

WELCOME TO DUNHURST SCHOOL



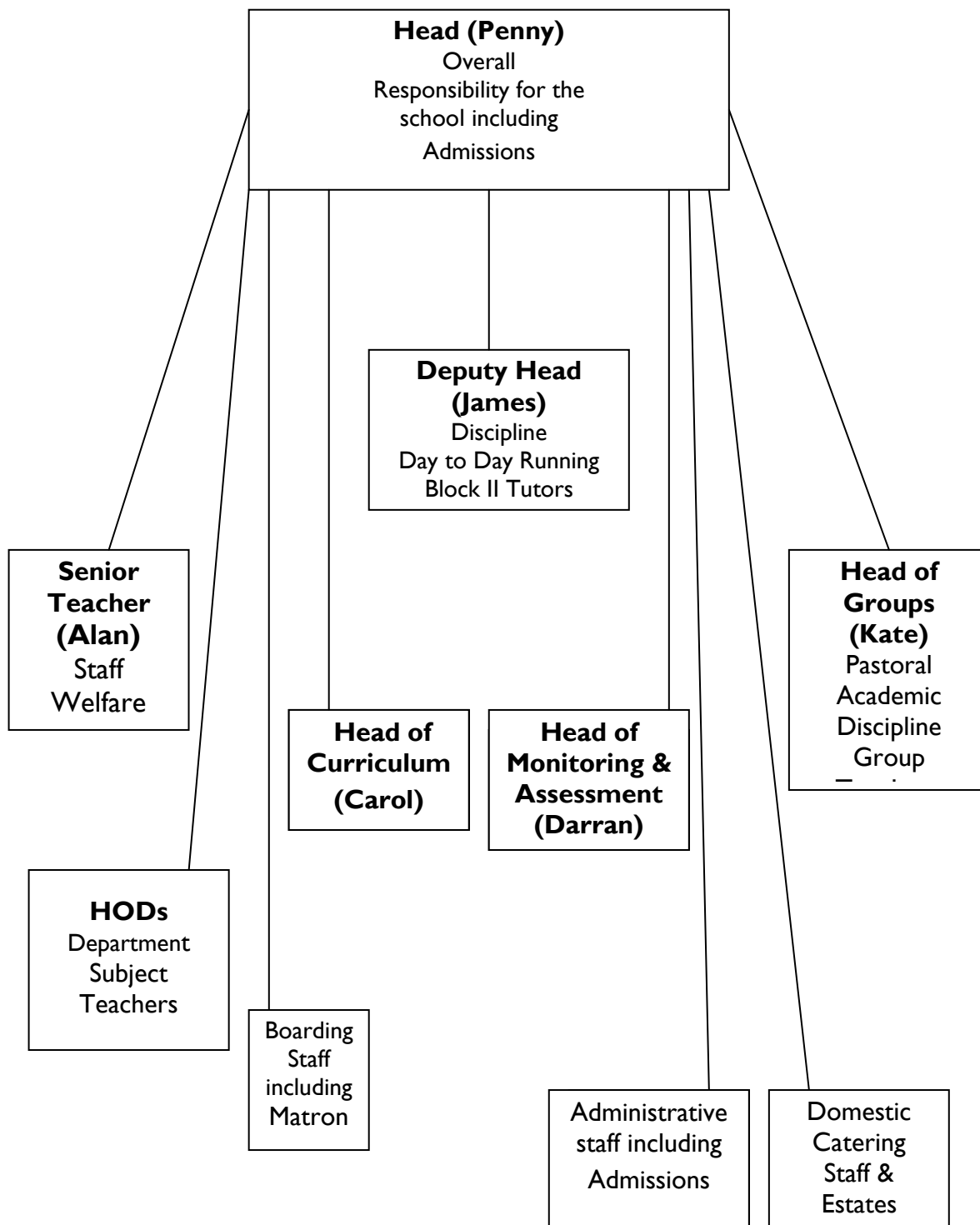
SOME PRACTICAL POINTS FOR PARENTS

Updated May 2009

TELEPHONE NUMBERS

Penny Watkins - Head of Dunhurst	01730 711730 07833 668359
James Beatty - Deputy Head of Dunhurst	01730 711731
Kate Olphert – Head of Groups	01730 711745
Alan Simmons – Senior Teacher & Housemaster	01730 711750
Carol Innes – Head of Curriculum and Ass. Director of Music	01730 711744
Darran Kettle - Director of Monitoring and Assessments	01730 711734
Janie Jarman – Registrar	01730 711733
Pam Weston - Girls' Housemistress	01730 711751
Jo Brunsdon Head Matron; Boys' Matron)
Alex Freeman Girls' Matron) 01730 711753
Tracey Thornton Day Matron)
Frances Harris – Secretary to Head of Dunannie and Dunhurst	01730 771690
School Reception	01730 300 200
School Fax	01730 711 820
School E-mail	dunhurstadmin@bedales.org.uk
Music Department (Kathy Misson Uttley)	01730 711738
Boy Boarders' Telephone	01730 267 939
Girl Boarders' Telephones	01730 262 988 / 01730 233 584
Junior and Boy Boarders' Telephone	01730 233 045
Bedales Reception	01730 300 100
Bedales Fax	01730 300 500
Bedales Theatre Office	01730 711 510
Bedales Theatre Office (for bookings)	01730 711 511
Bedales Gallery	01730 711 513
Sports Shop (during shop hours)	01730 711 657
Dunannie Reception	01730 300 400
Dunannie Fax	01730 711 830
Commission for Social Care Inspection Hampshire Office 4th Floor Overline House Blechynden Terrace Southampton, SO15 1GW Chair of Governors:	Tel: 02380 821 300
Alan Redpath c/o Mark Taylor, Bedales School	01730 300 100

• Any teacher may be e-mailed via the school e-mail address. Put the teacher's first initial and surname before @bedales.org.uk (i.e. pwatkins@bedales.org.uk).



SENIOR MANAGEMENT TEAM RESPONSIBILITIES

Head (Penny)

OVERALL RESPONSIBILITY FOR THE SCHOOL

- Admissions, prospective parents, overseeing all aspects of public relations internally and externally. Marketing, staff and pupil recruitment.
- Leading the Senior Management Team, overall responsibility for staff welfare and when necessary, the disciplining of staff.
- Heading staff meetings.
- Appointment of academic, pastoral, administrative staff.
- Liaison between the three schools.
- Budgets.
- Boarding.
- School Development.
- Interface with Governors.
- HODs and their meetings.
- Attendance AT ALL Three Schools' Management Meetings.
- Overview of all communication between school and parents.
- Overview of Blocks Pupil Reviews.
- Liaison with other 13+ schools and feeder schools.

