



HOLYPORT
COLLEGE

Boarding Handbook 2026 – 2027



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Welcome

Holyport College is more than just a school; it is a close-knit community of students, staff, and families working together to develop young lives and enrich their futures.



Boarding Aims

Our boarding experience is designed to cultivate confident, independent and curious young individuals. We are committed to developing resilience and accountability in our students, ensuring they are prepared to face life's challenges with determination and responsibility. By fostering a culture of empathy and celebrating diversity, we create a compassionate and inclusive community where every student feels valued and respected.

Our holistic approach to personal development emphasises the importance of fundamental domestic skills, preparing students for independent living and instilling a sense of responsibility in their daily lives. We encourage curiosity, aiming to inspire students to explore new ideas and pursue their passions with enthusiasm.

Through mutual respect and individual recognition, we celebrate the unique strengths and talents of each student, helping them to build self-esteem and self-worth. Our supportive atmosphere, strengthened by collaborative links with parents and guardians, ensures that every student receives the guidance and encouragement needed to reach their full potential.

At Holyport College, we aim to nurture well-rounded individuals who possess the confidence and independence to make a positive impact on the world and to thrive in their personal and academic journeys.

Relationships

We place a profound emphasis on the value of relationships and community within our boarding experience. The connections between students and house staff, as well as between house staff and parents, form the cornerstone of our nurturing environment. We believe that human connections should transcend year groups, fostering a sense of unity and belonging among all boarders.

Our whole school values are ambition, joy and kindness and they guide all our interactions helping to nurture an atmosphere where every member feels valued and heard.

Pride

We aim to cultivate a deep sense of pride in all of our boarders. This pride encompasses appearance, presentation, character, and academic progress. We want our boarders to be proud to be at the College and to celebrate each other's achievements. Our pride strengthens the community bonds and helps to create a vibrant and empowering environment.

Mr Steve Gardner

Deputy Head, Head of Boarding





The Boarding Team

Deputy Head & Head of Boarding:
Steve Gardner

PA to the Deputy Head:
Esther Tabram

Housemasters:



Katie Brown
(Johnson)



Iris Vilasanchez-Pita
(Fawcett)



Chris Slyper
(Brunel)



Matt Storey
(Turing)

Matron & Domestic Bursar:
Becca Biddle

Lead Health Care Practitioner, Registered Nurse:
Gail Devereux

Assistant Health Care Practitioner:
Amanda Costello

Every evening, up to ten members of staff are on duty, including Housemasters, Matron, Resident Boarding Assistants and Enrichment Tutors, all playing a vital role in supervising and enriching the boarding experience. Resident Boarding Assistants play an important role in the day-to-day smooth running of the boarding houses and live on site.





Contacting Boarding

For general enquiries during school hours:

You can email Housemasters during the school day but this may not get read until after 5pm.

Reception Telephone: **01628 640150** (open from 8.30am to 5pm)

Reception Email: **reception@holypportcollege.org.uk**

PA to Deputy Head: **e.tabram@holypportcollege.org.uk**

Before school starts, after 5pm and all weekend, please contact the boarding houses directly via house mobiles shown below:

Johnson: 07733 171966

Fawcett: 07760 936828

Brunel: 07340 442857

Turing: 07733 174320

Housemaster emails:

Katie Brown: **k.brown@holypportcollege.org.uk**

Iris Vilasanchez-Pita: **i.vilasanchez@holypportcollege.org.uk**

Chris Slyper: **c.slyper@holypportcollege.org.uk**

Matt Storey: **m.storey@holypportcollege.org.uk**

Sending mail to boarders:

Boarder Name, Holyport College, Ascot Road,
Holyport, Berkshire, SL6 3LE





Keep up to date

Our social media accounts are full of exciting activities that happen both during the school day and after. We aim to keep these frequently updated so that parents can see day to day life with us - please follow us through these channels below:

@holypport_college

@fawcett_holyport

@johnson_holyport

@brunel_holyport

@turing_holyport

Other ways of keeping up to date:

Daily Notices on YouTube,
delivered by the two Deputy Heads and Head of Sixth Form.

Mr Gardner's Celebration PodCast, every Tuesday.

DIXIT - the College magazine, emailed to all parents every Friday afternoon.





