



PORT  
REGIS

Parents'  
Handbook

2025-26 EDITION

## Our Vision

These are the things that make us, us:

The championing of an unhurried and joyful childhood.

Extraordinary teaching that stretches and supports every child, enabling them to discover the discipline of study and the delight of learning.

Exceptional pastoral care that nurtures pupils and staff, placing their wellbeing at the heart of all we do.

A passion for developing the unique academic, sporting and creative talents of every child – giving equal measure to the head, hand and heart.

Strong moral, social and spiritual values, for those of all faiths or none.

A cohesive and distinctly happy school community that fosters a deep sense of belonging in the children, staff and parents.

A vibrant boarding experience, equipping children with vital skills for senior school and life beyond.

A culture that embeds in every child a sense of wonder for the natural world and a responsibility to preserve it.

A global perspective that celebrates the diversity of our children and the friendships between those of different cultures and backgrounds.

Kindness and tolerance, so children leave as capable and compassionate young people, inspired to play their part in making the world a better place.



## Welcome from the Headmaster

A very warm welcome to Port Regis. Whether you are new to the school, or whether you have been here some years, we hope that your child settles happily into the new academic year. Port Regis is a busy and vibrant community with lots going on and we know that can sometimes feel a little bewildering. Therefore, we hope this handbook will provide you with much of the key information you require to make your start to the year as smooth as possible.

A handbook like this is a useful guide. But more important will be the welcome you receive. I hope you will find Port Regis a distinctly friendly, inclusive, and dynamic school, not just for the children but the adults too. One of its great strengths is the breadth and diversity of its families; and yet, together, it forms a really strong and cohesive community. We are all united by one overarching aim: to provide a truly exceptional education and childhood.

I very much hope that will be your experience. From us all ... *welcome!*

**Titus Mills**  
Headmaster



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## Council of Management

Port Regis is governed by a Board of Governors, called our 'Council of Management', whose prime responsibility is to ensure that the School provides the best education for the children. The full Council meets once a term although much of its work is carried out through committees which meet on a regular basis and report to the Council.

The Chair and Vice Chair can be contacted via the Clerk to Governors by email at [clerk@portregis.com](mailto:clerk@portregis.com) or by post to: The Bursary, Port Regis, Motcombe Park, Shaftesbury, Dorset, SP7 9QA.



James Hussey  
Chair of Governors,  
Health and Safety  
Governor



Fiona Loveridge  
Vice Chair of Governors,  
Chair of Marketing and  
Admissions Committee



Emily Boswell  
Chair of Education  
Committee



Major General  
Rupert Jones CBE  
Chair of Governance  
Committee



Sophie O'Keefe  
Chair of Wellbeing  
Committee, Safeguarding  
Governor



Christa Band  
Education Committee



Alastair Cotton  
Finance Committee



Rupert Hague-Holmes  
Governance  
Committee



Henrietta Fraser  
Finance Committee



Emma Hattersley  
Education Committee



Alex Henshilwood  
Education Committee



Giles Morant  
Marketing and  
Admissions Committee



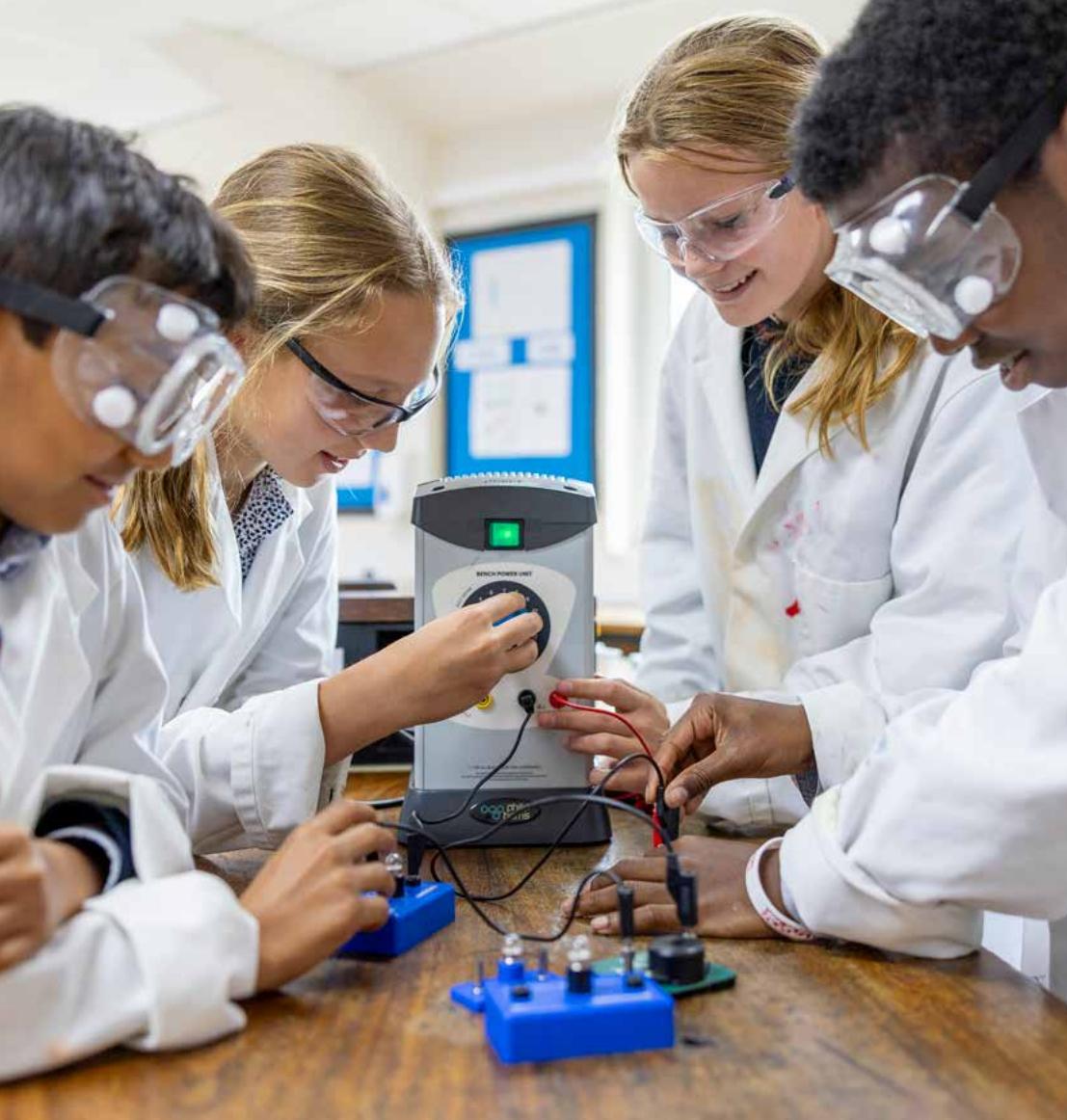
Guy Thomas  
Finance Committee



Helen Snow  
Education and  
Wellbeing Committees,  
EYFS Governor



Tim Walker-Jones  
Governance  
Committee



## Senior Leadership Team

We are fortunate to have an extremely experienced and knowledgeable team of senior leaders at Port Regis, each bringing different skills and ideas to the table but all sharing the same passion and commitment to ensuring that Port Regis remains at the very forefront of prep school education.

### SENIOR LEADERSHIP TEAM





## Communication and Contact

Communication between the School and parents is very important, and we work hard to ensure clear and concise information is provided. The main form of School communication is our weekly newsletter, The Gateway, which is sent to parents and guardians every Friday; please do read it because it contains the weekly calendar alongside important information about upcoming events. It also includes any staff news, calendar changes and future dates for your diary.

## My School Portal

We have a Parent App called My School Portal, which contains information about your child's timetable, fixtures and team sheets, and extra-curricular activities. It is also where our termly calendar and your child's reports are published and where you can find information about items including menus, term dates, and various booking forms. If you need help with accessing or navigating My School Portal, please contact our Data and Systems Administrator, Maz Cursons, on [marianne.cursons@portregis.com](mailto:marianne.cursons@portregis.com). We aim to publish team sheets on My School Portal by midday the day before a match, and any changes to sports fixtures will be sent by email or, in the case of same-day changes, sent via text message.

## The School Office

For general enquiries or if you need to contact the School during the day, you can do so via our School Secretary, Paula Hayes, at [office@portregis.com](mailto:office@portregis.com) / 01747 857800. The School Office can receive messages for pupils during the day and messages can be posted on our virtual noticeboards, or communicated via staff.



