Bedales Prep School, Dunhurst
Parents’ Handbook
Inspired by the founder of Bedales School, John H. Badley, these are the aims for all pupils and staff at Bedales schools

**Head**

To develop inquisitive thinkers with a love of learning who cherish independence.

**Hand**

To enable children’s talents to develop through doing and making.

**Heart**

To foster individuality and encourage initiative, creativity and the appreciation of the beautiful.

**Work of Each for Weal of All**

To enable students and staff to take pride in the community’s distinctiveness, to feel valued and nourished by the community.
Senior Management Team

HEADMASTER Colin Baty
Overall responsibility for the School

DEPUTY HEAD, PASTORAL Aaron Gardner
Day to day running of the school
Discipline and pastoral care
Dunhurst Designated Safeguarding Lead
3 Schools Deputy Designated Safeguarding Lead

DIRECTOR OF TEACHING & LEARNING Andy Wiggins
Academic overview
Head of Departments
Timetabling

Senior Pastoral Team

HEADMASTER Colin Baty

DEPUTY HEAD, PASTORAL Aaron Gardner

DIRECTOR OF TEACHING AND LEARNING Andy Wiggins

HOUSEMASTER Simon Kingsley-Pallant

HOUSEMISTRESS Mea Wade

MATRONS Debra Corner, George Davies, Alex Freeman

SENCO – Anneli Bush
Useful contact details

Colin Baty - Head of Dunhurst 01730 711690 (Heads PA Carole Randell)
Aaron Gardener-Deputy Head, Pastoral 01730 711731 / 07810 860825
Andy Wiggins, Director of Teaching & Learning 01730 711729
Dunhurst Reception 01730 300200
Boys’ Boarding House 01730 711753
Janie Jarman – Registrar 01730 711733
Simon Kingsley-Pallant – Housemaster 01730 711750 / 075841 71750
Mea Wade – Housemistress 01730 711751 / 07920 048026
Girls’ Boarding House 01730 262988 / 01730 233 584
Jenny Yeates, School Counsellor 01730 711747
Mandy Hopkins, Family Counsellor via Carol Randell 01730 711690
Music Department – Sarah Armstrong 01730 711744
Bedales Reception 01730 300100
Bedales Gallery 01730 711513
Sports Shop (Mon-Wed 1.15-2.15) 01730 711657
Dunannie Reception - Tracey Harris 01730 300100

Chair of Governors:
Mathew Rice 01730 300400
c/o Richard Lushington,
Bursar, Bedales

Music Department e-mail dunhurstmusic@bedales.org.uk
Boarding dunhurstboarding@bedales.org.uk

Any teacher may be e-mailed via the school e-mail address. Please use the teacher’s first initial and surname before @bedales.org.uk (i.e. jjarman@bedales.org.uk). However, there are one or two exceptions to this and all staff contact details are in the termly calendar which is available via the Parents’ Portal on the website.
**Dunhurst Lingo**

