

Attendance and Absence from School



Beginning of Term

The first night of overnight stays each term will be communicated to parents via email. Parents can choose to sign up for the whole term for a discounted fee or book in on an ad hoc basis with a week's notice for regular boarder



Availability

Priority on theme nights is given to regular boarders. There may be restrictions on availability due to the popularity of the theme events.



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 at the end of the school day on either a pupil's last day of boarding or the final day of term.

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.

Dorm of the night is awarded for each floor every evening, with a certificate on the door of the relevant dorms. All pupils in the dorm are awarded with additional tuck the next time they board.

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 Headteacher's discretion).

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.



Mobile Phones and other Electronic Devices



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. These phones must be handed in to the staff on duty upstairs and are kept securely in the surgery.

Years 7 & 8 pupils may use their phones during snack times after activities by arrangement with the duty staff. These mobile phones are handed to the staff on duty before they sign in upstairs and are kept securely upstairs.

Younger pupils are able to use the school boarding mobile phones to communicate with home. They have access to the "phone booth" should they wish to have more privacy.

Kindles without WIFI connection are the only other device allowed.

Facilities and Play Areas



We make the most of the school's facilities that are available including the library, art room and Jubilee Hall and outdoor areas.

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 Cellars

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.

Outside

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.

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. Pupils do not have access to staff accommodation

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.

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 6.30pm. 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.

Healthcare & Personal Hygiene



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.



Staff will tend to the medical needs of a child overnight and move them to sick bay if necessary. Parents will be notified of any child that needs to go home unwell. Parents are informed immediately if a child needs to stay in bed or visit a doctor the morning after boarding.



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.



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.

What Should I Bring to School?



- A showing acceptable clothing can be found on the website
- One set of sensible play clothes (to be kept in the locker)
- Suitable nightwear including a compulsory 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.

Regular Stays



Years 7&8

Pupils in Years 7 & 8 may choose to regularly board on a Tuesday evening. There is a bespoke programme of activities aimed at our 'senior pupils' which reflects their growing maturity, including themed dinners and visiting speakers.

Years 5&6

Years 5 & 6 have the opportunity to stay overnight on a Thursday. 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.



Year 4

Year 4 start their overnight experience when they are invited to stay overnight for regular cinema or themed events.

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.



Statement of School's Overnight Stays

Principles and Procedures

Overnight stays at Holmwood aim to be rewarding and enjoyable where friendships are strengthened and independence grows.

Happiness is Holmwood: a true Holm from Home.

Overnight Stays at Holmwood are a good introduction to boarding life for any pupil who wishes to go on to a senior school which offers flexi or full time boarding. All pupils at Holmwood start as day pupils and most pupils have been in the school for 5-6 years prior to staying overnight on a casual basis. Through the experience of staying overnight at the school, pupils are able to benefit from the facilities, to strengthen friendships and begin to learn how to be independent. Maximum contact is maintained with the parents, which is made easier by the close proximity of the parents' homes to the school.

Pupils staying overnight are deemed to be day pupils from 8.15am – 6.15pm. Outside these times, the pupils are referred to as 'boarders'. Continuity for the boarders is maintained through the school's pastoral care system.

The Aims of Overnight Stays

- For all pupils to enjoy their time in the school and to experience community living; developing qualities such as tolerance, flexibility and understanding the needs of others
- To prepare those who are going on to a senior boarding school
- To enjoy spending extended time with their friends



Evening Routine



6.15pm Changing upstairs

6.30pm Supper and 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

8.30pm Year 8 upstairs

8.15pm Lights out for Year 4

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.



The pupils have use of the swimming pool once per half term, on those evening a cold supper is provided after the swimming session.

Current Overnight Staff



Ed Bond	Headmaster
Francesca Bradbury	Head of Boarding/Deputy Head
Karen Baker	Day/Night Duty
Ian Jeffries	Day/Night Duty
Ed Cook	Day/Night Duty
Fi Baldwin	Day/Night Duty
Denise Thompson	Day/Night Duty
Lucy Dixon	Day Duty
Millie Church	Day Duty
Joe Castle	Day Duty
Georgina Blight	Independent Listener



HOLMWOOD HOUSE
SCHOOL



A GUIDE TO **OVERNIGHT STAYS**

2022-2023 ACADEMIC YEAR