Paula Hayes  
School Secretary  
(Monday to Friday)



Anita Harvey  
Saturday Receptionist/  
Secretary



Marianne Cursons  
Data and Systems  
Administrator



Jemima Mills  
Creative and  
Community Projects



Rebecca Walker  
Head's PA and  
Admissions Assistant



Stephanie Fone  
Head of Admissions



Louisa Cowan  
Development Officer

## Your Points of Contact

Your first point of contact if you have any queries or concerns about your child is their designated form tutor, who will be best placed to help either via email, over the phone or in person if you'd like to schedule a meeting (the full list of your child's teachers, including contact details, can be found under the 'School Information' tab on My School Portal). The next step is your child's Head of School: for Pre-Prep this is Rebecca Eves, for Lower School it's Rosie Smith, for Middle School it's Julia Cardozo, and for Upper School it's Richard Egerton. Beyond this, you can contact Iain Hepburn for any pastoral concerns and Barbara Lonergan for any academic matters. The Head is always happy to meet parents and can be found at the main school gates on most mornings or you can book an appointment via his PA, Rebecca Walker, on [rebecca.walker@portregis.com](mailto:rebecca.walker@portregis.com).

## Absence and Illness

If your child is ill and can't come to school, please use the Absence Form (illness) on My School Portal before 0800 so that relevant teachers can be informed. The information will be put on the School system so that your child's Form Tutor, the School Office and the Health Centre can see your child is out of school.

If your child needs to miss a day, or part of a school day, for a routine appointment such as a senior school visit or a trip to the dentist, please use the Discretionary Leave Request on My School Portal. This will go through to the School Office and you will receive authorisation afterwards. Occasionally, you may like to request permission for your child to miss a day (or more) of school for a special family gathering such as a wedding, or an extended holiday. In this case you should also use the Discretionary Leave Request Form on My School Portal, giving as much notice as you are able to. Absences requiring permission from the Headmaster will be submitted to Mr Mills for approval, and you will receive an email once the request has been approved; you will also be able to view the status of your request within the App. Please be aware that any holidays taken during term time will be recorded as an unauthorised absence. Mr Mills may approve requests in exceptional circumstances, but due to government regulations this would still be marked as unauthorised.

## WhatsApp Groups

Each year group has a WhatsApp group which parents are invited to join once their child starts at Port Regis. These are 'unofficial' school groups run by parents and are intended for the sharing of school-related questions and information. Please be mindful of others on the group, be kind at all times, and consider whether information being shared is relevant to all members. Please also remember that the WhatsApp groups are not intended to replace the usual forms of school communication as outlined on pages 10 and 11.

## Year Group Reps

We have one or two parent class reps in every year group throughout the school, whose role it is to meet with the Headmaster and senior staff each term to feed through any comments from their fellow parents about school life. It's as much to celebrate the many positives taking place as it is to raise any niggles or concerns and the minutes are shared with all parents via The Gateway afterwards. The names of the reps are shared in The Gateway at the start of each term.



## Website and Social Media

Our school website contains information such as term dates and uniform lists, and policies and inspection reports, and we run regular stories about school life across our social media channels (Instagram and Facebook – follow us @portregisschool). The purpose of social media is to celebrate all the wonderful things our pupils are doing, and to highlight any academic, sporting and creative achievements throughout the term. All parents are given the choice to opt out when they join the school (and will be removed from photographs); should you change your mind please contact the School Office on office@portregis.com.

## Parents' Pinboard

In addition to our weekly newsletter, The Gateway, which is run by the school, the Friends of Port Regis run an online noticeboard for parents called 'Pinboard' - perfect for buying or selling items, recommending a great babysitter or local business, letting your holiday home and much more! Details of how to join are published in The Gateway at the start of each term or you can contact the School Office for details.



## Friends of Port Regis

The Friends of Port Regis is a committee of parents whose main aim is to organise fun, inclusive social events throughout the year that help knit the school community together and to raise funds to split between the school's chosen charities, as well as the school's 'wish list' (made up of items that enhance the children's learning and childhood at PR). New members are always welcome; please contact the School Office for further details.

## Old Port Regians

The aim of our OPR Association is to keep former pupils in touch with the friends they have made at the school and with the school itself. OPR Connect is our alumni website and is a password protected online space to connect with one another, share updates and stories and be kept informed about news, events and developments at the school. For further information please contact [opr@portregis.com](mailto:opr@portregis.com).

## School Transport

We currently run school minibuses from Warminster (Monday to Saturday) and Bruton (Monday to Friday) and both routes are mornings only. This year, we have introduced a new pricing structure as follows:

5-6 mornings a week - £310 per child, per term

3-4 mornings a week - £250 per child, per term

1-2 mornings a week - £192 per child, per term

Fares will be billed in arrears on your school bill. Parents who would like to use this service should contact the School Office for details.

## School Trips

We have a full programme of school trips across the year and across every year group. Some of these are local and free, others are further afield and will incur additional costs. We also run several residential trips, such as a Ski Trip and a Classics Trip to Rome. After Common Entrance, we run a Leavers' Programme for A Form pupils which includes various events and there is an additional charge for this. For more details about upcoming trips please keep an eye on The Gateway newsletter.



## Parent Code of Conduct

At Port Regis we believe that a strong partnership between parents, carers and the school is essential for the educational success and wellbeing of our pupils. This Code of Conduct, which should be read in conjunction with the Parent Contract and School Complaints Policy, outlines the expectations for parents and carers to ensure a supportive and harmonious school community.

We expect all members of our school community to:

### 1. Respect and Courtesy

- o Treat all members of the school community, including staff, pupils, and other parents, with respect and courtesy.
- o Communicate in a positive and constructive manner, refraining from aggressive or offensive behaviour.

### 2. Support for School Policies and Procedures

- o Support and uphold the school's policies, procedures, and guidelines, including those related to arrival and departure times, attendance, discipline, boarding routines, and academic expectations. School policies can be viewed on our school website, and further information regarding procedures and guidelines can be found throughout this Handbook.
- o Ensure that children adhere to the school's uniform policy and come to school prepared for learning.

### 3. Communication

- o Communicate promptly with the school regarding any concerns, issues, or relevant information about your child's welfare and progress.
- o Use the appropriate channels for communication, as outlined in this Handbook. If you are unsure who to speak to, please contact the School Office or your child's Form Tutor who will be happy to help.
- o Use social media responsibly (refraining from posting photographs of other children without the consent of the parents, for example) and group chats positively, being mindful of others. Any grievances or complaints should be directed through the proper school channels.

#### 4. School Events and Functions, including Sport

- o Attend and participate in school events and functions where possible, demonstrating support for the school's activities and ethos.
- o Behave respectfully and appropriately at all school events, setting a positive example for children.
- o Adhere to our guidelines for watching sport at Port Regis as follows:
  - Be a good role model at all times; do not put pressure on the children from the sidelines.
  - Encourage children to abide by the rules and respect the referees/umpires and whatever decision they make.
  - Do not use bad language on the touchline and refrain from any form of poor behaviour towards opposition players, coaches or staff.
  - Be friendly, respectful and encouraging to the opposition, applauding good play where appropriate.
  - Teach children to play with fire and passion, to win with humility and to lose with good grace.
  - Encourage good sportsmanship, always.

#### 5. Support for Learning

- o Encourage and support your child's learning by providing a suitable environment for homework and other educational activities during visits home and during school holidays.
- o Monitor and support your child's use of technology, ensuring it is used responsibly and appropriately.
- o Inform the school of any health issues or special needs that may affect your child's learning or participation in school activities.

#### 6. Complaints

- o Address any conflicts or concerns directly with the school in a calm, constructive and courteous manner, following the school's complaints procedure.
- o Work collaboratively with the school to resolve any issues, understanding that a cooperative approach is in the best interests of the children.



By abiding by this Code of Conduct, parents, carers and guardians create a positive, respectful and nurturing school environment where all children can thrive. We know that most parents follow these principles in any event. If circumstances arise in which the school considers that a parent, carer or guardian is not behaving in a way consistent with the Code of Conduct, a meeting will be requested to discuss the underlying concerns and appropriate next steps. The school's response in such cases will necessarily be dependent on all the circumstances. We appreciate your cooperation and support in maintaining the high standards and values of Port Regis.