Deputy Head (James)

DISCIPLINE AND DAY TO DAY RUNNING OF SCHOOL

- Managing the school in the Head's absence and deputising for her in all respects when the need arises.
- Working with the Head, the Head of Curriculum and the Head of Monitoring and Assessment in the planning and development of school policies and initiatives as a member of the senior management team.
- Overseeing the pastoral side of 'school life' and to discuss such matters with parents as appropriate.
- The Calendar with particular reference to Bedales and Dunannie.
- Discipline.
- Child Protection liaison with Leo Winkley at Bedales
- Overview of Staff Induction.
- To discuss academic matters with Blocks parents as appropriate and responsibility for Blocks Parent's Meetings.
- Staff Duty rota and supervision of security of school buildings.
- Leading Block II tutors.
- Gap Students
- Bedales Entrance Assessments
- Liaison with Bursar and Estate Yard over site development and maintenance.
- To teach two thirds of a timetable.

Head of Groups (Kate)

ALL MATTERS RELATING TO GROUPS: ACADEMIC, PASTORAL & DISCIPLINE

- Working with the Head, Deputy Head, the Head of Curriculum and the Head of Monitoring and Assessment in the planning and development of school policies and initiatives as a member of the Senior Management team.
- Groups discipline.
- Overseeing all aspects of academic curriculum in the groups and co-ordination with the Head of Curriculum and the Head of Monitoring and Assessments.
- Discussion of academic matters with parents as appropriate and responsibility for Group Parent's meetings.
- Overseeing the pastoral side of groups 'school life' and to discuss with parents as appropriate.
- Staff induction of Group teachers.
- Entrance to all group classes, including those coming from Dunannie.
- Working on Induction week for Group children
- Liaison with Dunannie
- Groups Pupil Reviews
- To teach two thirds of a timetable

Senior Teacher (Alan Simmons)

SPECIFICALLY RESPONSIBLE FOR STAFF WELFARE

- Support Head and Deputy Head in all everyday matters and policy decisions, and to deputise for them in their joint absence.
- Administration of cover arrangement to provide cover for absentee colleagues.
- Staff induction in liaison with Deputy Head
- Overseeing PRAD and INSET; liaising with the Director of Professional Development at Bedales in both respects.
- Health and Safety – liaising with estates and staff to ensure regulations met and information & procedures known and understood
- Overseeing and administration of Community Service programme for pupils.
- Updating of Staff and Parent Handbooks (with Deputy Head)
- Leading Block I tutors with responsibility for Block I Parent's Meetings.

NON SENIOR MANAGEMENT TEAM RESPONSIBILITIES

Head of Curriculum (Carol)

To be responsible to the Head for:

- Working towards a coherent and genuine 3-18 curriculum with Dunannie and Bedales, attending liaison meetings as necessary and communicating with the three staffs.
- Gathering, monitoring and activating new curriculum initiatives from the staff, particularly HoDs.
- Implementing and monitoring of the whole school marking policy, syllabuses and schemes of work, with a view to raising academic standards and working with Head of Monitoring and Assessment in doing so. To review and monitor the setting and quality of preps across the departments.

- The encouragement, organisation and administration of 'Curriculum Days' in which normal timetable is suspended and the day is spent teaching and learning across a whole-school theme or subject area.
- To review the delivery of PSHE across the school with a view to a reorganisation of same for September 2009.

Head of Monitoring and Assessment (Darran)

ACADEMIC MATTERS AND TIMETABLE

To be responsible to the Head for:

- Assessment for Dunhurst, including use of Schoolbase for reports, reviews etc. as well as any data analysis resulting from assessment process, with particular reference to:
 - Administration and use of MIDYS assessments and scores to benefit children's progress.
 - Identification of children's individual problems and needs with regard to their academic progress.
 - Co-ordination of 'Gifted and Talented' for Dunhurst, Groups (in close consultation with Kate Olphert included).
 - Liaison with Dunannie and Bedales in relation to 'Gifted and Talented'.
 - Preparation of a dedicated extra-curricular programme for scholarship pupils.
 - To support this new role, liaison between The Petersfield School and Dunhurst should be initiated and developed.

Assisting with:

- Curriculum and timetabling.
- Overview of all testing and assessment in the school (MIDYS, GOAL, PIPS).
- Induction week (study skills) for pupils.
- Scholarship administration and the scholarship class.
- Schoolbase – ensuring staff are trained as Schoolbase system developed.
- To teach two thirds of a timetable.

Additional Tasks List
2009-2010

'Academically Ambitious'	Darran Kettle
Block Activities	James Beatty
Group Activities	James Beatty
School Council	Andrew Alexander
Work Shadowing	Louise Banks
Archives	Carol Innes
Assemblies	Penny Watkins and Kate Olphert
Committees	James Beatty
Community Service	Alan Simmons
Disability Committee	Fran Box
Lost property	Fran Box
Fair Trade	Louise Banks
Fire	Alan Simmons
Food Committee	Penny Watkins
Health & Safety	Alan Simmons
Risk Assessment / Trips	James Beatty
Gap Student Supervision	James Beatty
HOPIT (Helping other people in trouble)	Mark Collins
January Assessments	Darran Kettle
Lighting, Sound, ICT support for events	Kath Connolly / Janet Auty
Parents' Group Liaison	Penny Watkins
Peer Listening	Elaine Hewitt
Pets / Greenhouse	Pam Weston
Pool Tables / Recreation / Adventure Playground	Rachel Hearnshaw
PSHE and Citizenship (Groups)	Maggie Alexander
Props	Richard Nice
Resources Support (reprographics)	Angela Mowatt
Scoffs café	Jo Brunsdon and Alex Freeman
Wardrobe	Maddy Clark

PLEASE NOTE THAT WE COMMUNICATE WITH PARENTS EVERY WEEK THROUGH THE FRIDAY REPORT. This can be accessed each week via the Bedales website or it can be emailed to you.

- So much happens in the school day, week and term, it would be impossible to cover every eventuality. If you are ever in doubt – about events or school policy – please do get in touch.

This booklet is organised in the following way:

- School Routine – daily, termly, annually;
- Whole School Policy – essential information for all parents;
- Medical and Health Matters;
- Information applying specifically to BOARDERS;
- Information applying specifically to DAY PUPILS;

Information is **not** listed in order of importance within each section.