Leave, Travel & Exeat

We use the Orah system for leave requests and signing boarders in and out of boarding. Permission is required for leaving the school site unless attending an approved location, when the students sign themselves out, or attending a College organised activity. Details will be sent to parents at the start of the year.

Leave Requests

- Must be submitted on Orah. The more in advance this can be completed, the better. If a student is not going to be around at the weekend then we need to know from the student by Tuesday so that we can cater correctly for them at the weekend.
- Parents must organise transport and communicate via Orah.
- Boarders should return between 7pm - 9pm on Sundays.

Exeat Weekends

- Leave submitted on Orah.
- Departure at 3.45pm on Friday.
- Return after 7pm and before 9pm on Sunday.

Leave for Parties and Social Occasions

If boarders want to attend a party at the weekend, they must sign out for that night with leave requested by parents.

There are exceptions to this, for example, if the student is going out to dinner to celebrate a special event within curfew hours.

Approved Locations

Boarders can visit approved locations unsupervised, with permission from the duty Housemaster, and must sign out on Orah. Boarders must leave in groups of a minimum of three and contact the house phone in case of emergencies. Sixth Form can be in pairs and must sign out.

- Year 7 and 8: Supervised visits to Holyport, Windsor and Bracknell
- Year 9-11: Holyport Village (weekends only), Windsor and Bracknell (school organised)
- Sixth Form: Holyport Village (weekdays and weekends), Windsor and Bracknell (school organised)

Out of Bounds Locations:

Holyport Water Tower; Bray Lakes; Maidenhead; all Public Houses.





Boarding Dates

These dates are meant as a guide as to the year ahead. We will send updates via direct email or through Dixit on a Friday. Our website calendar will also have the most up to date information.

Autumn Term 2026/27

Wednesday 2nd September: Y7, Y12, prefects and new boarders arrive at 5pm. There will be a 'welcome tea' for new families at 6pm.

Thursday 3rd September: Start of term only for Year 7, Year 12, Prefects and new boarders in school. All other boarders arrive 7pm.

September 4th: Start of term for Years 8-11 and Year 13 students.

September 25th - 27th: Exeat weekend

October 16th - October 30th inclusive: Half- term, 3.45pm finish

November 1st: Boarders return, 7-9pm

November 20th - 22nd: Exeat weekend

November 23rd: Inset day/boarders return 7-9pm

December 11th: End of term, 2.30pm





Boarding Dates

Spring Term 2027

January 4th: Inset day/boarders return 7-9pm

January 5th: Start of term for all

January 22nd - 24th: Exeat weekend

February 12th: Half term, 3.45pm

February 21st: Boarders return at 7-9pm

March 12th - 14th: Exeat weekend

March 25th: End of term, 2.30pm

Summer Term 2027

April 12th: Start of term

April 30th - 3rd May: Exeat weekend

May 4th: Inset day/boarders return at 7-9pm

May 21st: Half term, 3.45pm

May 30th: Boarders return at 7-9pm

June 18th - 20th: Exeat weekend

July 14th: End of term, 2.30pm





Induction Kit List

Boarders should bring the following items:

- Quilt or duvet (for a single bed) and pillows
- 2 sets of duvet/quilt and pillow covers
- 2 fitted sheets for a single mattress
- 2 bath towels and a hand towel
- Dressing gown or robe, nightwear, and slippers
- Casual clothes and shoes for outside school hours
- Appropriate sports equipment and clothing for casual use
- 2 padlocks (combination locks preferred)
- Toiletries and vanity equipment (no aerosols due to fire protection systems in place)

Stationery for school - suggested items are:

- A pencil case with essentials; pens, pencils, colouring pencils, 30cm ruler, sharpener, rubber, glue stick. Casio 83 GT Plus or 85 GT Plus Scientific Calculator.
- Coat hangers
- One drawstring mesh washing bag for laundering small items of clothing
- Chargers for phones and other electronic devices (long leads preferable)

International students can order online for delivery to the College, common websites sites are:

www.next.co.uk
www.dunelm.com
www.johnlewis.com
www.amazon.co.uk





Uniform

School Uniform for Years 7 – 11

(available from Goyals and can be ordered in advance and delivered to College for students if more convenient from 25th August)

We suggest from experience that you please bring the following:

- 4 school shirts
- 2 pairs of trousers / skirts
- 5 pairs of pants and school socks
- 1 blazer
- 1 tie
- 2 sports tops
- 3 pairs of sports socks
- 3 pairs of shorts/skorts



Sixth Form

Our Sixth Form has a different dress code which can be found [here](#). The Sports kit is not compulsory unless you are selected to play for the College which will happen after you start with us. A plain black or navy shorts and sports top is acceptable for Sixth Form sports activity.

