PARENTS’ HANDBOOK

SEPTEMBER 2019
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I BEDALES SCHOOLS: PARTNERSHIP PRINCIPLES

The success of our children’s education depends on a fruitful partnership between school, children and parents. The principles listed below are central to that partnership; through stating them clearly we aim to help create the best foundation for successful education and for the healthy relationships that underpin our community.

TRUST - in the professional expertise and judgement of teachers and other school staff
- in the schools’ ability to be the first port of call in order to resolve difficulties

RESPECT - for the privacy of other families and school staff
- for the schools’ need to determine both the curriculum and the activities that fulfil their aims

PARTNERSHIP - supporting the schools at home and promoting behaviour conducive to the schools’ aims

COMMUNITY - recognising that our motto ‘Work of Each for Weal of All’ depends on parents encouraging their children to engage actively with the full range of school life.

COMMUNICATION - honest, sensitive, courteous and in a constructive spirit

KINDNESS - confirming that this underscores all we do
2 ORGANISATION OF BEDALES SCHOOLS

To ensure a consistent ethos and shared strategic direction, the Headmaster is line manager of members of the Three Schools’ Senior Team which consists of the Bursar, Director of External Relations, the Deputy Head of Bedales Schools (who is also the Senior Deputy at Bedales) and Heads of Dunhurst and Dunannie. At the senior school, the Headmaster also line manages the Bedales Leadership Team of the Deputy Head (Academic), Deputy Head (Staff), Deputy Head (Co-curricular) and the Senior Deputy. The team meets to discuss strategic matters.

The operational management of Bedales is overseen by the Bedales Senior Team (BST) which consists of the Senior Deputy (responsible for pastoral and operational matters), Deputy Heads (Academic and Staff & Co-curricular) and the Head of Boarding.

2.1 Key responsibilities of Bedales Senior Team

2.1.1 Senior Deputy:

- Day-to-day running of Bedales
- Designated Safeguarding Lead, with overall responsibility for safe recruitment and child safeguarding matters
- Line Management of Houseparents
- Ensuring good and shared pastoral practices across the school
- Behaviour of all students and the behaviour culture across the school
- Deputise for the Headmaster
- Shared responsibility for three schools’ strategy and management with other members of the Three Schools’ Senior Team (Heads of Dunannie and Dunhurst, Senior Deputy Bedales, Director of External Relations, the Bursar, Headmaster Bedales’ Schools)
- Governor liaison
- Inspection overview

2.1.2 Deputy Head (Staff)

- Staff supervision systems (ie duty rotas and cover)

2.1.3 Deputy Head (Co-curricular)

- Bedales Events
- Calendar
- Organisation of whole-school events involving students
- Responsible for the co-curricular a programme, Music, Sport and quality of teaching/coaching within those areas
- Student leadership

2.1.4 Deputy Head (Academic)

- Monitoring and maintaining good standards of Teaching and learning
- Line management of HODs and HOYs
- Monitoring and review of curriculum, including oversight of BACs
• Academic monitoring and achievement

2.1.5 Head of Boarding

• Champion and advocate of boarding within school community and beyond
• Identifying areas of good practice across BHs to be shared and areas of inconsistency to be addressed
3 KEY NUMBERS

3.1 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.

3.2 Main School Office

<table>
<thead>
<tr>
<th></th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Office</td>
<td>01730 300100</td>
</tr>
<tr>
<td>School Fax</td>
<td>01730 300500</td>
</tr>
<tr>
<td>School E-mail</td>
<td><a href="mailto:bedalesreception@bedales.org.uk">bedalesreception@bedales.org.uk</a></td>
</tr>
<tr>
<td>Reporting absence</td>
<td><a href="mailto:bedalesabsence@bedales.org.uk">bedalesabsence@bedales.org.uk</a></td>
</tr>
</tbody>
</table>

3.3 Headmaster's Office

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headmaster</td>
<td>Magnus Bashaarat</td>
<td></td>
<td><a href="mailto:mbashaarat@bedales.org.uk">mbashaarat@bedales.org.uk</a></td>
</tr>
<tr>
<td>Headmaster's PA</td>
<td>Pam Goff</td>
<td>01730 711551</td>
<td><a href="mailto:headspa@bedales.org.uk">headspa@bedales.org.uk</a></td>
</tr>
</tbody>
</table>

3.4 Senior Management

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Deputy</td>
<td>Louise Wilson</td>
<td></td>
<td><a href="mailto:lwilson@bedales.org.uk">lwilson@bedales.org.uk</a></td>
</tr>
<tr>
<td>(Senior Deputy's Assistant)</td>
<td>Sally Hughes-Stanton</td>
<td>01730 711568</td>
<td><a href="mailto:shughes@bedales.org.uk">shughes@bedales.org.uk</a></td>
</tr>
<tr>
<td>Deputy Head (Staff)</td>
<td>Ed Mason</td>
<td>01730 711427</td>
<td><a href="mailto:emason@bedales.org.uk">emason@bedales.org.uk</a></td>
</tr>
<tr>
<td>Deputy Head (Co-cumricular)</td>
<td>Phil Tattersall-King</td>
<td>01730 711785</td>
<td><a href="mailto:ptattersallking@bedales.org.uk">ptattersallking@bedales.org.uk</a></td>
</tr>
<tr>
<td>Deputy Head (Academic)</td>
<td>Rick Cross</td>
<td>01730 711670</td>
<td><a href="mailto:rcross@bedales.org.uk">rcross@bedales.org.uk</a></td>
</tr>
</tbody>
</table>
3.5 Safeguarding and student welfare

| Designated Safeguarding Lead (DSL) | Jen Moore | jmoore@bedales.org.uk |
| Deputy DSL (Dunhurst)              | Aaron Gardner | agardner@bedales.org.uk |
| Deputy DSL (Dunannie)              | Sharon Rose  | srose@bedales.org.uk |

3.6 Houseparents

3.6.1 Head of Boarding

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone No</th>
<th>Mobile No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Thackrey</td>
<td>01730 711634</td>
<td>07769 144153</td>
<td><a href="mailto:pthackrey@bedales.org.uk">pthackrey@bedales.org.uk</a></td>
</tr>
</tbody>
</table>

3.6.2-6.2 House

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Telephone No</th>
<th>Mobile No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloe Hamill</td>
<td>Houseparent</td>
<td>01730 711631</td>
<td>07500 797826</td>
<td><a href="mailto:chamill@bedales.org.uk">chamill@bedales.org.uk</a></td>
</tr>
<tr>
<td>Ben Shaw</td>
<td>Houseparent</td>
<td>01730 711630</td>
<td>07884 667812</td>
<td><a href="mailto:bshaw@bedales.org.uk">bshaw@bedales.org.uk</a></td>
</tr>
<tr>
<td>Nick Meigh</td>
<td>Deputy Houseparent</td>
<td>07825 604168</td>
<td></td>
<td><a href="mailto:nmeigh@bedales.org.uk">nmeigh@bedales.org.uk</a></td>
</tr>
<tr>
<td>Matrons</td>
<td></td>
<td>01730 711621</td>
<td>07768 944186</td>
<td><a href="mailto:62Matrons@bedales.org.uk">62Matrons@bedales.org.uk</a></td>
</tr>
</tbody>
</table>

3.6.3 Steephurst

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Telephone No</th>
<th>Mobile No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte Harding</td>
<td>Houseparent</td>
<td>01730 711536</td>
<td>07920 040832</td>
<td><a href="mailto:charding@bedales.org.uk">charding@bedales.org.uk</a></td>
</tr>
<tr>
<td>Gill Harris</td>
<td>Houseparent</td>
<td>01730 711633</td>
<td>07766 100207</td>
<td><a href="mailto:gharris@bedales.org.uk">gharris@bedales.org.uk</a></td>
</tr>
<tr>
<td>Jane Shannon</td>
<td>Houseparent</td>
<td>01730 711780</td>
<td>07884 667813</td>
<td><a href="mailto:jshannon@bedales.org.uk">jshannon@bedales.org.uk</a></td>
</tr>
<tr>
<td>Mariela Walton</td>
<td>Deputy Houseparent</td>
<td></td>
<td>07375 465668</td>
<td><a href="mailto:mwalton@bedales.org.uk">mwalton@bedales.org.uk</a></td>
</tr>
</tbody>
</table>
3.6.4-Boys’ Flat

