



HOLMWOOD HOUSE
SCHOOL



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Holmwood House Preparatory School
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2021-22 Academic Year

A GUIDE TO OVERNIGHT STAYS



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Opportunities to stay overnight at Holmwood aim to be rewarding and enjoyable where friendships are strengthened and independence grows.

Happiness is Holmwood; a true Holm from Home.



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Current Overnight Staff

Ed Bond	Headmaster
Francesca Bradbury	Head of Boarding/Deputy Head
Oliver White	Day/Night Duty
Karen Baker	Day/Night Duty
Ian Jeffries	Day/Night Duty
Ed Cook	Day/Night Duty
Fi Baldwin	Day/Night Duty
Laura Sharman	Day/Night Duty
Tom Brown	Day/Night Duty
Sean Montgomery	Day/Night Duty
Sophie Earley	Day Duty



What should you bring to school?



- One set of sensible play clothes (to be kept in the locker)
- Suitable nightwear including a dressing gown, slippers with hard soles and flip-flops for trips to the bathroom
- A wash bag, shampoo and towel
- Hairbrush and comb
- Own duvet cover (optional)
- Pillowcase and bed teddies (optional)
- Full set of school uniform
- Spare school shirt
- Toys, games, books (not electronic)
- No jewellery except watches

ALL articles must be named (including bedding) and nothing of great value should be brought to school in case of loss or breakage.

Pupils should not bring money to school.

Complaints



We hope that you are happy whilst your child is staying overnight at Holmwood.

If you are unhappy with any issue directly relating to stays, please speak initially to the Head of Boarding. Alternatively, please consult the school's complaints policy which is available on the website.

Happiness is Holmwood; a true Holm from Home

Introduction

We hope that all children in Years 4-8 will stay overnight for some of their time with us before leaving to go on to their senior schools. For those children who plan to go on to a senior boarding school, overnight stays are a great start where they can gain a boarding experience in familiar surroundings with their friends to develop the necessary confidence. For those who plan to go on to a day school, this is still a valuable opportunity to gain independence and begin to understand the responsibilities associated with living away from home. There is a always wide range of opportunities and activities for pupils to explore.



Accommodation

All overnight accommodation is located within the upper floors of the main building of Holmwood House. A staff flat and the girls' bedrooms are situated on the top floor. The boys' bedrooms are on the first floor together with a member of the boarding team's room.

The bedrooms are brightly coloured and each child has their own space and storage area (wardrobe/under-bed drawer). The children sleep under duvets which are provided by the school, although many children choose to bring in their own. Children are free to personalise and decorate their storage cupboards and notice boards in their rooms to further create a more homely space.



Rewards and Sanctions

All pupils are expected to show care, courtesy and consideration to others. The systems of encouraging pupils to behave responsibly and to be sensitive to the needs of others in the boarding house is different from the main school.

A Boarder of the Week is nominated by the staff and announced in school assembly, with a certificate. The pupil nominated receives an additional tuck token. Dorm of the night is awarded for each floor, with a certificate on the door of the relevant dorms. The top scoring dorms in a half term are rewarded with either additional whisper time or tuck before lights out.

Pupils whose behaviour is not in line with expectations will eat breakfast away from their peers the following morning. Pupils whose behaviour disturbs the sleep of others receive a warning; continued disruption will result in them being moved to a different room, which may mean them sleeping alone. Serious breaches of behaviour will result in a boarder not being able to stay overnight for a set amount of time (at the Headmaster's discretion).

Fire Regulations and Security

There are regular fire practices each term and the routines are fully explained to all pupils new to overnight stays.

Access to the building is electronically and CCTV protected. During the night time various additional alarms maintain the security of the children.



Meals

All pupils have a cooked meal at 5.50pm. Breakfast is served at 7.30am. In addition, snacks are available before bedtime.

Tuck

The school runs its own Tuck Shop for pupils. No food should be brought in from home.

Mobile Phones and other Electronic Devices

Pupils may bring in a phone with which they can call home when upstairs, after the activity sessions have finished. Only the most basic of phones are allowed to be in school, i.e. they must not have any accessibility to the internet or have a camera facility. These phones must be handed in to the staff on duty upstairs and are kept securely in the surgery.

