

PANGBOURNE

— A community where you can flourish —

DUNBAR PARENTS' HANDBOOK

2024/25

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WELCOME TO PANGBOURNE

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

You are welcome and encouraged to take an active role in your child's education by supporting them and the College in all that goes on here. Your main point of contact is your child's Housemaster 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 (boarding 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 for our junior house, Dunbar, should answer many of the questions you might have as a new parent. Inevitably, there will be omissions of various sorts and areas of uncertainty which you will still have. If this is the case, please feel free to contact the Dunbar Housemaster, Dr Ian Hart, or the Admissions Team.

THE DUNBAR ETHOS

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

WHO'S WHO IN DUNBAR

- Housemaster - Dr Ian Hart
- Assistant Housemistress - Miss Georgina Bouzyk
- Matron and Housekeeper - Mrs Lisa Anderton
- Visiting Tutor - Mr Andrew Thornhill

- In addition, a team of Academic Tutors are part of the house team. The house team for 2024/25 will be confirmed before September.

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
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. In our most recent ISI inspection in February 2024, the College was judged to have met all the required standards for independent schools. We offer first-class teaching and 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.**

DUNBAR ROUTINES

DUNBAR BOARDERS' WAKE UP	
07:00	Lights on
07:30	Dorm check
07:30	Breakfast
REGISTRATION AND ASSEMBLY	
08:10	Day pupils arrive
08:10-08:25	Registration
SCHOOL HOURS	
MONDAY	08:10-18:00
TUESDAY	08:10-18:00
WEDNESDAY	08:10-16:00 (unless involved in matches)
THURSDAY	08:10-18:00
FRIDAY	08:10-18:00
At the weekend, full boarders are looked after by the Dunbar House Team	
DUNBAR BOARDERS' EVENING ROUTINE	
17:50	Boarders meet staff on duty
18:00-18:30	Supper
18:30-20:45	Prep (30 mins) and free time/activities (all mobile phones are handed in at 20:00)
20:45-21:15	Getting ready for bed
21:15 - 21:30	Quiet reading in bed
21:30	Lights out

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

Please be punctual and do phone the Dunbar Duty Mobile (07887 473903) or the College Reception (0118 984 2101) if you are going to be late for collection, as arrangements will need to be made to look after your child until she/he can be collected.

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

WEEKENDS

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

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

Saturday: Duty staff supervise boarders from after lunch until 22:00, thereafter the Housemaster is on duty. Bedtime routine is the same as for weekdays.

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

CHAPEL AND COLLEGE SUNDAYS

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

OTHER SUNDAYS

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

RETURN TIMES

If full boarders go home at the weekend, they should return to Dunbar between 19:00 and 20:45 on Sunday evening.

Also, it is perfectly acceptable to bring them in on a Monday at 08:00 rather than a Sunday evening by 20:45. This goes for leave weekends, Half Terms and the start of term too. Please do not arrive back in Dunbar before 19:00.

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

OVERNIGHT LEAVE WEEKENDS

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

PART BOARDERS

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

WEEKLY BOARDERS

Weekly boarders in Dunbar return on Sunday evening after 19:00 and also go home on Friday nights.

OCCASIONAL BOARDING

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

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

SPORT

Pupils will have four afternoons of games per week and the sports that they take part in 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. Fixtures for Dunbar take place on a Wednesday afternoon.

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 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

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

WATCHES

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

The watches are split across gender and year groups. Each year, the Dunbar Cup is awarded to the watch that has accrued the most ClassCharts 'positives'.

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

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
- During the afternoon - the exact time depends on the year group and the day.

Exact details of registration will be given by the Housemaster.

When a pupil has to miss school through illness, parents must phone **Reception on 0118 984 2101 or email or phone the House Staff on 07887 473903 by 08:15** on the day in question. Calls from pupils themselves are not acceptable. It is expected that parents will phone in *on each day a pupil is absent from school due to illness*. On return, the pupil must register with their Housemaster in the normal manner.