| Blocks                          | Block 1 = Year 7  
| Block 2 = Year 8               |
| Blue Room                      | Music Room       |
| Childtalk                      | The Childtalk series are talks put on for parents. They cover myriad topics; check Friday Report and School Calendar for dates and topics. |
| The Cobb                       | The Art, design, textiles and pottery block. |
| Cobb’s Field                   | The field beyond the Cobb. |
| Dunhurst Hall                  | A multi-purpose hall shared with Dunannie. |
| DEAR time                      | Drop Everything And Read |
| Dunnie Awards                  | Very “Dunhurst” talent show. |
| FOD                            | Friends of Dunhurst – the parents’ committee. All welcome to attend meetings, held twice a term. |
| Friday Report                  | Every Friday a bulletin is published (on the Bedales Website under the Dunhurst Section) giving details of events in the coming week and covering any events from the previous week. |
| Green                          | A Green, a lesson to be used for prep in the library or for scheduling of individual classes such as learning support, individual foreign language tutorials, individual music lessons and practice, LAMDA, dance and individual tennis lessons. The number of library Greens inevitably varies from student to student. |
| Groups                         | Group 1 = Year 4  
| Group 2 = Year 5                
| Group 3 = Year 6               |
| Hive                           | The Hive is the Dance & Drama studio next to Reception. |
| Homely Time                    | At-home type activities for our younger boarders. |
| HOPiT                          | Stands for Helping Other People in Trouble, headed by a Charity Committee who organise a fair at the end of the autumn term, plus other events throughout the year in which all the pupils participate. |
| **JAW** | JAW (to use one’s jaw and talk) is a whole school assembly with a different speaker each week on Friday afternoons between 4.30 and 5.30 pm in the autumn and spring Terms. In the summer term, JAW is replaced by athletics/sport activities. No JAW on leave weekends. |
| **Leave Weekend** | There are two Leave Weekends, usually meaning that school finishes at 4.00pm on Friday and restarts 8.25am on Monday (with boarders returning Sunday evening at 6.00pm). If the Leave Weekend coincides with a Bank Holiday, it may run from after school on Saturday at 1pm until Tuesday morning (Monday evening for boarders). Check the Friday Report and School Calendar. |
| **Literary Review (BPLRO)** | Book Group open to parents from the three schools. See School Calendar for dates and times. |
| **Loft** | The Loft is the space above the Hive which is a social space for pupils in the evenings. |
| **MRS** | A Green, designated for individual music practice. |
| **ODW** | Outdoor Work |
| **Olivier Theatre** | The theatre at Bedales. |
| **Peef** | Petersfield |
| **Peer Listeners** | Block 2 pupils allocated to Groups classes to act as a sounding board/first port of call for any questions or problems. |
| **The Quad** | Dunhurst often holds its concerts in the Quad which is the main hall at Bedales. |
| **Scoffs** | The area beneath the main school building, a recreation room, LAMDA classes and Café. |
| **The Well** | The stepped performance and school meeting point in the middle of the Groups’ classroom area. Assemblies, JAW and smaller performances take place here. |
| **Wing** | Boys’ Wing and Girls’ Wing are the boarding houses. |
The school year

Over the course of the school year, there are many events some of which break from routine, to which pupils may have a commitment and to which parental involvement, attendance is encouraged. The calendar is on the school website www.bedales.org.uk

Each Term:
- Parent/Teacher Meetings in Autumn and Spring Terms
- ‘All-In Weekends’, when some or all pupils may be required to stay in school for the weekend - prior to a play production/concert, for rehearsals.
- FoDs – events, meetings and annual AGM
- End of term concert – last Tuesday of each term

Autumn Term:
- Badley Day - whole school community effort in celebration of the founder, John Badley
- Celebration Assembly for Groups
- ‘HOPIT Fair’
- Groups’ play
- Bonfire Night

Spring Term:
- Block 1 Assessments for entry to Bedales
- Blocks’ Play
- Block 1 residential trip to France
- Blocks Exhibition
- Grandparents/VIP Day

Summer Term:
- Rock Show
- Badley behaved Dog show
- Camps Week
- Blocks summer term production
- Parents’ Day
- Sports Day
- Block 2 Leavers’ Dinner & Disco
- Dunnie Awards
Groups (Years 4, 5 & 6) daily timings

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.15</td>
<td>Bell</td>
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<td>8.20-8.35</td>
<td>Registration with class teacher</td>
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<td>8.35-8.50</td>
<td>Mon &amp; Thurs: Assembly</td>
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<td>Tues: Ensembles</td>
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<td>Wed &amp; Fri: Pastoral time with class teacher</td>
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<td>8.50-9.25</td>
<td>Lesson 1</td>
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<td>9.25-10.00</td>
<td>Lesson 2</td>
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<td>10.05-10.40</td>
<td>Lesson 3</td>
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<td>10.40-11.05</td>
<td>Break</td>
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<td>11.05-11.40</td>
<td>Lesson 4</td>
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<td>11.45-12.20</td>
<td>Lesson 5</td>
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<td>12.20-12.55</td>
<td>Lesson 6</td>
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<td>12.55-1.35</td>
<td>Lunch</td>
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<td>1.35-2.10</td>
<td>Tues, Wed, Thurs: ‘G’ lesson</td>
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<td></td>
<td>Mon &amp; Fri: Supervised reading</td>
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<tr>
<td>2.10-2.45</td>
<td>Lesson 7</td>
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<tr>
<td>2.50-3.25</td>
<td>Lesson 8</td>
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<td>3.25-4.00</td>
<td>Lesson 9</td>
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<td></td>
<td>Home or optional activities</td>
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Every Monday, Group 2 & 3 finish at 5.30 after their games lesson.
## Blocks (Year 7 & 8) daily timings

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<td>3.25-4.00</td>
<td>Lesson 9</td>
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<td>Afternoon break</td>
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<tr>
<td>4.20-4.55</td>
<td>Lesson 10</td>
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<td>4.55-5.30</td>
<td>Lesson 11</td>
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<tr>
<td>5.30</td>
<td>Home or supper</td>
</tr>
<tr>
<td>6.00-7.00</td>
<td>Activities (optional for day pupils)</td>
</tr>
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**Wednesdays**

**Groups**
Group 1 have lessons until 2.45pm, followed by either a double Green or activity until 4pm, or a sports match. Match team sheets are sent to parents at the beginning of the week so you will know if your child is playing that week. Parents are welcome to come and support, then enjoy a delicious match tea.