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Telephone No</th>
<th>Mobile No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Thackrey</td>
<td>Head of Boarding and Houseparents</td>
<td>01730 711634</td>
<td>07769 144153</td>
<td><a href="mailto:pthackrey@bedales.org.uk">pthackrey@bedales.org.uk</a></td>
</tr>
<tr>
<td>Chris Bott</td>
<td>Houseparent</td>
<td>01730 711637</td>
<td>07824 815670</td>
<td><a href="mailto:cbott@bedales.org.uk">cbott@bedales.org.uk</a></td>
</tr>
<tr>
<td>Will Lithgow</td>
<td>Deputy Houseparent</td>
<td>07884 667809</td>
<td>667811</td>
<td><a href="mailto:wliithgow@bedales.org.uk">wliithgow@bedales.org.uk</a></td>
</tr>
<tr>
<td>Clive Burch</td>
<td>Deputy Houseparent</td>
<td>07884 667811</td>
<td></td>
<td><a href="mailto:cburch@bedales.org.uk">cburch@bedales.org.uk</a></td>
</tr>
<tr>
<td>Matrons</td>
<td></td>
<td>01730 711622</td>
<td>07810 860823</td>
<td><a href="mailto:nbffMatrons@bedales.org.uk">nbffMatrons@bedales.org.uk</a></td>
</tr>
</tbody>
</table>

3.6.5-Day Students

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Telephone No</th>
<th>Mobile No</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ana Simmons</td>
<td>Senior Day Houseparent</td>
<td></td>
<td>07768 944184</td>
<td><a href="mailto:asimmons@bedales.org.uk">asimmons@bedales.org.uk</a></td>
</tr>
<tr>
<td>Alastair Harden</td>
<td>Houseparent</td>
<td>01730 711629</td>
<td>07825 190630</td>
<td><a href="mailto:aharden@bedales.org.uk">aharden@bedales.org.uk</a></td>
</tr>
<tr>
<td>Chloe Nicklin</td>
<td>Houseparent</td>
<td>07788 392104</td>
<td></td>
<td><a href="mailto:cnicklin@bedales.org.uk">cnicklin@bedales.org.uk</a></td>
</tr>
</tbody>
</table>

3.7 Health Centre and Counsellor

Health Centre Nursing team 01730 711620 (diverted to mobile phones as required)

Claire De Menezes, Laura Murdoch (on maternity leave until February 2020), Sarah Osman, Caroline Parkinson, Emma Childs (maternity cover), Laura Woods (maternity cover) and Lara Speir (maternity cover)

Katy Wilson (counsellor) kwilson@bedales.org.uk

Susannah Monk (counsellor) smonk@bedales.org.uk

Dr Tom Cattell Swan Surgery (as below)
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Kate Bush</td>
<td>Swan Surgery, Swan Street, Petersfield, Hampshire GU32 3AB</td>
<td>01730 264546</td>
</tr>
</tbody>
</table>
4 COMMUNICATION WITH STUDENTS

4.1 By school telephone

Parents are welcome to ring the boarding houses but please do not ring Steephurst and Boys' Flat after 10.00pm or 6.2 Flat after 11.00pm. Phone calls later disturb dorms and cause problems in settling people down for sleep. A good time to call is between 9.00pm and 10.00pm.

4.2 By mobile phone

Students are allowed to bring mobile phones to school but they remain their responsibility and they must use them in a manner we find acceptable. Phones should not be used after 10.00pm in a dorm and not after 10.30pm at all. Houseparents should be given the numbers of all mobile phones brought into school.

Block 3 day students must hand in phones to Houseparents at the start of the day. Block 3 boarders must hand their phones to Houseparents before bedtime and these are kept until the following evening. Block 3 students may use mobiles when they visit Petersfield and in the evenings.

Students are not allowed to use their phones during lessons and other school events without the express permission of the member of staff in charge.

Parents should understand that we reserve the right to confiscate mobile phones if they are found to be in use at inappropriate times. We will also intervene and apply school sanctions in cases of inappropriate use of technology, in accordance with the school’s acceptable use policy.

4.3 By e-mail

All students are given a school e-mail address. They are expected to agree to the students’ acceptable use policy if they wish to enjoy this facility. The school system may block certain types of attachments, due to size or content.

4.4 By mail

Please use the school address when mailing your children:

Bedales School
Church Road
Steep
Hampshire GU32 2DG

All mail is delivered centrally with a list of recipients being posted daily. Students usually collect mail from reception at morning/afternoon breaks and lunchtime. To help us take every possible care of mail, please ensure that no cash is sent through the mail. Any mail which is suspected of containing an item not permitted at school will be searched in accordance with the school’s search policy. Further details can be found in the school’s behaviour policy on our website.
5 COMMUNICATION BETWEEN HOME & SCHOOL

5.1 General enquiries

The School telephone number 01730 300100 is for general enquiries, routine or non-emergency business during office hours (8.30am to 6.00pm on weekdays and 8.30am to 1.00pm on Saturdays). Messages may be left for any student who can be asked to ring back later in the day, outside lesson times.

You can expect a response within 24 hours to any communication. If your call is more urgent than that or relates to a boarding matter, please contact reception as above, the Health Centre (for urgent health matters) or the relevant Matron. Teaching staff, including Houseparents and Tutors, are not available when teaching or participating in another school activity or duty.

Messages and faxes sent outside of office hours on the school answering machine will be dealt with when the office reopens the following day. Out of office hours an answerphone message will give an emergency alternative contact number.

5.2 Absence

For absences due to illness or unexpected circumstances, to report your son or daughter absent if they are a Day student, please email bedalesabsence@bedales.org.uk. Contact Houseparents or Matrons if your child is a boarder. If you would like to request exceptional leave, please email the Senior Deputy. Please note that holidays in term-time will not normally be permitted.

5.3 Provision of your contact details

Please make certain that the School Office has home and work addresses, telephone numbers and e-mails where parents may be contacted. E-mail is the school’s preferred method of communication. Please update your contact details via the secure parent’s log-on, accessed via the website (you receive log-on details shortly before your child joins the school and can contact bedalesreception@bedales.org.uk with any queries.)

Parents should provide emergency contact details which the school can use in the absence of parents. (See the school’s ‘Terms and Conditions’.)

5.4 Academic and Co-curricular queries and concerns

Although there is an overlap between Tutor and Houseparent, 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.

To contact a Tutor you should email them or ring the main school number and leave a message asking them to phone back. All staff at Bedales have e-mail addresses consisting of their initial and surname followed by @bedales.org.uk. You should expect an initial response within 24 hours. If you do not have a satisfactory response, contact the Head of Year:

- Clive Burch - Head of Block 3 cburch@bedales.org.uk
- Jackie Sueref - Head of Blocks 4 & 5 jsueref@bedales.org.uk
The Deputy Head (Academic) line manages Heads of Year.

All students who join the school in Block 3 are assigned to a Badley Tutor and are in a Tutor group of around 12 students. Badley Tutors and 6.2 mentors, called Badley Seniors, support Block 3s in settling into Bedales.

Blocks 4 and 5 are in Tutor groups together, as are Sixth Formers, who normally have a subject specialist in one of their A level subjects as a Tutor.

Current students are invited to give preferences for Tutors. Heads of Year finalise the allocation of Tutors from Block 4 onwards, liaising with Houseparents.

If you cannot attend a Parents' Meeting, please let the Tutor know and they can update you fully on your child’s academic progress.

5.5 Pastoral queries or concerns

Houseparents 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, as per the school’s terms and conditions.

If you are unsure about whom you should speak to regarding any other query or concern, the Houseparent can point you in the right direction.

If you have an urgent matter, please contact Reception, the Health Centre or Matron, otherwise please contact the Houseparent and they will respond within 24 hours. Unless in an emergency, please do not ask staff to deliver messages to students.

Apart from the change at 6.2, the Houseparent provides 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 Houseparent numbers are detailed on pages 9 and 10.

If you do not receive a satisfactory response from the Houseparent, please contact the Senior Deputy.

5.6 Educational guardians

Students whose parents are normally resident abroad must have a named educational guardian, resident in the UK who acts in loco parentis if necessary. This person need not have the status of a legal educational guardian. Full details for communication purposes – home and work addresses, telephone numbers, and e-mails must be provided. Please see the school’s policy for more details.
5.7 Meetings

5.7.1 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 (Tutors only), 6.1 and 6.2
Spring Term    Blocks 4 and 5
Summer Term    Block 3 and 6.1

These meetings usually take place in the Library during a Friday or Saturday afternoon. You will be contacted when the system is open for you to make appointments online.

