their mobile phone between the end of the working day and 21:15, at which point it must be handed in to the duty member of house staff. ● In case of an emergency, parents should contact a member of house staff. ● Any pupil needing to contact parents or guardians will either be allowed access to their phone, or may use the House Duty mobile.
YEARS 11 AND SIXTH FORM	<ul style="list-style-type: none"> ● Pupils will have access to their phones during the working day. As such they will be responsible for the appropriate use and management of their devices. ● ‘Appropriate use’ means: <ul style="list-style-type: none"> - Only using phones within boarding house spaces. - Phones MAY NOT be used in public areas of the College, including: Mess Hall, Chapel, when queuing at any time and when walking between lessons. - During lessons phones must be turned off and must not be seen unless express permission is given by the teacher. ● ‘Management of their devices’ includes using the lockable spaces provided to secure phones when not carried around the College site.

STAFF	<ul style="list-style-type: none"> College staff are expected to model such behaviours as we expect to see from the pupils. However, College mobiles may be used by staff during the working day in order to fulfil tasks such as registration and access to College databases to ensure the safety of pupils.
OTHER IMPORTANT NOTES	<ul style="list-style-type: none"> Pupils are reminded that it is against College rules to take images, make images, or to record other pupils or members of staff without their permission. Such offences will be dealt with in accordance with school policies. All pupils and parents are reminded that house matrons are available to pass on messages and the house phone number can be used to contact school during the school day. Overseas students - there will be occasions when an overseas pupil may ask their Housemistress/master (HOM) for an exemption to the rules above to keep contact with home. This will be at the HOM's discretion. Pupils may take their devices to away sports fixtures for use during transportation only. Pupils and parents are reminded that Pangbourne College takes no responsibility for mobile devices brought into school, they are brought in entirely at the owner's risk and it is their responsibility to ensure that suitable insurance is in place for any loss or damage.
SANCTIONS	<ul style="list-style-type: none"> If a pupil is found to be carrying a device or using it contrary to the policy, then the following procedures will be actioned: <ul style="list-style-type: none"> The device will be confiscated and held securely by the Senior Deputy. This will be recorded via ClassCharts.

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.

The College would encourage parents to be aware of the apps, messaging services and social networking sites that their children are using via their phones. We feel that it is good to be open and that parents share the journey that their children have to navigate. It can be no coincidence that the most content and happy children at the College are those with very little interest in social media or those that have not engaged with it at all. Please also note that pupils should not use virtual private networks (VPNs) under any circumstances, as the College network will provide for their needs and also has a filter to protect our pupils.

TRAVEL AND TRANSPORT

TRANSPORT

A free College shuttle service leaves Pangbourne Station for the College from 07:45 each morning and leaves the College for return to the station at 18:00 each evening. We provide bus services for the following locations:

- Basingstoke
- Chieveley
- Henley/Wargrave
- Dinton/Maidenhead
- Newbury
- Wantage

Please visit the 'Bus Routes' page of our website [here](#) to view timings for each individual route. **Please note: buses run Monday to Friday only.**

Transport costs will be charged on a termly basis at the cheapest possible rate. For information on bus services, contact bursaryadmin@pangbourne.com.

LIFT SHARING

If you are interested in lift sharing with other parents, please email the College with the general direction you are travelling from and the College will put interested parties in touch with each other to make the arrangements.

VEHICLES ON CAMPUS

Students' Cars - Upper Sixth driving to and from Campus

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

Only students in the Upper Sixth will be considered for permission (unless in exceptional circumstances)..

If permission is granted, a form must be requested from the PA to the Head, then signed by the student, parents, Housemistress/master and the Head. Only once this form has been signed and returned to the PA to the Head may a student bring a vehicle onto campus.

The student's car must display a permit, which will have been issued by the PA to the Head 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 Housemistress/master and they should only make journeys from the College with permission from their Housemistress/master.

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

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

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.

Travel to Pangbourne Station is not advised. It is a 15-minute walk from the College and there is no taxi rank. For Overnight Leave and Half Term returns, there is a minibus pick-up service from Pangbourne Station.

At Half Term and end of term, the College 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 Housemistress/master if a new guardian or other arrangement is made.

Pangbourne taxis may be reached on:

AAA Taxis	-	0118 950 4030	07435784715	07917177159
Pangbourne Taxi Service	-	01491 671979		

TERM DATES AND HOLIDAY ARRANGEMENTS

MICHAELMAS TERM 2023

Inset	Monday 4 & Tuesday 5 September
Term Starts	Wednesday 6 September <i>Years 9 & Upper Sixth return</i>
	Thursday 7 September <i>Years 7 & Lower Sixth return</i>
	Friday 8 September <i>Term starts at 08:15 (Years 8, 10 & 11 return)</i>
ONL	Overnight Leave from 15:30 on Friday 29 September to 19:00 on Sunday 1 October
Half Term	From 15:30 on Friday 20 October to 19:00 on Sunday 5 November
ONL	Overnight Leave from 15:30 on Friday 24 November to 19:00 on Sunday 26 November
Term Ends	Wednesday 13 December <i>16:00 - Years 7 & 8</i>
	Thursday 14 December <i>15:30 - Years 9 - Upper Sixth</i>
College Sundays	24 September 15 October 12 November – Remembrance Sunday

LENT TERM 2024

Inset	Monday 8 January <i>Boarders return from 19:00</i>
Term Starts	Tuesday 9 January <i>All day pupils from 08:15</i>
Trial Exams	Tuesday 9 - Friday 19 January
ONL	Overnight Leave from 15:30 on Friday 26 January to 19:00 on Sunday 28 January
Half Term	15:30 on Friday 9 February to 19:00 on Sunday 18 February

ONL	Overnight Leave from 15:30 on Friday 8 March to 19:00 on Sunday 10 March
Term Ends	Friday 22 March 15:30 - All pupils
College Sundays	21 January 25 February

SUMMER TERM 2024

Boarders Return	Sunday 14 April <i>All boarders return from 19:00</i>
Term Starts	Monday 15 April <i>Term starts at 08:15</i>
ONL	Overnight Leave from 15:30 on Friday 3 May to 19:00 on Monday 6 May (Includes Early May Bank Holiday)
Half Term	15:30 on Friday 24 May to 21:00 on Sunday 2 June
Term Ends	After Beat Retreat on Founders' Day, Saturday 6 July
College Sundays	21 April

HOLIDAY ARRANGEMENTS

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

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

Please note that pupils are not expected to leave the College during term time. Permission for absence from the College is at the discretion of the Head and should be put in writing well in advance. Email is acceptable to head@pangbourne.com.

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 the end of pupils' match/activity commitments.
3. On College Sundays, leave is permitted from after Parade (or the last commitment), until 21:00.
4. On weekends with no College Sunday, leave is permitted from the end of the last commitment on Saturday until 21:00 on Sunday evening.
5. Your child must confirm arrangements with divisional staff by the previous Thursday evening.
6. Special events may warrant special consideration. Please ring the Housemistress/master to discuss.
7. In general, overnight leave on a full College Sunday weekend is a Cadet privilege. One common exception is for a pupil who has spent Sunday at home to return first thing on Monday. As always, the Housemistress/master needs to be consulted in advance.

Overnight leave (ONL) weekends and Half Terms: most pupils go home for ONL weekends which are listed on the [College website](#), and the College closes over Half Term. **Divisions re-open after leave weekends at 19:00. All boarders are expected to have returned by 21:00. Pupils wishing to return outside of these hours are to do so strictly by prior negotiation and agreement with the Housemistress/master.**

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