## Uniform

School uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. Unless special permission is given by the Headmaster, every child is expected to wear the correct uniform as specified in this Handbook. All families are expected to adhere to the following rules:

- All uniform must be clean and in good condition.
- Shirts and blouses should always be tucked in, and sleeves should be buttoned or neatly rolled up.
- Any vest or thermal undergarment must not be visible.
- All children should have a school coat for outdoor use (there are four options available). Fleeces or other home clothes, coats or jackets may NOT be worn with uniform.
- Wellies are compulsory for E and F Forms but optional for D Form upwards, and gilet, hat, scarf and gloves are also optional. F Form pupils will need skins for Games and PE please.
- All items of clothing and footwear must be named; the school does not accept responsibility for items that are lost if they are unmarked.
- Some items of clothing, which are marked with an asterisk on the

following pages, may be purchased from alternative outlets but must be in the same style and colour as those sold in the school uniform shop.

### Shoes

*Boys* Plain black school shoes. No suede or patent leather is allowed, nor coloured stitching or laces. Boots are not permitted.

*Girls* Plain black leather, traditional school shoes with a low heel (not more than approximately 1"/2.5cms). No suede or patent leather is allowed, nor coloured laces or stitching. Soft ballet-pump type shoes are not permitted, nor are boots.

*Trainers* Trainers may only be worn off the sports pitches for medical reasons and with a 'Trainer Pass' issued by the Health Centre. In this instance, they must be dark, not coloured.

### Hair

Hair should be neatly brushed or combed, and may not be dyed, highlighted or otherwise coloured. When school uniform is worn, shoulder-length or longer hair must be tied back behind (not to the side) and off the face. Hair ties, headbands and scrunchies must be in neutral/school colours (black, navy, maroon or school dress fabric).



### Jewellery

Children may wear a watch, which should be named. Apple watches, or similar, are not allowed. Children with pierced ears may wear one small, plain, gold or silver stud in each ear (for the avoidance of doubt, a stud is a small ball stud – no other shapes are permitted). No other jewellery is allowed apart from a religious symbol, which may be worn but should not be visible.

### Makeup

No makeup or nail varnish may be worn in school (including at the evenings and weekends). A small amount may be worn in A and B Forms on certain occasions, such as school dances, under the supervision of Houseparents.

### Home Clothes

On Wednesday free time and at the weekends boarders can wear home clothes. Tops should cover shoulders and midriffs. Clothes with offensive, tasteless or inappropriate graphics, logos or slogans are not permitted. Footwear must be worn indoors (except, as appropriate, in the boarding houses). Hats are not allowed indoors.

### Best Uniform

Best uniform is required on certain occasions such as school photos and Prize Giving and you will be notified in advance via The Gateway. Best uniform consists of blazer and tie for boys, and blazer for girls.

### Leavers' Uniform

In the summer term of A Form, pupils are allowed to wear a plain coloured polo

shirt (no neon colours, oversized logos or striped collars please). Boys can wear either navy chinos or smart navy shorts, while girls can wear a smart plain navy A-line skirt (knee length) or smart navy trousers. These are to be worn with navy socks and plain black leather shoes.

### Towels

Day pupils and local boarders are required to bring in their own towel for games and swimming, which will return home with the children after use. Full boarders will continue to have their own personal towels laundered by the school. Towels will be provided for swim competitions/meets.

Our uniform supplier is Direct Clothing and we have a fully stocked uniform shop based at school, in Centenary Hall. You can either order online at [directclothing.co.uk](http://directclothing.co.uk) or make an appointment to visit the school shop via Rachel Thomson on [uniform@portregis.com](mailto:uniform@portregis.com). Please note that there is a £5 carriage charge if parents would like to use our seamstress service, in addition to the seamstress charge of £1 per name tape sewn.

### Full Uniform Lists

The following pages are designed to provide a visual guide of our uniform requirements. The full uniform list can also be viewed on our website as a text document at [portregis.com/term\\_dates\\_and\\_uniform](http://portregis.com/term_dates_and_uniform)



## SUMMER UNIFORM

### BOYS

Navy trousers or Bermuda-length shorts\*  
 Long navy school socks (with shorts)  
 Short navy ankle socks\* (with trousers)  
 Navy polo shirt  
 Navy round neck jumper  
 Plain black shoes\*

### GIRLS

School summer dress or Navy Bermuda-length shorts\* with polo shirt  
 Navy cardigan or jumper  
 Long navy socks or navy tights\*  
 Plain black shoes\*



## PE AND GAMES KIT

Navy polo shirt with logo  
 Maroon shorts  
 Blue sweatshirt  
 Navy joggers\*  
 White ankle socks\*  
 Trainers\*  
 Swimming shorts or costume (predominantly black or navy)\*  
 Swimming goggles\*  
 Swimming cap (girls only)  
 Swimming towel\*



## WINTER UNIFORM

### BOYS

Navy trousers or Bermuda-length shorts\*  
 Long navy school socks (with shorts)  
 Short navy ankle socks\* (with trousers)  
 Navy polo shirt  
 Navy round neck jumper  
 Plain black shoes\*  
 Navy blue turtleneck top (optional)

### GIRLS

Tartan pinafore dress or navy trousers/  
 Bermuda-length shorts\*  
 Navy polo shirt  
 Navy cardigan or round neck jumper  
 Long navy socks or navy tights\*  
 Plain black shoes\*  
 Navy blue turtleneck top (optional)



## PRE-SCHOOL UNIFORM

Port Regis sweatshirt  
 Navy polo shirt  
 Navy jogging bottoms\*  
 Navy turtleneck top (optional)  
 Navy swimming backpack  
 Red PE backpack

Please note that pupils in Cottage Nursery can wear either home clothes or the Pre-School uniform.

### You will also need:

Unisex navy school coat  
 PR wool hat and legionnaires cap  
 Navy book bag  
 Navy swimming backpack  
 Red PE backpack

\*Items marked with an asterisk may be purchased through alternative outlets but must be the same style and colour as items sold in the school shop.



## SUMMER UNIFORM

### BOYS

Navy trousers or Bermuda-length shorts\*  
 Long sleeved shirt  
 Navy jumper (round neck or Bridgedale)  
 Long navy school socks (with shorts)  
 Short navy ankle socks\* (with trousers)  
 Plain black shoes\*  
 School blazer and tie

### GIRLS

Summer dress (A and B Form girls may wear winter uniform) or navy trousers\* with blouse  
 Navy knee length socks or tights\* (A-C Forms may wear navy ankle socks)  
 Navy cardigan or jumper  
 Plain black shoes\*  
 School blazer



## WINTER UNIFORM

### BOYS

Navy trousers or Bermuda-length shorts\*  
 Long sleeved shirt  
 Navy jumper (round neck or Bridgedale)  
 Long navy school socks (with shorts)  
 Short navy ankle socks\* (with trousers)  
 Plain black shoes\*  
 School blazer and tie

### GIRLS

Tartan skirt or navy trousers\*  
 Long sleeved blouse  
 Navy knee length socks or tights\* (A-C Forms may wear navy ankle socks)  
 Navy cardigan or jumper (round neck or Bridgedale)  
 Plain black shoes\*  
 School blazer

\*Items marked with an asterisk may be purchased through alternative outlets but must be the same style and colour as items sold in the school shop.



