



BOARDING PARENTS' HANDBOOK 2026-27



WELCOME TO BG BOARDING

Dear Parent,

We are absolutely delighted that you have chosen to enrol your child as a boarder at Bilton Grange, and we very much look forward to welcoming you to Earle House and into the BG boarding community.

We hope this guide answers many of your questions and gives you a real sense of the exciting opportunities and experiences that lie ahead for your child as a boarder here.

If anything comes to mind as you read through, please do get in touch - we are always happy to help. Happy reading!

Mrs Luard
Lyon Houseparent
Head of Boarding

Mr Potgieter
Fisher Houseparent

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BRINGING YOUR CHILD TO SCHOOL ON THE FIRST DAY

On arrival, please enter the school through the Main Reception, where you will be warmly welcomed by the Headmaster, the Head of Boarding, the Admissions team, and other key members of staff.

Refreshments will be served in the beautiful Gallery, and there will be an opportunity for your child to have a photograph taken by a professional photographer.

Children should arrive dressed in full school uniform.



KEEPING IN TOUCH

Your child will be well looked after, and we will keep in regular contact with you during the early days. Please do not hesitate to telephone or email should you have any queries or just wish to be reassured that all is well.

Our Senior Boarding team consists of:



Mrs Camilla Luard
Houseparent
Lyon House (Girls)
Head of Boarding
cmal@biltongrange.co.uk



Mr Nicolas Potgeiter
Houseparent
Fisher House (Boys)
nap@biltongrange.co.uk



Mrs Hannah Blackford
Assistant Houseparent
h1b@biltongrange.co.uk



Mrs Mandy Wilkin
Head Matron
aw@biltongrange.co.uk



Ms Jo Widdowson
Head Matron
jhw@biltongrange.co.uk

Emails sent to boarding@biltongrange.co.uk will automatically go to all of us as the Senior Boarding Team. This is the best email to use to get in contact with us.