SCHOOL ROUTINE

“THE SCHOOL YEAR”

Over the course of the school year, there are some events that break from routine, to which pupils may have a commitment and to which parental involvement, attendance or support may be encouraged.

These events include:

- Dunhurst Parents' Group (FoD – “Friends of Dunhurst”) AGM;
- “All-In Weekends”, prior to a production/concert, for rehearsal (does not necessarily include every pupil, every time) or a 3-schools Whole-School Effort: the Badley Weekend (Autumn Term 2009). Dunhurst families are only asked to attend on Saturday afternoon.
- “HOPIT Fair” (close to the end of Autumn Term) – HOPIT standing for “Helping other people in trouble”
- “Music Marathon” (an informal sponsored concert in which all musicians may perform to raise funds for charity – Summer Term);
- Parent/Teacher Meetings (Autumn and Spring Terms);
- “Camps Week” (the week prior to summer half term, when all children are away on residential trips which complement/supplement the curriculum);
- Plays – planning to have the Groups' play in Autumn term, Blocks' play in Spring Term and a major Summer term production
- Celebration Assemblies/Concerts – usually at the end of each term
- Sports Day: Saturday, 27 June 2009
- Parents' Day: Saturday, 20 June 2009
- Block II Work Shadowing Day (Summer Term);
- Block II Leavers' Dinner (Summer Term);
- Block II Peer Listening Training (residential weekend in September).

LEAVE WEEKENDS

There are, periodically, ‘Leave Weekends’ when children go home at **1600 on Friday** and return on Sunday evening or Monday morning.

WHOLE SCHOOL EFFORT

There will be 3-schools Whole-School Effort on **3 and 4 October 2009** which will also be the fourth Badley weekend. Parents will also be invited so please keep yourself and your child free.

SATURDAY MORNING SCHOOL

With the exception of Group I, all children are expected to attend school on Saturday morning from 08.25 am to 1.00 pm.

WEDNESDAYS

Pupils in Blocks I and II do not have classes on Wednesday afternoons. They are allowed to walk down to Petersfield unaccompanied by staff, in groups of four. They “sign out” on a list outside the dining room before they leave, and sign in again when they return. There are always two members of the Dunhurst staff in Petersfield at the same time. However, the majority of children choose to stay in school where they can relax (Scoffs Café), participate in sports fixtures or catch up on work or music practice.

These arrangements are always kept under review. We try to give our pupils a certain amount of freedom to venture outside school bounds without putting them at undue risk.

Block boarders may be allowed out with parents on a Wednesday afternoon, dependent upon school commitments such as Community Service, matches and rehearsals, which should take precedence.

If you wish to allow your child to be able to accept rides offered by other parents you must indicate this on the consents form which is returned at the beginning of the year.

Boarders may visit the homes of day children on Wednesday afternoons **if written permission has been received from the parents of both the day child and boarder concerned by the Monday preceding the planned visit.**

COMMUNITY SERVICE

Block students are expected to put something back into the community. This generally takes the form of various activities arranged within the school, Dunannie or the wider community. Activities undertaken outside the school can also be counted towards the scheme, if corroborated by an adult.

FRIDAY

The school day ends at 1730 on Friday for all pupils. In the winter terms the day ends with “Jaw” – a talk, lecture or performance by a visiting performer or speaker, followed by “Handshaking”, when every pupil shakes the hand of each member of staff. In the Summer Term, the whole school takes part in athletics at this time. Friday Reports are given out at the end of the day.

THE SCHOOL DAY

Pupils should be in school for the bell for registration which is rung at 0825.

Times for Groups One (8+), Two (9+) and Three (10+)

- 0825 - 1550 Mondays to Thursdays (if not staying for an activity)
(If day pupils stay for evening activities they should be collected at 1730)
- 0825 - 1730 on Fridays
- 0825 - 1300 on Saturday (except for Group One)

(Parents must advise the office if they wish to collect a child from an activity before 1730)

Times for Block I (11+) and Block II (12+)

- 0825 - 1730 on weekdays (if not staying for an activity)
(If pupils stay for evening activities they should be collected at 1930)
- 0825 - 1300 on Saturdays

If day pupils stay for evening activities they should be collected at 1930 and not later than **1950.**

Times for Meals

- 0745 Breakfast
- 1040 Morning snack
- 1255 Lunch (Groups)
- 1305 Lunch (Blocks)
- 1550 Afternoon snack (Groups staying for Activities and Blocks)
- 1730 Supper (Groups & Blocks)
- 1930 Evening snack

SCHOOL POLICY AND INFORMATION

PARENTAL CONSENTS

Parental consents are required for particular activities and these *must* be returned *by the beginning of the Autumn Term*. They will remain in force as long as your child is at Dunhurst but fresh consent forms are required for pupils moving from Groups to Blocks. Your child will not be able to participate in the activities concerned until we have received your signed consent. Items for which your specific consent is sought include:

- Blocks visiting Petersfield on Wednesday or Saturday afternoons;
- Boarders catching the London train at weekends;
- Boarders (particularly overseas) staying with school friends at the weekend;
- Being allowed to be in small, unsupervised groups on some school trips, at the discretion of the member of staff in charge;
- Going on all official, organised school trips;
- Using the adventure playground;
- Riding as a passenger in the cars of other parents.

You may be asked to complete additional consent forms during the year for particular events/activities (e.g. summer camps). Please do complete and return them promptly, or 'phone for further detail.

COMMUNICATION

We try to communicate with you as much and as often as possible. If you feel you are receiving insufficient feedback, please let us know.

When wishing to communicate with the school on specific matters, the following may be helpful:

- In most cases, the first port of call is generally the Group Teacher or Block Tutor, and for boarders, the Housestaff: Jo Brunsdon on 711753, Alan Simmons on 711750 and Pam Weston on 711751.
- Academic Matters: Please feel free to contact Darran Kettle (Head of Monitoring and Assessment) on 771734.
- Routine/pastoral matters: Please contact for Blocks - James Beatty (Deputy Head) on 771731 and for Groups: Kate Olphert (Head of Groups) on 771684

If in doubt, contact the Reception. Alternatively, you can leave a message for any member of staff via the receptionist, Woopy Keeling (01730 300200) or send an e-mail to the school, putting the name of the member of staff in the subject heading or contact Penny, the Head at pwatkins@bedales.org.uk, who also holds a Open House every Saturday morning from 0830-1030.

FAILSAFE

Penny's Number is 01730 711730 or mobile 07833668359 – available 24 hours a day and in the holidays.