Groups 2 and 3 either take part in matches or have Greens until 2.45. Pupils can go home at 2.45 or activities are available from 2.45 – 4.00pm.

**Blocks**
Wednesday afternoon is set aside for matches against other local schools. If pupils are not involved in matches, there are organised activities at school. There is also occasionally the option to visit our local market town, Petersfield. Pupils must be in groups of four and teachers are at an agreed meeting point. Pupils are given an induction with expectations explained. Pupils sign out on a list before they leave, and sign in again when they return. The majority of pupils choose to stay in school where they can relax maybe in Scoffs Café, sign up to Community Service, or catch up on work or music practice. Pupils who opt to go to Petersfield can bring in a maximum of £2.00 to spend. Block pupils may also choose to go home at 1.00pm.

It is hoped that Block pupils will want to take part in the various Wednesday afternoon activities, particularly Community Service. We also quite understand that a free Wednesday afternoon can also represent a valuable opportunity for pupils to enjoy some family time.

If relevant, parents are requested to sign a Parental Consent for a pupil to travel between school and home, unaccompanied by an adult.

Boarders may visit the homes of day pupils on Wednesday afternoons if written/email permission has been received by Simon Kingsley-Pallant or Mea Wade from the parents of both the day child and boarder concerned by the Monday preceding the planned visit.

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

Absence
Please contact Reception to report if your child is ill and will not be in school by 8.15am
dunhurstreception@bedales.org.uk / 01730 300200).

If a child is going to be absent for any part of the school day, we would be grateful to be informed as early as possible. When your child is ill at home, it is vital that you inform Reception as soon as possible. Please leave a message on the answer phone if Reception is unattended. If you require exceptional leave of absence, ie special celebratory family party, please contact Carol Randell PA to Colin Baty on crandell@bedales.org.uk.

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

If you wish to take your child out of school for any reason other than a medical appointment, you must contact Colin, the Head, in writing or by email via his PA, Carol Randell crandell@bedales.org.uk. Absence from school can be disruptive to the learning of the individual, but also to the class as a whole and is thus strongly discouraged. Parents are asked to try and keep special events and holidays to leave weekends, half terms and school holidays.

Activities
Activities are offered following the end of the school day. At the end of the term, an email is sent to parents to say when the activities are ready to book. This is on the portal.
- Groups 4.20pm – 5.30 pm.
- Blocks 6.00pm - 7.00pm
Activities are optional for day children. Block day children who stay for an activity will automatically stay for supper. There is generally no charge for activities. The regular exceptions to this are horse-riding, dance classes, judo and sailing. Current charges will be detailed when booking the activity.

Adventure playground
The large adventure playground is enjoyed by all. It is designed so that no fall is greater than 2 metres and a full 30/40cm of playground bark mulch is beneath the whole play area. It is positioned on the front playground to ensure that staff are always close at hand. Pupils are not allowed to use it in the rain.

Appearance
Dunhurst does not have a uniform. Pupils can wear clothes in which they feel comfortable in and fit for work. Pupils may dye their hair with parental permission. Children may have the style and length
of hair they wish, but the school may request for fringes to be cut if they restrict vision for sport and practical activities. All hair must be tied up for sport, science, DT or dance lessons. Make-up should be restrained. No tatty jeans /laddered tights or any items of clothing that may cause offence should be worn.

Assembly
We have two assemblies every week. This is a lovely time when the whole school come together in the Well. Staff & pupils take assemblies and share personal stories or topical events.

Badley Weekend
Every year the school community celebrates the educational principles of Founder John Badley through an annual event – the ‘Badley Weekend’. This tends to be the first weekend of the Autumn term. Staff, students and parents from the three Bedales Schools participate in a range of events and celebrations in the spirit of the school motto ‘Work of Each for Weal of All’.