## PE AND GAMES KIT

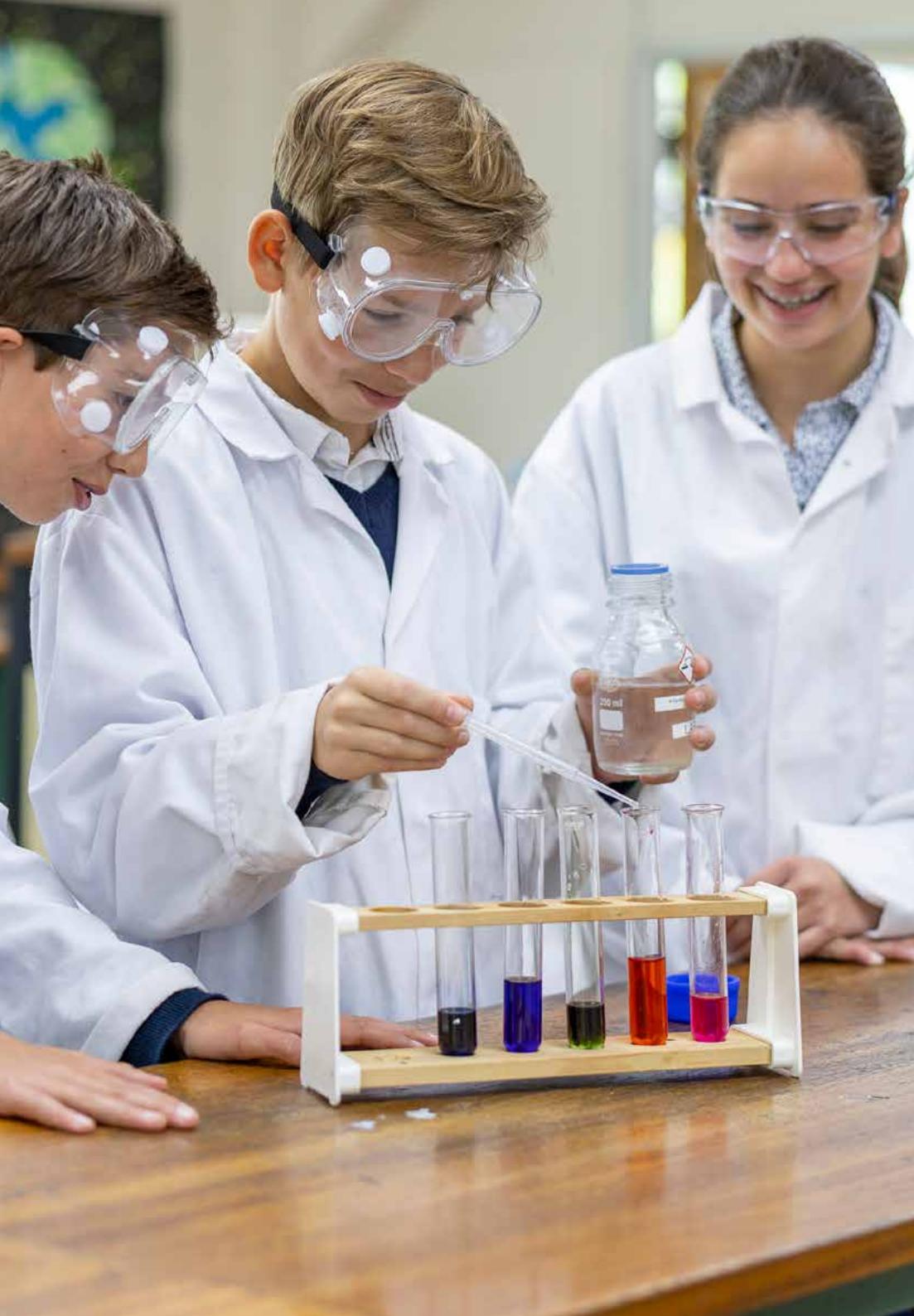
Match top  
 Games top  
 Match/rugby shorts (boys)  
 Match skort (girls)  
 Gym/football shorts (boys and girls)  
 Navy PE shorts  
 Port Regis hoodie  
 Tracksuit bottoms  
 House top  
 Match socks  
 White ankle socks\*  
 White cricket/polo top\* (summer term)  
 White cricket trousers (A-D Form boys only, summer term)\*  
 Cricket briefs and box (A-D Form boys only, summer term)\*

### You will also need:

Port Regis kit bag  
 Trainers (suitable for indoor and outdoor use)\*  
 Rugby/football boots\* (boys)  
 Shin pads\*  
 Plain navy swimming trunks or costume\*  
 Swimming goggles\*  
 Navy swimming cap (girls only)  
 Mouthguard - please see page 47  
 Water bottle\*  
 Port Regis cap

### Optional items:

Base layers (tops and bottoms)\*  
 Astro boots/athletics spikes/cricket shoes\*  
 Hockey stick/tennis racket/cricket bat\*  
 Gymnastics leotard\*  
 Navy cricket trousers (A-D Form girls only)  
 Cricket jumper and slipover (white)\*



## Classroom Equipment

From Middle School upwards, all children need a suitable school bag, which can be any colour you like but most close securely. Lower School pupils may bring in their own bags if they wish. A and B Form pupils will need headphones and a mouse for use with their laptops. Stationery is provided in Lower School but A-D Forms will also need a pencil case containing the following items:

- + a pen with dark ink, which can be either a fountain pen with ink cartridges (such as Parker or LAMY), or a handwriting pen (such as the Berol handwriting pen or the Pilot FriXion pen);
- + an HB pencil;
- + a rubber;
- + a pencil sharpener;
- + a ruler (15cm or 30cm);
- + a highlighter of any colour;
- + a glue stick;
- + a compass (C Form and above);
- + a protractor;
- + a CASIO fx-83GT-CW scientific calculator (C Form and above, although optional for C Form);
- + A reading book;
- + An A4 document wallet for storing prep and other handouts;
- + A water bottle which can be refilled throughout the day.

Please ensure all items are clearly named. During break and at play times children in Middle and Upper School are able to ride bikes, scooters and skateboards and there is space in school to store these safely (please ensure they are named). Lower School boarders may also bring in wheels for boarding time. Helmets must be worn at all times and elbow and knee pads are required for the skate ramp.

# Pre-Prep

## Cottage Nursery

### to Year 2

0800	Gates open
0810	Classrooms open
0825	Registration
0840	Lesson 1
0930	Lesson 2
1015	Morning break
1045	Lesson 3
1135	Lesson 4
1200	Lunch
1320	Lesson 5
1410	Lesson 6
1500	Assembly
1530	End of school day
1530	After School Club begins
1545	Hobbies for Years 1 and 2
1615	End of hobbies for Years 1 and 2
1700	End of After School Clubs for Cottage Nursery and Pre-School (Mon-Fri)
1700	End of After School Clubs for Years 1 and 2 (Fri)
1800	End of After School Clubs for Years 1 and 2 (Mon-Thurs)



#### IMPORTANT INFORMATION

Please note that the school gate opens each day at 0800, with classrooms opening at 0810 and registration at 0825.

Pre-Prep children may be signed out from their classrooms from 1530 onwards; further information about hobbies (for Years 1 and 2) and After School Clubs (from Nursery to Year 2) will be emailed out before the start of each term. Pick up can be at any time between 1530 and the end of After School Club, which is at 1700 every day for Cottage Nursery and Pre-School, and 1800 for Years 1 and 2 (1700 on a Friday). Parents will be billed accordingly.

Please note there is no lunch or After School Club available on exeat Fridays or when we break up for half term or the end of term.



Rebecca Eves  
Head of Pre-Prep and  
Year 2 Teacher



Alex Fuller  
Year 1 Teacher



Hannah Hogan  
Head of EYFS and  
Reception Teacher



Tasmin Goldblatt  
Year 2 Teacher  
(Mon and Fri) and  
Learning Assistant



Jemima Ward  
Pre-School Teacher



Claire Anning  
Pre-School Assistant



Claire Pitts  
Learning Assistant



Rosie Pike  
Learning Assistant



Amy Crawford  
Cottage Nursery  
Teacher



Tammy-Jai  
Brocklehurst  
Cottage Nursery  
Assistant



Sam Byrne  
Pre-Prep Secretary



Pip Lilford  
Pre-Prep Gap

## Lower School F and E Forms (Years 3 and 4)

0810	Registration
0840	Lesson 1
0930	Lesson 2
1015	Morning break
1045	Lesson 3
1135	Lesson 4
1220	Lunch
1320	Lesson 5
1410	Lesson 6
1500	Low Tea then lesson 7
1545	Lesson 8
1635	Day Pupils – Sign Out 1
1635	Hobbies
1720	Day Pupils – Sign Out 2
1720	Prep
1750	Day Pupils – Sign Out 3
1750	Supper
1820	Boarders to Houses

### IMPORTANT INFORMATION

The school gate opens each morning at 0800 and there is no provision for day pupils before this time. Registration is at 0810 and all children are expected to be in classrooms by then please; any pupil arriving after registration closes at 0820 will be marked as late.

Lower School children may be signed out from the classrooms at any of the three sign out times, but we ask parents to keep a consistent routine and book in advance via My School Portal at the start of each term. If you are running late please inform the School Office. The 'day' school closes at 1800 and all day children should be collected by this time unless they have signed up for supper, in which case sign out is at 1820 for Lower and Middle School and 1830 for Upper School.

On Wednesdays, there is an early finish time of 1530 and parents can collect their children at this time.

Saturday school is optional for Lower School pupils, with many choosing to attend (we do PR Plus enrichment activities, rather than lessons). The timetable differs on a Saturday, with a later start time of 0925. Sign out is at 1240 from Lower School after the Headmaster's Assembly. Pupils are then welcome to join their parents for lunch once they have signed out. On exeat Fridays and early finishes, the school will finish at 1220 and there is no lunch available on these days.