WEBSITE:

Has been updated and over the next twelve months we are working for it to become the major form of communication with the Friday Report and Weather messages.

COMPLAINTS PROCEDURE

A copy of this policy is available from the school office. Should you have a complaint or concern, please do use the contacts already stated. In any matters, do feel free to contact the Head directly.

FRIDAY REPORT

It is essential that parents read this each week as it contains very important information relating to school activities, lists of events, essential dates, etc. Please ensure that you access this each week.

LOCAL JARGON

Dunhurst is something of a maze – confusing for the newcomer – parent, child or member of staff. The following “local” terminology may be helpful:

- “Scoffs”, the area beneath the main school building, a recreation room and Café.
- “The Hive”, the room containing the pool and table tennis tables, near the Dining Room.
- “The Loft”, the social space above The Hive.
- “The Well”, the stepped performance and school meeting point in the middle of the classroom area.
- “The Cobb”, the creative studies block.
- “Dunhurst Hall”, the gymnasium on the Dunannie side of the dining-hall.
- “Cobb’s Field”, the field beyond the Cobb.
- *“A Green”, a free lesson to be used for prep in the library or for scheduling of individual classes such as learning support, individual foreign language tutorials, musical instrument instruction and practice and drama instruction. The number of library Greens inevitably varies from student to student.*
- “MRS, a Green designated for individual music practice.
- “JAW”, a weekly talk to the whole school held on Friday afternoons in the autumn and spring terms. In the summer term, Jaw is replaced by athletics.
- “HOPIT”, standing for Helping Other People in Trouble, headed by a Charity Committee who organise a fair at the end of the Autumn Term every year in which all the children participate.

PROPERTY

Children do not always show appropriate respect for property – theirs and/or that of others. We believe that an essential part of a Dunhurstian’s education is learning to take care of his or her belongings. We very much value your support and co-operation over all matters relating to property. We impress on Dunhurstians that everything becomes easier if they show respect both for their own property and for other people’s.

If your child has lost something, please send a note in *immediately* to his/her Group Teacher or Tutor. It is *essential* that everything a child brings into school is marked clearly, particularly all clothing, footwear (including Wellington boots), anoraks, watches and keys. We would also advise all children not to bring in the sort of prized, rather fragile possessions which can so easily become broken. We do all we can to recover items that go missing.

Please refer to the **clothing lists** and illustrated sheet for exact details of how clothing should be marked. All items on the list are necessary!

We recommend that watches and pens be engraved with your child's name or initials.

UNMARKED POSSESSIONS

Our biggest problem with unmarked clothing and possessions arises with day children. Please ensure that everything your child brings into school is properly named.

INSURANCE

- a) **Possessions:** Please check on your insurance policies. Parents are reminded that insurance against fire, theft, etc, of all personal effects belonging to their children including clothes, radios, musical instruments etc, 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 to be brought to the school.
- b) **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 the brokers. Further information may be obtained from the Bursar (on 01730 304269).
- c) **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 once they know the length of time that their child has been absent from school.

TRAIN TRAVEL TO AND FROM SCHOOL

At present, the school runs a minibus service which picks up Dunhurst and Bedales students from Petersfield Station at 8.10am in the morning. At the end of the day, the students tend to finish at different times and this means that there is not at present a similar service at the end of the day.

There is also a Minibus service from Ropley and Midhurst, again mornings only. Those parents who would like more information on these services, please contact Wendy Rogers on 01730 711571 or email wrogers@bedales.org.uk. The Dunhurst School office must be informed if your child is to be included in one of services.

It is our general policy that students should stay in groups of four, for instance if the Blocks walk down to Petersfield on Wednesday afternoon. When the London boarders catch the train home at the weekend, there is a Gap student who always travels on the train with them.

However, if you wish your child to walk down to the station at the end of the day and catch the train, we need this in writing. They may take the direct route down to the station, i.e. via Bell Hill, but parents need to reinforce the message about keeping safe as this route involves crossing roads sensibly and remaining alert at all times.

Only in exceptional circumstances would we expect a child in the Groups to make this journey alone or without adult supervision.

PAYMENT OF FEES

School fees are due for payment on or before the first day of term.

Several parents living abroad have raised the question of Exchange Control problems causing delays in settling accounts by the first day of term. When the fees for the next term have been fixed, normally at the Governors' meeting in the preceding term, the Bursar is able to supply a pro-forma account, giving the basic fee and estimate of extras, to any parent who feels this may help speed up the process. Anyone requiring such a pro-forma should contact the Bursar 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.)

APPEARANCE

We do endeavour to be relaxed about clothing and appearance. We do, however, have to bear in mind that an 8-year-old might be inappropriately influenced by a 13-year-old. We therefore ask that children should not come to school with any part of their body pierced other than a single piercing to one or both

ears. If students dye their hair, colours must be restricted to those that 'one could be born with'. Make-up should be restrained. **NO TATTY / RIPPED JEANS/ TORN TIGHTS OR ANY ITEMS OF CLOTHING THAT MAY CAUSE OFFENCE SHOULD BE WORN.**

With the above and with clothing, respect for the opinion of others, cleanliness and safety are prime considerations.

BREAK TIMES

A fundamental tenet of the school's philosophy is allowing the pupils freedom, encouraging them to behave responsibly, and this applies equally to break time. There are always two staff on duty who promote fresh air and keep a wary eye on behaviour, always bearing in mind the pupils' safety.

Skateboarders must wear helmets which are fastened and properly adjusted. We strongly recommend but do not insist that they also wear appropriate body protection.

CHANGE OF ADDRESS

It is vital that you should keep us informed of any change of address, even if you are only away for a couple of days. It is not safe to let only your child know and hope that he/she might tell us. A mobile 'phone number is also useful in the case of an emergency.

We publish a list of the addresses and 'phone numbers of every pupil in the school early in the academic year. This is strictly and solely for the ease of communication between parents regarding school matters, parties, etc. Please let us know (*by the end of August*) if you do not wish your details to be published.

CAR PARK COURTESY

Here are some simple rules drawn up by the Dunhurst Parents' Group for the safe working of our car park:

- Remember that the car park is one-way and that traffic moves clockwise;
- Drive slowly;
- Drop and collect children ONLY from the designated area which will be the bottom of the steps. Please drive 4-5 car lengths beyond bottom of the steps to enable 4-5 cars to drop off/pick up at once;
- Please do not PARK in the drop/collect zone;
- Park in a parking space if your child is not out when you arrive and then meet your child on foot;
- Park considerately;
- If you have collected your child/children and you are ready to leave the car park, you should be able to pass stationary cars if they have stopped well to the left;
- Never park at the entrance to the Car Park near the bin area.