KEEPING IN TOUCH

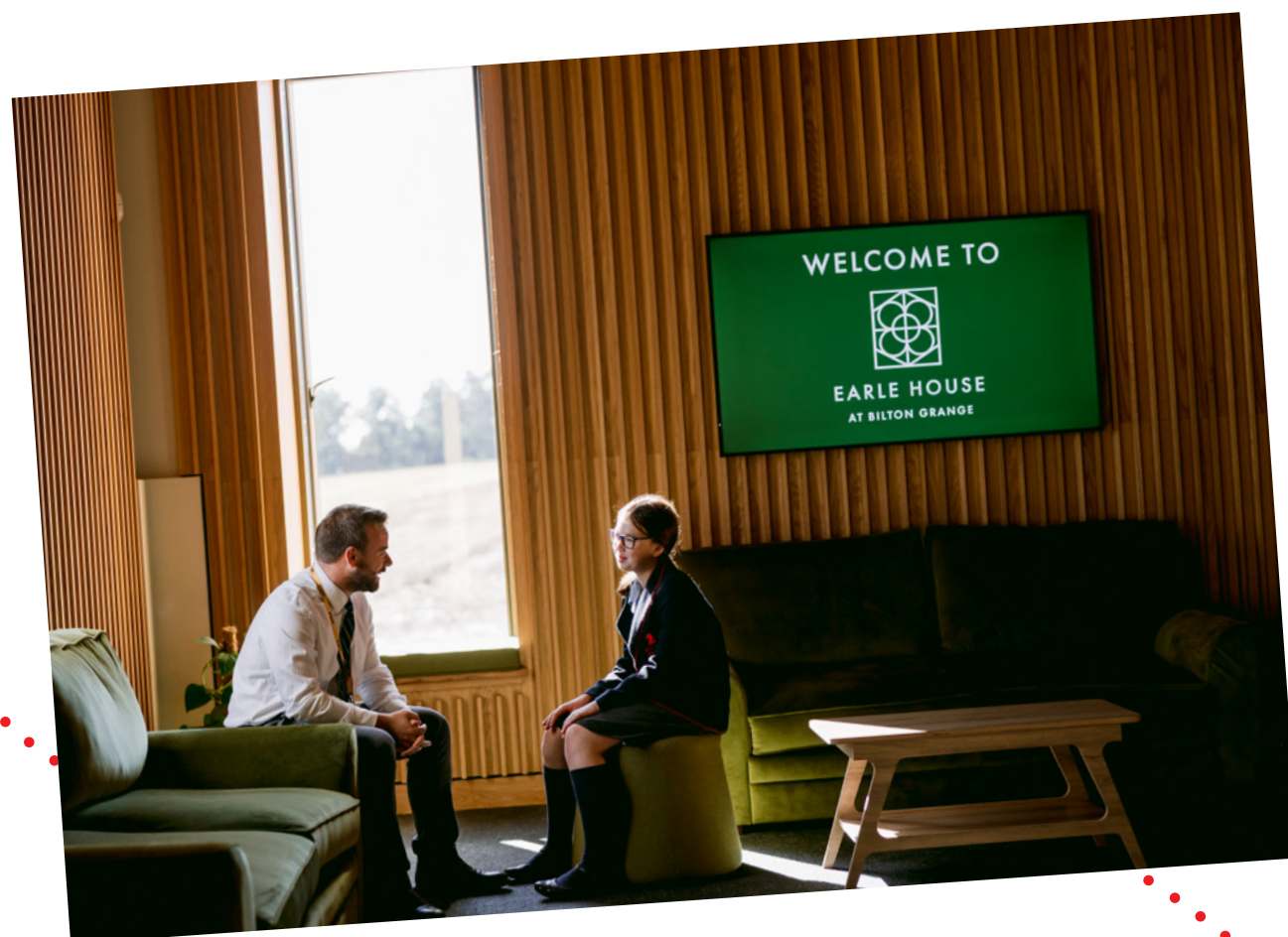
Team of Matrons

When you arrive at the house you may also meet one of our wonderful team of matrons. They can also be contacted on: matron@biltongrange.co.uk

Parents may phone in to speak to their child on any evening, once the children are back in Earle House – approximately 7pm onwards. However, in the early days it may be advisable to speak to the House Parents in the first instance, since some children may find a phone call unsettling.

Earle House Phone Numbers are as follows:

- +44 1788 818228
- +44 1788 818233
- +44 1788 818209
- +44 1788 818224
- +44 1788 818214
- +44 1788 818236



PERSONAL ITEMS

Mobile phones, electronic devices, passports, travel documents, and tickets are stored securely by the Boarding team. These items are carefully recorded and signed in and out as required.

All routine pocket money for school and weekend trips is recharged to your account. However, if boarders arrive with travel money, this will be securely stored and locked away, with a record maintained by the Boarding team.

In addition, all boarders have a lockable bedside cabinet in their rooms for the safekeeping of small personal items.

Children are encouraged to bring a favourite teddy or other treasured items from home, particularly in their early years. However, we recommend that expensive or fragile toys and games are not brought into school.

Please ensure that all personal belongings are clearly named and appropriately insured. Parents are responsible for insuring their child's possessions, as these are not covered by the school's insurance policy.

Each boarder has a pin board by their bed and is encouraged to bring small posters and photographs from home to personalise their space.



CLOTHING AND POSSESSIONS

Suitcases

Boarders should bring their clothing and other possessions to school in a large suitcase, which will be stored on site during term time.

All clothing and belongings will be sent home for the longer holidays so that items can be checked, repaired, or replaced as necessary.

Pupils who live overseas may leave most of their belongings at school. In these cases, matrons will check and launder items as required. Please note that a charge will be made for any dry cleaning.

Hair

Boys' hair should be kept neat, tidy, and cut in a conventional style; 'crew cuts' are not permitted. Girls with shoulder-length hair or longer should keep it tied back during lessons and games. Hair accessories should be plain and in school colours.

Jewellery

With the exception of watches (named please) or medi-alert pendants, should not be worn with uniform or games clothes. The only exception being that girls with pierced ears may wear one pair of small plain studs. They must be removed for games.