DAY PUPIL REGISTRATION/ILLNESS

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

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

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

COLLEGE DEVICE POLICY

- All pupils in years 7 to 13 (Upper Sixth) should have a portable computer to complete College work. In previous years we have endorsed a 'bring your own device' policy and this is still current for *existing pupils*.
- From September 2024 we require pupils in years 7 and 9 to have a specific device. Namely, a Microsoft Surface Pro 9, which has been selected for its expected longevity, enhanced security and compatibility with college systems. Pupils joining the College in other years may continue to use their current device. However, if a new device is required or if it needs replacing during their time at Pangbourne then the Easy4U scheme (details available in the [College Device Policy](#)) is strongly recommended.
- Our chosen partner, Easy4U will provide the device through a bespoke web portal. It includes insurance against accidental damage and loss as well as a rugged case. A keyboard and stylus are also part of the package.
- The Microsoft Surface Pro 9 is available to purchase or rent and includes IT Support that will cover the repair or replacement of the device within the contract length. Terms and conditions apply.
- Each device is delivered pre-configured to connect to the Pangbourne network and it will be possible to use it straight away.
- There are three different specifications available:
 - Microsoft Surface Pro 9: i5, 8 GB RAM and 256 GB SSD - suitable for general purpose College work.
 - Microsoft Surface Pro 9: i5, 16 GB RAM and 256 GB SSD - suitable for more demanding applications.
 - Microsoft Surface Pro 9: i7, 16 GB RAM and 512 GB SSD - suitable for Graphics and other very demanding applications.
- Options a. or b. should suit most pupils. Option c. is aimed at pupils who select or are considering Art, Design Technology or Photography as an option in year 10 or 12 (Lower Sixth).
- The scheme is open to all, not just new pupils and is well worth considering if a replacement device is needed in any year group.

MANAGEMENT

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)*	Ms Annabelle Cruwys	Years 7-9
Head of Key Stage 3 (External)*	Ms Rhiannon Bland	Years 7-9
Head of Key Stage 4	Mrs Stephanie Poynter	Years 10 & 11
Head of Sixth Form	Mrs Indy Kaur	L6-U6

TUTORS

Dunbar has a dedicated tutor team which is managed by the Dunbar Housemaster and the Head of KS3. Tutor groups are mixed gender within mixed year groups. The role of each tutor is wide-ranging but their primary function is to oversee the pupil's academic, intellectual and personal development. Tutors meet their tutees every day and are the first people to see and discuss reports. They also help tutees manage their prep and study time.

PREP AND PRIVATE STUDY

Pupils complete some of their prep during the College day but there is the possibility that pupils will still have some work to finish in the evening. Preps are recorded on 'Google Classroom' and may be submitted either electronically or in person at the request of the teacher.

REPORTS AND PARENTS'/GUARDIANS' MEETINGS

You will receive grades approximately every half term and each term there will be either a written report or a Parents' Meeting.

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 the senior school, and from Year 11 to Sixth Form.

EXAMS

These take place for Years 7 and 8 in June. As part of the PSHCE programme, pupils will cover revision techniques during their weekly tutorials. The tutors will guide pupils through the process of preparing for exams. Any questions regarding pupils' exams should be directed to their tutors.

REWARDS

In Dunbar, as in the senior school, behaviour is monitored using ClassCharts, which is available for parents to view.

DUNBAR FLAG VALUE AWARDS

To help promote the College Flag Values, Dunbar pupils are encouraged to work towards a Dunbar Flag Value Award in recognition for displaying attributes that exemplify one of the eight Flag Values, which are; **Kindness, Selflessness, Moral Courage, Initiative, Industry, Resilience, Integrity and Respect.**

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 the Mess Hall in between. The morning normally attracts more than 200 parents and friends and it is a valuable opportunity to meet staff informally.

PARADES 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.

Pupils in Dunbar are not required to attend Parades, however Dunbar parents and pupils are warmly welcomed at these events. We ask that any Dunbar pupil attending parade wears full College uniform please.

SHOP AND LOST PROPERTY

COLLEGE SHOP

A complete outfit with all-new uniform costs around £500.