Lastly, our busiest times in the car park are in the morning, on Saturdays at lunchtime and on Fridays after Jaw. Two thoughts for these busy periods: the first would be lift sharing if this is at all possible and many of you do this already, and the second would be flexible times for collection, for instance arranging a time a bit later than 1730 on Friday evening, if your child is agreeable. All the parents receive a Dunhurst address list which helps in the organisation of lift sharing. Lift sharing is, for so many environmental reasons, the best way of helping to keep the car park working smoothly.

Please take great care in the car park, by parking and driving considerately and safely. We would be grateful if, for safety reasons, you would always use the main car park and not drive your car to the rear of the school – by the Hall double doors. **Please observe the one-way system.**

PUPIL ABSENCE

If you wish to take your child out of school for any reason other than a medical appointment, you must contact the Penny, the Head, in writing or by email. Absence from school can be disruptive to the

learning of the individual, but also to the class as a whole and is thus strongly discouraged. Parents are asked to try and keep special events and holidays to leave weekends, half terms and school holidays.

If your child has a medical appointment, please inform the Receptionist or his/her Class Teacher/Tutor. If the absence is during the school day, please collect your child from Reception. Your child must sign out on the sheets located outside the dining room. If your child has been absent for whatever reason at registration, they **must** sign in at Reception.

SCHOOL TRIPS AND 'SUMMER CAMPS'

There are many school trips in the course of an academic year that are an important part of the holistic education we offer. If the cost of a trip is to exceed £15.00, you will be informed in writing.

Every Dunhurstian goes on a residential school or trip or 'camp' halfway through the Summer Term. These educational trips last up to one week. These trips form an integral – and therefore compulsory – part of the curriculum. Part of the cost is met by the school, but parents meet the additional cost and are informed of the exact amount earlier in the academic year.

MATCHES AND EVENTS

Parents and relatives are most welcome to support school events. Sports teams in particular, enjoy parental support and rise to the encouragement of the crowd. Do also join us afterwards for the match tea. If, for some reason, a match has to be cancelled at short notice, every effort will be made to advise you so that you can make alternative arrangements. If we are unable to make contact with you, your child will be able to stay at school and meals will be provided as necessary.

MUSIC

The Director of Music is Kathy Misson-Uttley.

If your child is to learn a musical instrument please make sure the instrument is insured and has a good music case.

SCHOOL REPORTS AND PARENT/TEACHER MEETINGS

Full and detailed report booklets on every area of school life are produced at the end of the Autumn and Summer Terms. There are parent/Group Teacher/Block Tutor meetings in the Autumn Term (around half term) and parent/teacher meetings with all of the child's teachers at the end of the Spring Term. There is not a written report at the end of the Spring Term for all year groups, *apart* from Block 1 who have reports at the end of the Spring Term, but not at the end of the Summer Term. If there are concerns about a pupil, or indeed if parents simply wish to make regular contact about a child's progress, we do encourage contact – initially through the Group Teacher, Block Tutor or Housestaff. Any teacher can be contacted by an e-mail, their address will be their first initial and surname at the school address (i.e. dkettle@bedales.org.uk for Darran Kettle).

PUPIL REVIEWS

Staff hold regular discussions on whole year groups at which the social and academic progress of each child is considered. These dates will be published in the Friday Report and in the termly Calendar. Parents will receive feedback from these meetings by post the following week.

DUNHURST PARENTS' GROUP ("FRIENDS OF DUNHURST")

We have formed a group of willing parent representatives of all year groups, boarding and day, who are an essential link in the communication chain between parents and school. They are also involved in the organisation of enjoyable, successful social events which have included sports fixtures between parents and staff, quiz nights and other social events in support of the school. Should you wish to volunteer your services, please let the Group Chairperson know. You must be willing to have your telephone number published to all parents. If you are unable to serve on the Committee, but are willing to help at events

and functions organised by the Parents' Group, please do let a representative know. The names and 'phone numbers of this coming year's Committee Members (2009-2010) are as follows:

Jo Hill - 01243 372481 (Oscar, Group 2) *Co-Chair & New Parents Liaison officer* iamjohill@googlemail.com
Matilda Clark - 01730 261463 (Hector Group 3) *Co-Chair* tildaclark@btinternet.com
Tim Yetman - 01420 473545 (Alexander, Block 2) *Treasurer* tim@yetman.org
Natalie Gotts - 01243 431672 (Gabiella, Group 3) *Secretary* natalie@nutritional-thinking.co.uk
Sascha Hackel - 01730 823685 (Christopher, Block) *Boarding representative* sascha@hackelbury.net
Sally Compton - 01730 891411 (Lizzie, Block 2) sallycompton@aol.com
Thea Kitts-Lomax - 01489 890083 (Sofie, Block 2) Dunhurst@kittsfamily.org
Heather Lester - 01962 (Hannah, Block 1) heather_lester@talk21.com
Toby Priestly - 01428 609191 (Diggy, Block 1) toby@beastleys.com
Jessica Cross - 0207 935408 (Cameron, Block 1) jessica@virtualmetals.co.uk
Cathy Mosely - 02392 632 796 (Kit Group 3) cathymosely@mac.com
Sandra Alayon-Stanton - 01428 723178 (May Group 3) tutostanton@hotmail.com
Jane Bailey - 01730 233824 (George, Group 2) jane.bailey@bluetiger.ltd.com
Camilla Whitby - 01403 820 649 (Minna, Group 2) Camilla@cwfilms.com
Vick Milton - 023 9241 2346 (Goose, Group 1) vicks@vicksmilton.com
Alex Oldham - 01428 741713 (James Group 1) alexnigel@btinternet.com

BEDALES PARENTS' ASSOCIATION

The Bedales Parents' Association is a body of parents whose members represent each year in Dunannie, Dunhurst and Bedales. The group addresses issues relating to all three schools.

ADVENTURE PLAYGROUNDS

The large adventure playground is designed so that no fall is greater than 2 metres and a full 30/40 cm of playground bark mulch is beneath the whole play area. It is positioned on the front lawn to ensure that staff are always close at hand; the behaviour of the children is managed quite carefully so that games that could cause accidents do not take place. Children are not allowed to use in the rain.

A consent form must be completed and signed if you wish your child to use the adventure playground.

PARTIES

Large-scale parties at weekends can cause disruption to the smooth running of the school. We would ask parents to arrange these out of term time. If parents wish to arrange small parties (not more than 10 - 12 children) please would they be in touch with the Housestaff well in advance.