Saturday meetings are preceded by lunch in the Dining Hall from 12.30pm when there is the opportunity to talk to other parents with children in the same block. Friday meetings normally start at 3.30pm and are preceded by tea from 3.00pm.

Overseas parents may find it difficult to attend these meetings. In this case, please arrange for your child’s educational guardian to attend on your behalf and do 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 Houseparent. 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.

5.7.2 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 between staff, students and parents, as appropriate. Typically these concern choices available at GCSE/BAC, AS, A2 and Higher Education.

5.7.3 Meetings with the Head and Senior Deputy of the Senior School

Please contact the Headmaster’s PA or the Senior Deputy’s Assistant for an appointment. It is helpful if you can avoid meetings in the first and last weeks of term.

5.7.4 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. We ask that attendees do not smoke; there is a small smoking area for staff only.
5.7.5 Badley Day

This is an ‘all-in’ day for all teaching staff and students and normally falls on the third or fourth week in September. We celebrate our founder John Badley and our community with a ‘whole-school effort’ outside to improve the site and help in the local community.

5.8 Reports and Reviews

Throughout the year, usually twice a term, students write their own self-reviews. These have a primarily academic focus but students may wish to comment on other aspects of their school life. Teachers then respond with written comments to the students, if they are not sent out ahead of a parents’ meeting or report. Effort is commented on but not grades. Attainment grades are used once students have started exam courses. Houseparents produce a review for all students once during the autumn and spring terms. Teachers meet to discuss each review and students discuss reports and reviews with their Tutors and Houseparents.

School reports are written at the end of the academic year. They contain comments from subject, the Tutor, Houseparent and the Senior Deputy or Head of Bedales Schools. A duplicate set of reports can be made available for each parent if required.

5.9 Other Means of Communication

5.9.1 Letters to Parents

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

5.9.2 Calendar

A live calendar is available on our website.

5.9.3 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
- School policies

5.9.4 Saturday Bulletin

This is emailed to parents every week on a Friday with current news, calendar items and articles of interest.
5.10 Information-sharing and confidentiality within school

Within school, we adopt a team approach to pastoral care and we share information if it is in the student’s interests to do so. This is in accordance with our contract with parents, as well as our staff duties which are set out in our safeguarding and child protection policy.

Everyone has a right to privacy but welfare concerns over-ride these both morally and in law. The NSPCC sets out its guidance to practitioners here. [https://www.nspcc.org.uk/globalassets/documents/information-service/information-sharing-confidentiality-practitioners.pdf](https://www.nspcc.org.uk/globalassets/documents/information-service/information-sharing-confidentiality-practitioners.pdf)

Information-sharing is key to ensuring the safety and welfare of children and, if in doubt, staff err on the side of sharing information with parents and within the confidential group outlined below. If a child does not wish information to be shared, they should advise the member of staff and this can be discussed with the DSL so an appropriate decision can be made. If a student asks for confidentiality but this cannot be given, they will be told and the reasons will be explained.

The school shares significant welfare information with parents/guardians and the terms and conditions of a student being at the school include the requirement for parents/guardians to do the same. If in doubt, parents should err on the side of sharing information with the school. The circumstances under which the school does not share information relating to safeguarding with parents are set out in our safeguarding and child protection policy.

StaTutory duties relating to adults differ from those for children. For this reason, information will only be shared with parents of students aged 18 and above if they have given express consent, unless there has been or there is a risk or significant harm.

Houseparents adhere to school policies with regards to information that is shared with parents. In the course of working in a school with adolescents, staff hear lots of information, much of which may be rumour or untrue. However, all such information will be raised with students and shared with parents if there may be a safeguarding concern.

Within school, typically all pastoral and welfare information is shared with those who have immediate and primary responsibility for looking after students; this includes Houseparents, deputies and Matrons.

The Health Centre team and counsellors are advised about welfare and pastoral matters too. Information that parents and students share with counsellors and the Health Centre staff and GPs is treated confidentially but will be shared if it is believed to be in the student’s interests. The confidentiality arrangements for the Health Centre and counsellors are different from those of other staff. There are further details in section 9.13 and in our Counselling and Healthcare policies.

The Designated Safeguarding Lead (DSL) is also advised of welfare and pastoral issues and provides supervision to teams of Houseparents each week. Supervision involves the confidential sharing of welfare matters within the professional team.

The Tutor and other staff have an important role to play as they see the student often during the school week or run trips and so welfare and pastoral information may be shared with them too. This is typically done at the weekly staff meeting or as a ‘pastoral alert’ on the school’s management
information system. Only minimal information and general language is used unless agreed otherwise by the student.
6 ACADEMIC INFORMATION

6.1 Curriculum Information

Information about the curriculum is kept up to date on the website. Specific communications home happen when choices are required, notably in Blocks 3 & 5.

6.2 Tutors

Parents are encouraged to use their child’s Tutor as the first port of call for academic matters. Please see section 5.4.

6.3 Timetable

<table>
<thead>
<tr>
<th>Period/Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.25am</td>
<td>Tutor Time</td>
<td>Notices(Quad)</td>
<td>Tutor Time</td>
<td>Tutor Time</td>
<td>Tutor Time</td>
<td>Tutor Time</td>
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<tr>
<td>Period 1</td>
<td>8.45-9.20am</td>
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<tr>
<td>Period 2</td>
<td>9.25-10am</td>
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<tr>
<td>Period 3</td>
<td>10.05-10.40am</td>
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<tr>
<td>Period 4</td>
<td>10.45-11.20am</td>
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<td>BREAK</td>
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<tr>
<td>Period 5</td>
<td>11.45-12.20pm</td>
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<tr>
<td>Period 6</td>
<td>or early lunch</td>
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<td>12.25-1.00pm</td>
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<td>LUNCH</td>
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<td>1.30-2.30pm Detention</td>
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<td>1.30-2.10pm</td>
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<td>Period 7</td>
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<td>Period 8</td>
<td>2.55-3.30pm</td>
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<td>TEA</td>
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<tr>
<td>Period 9</td>
<td>4.10-4.45pm</td>
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<tr>
<td>Period 10</td>
<td>4.50-5.25pm</td>
<td>4.45-5.45pm Tutor Time</td>
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<tr>
<td>Day House Assembly 5.30-5.45pm</td>
<td>Early Activity 5.30-6.30pm</td>
<td>JAW/Assembly 6.00-6.30pm</td>
<td>Early Activity 5.30-6.30pm</td>
<td>Early Activity 5.30-6.30pm</td>
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<tr>
<td>Optional Activities for Sixth Form</td>
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<tr>
<td>SUPPER</td>
<td>6.30-7.00pm</td>
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<tr>
<td>7.15-8.30pm</td>
<td>Quiet Time</td>
<td>Late Activity</td>
<td>Quiet Time Blocks 3, 4 &amp; 5 Optional Activities for Sixth Form</td>
<td>Late Activity</td>
<td>Quiet Time</td>
<td></td>
</tr>
</tbody>
</table>
6.4 Holiday Work

Holiday work and prep is detailed on Firefly, an online system to which all students have access. All students are expected to complete academic tasks set during the holidays. For Block 3, no additional prep will be set for the holidays. For other year groups, with public exams and coursework, an appropriate level of prep will be set. Please contact your child’s Tutor if you have any concerns.

6.5 Academic Enrichment: ‘3i’ ‘TopUP’ and Oxbridge

Bedales offers a rich and exciting environment with a considerable range of activities on offer that go far beyond the scope of the normal school curriculum.

All Academic Enrichment is underpinned by two aims:

1. to make sure that all students are adequately stretched by the opportunities they get in and out of the classroom
2. to open opportunities to everyone who wants to stretch themselves

We want to get away from ‘fixed mindset’ thinking, the belief that some are able, and some are less able. We think there is much more to be said for ‘growth mindset’ thinking, the belief that we become more able by engaging, working, persevering and improving. See Carol Dweck’s book ‘Mindset’ if you’re interested in finding out more about this.

So, instead of talking about ‘Able, Gifted and Talented’ students, we have the 3i Programme. This nomenclature comes from Mr Badley himself, who said Bedales aims at “intelligence, initiative and individuality”.

All Academic Scholars are automatically part of the 3i programme. During the year, individual departments identify Able, Gifted and Talented students within their own subject areas. Provision for these students and appropriate differentiation of activities in and out of the classroom are made as a matter of our normal working practice. Their progress is monitored by the Head of Academic Enrichment (Clare Jarmy). In addition, students nominated by academic departments for an enriched programme also join 3i. Importantly, any other student in the school can also nominate themselves for the programme.