Rosie Smith  
Head of Lower School  
and E Form Tutor



Jake Bunday  
E Form Tutor



Sophie Weir  
F Form Tutor



Nick Wildbur  
F Form Tutor



Kate Minto  
Learning Assistant

# Middle School

## D and C Forms

### (Years 5 and 6)

0810	Registration
0840	Lesson 1
0930	Lesson 2
1015	Morning break
1045	Lesson 3
1135	Lesson 4
1220	Lunch
1320	Lesson 5
1410	Lesson 6
1500	Lesson 7
1545	Lesson 8
1635	Day Pupils – Sign Out 1
1635	Hobbies
1720	Day Pupils – Sign Out 2
1720	Prep
1750	Day Pupils – Sign Out 3
1750	Supper
1820	Boarders to Houses

### IMPORTANT INFORMATION

The school gate opens each morning at 0800 and there is no provision for day pupils before this time. Registration is at 0810 and all children are expected to be in classrooms by then please; any pupil arriving after registration closes at 0820 will be marked as late.

Middle School children may be signed out from the Dining Hall at any of the three sign out times, but we ask parents to keep a consistent routine and book in advance via My School Portal at the start of each term. If you are running late please inform the School Office. The 'day' school closes at 1800 and all day children should be collected by this time unless they have signed up for supper, in which case sign out is at 1820 for Lower and Middle School and 1830 for Upper School.

On Wednesdays, there is an early finish time of 1530 and parents can collect their children at this time (or after matches).

The timetable differs on a Saturday, with a later start time of 0925. Sign out is either after the Headmaster's Assembly at 1240, or after lunch – both of which parents are invited to attend. If your child is involved in matches on a Saturday afternoon then this is compulsory and a formal request to be absent must be made via the Discretionary Leave Request on My School Portal. Children must be signed out from the Dining Hall before departing (or from the duty member of staff if it's from an away match).

On exeat Fridays and early finishes, the school will finish at 1220 and there is no lunch available on these days.



Julia Cardozo  
Head of Middle School  
and D Form Tutor



Jack Humphrey  
D Form Tutor and  
Director of Sport



Tori Roberts  
D Form Tutor and  
Learning Assistant



Lydia Shephard  
D Form Tutor and  
Humanities/English  
Teacher



Rebecca Liddington  
D Form Tutor and  
Head of EAL



Karri Nicholson  
D Form Tutor and  
Head of STEAM



Jennifer Hardy  
C Form Tutor and  
Maths/Spanish Teacher



Hannah Fox  
C Form Tutor and  
Head of Drama



Theresa Latham  
C Form Tutor and Head  
of Religious Studies



Georgia Toulson Clarke  
C Form Tutor and  
Science Teacher



Tara Moussalli  
C Form Tutor and  
Head of Geography



Tara Montgomery-  
Amphlett  
C Form Tutor and  
Head of Junior Science

# Upper School

## B and A Forms

### (Years 7 and 8)

0810	Registration
0840	Lesson 1
0930	Lesson 2
1015	Morning break
1045	Lesson 3
1135	Lesson 4
1220	Lunch
1320	Lesson 5
1410	Lesson 6
1500	Lesson 7
1545	Lesson 8
1635	Day Pupils – Sign Out 1
1635	Prep
1720	Day Pupils – Sign Out 2
1720	Hobbies
1800	Day Pupils – Sign Out 3
1800	Supper
1830	Boarders to Houses

### IMPORTANT INFORMATION

The school gate opens each morning at 0800 and there is no provision for day pupils before this time. Registration is at 0810 and all children are expected to be in classrooms by then please; any pupil arriving after registration closes at 0820 will be marked as late.

Upper School children may be signed out from the Dining Hall at any of the three sign out times, but we ask parents to keep a consistent routine and book in advance via My School Portal at the start of each term. If you are running late please inform the School Office. The 'day' school closes at 1800 and all day children should be collected by this time unless they have signed up for supper, in which case sign out is at 1820 for Lower and Middle School and 1830 for Upper School.

On Wednesdays, there is an early finish time of 1530 and parents can collect their children at this time (of after matches).

The timetable differs on a Saturday, with a later start time of 0925. Sign out is either after the Headmaster's Assembly at 1240, or after lunch, both of which parents are invited to attend. If your child is involved in matches on a Saturday afternoon then this is compulsory and a formal request to be absent must be made via the Discretionary Leave Request on My School Portal. Children must be signed out from the Dining Hall before departing (or from the duty member of staff if it's from an away match).

On exeat Fridays and early finishes, the school will finish at 1220 and there is no lunch available on these days.



Richard Egerton  
Head of Upper School  
and A/B Form Tutor



Dale Woolmer  
A/B Form Tutor and  
Head of PSHE



Victoria Lander-Gray  
A/B Form Tutor and  
Head of Girls' Games



Vincenzo Capozzoli  
A/B Form Tutor and  
Head of History



Nikki Nathan  
A/B Form Tutor and  
Head of Learning Support



Lucy Tabberer  
A/B Form Tutor and  
Head of Art



Dan Stone  
A/B Form Tutor and  
Learning Assistant



Ian Mitchell-Innes  
A/B Form Tutor and  
English Teacher



Nicola Kirby  
A/B Form Tutor and  
MFL Teacher



Chris Kippax  
A/B Form Tutor and  
Head of ICT



Jo Harris  
A/B Form Tutor and  
Head of MFL



James Doran  
A/B Form Tutor and  
Head of Craft and  
Design

## Teaching Staff

As well as those listed as co-form tutors, we also have the following members of academic staff:



Philippa Woolmer  
Head of Upper School Science



Shirley Bland  
Maths Teacher



Kate de Bono  
Latin and Drama Teacher



Sine Riley-Moore  
Ceramics Teacher



Dr Annelise Freisenbruch  
Head of Classics



Lucy Hepburn  
Middle School Teacher



Rebecca Liddington  
Head of EAL



Julia Cardozo  
EAL Teacher



Madeleine Handaji  
MFL Teacher



Ben Colvine  
Graduate Assistant

## English as an Additional Language (EAL)

Children for whom English is not their first language will receive EAL tutoring support at Port Regis (these are charged as extras and the fees can be found on our website). As part of a tailored EAL programme each child will have an initial assessment of their needs, followed by an individual programme of learning and support; we offer both group and 1-1 lessons depending on the child's need. Our EAL department is based in Cent Hall and pupils benefit from regular access to the EAL library and its resources. As well as a specialised induction for both pupils and staff, we work closely with the academic and boarding teams. We also hold regular themed lunches and events to celebrate different cultures around the world and native speakers are available to help support the children. For further information about our EAL provision, please contact our Head of EAL, Rebecca Liddington.



Nikki Nathan  
Head of Learning Support and SENDCo



Brenny Phayre-Mudge  
Learning Support



Dan Stone  
Learning Assistant



Lucy Dunham  
Learning Support



Beanie Fabricius  
Learning Support



Tanya Cross  
Learning Support



Caroline Money  
Learning Support



Tori Roberts  
Learning Assistant



Liz Henderson  
Speech and Language Therapist



Philli Watson  
Speech and Language Therapist

## Learning Support

The code of practice identifies four main areas of need for children with SEND:

- Cognition and Learning
- Communication and Interaction
- Social, Emotional
- Mental Health, Sensory and Physical

We are proud to have an incredibly strong Learning Support department with the experience and expertise to support a range of mild to moderate needs in each of these four areas.

Learning Support lessons are charged as extras and the fees are listed within the fees section on our school website.

We provide a warm and welcoming department in the heart of the main school, filled with light, sofas, bean bags – and the odd dog or two! Our Head of Learning Support and SENDCo, Nikki Nathan, is always happy to chat to parents; if you would like more information about Learning Support please do not hesitate to get in touch.



## PR Plus, Hobbies and the House System

### PR Plus

Our Saturday morning programme of enrichment is called PR Plus, with sessions changing each term and ranging from den building and survival skills to careers talks and practical workshops. It is optional for Lower School pupils (though two-thirds of pupils come in for it) and is compulsory for D Form upwards, following two academic lessons. The Headmaster leads an assembly in Cent Hall every Saturday after PR Plus, which parents are warmly invited to attend, before lunch for everyone in the Dining Hall. If your child is not involved in matches or Inter-House events they may go home after assembly, or after lunch.