Parents should undertake to make contact personally with the parents or guardians of those children being invited to discuss all arrangements. If these are to take place on a Sunday, parents should liaise closely with Housestaff when boarders are involved.

MEDICAL AND HEALTH MATTERS

We have three School Matrons, all are qualified First Aiders and two have completed a First Aid course in Basic Homeopathy. All boarders are registered with the School Doctor, who visits the school for a surgery once a week.

The school must be kept informed of all medical details and of any family circumstances that might affect a child's health or behaviour. In the event of illness during term time parents can contact the Head Matron and, if requested she can put them in touch with the School Doctor.

All tablets, pills, etc, must be handed over to the Head Matron for administration, unless the School Doctor gives permission for the pupils to hold such medicaments. This includes vitamins, homeopathic medicines and creams and lotions.

Pupils should not bring any aerosol products to school.

HEAD CHECKS

Unfortunately, as in all schools, we do have outbreaks of head lice within the school from time to time. The School Matrons carry out regular head checks throughout term time, but also ask parents to check their children's hair regularly. We use a herbal remedy for treatment in the event of a child having nits.

MOUTHGUARDS

We insist that all pupils should wear mouthguards when playing hockey, rugby and certain other contact sports. Ideally these mouthguards should not be of the mass produced type, but should be specially fitted by your child's dentist. A dentist usually visits the school in the first week of the Autumn Term for the few who play hockey in that term, and just before the Christmas holiday so the majority may have mouthguards for the Spring Term. Information is sent with the end of term mailing.

SCHOOL MEALS

School meals are traditionally the butt of many a joke, but we genuinely believe that our food is good – freshly prepared and providing a balanced diet. Whilst children's food choices are not regularly monitored, random checks are made to see if certain pupils are regularly missing lunch and duty staff try to keep an eye on the amount and balance of the meals selected. To our knowledge, we use no ingredients that contain nuts or GM foods. Breakfast includes cereals, toast and a cooked option. There are snacks and drinks on offer in morning and afternoon breaks. For lunch, there is a choice of a hot meal, a vegetarian option, and the salad bar which has the capacity for sandwich-making, followed by a choice from fruit, yoghurt and a home-made dessert. Supper, around 1745, allows an element of choice, and boarders have snack at 1930, when cereal and sandwiches are on offer. Milk is available on request. Vegetarian meals will be provided for genuine vegetarians whose parents make a specific request, in writing, to the kitchens or Dave Greenman (dgreenman@bedales.org.uk). Where special diets are needed on medical grounds the kitchens should be informed and will be happy to provide them. Packed lunches are provided on school trips and for children with special lunch hour classes (music, dance, etc.).

INFORMATION FOR BOARDERS

START OF TERMS / RETURN OF BOARDERS FROM HALF TERM

We would ask parents to leave their children with us *not earlier than 1700 and not later than 1930*. Supper is available at 1730-1800, and a 'packed supper' for latecomers is easily arranged with notice.

While we appreciate that it is difficult occasionally, particularly for those of you living abroad, we always ask parents to make every effort to have their children back in school on the first day and equally not to remove them before the final day of each term. We are particularly keen that pupils should be present at Parents' Day on Saturday, 21 June 2008.

END OF TERMS / HALF TERMS

Parents are expected to arrange for children to be away from school during half term breaks. Travel arrangements should be made through Housestaff/Matrons.

BIRTHDAYS

The celebration of a birthday at school, surrounded by friends, can be fun. Children may have a cake, crisps, soft drinks, etc, which can be supplied by the parents or the school. If you would like us to make arrangements, please give Housestaff at least a week's notice.

For birthdays and special occasions, boarders may go out with their parents for supper by prior arrangement, from 1800 to 2030.

CHILDREN'S TELEPHONES

We suggest you establish one of the following procedures with your children.

- MOBILE 'PHONES are allowed in evenings on a sign in and out system. Each child who brings a mobile to school must complete a contract agreeing to abide by the guidelines.
- Children are allowed to have access to the phone in Reception.

E-mail can often prove to be an easier communication route. Children receive their e-mail address within the first week of their first term. Children have access to e-mail during most break times.

TRAVEL ARRANGEMENTS

These are co-ordinated by Matrons every Monday evening for the weekend ahead. Please ensure that plenty of notice is given of full details (e.g., including any taxis booked), in writing. We are quite happy to make taxi bookings when necessary and are normally able to provide the name of the taxi driver for Unaccompanied Minor forms.

OVERSEAS PUPILS

The name and address of a guardian in this country must be provided. Parents are requested to make all the necessary travel arrangements for their children to join them for the holidays and to deposit with the Housestaff all the relevant documents, i.e., passports, vaccination certificates and tickets. The Housestaff would be most grateful to be given in writing complete details of all travel arrangements made (including names of taxi firms booked), so that there is no chance of anything going wrong. Rail tickets for UK travel are purchased by the Matrons. Children of overseas parents are allowed to have certain personal

expenses put on the school bill. If overseas parents come to the UK during term time we would be grateful to be told when and where they are staying in case we need to make contact.

We usually recommend that overseas parents make contact with the following taxi firms: Airport Specialists (Terry French) 01730 231479 or '5 Ways Cars' 01730 260442.

WEEKENDS

Although children are free to go home any weekend during the term, school commitments such as matches, musical events or Whole School Effort Weekends take precedence. We publish a list of weekend activities at the start of each term so that children may choose when to stay at school or to go home. We would be grateful not to have requests to take children out on these weekends.

Children may be collected by car at **1300** on Saturday. We will take children to Petersfield train station on Saturdays to catch the **1348*** train to Waterloo and then we meet the returning **1830*** train from Waterloo on Sunday evenings. Fares for train journeys are put on the bill. (*Subject to possible change by SWT – we check the train times every Thursday. A notice is displayed on all boarding wings at around supper time on Thursday evenings, so the boarders are aware of the train running times for the forthcoming weekend. We do urge parents to call National Rail Enquiries on 08457 484950 to check the arrival and departure times to and from London Waterloo.) The children are accompanied by a Gap Student to and from Waterloo Station.

N.B. Clearly we cannot allow children to leave unless we know they are expected and that they have parental permission. *It is absolutely vital that the House Staff receive a note or a phone call from parents or guardians and, if the child is visiting elsewhere, their prospective hosts, by the previous WEDNESDAY,* so that tickets, catering and weekend arrangement deadlines can be met. No children can be allowed to travel by train unless this is done. Many parents find it simpler to write with a 'standing arrangement' for all weekends letting the House Staff know only when exceptions to the rule crop up.