Our Student Voice also recommends:

- Mattress topper
- Hand/Hair towels
- Tuck box (lockable)
- Flip flops for the shower room
- Nightlight or bed side lamp (if required). Ones that clip on are useful
- Shower caddy
- Photos / posters to personalise your area
- Fairy lights have to be battery operated
- Bunk bed organiser for books/water bottle that can hang off the side of the bed
- Books for night time reading



Please ensure that all clothing and bedding are clearly labelled.



Daily Routine



Monday – Friday

7.15am - 8am	Wake up and breakfast
8.30am	Leave for school
3.45pm	Sixth Form can return from school if no co-curricular
5pm	Return from school/free time*
5.45pm	Y7-8 dinner
6pm	Y9-13 dinner (staggered by year group)
7pm - 8.30pm	Prep or activities and free-time
8.30pm	Bedtime routines begin for Year 7 - 8
9pm	Bedtime routines begin for Year 9
9.30pm	Bedtime routines begin for Year 10-11
10pm	Bedtime routines begin for Sixth Form

*On a Friday, the school day ends at 3.45pm and boarders are free to go back to their Houses.

Lights out

9.15pm – Years 7 and 8

9.30pm – Year 9

10pm – Years 10 and 11

Sixth Form students are encouraged to turn off their lights in good time to get a full 8 hours of sleep ready for the next day.

The Boarding House is closed between 8.30am to 5pm for Year 7-11 and between 8.30am to 3.45pm for Sixth Formers. Like day students, boarders should pack all their belongings for the whole school day and should not need to return to their house. The common room areas are out of bounds for all students between the hours of 8.30am - 5pm.



Daily Routine

Saturday

- Wake-up from 8am, continental breakfast served in houses.
- Morning: Free time with activities, including social sport and trips to the gym
- 12.30pm: Lunch
- Afternoon: Trips, including swimming at Eton College, and on-site activities
- 5.30pm: Dinner
- Evening: Films, activities, free time



There are later bedtimes on a Friday and Saturday as more activities are on offer in the evening such as playing board games or watching a film together.

Sunday

- 8am - 10am: Wake up
- 10.30am: Brunch in the Refectory
- 11.30am: Trips and on-site activities
- 1.30pm: Snacks available in the Refectory
- 5.30pm: Dinner
- 7pm - 8pm: Quiet time or prep
- 8.30pm: Bedtime routines begin for Year 7 - 8
- 9pm: Bedtime routines begin for Year 9
- 9.30pm: Bedtime routines begin for Year 10-11
- 10pm: Bedtime routines begin for Sixth Form

Lights out

9.15pm – Years 7 and 8
9.30pm – Year 9
10pm – Years 10 and 11

Sixth Form students are encouraged to turn off their lights in good time to get a full 8 hours of sleep ready for the next day.





Academic Enrichment

We aim to add value to our boarder's education by offering a wide range of evening activities. These include academic enrichment events:

(HEMP) Holyport Eton Mentoring Programme

The Holyport Eton Mentorship Programme is an academic enrichment programme for a select group of Year 8 students who are set challenges and are taught by Eton Sixth Form Boys over a number of weeks.

Scholars

These are talks hosted at Holyport College. We have welcomed experts and leading professionals from a variety of fields from politics and journalism to gaming and medicine.

Eton Societies

We are extremely privileged to be invited to a variety of 'society talks' at Eton College. These lectures are published on a Monday and students from Year 9 can sign up in advance for the week ahead.

Boarders are taken to Eton in one of our minibus and are supervised by staff whilst there. Students must wear school uniform / Sixth Form dress to these events to represent the College. Sixth Formers and senior students will be prioritised for popular events.





Weekends

Weekends at Holyport College are relaxed with a blend of work, down time and activities and we offer a variety of trips and excursions, which students sign up to attend.

On Friday evenings Sixth Form students have the opportunity to go offsite separately to the younger students with staff. Trips have previously included bowling, escape rooms and meals out.

