

PARENTS' HANDBOOK

MAY 2011

INTRODUCTION

This handbook contains important information about Bedales which parents might find useful to know. Please keep it safely as you may wish to refer back to it throughout your child's time with us.

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I KEY NUMBERS - Please be aware that we are moving to a new numbering system and any changes will be advised.

I.1 E-mail

All teaching staff at the school have an e-mail address based on their first initial and surname followed by @bedales.org.uk. An updated list will be sent to you at the start of each academic year.

I.2 Main School Office

School Office	01730 300100
School Fax	01730 300500
School E-mail	admin@bedales.org.uk

I.3 Headmaster's Office

Mr Keith Budge	
e-mail	kbudge@bedales.org.uk
Appointment being made (Headmaster's Secretary)	01730 711551
e-mail	@bedales.org.uk

I.4 Senior Management

I.4.1 Managing Head of the Senior School

Mr Dominic Oliver	01730 711551
e-mail	doliver@bedales.org.uk

I.4.2 Deputy Managing Head of the Senior School

Mr John Scullion	01730 711553
e-mail	jscullion@bedales.org.uk

I.4.3 Head of Student Welfare

Appointment being made	01730 711604
e-mail	@bedales.org.uk

I.5 House staff

I.5.1 6.2 House

Mrs Jo Alldridge	01730 711630
	07825 170142
e-mail	jalldridge@bedales.org.uk
Mr Philip Parsons	01730 711631
	07748 237890
e-mail	pparsons@bedales.org.uk
Matrons	01730 711621

1.5.2 Steephurst

Mrs Jenni Brittain 01730 711536

07768 944184

e-mail jbrittain@bedales.org.uk

Mrs Lindsey Barnes 01730 711633

07920 040832

e-mail lbarnes@bedales.org.uk

Matrons 01730 711623

1.5.3 Boys' Flat

Mr Nick Shannon 01730 711634

07769 144153

e-mail nshannon@bedales.org.uk

Mr Gordon Dale 01730 711637

07825 190630

e-mail gdale@bedales.org.uk

Matrons 01730 711622

1.5.4 Day Students

Mrs Gill Harris (girls) 01730 711629

07766 100207

e-mail gharris@bedales.org.uk

Mr Chris Bott (boys) 01730 711629

07824 815670

e-mail cbott@bedales.org.uk

1.5.5 Health Centre

Mrs Jan Peskett 01730 711620

Ms Judy Westerman 01730 711620

1.5.6 School Doctor

Dr Andrew Holden Swan Surgery

Dr Kate Bush
Swan Street
Petersfield
Hampshire GU32 3AB
01730 264546

3 COMMUNICATION BETWEEN HOME & SCHOOL

3.1 General enquiries

The School telephone number is for general enquiries, routine or non-emergency business during office hours (8.30am to 5pm on weekdays and 8.30am to 1pm on Saturdays). Messages may be left for any student who can be asked to ring back later in the day, outside lesson times. Messages left outside of office hours on the school answering machine will only be dealt with when the office reopens the following day. The school has a fax number which should only be used by overseas parents who have genuine difficulty in contacting their children. Again, faxes will only be retrieved during office hours.

During out of office hours, an answerphone message will give an emergency alternative contact number.

3.2 Provision of your contact details

Please make certain that the School Office has both home and work addresses, telephone numbers and e-mails where parents may be contacted. Mobile phone and fax numbers are also useful. E-mail is a growing and increasingly preferred method of communication. Please notify the Headmaster's secretary of any changes to your address or contact details. The Headmaster's secretary can be contacted on 01730 711551.

If parents are away they should let House staff know how to contact them or whom to contact in their absence. (See the school's 'Terms and Conditions')

3.3 Guardians

Legally, students whose parents are normally resident abroad *must* have a named guardian, resident in the UK who is able to collect the student from school if necessary. Full details for communication purposes – home and work addresses, telephone numbers, and e-mails must be provided.

3.4 House Staff

The House staff will deal with pastoral and disciplinary matters relating to specific children and are, of course, available to speak to parents. It is always helpful to share with them any concerns you have regarding your child and they should be kept informed of any family circumstances that might affect a child.

If you are unsure about whom you should speak to regarding any other query or concern, the House staff can point you in the right direction. If you cannot get through to your child's Housemistress or Housemaster, and the matter is urgent, ring the other House staff numbers. If necessary please leave a message and your call will be returned when teaching schedules permit. Unless in an emergency, please do not ask House staff to deliver messages to students.

You will receive a letter inviting you to make contact with the House staff before your child joins the school. Apart from the change at 6.2, the House staff provide continuity of care during the time your child is in school and it is hoped that you will get to know them very well right from the start.

All House staff numbers are detailed on pages 6 and 7.

3.5 Tutors

All students who join the school in Block 3 are assigned to a member of House staff who will initially tutor them until the Spring Term. The students will then be assigned to a Tutor Group. Although there is an overlap between tutor and House staff, you can assume that the tutor will mainly look after the academic part of a child's career, though they will, of course, take an interest in the pastoral side as well, especially when performance in the classroom is affected. If you cannot attend a Parents' Meeting, the tutor should be able to update you fully on your child's academic progress.

Tutors are expected to establish contact with parents of new tutees, and to make at least one unsolicited phone call home a term. Tutors of Blocks 3 and 4 will make contact after Review Meetings to discuss progress. This might be by e-mail. Parents of students in Blocks 5, 6.1 and 6.2 can access their child's review via the Bedales secure website using the user name and password supplied.

To contact a tutor you should either ring the main school number and leave a message asking them to phone back at a time convenient to you or e-mail them. All staff at Bedales have e-mail addresses consisting of their initial and surname followed by @bedales.org.uk

3.6 Meetings

3.6.1 Parents' Meetings

Each term meetings are arranged so that parents can discuss their child's progress with the teaching staff. The dates of these meetings are given in advance and it is hoped that parents will make every effort to attend.

Autumn Term	Blocks 3 and 6.2
Spring Term	Blocks 5 and 6.1
Summer Term	Blocks 3 and 4

These meetings usually take place in the Library during Friday afternoon or a Saturday afternoon. Please make sure that your child has arranged appointments for you.

Saturday meetings are preceded by lunch in the Dining Hall from 12.30 pm when there is the opportunity to talk to other parents with children in the same block.

Overseas parents may find it difficult to attend these meetings. In this case, please let tutors know when you are in the country and they will be pleased to try and fix up a meeting with your child's teachers and House staff. If you will not be in the country, tutors can ask staff to give an update which can be passed on to you by telephone, fax or e-mail.

There is a meeting for overseas parents on Parents' Day. This is an opportunity to raise any special issues.

3.6.2 Discussions about "next stages"

When students progress onto the next stage of their school career, there are systems in place to ensure thought and discussion. Typically these concern choices available at GCSE/BAC, AS, A2 and Further Education.

3.6.3 Meetings with the Head and Managing Head of the Senior School

The Headmaster and Managing Head endeavour to keep Saturday mornings free for parents but other days can also be arranged. Please contact the Headmaster's secretary for an appointment. It is helpful if you can avoid meetings in the first and last weeks of term.

3.6.4 Parents' Day

All parents are welcome to join us at School for this special day in June. A variety of displays and performances take place. It is traditional to bring a picnic. Students are expected to be in school for the day and to abide by the school rules.

3.7 Reports

Every student in Block 3 and 4 receives a school report at the end of the Autumn and Spring term. A duplicate set can be made available for each parent if required. Students in Block 5, 6.1 and 6.2 usually receive two review sheets in each of the Autumn and Spring terms. In the Summer term 6.1 will receive a further review sheet. All students will receive an end of year report.

3.8 Other Means of Communication

3.8.1 Letters to Parents

The school regularly communicates with parents during the school year, typically at the beginning and ends of term.

3.8.2 Calendar

A copy of the calendar is sent out termly to all parents. A copy of this information which will be updated (as necessary) is also available on our website.

3.8.3 Website

The school website contains a great deal of information about the three schools including:

- Events calendar and a dedicated section on Bedales Arts
- Latest news and pictures of school activities
- Curriculum information
- Bedales Parents' Association and the Bedales Association
- Password protected access to student timetables and reports
- Urgent notices to parents in the event of critical incidents

4 ACADEMIC INFORMATION

4.1 Curriculum Information

Revised and updated information about the curriculum is sent home to parents each year. Parents are encouraged to discuss this with their children, especially when they are faced with choice about selection of subjects.

4.2 Tutors

Parents are encouraged to communicate with their child's tutor.

4.3 Timetable

Period/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.25am	Tutor Time	Notices(Quad)	Day House mtg		Notices(Quad)		
Period 1 8.45-9.20am							
Period 2 9.25-10am							
Period 3 10.05-10.40am							
Period 4 10.45-11.20am							
BREAK							
Period 5 11.45-12.20pm							
Period 6 or early lunch 12.25-1pm							
LUNCH							
1.40pm		One to One (Block 3, 4 and 5)		One to One (Block 3, 4 and 5)	Block Assembly	Saturday Detention 1.30pm – 2.30pm	
Period 7 2.10-2.45pm							
Period 8 2.50-3.25pm							
TEA							
Period 9 4.00-4.35pm							
Period 10 4.40-5.15pm							
BREAK			5.15-6.15pm Tutor Time				
5.30-6.30pm			6.15pm Head's Assembly/Jaw				
SUPPER	6.30pm (6 th form 6.15pm)	6.30pm (6 th form 6.15pm)	6.40pm	6.30pm (6 th form 6.15pm)	6.30pm (6 th form 6.15pm)	6.30pm	6.30pm
7.15pm	Assembly	Quiet Time			Quiet Time		
8.00-8.30pm							
8.30-9.00pm							
Time on flat	6.1 late night (girls)	6.1 late night (boys)	6.1 late night (girls)	6.1 late night (boys)			9.30pm Boarders Assembly

4.4 Holiday Work

All students are expected to complete academic tasks set during the holidays. This is obviously important as three year groups of the school face external examinations and Block 4 have GCSE coursework.