Food and Snacks

To help us manage allergies and ensure the health and safety of all pupils, we kindly ask that parents do not send sweets, treats, or any food items into the boarding house. All meals and snacks are provided by the school, allowing us to maintain a safe and consistent environment for every child.

Smart Watches & Electronic Devices

Smart watches are not permitted in school. Any watch worn should be a simple timepiece and clearly named. Devices with camera or recording capabilities are not allowed in the boarding houses in order to safeguard pupils' privacy.

Mobile phones are securely held by the Boarding team and are made available to full boarders at designated times during the week. This scheduling allows children, particularly those with overseas parents, to maintain regular contact while taking into account different time zones.

Boarders are also able to use house telephones at appropriate times to contact home. These measures are not intended to limit communication with parents, but rather to reduce screen time and encourage pupils to engage fully in the wide range of creative, social, and recreational opportunities available to them.

EXEAT, TRAVEL AND BIRTHDAYS

Exeat Weekends

There is an exeat weekend approximately every third weekend, at which time most boarders go home or go to stay with their parent/guardian. This runs from Friday at 1.00pm/4.00pm, usually until the Sunday evening but occasionally this extends to include the Monday. These weekends are clearly marked on the calendar. Please notify the boarding team of arrangements for these weekends.

For those pupils who need (or want) to stay in school we also run a 'Flexeat Weekend' – a weekend of fun activities based in school - run by an external provider.

If, in addition, parents of full boarders wish to take children out at any other weekend, we ask that you contact the boarding team before 12 noon on the Thursday prior to the weekend in question.

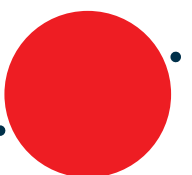
Travel and Travel Money

The school can arrange for a taxi and escort service to take your child to the train station or airport and also to collect them upon their return. We also offer a chaperone service to London Euston at Exeats and Half Terms. Please contact the boarding team to make arrangements. We can also pre-order money which must be authorised by the parent/guardian.

Birthdays

The whole boarding community will sing 'Happy Birthday' to a child on his/her birthday during breakfast. Boarders may like to bring in a birthday cake to share with fellow boarders in the evening. These can be made or purchased by the school kitchens, if required. Some pupils also like to bring a second cake to share with their form during milk break.

Parents are, of course, very welcome to visit to bring presents, or these may be handed to the senior Boarding team for safekeeping before being delivered to your child on the big day.



FEEDBACK, CALENDAR, BULLYING AND ABSENCE FROM SCHOOL

Feedback

We welcome comments and suggestions from parents on any aspect of school life and you are free to approach the Head of Boarding or Headmaster at any time, if you have any concerns. Any concerns or complaints are taken very seriously and a copy of the school complaints policy/ procedure is available from the Headmaster's PA.

Calendar

All school games fixtures, chapel services and other special events are highlighted in the school calendar. Calendars for the next term are issued at the end of the previous term, along with the bill, to allow plenty of time for planning. Term and holiday dates for the next year are also published in this calendar.

Bullying

The school has a clear policy on bullying, and such incidents are rare. Any parent who feels that their child may be being bullied should contact the Headmaster straight away.

Absence from School

If you need to take your child out of school during the school day, e.g. for a hospital appointment, please sign him/her out at the main school Reception and also sign back in upon return.

Requests for absences from school must be made in writing to the Headmaster which is hmpa@biltongrange.co.uk.

MEALS

Food at Bilton Grange is plentiful and varied. The children have a good choice of cereals at breakfast, along with tea, juice and toast. There is also a cooked option available most days, with a full English breakfast on Sundays. Children are offered milk, biscuits and fruit at morning break.

Lunch is self-service style, offering a hot main meal, with a vegetarian alternative, a baked potato and salad bar and a choice of hot pudding, yoghurt and fresh fruit. There should be no reason for a child to be hungry. Help is always on hand for the youngest children, and to ensure that they opt for a balanced meal. All school staff eat their meals with the children.

A drink and snack are again available mid afternoon – known as 'Little Tea'. Another hot meal is available at the end of the school day. Drinks, yoghurts and cereals are then available in the boarding areas before bedtime.