Most weeks, those in 3i will get an e-newsletter delivered to them. This might encourage them to attend a lecture by an outside speaker, or to take part in a national competition for poetry translation. There are logic puzzles, articles, and notices about all the enriching events taking place at school. 3i also runs a series of talks, which students can sign themselves up to deliver. They can be on any topic of academic interest. This is also a great opportunity for academically engaged students to socialise.

In the Sixth Form, students benefit from the new Bedales Enrichment Programme. We have seized the opportunity afforded by the new linear A levels to develop a programme for Sixth Formers that encourages them to develop their interests, go beyond their courses, work independently and – importantly – to love learning.

Students who choose to study three A level subjects undertake a full Bedales Enrichment Diploma. To pass the Bedales Enrichment Diploma, students must be awarded 7 ‘credits’. Each credit equates
to one double period (75 minutes) a week for a term. These credits could come from 7 short courses completed over their 6.1 year, but mostly, students might complete some longer courses (such as an Extended Project Qualification or a language from scratch) for more credits, alongside their short courses.

‘TopUP’ sessions in the summer term for 6.1 and autumn term for 6.2 prepare students for applications to the most competitive universities. The sessions are run by individual departments and students may choose to attend TopUP sessions in more than one subject if appropriate (for example, a student wishing to apply for PPE should consider attending TopUP in Politics, Philosophy and Economics). Suitably qualified and interested Sixth Formers are encouraged to consider applying to Oxford and Cambridge and are supported by the school in their preparation and application. The Head of Academic Enrichment is in charge of this process, which begins in the spring term of 6.1 and involves advice on making a strong application, encouragement to undertake wider reading and extension work, interview practice and the opportunity to go on trips to Open Days and a student conference.

6.6 Prep

All students are set prep to support and extend work done in lessons. Teachers should ordinarily allow a week for prep to be completed. In Block 3, students have one prep per subject per week of up to 30 minutes. In Blocks 4 & 5 preps should be roughly 45 minutes in length, though sometimes teachers will double up on these so that a larger piece of work is completed over two weeks. Languages sometimes split up their allocation into two shorter preps. In the Sixth Form, students should expect to dedicate the same amount of time on prep as they have lesson time. Prep is set on Firefly, an online system to which all students and parents have access, and teachers know that they should record all work set on this system to enable students to organise their load effectively.

Staff and Tutors monitor whether prep is being done and work with students who are having difficulties. If you have any concerns about prep, please contact your child’s Tutor.

6.7 Reporting to Parents

As detailed is section five, Tutors, Houseparents and parents are in contact as appropriate. There is a schedule of formal parents’ meetings and there are half-termly reviews for all students in terms 1 & 2. Students also receive an end of year report.

6.8 Professional Guidance: Universities and Art Schools

At Bedales we offer a gradual and structured introduction to the world of careers and higher education.

Beginning in Block 4 the students have a half-term PSHE module on careers which is designed to help with thinking about life after Bedales in a gentle way. The serious point of this is to make them think about the notion of careers and life after school. There is also guidance on CV writing and how best to organise some work experience, the OB network is also introduced.

In Block 5 the machine begins to rev up. At the very beginning of the year, in line with most HMC schools, our students are offered the chance to take the COA Cambridge Profile and Preview www.coa.co.uk/ These tests aim to show the students what A level combinations are a good
match for their skill set and what they think they might hope to do in the future. The tests are followed up either just before or just after half-term with a 20 minute interview to discuss the student’s individual report with a COA specialist who comes to school. The students appreciate the individual attention and feedback very positively from the experience. The full report is then brought home and the student is encouraged to discuss the findings with parents. Tutors also discuss outcomes with their tutees.

Also during the autumn term a careers questionnaire is given to all Block 5 students in order to ascertain their plans for Sixth Form and to offer advice where it is needed. They also attend tea parties with the Sixth Form in order to find out more about the experiences at the upper end of the school.

In November there is the opportunity for parents to come and hear about life in the Sixth Form at our Insight Morning where we talk about our Careers and HE provision.

During the summer term we hold a careers fair for Block 5 where we try and gather representatives from as many different fields as possible, having canvassed interest in varied occupations from the students prior to their exams.

In June there is the opportunity for parents to come and hear about life in the Sixth Form at Bedales and this covers our Careers and HE provision.

In 6.1 thoughts are very much geared to life after Bedales, early in the year the students all sit the Centigrade programme again provided by COA. This is designed to explore possible degree options which fit the A level choice profile of students. This is followed up at the start of the spring term by one to one interviews with a COA specialist to discuss the individual student’s results. Vikki Alderson Smart our HE advisor will also interview each student during the spring term to check on research progress, offer advice and ensure students are thinking about and booking onto open days. Students have several information sessions and anybody think of studying abroad or not planning to attend Higher Education is identified at this point and advised accordingly.

The vast majority of Bedalians do go on to Higher Education but every year there are a few who choose not to and we are able to advise these students with career choices.

In the spring term ACT/SAT tuition can be arranged in school for those students wishing to study in the USA.

In the Summer term of 6.1, after exams, there is a UCAS weekend where the students are talked through the application process for UCAS, receive a lecture from an admissions officer about writing their personal statements and we arrange an Old Bedalian Fair where around 60 current undergraduates or those in work come to talk to 6.1 about their experiences.

Higher Education information for parents is circulated at the 6.1 Parents’ Meeting followed by a Parents Briefing early in the summer term.

In 6.2 right from the word go emphasis is upon planning for the future, be that via a UCAS application, an international application or an art foundation application, the HE team are very experienced and able to guide the students every step of the way. For those not making applications any advice and meetings are organised on an ad hoc basis to suit the student. We do not advise or become involved with Gap Year arrangements.
6.9 Tutor Time

All students have a session with their Tutor Monday and Friday mornings at 8.25am and on Wednesday afternoon from 5.15pm – 6.10pm (or 5.45pm for Block 3s, who have an early supper). These are compulsory and may only be missed with the express permission of their Houseparent. Tutors review each student’s academic work, as well as reviewing their co-curricular activities and supporting them with any administration work needed. One-to-one Tutoring occurs at least every fortnight as arranged by Tutors. Block Assemblies also take place most weeks.

6.10 Private Tuition and counselling

Bedales teachers are not normally permitted to give private tuition to students of Bedales Schools. Any request for such tuition should be made to the Senior Deputy of the Senior School. We expect all students to achieve their potential through the teaching provision at school. If a parent would like to receive private tuition outside school, they should schedule this to avoid absence during the school day. The school does not recommend particular Tutors and parents should be aware that they may not be subject to the normal safeguarding checks.

If a student wishes to use school facilities (such as the IT network or rooms) for online Tutoring or counselling, please contact the senior deputy to complete the appropriate paperwork to indicate that the parent/guardian has carried out safeguarding checks to their own satisfaction. Such checks cannot be done by the school as such people are not employees of the school.
7 HALF-TERM, END OF TERM & WEEKEND ARRANGEMENTS

7.1 Term and Half-Term Dates

We 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 and occasions of term; only in a genuine emergency should any student be leaving early or missing school at other times. An unauthorised absence is recorded if the reason for absence is not appropriate. Parents should write to the Senior Deputy to request any such absence.

At the ends of half-terms and Long Leaves, students who live overseas may leave early on the last day, and these should be discussed well in advance with the Houseparent.

The School is closed during all half-terms and Long Leaves. Overseas parents are expected to set up an educational guardian of their own choosing to help make arrangements (e.g. hospitality with another student or recognised commercial “educational 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 8.30pm on the first day of term. Day students should be at school by 8.25am on the day following the boarders’ return.

We ask students to arrive at School for the start of term and half-terms not earlier than 4.00pm at the start of term, 6.00pm at other times, and not later than 9.00pm.

The current term dates can be found here: http://www.bedales.org.uk/bedales/overview/term-dates

7.2 Travel Arrangements

Students can order train tickets through the school for journeys home, the cost of which will be put on the school bill. Houseparents 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 which are also published on the Saturday bulletin. Parents are reminded that trains are a means of public transport and the School cannot take responsibility for children whilst travelling.

Unused tickets should be returned to Houseparents. These are then given to the school’s Accounts department and returned to the train company, which charges a fee. The cost of the ticket will be reimbursed minus a fee of approximately £1.50.

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

Taxis for full bursary holders and for boarders may be added to the school bill. As regards the former, the arrangement is agreed with the school when the place is offered; if such an arrangement is not in place taxis may not be booked. As regards the latter, the only taxis that can be added to the bill are those booked by Matrons and these are by agreement with parents or guardians. In
exceptional circumstances, Houseparents may require a student to get a taxi for safety reasons; in these instances, the cost will be added to the bill.