4.5 Oxbridge and QI Events

Suitably able and motivated students are encouraged to consider applying to Oxford and Cambridge and are supported by the school in their preparation and application. The process begins in the Spring Term of 6.1. Students are expected to undertake appropriate extension work. Michael Truss and Michael Lambert are in charge of Oxbridge entry. 'Top-UP' sessions in the Summer term for 6.1 and 6.2 to prepare students for top university applications. A programme of stimulating lectures and activities form the core of QI events for invited students across the years. Contact Jonathan Selby for information.

4.6 Prep

All students are set prep to support and extend work done in lessons. Departments set prep according to the prep timetable, a copy of which is issued to students and is available to parents.

Students are expected to assume responsibility for organising their time and managing their workload; this is an important part of the school ethos. However we recognise that many young people find this difficult to do at first or at times and we make supervised sessions available at certain times of the day.

Staff and tutors monitor that prep is being done and work with students who are having difficulties.

4.7 Reporting to Parents

As detailed elsewhere tutors, house staff and parents are in contact as appropriate. There is a schedule of formal parents' meetings and termly reports and reviews.

4.8 Universities and Art Schools

6.1s are given advice about applying to Universities and Art Schools and supported throughout the process – even after they have left Bedales, if further advice is needed. Meetings are held for 6.1 parents on selected Sunday evenings in the Summer term to inform and discuss. The school does a significant amount of work on this but parents can help enormously by looking with their child at possible courses and places of study. There is a lot of information on the Internet and visits are strongly recommended. Vikki Alderson-Smart is in charge of Higher Education and there is a Careers advice programme.

4.9 Tutor Time

All students have a session with their tutor Monday morning at 8.25 am and on Wednesday afternoon from 5.15pm – 6.10pm. These are compulsory and may only be missed with the express permission of their House staff. One-to-one tutoring may also occur on Tuesday lunchtime. Block Assemblies and Tutor Time will also happen at 1.40 pm on Friday.

5 HALF TERM, END OF TERM & WEEKEND ARRANGEMENTS

5.1 Term and Half Term Dates

We like to keep a very firm line about beginning and end of term dates. Doubtless each request for special treatment has justification but collectively any exodus can be extremely disruptive to the important last lessons of term; only in a genuine emergency should any student be leaving early. Students who travel abroad may need to make exceptional arrangements, and these should be discussed well in advance with the House staff.

The School is closed during all half terms and long leaves. Overseas parents are expected to set up a guardian of their own choosing to help make arrangements (e.g. hospitality with another student or recognised commercial "guardian") if overseas parents find it difficult to make their own plans. However, the responsibility for the students remains clearly with the parents.

There is an Assembly for all boarders at 8.40pm on the first day of term. Day students should be at school by 8.25am on the day following the boarders' return.

In line with Dunhurst, we ask students to arrive at School for the start of term and half-terms not earlier than 5pm and not later than 8.00pm.

5.2 Travel Arrangements

Students can order train tickets through the school for journeys home, the cost of which will be put on the school bill. House staff should receive parental consent for any other train tickets ordered in this way. Students may order a ticket for a bus which will deliver to and meet a designated train and will be informed of train times. Parents are reminded that trains are a public means of transport and the School cannot take responsibility for children whilst travelling.

Unless unused train tickets for weekend travel are returned to the Communications and Administrative Co-ordinator (Wendy Hudson) by 9.00am on the Monday following a weekend, a cancellation charge (minimum £5) may be imposed by the relevant railway company.

Significant tickets for travel (e.g. air tickets) and passports should be given to House staff for safekeeping.

The Petersfield taxis offer efficient, reliable and relatively cheap services taking children to airports and meeting arriving flights. Very often it is possible for House staff to arrange that students share taxis and to share the cost. Information about taxis (especially to and from airports) can only be given by the school during term time. House staff need to know students' requirements and flight details by the penultimate week of term to secure taxi bookings. The school tries to ensure that the taxi firms we recommend have been vetted and that drivers have been police-checked.

There is a frequent train service between Petersfield and Woking which connects with a coach service to Heathrow Airport.

5.3 Weekends Away

All boarders are full boarders and are expected to honour their school commitments e.g. whole school events, matches, rehearsals or special subject activities; some of the school's sanctions also require weekend attendance. However, if your child has no such commitments or obligations, he/she may go home. Parents are asked to consult the School calendar and to avoid creating clashes which affect others disadvantageously. They are also required to complete an annual Weekend Arrangements form which will be held by House staff. They may choose one of the following options:

- Option 1 to assume responsibility for their child every possible weekend
- Option 2 that their child will be staying in school every weekend unless they notify the school otherwise

Option 3 that they live overseas and are happy to share responsibility with House staff.

Please note that Saturday school ends at 1pm. Parents should not expect children to meet them before that – whether students have a lesson or a study period. Any exceptions need permission from House staff.

If a student has signed out for the weekend he/she is expected to leave the school at 1.00 pm on Saturday and should not return to school before 7pm on Sunday, unless by arrangement with House staff – any alterations to this arrangement must be confirmed, by parents, with House staff.

5.4 Long Leave Weekends

There are five Long Leave Weekends each year: two in the Autumn and Spring terms and one in the Summer term. Students leave school at 5.30pm on Friday and return at 9.30pm on Sunday (May Bank Holiday weekend 1.00 pm Saturday return 9.30 pm Monday). Flats close at 6.30pm on Friday and do not reopen until 7.00pm on Sunday. It is assumed that all students will take advantage of this break. However, parents who anticipate problems should contact their child's House staff who will help with arrangements – nobody will simply be abandoned! Overseas parents may wish to bear these weekends in mind when choosing Guardians for their child.

5.5 Invitations to stay during weekends or holidays

All parents of boarders are invited to choose a weekend status for their child.

Option 1 assumes that parents and students will discuss weekend arrangements, housestaff will not be part of these discussions.

Option 2 implies that whenever the student is going to be anywhere other than home or school, the parents will inform housestaff. Option 2 students will not be allowed to leave school for anywhere other than home, without communication from home.

Option 3 is usually chosen by overseas parents. In this case parents ask housestaff to be responsible for checking where the students are planning to go for the weekend. Housestaff will be responsible for speaking to the host family.

If invitations are issued to students for the weekend, House staff should be informed; it is our assumption that all students are at home if not at school. This should be done as a matter of course if your guest is not "option 1".

5.6 Private Fostering

Whilst the law (The Children (Private Arrangements for Fostering) Regulations 2005) exempts children from the above legal provisions 'in any school in which he (the child) is receiving full-time education, [Children Act 1989 schedule 8 : 1 (d)] some parents may need to make arrangements for their child to be looked after during the school holidays. If, in these circumstances, the child is cared for by an adult/s who is not a close relative for a period of more than 28 days, then this will constitute 'private fostering' and the school, the child's parents and the carer should inform the Local Authority where the child is going to reside for this period about the arrangements for the child. The Local Authority should be informed at least 6 weeks before, and not more than 13 weeks before, the private fostering arrangement is due to begin.

If private fostering will affect your child, please contact Dominic Oliver.

6 CLOTHING LIST

6.1 Everyday Wear and Boarding House necessities

In an effort to instil a healthier respect for their own and each other's property and to keep the boarding houses tidy, we are reissuing a clothing list. Boarders are asked to keep to the amount specified and will be asked to take home any excess. It is helpful if parents would avoid expensive designer clothes, jewellery and toiletries. There are more than adequate laundry facilities at school and many students can "refresh" their wardrobe at the weekend. An intelligent leniency will be given to overseas students.

1 smart outfit	1 warm coat / jacket
8 shirts / t-shirts	1 mug
6 sweatshirts / jumpers	1 alarm clock
4 pairs of jeans / trousers / skirts	1 watch
adequate socks / tights	2 padlocks
adequate underwear	1 net wash-bag
adequate nightwear	1 linen bag
1 warm dressing gown	1 duvet
1 pair formal shoes	2 duvet covers
3 pairs of everyday shoes / trainers	4 bath towels
1 pair stout shoes or boots (for Outdoor Work)	<i>Please keep accessories to a minimum</i>
1 waterproof jacket	

All articles should be sent back to school in good repair and CLEARLY MARKED WITH NAME TAPES. Name tapes can be ordered through various department stores or from J & J Cash Ltd, Torrington Avenue, Coventry, W. Midlands, CV4 9UZ Tel: 01203 466466.

The duvet, duvet covers and towels should be named in one corner, shirts, t-shirts, sweat shirts, jerseys etc at the back of the neck and trousers, skirts and shorts at the back of the waist. Socks and pants are washed in the net bag.

There is an in-house laundry service used at students' own risk. Clothes are washed, dried and then folded. Clothes should be machine washable and able to be tumble dried. There are ironing boards for the students' use. Dry cleaning and an outside laundry service is available and can be charged to the school account. Unnamed clothes will not be put through the school laundry.

6.2 Games Clothes

We are introducing a new kit for September for students, which is sold at the school sports shop. The kit is a mixture of navy blue, sky blue and white, and will replace the existing kit. It will be introduced in a phased approach, so all new students will be expected to purchase the new kit, whilst existing students can use the old kit until it needs replacing.

To avoid serious injuries, professionally designed gum shields are strongly advised for hockey and rugby. A dentist will visit the school in September to facilitate this. Please sign the appropriate OPRO forms which will be sent separately to you.