Please complete the dietary form detailing any special requirements for medical or religious reasons.



MEDICAL

The School Nurses, Cathy and Kate, are based in our new Health and Wellbeing Centre (HWC). They care for any children who become ill or are injured while at school. In the event of a serious concern, they will contact you immediately and will always inform you if your child has required more than very minor treatment.

The Nurses, together with the Matron team, also administer prescribed medication. Cathy Gunn (pictured below) lives on site and is therefore on call for boarders if required.

The Nurses can be contacted on 01788 818234 or by email at bgnurses@biltongrange.co.uk.

The Children's Health Report must be returned before the first day of term. To enable easy identification, please provide two passport-sized photographs of your child, which will be attached to their medical record.

Full and weekly boarders are required to register with the school doctor, who will carry out a routine check-up for all new pupils. Further appointments will take place either at school or at Revel Surgery, as necessary.

Please inform the boarding staff of any specific medical conditions, dietary requirements, learning or language difficulties, or behavioural concerns which may affect your child's ability to settle into boarding routines.



PREP, REPORTS, PARENTS' EVENINGS & BG RECORD

Prep

A small amount of prep (homework) is set each day. This, however, is completed at school, with an appropriate amount of the school day being set aside for this purpose. This is supervised by academic staff.

Reports

You will receive a report on your child's progress at various points throughout the year. The report is posted onto the 'My School Portal' often alongside your child's effort, attainment and progress grades. You will be given login details to the portal.

Parents' Meetings

You will be invited to attend one or two parents' meetings each year, depending on your child's year group. These meetings are scheduled in the school calendar and typically begin at 6:00 PM. They are held in the Gallery and the Pugin Library. You will receive a letter from the Headmaster's PA with full details of each meeting.

For overseas parents who are unable to attend in person, an additional written report will be provided to ensure they remain fully informed about their child's progress.

Bilton Grange Record

This is the school magazine, which is published annually. All families receive a copy, a small charge is made for which is added to the bill.





CHAPEL, PARENTS' SATURDAY BREAKFAST CLUB AND FAB

Chapel

In the Michaelmas Term, there are three special Sunday Chapel services: Harvest Festival (3rd and 4th Forms), Remembrance Sunday (5th and 6th Forms), and Christingle (Juniors). Each year group will take part in one of these services.

Members of the Choir will have a greater level of involvement.

Parents are warmly encouraged to attend these Chapel services, with refreshments provided both before and after the service. Full details can be found in the school calendar.

Parents' Saturday Breakfast Club

There is a very popular Breakfast Club for parents every Saturday morning, held in the Dining Room. After dropping off your children, you are warmly invited to join us and enjoy a bacon butty.

Friends at Bilton (FAB)

This is an organisation run by parents, for parents. It organises a range of social events for parents, most of which are listed in the school calendar.

FAB has a notice board in the Gallery where you can find further information. Volunteers are always welcome to join.



TEAMS AND MATCHES

The school plays fixtures against other schools in all major sports and at all levels. These fixtures usually take place on Wednesday and Saturday afternoons and are listed in the school calendar.

Teams are selected by 5:00 pm on the Monday and Thursday preceding match days. The team lists are displayed on the Games notice board in the Gallery and on the Sportal via the school website. Parents are strongly encouraged to support teams at both home and away matches.

If you have any queries about fixtures, please telephone the school on the morning of the match for further information. Directions to visiting schools on the circuit are also available. Please call the main school number: 01788 810217.

On fixture days, the school operates an open-house policy, and parents are very welcome to visit and watch their child taking part in games, whether or not they are playing in a match. Refreshments, including tea and cake, are always available in the Gallery (or by the cricket pavilion during the summer months) while the children are changing.

This also provides an excellent opportunity to meet other parents and to talk informally with the Headmaster and members of staff.



UNIFORM AND SCHOOL SHOP

A full school uniform list will be provided, along with a list of additional items required for boarders. All items can be purchased through the Schoolblazer website, and there is also the option to have items labelled for you through their service.