Examples of weekend trips which all students can sign up to attend include:

- Thorpe Park
- Brighton
- Trampoline parks
- Comic Con
- Laser Tag
- Ninja Warrior
- Ice skating
- Westfield shopping
- Cinema
- Trips to Windsor and Bracknell
- Go-karting and many many more.



We also ensure all boarders have the opportunity to go to the local Tesco and Aldi each week to get any supplies they may need.

We encourage boarders to take part in a range of volunteering opportunities over the weekends. These may include leading stalls at the Eton College Action fair and the Holyport Annual Village Fair, as well as monthly litter picking in the village.

The majority of trips are offered as part of the boarding package but some do require a small payment to help subsidise it. Trips that are £15 and under will simply be charged to the bill with your consent. Trips over this cost will require more formal permission.

Holyport College is a 'full boarding' school and we offer a full weekend programme for those who stay on site. However, we also understand that many boarders live locally and choose to go home. We are flexible and work with parents to make it work on a case-by-case basis. Usually, boarders are free to go home from 3.45pm on a Friday, returning after dinner between 7pm - 9pm on a Sunday evening however, this can be discussed with your Housemaster if there are situations where this isn't possible.



Essential Information



Electronic Devices

All electronic devices need to be logged with your child's Housemaster on arrival. We recommend keeping devices to a minimum. We work closely with the BSA guidance on mobile phone usage and any updates to this guidance will be shared directly with you and your child.

Years 7 - 11

The school operates a 'phone free' policy for Years 7-11 during the school day and follows the Boarding Schools' Association guidance during boarding time. This means that any boarders in these year groups that have phones will not have access to them during school time, evening prep sessions and all meal times. Each boarding house has a purpose built and lockable charging cabinet, ensuring all boarders' phones are kept safe and full of charge.

We acknowledge, however, that boarders need to stay in contact with family and friends outside of school, so create daily windows for this to happen.

All students in Year 7-11 have an iPad to aid their learning and this is filtered and monitored by our network manager.

Sixth Form

The policy for our Sixth Form boarders is slightly different. Students may take their phones to school but must use them responsibly and never in sight of the other year groups. This means that they may use them during break and lunch times in their communal spaces.

Sixth Form students must not have their phone visible during lessons, unless their teacher gives them permission. Phones may be used in study sessions to aid learning. Sixth Formers are not supplied with a school iPad and should bring a laptop for their work which they will use daily.

Our mobile phone and electronic devices policy is available on our website and any updates to it will be shown there.

Laundry

We provide a full on-site laundry service for boarders, including daily laundry and weekly bedding washes. Washing machines and dryers are also available in corridor kitchens for boarders to use independently.

All clothing and bedding must be clearly labelled.

Possessions

Personal property remains the responsibility of the boarders and the school cannot accept liability for loss or damage. Therefore, any valuable property should be privately insured. Specialist insurance products are available for boarders.

It is essential that each boarder brings a padlock to lock their valuable belongings in their lockable cupboard.

Please also ensure all personal possessions are labelled, including plugs and cables.



Essential Information

Meals

Breakfast, lunch and dinner attendance is compulsory for all boarders and we offer a broad choice at every mealtime to suit all tastes and dietary requirements.

We hold regular student voice meetings to ensure that feedback about the food choices and range is fed back to the catering team.

All our food is freshly made by our caterers, Thomas Franks and all boarders eat together in the Refectory at their allocated Year group times.

Kitchens

Each corridor in the boarding house has a kitchen which boarders can use in the evening, and at the weekend. They are stocked daily with fruit, cereal, milk, bread, butter and jam for boarders to eat in the evening after dinner. Boarders are welcome to use the kitchen as a social space so it is important that they keep them clean for others. This includes washing up, sweeping the floor and cleaning the worktops. Boarders are expected to do chores around the house on a rota basis. Kitchens are closed shortly before bedtimes.