The Girls' compulsory items are:

1 pr	tracksuit bottoms*	1 pr	astro trainers
1	hoody top*	1 pr	football boots (if chosen as
2	polo t-shirts*		a sports option)
1	skort* (skirt with shorts underneath, used for hockey and netball)	2	sports bras
1	ladies shorts*		swimming costume and towel
2prs	long socks*		swimming goggles if you require
1 pr	white ankle socks		gum shield
1 pr	running trainers		shin pads
			jacket is optional*

The Boys' compulsory items are:

1 pr	tracksuit bottoms*	1 pr	astro trainers
1	hoody top*	1 pr	football boots
1	polo t-shirt*		swimming costume and towel
1	rugby shirt*		swimming goggles if you require
1 pr	shorts (team players will require a 2 nd pair)*		cricket whites (team only)
2prs	long football socks (team players will require a 3 rd pair)*		gum shield
1 pr	plain white ankle socks		shin pads
1 pr	running trainers		jacket is optional*

*Items that are purchased from the school sports shop

All students:

Students are required to provide their own hockey sticks and tennis racquets.

For all school fixtures, students will wear the new hoody top and tracksuit bottoms.

Jackets are optional,

6.3 School Shop

All games uniform and sports equipment – apart from boots and shoes - can be bought at the School Shop, open during term time every Monday, Tuesday and Friday 1.30 – 2.30pm. It is also open during the last week of the summer holiday.

7 GENERAL INFORMATION FOR ALL STUDENTS

7.1 Access to information and current affairs

Daily newspapers are made available in the boarding houses and in the Quad and there are a variety of magazines and periodicals in the library and in Steephurst. Students may also search for information on the Internet. Current affairs are routinely discussed within PSE and 6.1 and 6.2 Time.

7.2 Behaviour statements

The following statements were endorsed by the school in 1997

WORK OF EACH FOR WEAL OF ALL

As members of the Bedales community we will make sure that our words, actions and behaviour show respect for the feelings and well-being of others. We will do our best to co-operate with others and to take care of the buildings and environment of the Bedales Estate.

GOOD CONDUCT

Bedales works on the principle of respect. Securing the right attitude to rules, traditions or casual requests and towards those people in authority - whether teaching staff, non-teaching staff or students - is dependent on

- Respect for the things themselves - because they are reasonable and open to discussion and modification
- Respect for those asking them - because they set a good example and are consistent in their demands
- Affection - because staff or students in authority are there to help

7.3 Anti-Bullying Policy (*Last reviewed and updated December 2010*)

Introduction

Self respect and respect for others are fundamental to the community at Bedales. It follows from this that any behaviour which damages respect, replacing it with fear, will meet with strong disapproval. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our students can develop their potential. We expect our students to treat members of staff with courtesy and co-operation so that they can learn in a relaxed but orderly and safe atmosphere. All students should care for and support each other. Our strong mixed age culture (as shown on the boarding houses and in the activities programme) helps encourage this concern for one another enormously. The most recent ISI inspection report (May 2008) stated that the very occasional incidents of "bullying and intimidation are dealt with quickly and effectively" and that "relationships between students are also very good and they are especially tolerant of each others' individuality and readily provide each other with mutual support".

Parents/guardians have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions.

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school.

Definition and Examples

Bullying means behaving unkindly, in such a way as to cause another person unhappiness.

- It may be physical, using superior personal strength or strength of numbers to gain advantages or to demonstrate the weakness of the victim.
- It may be verbal, in private or in public, drawing attention to a real or imagined aspect of the victim's life;
- It may be called "teasing."
- It may be psychological, for example by silently excluding the victim or by spreading sensitive information around.

Signs of bullying

Changes in behaviour that may indicate that a student is being bullied include:

- Unwillingness to return to school
- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Failure to produce work, or producing unusually bad work, or work that appears to have been copied, interfered with or spoiled by others
- Books, bags and other belongings suddenly go missing, or are damaged
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary)
- Diminished levels of self confidence
- Frequent visits to the Health Centre with symptoms such as stomach pains, headaches
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiences nightmares
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers.

Responsibilities

Any such behaviour is unacceptable. It is essential that all members of the community treat each other with care and respect.

It is important that we all try to be conscious of our behaviour, putting ourselves in the other person's shoes, so that we are aware of effects which may have been unintentional on our part.

Equally, we should see to it that anyone behaving as a bully is aware of it and made to stop. The whole community bears responsibility for the well-being of its members.

Preventative Measures

We take the following preventative measures:

- We use appropriate Assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.
- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.

- All our students are encouraged to tell a member of staff at once if they know that bullying is taking place.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents.
- We have a strong and experienced pastoral team who support the Managing Head /CPO and are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying.
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. Katy Wilson is available to give confidential advice and counselling support to pupils who can refer themselves to her when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to her.
- Staff are always on duty at times when students are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
- In boarding houses, there are strong teams of tutors supporting the Housestaff and the Matrons, who act *in loco parentis*. The informal house environment is important in reinforcing a student's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. We encourage close contact between the Housestaff and parents/guardians, and would always make contact if we were worried about a pupil's well-being.
- We display advice on where students can seek help, including details of confidential help lines and web sites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans.
- All students have access to a telephone helpline, enabling them to call for support in private.
- We have banned initiation ceremonies designed to cause pain anxiety or humiliation.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our students
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

Cyber-bullying

The creator of the web site: <http://www.cyberbullying.org/> writes: "Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others."

Cyber-bullying can involve Social Networking Sites, like FaceBook, Twitter, Bebo and Myspace, emails and mobile phones, used for SMS messages and as cameras.

Cyber-bullying – preventative measures

In addition to the preventative measures described above, Bedales:

- Expects all students to adhere to its charter (AUP) for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors students' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issues all students with their own personal school email address. Access to sites such as "hotmail" is not allowed.
- Adheres to the BECTA guidelines regarding E-teaching and the internet.
- Offers guidance on the safe use of social networking sites and cyber-bullying in PSHE lessons, which covers blocking and removing contacts from "buddy lists."

- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Use of mobile phones are not permitted in classrooms or where they may cause annoyance to others.
- The use of cameras on mobile phones is not allowed in washing and changing areas, or in the bedrooms of boarding houses.

Action

Members of the community who feel they are being bullied should tell someone about it and discuss what should be done next. They could tell a trusted friend, one of the student peer listeners, a parent, any member of staff, or the counsellor/independent listener.

Members of the community who know that someone is being bullied should similarly tell someone so that the best way of stopping the bullying can be quickly found.

Normally the Managing Head, Tutor and House Staff should be involved quickly. The victim can then be helped to deal with the bully, or a member of staff can talk to the bully directly, or further general evidence of the bully's behaviour can be amassed and brought to bear on the situation. It will never be right to dismiss a victim as silly or weak and not deserving careful, tactful help to put things right. It is important too that the person who has been bullying should face up to whatever has produced the bullying tendency and that help should be given to break the bullying cycle.

Procedures for dealing with reported bullying

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform an appropriate member of the pastoral team as soon as possible.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on his/her own and asked to write an account of events.
- The bully, together with all others who were involved, will be interviewed individually and asked to provide/write an immediate account of events.
- The incident should be recorded.
- Housestaff and the CPO should be informed. In very serious incidents, the Headmaster should be informed.
- The apparent target will be interviewed at a later stage by a member of the pastoral team, separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.
- The alleged bully will be interviewed at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions.
- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.

- In very serious cases, and only after the Headmaster has been involved, it may be necessary to make a report to the Police or to the Social Services. However, it is our policy to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.
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References:

Legal Framework

- A. Education and Inspections Act 2006
- B. Human Rights Act 1998
- C. The Education (Independent School Standards)(England) Regulations 2003 as subsequently amended (SI2003/1910)
- D. Special Education Needs and Disability Act 2001
- E. Anti-Discrimination Legislation

General Guidance

- F. "Don't suffer in Silence" Comprehensive anti-bullying pack for schools and teachers promoted by the DfES (Now DCSF).

<http://publications.teachernet.gov.uk/eOrderingDownload/DfES%200064%20200MIG479.pdf>

- G. "Safe to Learn: Embedding Anti-Bullying Work in Schools"(DCSF guide)

<http://www.teachernet.gov.uk/doc/11907/Summary%20-%20Safe%20to%20Learn.pdf>

- H. "Bullying": An ISC Child Health and Wellbeing Working Party Guidance Update Five

<http://www.antibullying.net/adultsinschools.htm> - Source of anti-bullying support for school communities)

- I. "Where You are NOT Alone" <http://www.bullying.org/>

Technological

- J. "Cyber-bullying" A briefing note on the ISBA web site by Farrer & Co

K. <http://www.cyberbullying.org/>

- L. "Child Protection and New Technologies" by Childnet International

M. <http://www.childnet-int.org/>

- N. Safe to Learn Tackling Cyber-bullying

<http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/>

- O. "Guidance on e-strategies for schools, including technological bullying"

http://schools.becta.org.uk/index.php?section=is&catcode=ss_to_es_pp_ob_03&rid=14905

Boarding Schools

P. Ofsted "Reference Guide to the key standards in each type of social care service inspected by Ofsted" (Reference 080117)

[http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Reference-guide-to-the-key-standards-in-each-type-of-social-care-service-inspected-by-Ofsted-for-inspections-from-1-August-2008/\(language\)/eng-GB](http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Reference-guide-to-the-key-standards-in-each-type-of-social-care-service-inspected-by-Ofsted-for-inspections-from-1-August-2008/(language)/eng-GB)

www.boarding.org.uk

We have used the advice of the following in the creation of this policy:

- *The Department for Children Schools and Families (DCSF)*
- *The Office for Standards in Education (OFSTED)*
- *BECTA (formerly The British Educational Communications and Technology Agency)*
- *The ISC for its publication: "ISC Child Health and Wellbeing Guidance Update Five: Bullying"*
- www.cyberbullyin.org and to the site's Author, Mr Bill Belsey, whose definition of cyber-bullying is quoted
- *Bullying UK, Registered Charity No 1120 (www.bullying.co.uk)*
- www.childnet-int.org

7.4 Child Protection Procedures (*Last updated August 2009*)

The Three Schools' Child Protection Officer is Dominic Oliver, Managing Head of the Senior School. The Three Schools' Deputy Child Protection Officer is James Beatty, Deputy Head, Dunhurst.