The school operates a second-hand uniform shop throughout the year. This is a self-service facility for parents, with a signing-out sheet available. If you would like assistance, the senior boarding team can help source and purchase items on your behalf.

For overseas parents, uniform items can be ordered and delivered directly to the boarding house if required



MUSIC, ACTIVITIES AND OPTIONS

Music Lessons

The Director of Music oversees a large team of visiting (peripatetic) music teachers and can arrange individual instrumental lessons as required.

Please visit the Performing Arts Extra Tuition Enrolment Form | Bilton Grange on the Bilton Grange website to book lessons.

If you experience any difficulties, please email performingarts@biltongrange.co.uk.

Music Practice

Boarders are allocated time throughout the week to practise their instruments. Practice takes place in the individual practice rooms in the Music School and is supervised by the Director of Music or a member of the music department.

Activities and Options

Bilton Grange offers a wide and varied programme of activities. Some take place during the school day, while boarders also benefit from a full programme of evening activities (Options) and weekend events. Activities can be selected via SOCS through the My School Portal. Your child will be encouraged to take full advantage of the many opportunities available.

The Director of Music, has a large team of peripatetic music teachers and can arrange individual instrumental lessons as required.



Here are some examples of activities and options that might be on offer throughout the week:

Monday	Tuesday	Thursday	Friday
Boarding House <i>Full and Weekly Boarders Only</i>	Boarding House <i>Full and Weekly Boarders Only</i>	Boarding House <i>Full and Weekly Boarders Only</i>	Boarding House <i>Full and Weekly Boarders Only</i>
Rugby Skills and HIIT <i>Year 6 & 7</i>	Brownies & Guides	Fencing <i>4:45 – 5:45</i>	Creation Stations
Swimprovers <i>(beginner/intermediate swimmers)</i>	Wide Games	Badminton	Coding Club <i>Year 6, 7, 8</i>
BG Adventurers	Board Game and Strategy Club	Art and Photography	DT – High Fliers <i>by invitation only</i>
Music Makers	Tennis <i>Year 6, 7, 8</i>	Tennis <i>Year 4-8</i>	Chess
Rounders	Lego Clinic	Athletics	Beekeeping
Sports – High Fliers <i>by invitation only</i>	Swim Squad <i>(advanced swimmers)</i>	Golf Club <i>Year 5-8</i>	Athletics
Maths Clinic <i>by invitation only</i>	Dramarama – High Fliers <i>by invitation only</i>	Scuba School <i>5:45 – 7:00</i>	Cricket Nets <i>Year 7 & 8</i>
Tae Kwon Do		Ballet <i>Class 1: 5:25 – 6:05 Class 2: 6:05 – 6:45</i>	
Choristers Catch Up	Choristers Catch Up		

Options in red incur an extra cost.

SENIOR SCHOOLS

Although it might sound premature to refer to the subject of senior schools while providing notes for new parents at prep school, it might be worth pointing out that some of the best independent schools are, once again, very popular and selective.

Early registration is required in some cases to keep all options open and pre selection at 11 is becoming increasingly common. The Headmaster will be pleased to advise on individual senior schools and to help where he can with the decision-making. Please do contact him at any time regarding plans for your child’s future education.



BILTON GRANGE MEDICAL STATEMENT FOR PARENTS & THE PUBLIC

We have the HWC at Bilton Grange School, led by Mrs Cathy Gunn RGN, RSCN along with Kate Lichfield and the team of matrons. Dr Chesser is the School's Medical Advisor.

There is a qualified nurse and/or a matron on duty every day who is available to administer first aid, deal with any accidents or emergencies, or to help if someone is taken ill. We also have a number of members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. In addition, adrenaline auto-injectors (e.g. EpiPens) are available in key locations across the school to respond to severe allergic reactions. All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

We keep records of all accidents, incidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about their health.

Please do not hesitate to contact your child's Houseparent or the School Nurse at any time if you wish to discuss any concerns you may have relating to your child's health.

Our Medical Policies are reviewed on an annual basis.