Parents of day students may wish to contact local companies to make a regular arrangement. If a family has day and boarding students at the school, taxi fares may be added to the bill if boarding students are travelling with siblings who are day students and the taxi is booked by the Matron of the boarder.

There are local taxi services and the school makes those phone numbers available to students but these services are not linked to the school in any way and so we cannot carry out safeguarding checks regarding their suitability. We make taxi firms aware of our arrangements and we ask that they do not hold student’s personal mobile numbers.

If you wish for your child to travel with an adult other than a parent or guardian during school time (eg for lifts to or from Petersfield on a Wednesday afternoon), please notify house staff. This reflects the expectation that parents contact house staff if they wish for their child to go to the home of another on a Wednesday afternoon. You will be contacted by house staff if they become aware of any such arrangement which has not be requested by parents.

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

7.3 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 from 1.00pm. Parents are asked to consult the School calendar and to avoid creating clashes which affect others disadvantageously. They are also required to confirm Weekend Arrangements via a form or online which is provided by Admissions before joining the school and will be held by their Houseparent. Any changes should be made with their Houseparent.

Please note that Saturday school ends at 1.00pm. Parents should not expect children to meet them before that – whether students have a lesson or a study period. Any exceptions need permission from Houseparents.

If a student has signed out for the weekend he/she is expected to leave the school at 1.00pm on Saturday and should not return to school before 6.00pm on Sunday, unless by arrangement with their Houseparent – any alterations to this arrangement must be confirmed by parents, with the Houseparent. All students should return by 9.00pm. Parents should contact Houseparents before 9.00pm if an emergency arises which prevents a return by this time.

Students who are normally in school at weekends (ie weekend option two) often very much welcome spending some or all of the weekend with fellow students and the school is grateful to families who welcome long distance boarders in this way. Parents of both students should contact Houseparents to discuss arrangements. Boarders who are not normally in school at weekends (ie weekend option one) may only have a flexible weekend arrangement in 6.2, for study purposes and with prior agreement of Houseparents. Flexible arrangements are not permitted for any students who attend a party at a weekend; the school asks parents not to organise parties during term time because of the impact on relationships and learning.
7.4 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 (3.30pm if there is a parent/teacher meeting) and return at 9.00pm on Sunday (May Bank Holiday weekend they leave 1.00pm Saturday and return 9.00pm Monday). The term dates on the website have precise finish times. Flats close at 6.30pm on Friday and do not reopen until 6.00pm on Sunday. Overseas parents may wish to bear these weekends in mind when choosing Educational guardians for their child.

7.5 Invitations to stay during weekends or holidays

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

1. Your child will be out of school every weekend, apart from relevant all-in weekends. You will inform the Houseparent if you wish them to remain at school. All pick-ups, which should be shortly after 1.00pm, and returns, which should be on Sunday evenings and by 9.00pm (8.00pm at the start of terms), are the responsibility of the parent(s) or legal guardian.

2. Your child will be staying in school each weekend unless you/the educational guardian (for overseas parents) inform the Houseparent to the contrary. Responsibility for all arrangements outside school is that of the parent/educational guardian.

If invitations are issued to students for the weekend, Houseparents 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 choice is not “option 1”.

7.6 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 student is aged under 16 years old and 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 the Senior Deputy.
8 CLOTHING LIST

8.1 Everyday Wear and Boarding House necessities

Boarders are asked to keep to the amount of clothing specified below. It is helpful to keep accessories to a minimum and if students would avoid bringing expensive designer clothes, jewellery and toiletries as these are not covered by the school’s insurance. However lockers are provided for all students for which padlocks are recommended. There are laundry facilities at school.

Please find below the suggested clothing list for boarders as storage is limited. We would be grateful if you would adhere to this:

<table>
<thead>
<tr>
<th>1 smart/party outfit – there are various times in the year where this might be preferable – such as remembrance jaw and dances. It is probably best to buy these items after you have started at Bedales.</th>
<th>3 pairs of everyday shoes / trainers</th>
<th>net bags are needed and can be purchased from Matron.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 shirts / t-shirts</td>
<td>1 pair stout shoes or wellington boots (desirable) for Outdoor Work</td>
<td>1 linen bag to store washing in the dorm (optional)</td>
</tr>
<tr>
<td>4 sweatshirts / jumpers</td>
<td>1 pair formal shoes (not compulsory unless musicians)</td>
<td>1 duvet</td>
</tr>
<tr>
<td>4 pairs of jeans / trousers / skirts</td>
<td>1 waterproof jacket</td>
<td>2 duvet covers</td>
</tr>
<tr>
<td>10 pairs of socks / tights</td>
<td>1 warm coat / jacket</td>
<td>4 bath towels</td>
</tr>
<tr>
<td>10 sets of underwear</td>
<td>1 mug</td>
<td>pillow (optional)</td>
</tr>
<tr>
<td>1 warm dressing gown</td>
<td>1 watch</td>
<td>*Key lock or 4 number combination padlock or bedside locker. A key is provided for academic lockers for Blocks 3-5. PE and the Head of Sixth Form provide a suitable padlock (with a master key that can be used) for sports’ gear/academic materials and electronic devices and the cost of approximately £10 will be added to the bill for each.</td>
</tr>
</tbody>
</table>
3 sets of nightwear
1 alarm clock for Block 3 as they hand in phones at bedtime in the autumn term.

All articles should be sent to school CLEARLY MARKED WITH NAME TAPES or handwritten with washable ink. Sports Kit should have large name labels on the OUTSIDE (see link: http://jjcash.co.uk/index.php?sec=prod&prod=10&product=25mm-woven-nametapes).

Name tapes can be ordered through various department stores or from:

Cash’s Apparel Solutions (UK) Limited, Unit 1A, Wheler Road, Seven Stars Ind Estate, Coventry, West Midlands CV3 4LB. Tel: +44 (0) 7646 6466 or email: enquiry@cashs.co.uk.

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 and dried. 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.

8.2 Sport and PE Clothes

Sports Kit must be worn and is sold online or at Sports Locker in Petersfield. Details are on our website: https://www.bedales.org.uk/curriculum/sport/sports-shop

To help prevent serious injuries, gum shields are compulsory for hockey and rugby. All students must have their own gum shield for the start of the Autumn Term.

The PE department supplies a suitable padlock (which can be unlocked with a master key if needed) for sports’ gear. The cost of approximately £10 will be added to the bill.

8.2.1 Essential items

1 hoody top*
2 polo t-shirts*
1 shorts or skort* (skirt with shorts underneath, used for hockey and netball)
1 pr long socks*
2 prs white ankle socks
swimming costume and towel
1 pr suitable sports trainers (ie not Converse)
1 pr football boots for boys (and girls who wish to play football and rugby)

shin pads

gum shield

8.2.2 Optional items

Tracksuit trousers*

Cricket whites (team only)

Swimming goggles

Students who are likely to choose a number of sports activities and represent the School in fixtures may well want to purchase an additional pair of socks and shorts/skort.

*Items that are purchased from the school sports shop

Students are encouraged to provide their own hockey sticks and tennis rackets but the Sport and PE Department have a large supply to lend.

For all school fixtures, students will need to wear the hoody top and tracksuit bottoms.
9 GENERAL INFORMATION FOR ALL STUDENTS

9.1 Access to information and current affairs

Daily newspapers and other publications are made available in the boarding houses and library. Students may also search for information on the Internet. Current affairs are routinely discussed as part of the Pastoral, Social, Health, Education and Citizenship programme within Block Time and 6.1 and 6.2 Time.

9.2 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

Details of the school’s expectations of student behaviour can be found in the behaviour policy on the website. The staff code of conduct is available on request via the Headmaster’s PA.

9.3 Policies

Please find below the link to the policies available on our website

http://www.bedales.org.uk/bedales/overview/policies

9.4 Advice and Where to go for Help

Firefly and the student handbook, also available on Firefly, contain details of ‘Where To Go For Help?’ and posters are displayed on Flat and in the Day House. Advice on a range of matters is available at school; for example, in houses, the Health Centre, noticeboards and Firefly. There is advice and guidance for parents on the parents’ portal and website.
9.4.1 Counselling

A number of our students find that counselling is helpful to them. They may see practitioners outside the school, referred by their GP or the school doctors, or the school counsellor:

Katy Wilson and Susannah Monk are BACP accredited counsellors with their own practices. They are available at school. To make an appointment, students can contact them directly or via the Health Centre.