Every member of staff is CRB checked before they take up their post. Child protection training is compulsory for new members of staff. The annual INSET programme includes updates for all staff on child protection. Copies of the following key documents are held by the Child Protection Officer and may be consulted for further guidance: "Working Together to Safeguard Children" (2006); "Safeguarding Children and Safer Recruitment in Education" (2006); "What to do if you're worried a child is being abused" (2006).

All members of staff are asked to note the following good practice guidelines:

- treat all young people with dignity and respect
- watch your language, tone of voice and body language
- in one-to-one situations, keep the door ajar and ensure other adults are around
- don't invade a child's privacy, especially when toileting or washing
- don't play rough or provocative games
- don't be sexually suggestive about or to a child, even in fun
- don't touch a child inappropriately or obtrusively
- don't scapegoat, ridicule or reject a child
- don't show favouritism
- don't involve children in excessive attention seeking
- don't give lifts to children or young people on their own. If unavoidable, ask them to sit in the back of the car.
- don't share sleeping accommodation with young people
- don't invite a young person to your home alone: invite a group and ideally make sure another adult is present
- don't permit abusive peer activities e.g. bullying, ridiculing, initiation ceremonies
- don't allow unknown adults access to children in your care. Visitors should wear a label and be accompanied by a known person
- use the internet sensibly and responsibly

Evidence of abuse

Every member of staff must be vigilant in recognising possible signs of abuse of children. It is the responsibility of each member of staff to take action whenever abuse is suspected. Evidence of abuse may take the following forms:

- physical abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise.
- emotional abuse which is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- sexual abuse which involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- neglect which is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development.

Action

If a student discloses any sort of abuse to a member of staff reassurance should be given, but it must be made clear to the student that confidentiality cannot be preserved. Staff should listen sympathetically, but take care not to ask leading questions, since this could invalidate any possible legal proceedings. Any disclosure or otherwise gathered information suggestive of child abuse must be investigated immediately. The following 10 key points may be helpful:

1. **Always stop and listen** to anyone who wants to talk to you about incidents or suspected abuse
2. **Write notes** – if not at the time then straight after
3. **Never make a promise** that you will keep it secret. Instead, give reassurance that only those who need to know will be told
4. **Do not ask leading questions**
5. Immediately after the discussion, **inform the Child Protection Officer**
6. **Discuss** with the CPO whether steps need to be taken to protect the person who may be being abused
7. **Never attempt to carry out an investigation:** Social Services and the Police are trained to do this
8. **As soon as possible** the CPO should notify Social Services
9. **Never think abuse is impossible** or that the accusation is bound to be wrong
10. **Young people often tell other young people**, rather than adults: ensure that other young people are aware of the issue of abuse and how to report it

Procedure:

A detailed record of any allegation of abuse must be made at the time of disclosure, and given to the Managing Head. The student should be told that any disclosure must be reported to the Managing Head who is the designated Child Protection Officer and will decide on the school's course of action, in consultation with the Headmaster. Any child protection matter must be referred to the local social service department within 24 hours of the disclosure.

The Managing Head will call in the appropriate assistance, including Hampshire LSCB, who will advise on the support of the child and the passing of information to parents and others.

If they haven't already done so, the student may then also wish to seek the support of House Staff or Tutors, and this should be encouraged. It is important to convey to the student a sense of support and sympathy.

If an allegation is made against a member of staff - including the Managing Head - similar procedures should be followed, but the adult to whom the allegation has been made must go straight to the Head who will take over the liaison with Social Services and the member of staff at the earliest opportunity. The member of staff about whom the allegation has been made shall not continue their duties until the matter has been resolved. If an allegation is made against the Head, the disclosure should be notified immediately to the Deputy Head.

Staff involved with a disclosure and the subsequent care of the child must write a follow up record of the case to its resolution.

Any child has the right to go direct to the Social Services to seek help, or to any other competent person or agency outside the school.

Staff responsibility

Staff must report to the designated Child Protection Officer, or to Ofsted, **any concern or allegation** about school practices or the behaviour of colleagues, which may put students at risk of harm.

Intimate care and appropriate contact

Intimate care can be defined as care tasks of an intimate nature associated with bodily functions (examples include care associated with continence or menstruation). There are currently no students at the school who require intimate care. However, the school holds a model policy on intimate care. We hold to the guiding principle that every child's privacy, dignity and autonomy should be respected at all times.

Children's Services (from 22 October 2007)

All childcare concerns and referrals in the East Hampshire district are now covered by the Alton/Aldershot Reception and Assessment Team. Should need arise, call **01252 314221** and ask for Childcare Duty; you will be put through to the Duty Officer. Out of hours, call Hampshire Social Services Direct on **0845 600 4555** (Emergencies). Fax number is 01252 327755. The team manager is **Becky Geddis**.

Local Safeguarding Children Board (from April 1, 2006)

We fall under the stewardship of Hampshire LCSB. The designated officer for Schools and Education is **Barbara Piddington**, who acts as Child Protection co-ordinator for the area. (01962 876 265). 'What if' advice can be sought through this channel.

Further more detailed training notes, advice and information can be sought from the CPO: never sit on a nagging concern – talk to someone about it.

7.4.1 Policy on conducting a search (Last updated March 2009¹)

Pastoral care at Bedales is rooted in the individual relationships between staff and students. Disciplinary action, where necessary, combines understanding of the individual with the community's belief in fairness. Our search policy aims to protect the rights of students to privacy as well as safeguarding the welfare of students and upholding the rules and values of the community.

¹ This policy prepared using the guidance issued by the Boarding Schools' Association (Briefing Paper 15, January 2005, Farrer and Co Solicitors), the National Minimum Standards, especially standard 37¹ and the overriding principle stated in the Children Act 1989 that:

"A person who does not have parental responsibility but has the care of the child may do what is reasonable in all the circumstances of a case for the purpose of safeguarding or promoting the child's welfare."

The school will take into consideration factors such as the risk and/or value of the item under search before initiating a search of school property. The extent of the search should also be proportionate to the likelihood of the item being found. Any search must be sanctioned by the Managing Head.

We distinguish between two categories of search which we may deem to be reasonable: a) search of a student's personal property and b) search of school property.

a) Search of personal property

Staff will seek the student's consent to search personal property (such as a bag, or even a pencil case). The student should be present at the time of the search, along with a second adult. If the student objects to the search, staff should either notify parents who may persuade the child to give consent or consider calling the police.

If the student cannot be contacted (for example, because s/he has gone home for the weekend) the school may contact parents to inform them of the intention to search his/her personal property. However, the school would usually wait for the student to return so that his/her consent can be sought.

b) Search of school property

The student's consent will usually be sought and they will usually be present at the time of the search. Two members of staff will be present, one of whom will usually be the student's housemaster/mistress. If the matter is deemed urgent, the school may search school property without consent and without the student being present.

After the search

The school will usually contact the affected student's parents within 24 hours after any search, regardless of the outcome. A record of the search should be kept by the relevant house staff.

Search of a student's person

The school will not carry out a search of a student's person (which includes outer garments such as coats). Instead, a member of staff may, usually in the presence of a second adult, ask him/her to turn out pockets. If s/he refuses to cooperate, the school will have the option of contacting the student's parents or the police.

7.5 Complaints Procedure

Introduction

Bedales Schools regards relationships with parents as very important, and aims for open and easy communication between home and school. It also aims to provide teaching and pastoral care of the highest order. If, however, parents do have a complaint, they can expect it to be treated by the school in accordance with this procedure.

Definitions

Complaints will be made to staff in different positions of responsibility. These guidelines incorporate categories typical to each, or all, of the three schools. The 'Head' refers to the Headmaster or Headmistress of Dunannie, Dunhurst or Bedales.

The Headmaster of Bedales Schools, as such, will be a point of reference for complaints which have not been resolved in Dunannie or Dunhurst, before they are referred to the Complaints Panel.

Stage I - Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have a complaint they should normally contact the appropriate member of staff - tutor, class teacher, subject teacher or house staff. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the tutor, class teacher, subject teacher or house staff cannot resolve the matter alone, it may be necessary for him/her to consult a Head of Department/the Managing Head of the Senior School/the Head.

Complaints made directly to a Head of Department/the Managing Head of the Senior School/the Head will usually be referred to the relevant tutor, class teacher, subject teacher or house staff unless the head of Department/the Deputy Head/the Head deems it appropriate for him/her to deal with the matter personally. In Dunannie, because of the smaller scale of the school, it will often be the case that complaints are made directly to the headmistress, and will be happily and informally resolved at that stage.

The tutor, class teacher, subject teacher or house staff will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within two working weeks or in the event that the tutor, class teacher, subject teacher or house staff and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this Procedure.

Stage 2 - Formal Resolution

- a) If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Managing Head of the Senior School. The Managing Head of the Senior School will decide, after considering the complaint, the appropriate course of action to take.
- b) In most cases, the Managing Head of the Senior School will meet or speak to the parents concerned, normally within two days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- c) It may be necessary for the Managing Head of the Senior School to carry out further investigations.
- d) The Managing Head of the Senior School will keep written records of all meetings and interviews held in relation to the complaint.
- e) Once the Managing Head of the Senior School is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Managing Head of the Senior School will also give reasons for his/her decision.
- f) In the event of their being unable to resolve a complaint satisfactorily with the Headmistress of Dunannie or the Headmistress of Dunhurst or the Managing Head of the Senior School, parents of pupils should ask for their complaint to be referred up to the Headmaster of Bedales Schools, before recourse to Stage 3.
- g) If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

When such a referral is made, the complaint procedure will run in accordance with Stage Two (a) to (f).