Years 7 & 8 pupils are allowed the privilege of using smart phones with access to the school's wifi. This concession has accompanying conditions which the potential user needs to agree to and have co-signed with the Deputy Head, as well as the school having received parental consent

Years 7 & 8 pupils may use their phones from 7.00pm downstairs during evening activities by arrangement with the duty staff. These mobiles phones are handed to the staff on duty before they sign in upstairs and are kept securely upstairs.



Regular Stays

Pupils in Years 7 & 8 may choose to regularly board on a Thursday evening, as part of their senior school preparation.

There is no additional cost for this opportunity, as it forms part of the Year 7 & 8 fee structure.

There is a bespoke programme of activities aimed at our 'senior pupils' which reflects their growing maturity, including themed dinners and visiting speakers.

Pupils in Years 4, 5 & 6 will have the opportunity to stay overnight on a Thursday on a 3 weekly rotation i.e. one year group per week.

There is a varied activity programme, including cooking, swimming/pool games, arts and crafts and sports hall games, making full use of our extensive resources.

Theme Nights

In addition to the regular Thursday night stays, each half term pupils get the opportunity of attending one of our popular Theme Nights.

These allow pupils to mix with other year groups and dress up (according to the theme), as well as enjoy theme-linked activities and food.



Facilities and Play Areas

Some of the school's facilities are available including the library, art room, Jubilee Hall, music and computer rooms (internet sessions are always supervised by a member of staff).

The cookery room and swimming pool are used for supervised activities (qualified staff are on hand whenever swimming is offered).

A large cinema-type screen is available for films and sporting events at agreed times.

The pupils use the cellars in the evenings for recreation. There are facilities for playing pool, table football, air hockey, safe darts and table tennis. There is also a pupils' television lounge for watching films and television programmes.

Pupils may play in outdoor lit areas as well as the indoor facilities in winter. In the summer months, they may also use the tennis courts and the games field.

Pupils are always supervised.

The 'Cellars'



Attendance and Absence from School



Beginning of a New Term

The first night of overnight stay each term will be communicated to parents via email.

Availability

Priority is given to the Year 7 & 8 children. There may be restrictions on availability for younger pupils, especially in the summer term.



Absence

The parents of a pupil will be charged if the child decides during the day to go home rather than stay for overnight. We would appreciate as much notice as possible to enable changes to rotas.

A minimum of 48 hours' notice, verbal or written, is required for changes, otherwise a night's charge will be made.



Last Day of Term

At the end of term, pupils' belongings may be collected from 9.00am onwards on the final day of term.

Healthcare



A member of the overnight team is on duty at all times. Medication from home must be handed to a member of the duty staff with clear written instructions for its administration.

Parents are informed immediately if a child needs to stay in bed or visit a doctor.

If your child is unwell and cannot attend school you will be requested to take him/her home to recuperate.

Children should not be returned to school unless they are fully fit to be in lessons. If they have had a temperature they should remain at home for 24 hours after it has returned to normal. With cases of vomiting/diarrhoea or stomach upsets, pupils cannot return to school for 48 hours from the last episode of sickness or diarrhoea.



Personal Hygiene



Pupils may shower or bath in the evening before bedtime or in the mornings.

If necessary, uniform and sports kit can be washed overnight. It is very important that all items are named (sewn on clothes, not iron-on labels).

Please note: no aerosols or the sharing of toiletries is allowed for health and safety reasons.



Evening Routine

- 5.50pm Supper, followed by Activity choices
- 6.15pm Changing upstairs
- 6.30pm Tuck, followed by Activities
- 7.30pm Snacks in the dining room for Year 4
- 7.45pm Year 4 upstairs
- 7.45pm Snacks in the dining room for Years 5 & 6

- 8.00pm Years 5 & 6 upstairs
- 8.00pm Snacks in the dining room for Year 7

- 8.15pm Year 7 upstairs
- 8.15pm Snacks in the dining room for Year 8
- 8.15pm Lights out for Year 4

- 8.30pm Year 8 upstairs
- 8.30pm Lights out for Year 5

- 8.40pm Lights out for Year 6

- 9.00pm Lights out for Year 7

- 9.15pm Lights out for Year 8

Theme Nights will follow a slightly different format due to activities/matches/etc.