Belongings and Storage

We have very limited storage space in the boarding houses and therefore we ask the following please:

- There is only space for one suitcase per boarder in the storage area - please label the suitcase clearly with your child's full name.
- All belongings are to be taken home at the end of each term with the exception of international boarders who are provided with one box and a bedding bag to store their belongings in. All other personal items must be taken home.
- International boarders can only leave bedding over the summer holiday - everything else must be taken home at this time.
- Local boarders - it would really help if you could take your child's suitcases home and then bring them in to be packed at the end of each term.
- At Exeat we encourage boarders to take some belongings home to avoid a build-up of clutter in the boarding houses

Parent Pay

Parent Pay is our online system for paying for everything school related from lunches to trips and activities. It's really easy and simple to use and you will be issued with your log- in details before your child starts at the College by our Finance department - accounts@holypportcollege.org.uk

<https://app.parentpay.com>





Health and Wellbeing

The College has a Health Centre that is managed by the Lead Healthcare Practitioner and boarders have specific drop-in sessions if they are feeling unwell or need some form of medical intervention.

All boarders whose residential address is further afield are required to register with the local doctors practice in Holyport. Before your child starts boarding with us, their medical and dietary needs must be completed in your parent Admicity account to ensure we have a holistic view of your child's wellbeing.

Students who have significant medical issues or who are undergoing treatment away from school will be supported; the College asks that any appointments made cause as little disruption as possible to pupils' academic lessons. Where the College makes an appointment, a member of staff will escort the pupil if they are under 16. Parents will be charged for taxis if the school arranges them.

We have a non-residential Matron and Domestic Bursar who oversees boarders' health and takes the lead in boarding hours. Any medical issues are passed on between the boarding house at the start and end of each day with a formal hand over between the Health Centre and the Matron. Any regular medication taken by a boarder is kept in Matron's office and dispensed either by Matron or another trained member of the boarding staff. Parents are kept informed by Matron and the Housemasters are also fully informed of any issues or concerns.

The Lead Healthcare Practitioner, Matron or Housemaster will contact parents of unwell pupils to discuss whether they might be best cared for by returning home. Decisions are always made on a case-by-case basis. International boarders must have a guardian in place in the UK. Parents are asked to ensure the College has all the necessary information requested before a pupil commences boarding.





Welfare Support Services

The Designated Safeguarding Lead (DSL) is Mrs Alex Jeffery. We have a team of Safeguarding officers (DDSLs). Additional details on the School Welfare services are given in the School Safeguarding and Child Protection Policy.

The Safeguarding Team

Mrs Jeffery (DSL): a.jeffery@holyoportcollege.org.uk

Mrs Harding (DDSL): r.harding@holyoportcollege.org.uk

Miss Vilasanchez-Pita (DDSL): i.vilasanchez@holyoportcollege.org.uk

Mrs Druce (DDSL): c.druce@holyoportcollege.org.uk

Student Voice

The views of our boarders are particularly important at Holyport College. We have regular 'student voice' meetings where the boarders are encouraged to have an open dialogue with staff so that any issues can be dealt with in a timely manner. These are usually planned with a specific focus and sometimes questionnaires are sent out to gather more opinions.

Health and Safety

The school has a Health and Safety Policy, available on the website, which guides protocols and behaviours for day and boarding students alike. Whilst there are always an appropriate number of adult staff members on duty in the evenings and weekends, they cannot be in all places at all times. Boarders are therefore expected to conduct themselves sensibly and act in a way which accords with the principles of the Policy.

Out of Bounds

A plan of the school site is displayed in Houses. In summary, boarders should, when outdoors on site, remain within reasonable view of any staff member on duty.

Fire Procedures and Drills

Fire drills are held regularly. On the first night of the year a walk-through is held for existing and new boarders alike. Whenever the fire alarm sounds it should be assumed there is a fire and all boarders should exit by the nearest fire exit and meet at the meeting point for their house. This should be done in silence. Causing a false alarm may result in a serious sanction and possible financial penalty should the school be charged for any unnecessary callout of the emergency services.





Rewards and Sanctions

We recognise that boarding is separate from the school day, so we deal with rewards and sanctions separately, wherever possible. Our underlying policy is, however, the same, and we expect all boarders to behave in an exemplary manner at all times. When necessary, we will use sanctions, but our preference is to reward good behaviour with rewards.

We have a raffle system in boarding, where raffle tickets are given to recognise positive behaviours, with regular draws for various prizes.

Other prizes include boarder of week for each house. At the end of each term we have a celebration event for boarders where dorm of the term and boarder of the term is awarded for each house.