Stage 3 - Panel Hearing

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to The Clerk to the Governors, who has been appointed by the Governors to call hearings of the Complaints Panel.

- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of two Governors and a person of local standing independent of the management and running of the School. Each of the Panel members shall be appointed by the Chair of Governors. The Clerk to the Governors, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within ten days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two days prior to the hearing.
- The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it would be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within seven days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head, the Governors and, where relevant, the person complained of.
- Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the School by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the School's inspection; or where any other legal obligation prevails.

7.6 Counselling

All students are welcome to talk to any member of staff they feel able to, in particular to house staff. However, sometimes students want, or need, to talk to someone who is trained, experienced and "outside the system" and for this purpose we invite Katy Wilson into Bedales. Students are advised how they may contact her. Matters discussed remain confidential from both school and home unless there is a cause for concern under the Children's Act.

If appropriate, other specialist therapy may be suggested.

7.7 Disciplinary Offences

These are brief statements on the major disciplinary offences. These are set out in detail in the Student handbook and Staff handbook.

7.7.1 Drugs and Any Other Dangerous Substances

Any student involved in drugs or any other dangerous substances (buying, bringing in, passing on, consuming) must expect to be expelled.

7.7.2 Sexual Intercourse

Any student found engaging in any form of sexual intercourse, or apparent sexual intercourse, must expect to be expelled.

7.7.3 Alcohol

No student in the school is allowed to possess or consume alcohol without permission. This permission will only be given to sixth formers and under controlled circumstances. A minimum

of a week's gating/grounding is given to students found in drinking situations. Students found in possession of, or having drunk spirits, will be suspended. Students who cause worry and concern to others through drunkenness or supplying will be weekend gated/grounded or suspended. Any student who is present at a drinking incident may be punished also.

7.7.4 Smoking

All smoking and accompanying of smokers is prohibited. Gating/grounding is automatic for both offences, as well as for being found in known smoking areas.

7.7.5 Bullying

Unkind behaviour is unacceptable. Staff always work closely with students to sort out any unpleasant situations in a thoughtful and supportive manner. However, a student may be suspended for such behaviour.

7.7.6 Lying

Students who lie will receive extra gating or in extreme cases, be suspended.

7.7.7 Stealing

Provable theft is punished by suspension, or more serious consequences.

7.8 Gating/Grounding and Suspension

Gated/grounded students must stay in school and be signed in by a member of staff at set times. Gating/grounding can necessitate attendance at the weekend, which should take place as soon as possible after the offence.

Suspended students have to go home or to their guardian for a period of time which reflects the severity of the case. This is not only intended as a punishment but as an important opportunity to discuss and reflect upon the situation with parents. The usual period of a suspension is three days.

A week's gating/grounding automatically follows a suspension together with a meeting with the Headmaster.

7.9 Day Students with Boarders

Day students who are in the company of boarders outside of the timetabled school day are likewise liable to school sanctions.

Discipline Policy & Procedures

Pastoral care at Bedales is rooted in the individual relationships between staff and students. Students are valued for their unique contribution to the community. Disciplinary action, where necessary, combines understanding of the individual with the community's belief in fairness. The following chart is an attempt to explain to parents, and members of the community, the guidelines we use to ensure fair treatment of all.

Level of Misdemeanour	Example	Disciplinary Action	Internal Communication	Communication to Parents
Level 1	Failure to bring equipment to lesson	Spoken to by teacher/tutor notes	Logged in day book	No mention
Level 1 repeated	A history of failing to bring equipment to lesson	Tutor picks up and reinforces message / ditto house staff. Head of Department also Involved. Departmental detention.	Logged in day book	Should form part of ongoing communication from tutor
Level 2	Drinking (not spirits) Graffiti Out of bounds Repeated failure to complete Prep on time	Gating/grounding School Detention	Update sanctions record in Schoolbase. Detention logged in Day Book.	House staff informs parents Head of 3, 4, 5 informs parents
Level 2 repeated	Same misdemeanour within A term	Gating/grounding or detention as appropriate	Ditto	Assistant or Deputy Head letter to parents, outlining concern
Level 3 (but straightforward)	Vandalism, smoking on Flat Drinking (spirits) Being Drunk Out of bounds (single sex areas/ beyond Petersfield)	Suspension, followed by gating/grounding	Managed by house staff; tutor informed; notice on board; deputy head contacts parents	Meeting of student, parent and headmaster on return, with follow up letter from head
Level 4 (and therefore invoking the <i>Policy on Suspension, Expulsion and Removal from the School</i>)	Involvement with drugs	<i>Informal interview</i> with managing head of the senior school, leading, if evidence suggests, to suspension and <i>formal interview</i> with head (and some form of exclusion)	House staff and managing head of the senior school involved; headmaster kept informed	Parents contacted as soon as possible when likely extent of problem realised. Parents sent copy of Policy. Parents attend formal interview
Continuous at any level, and therefore becoming Level 4 (and therefore invoking the <i>Policy on Suspension, Expulsion and Removal from the School</i>)	Considerable record in the day book over a half term period Third repeat offence in a two term period	<i>Informal interview</i> with managing head of the senior school, leading, if evidence suggests, to suspension and <i>formal interview</i> with head (and some form of exclusion)	Cause for concern discussion between tutor, house staff and deputy head, called by any of them, perhaps coming from Review Marks meeting	Parents contacted before the meeting by deputy head. Parents attend formal interview

Students' behaviour is reviewed over a two-term snap-shot. Three repeat offences in a two-term period usually leads to suspension. A student's disciplinary record is wiped clear on entry to the sixth form, although in serious cases of misconduct, previous behaviour will be taken into account.

Discipline Policy & Procedures (IT Related)

Level of Misdemeanour	Example	Disciplinary Action	Internal Communication	Communication to Parents
Level 1	Inappropriate behaviour in computer rooms	Spoken to by teacher/ technician	Logged in day book	No mention
Level 1 repeated	A history of inappropriate behaviour in computer rooms	Tutor picks up and reinforces message / ditto house staff. Head of Department also Involved if necessary	Logged in day book	Should form part of ongoing communication from tutor
Level 2	Email realted / "wasting time"	(account suspended by DoSW reinstated after chat) Up to 1 week's Gating	Gating record on day book	House staff informs parents if full gated (otherwise nothing unless patern emerging)
Level 2 repeated	Same misdemeanour within a term	Up to 1 week's Gating Possibly to include W/E	ditto	DoSW letter to parents, outlining concern
Level 3 (but straightforward)	Wilful introduction of a damaging virus "damage/offence" caused	Suspension, followed by gating	Managed by house staff; tutor informed; notice on board	Meeting of student, parent and headmaster on return, with follow up letter from head
Level 4 (and therefore invoking the <i>Policy on Suspension, Expulsion and Removal from the School</i>)	Hacking to such a degree as to jeopardise the infrastructure of the school network.	<i>Informal interview</i> with deputy head, leading, if evidence suggests, to suspension and <i>formal interview</i> with head (and some form of exclusion)	House staff and deputy involved; headmaster kept informed	Parents contacted as soon as possible when likely extent of problem realised. Parents sent copy of Policy. Parents attend formal interview
Continuous at any level, and therefore becoming Level 4 (and therefore invoking the <i>Policy on Suspension, Expulsion and Removal from the School</i>)	Considerable record in the day book over a half term period Third gating for same offence in a two term period	<i>Informal interview</i> with deputy head, leading, if evidence suggests, to suspension and <i>formal interview</i> with head (and some form of exclusion)	Cause for concern discussion between tutor, house staff and deputy head, called by any of them, perhaps coming from Month's Marks meeting	Parents contacted before the meeting by deputy head. Parents attend formal interview

Level of Misdemeanour	Other possible Examples
Level 1	Games playing. Disturbing the learning environment
Level 2 (“wasting time/ unintentional”)	Using others’ accounts (with or without permission – no “damage” done) Email storms Sending images – pornographic, offensive, modified (or level 3) E-Bullying (or level 3) Accessing other networks or active equipment (or level 3)
Level 3 (“offence/ damage/deliberate”)	Running a business from school network (or level 4) Sending images – pornographic, offensive, modified E-Bullying Accessing other networks or active equipment
Level 4 (“law/school rules”)	Running a business from school network Hacking

7.10 Policy on Suspension, Expulsion and Removal from School

Introduction

Scope

This policy contains guidelines, which will be adapted as necessary, explaining the circumstances under which a pupil may be expelled from the School, or required to leave permanently for misconduct or other reasons. The policy applies to all pupils at the School whether or not in the care of the School but does not cover cases when a pupil has to leave because of ill-health, non-payment of fees, or withdrawal by his/her parents.

Interpretation

References to the Head include Managing Head of the Senior School and other Senior Team members. "Parent" includes one or both of the parents, a legal guardian or educational guardian. "Expulsion" means a dismissal from the School in disgrace, formally recorded. "Removal" means that a pupil has been required to leave, but without the stigma of expulsion. Subheadings are for ease of reading and not part of the policy.

Policy Statement

Aims

The aims of this policy are:

- To support the School's behaviour and discipline code.
- To ensure procedural fairness and natural justice.
- To promote co-operation between the School and parents when it is necessary for a pupil to leave earlier than expected.

Misconduct

The main categories of misconduct which may result in expulsion or removal are:

- Supply/possession/use of certain drugs and solvents or their paraphernalia or substances intended to resemble them.
- Theft, blackmail, physical violence, intimidation, racism, harassment and persistent bullying.
- Misconduct of a sexual nature as defined in the school rules; supply and possession of pornography.
- Possession or use of firearms or other weapons.
- Vandalism and damage to property.
- Computer hacking.
- Persistent attitudes or behaviour which are inconsistent with the School's ethos.
- Other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises.

Other Circumstances

A pupil may be required to leave if, after all appropriate consultation, the School is satisfied that it is not in the best interests of the pupil, or of the School, that he/she remains at the School.

