



HOLMWOOD HOUSE
SCHOOL

Overnight Stays

Spring 2026



Table of Contents

3	Statement of the School's Overnight Stays Principles and procedures
	Accommodation
4	Regular Overnight Stays
	Theme Nights and Outings
5	Facilities and Leisure Areas
6	Evening Routine
7	Health Care and Personal Hygiene
	Attendance and Absence from School
8	Meals and tuck
	Mobile phones and other electronic devices
9	Rewards and Sanctions
	Fire Regulations and Safety
10	What to bring
11	Complaints Procedure
	Current Overnight Stays staff

Statement of the School's Overnight Stays

Principles and Procedures

Overnight stays at Holmwood aim to be rewarding and enjoyable where friendships are strengthened and independence grows. The school sees overnight stays as about character development and enriching the offer of the school. Overnight stays at Holmwood are generally based around theme nights or experiences, rather than providing a regular once a week stay away from home.

All pupils at Holmwood are day pupils and most pupils have been in the school 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. Our boarding model means that pupils only stay over one night at a time, so maximum contact is maintained with the parents. If any issues arise the close proximity of the parents' homes to the school make a speedy return home possible. 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.

Pupils staying overnight are deemed to be day pupils from 8.00am – 6.05pm. For regulatory requirements, 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 at Holmwood

- To experience community living, developing character qualities such as tolerance, flexibility and understanding the needs of others.
- To provide a wider experience of school life involving trips out in evenings and deepening friendships.
- To prepare those who are going on to a senior boarding school.

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 on each boarding night with 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.

Regular Overnight Stays

Regular overnight stays happen on Tuesday or Thursday evenings and are currently open to pupils in years 5, 6 and 7 (numbers permitting).

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

Theme Nights and Outings

In addition to regular boarding, theme nights and Outings will be open to a wider range of year groups on selected Tuesdays and Thursdays.

These allow pupils to mix with other year groups and to take part in fun and enriching experiences, as well as enjoy theme-linked activities and food.



Wild West Theme Night

Facilities and Leisure Areas

Some of the school's facilities are available to pupils on boarding nights including the library, the art room and the jubilee hall.

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

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

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

Pupils are always supervised.



Circus Theme Night

Evening Routine

Theme Nights and Outings will follow a slightly different format.
Times move forward after the summer half-term break.

Time	Activity
16:00	Quick Break
16:20	Activity 1
17:10	Activity 2
18:10	up to boarding
18:30	Supper
18:50	Tuck and activity choices
19:00	Activities
20:00	Snack
20:20	Up to boarding house
Whisper time	Time dependent on year
Lights out	Time dependent on year

Healthcare and Personal Hygiene

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 pupil 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 or diarrhoea, pupils cannot return to school for 48 hours from the last episode.

Personal Hygiene

Pupils may shower 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.

Please note, no aerosols are allowed and no sharing of toiletries is allowed for health and safety reasons.



Roald Dahl Theme Night

Attendance and Absence from School

Beginning of a New Term

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

Absence

The parents of a pupil will still be charged if the child decides during the day to go home rather than staying overnight.

A minimum of 48 hours notice is required for changes to your child's overnight stay otherwise charges will be made.

Meals and Tuck

On overnight stays pupils will have an evening meal at 6:30pm and a snack before bedtime. If the boarding night is an outing, pupils may 'eat out' as part of the outing, so their meal may be at a different time.

Tuck

Tuck is available to pupils on overnight stays. No food should be brought in from home.

Mobile Phones and Other Electronic Devices

As per school policy, pupils in year 7 and above are allowed to bring their mobile phones into school and leave in the office during the day. These will then be transferred to the boarding staff on duty on a boarding night.

Senior pupils may be allowed 30 minutes of supervised time on their mobile phones in the dining hall during the evening at the discretion of the boarding staff on duty.

Mobile phones are handed back to duty staff before pupils sign in upstairs and are kept securely upstairs.

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.

Positive behaviour is rewarded with additional tuck and consistent positive behaviour is rewarded with extra whisper time.

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.

Fire Regulations and Safety

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.

What to bring

Any medication that your child will need to take in the evening or the following morning, should be handed over to the team in the Front Office with full details (original packaging and instructions) when your child comes in with their boarding kit at drop off in the morning.

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.

Any mobile phones will be locked in the Surgery room overnight.

Checklist

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, a towel, hairbrush	
Own duvet cover (optional)	
Pillowcase and bed teddies (optional)	
Full set of school uniform	
Spare school shirt	
Toys, games, books (not electronic)	

Complaints Procedure

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

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

Current Overnight Staff

Mr Bond	Headteacher
Mrs Isherwood	Director of Enrichment
Mrs Earley	Evening/Night Duty
Mr White	Evening/Night Duty
Mr Cook	Evening/Night Duty
Mr Gallagher	Evening/Night Duty
Miss Townsend	Evening/Night Duty
Mr Hyslop	Evening/Night Duty
Mrs Baker	Evening Duty

If you need to contact Boarding Staff whilst your child is staying with us overnight, please email **boardingteam@holmwood.house**



HOLMWOOD HOUSE SCHOOL

Leading co-education school and nursery for children aged 6 months to 16 years | www.holmwood.house

Holmwood House School

Chitts Hill, Lexden, Colchester Essex CO3 9ST
01206 574 305 office@holmwood.house

Holmwood House Nursery

151 Coach Road, Great Horkesley, Colchester, CO6 4DX
01206 273 827 nurserymanager@holmwood.house

Holmwood House School Limited | Registered in England | Company No: 11281218. Registered Office: 2nd Floor, St Albans House, 57-59 Haymarket, London, England, SW1Y 4QX

BELLEVUE EDUCATION
A family of exceptional schools

INSPIRING INDIVIDUALS