For minor breaches of our expectations, we employ a range of home-based sanctions such as:

- loss of privileges
- early bedtime
- early wake-up
- grounding

For more significant incidents, we follow the College's Promoting Positive Behaviour Policy, ensuring appropriate and fair measures to maintain a respectful and positive community.





Promoting Positive Relationships

We believe that fostering healthy, respectful, and positive relationships among our students is essential to their personal development and well-being. This 'rules' sheet is designed to promote an environment where all students feel safe, respected, and supported. It gives clear guidelines on appropriate interactions and expressions of affection, ensuring that all relationships within our boarding community are conducted with mutual respect and consideration.

To maintain a respectful and secure environment for all students, entering areas designated for the opposite gender is strictly prohibited. This includes boarding houses, dormitories, bathrooms, and changing rooms. Such boundaries are essential to ensuring privacy and comfort for everyone in our school community. Violations of this rule will be taken seriously and will result in disciplinary action in line with the Promoting Positive Behaviour policy.

What you can do:

- Holding Hands: Students may hold hands in public areas.
- Brief Hugs: Short, friendly hugs are permitted in public spaces.
- Casual Arm Linking: Linking arms while walking or sitting is acceptable.
- Kissing: A short peck on the cheek is an acceptable way of saying 'goodbye'.

As long as all of this respects personal space and is non- disruptive.

What you can't do:

- Kissing: Prolonged kissing is never allowed.
- Prolonged Hugging: Intimate or excessive hugs are not allowed.
- Intimate Touching: Touching in areas such as the chest, waist, or hips, or any other form of physical intimacy is not allowed.
- Lap Sitting: Sitting on each other's laps in public or shared spaces is not allowed.
- PDAs in Academic or Formal Settings: PDAs in classrooms, the library, refectory, or during school events and activities are never allowed.

These guidelines are designed to ensure that all students can feel comfortable and focused in the school environment. By maintaining appropriate boundaries for physical romantic interactions, we promote a respectful and inclusive atmosphere for everyone.





Boarding Lingo & Policies

Every boarding school inevitably evolves its own unique use of language. Here are some terms that we use that may not be familiar to everyone.

- BT - boys' boarding, combining 'B'runel and 'T'uring.
- JF - girls' boarding, combining 'J'ohnson and 'F'awcett.
- Grounding - a sanction that restricts a boarder's privileges.
- Early wake-up - a sanction that requires boarders to be up earlier than normal to meet their Housemaster.
- Leave - where a parent would like their child to leave the boarding house for a fixed period.
- Orah - the software we use for important boarding administration.
- Call Over - a boarding registration.
- Prep - homework.
- Dorm - bedroom.
- Exeat (Weekend) - these are the weekends that the boarding houses close and all boarders go home (or to their Guardians).
- Matron - the member of staff who looks after boarders' health and wellbeing.
- Tuck - snacks and treats that boarders can bring from home.

Useful Policies

We encourage you to read the below policies - all can be found on the Holyport College website. By accepting a place with us you are agreeing to the policies below:

- Child Protection
- Promoting Positive Behaviour
- Boarding Exclusions
- Searching, Screening and Confiscation
- Student Mental Health and Wellbeing
- First Aid and Access to Medical Care
- Medicines and Medical Conditions
- Relationships and Sex Education
- Educational Guardianship
- E-Safety



Useful Websites

The Boarding School Association
National Minimum Standards for Boarding



The Houses



Katherine Johnson

The stars were always within reach for Katherine Johnson. Using her mathematics skills, she helped NASA send astronauts to the moon and return them safely home. She also overcame racial and gender hurdles that helped make giant leaps for humankind.



Millicent Fawcett

In addition to her many publications Millicent Fawcett was a frequent public speaker on women's rights. Her tactical and determined leadership of the National Union of Women's Suffrage Societies (NUWSS) from 1897 made it a substantial and influential force in the campaign for women's votes.



Alan Turing

Often considered the father of modern computer science, Alan Turing was famous for his work developing the first modern computers, decoding the encryption of German Enigma machines during the second world war, and detailing a procedure known as the Turing Test, forming the basis for artificial intelligence.



Isambard K Brunel

Isambard Kingdom Brunel (1806 - 1859) was one of the most famous civil engineers and mechanics in history. In a 2002 poll by the BBC, Brunel was voted the second greatest Briton of all time (after Winston Churchill).



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