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 uniforms (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 (stationery and toiletries) and these may be purchased by pupils and charged to their account. Pupils' accounts are set at the beginning of term.

For further details on the College Shop, please visit the [website](#).

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

- Trainers
- 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 have name tapes 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.

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

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

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

CLOTHING LIST FOR BOYS

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

On joining the College, both **boarders and day boys must have all items of clothing clearly marked** with their name using woven 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 12 dozen, 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, vertically on rib
Pyjamas	- inside jacket neck and back waistband of trousers
Duvet	- top edge corner
Duvet corner	- outside middle opening
Towels	- in a corner
Jerseys	- middle neckband

CASUAL DRESS

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

DUVETS

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

HOLIDAYS

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

DUNBAR BOYS' CLOTHING LIST

KEY: A = Approved pattern only

O = Optional item

S = Shop stocks

CODE	ITEM	AMOUNT
	Name tapes	12 doz
	UNIFORM	
A/S	Blue shirts	3
A/S	Navy woollen jumper	1
A/S	Epaulettes	1
A/S	Trousers	2
A/S	Belt	1
	Black shoes - lace-ups (polishable)	1
A/S/O	College scarf	1
	Black socks - machine washable	6
	GAMES KIT	
A/S	Waterproof training top	1
A/S	Hooped rugby jersey	2
A/S	Pangbourne hoodie	1
S	Navy rugby shorts	1
S	Navy rugby socks	2
S	Mouthguard	1
A/S	Team Pangbourne polo shirts	2
A/S	Navy tracksuit trousers	1
S	Swimming trunks	1
	Rugby or football boots - with metal safety studs (no blades)	1
	Gym shoes or trainers - no black soles	1
	White socks	2
A/S	Sports bag	
	BOARDERS ONLY: HOUSEHOLD/PERSONAL	
	Underpants	4
O	Vests	2
	Pyjamas	2
	Dressing gown	1
	Sponge bag & toiletries	1
	House shoes or slippers	1
	Coloured bath towels	2
	Rucksack/book bag	1
O	Trunk/large suitcase for carrying clothes	
	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	

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 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 per 12 dozen, 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, vertically 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.

DUNBAR GIRLS' CLOTHING LIST

Key: A = Approved pattern only

O = Optional item

S = Shop stocks

CODE	ITEM	AMOUNT
	UNIFORM	
A/S	Blue shirts	3
A/S	Navy woollen jumper	1
A/S	Epaulettes	1
A/S	Black A-line skirt	2
	Black shoes - lace-ups (polishable)	1
A/S/O	College scarf	1
S	40 denier black tights	6
	GAMES KIT	
S	Navy tracksuit trousers	1
A/S	Navy hockey shirt and skirt	1
S	Mouthguard	1
	Swimming costume - one piece, plain navy	1
S	Navy games socks (long)	2
A/S	Team Pangbourne polo shirts	2
	White ankle socks	2
	Gym shoes or trainers - no black soles	1
O	Sports bra	
	Shin pads	
A/S	Hoodie	
A/S	Waterproof training top	
	BOARDERS ONLY: HOUSEHOLD/PERSONAL	
	Knickers	5
O	Vests (if worn) (plain white, not patterned)	2
	Bras (if worn) (plain white or flesh coloured, not patterned)	4
	Pyjamas/nightie	2
O	Dressing gown	1
	House shoes or slippers	1
	Sponge bag & toiletries	1
	Coloured bath towels	2
S	Rucksack/book bag	1
	Wash net	1
	Shoe cleaning kit	1

O	Sports bag	1
	Trunk/large suitcase	
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 AND MAKEUP

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

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](#).

COMMUNICATION WITH STAFF

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

EMERGENCIES

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

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

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

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 EA 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.

CONTACTING PUPILS

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

Dunbar
Pangbourne College
Pangbourne
Berkshire
RG8 8LA

BY PHONE

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

Except in an emergency, a Housemistress/master (HOM) will not accept incoming calls for pupils on their private lines.