Boarders may return to school on a Monday morning after a weekend, though Housestaff should know of arrangements by the previous **WEDNESDAY** evening. Exceptions to this are Sundays at the end of holidays and half terms when we do like to have everyone back on the Sunday evening, not later than **1930**.

There are, periodically, "Leave Weekends" ("Exeats") when children go home at **1600 on Friday** and return on Sunday evening or Monday morning.

It should be noted that we are not prepared to accede to parental requests to put individual children younger than 13 on buses or trains on their own, nor are we prepared to have them sent to Dunhurst in this way. We are happy to put children on the train on the understanding that they behave sensibly, respect the needs of other passengers and meet the standard of behaviour we would expect around school, effectively complying with school rules.

Please note that your consent for this service recognises that the school's responsibility for the child ceases when the child is dropped at Petersfield Station and starts again when they get onto the minibus on Sunday evening.

SUNDAYS

IMPORTANT: Please do not return your child to Dunhurst before **17.45** or later than **20.00** on Sunday unless by prior arrangement with Housestaff on duty.

MEDICAL MATTERS

The School Doctor, who is in the position of the family doctor to all boarder pupils during term time, must know of any treatment being given to children and of any prescriptions that have been made for them.

If a boarder is unwell we normally contact parents within 24 hours. It may be appropriate for the child to be at home until he/she is better, if circumstances permit.

The school doctor is:

Dr Guy Cunliffe
The Swan Surgery
Swan Street, Petersfield
Tel. 01730 264546

ENURESIS

It is essential that we should be told if there is any likelihood of your child wetting his/her bed. Not only can mattresses be saved if we are forewarned, but life can be made so much easier for the child. Every effort is made to be as discreet as possible.

LETTERS and E-MAIL

All boarders staying in for the weekend are encouraged to write letters home. We do not read these letters to check on grammar or content. All boarders have their own school e-mail address and thus the likelihood of children writing home non-electronically on a regular basis has diminished in recent times! If you would like a weekly letter home form school and need our support, please do ask.

TUCK AND MONEY

These two commodities cause more upset in the boarding community than can be imagined! We ask that you support us in the following simple, firm, rules:

- In the interests of health, hygiene and fairness, please do not send your child back to school with any food, including sweets.
- All pocket money for the term should be handed in to house staff at the beginning of the term. (see section 'Pocket Money' Page 20)

SCOFFS

All children in the Group classes may use Scoffs once a week, normally at a time when they are staying for an activity. Spending is limited to **70p** per session. The cost of all purchases will be added to the termly bill.

POCKET MONEY

We ask parents to send back the following amounts of pocket money:

Groups One, Two & Three £30.00 per term
Half-boarders are allowed half the amount full Groups have

Blocks I and II £50.00 per term
Overseas boarders may bring back an extra sum for essentials

Please do not send back any extra money or top-up money in the course of the term; this really makes it difficult for us to help children manage their money well. Money sent for birthdays or special purchases will be kept safely by the Housestaff.

We also request that children do not bring to school credit cards, charge cards or the means to withdraw money from bank, building society or post office accounts.

Block children may withdraw up to £3.00 on a Wednesday afternoon; with more being permitted should children need to purchase other items, e.g., birthday cards, presents, etc. Please remember that essential toiletries may be purchased at school, as can some stationery items. There is no need for children to have large sums of money for it will only lead to temptation or absolute indulgence in food!

HALF BOARDING – GROUPS ONE, TWO AND THREE

Half-boarders are those who board for three nights each week: - the same three nights for each week of the term. Tuck Shop for half-boarders will be exactly the same as for full boarders. Pocket Money will be half the amount of the full boarders - **£10.00** per term.

FLEXI-BOARDING

We are very happy for day pupils to spend short periods boarding *provided we have the space*. This can be done on a flexi boarding system be it one night a week, two nights and so on. We also accept requests for the odd night here and there on a bed and breakfast basis. A day pupil who wishes to board is able to participate fully with the boards and join in with the others. Any requests of this nature should be addressed to the Housestaff who can provide full details including costs.

ELECTRICAL APPLIANCES

CD/Radio/Cassette recorders are permitted for use in the boarding houses. These are the child's responsibility and the school will not be liable for any damage. Any electrical appliances using mains supply **MUST** be handed in for testing by the school's electrical contractors at the beginning of term, for which a small charge will be put on the school bill.

CHILDREN GOING OUT OF SCHOOL

At present we take boarders in Groups One, Two and Three, who are staying in for the weekend, down to Petersfield to shop on Saturday afternoons. A member of staff accompanies them.

Boarders in Blocks I and II are allowed to walk down to Petersfield on Wednesday and Saturday afternoons unaccompanied by staff in groups of not less than four. They 'sign out' on a list before they leave, and sign in again when they return.

These arrangements are always kept under review. We try to give our pupils a certain amount of freedom to venture outside school bounds without putting them at undue risk.

If any boarder parent is not in agreement with any of these arrangements for their child, do please let us know in writing that you wish to withhold permission. You will be asked to sign a Consent for these arrangements. If your child invites a Dunhurst boarder home for the weekend, we would ask you always to make contact with the parent or guardian of that child beforehand. We only allow boarders to go out with friends for the weekend on the understanding that this has been done and having received written permission from the child's parents.

ADDITIONAL INFORMATION FOR DAY PUPILS

ACTIVITIES

Activities are offered following the end of lessons:

Groups 1630 – 1730

Blocks 1830 – 1930

Activities are optional for day children, but not for boarders. Block day children who stay for an activity will automatically stay for supper. There is generally no charge for activities. The regular exceptions to this are judo, golf and dance classes. Current charges will be detailed on the forms given to the children. These forms are sent home with day pupils and parents are asked to sign the completed forms to show that they are aware of their child's choices. The forms are then returned to school.

With the organisation involved, the first week of the Christmas term is a 'scratch' arrangement. *Generally speaking, it is probably best if day pupils do not attend activities in this first week, though arrangements can be made if desired.*

STAYING IN SCHOOL

As stated, the latest times for day children to go home on weekdays are **1730** for Groups One, Two and Three and **1950** for Blocks I and II. We are happy for day children to have their supper here, but we **MUST** have advance notice. On occasions when children are required to stay late for special school events (matches, performances, etc.), the day children will be asked if they are staying for supper or Saturday lunch. Please try to anticipate this and discuss this option with your child so that he/she understands the arrangements which best suit your family on these occasions. On Wednesday afternoons there are a variety of school commitments for Blocks I and II. Only if pupils are not involved in any school activity are they free to go home at lunchtime on a Wednesday.