9.5 Complaints Procedure

Bedales Schools has long prided itself on the quality of the teaching and pastoral care provided to its students. However, if parents do have a complaint, they can expect it to be treated by the school with care and in accordance with this procedure. Bedales Schools makes its complaints procedure available to all parents of students and of prospective students in the school office during the school day, and Bedales Schools will ensure that parents of students and of prospective students who request it are made aware that this document is available and the form in which it is available.

9.6 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 educational 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 Senior Deputy or Headmaster.

9.7 Driving and Driving Lessons

Students may not drive students to and from school, apart from siblings with permission of house staff. Boarders may not park on school grounds or within Steep, other than their home, during school hours. Day students may drive to and from school with permission from Houseparents (a form must be completed by parents).

Students of the appropriate age may book driving lessons whilst at school. Parents should notify Houseparents 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.

Students wishing to take driving lessons should seek permission of Houseparents before arranging lessons. Houseparents will check with parents. A pro forma will be completed and then signed by parents. The school cannot recommend any particular driving instructors due to safeguarding legislation. Billing will be direct to parents rather than
through school accounts. Students must arrange lessons for free time and ensure that Houseparents are consulted over the times of lessons. They must sign out and in at Reception.

9.8 Bicycles, Scooters and Skate-boards

Bicycles at school (please refer to Houseparents). 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 and lights should be used.
- 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.

Students are expected to wear adequate protective clothing when using bikes, skateboards and scooters and to keep to designated areas.

9.9 Babysitting

During term-time, boarders aged 16 and over may babysit for staff living in school accommodation. They should do this in pairs and communication will be between Houseparents to arrange this. They should not be asked to do so for more than two hours and this should not ordinarily go beyond 10.30pm. No payment can be made as this is during their time at school.

Day students may babysit for any member of staff during term-time or holidays. This arrangement should be made between staff and the student’s parents. For the safety of the student and the children, personal phone numbers may be exchanged but only used during the babysitting session. Day students babysitting out of normal school hours for may be paid.

9.10 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 needed. Please contact your son/daughter’s Tutor in the first instance if you wish to explore these options.
9.1.1 ICT, computers and mobile devices

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.

The anti-bullying policy should be read in conjunction with the AUP.

The school monitors internet use and also has filters in place to protect students from inappropriate and illegal content.

The school responds to any misuse of the internet in accordance with its behaviour and safeguarding & child protection policies. If a parent has any concerns about the misuse of the internet, including social media, you should contact your child’s Houseparent if it relates to them personally or contact the Senior Deputy if it relates to another child or adult or someone outside school.

The following advice is provided to parents and professionals by Hampshire Safeguarding Children’s Board:

For professionals and parents finding out that images and videos of abuse are being circulated by young people and adults on social media, it can be a stressful time and difficult to know what course of action to take immediately. Here are some clear steps to take and important things to remember:

1. Please never share a video or image depicting any kind of abuse involving children
2. Each time a video or image of abuse is shared it re-victimises the child and increases the likelihood of blackmail, feelings of self-blame and powerlessness
3. Report it to the platform it has been shared on e.g YouTube, Facebook, Snapchat, Instagram etc
4. Report it to CEOP if it is an image or video of sexual abuse involving a child with a link to where the video or image is hosted e.g YouTube, Facebook.
5. If it’s not on a public platform and in only exists on a device ie. Phone, tablet. Once reported, with authorisation of CEOP or the Police, delete it from the device it has been sent to (if offender usernames are visible make note of them)
6. Encourage other people to report if it is being shared publicly

If a parent or carer is worried about a child seeing inappropriate things online Thinkuknow/parents has more information.

The NSPCC provides useful guidance to parents on how to keep your child safe online https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/.

In Blocks 3 to 6.1, access to several social media sites and apps is available on the school network in the evenings and weekends after Saturday morning school. Given that many students have access to 3G and 4G, social media may be available at other times. Students in 6.2 have access to social media at all times. If the school becomes aware of the misuse of a site or app, they will contact the company to seek that it is blocked from the school site.
Block 3 boarders hand in their mobile phones before going to bed and these are kept throughout the school day. Block 3 day students hand their mobile phones in in the morning. They may use them in the evenings and to go into Petersfield. This is to help younger students get to sleep quickly and to aid the transition to greater use of ICT, which often comes from moving to the senior school.

Laptops and other mobile devices, including phones, must not be used after 10.30pm on flat. If a student is found using a device after this time, they can expect it to be confiscated for a short period (except if being used for agreed study). School wi-fi is unavailable to students after 10.30pm on NBF and Steephurst. 6.2 students have access to wi-fi until slightly later. There are computers in workrooms on all boarding houses which are connected to the internet at all times.

In order to help track or disable devices in the event of loss or theft, Houseparents will record the unique details of such devices, as well as students’ mobile phone numbers. The latter will only be used by staff, using school-owned devices.

### 9.12 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 Houseparent permission. Day Students’ parents should confirm to Houseparents that they will be present.

iv. Boarders who live locally need permission from their Houseparent if they want to go home on a Wednesday afternoon. Their parents should confirm with the Houseparent that they are there and assume responsibility.

v. Students are asked to inform Houseparents before leaving 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.

During the week, by agreement with their Houseparents, Sixth Form students may visit restaurants (but not Pubs) within agreed bounds in Petersfield on supper nights. During
the weekend, students from Block 5 may do the same. By agreement with their
Houseparents, 6.2 students may go to a pub in Petersfield on a Saturday night and from
the May Day Bank Holiday they may go to The Cricketer’s public house on a Friday
evening. Further details, including the rules regarding alcohol are in the school’s alcohol
and tobacco policy.

9.13 Medical Matters

The school must be kept informed of all medical details and of any family circumstances
that might affect a child’s health, well-being or behaviour, in accordance with our terms
and conditions. Please see our healthcare policy which is available on My Bedales parent
portal.

Health Centre Nursing team 01730 711620 (diverted to mobile phones as required)

Claire De Menezes, Laura Murdoch, Sarah Osman, Caroline Parkinson

Dr Tom Cattell Swan Surgery (as below)

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

The Health Centre must be kept informed of any treatment that is being given to students
and of any new prescriptions that have been issued. The School Doctors, Dr Tom Cattell
and Dr Kate Bush, who are in the position of the family doctor to all boarding students
during term time, should be copied in on any clinic letters from consultants seen at
external medical appointments. All medication must be handed over to the house
Matron, with the appropriate parental consent forms completed. For prescription
medication, the pharmacy label with the student’s name and dispensing instructions must
be clearly visible or else it cannot be administered in school in accordance to national
policies. The School Doctors attend the Health Centre twice a week and are based at
the NHS Swan Surgery, Swan Street, Petersfield, Hampshire GU32 3AB.

In the event of illness during term time, parents can contact the Health Centre directly
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 the nature of the illness warrants it, boarding students
may return home.

9.13.1 Confidentiality of Medical Appointments

In matters of medical care and welfare the key lines of communication are between
student and parent and student and doctor/Health Centre.

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, Houseparents 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.

Please see section 5.10 and our counselling and healthcare policies for further details about information-sharing at school.

9.13.2 Emergency treatment of Day Students

Day Students receive the same emergency treatment as boarders. Routine matters such as GP appointments and vaccinations are the parent’s responsibility to arrange. In case of emergency, Day parents should be contacted as soon as possible to inform them of the situation, 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 of the situation. The Health Centre nurses will co-ordinate this. If a non-urgent trip to hospital is needed, parents will be contacted.

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

9.13.3 Routine vaccinations and general medical consent

Between the ages of 14-18 the UK immunisation schedule recommends booster vaccinations of diphtheria, tetanus and polio and meningococcal ACWY against four strains of meningitis. All students registered with the Swan Surgery will be offered these vaccinations and parents informed of the planned sessions on offer. Students 16 years and over are deemed old enough to make an informed decision regarding their own medical treatment so no formal parental consent is required, but all parents and carers are encouraged to discuss with the Health Centre team if they have concerns.

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.