### Extra-Curricular Activities

We offer an extensive extra-curricular activities programme with both free and paid hobbies available. Children select hobbies for each term and the timetable is sent out to parents towards the end of the preceding term (or towards the end of the summer holidays for the autumn term). Bookings are made through My School Portal and full booking instructions can also be found on My School Portal, under 'School Information'.

### Houses

We have four Houses at Port Regis – Attenborough (yellow), Cavell (green), Curie (red) and King (blue) – each named after an inspirational famous person chosen by the children. Throughout their time at Port Regis they will represent their Houses each day, attaining House points for behaviour and good deeds, academic stars for outstanding pieces of work, and points via various inter-House sports matches, swimming galas and cross country events.





## Assessments and Exams

We monitor the progress of children closely at all times and assess them throughout the year. Classwork will, of course, include some tests and these will help teachers monitor the children's progress. The younger children do 'cross-year tests' in various subjects and formal tests start in the summer term of C Form. In B Form there are two sets of exams and in A Form there are three, one of which will be their Common Entrance or academic scholarship papers. All children sit cognitive ability tests (CATs) each year, and these scores enable us to identify children's intellectual strengths and understand their academic profiles.

## Reporting

We offer regular reporting of your child's progress, designed to praise and reward strong effort and attainment as well as highlight any areas for improvement. Effort grades are published regularly and attainment grades are published at the end of each term. Formal parent-teacher meetings are also held regularly to discuss progress.

## 1:1 Devices

We recently introduced a 1:1 devices scheme in Upper School and, from September 2024, all A and B Form pupils will need a laptop, supplied by the school with all the appropriate software on it, and paid for by parents (the cost can be split across six terms). The scheme has been hugely successful in enhancing teaching and learning, and means the pupils are properly prepared for life at senior school when they leave. For further information, please read the document in the School Information > Information Technology section on My School Portal.

## ISEB Pre-Test

The ISEB Pre-Test is an online assessment of academic ability and attainment for pupils in Years 6 or 7 which is used by some independent senior schools in the UK as part of their admissions process. The test covers four subjects (English, maths, verbal reasoning and non-verbal reasoning) and is age-standardised, adaptive and multiple-choice. Children are only allowed to sit the test once per year in Year 6 and Year 7, and the results can be shared with multiple senior schools. We offer practice sessions for children in the run up to their test. Further details can be found in the section called 'Senior School Applications' on My School Portal.



## Extra Opportunities

In addition to pupils' timetabled lessons, we offer a range of extra opportunities for pupils who are interested. Extra lessons are scheduled to avoid academic lessons and, where possible, to accommodate pupil preferences as to timings. Please note that the following extra opportunities are charged as extras; for further information, please use the contact details below.

### Languages

We offer 1-1 tuition in the following languages: French, Spanish, Italian, Mandarin, Japanese and Arabic. These lessons can be tailored to the specific needs of the learner, whether that be to support in-class learning, or to improve a language in which they already have a high level of proficiency. For further information please contact Head of MFL, Jo Harris, on [jo.harris@portregis.com](mailto:jo.harris@portregis.com).

### Maths

Extra maths is available to all pupils although it's typically most popular with pupils in D Form and above. For some pupils it helps them to consolidate the foundations of the subject, whilst for others it can be invaluable in preparation for scholarships or Olympiads. To find out more, please contact Head of Maths, Iolo Savill, on [iolo.savill@portregis.com](mailto:iolo.savill@portregis.com).

### Drama

Drama is taught from Reception to A Form and all children take part in productions throughout the year. In addition, we offer a range of free activities during hobby time such as Advanced Acting, Stage Make-up and Prop-Making, as well as group LAMDA lessons for an additional cost.

LAMDA (London Academy of Music and Dramatic Art) provides an opportunity for children to develop skills in communication and performance and to build their confidence. LAMDA lessons prepare children for individual, duo or group exams in a variety of disciplines including acting, devising, mime, speaking in public, and the speaking of verse and prose. Exams are usually held twice a year and LAMDA qualifications are recognised around the world. Children may also attend lessons without taking exams if they wish to. Both drama hobbies and LAMDA lessons can be booked via My School Portal at the beginning of each term and half a term's notice is required to stop LAMDA lessons. For further information please contact our Head of Drama, Lydia Shephard.

## Sport

Our number one priority is to help every child enjoy sport, and the sheer variety of what's on offer means they are sure to find something they'll love – whether that's rugby, cricket, hockey, golf, tennis, swimming, gymnastics or something else. From Reception to Year 8, Port Regis children have the opportunity to take part in sport every day. By making it fun and engaging, we sow the seed for a healthy, lifelong relationship with physical activity.

As they move through the school, children also learn the benefits of competition. We have a busy calendar of competitive fixtures for Years 3-8 and, as well as being a great way to improve skills, these matches are an opportunity to socialise with other children, and build empathy and sportsmanship.

We work hard to ensure clear and concise communication about sports fixtures, with team sheets being published on My School Portal by midday the day before a match. There are sometimes last minute changes which are beyond our control, and any same-day changes will be notified by text message as well as email. We will also endeavour to notify parents via text message if a return to school is delayed by more than 30minutes.

*For the full list of sports staff, please see the staff boards in the Dining Hall and Sports Centre.*



## School Matches

Matches take place on a Wednesday and Saturday for A-D Forms, and Tuesday afternoon for E and F Forms. Please note that matches are compulsory on a Saturday afternoon and children can only go home after assembly/lunch if they do not have match commitments. We aim to get team sheets published on My School Portal by midday the day before a match. In the event of any changes to fixtures, parents will be emailed or, in the case of same day changes, a text message will be sent out. All fixtures for the following week are listed on our weekly newsletter, The Gateway, and please make sure you have read the sport guidelines within our Parent Code of Conduct on page 18, as we do expect all parents to adhere to these. Pre-Prep children also have occasional matches and friendly competitions and parents will be notified when these are on.

## Match Tea

Parents are very welcome to come and watch matches and to join us for Match Tea afterwards. Please note the parents' Match Tea is for parents only as the children have their own Match Tea with the opposition. You are welcome to take your child home directly from an away match, but they must stay for match tea and must be signed out with the member of staff on duty.

## Off Games

If pupils are in school but off games (for example, if they have been unwell or are recovering from an injury) then this will be authorised by the Health Centre and alternative provision will be made for them. Please contact your child's Form Tutor in the first instance.

## Mouthguards

It is school policy that all pupils must have a dentally fitted mouthguard for use when playing hockey and rugby. We work with OPRO, the country's leading manufacturer of mouthguards for pupils in schools, who visit Port Regis to take impressions; the cost of this service is £51.99 which will be added to your school bill. All mouthguards are named and a replacement can be generated within 48 hours (for an additional charge) if necessary and the Health Centre can supply temporary mouthguards at a cost of £5. Parents wishing to make their own arrangements for a professionally fitted mouthguard are welcome to do so, but must let the Director of Sport, Jack Humphrey, know on [jack.humphrey@portregis.com](mailto:jack.humphrey@portregis.com). Please ensure that, in the event of loss, you are able to quickly arrange for a replacement mouthguard from your dentist.



## Music

Music is taught across every year group in school and we hold regular informal and formal concerts in the Farrington Music School (FMS). In addition to this, we offer a wide range of ensembles and choirs as well as individual instrument lessons taught by specialist music teachers. We offer individual tuition for Prep pupils in the following instruments:

Strings (also available to Year 2): violin, viola, cello, double bass and guitar

Woodwind: flute, clarinet, oboe, saxophone, bassoon and recorder

Brass: trumpet, French horn, tenor horn and trombone

We also offer piano, vocal and drum lessons, and music theory lessons as preparation for imminent exams. Music and musical sundries (reeds, strings, etc) are normally ordered on your behalf by your music teacher and added to your end of term bill.

To register your child for music lessons, please fill in the form on My School Portal which will go through to our Director of Music, Emily Baker. Once you have signed up for lessons, these will continue throughout your child's time at Port Regis unless notice is given. Please note we require half a term's notice to cease instrumental tuition, either by half term or the end of term.



Emily Baker  
Director of Music



Sam Byrne  
Music Administrator

### Ensembles and Choirs

In addition to individual lessons, we run a range of free music ensembles and choirs for children throughout the school, which are run as part of our Hobbies programme. These include:

**Pre-Prep Ensembles:** Piccolo drummers (drumming group) and Piccolo players (percussion group)

**Lower School Ensembles:** Lower School Musicians (band for instrumental players in E and F Forms) and Djembe drummers (African drumming)

**Middle and Upper School Ensembles and Choirs:** Senior boys' choir, senior girls' choir, chamber choir, jazz band, samba band, string ensemble, Djembe drummers, orchestra and brass group.