Investigation procedure

Informal interview

A pupil may be interviewed informally by a member of staff (usually the Managing Head of the Senior School) to establish whether there are grounds for a formal investigation (see Notes on Conducting Investigative Interviews, above). If the need for the informal interview is the result of a number of repeated misdemeanours, parents will be informed beforehand by the house staff where possible. After the informal interview (usually with the deputy head) parents will be informed as to whether the student will face a formal investigation or be handled within the school's routine disciplinary procedures. If the member of staff believes that there are reasonable grounds for suspecting that the pupil has been involved in misconduct which if proven would normally result in expulsion or required removal, then the procedure for a formal interview should take place.

Formal Investigation

Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature that could result in the pupil being expelled or required to leave. Arrangements will be made for him/her to be accompanied by a member of staff of his/her choice and/or by a parent (if available at the relevant time). A pupil who is waiting to be interviewed may be segregated but made as comfortable as possible, accompanied or visited regularly by a member of staff, and given access to a toilet, telephone and adequate food and drink.

Complaints:

Investigation of a complaint about serious misconduct will normally be co-ordinated by the Managing Head of the Senior School, and its outcome will be reported to the Headmaster.

Suspension:

A pupil may be suspended from boarding and/or from the School and required to live at home or with his educational guardian while a complaint is being investigated. Alternatively, he/she may be placed under a segregated regime at school premises.

Search:

We may decide to search a pupil's space and belongings, and ask him/her to turn out the contents of pockets or a bag, if we consider there is reasonable cause to do so. A third person will be present at all times during the search. Clothing will not be searched until it has been removed from the wearer and care will be taken to ensure reasonable privacy. This policy does not authorise an intimate search or physical compulsion in removing clothing. If necessary, the police would be called.

Ethos:

An investigation and any subsequent meeting will be conducted fairly and in a way which is appropriate to a school, without formal legal procedures.

Informing the Police and Other Authorities:

Where the member of staff investigating the incident has reasonable grounds for believing that the incident involves criminal activity the school may report the incident to the police or any other authority it considers appropriate in all the circumstances.

Disciplinary Meeting

Preparation:

The Chairman of Governors will be informed of the investigation. Documents available at the disciplinary meeting before the Head will include:

- A statement setting out the points of complaint against the pupil.
- Written statements and notes of the evidence supporting the complaint, and any relevant correspondence.
- The Managing Head of the Senior School's Investigation Report.
- The pupil's school file and (if separate) house file and conduct record.
- The relevant school policies and procedures.

Attendance:

The pupil and his/her parents (if available) will be asked to attend the disciplinary meeting with the Head at which the Managing Head of the Senior School will explain the circumstances of the complaint and his investigation. The pupil may also be accompanied by a member of staff of his/her choice. The pupil and his/her parents will have an opportunity to state their side of the case. Members of staff will be on hand to join the meeting if needed, and their statements will be disclosed but, in most cases, the anonymity of pupils, including witnesses, will be preserved. (Note: this also refers to witnesses)

Proceedings:

There are potentially three distinct stages of a disciplinary meeting

The complaints - the Headmaster will consider the complaint/s and the evidence, including statements made by and/or on behalf of the pupil. Unless the Headmaster considers that further investigation is needed, he/she will decide whether the complaint has been sufficiently proved. The standard of proof shall be the civil standard, i.e. that it is more likely than not (50% + 1) that the substance of the complaint is true (the balance of probabilities test). The Head will not normally refer to the pupil's disciplinary record at this stage.

The sanction - if the complaint has been proved the Headmaster will outline the range of disciplinary sanctions which he/she considers are open to him/her. He/she will take into account any further statement which the pupil and/or others present on his behalf wish to make. The pupil's disciplinary record will be taken into account. Then, or at some later time, normally within 24 hours, the Headmaster will give his decision, with reasons.

Leaving status - if the Headmaster decides that the pupil must leave the School, he/she will consult with a parent before deciding on the pupil's leaving status (see below).

Delayed Effect:

A decision to expel or remove a pupil shall take effect 72 hours after the decision was first orally communicated to a parent and confirmed thereafter in writing. Until then, the pupil shall remain suspended and away from school premises. If within 72 hours the parents have made a written application for a Review by the Governors, the pupil shall remain suspended until the Review has taken place.

Leaving Status

Explanation:

If a pupil is expelled or required to leave, his/her leaving status will be one of the following: "expelled", "removed" or "withdrawn by parents"

Detail:

Additional points of leaving status include:

- The form of letter which will be written to the parents and the form of announcement in the School and House that the pupil has left.
- The form of reference which will be supplied for the pupil.
- The entry which will be made on the school record and the pupil's status as a leaver.
- Arrangements for transfer of any course and project work to the pupil, his/her parents or another school.
- Whether (if relevant) the pupil will be permitted to return to school premises to sit public examinations.
- Whether (if relevant) the School can offer assistance in finding an alternative placement for the pupil.
- Whether the pupil will be entitled to leavers' privileges.
- Whether the pupil will be eligible for membership of the Bedales Association and if so from what date.
- The conditions under which the pupil may re-enter school premises in the future.
- Financial aspects: payment of any outstanding fees and extras; whether the deposit will be returned or credited; refund of prepaid fees.

Governors' Review

Request for Review:

A pupil or his/her parents, aggrieved at the Head's decision to expel or require a pupil to leave, may make a written application for a Governors' Review. The application must be received by the Clerk to the Governors within 72 hours of the decision being notified to a parent, or longer by agreement.

Grounds for Review:

In their application the parents must state the grounds on which they are asking for a review and the outcome which they seek.

Review Panel:

The Review will be undertaken by a three member sub-committee of the Board of Governors. The panel members will have no detailed previous knowledge of the case or of the pupil or parents and will not normally include the Chairman of Governors, unless after best efforts another governor cannot attend. Selection of the Review Panel will be made by the Clerk to the Governors. Parents will be notified in advance of the names of the panel members. Fair consideration will be given to any bona fide objection to a particular member of the panel.

Review Meeting:

The meeting will take place at the school premises, normally between 3 and 10 days after the parents' application has been received. A Review will not normally take place during school holidays. A Review Meeting is a private procedure and all those who are concerned in it are required to keep its proceedings confidential, subject to any legal requirement to disclose.

Attendance:

Those present at the Review Meeting will normally be:

Members of the Review Panel and the Clerk to the Governors or his/her deputy.

The Head

Any relevant member of staff whom the pupil or his/her parents have asked should attend and whom the Head considers should attend in order to secure a fair outcome.

The pupil together with his/her parents and, if they wish, a member of the school staff who is willing to speak on the pupil's behalf. The parents may be accompanied by a friend or relation, who may speak in support, or on behalf of, the parents or pupil. The Clerk to the Governors must be given 7 days notice if the friend or relation is legally qualified.

Conduct of Meeting:

The meeting will be chaired by one member of the Review Panel and will be conducted in a suitable room and in an informal manner. All statements made at the meeting will be unsworn. The proceedings will not be tape-recorded without the consent of both the Chairman and a parent and any tape-recording will be used only to assist the panel members in reaching their decision and formulating their reasons and will belong to the School. The Clerk will be asked to keep a hand-written minute of the main points which arise at the meeting. All those present will be entitled, should they wish, to write their own notes. The meeting will be directed by the Chairman who will conduct it so as to ensure that all those present have a reasonable opportunity of asking questions and making appropriate comment. Everyone is expected to show courtesy, restraint and good manners. The Chairman may at his/her discretion adjourn or terminate the meeting. If the meeting is terminated, the original decision will stand.

Procedure:

The Panel will consider each of the questions raised by the pupil or his/her parents so far as relevant to:

Whether the facts of the case were sufficiently proved when the decision was taken to expel or remove of the pupil. The civil standard of proof, namely, "the balance of probability" will apply [see above]; and whether the sanction was warranted, that is, whether it was proportionate to the breach of discipline or the other events which are found to have occurred and to the legitimate aims of the School's policy in that respect.

The requirements of natural justice will apply. If for any reason the pupil or his/her parents are dissatisfied with any aspect of the meeting they must inform the Chairman at the time and ask the Clerk to note their dissatisfaction and the reasons for it.

Identification:

If the Head considers it necessary in the interests of an individual or of the School that the identity of any person should be withheld, the Chairman may require that the name of that person and the reasons for withholding it be written down and shown to the Panel Members. The Chairman at his/her discretion may direct that the person be identified, or not as the case may be.

Pupil's Character:

Up to two members of the school staff may speak generally about the pupil's character, conduct and achievements at the School if they are willing to do so.

Leaving Status:

If, having heard all parties, the Panel is minded to confirm the School's earlier decision, it is open to the Panel, with agreement of the Headmaster, the pupil and his/her parents to discuss the pupil's leaving status with a view to reaching agreement.

Decision:

When the Chairman decides that all issues have been sufficiently discussed and if by then there is no consensus, s/he may adjourn the meeting; alternatively the Chairman may ask those present to withdraw while the Panel considers its decision. In the absence of a significant procedural irregularity, the decision of the Review Panel will be final. It will be notified, with reasons, to the parents by the Chairman of the Review Panel or the Chairman of Governors by letter or telephone within three days of the meeting.

7.11 Driving Lessons

Students of the appropriate age may book driving lessons whilst at school. Parents should notify Housestaff if they have arranged lessons for their child. Students must sign in and out of school when going out for a lesson, which must not clash with school commitments of any kind.

Agreed policy for driving lessons

Students wishing to take driving lessons should seek permission of housestaff before arranging lessons. Housestaff will check with parents. A pro forma will be completed and then signed by parents. Driving lessons must be with recommended driving schools. Billing will be direct to parents rather than through school accounts. Students must arrange lessons for free time and ensure that housestaff are consulted over the times of lessons. They must sign out and in at Reception.