For further details, please refer to the Bedales Health Care Policy (available to view by contacting the Headmaster’s PA on (01730) 71155), and the First Aid Policy on the Bedales website:

http://www.bedales.org.uk/sites/default/files/u1150/3%20Schools%20First%20Aid%20Policy.pdf

9.14 Piercing, tattooing and hair-dying

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 should not have piercings done during term time. Any new body piercing should be undertaken at the beginning of a holiday period so that the studs can be removed and replaced safely. Hair dying should not be carried out at school as we cannot guarantee the safety of products used. Tattooing is illegal under the age of 18 and, in addition, should only be carried out by a qualified practitioner in a salon.
9.15 Use of electrical and electronic goods

Students are permitted to bring the following items into school for personal use as long as they meet British Safety Standards: mobile phones, tablets, ipods, laptops, hair straighteners and hair dryers. Laptops should not be left unattended on beds because the bedding may affect the fan and cause overheating. Hair-straighteners should be held when they are on and should never be left turned on when unattended. Multiplugs and extension leads are not permitted unless provided by the school. Vapers/e-cigarettes are not permitted at school. If used on Flat, this will result in suspension.

9.16 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 Houseparent 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 educational 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 6.00pm on Sunday unless agreed otherwise with Houseparents. The school advises against allowing students in Blocks 3-5 to drink alcohol at parties; this is often a cause of concern to other parents and can lead to unsafe or unhappy outcomes.

9.17 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.

9.18 School Catering

There are three meals and two snacks served during the school day in the dining hall. Boarders also have access to snacks in the evenings and at weekends on the boarding houses.

All students are welcome to all meals. Mealtimes are important social occasions and so phones and other devices are not permitted and students may only eat out of the dining hall if they have a packed meal or are at a school event or visit. All boarders are required to eat breakfast and dinner and all students are required to eat lunch; this is because people need nutrition and calories to be healthy and participate fully in school life.

Menus can be viewed here. Monday is a meat-free day; this is in response to the community’s wish to highlight the environmental and ethical issues around the consumption of meat and fish. We endeavour to cook from fresh ingredients on the premises wherever possible.
Parents who would like to try the school food or have any queries are warmly invited to contact the Bursar. At school, students have opportunities to meet the Catering Manager and are encouraged to share their opinions and ideas directly via the 6.2 Food Don.

If your child has special dietary needs, their Houseparent or the Health Centre should be notified so that appropriate arrangements can be made.

Nuts are not permitted at school because of the risk to health for those with severe nut allergies.

**Breakfast**

Breakfast is served from 7.30am until 8.10am on Mondays, Wednesdays and Fridays and from 7.30am until 8.30am on Tuesdays, Thursdays and Saturdays. The servery closes at these times to allow at least 10 minutes for students to eat breakfast before going to other commitments. On Sundays, breakfast is served in the boarding houses.

**Lunch**

From Monday to Saturday, Sixth Form students with private study periods may go to lunch from 12pm. Block 3 students are dismissed 10 minutes early from period 6 (apart from the last half-term of the year, when there are fewer students at school) to give them time to put bags in lockers and go to lunch before the rest of the school. The servery closes at 1.30pm. On Sundays, lunch is served between 12.30 and 1.30pm.

A ‘speedy boarding’ arrangement is available for students who have school commitments that mean they can avoid queueing for lunch. Packed meals are organised by staff for fixtures and trips.

**Dinner**

Block 3 and 4 students may have early dinner on a Monday and Wednesday (the servery is open from 5.30pm until 5.45pm and students must leave for Assembly/Jaw by 5.50pm). For all other students, the servery is open for dinner from 6.30pm until 6.50pm from Monday to Friday, 6pm to 6.45pm on Saturday and 5.30pm to 6pm on Sunday (apart from Long Leaves and half-terms when supper is not available and the starts of terms when supper is available from 6pm until 6.30pm).

**Snacks and tuck**

In addition to snacks and water available free of charge, tuck and snacks are sold in the dining hall each morning break (from 11.25am until 11.40am). Snacks are also sold in Boys’ Flat and Steephurst.

Boarders may keep a small tuck box in their dorms. There are limited facilities to refrigerate food, so students and parents should seek permission from Houseparents if they wish to refrigerate food.
9.19 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. Please see section 10.8 regarding religious observance and boarders.

9.20 Notices, Assemblies and Jaw

The complete school meets together on three occasions per week.

Notices, which take place on Wednesday 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.

9.21 Stationery

Students are expected to arrive at school with a full set of stationery equipment e.g. pencil case, pen, pencil, eraser, ruler, etc. Equipment can be purchased at Reception, if needed.

9.22 Loss, theft or damage

The school’s insurers do not insure student property. You are strongly advised to arrange appropriate insurance for your son/daughter’s property at school and record unique numbers and features of items, including taking photos of important items. Lockable drawers and lockers are provided and students should use these for any property that is of value to them. All property should be named; name items are rarely missing for long.

If an item is believed to be stolen or deliberately damaged, the matter will be investigated according to school policy, within 24 hours and written records will be kept, along with photographic evidence. Parents of any students who may be involved in the investigation will be informed within 72 hours.

If a student causes non-accidental damage to school property, or damage results from not adhering to school rules, any costs will be added to the school bill.
10 ADDITIONAL INFORMATION FOR BOARDERS

Houseparents and Matrons all live within the boarding houses. The Matrons deal with medical and domestic arrangements.

10.1 Bedding

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

10.2 Bedtimes

Boarders in Steephurst and Boys’ Flat are expected to be in their dorms by 10.00pm 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 10.00pm. We have a house policy of confiscating mobile devices, including phones, after 10.30pm (except if being used for agreed study).

Students may work later with permission from Houseparents.

10.3 Care of Possessions

Each student is issued with an academic locker and a lockable bedside cabinet. Sports lockers are available for those who want them. Parents are required to supply a sturdy padlock for the locker with a spare key being kept with the Houseparent. All valuables should be locked away.

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. Also to consider whether expensive clothes or sports equipment (football boots, trainers) are necessary for school. Phones, electric devices, 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/unique numbers of valuable items (e.g. electric devices, 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 Houseparents.

You may find the following helpful:

- Parents and students can register expensive items (not just electronic devices) on this free website and police will use it to help recover stolen goods- https://thenmpr.com
- Parents/students can install specific laptop and phone tracking software - https://preyproject.com/
• Apple devices have a built in “Find my Phone” feature which should be enabled 

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.

Lost clothing is taken to charity shops each week. Lost electronic devices are disposed of 
securely at the end of each term. Other small items are disposed of or given to charity at the 
end of each term.

10.4 Flat Council

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

10.5 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. There is limited refrigeration on Flat so 
food requiring refrigeration should not be brought into school. There is a tuck shop on 
NBF and Steephurst available on certain evenings.

All boarders share kitchen cleaning duties on a rota basis.

10.6 Overseas Students

Parents of students who live overseas may have different concerns than those who live 
more locally. You are warmly invited and strongly encouraged to discuss any such 
thoughts with your child’s Houseparent. You can also contact the Overseas 
Representative on the Friends of Bedales Parents’ Association. Please contact the school 
for current contact details.

10.7 Pocket Money

Houseparents should be given pocket money, which they transfer to students as necessary. Or parents may elect to allocate a set amount each week which can then be put on the school bill. Cheques should be made payable to Bedales School. Pocket money is issued on a Wednesday and a Saturday. We suggest the following rates per 
week-

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<th>Block</th>
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<td>6.1</td>
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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. Houseparents 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. Houseparents 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!

Houseparents can lend money in emergencies but parents should make contact with Houseparents to give their permission. We cannot take responsibility for any accounts external to Bedales.

10.8 Spirituality and Religious observance

If you would like your son/daughter to attend religious services or instruction in Steep or Petersfield, please contact the people listed below and consult with their Houseparent regarding arrangements.

Please note any arrangements are between you and the individual; as they are not employees, the school is unable to carry out employment and safeguarding checks. You are advised to satisfy yourself of the suitability of any adult working with your child; this may include asking for a current DBS certificate.

Roman Catholics:

Father Peter Hollins, 12 Station Road, Petersfield, Hampshire. GU32 3ED; 01730 262290; Fr Peter Hollins phollins@portsmouthdiocese.org.uk

Main service times:

Sunday mass in St Laurence Church (Petersfield)

10:45 am and 6:00 pm

Sunday mass in St Ages Church (Hill Brow, Liss)

9:00 am

For older children – preparation for Confirmation is arranged every two years

Anglicans:

Information about services and Confirmation is available at the Church or on the website www.steepfroxfield.com

Parents/guardians may also contact Anne Grove via this email address for further information and to receive the newsletter; steepfroxfieldprivett@gmail.com

There is access to Temples, Mosques and Synagogues in Portsmouth.
10.9 Toiletries

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

10.10 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 Houseparent.

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 Houseparent and Tutor.

10.11 Weekends

There is a varied activities programme for students who remain in school for the weekend. Please contact Houseparents for details.