All Pre-Prep and Lower School children have choir lessons as part of their weekly timetable, and are in the Pre-Prep and Lower School choirs.

Musicians may use the Music School to practise during break, lunchtime and hobby time. Many rock and pop bands have been set up by the children themselves and we are always keen to encourage and support these.

### Visiting music teachers



Katrine Alder  
Piano Teacher



Marcus Adams  
Brass Teacher



Harry Malabar  
Percussion Teacher



Lauren White  
Clarinet and  
Saxophone Teacher



Simon Lockyer  
Cello and Double  
Bass Teacher



Sarah Pugh  
Recorder, Piano  
and Oboe Teacher



Maynard O'Byrne  
Guitar Teacher



Catherine Wall  
Flute Teacher



Sarah Budd  
Singing Teacher



Greg Pringle  
Percussion Teacher



Alison Carey  
Piano Teacher



Lauren Lane  
Piano Teacher



Gillian Wallace  
Violin Teacher



Patrick Burrowes  
Piano and Singing  
Teacher



Thomas Humphreys  
Singing Teacher

## Boarding

Boarding is at the heart of a Port Regis childhood and education, and we are exceptionally proud of what we offer – a warm and welcoming environment for children surrounded by friends and staff members who champion them at every turn. Our boarders enjoy outstanding personalised pastoral care, first-class boarding facilities, stunning grounds, and a supportive and loving environment in which to grow and thrive.



Madeleine Handaji  
Head of Boarding and  
Grosvenor Houseparent



Dale Woolmer  
Prichard Houseparent



Pip Woolmer  
Prichard Houseparent



Jack Humphrey  
Prichard Houseparent



Tori Roberts  
Grosvenor Houseparent



Tara Moussalli  
Junior Boys'  
Houseparent



Patrick Burrowes  
Junior Boys'  
Houseparent



Tara Montgomery-  
Amphlett  
Junior Girls'  
Houseparent



Lydia Shephard  
Junior Girls'  
Houseparent



Mounir Handaji  
Boarding and  
Co-Curricular  
Activities Tutor



Tracey Foster  
Prichard Housemother



Lynne Miskin  
Grosvenor Housemother



Rachel Wareham  
Mansion Housemother

Each House has a Housemother to add another layer of pastoral provision. They are an invaluable part of each House and their role includes much of the nuts and bolts of boarding house life, assisting with laundry and lost property, contacting parents when needed, and carrying out day duties in the Houses before handing over to Houseparents in the evenings. They also provide a sympathetic ear and a chat when needed. The boarding team are also supported by resident staff and our Health Centre staff (see page 58).

New boarders will be asked to arrive before established boarders on their first day, to give them time to settle in and unpack their belongings. Children are encouraged to bring in posters and postcards to decorate the walls (the girls are particularly partial to bunting!) and everyone brings in a teddy or two.

Our 'magic mix' of local boarders and day pupils (60%), military boarders (20%) and international and ex-pat boarders (20%) creates a distinct blend, and we have children in school from more than a dozen countries. We are the recipients of two recent BSA (Boarding Schools' Association) Awards in 2023 and 2024 and were shortlisted for 'Boarding School of the Year' at the Tes Awards in 2023 and 2024.

## Gaps



Camilla Beveridge  
Grosvenor, STEAM  
and Sport



Heidi Gillon  
Mansion, Drama  
and Sport



Eliza Herman  
Mansion  
and STEAM



Hamish Hunter  
Prichard  
and STEAM



Pip Lilford  
Grosvenor, Mansion  
and Pre-Prep



Cruz Cassidy  
Prichard, Mansion  
and Music

## Boarding Options

Our modern boarding culture and outstanding pastoral care is the best environment for children who need to board due to family circumstances, or who are preparing for senior boarding schools. We offer the following options:

**Full boarding:** children can board as many nights as they wish to take full advantage of everything Port Regis has to offer. There is a full programme of activities during the week and at weekends.

**Local boarding:** boarding for two nights a week, given the children the benefits of boarding without the full commitment. Parents must select regular nights at the start of each term, and children will usually be allocated their own bed in a dormitory to maintain stability (at busy times, this may not be possible).

**Emergency:** supper, bed and breakfast which is subject to availability. This responds to the family need for occasional boarding.

## The Houses

### The Mansion

Lower and Middle School boarders are based in the Mansion, where they are split into two Houses: Huxley and Talbot for ages 7-11. Located over two floors of our main school building, the two Houses provide the perfect environment for young children to thrive. The children sleep in single beds (with a few bunk beds) in comfortable, spacious dormitories.

### Grosvenor

The senior girls' boarding house for ages 11-13 is a purpose-built house with a bespoke open plan kitchen and sitting room in the very heart of the house. There are four dorms leading off from this space and each girl has her own individual space (cubie) which can be closed off or opened up.

### Prichard

The senior boys' boarding house for ages 11-13 is a purpose-built house with several communal spaces including a games room for table football, table tennis and pool, a cinema room with big-screen television for film nights, and quieter areas for study or music practice. Each boy has his own individual space (cubie) which can be closed off or opened up.



### Keeping in Touch

Each boarding house is equipped with phone and video call facilities and the House numbers are as follows:

Prichard	07843830827 / <a href="mailto:prichard@portregis.com">prichard@portregis.com</a>
Grosvenor	07843830823 / <a href="mailto:grosvenor@portregis.com">grosvenor@portregis.com</a>
Talbot	07843830831 / <a href="mailto:talbot@portregis.com">talbot@portregis.com</a>
Huxley	07843830859 / <a href="mailto:huxley@portregis.com">huxley@portregis.com</a>

Parents are welcome to phone their children at specified times in the evenings on the House phones and, with permission from Houseparents, pupils may bring mobile phones into school and be granted access for certain periods of time in the evening to place FaceTime calls. Any child bringing a mobile phone into school will need to be signed up to SchoolsMobile please; for further information about this please see page 13. Those without mobile phones will still be able to call home using the landlines and House Mobile Phone, should they need to. All mobile phones are handed to Houseparents on arrival, and pupils will need permission to access them for specified periods of time in the evenings.

Boarders will be able to make calls between the following hours, for a maximum of 20minutes:

Prichard	A and B Form boys between 1930-2015
Grosvenor	A and B Form girls between 1930-2015
Mansion	C Form 1900-1950, D Form 1850-1940, E and F Forms 1840-1930

Calls home will not be permitted outside of these hours, unless in exceptional circumstances. Calls to international numbers, landlines and mobile phones that cost over £2.50 per call will be charged to your termly bill.

## Sleep Routine

Sleep is very important for growing children and we make sure they get plenty of it! Quiet time takes place in bed, after teeth cleaning, and is a very important time to unwind. Please supply a good reading book or two for the first few days, prior to library books being organised.

YEAR	QUIET TIME	LIGHTS OUT
E and F Forms	1930	2000
D Form	1945	2015
C Form	2000	2030
B Form	2030	2100
A Form	2030	2100

## Weekend Activities

The weekends at Port Regis are action-packed, with lots of fun activities including laser tag, bouncy castles, fun in the woods, swimming, and more. Children are encouraged to join in with activities but can also choose to do their own thing if they would prefer to relax or play with friends.

## Nutrition

Great care is taken in the planning and provision of proper balanced meals by both our catering staff and Houseparents. Boarders have breakfast, lunch and supper in our Dining Hall, supervised by staff to encourage the children to try different things, eat a healthy diet and to ensure good table manners. There is a wide choice of food on offer and special diets are catered for. The termly menu is available on My School Portal and menus are frequently reviewed.

Birthday cakes and treats may be sent in but must be nut-free, or homemade cakes can be supplied by the school for an additional charge. Please complete the form on My School Portal to organise. There is a tuck shop which runs on a Wednesday and Saturday and the charge is added to your end of term bill (£1 per item). Children may bring their own tuck into school but this must be handed to the Houseparent and will be issued with their permission. Again, no nuts please.

## Dorm Captains

Each dorm in the senior houses (Prichard and Grosvenor) has a Dorm Captain, whose role it is to assist the House staff and support the other children in the dorm as needed. This is a pupil leadership role which is highly regarded within the school.