Recommended Driving Schools	
BSM	023 9266 0688
Tom Rundell.....	01730 268944
Tony Fryer	07788 664387
Erik Claasen.....	07941 135644
Guy Rouen.....	07796 677614
Jeanne Roberts	07801 268525

7.12 Bicycles, Scooters and Skate-boards

7.12.1 Bicycles

Bicycles at school (please refer to Housestaff). Could parents please:

- Reinforce with children the inherent dangers, bearing in mind that they are in the age-range most at risk for accidents.
- Check that they are adequately equipped, i.e. that the cycle is the right size and in safe working order. Provision of a cycle-helmet is strongly advised.
- Remind children they should never lend or borrow bicycles – the School has a rule against this.

It is important that wherever possible bicycles are taken home during the holidays so that parents can check their condition.

The theft of bicycles is a common problem anywhere. A good lock, preferably with a long cable, is essential and no bike should be brought to school unless it is covered by parents' insurance.

7.12.2 Scooters and Skateboards

Students are expected to wear adequate protective clothing when using such items and to keep to designated areas.

7.13 Extra-curricular Lessons

Private lessons are available throughout the year for a range of activities including musical instruments, tennis, various forms of dance, karate, speech and drama. Extra academic support can be provided if deemed appropriate.

7.14 I.C.T. and Laptops

Students are asked to agree and sign the Acceptable Use Policy before using school ICT facilities. This is in order to protect school equipment and to safeguard against misuse of e-mail and the Internet.

Laptops must not be used after 10.30pm on flat. If a student is found using a laptop after this time, they can expect it to be confiscated.

7.15 Policy on Recording Images or Sound

The wide availability of digital recording technology (cameras, phones, web-cameras etc), and the increasing immediacy with which recordings can be transmitted and manipulated, make it sensible for us to have a clear policy on recording people in images or sound. Our guiding principle is respect for the right to privacy of all members of the community and all visitors to the school.

No student should record the image or sound of any member of the school community or visitor without their express prior permission.

No member of the community may publish or circulate a recording of a member of the school community or visitor without their permission.

Visitors to the school community should not be photographed, nor should their image be recorded without their permission.

Producing and circulating offensive recordings, via whatever media, may amount to serious misconduct.

Permission for staff to make official publicity recordings of students and other staff is automatic, unless the relevant parents or staff, respectively, have expressly withheld it.

Anyone who fails to follow this policy will face disciplinary action.

7.16 Leaves and Bounds

During their free time Block 3, 4 and 5 are expected to remain within the school grounds. The Sixth Form enjoy greater freedoms and privileges (see below).

However, on Wednesday afternoons, Saturday afternoons and Sundays:

- i. Permission is not needed to visit Petersfield although all students should sign in and out and younger students are asked to go in pairs.

- ii. Students need permission to go further afield for whatever reason. Permission to go to other places, e.g. Guildford and Portsmouth, is not given for Wednesdays.
- iii. Students should not visit the homes of Day Students without House staff permission. House staff will expect to hear from the Day student's parents if such an invitation is extended.
- iv. Boarders who live locally need permission from their member of House staff if they want to go home on a Wednesday afternoon. Their parents should confirm with House staff that they are there and assume responsibility.
- v. Students are asked to inform House staff before going for a walk or bicycle ride which will take them out of bounds and to state their destination and approximate time of return.

The Sixth Form are expected to be in School whenever there are timetabled lessons. A "free" period is meant to be for private study and students should be in an appropriate place.

If they are free from School commitments and up to date with their academic work, Sixth formers may go down to Petersfield in the afternoon but are expected to sign in and out. They may also receive occasional permission to go to a named restaurant for supper.

7.17 Medical Matters

The school must be kept informed of all medical details and of any family circumstances that might affect a child's health or behaviour.

The School Doctors, Dr Andrew Holden and Dr Kate Bush, who are in the position of the family doctor to all students during term time, must know of any treatment being given to children and of any prescriptions that have been made for them. All tablets, pills etc. must be handed over to the House Matron for administration, unless the School Doctors give permission for the student to hold such medication. The School Doctors are based at The Swan Surgery, Swan Street, Petersfield, Hampshire GU32 3AB.

In the event of illness during term time, parents can contact the Health Centre direct and, if indicated, the Health Centre Nurses can put them in touch with the School Doctors. Students who are ill will be cared for either in the sick bays in the boarding houses or in the Health Centre. If a notable absence from school is predictable and parents would like it, permission may be given for a student to return home.

Emergency treatment of day students

Day students should receive the same emergency treatment as boarders. Routine matters are for parents to arrange. In case of emergency, day parents should be contacted as soon as possible to inform them, giving them the option of coming to collect their son/daughter. If the emergency is time critical (e.g. ambulance needed), the school will handle this and keep parents informed. If parents are unable to collect, the school will handle the emergency. The health centre nurses will co-ordinate this. If a trip to hospital is needed, a matron or house assistant will be asked to accompany. If unavailable, a member of the house staff team may.

Nurses will cover matrons if they have to go off-site. Nurses must remain on site to cover other medical matters that may arise.

The following notice on confidentiality for students is displayed in the Health Centre:

When you see the Doctor or Nurses in the Health Centre you are entitled to confidentiality as you are whenever you see a medical person.

The boarding school is a unique environment with the Headmaster, house staff and Matrons acting as "in loco parentis". As such, medical information may be passed to them when it is appropriate to do so as we would with your parents.

If you wish us not to pass on medical information, please let us know.

All school leavers aged 16 years and over who wish it are given a booster injection of tetanus and a booster dose of polio. Children 16 years and over are deemed old enough to decide what medical treatment they have so no formal parental consent is required.

If you wish your child to be treated under homeopathic principles or other alternative practices, we will respect your decision although you will be expected to arrange any specialist consultations and treatments.

7.18 Piercing

Although the school has no dogmatic view about piercing, students are asked to remove all jewellery for PE and Games (or sometimes to tape them over). Students cannot give permission for piercing until they are 16 and they have to sign a consent form. Any new body piercing should be undertaken at the beginning of a holiday period so that the studs can be removed and replaced safely.

7.19 Parties

Parties invariably cause a degree of disturbance to schoolwork, sleep and cause wider parental concern if they take place during term time. Please arrange them for the holidays. If you wish to celebrate a significant occasion by organising a party for your child at a weekend in term-time, you should ring your child's Housemistress or Housemaster well in advance with a list of other Bedalians you wish to invite and any other information they would find helpful if parents ring them. You should undertake to make personal contact with the parents or guardians of those Bedalians concerned and to supervise the party itself, any overnight accommodation and necessary travel arrangements. You are reminded that Bedalians out for the weekend should not return to school before 7.00pm on Sunday unless agreed otherwise with House staff.

7.20 School Events

Parents and relatives are most welcome to support school events – dramatic, musical, sporting or otherwise. In addition to student-led performances there is a full programme of Arts Events in the Olivier Theatre and Gallery. An Arts Centre programme is mailed each term outlining all events.

7.21 School Meals

As well as traditional fare, vegetarian meals are always available for all students. We endeavour to cook from fresh ingredients on the premises wherever possible. Any comments about food can be addressed to the Feeding Committee, which is comprised of students and staff. If your child has special dietary needs, please speak to House staff who will liaise with the catering manager.

Parents who want to try the school food are warmly invited to contact Richard Lushington, the Bursar and to come in for a meal.

7.22 Spirituality and Religious Observance

We hope to give all Bedalians the opportunity to explore issues of spirituality and faith, encompassing all the major World Religions. Students who wish to attend places of worship are supported in their efforts and permission is usually granted if absence is required for observance of specific Religious festivals.

Once a year we run a ten week course for students wishing to explore Confirmation, with the opportunity to be confirmed into the Church of England at Steep Church (usually in the Spring Term). We have links with other denominations and faiths for students wishing to explore equivalent procedures. For more information please contact Sue Mabe.

7.23 Notices, Assemblies and Jaw

The complete school meets together on four occasions per week.

Notices, which take place on Tuesday and Friday mornings at 8.25am are an important forum for communication between staff and students. All students and staff are required to attend.

The assemblies at which all students attend, take place on Monday at 7.15pm and Wednesday at 6.15pm. Typical assemblies combine a musical performance, address by a member of staff or visiting speaker and handshaking.

Jaw is the Wednesday evening assembly (alternating with Head's assembly), and is one of the school's main communal events. Established early last century by the school's founder, J H Badley, Jaw has been used as a way of exposing the pupils to a range of stimulating speakers who have the capacity to make our youngsters think. The range of Jaw speakers is breathtaking and I will not intimidate you by listing them! However, Bedales' unusual place in British education has meant that the school has been able to attract a brilliant range of speakers. In certain cases they have been Old Bedalians, returning to put back into the school something of the excitement and stimulation that they must have felt in the Jaws of their time.

7.24 Stationery

Pupils are expected to arrive at school with a full set of stationery equipment e.g. pencil case, pen, pencil, eraser, ruler, etc.

8 ADDITIONAL INFORMATION FOR BOARDERS

House staff, house tutors and matrons all live within the boarding houses. The matrons deal with medical and domestic arrangements.

8.1 Bedding

All students bring their own duvets, and two individual covers, to school although sheets and blankets are available. Overseas students may leave their bedding at school over the holidays.

If your child suffers from asthma, the matrons can supply them with an appropriate pillow.

8.2 Bedtimes

Boarders in Steephurst and Boys' Flat are expected to be in their dorms by 10pm and ready to turn out their lights at 10.30pm. Please support us in this by encouraging appropriate sleep habits and by not phoning your child after 10pm. We have a house policy of confiscating mobile phones after 10.30pm or laptops found in use after 10.30pm (except if being used for agreed study).

Students may work later with permission from House staff.

8.3 Care of Possessions

Each pupil is issued with an academic locker, parents are required to supply a sturdy padlock for the locker with a spare key being kept with house staff.