ABSENTEES

If a child is going to be absent for any part of the school day, we would be grateful to be informed as early as possible. In the interests of safety, when your child is ill at home, it is vital that you inform the office *as soon as possible*. Please leave a message on the answer phone if the School Office is unattended.

CAR-SHARE LIST

We publish and update a list of parents who are happy to be contacted on issues such as car sharing. Please contact Jo Hill on 01243 372481 or iamjohill@googlemail.com you would like to be on the list.

WEEKENDS

Day children in Blocks I and II have a standing invitation to come to occasional Saturday night dances. Dances are not open to day pupils in Groups One, Two and Three; the one exception to this rule is the Valentine's Day Dance.

Day children may join in weekend activities (if there is space) and will be charged accordingly. Thorpe Park, Chessington, the 'wet and wild' weekends and, of course the Dance, are generally very popular. Boarding space is limited on Dance weekends, and we are thus unlikely to be able to let day children stay the night.

SCOFFS

All Group children may use the Scoffs once a week, normally at a time when they are staying for an activity. Spending is limited to 70p per session.

In the interests of health, hygiene temptation and fairness, please never send your children to school with tuck.

POCKET MONEY

Boarders have strict guidelines about pocket money. They are allowed £3.00 for a visit to Petersfield on a Wednesday afternoon with more being permitted should children need to purchase other items, e.g., birthday cards, presents, etc. It is only fair that parents should apply the same guidelines for day pupils.

We also request that children do not bring to school credit cards, charge cards or the means to withdraw money from bank, building society or post office accounts.

HOME – WEDNESDAY AFTERNOON

It is hoped however that Block pupils will want to take part in the various Wednesday afternoon activities, particularly Community Service. We also quite understand that a free Wednesday afternoon can also represent a valuable opportunity for a Block pupil to do things with his/her family.

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BEHAVIOUR AT DUNHURST
A GUIDE FOR PUPILS, PARENTS AND STAFF

POLICY STATEMENTS *TO BE DISPLAYED AROUND THE SCHOOL*

- We all have the responsibility to make Dunhurst a good place. At all times we expect a certain level of courtesy, awareness and respect.
- We expect all to realise that different situations demand different ways of behaving and that we should have the awareness to act appropriately.
 - We do not accept:
 - any form of violence
 - bullying – physical or mental.
 - unfair pressure or influence on others.
 - stealing.
 - rudeness.
 - foul language.
 - graffiti / vandalism.
 - anti-social behaviour.
 - barging and running inside.
 - We encourage:
 - positive role models.
 - good manners.
 - tolerance.
 - respect for others.
 - consideration.
 - co-operation.
 - a sense of humour.
 - good dining room and table manners.
 - a fair level of tidiness.
 - care for property.

SOCIAL SKILLS

The following examples of basic social behaviour and good manners are expected as the norm:

- Listen to and understand others, be aware of their needs and feelings.
- Speak to all adults with politeness and respect.
- Be aware of visitors, recognise that they may need assistance.
- Open doors for others.
- Greet people you know as you pass them, especially the first time of the day.

BEHAVIOUR ON TRIPS

Every time we go out of the school grounds we are representing the school in public. We are responsible for upholding the reputation of the school.

- This includes Petersfield where pupils from Dunhurst are highly visible.
- Good behaviour and dress code are expected. You may well be asked to dress more formally than usual.
- For reasons of Health and Safety children must be co-operative at all times.

CLASSROOM BEHAVIOUR *This will be displayed in all classrooms as well*

The point of lessons is to learn. Effective lessons are the responsibility of both teachers and pupils. Lessons should aim to make the most of the opportunity to learn. Teachers and pupils should show mutual respect. The following points should apply as rules for the children in the classroom and greens:

- Move promptly between classes.
- Wait quietly outside the classroom until your teacher arrives, unless there is another agreement.
- Calling out or interrupting are not acceptable ways to behave in class, nor are leaning back on chairs or displaying poor body language.
- Focus your attention on the lesson and follow the instructions of your teacher.
- Keep the classroom rules that apply to the subject you are being taught. EG, there are some rules that only apply in the science lab.
- The lesson is not over until your teacher has clearly said you can leave. The room should always be left tidy.

BOUNDARIES FOR PUPILS

Pupils must be aware, and have a full understanding, of where their boundaries lie. These are the guidelines:

- We maintain that problems will be discussed and that children will always be given a reasonable hearing. It is the responsibility of the staff to listen to pupils.
- Equally it is the responsibility of the pupils to listen to the staff.
- Poor behaviour on trips may result in missing out on another trip after a warning.
- Dangerous or non-trustworthy behaviour will result in exclusion from that activity or trip. This includes all trips outside the school grounds.
- Rudeness is unacceptable, either one to one, or about someone to a third party.
- Arguing without due reason, being confrontational, is not acceptable. Pupils should be aware of the relative importance of the issue.
- Pupils must realise that there comes a point when they have to accept a decision.
- Pupils should be aware of the value of their argument.

LINES OF REFERRAL FOR PUPILS

1. Minor incidents will be dealt with 'on the spot'.
2. Recurring incidents of poor behaviour or rudeness will be referred to your Tutor/Group Teacher/Housestaff. The problem should be discussed and understood and recorded. If the problem is not sorted out satisfactorily then your Tutor/Group Teacher/Housestaff will inform the Deputy Head and may contact your parents. Problems will be addressed within an agreed time limit.
3. Serious incidents (e.g. stealing, graffiti, bullying) and recurring problems will be taken to the Deputy Head. At this point the problem is considered very serious. Your parents will be informed.
4. Finally, persistent problems or a major incident will be taken to Penny, the Head. This could lead to suspension or, at the very worst, expulsion.

SANCTIONS

When a punishment is necessary it should be suitable and be applied as soon as is possible. Every case is different and will be treated individually.

Level I – For minor incidents worthy of a sanction

- chores
- tidying the boot room
- tidying lockers
- help in library

- help in Cobb
- picking up litter
- missing breaks
- extra work & gating

Level 2 – Becoming more serious

- referral to Deputy Head / Head
- repairing and paying for damage
- cleaning
- detention
- exclusion from trips
- cancel trips
- gating
- letter to and involvement of parents

Level 3 – Very serious. To reach this level it must be a one-off serious incident or repeatedly poor behaviour.

- suspension
- expulsion