## Travel Information

Our School Secretary can arrange taxis to and from airports at the start and end of each term and half term, and the details of this are emailed out at the start of term and can be found on My School Portal. We will also provide the children with a packed meal and some money in case of any delays. Unfortunately we cannot book, change or confirm flights, arrange visas, or check or offer advice on travel documentation.

Pupils may leave school during the day on the last day of term to catch their flight; we advise flights no earlier than 1200 otherwise it makes for a very early start! If your child has a part in a play, service or other end of term event, then they must commit to this first. Children who are flying the following day must stay with a guardian or friends on the last day of term or half term; there is no provision for children to stay in school on these nights. Likewise, boarders may return to school from 1600 the night before term starts; there is no provision before this time.

## Frequently Asked Questions

### *Can I visit and/or take my child out?*

Of course! Once your child has settled in, parents are encouraged to visit. My School Portal contains the school calendar and there are a range of events throughout the term that parents are invited to. You may take your child out of school for the weekend with permission from their Houseparent from after assembly or fixtures on a Saturday, or from 1000 on a Sunday. They must be returned either before 1900 on Sunday, or at 0800 on Monday morning. All pupils must be signed out and back in again.

### *What happens at exeat weekends?*

The school remains open for all exeat weekends, at an additional cost for boarders. Booking forms and details of planned activities are published in advance in our weekly newsletter, The Gateway.

### *Does my child need a guardian?*

All international boarders are required to have an AEGIS accredited Guardian in the UK. Friends or relatives can still be appointed as the host family for weekends and exects but compliance with our UKVI sponsorship duties means that a Guardian from a recognised Guardian agency must be appointed.



## Boarders' Kit List

These are the items your child will need to bring with them to boarding.

Item	Number Needed
Duvet storage bag	1
Washable duvet and pillow	1
Duvet cover and pillow cases	2
Net laundry bag for smalls	2
Bath towel	2
Washbag and personal contents	1
Mug and waterbottle/cup	1
Spare name tapes	30
Swimming costume/trunks	1
Nightwear	2
Dressing gown	1
Slippers	1
Underwear – pants/socks/bras	7
Casual shirts/tops	3
Casual trousers/skirts	3
Casual jumper/sweater	2
Trainers/casual shoes	1
Casual coat/anorak	1
Wellies	1

Please note that clothes with offensive, tasteless or inappropriate graphics, logos are not permitted, and tops should cover midriffs and shoulders. Footwear must be worn indoors (except, as appropriate, in the boarding houses). Hats are not allowed indoors.

## The Health Centre

The Health Centre is open from 0730 to 2000 and is the place where all children are treated for minor ailments or injuries and where they stay if they are too unwell to carry on with their normal activities and unable to go home. After 2000 there is a member of Health Centre team on call for any children who become unwell in the night and need to be admitted to the sick bay.

Please let the Health Centre know in advance of any medical or health needs. All medication (including vitamins) must be taken to the Health Centre for checking. Some children are permitted to keep vitamins and medication in the boarding house, if they are deemed capable to manage this and have been assessed as competent by a member of the Health Centre team.

All long-distance and international boarders should be registered with Abbey View Medical Centre in Shaftesbury. This doesn't mean they can't see their family doctor in the holidays, but a temporary resident form will need to be completed in this event. If parents choose not to register with Abbey View, then they must be close enough to take their child to their own GP in case of illness or injury.



Sue Power  
Health Centre Manager  
and School Nurse



Susan Woolley  
Health Care Assistant



Jo Ellis  
School Counsellor



Paula Phillips  
School Counsellor

## Safeguarding

Port Regis is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment and to become familiar with our Child Protection Policy. The full Child Protection and Safeguarding Policy can be viewed on our website. The nominated governor for safeguarding is Sophie O'Keefe.



Iain Hepburn  
Designated  
Safeguarding  
Lead



Hannah Hogan  
Designated Safeguarding  
Lead for EYFS



Richard Egerton  
Deputy Designated  
Safeguarding Lead



Emily Baker  
Deputy Designated  
Safeguarding Lead



Ian Mitchell-Innes  
Deputy Designated  
Safeguarding Lead



Nikki Nathan  
Deputy Designated  
Safeguarding Lead



Sue Power  
Deputy Designated  
Safeguarding Lead



Rebecca Eves  
Deputy Designated  
Safeguarding Lead



Rosie Smith  
Deputy Designated  
Safeguarding Lead



Dale Woolmer  
Deputy Designated  
Safeguarding Lead



Barbara Lonergan  
Deputy Designated  
Safeguarding Lead

## The Bursary

The Bursary is open throughout the year and is home to our Bursar, Sally Ehlen, and Bursary staff as listed below. The Bursary is responsible for the financial and support elements of the school, with the Bursar supporting the Head and Governors in the leadership of all non-teaching aspects of the School. If you need to contact the Bursary, please email [bursar@portregis.com](mailto:bursar@portregis.com) or call 01747 857800.



Sally Ehlen  
Bursar



Clair Beatty-Pownall  
Director of People and  
Clerk to the Governors



Becky Hill  
Financial Controller



Claire Hepple  
Purchase Ledger Clerk



Helen Gregory  
People Team  
Coordinator

## School Fees

School fees are sent out no less than two weeks prior to the start of each term. Fees are payable before the commencement of the School term to which they relate. Extras (for example, school trips and additional tuition) are invoiced in arrears and must be paid within the same timeframe as the termly fees. Late payments may incur an interest charge, as detailed within the School's Terms and Conditions. The default payment method for all new parents is by direct debit. Any current parents not already paying by direct debit are encouraged to sign up via the Bursary. Parents with concerns over the payment of school fees are encouraged to contact the Bursar at the earliest opportunity.

A term's written notice is required if parents wish to cancel a place that they have accepted or withdraw a pupil who is already attending the school. If such notice is not received, fees in lieu of notice will be payable. The same notice is required to discontinue paid extras or for changes to your child's boarding status from a boarding to a day pupil. For full details, please refer to the School's Terms and Conditions or contact the Bursary.

## Advance Fee Scheme

The School operates an Advance Fee Scheme, providing parents with the opportunity to pay fees in advance. For further information regarding the Terms of this Scheme, please contact the Bursar.

## Bursaries

Port Regis is committed to broadening access to the School and offers financial assistance towards Preparatory school fees in the form of means tested bursaries. Families applying for financial support will be asked to submit a financial questionnaire which is reviewed by the Fees Remission Committee. The level of support varies according to financial need. Bursaries are awarded on an annual basis and reviewed annually.

## Pupils' Absence Insurance Scheme

Parents have the option to opt into the Pupils' Absence Insurance Scheme. The cost of the insurance is 0.55% of the termly fee, to be applied to the school invoice and paid at the same time as the termly fees to which the insurance applies. Insurance cover will be provided for absences of eight days or more. Please contact [rebecca.hill@portregis.com](mailto:rebecca.hill@portregis.com) for further information, or to request an application form.

## Personal Accident Insurance

The school holds Group Personal Accident Insurance for pupils, governors and voluntary helpers, providing up to £1M of cover in the event of death or serious injury. Further information can be found in the attached documents:

[Insurance Product Information Document](#)

[Pupil Notice](#)

[Group Personal Accident Insurance: Q&A](#)

## Support Teams

We are fortunate to have fabulous teams of support staff including grounds, maintenance, catering and housekeeping, who ensure the smooth running of the school and who the children will come to know over the course of their time at Port Regis. The full list of staff in each department is displayed in the Dining Hall, with the Heads of each department listed below.



Rory Pope  
Head of Grounds,  
Health and Safety  
Coordinator, GDPR



Dave Sealy  
Head of Maintenance



James Franco  
Head Chef



Tracey Foster  
Head of Housekeeping



Dale Woolmer  
Sports Centre Manager

## Port Regis Sports Centre and Holiday Clubs

Our Sports Centre is open with a range of classes available throughout the year. Our sports facilities are also available to hire throughout the year, with the full list being published on our website. In addition, we run Pre-Prep Holiday Clubs and Pre-Season Training Camps for children in Years 3-8. For details, please contact our Sports Centre Manager, Dale, on [sportscentre@portregis.com](mailto:sportscentre@portregis.com).

Finally, if there is any information not covered in this Handbook, or if you have any questions, big or small, please contact our School Office on [office@portregis.com](mailto:office@portregis.com) or call 01747 857800. Thank you, and welcome to Port Regis!



Motcombe Shaftesbury Dorset SP7 9QA

Telephone 01747 857800

Email [admissions@portregis.com](mailto:admissions@portregis.com)

[www.portregis.com](http://www.portregis.com)

  @portregisschool