10.12 Leadership responsibilities on flat

6.1 students act as Dorm bosses and have training for this essential role in pastoral care at the start of the year. One of the unique aspects of Bedales is mixed age dorms – these help the school to be genuinely integrated with friendships across year groups. A key part of this is where 6.1 students are Dorm bosses, acting as role models for younger students and supporting them. The 6.1s have a responsibility to look after the younger students in their dorms and the younger students have a responsibility to be respectful towards their Dorm bosses and the other students in their dorm. Bedales runs on mutual respect.

10.13 Use of ICT on flat

Students are encouraged to use ICT on flat to relax and contact friends and family. Before they can start using the school internet students will be expected to sign and adhere to the school’s Accepted User policy. Games and films are popular. These should be age appropriate and should comply with school rules on use of ICT and decency. Sanctions may apply if rules are not adhered to. As dorms are mixed age until 6.2, students aged 15 and over should be mindful of the material they access when younger students are present. Material for 18 plus is not suitable in NBF and Steephurst.

If they need to do so, students may use ICT to study on flat too and there are desktop computers for this purpose.

In the evenings, students may not use ICT after 10.30pm because they are expected to be asleep or reading before going to sleep. Light from screens may make it harder for students to fall asleep. School wi-fi is unavailable to students after 10.30pm on NBF and Steephurst and devices used after this time may be confiscated for a short period.
students have access to wi-fi until slightly later. Please contact Houseparents should you have any concerns about use of ICT on Flat.

10.14 Visiting Flat

Parents and guardians are very welcome on Flat to drop off and pick up their children. Parents do not need to sign in on Flat at normal weekly / termly drop off and pick up times (Saturday lunchtime, Sunday evening or start/end of terms), but visitors must always check with a member of staff when going beyond the Flat reception area to their child’s dorm. Outside of the aforementioned times all visitors, parents, guardians, family wishing to visit Flat should contact the House team in advance and will be met on Flat and the House team will record all visitors outside of normal times in the Flat visitor book.
11 ADDITIONAL INFORMATION FOR DAY STUDENTS

11.1 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.

Day students out of school for the weekend or evenings, but with school boarders, are still subject to the school’s rules.

11.2 Start of the Day

All Day students are registered in lessons throughout the day. On Monday evenings Day students are registered by Houseparents at the Day House Assembly. Students should sign in on Flat at 7.00pm if they are remaining at school for a late event. All boarders are registered in the morning, at lunchtime and at 7.00pm, 9.00pm and 10.00pm. Students are also registered for evening activities. A list of absentees is available through iSAMS. Attendance data is stored in our electronic database.

11.3 Absence

If your child will not be coming into School on any particular day, please email bedalesabsence@bedales.org.uk or call 01730 300100. For known absences e.g. medical appointments, please inform their Houseparent well in advance. Request for holiday or exceptional absence should go to their Houseparent and Senior Deputy for approval.

11.4 Attendance

Bedales is a boarding school into which Day children are fully integrated. Day students must attend Activities, Notices (8.25am Wednesdays), Assemblies (Mondays 5.30pm-5.50pm for Day House Assembly and School Assembly 6.00pm until 6.30pm) and Jaw (Wednesdays 6.00pm until 6.30pm) and Tutorial time on Mondays and Fridays (at 8.25am) and Wednesdays at 4.45pm. Some musical and dramatic rehearsals and sporting commitments take place at 7.15pm.

They are free to leave school at the following times:

Monday 6.45pm (after assembly and handshaking)
Tuesday 5.30pm (if they have no activity), otherwise 6.30pm (after early activity) or 8.30pm (after late activity)
Wednesday 6.45pm (after Jaw and handshaking)
Thursday 5.30pm (if they have no activity), otherwise 6.30pm (after early activity) or 8.30pm (after late activity)
Friday  5.30pm (if they have no activity), otherwise 6.30pm.

Day students who wish to attend Quiet Time (7.15pm-8.30pm Mondays, Wednesdays and Fridays) should ask for permission from their Houseparent.

There will be occasions during the year when Day students will be expected to stay until 9.00pm (for example, for social events). The School will endeavour to give them enough notice, but, if there are problems, parents should contact the Houseparent.

**Attendance for Day students in Blocks 3-5**

In the mornings, students are welcome in school from 7.30am. If they arrive before 8am, they should make themselves known to the duty staff in the dining hall before having breakfast.

In the evenings, students should sign in with duty staff on the Day House and attend all required activities/school events/Jaw/Assembly. If they wish to stay in school other than for an organised activity or event, parents should contact Day Houseparents in good time.

Students should ‘thumb scan’ out at Reception when they leave for the day.

**Attendance for Day students in 6.1**

In the mornings, students are welcome in school from 7.30am. If they arrive before 8am, they should make themselves known to the duty staff in the dining hall before having breakfast.

In the evenings, students should sign in with duty staff on the Day House and attend all required activities/school events/Jaw/Assembly. If they wish to stay in school other than for an organised activity or event, parents should contact Day Houseparents in good time.

If they have permission from the Head of Sixth Form to study until 10pm on Mondays and Wednesdays, they should sign in at the Day House at 9pm.

Students should ‘thumb scan’ out at Reception when they leave for the day.

**Attendance for Day students in 6.2**

In the mornings, students are welcome in school from 7.30am. They should sign in on Flat before going to breakfast.

In the evenings, students should leave school by 10pm, signing in at 7pm and 9pm on Flat and signing out when they leave for the day.

**11.5 Leadership responsibilities for Day Students**

Day Houseparents look to 6.1 students to provide leadership, particularly by service to others and pastoral support. There is leadership training for all 6.1s at the start of the academic year.
11.6 Policy on Day Students seeking to transfer to Boarding

11.6.1 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.

11.6.2 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.

11.6.3 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 Registrar 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 Houseparents 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.

11.6.4 Policy on temporary boarding

Please address such requests to your child’s Day Houseparent who will then follow the school’s internal procedures to establish whether or not such an arrangement will be possible. A daily charge is made and the current cost is available from the finance department. Once a place is booked, the overnight fee is payable unless at least 24 hours’ notice of cancellation is given.

If space is available and a request is made at least 24 hours in advance, a place may be found for a student to stay over for a night or two if there are significant pastoral reasons for them to do so. Currently, there are unlikely to be places on Steephurst or 6.2 Flat to do so.
11.7 Having Boarders as Guests

Boarders are not allowed to go to the homes of Day students during the school week without the permission of Houseparents. Please contact the relevant Houseparent to confirm the invitation, along with an assumption of responsibility. This also applies to Wednesday afternoons.

11.9 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 Houseparents. Details of bounds are in the behaviour policy on the website.

11.10 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.

11.11 Cars and Motorcycles

Students are strongly discouraged from bringing cars or motorcycles to school. Permission will be granted to 6.1 and 6.2 day students travelling to and from home, and 6.2 boarders on a case by case basis. 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, students must seek permission through their Houseparent. In the event of permission being granted, students and their parents must then complete a form which includes a statement from parents/educational guardians giving permission and accepting responsibility.

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

12.1 Fees

For any matters concerning school fees please refer to your parental contract or contact the Finance Department.

12.2 Expenses

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

- Sport and PE 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

12.3 Insurance

12.3.1 Possessions

The schools’ insurers will not cover any loss for personal possessions and we strongly urge you to ensure that your household or personal insurance provides cover for personal possessions whilst they are at school.

12.3.2 Third Party Liability

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

12.3.3 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.

12.3.4 School Fees Refund Scheme

Parents have the option to be insured against their children being absent from school for 8 consecutive days or longer through illness, accident, etc. To join the scheme parents will need to pay the appropriate premium. A claim form has to be submitted, and any parents wishing to make such a claim should contact the Finance Officer.
13 THE BEDALES PARENTS’ ASSOCIATION

The Bedales Parents’ Association operates at the Senior School and meets at least once a term. They organise social events, which are on the website calendar as well as emailed, so parents can get to know each other, and fundraising events. They also offer a forum for discussion of any queries or concerns regarding operational matters shared by a number of parents. Parents are welcome to make their opinions known to any of the named representatives or to ask them to raise questions via this forum. The BPA provides a helpful source for consultation on strategic matters too.

You can contact other parents by using the address book which is available to you via the parent portal. Please contact bedalesreception@bedales.org.uk with any queries.

The Chair of the Association is Carmen Leonard and year group reps will be in touch too. Carmen’s email is: carmendleonard@googlemail.com. If e-mailing, please put Bedales in the subject line.