



Weekend Leave and Visiting Policy

HBB-POL-05 | Academic Year 2026–27

Policy reference	HBB-POL-05
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Housemaster / Housemistress (HM)
Reviewed by	Leadership Team (LT)
Approved by	Board of Governors
Intended audience	Pupils, parents, guardians, boarding and security staff
Location	Parent Portal, Boarding Houses and School website
Related policies	Boarding Policy (HBB-POL-04); Safeguarding and Child Protection Policy (HBB-POL-01); Registration and Missing Pupil Policy; Visitors and Site Security Policy

1. Purpose

- 1.1 This policy sets out the arrangements for pupils leaving campus at the weekend, returning after the weekend, and for parents and guardians visiting pupils at the weekend. Its purpose is to keep pupils safe, to make sure the School always knows where every boarder is, and to give families clear and consistent expectations.
- 1.2 In this policy, "parents" includes parents and guardians, and "HM" means the Housemaster or Housemistress of the pupil's boarding House.

2. Weekend pick-up (Thursday)

- 2.1 Parents who wish to collect their child for the weekend must email the HM by **5.00 pm on Wednesday**.
- 2.2 Before leaving campus, pupils must complete the exit / weekend leave form, which is countersigned by the HM. No pupil may pass through the gate unless the completed form has been handed to the security post.
- 2.3 Pupils will only be released to a parent or to an authorised adult named on the pupil's record. Security staff will check the photo ID of the collecting adult. Any change to the collecting adult must be confirmed in writing by a parent to the HM in advance.
- 2.4 After lessons, pupils meet their parents in the Dining Hall and depart from there. Parents and guardians are not permitted to enter boarding Houses.
- 2.5 No pupil may leave for the weekend after **6.00 pm** on Thursday, except in exceptional circumstances agreed in advance with the HM.

- 2.6 Pupils must not take bags and luggage back to their rooms once they have signed out.
- 2.7 Security staff may inspect pupils' personal belongings for everyone's safety. Inspections are carried out respectfully and, where possible, in the presence of a member of boarding staff.

3. Return after the weekend (Friday or Saturday)

- 3.1 Pupils must arrive back on campus by **5.00 pm on the day of return**.
- 3.2 Parents and guardians may accompany their child as far as the Dining Hall. Parents are not permitted to enter boarding Houses.
- 3.3 Cooked or perishable food ("wet food") may not be brought into the boarding Houses. Any such food found will be removed by staff.
- 3.4 All bags and luggage are checked on arrival. Security staff will inspect pupils' personal belongings for everyone's safety.
- 3.5 Parent-child time is permitted until 5.00 pm. The Dining Hall, tennis court, basketball court and library are available to families. The swimming pool is out of bounds to all visitors.
- 3.6 Parents and guardians are asked to leave campus by 5.00 pm.
- 3.7 If a pupil has not returned by 5.00 pm and the School has not been told of a delay, the HM will contact the parents. If the pupil's whereabouts cannot be confirmed, the Registration and Missing Pupil Policy will be followed and the DSL will be informed.

4. Weekend visiting (Friday or Saturday)

- 4.1 Parents must let the HM know by email in advance of a visit.
- 4.2 The Dining Hall is the designated place for visits.
- 4.3 Parents may bring home-made food to share with their child in the Dining Hall, but food may not be taken to boarding Houses.
- 4.4 Visits end at 5.00 pm.
- 4.5 Parents may take their child off campus during a visit only with the prior permission of the Headmaster (or the HM acting on the Headmaster's behalf). The exit form procedure in section 2 applies.

5. Weekend programme for boarders who remain in school

- 5.1 Pupils who remain in school at the weekend take part in a structured weekend programme of activities, study, sport and rest, supervised by the boarding team. The programme is developed with pupil voice, including the Student Senate, as part of the School's *Distinctively Haileybury* boarding provision.

6. Review record

Summary of changes (October 2026 review)

Area	Change made
Title and format	Retitled "Weekend Leave and Visiting Policy"; moved to the standard policy template with a reference number, owner, review date and approval block (the previous version had none).
Numbering	Corrected the numbering, which skipped from 3 to 5, and removed duplicated points.
Co-education	"Dorms" changed to "boarding Houses"; wording now applies to boys' and girls' Houses.

Area	Change made
Safeguarding	Added authorised collecting adults and ID checks at the gate; written parental confirmation of any change of collecting adult; and a missing-pupil procedure for pupils who do not return on time.
Clarity	Return time made explicit (5.00 pm on the day of return); "wet food" explained; search of belongings now carried out respectfully by security staff with HM oversight.
Weekend programme	Added a section on the weekend activities programme for pupils who remain in school.

Version history

Date	Version	Reviewed by	Notes
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	