Please could all possessions and clothing be clearly marked with the student's name. Lending and borrowing, even when well-intentioned, can create difficult situations. Please help us by impressing on your child how essential it is that they look after their clothes and property sensibly. Phones, Ipods, CDs, toiletries and food etc are particularly vulnerable. It helps if you can keep an eye out at home for items you don't recognise.

Please make sure any appropriate items are properly insured. It is extremely helpful if you keep a description and any serial numbers of valuable items (e.g. sound systems, cameras, mobile phones) brought into school. If they are lost it speeds matters up and if a loss needs to be reported makes the whole process easier. Such information can be kept by House staff.

Please keep expensive or sentimentally valuable items at home. A good rule of thumb is not to bring anything in which would break either your heart or the bank if lost.

An electric engraver is available for students to use – under supervision.

8.4 Flat Council

House staff meet regularly with a group of boarders representing all year groups to discuss house matters.

8.5 Kitchen equipment and food

Toast is available every evening but students can eat snacks they prepare. Food which can be stored in a lockable tuck box is preferable.

All boarders share kitchen cleaning duties on a rota basis.

8.6 Head Lice

Parents are asked to check their child for head lice at regular intervals and treat if necessary – especially before the start of term.

8.7 Overseas Students

Parents of students who live overseas may have slightly different concerns than those who live more locally. You are warmly invited and strongly encouraged to discuss any such thoughts with your child's house staff. Gordon Dale is co-ordinator for overseas "issues". You can also contact the Overseas Representative on the Parents Association.

8.8 Pocket Money

House staff should be given pocket money, which they transfer to students as necessary. Cheques should be made payable to Bedales School. We suggest the following rates per week:-

Block 3	£ 6.00
Block 4	£ 8.00
Block 5	£ 10.00
6.1/6.2	£ 15.00

This is expected to cover all non-essential items. You might like to make a greater allowance if you live overseas and expect your child to be responsible for wider purchases. House staff are happy to advise.

We ask that no student has more than £5 with them or in their dorms at any one time. The loss of money is unpleasant and unwelcome. House staff can always look after money or anything of value on a temporary basis. Students are provided with a lockable drawer and are expected to take responsibility and to be security conscious. Please support us in this by asking your child regularly if they are being careful!

House staff can lend money in emergencies but parents should make contact with house staff to give their permission and parents should not expect normal pocket money to go on the bill. We cannot take responsibility for any accounts external to Bedales.

8.9 Toiletries

There are "surgery shops" where a range of toiletries may be bought or the cost put on the bill.

8.10 Wednesday afternoons

Parents are welcome to meet up with their children in Petersfield although it is important to bear in mind that frequent Wednesday meetings can hinder children making happy social relationships with other students. Local boarders who wish to go home on a Wednesday afternoon should ask their parents to speak to their Housemistress or Housemaster.

All students are expected to attend the Wednesday tutorial time (5.15 – 6.10pm) and assembly (6.15 – 6.45pm). Students can only miss this with the express permission of their Housemistress/Housemaster and tutor.

8.11 Weekends

There is a low-key and flexible activities programme for students who remain in school for the weekend.

8.12 6.1 Students

6.1 students act as dorm bosses and spend one term on the Flat Committee, working with House staff and sharing responsibility for the smooth running of the house.

9 ADDITIONAL INFORMATION FOR DAY STUDENTS

9.1 General Principle

Bedales day students, when they are in Steep or Petersfield, are bound by the same rules and regulations during the working week (Monday 8.20am – Saturday 1.00pm) as boarders.

9.2 Start of the Day

Day students must register by using the thumb scanners in the Day Common Room by 8.20 am, again between 12.30pm and 2.00pm and then sign out at the end of each day. This is to comply with DfES requirements of day students in boarding schools as well as Health and Safety requirements in relation to fire safety. Day students arriving late cause considerable disruption and it is hoped that parents will do everything they can to make certain their children are in school on time. In the event of emergencies house staff should be contacted as soon as feasibly possible.

9.3 Absence

If your child will not be coming into School on any particular day, please ring Reception. If there is no reply, please leave a message on their answering machine. It is useful in the event of a day pupil being absent for an email to be sent to bedalesdayabsence@bedales.org.uk or call 01730 711629 or for Day House staff to receive a text or call as well. For known absences e.g. medical appointments, please inform House staff well in advance.

9.4 Attendance

Bedales is a boarding school into which day children are fully integrated. Day students must attend Activities, Notices (8.25am Tuesdays and Fridays), Assemblies and tutorial time on Mondays (8.25am) and Wednesdays at 5.15pm. Some musical and dramatic rehearsals and sporting commitments take place at 7.15pm.

They are free to leave school at the following times:

Monday	8.00pm
Tuesday	6.30pm if no evening activity. 9pm if they have one.
Wednesday	6.45pm (7.00 pm) if no evening activity. 9pm if they have one.
Thursday	6.30pm if no evening activity. 9pm if they have one.
Friday	6.30pm if no evening activity. 9pm if they have one or need to attend Civics.

There will be occasions during the year when day students will be expected to stay until 9pm. The School will endeavour to give them enough notice, but, if there are problems, parents should contact the House staff.

9.5 Policy on Day Students seeking to transfer to Boarding

Background

At Bedales there has usually been a fair amount of traffic between boarding and day status for many students as they progress through the schools. In general, with parents providing the requisite term's notice of a change of status, this works well and suits all parties.

This policy is designed to build on current practice but to clarify the position, especially when there is considerable demand in certain parts of the school for boarding.

Criteria

A student's suitability for boarding is the most important criterion; parents should be aware that a change of status may not always be deemed suitable.

Other criteria influencing the school's decision will include: date of request; student's social need to board and previous experience of boarding; and parental circumstances.

Procedure

Day parents who would like their child to move from day to boarding should do this through initial consultation with their child's housemaster or housemistress. They should then contact the Head's Secretary to request a boarding place. Whilst appreciating that flexibility is helpful, switching repeatedly between boarding and day is disruptive for both the boarding community and, often, the individual student.

The Head will always discuss the suitability of individual students for boarding with House staff and will revert to parents if there are any concerns about suitability for boarding.

It should be remembered that suitability for boarding does not only mean the individual student's ability to handle boarding life, but can also be a matter of his or her influence on other students in the boarding setting.

Policy on occasional boarding

If space is available and a request is made at least 24 hours in advance, a place can often be found for a student to stay over for a night or two.

Requests should be made via the Day House staff. Once a place is booked, the overnight fee is payable unless at least 24 hours' notice of cancellation is given.

9.6 Having Boarders as Guests

Boarders are not allowed to go to the homes of day students without the permission of House staff. Please ring to confirm the invitation, along with an assumption of responsibility. This also applies to Wednesday afternoons.

9.7 Observance of School Bounds

For students who live close to the school it is tempting to go home if time permits. However all students should remain in school during the school day unless there is a special need, in which case permission should be sought from House staff.

9.8 Observance of School Rules

During term time Day students are expected to behave in a manner which reflects observance of the School Rules throughout the school week, evenings included.

9.9 Cars and Motorcycles

Students are strongly discouraged from bringing cars or motorcycles to school, and permission will only be granted to 6.2 day students travelling to and from home. This is for reasons of welfare and out of responsibility for students' safety. It is a fact that young people in cars are particularly at risk from accidents.

Before being allowed to drive to and from school, 6.2 day students must seek permission through Philip Parsons. In the event of permission being granted, students and their parents must then complete a form which includes a statement from parents/guardians giving permission and accepting responsibility.

Students are not allowed to travel in cars driven by present Bedalians or recent school leavers.

10 FINANCIAL MATTERS

10.1 Fees

Under the School's terms and conditions, fees are required to be paid by the start of term. In the event of late payment, there will be a surcharge of 2% per month (when arrangements have been agreed in advance) or 2.5% per month (when no prior arrangement has been made), calculated daily from the date at which payment becomes due.

Several parents living overseas have raised the question of Exchange Control problems causing delays in settling accounts by the first day of term. The accountant Simon Knee (01730 711563) is able to supply a pro-forma account, giving the basic fee and estimate of extras, to any parent who feels this may speed up the process. Anyone requiring such a pro-forma should contact the accountant direct. (Even if you do not have exchange difficulties, you may like to use the pro-forma to obviate the problem of our ordinary bill arriving after the date on which the fees are due.)

10.2 Expenses

Certain items can be purchased at school and put directly on the bill, for example:

- Games kit bought at the School
- Theatre and similar visits
- Books
- Medical and toilet supplies
- Dry Cleaning
- Driving lessons (with parents' written permission)
- Telephone cards and stamps
- Rail tickets booked through the School
- Stationery
- Outdoor Work produce

10.3 Insurance

10.3.1 Possessions

Check on your cover. Parents are reminded that the insurance against fire, theft etc of all personal effects belonging to their children, including clothes, bicycles, sound systems, musical instruments, must be their own responsibility. Unfortunately, the insurance cannot be covered by the school but the Bursar will be pleased to give advice. Please note that we cannot allow uninsured musical instruments or bicycles to be brought into school.

10.3.2 Third Party Liability

Please check your householder's policy cover for third party liability.

10.3.3 Personal Accident

All children are automatically included in a personal accident scheme which covers permanent disability. Full details are circulated periodically in a leaflet issued by our brokers.

10.3.4 School Fees Remission

Parents are automatically insured against their children being absent from school for long periods through illness, accident, etc. A claim form has to be submitted, and any parents wishing to make such a claim should contact the Bursar immediately their child is away and the approximate duration of absence is known.

11 THE BEDALES PARENTS' ASSOCIATION

The Bedales Parents' Association operates throughout the three schools and meets regularly at least once a term. Parents are welcomed to make their opinions known to any of the named representatives or to ask them to raise questions via this forum. If e-mailing, please put Bedales in the subject line.

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