Pupils are not available during evening prep/activities [18:30 – 20:30] and all Dunbar boarders hand in their mobile phones every evening at 20:00.

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.

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 2023/24 rates. Fees for the 2024/25 academic year will be made available in July.

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

ACTIVITIES (OPTIONAL)

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

PUPIL PURCHASES (OPTIONAL)

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

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

MEDICAL CHARGES

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

- Transport to hospital or other medical 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

SCHOOL TRIPS

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

ACADEMIC EXTRAS

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

TRIPS AND EXCURSIONS FOR DUNBAR BOARDERS

Extra expenses for excursions and purchases are charged to your termly account. These sums vary considerably. Please budget for £250-£300 per term. Previous Dunbar trips have included:

- Windsor Castle
- Oxford (various museums)
- London
- Reading (shopping and cinema)
- Local restaurants
- The Big Bang (Science and Engineering) Fair

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 (Dunbar pupils may not travel unaccompanied on public transport)
- Attend Parents' and Guardians' Meetings
- Assist in academic decision-making processes
- Work with the College authorities in encouraging the personal and social development of the pupil, and be prepared to take a parental role in the event of disciplinary action by the College
- Accommodate the pupil during Half Terms and Leave Weekends

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

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

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

THE COLLEGE WILL, AS FAR AS POSSIBLE:

- Keep guardians in touch
- Send duplicate reports to guardians
- Send copies of correspondence to guardians
- Involve guardians in the same way as parents

Many families can find a relative or friend who can act as a guardian and this is usually the best 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 – 13:30)

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.

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 for all instruments, singing and music technology. The department aims to deliver 30 lessons per academic year.

The cost of the lesson payable by parents may be obtained from the Music Department. Charges for music lessons will be added to fee invoices in arrears.

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 and are fully responsible for making good loss or damage, whether occurring within or outside the College. It may be advisable to take out insurance for loss or accidental damage.

MOBILE 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.

	<ul style="list-style-type: none"> • 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 pupils - 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.

INSURANCE

PERSONAL EFFECTS

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

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

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

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

PUPILS' PERSONAL INSURANCE ACCIDENT SCHEME

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

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 daughter/son. Details of all optional insurance schemes are available on the College website.

PARENTS' AND GUARDIANS' MEETINGS

We organise a meeting twice a year for parents and guardians of each year group. We publish the dates at the start of the academic year and confirm via the calendar on the website regularly. These will be in person where possible.

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

Dunbar runs a 'House Bank' and money can be safely looked after for boarders and issued as appropriate (generally for weekends or other specific events). Boarders may also use cards or electronic payment methods, such as ApplePay etc., but, in this case, it will be important to discuss the arrangements with the Housemaster to ensure that appropriate spending limits are agreed.

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.

PREFECTS

In Dunbar, we promote a Head Girl and Head Boy, Watch Captain and Prefects from the Year 8 pupil cohort. They are chosen at the end of Year 7 Michaelmas Term and Lent Term by the Dunbar Housemaster, Assistant Housemistress, and Head of Key Stage 3.

PORTABLE APPLIANCE TESTING (PAT)

All electrical items will have to be PAT tested annually, and kept on a register within the house, to satisfy our Health & Safety policy. If you require any further information, please contact [Bursary Admin](#). An outside contractor will test all portable appliances in September and parents will be charged the actual cost for testing each item on their Lent Term bill.

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

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

SPORT

Sport for Dunbar pupils usually has the following pattern:

- Michaelmas Term:** Football for the boys with one session of rugby per week and hockey for the girls.
- Lent Term:** Rugby for the boys with one session of hockey per week and netball for the girls with one session of football per week.

Summer Term: Boys and girls both take part in cricket and tennis. Minor sports: athletics, rowing, swimming and tennis all take place in a carousel fashion during the Summer Term.

SWIMMING TEST

ALL Dunbar pupils will take part in the swim test. This will take place in the first week of term and will enable them to take part in rowing. 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.

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

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

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

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 Bursary 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

TERM DATES

Term dates can be found on our website: [Term dates](#)

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.