Behaviour

- Dunhurst believes that rules should be kept to a minimum and that pupils understand that they should conduct themselves in a sensible manner that will not cause offence to others in the community.

- Remember that all should ‘Work of Each for Weal of All.’
  - Pupils should empathise: treat others as you would wish to be treated. Help those who need help and support.
  - Pupils must try to understand the feeling of others.
  - Pupils must be aware how their actions may affect others.
  - Be honest, fair and forgiving
  - Don’t be hurtful, unkind or humiliating

Lines of referral for pupils
1. Minor incidents will be dealt with when it happens.

2. Recurring incidents of poor behaviour or rudeness will be referred to Tutor/Group Teacher/House Staff. The problem should be discussed and understood and recorded. If the problem is not sorted out satisfactorily, then your Tutor/Group Teacher/House staff will inform the Deputy Head who may contact parents. Problems will be addressed within an agreed time limit. Pupils may be put on ‘report cards’. This is for staff to identify behaviour and a record kept so pupils can see where they may be going wrong.

3. Serious incidents (e.g. stealing, graffiti, bullying) and recurring problems will be taken to the Deputy Head. At this point, the problem is considered very serious. Parents will be informed.

4. Finally, persistent problems or a major incident will be taken to Colin, the Head. This could lead to timeout, suspension or expulsion.

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

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

The Behaviour and Sanctions Policy can be found on the website.
http://www.bedales.org.uk/prep/overview/policies

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

• We maintain that problems will be discussed and that children will always be given a reasonable hearing. It is the responsibility of the staff to listen to pupils.

• Equally, it is the responsibility of the pupils to listen to the staff.

• Poor behaviour on trips may result in missing out on another trip after a warning.

• Dangerous or non-trustworthy behaviour will result in exclusion from that activity or trip. This includes all trips outside the school grounds.

• Rudeness is unacceptable, either one to one, or about someone to a third party.

• Being confrontational, is not acceptable. Pupils should be aware of the relative importance of the issue.

**Birthday Celebrations**

If you wish your child to celebrate their birthday with their class friends, please send either individual cakes or biscuits (no nuts or seeds please) which can be easily distributed.
Board, not bored!

For full details about Boarding Life please read the Boarding Handbook.

Aims of Boarding at Dunhurst

We try to engender a relaxed routine, and encourage an atmosphere of open communication and belonging. Importantly, we highlight the concept of mutual respect in all of our dealings with the children.

Our overriding aim is to ensure that our boarders feel at home in Dunhurst, and that the boarding wings are places for relaxation, fun, support, ambition, socialising and refuge during their time here. Our specific aims are to:

- safeguard and promote the welfare of each boarder;
- enable our boarders to grow into independent, disciplined and self-reliant young people;
- enable our boarders to develop good relationships with all sectors of the community;
- enable our boarders to develop their own moral, spiritual and social values;
- enable our boarders to fulfil their intellectual, academic, sporting and creative potential;
- enable our boarders to have opportunities for responsibility on Wing.

We endeavour to fulfil these aims by:

- developing an atmosphere of mutual trust and respect within the boarding community;
- creating an enjoyable environment and community where all can live and work together with tolerance and respect;
- providing time for boarders to discuss issues amongst themselves and with a variety of adults;
- encouraging the boarders to take care of those both on Wing and outside in the broader community;
- arranging varied and enjoyable opportunities for relaxation, hobbies, cultural and social outings;
- providing the space for privacy;
- providing accommodation which is comfortable, well-maintained and appropriate to the needs of our boarders;
- providing an environment which is safe and free from danger.

Break times

A fundamental tenet of the school’s philosophy is allowing the pupils freedom, encouraging them to behave responsibly, and this applies equally to break time. Freedom comes with responsibility. There are always staff on duty. Pupils are encouraged to play outside and get some fresh air. Pupils are also welcome to stay inside and read or play quiet games with friends.

Skateboarders or those on scooters or ripsticks must wear helmets which are fastened and properly adjusted. We strongly recommend that they also wear appropriate body protection.

Calendar

Please find the calendar of events on the school website www.bedales.org.uk

Carpark courtesy

- Dunhurst carpark is the first left as you drive up the school drive.
- Please remember that the car park is one-way and that traffic moves clockwise.
• Please drive slowly
• Drop and collect pupils only from the designated area at the bottom of the steps. Please drive 4-5 car lengths beyond bottom of the steps to enable 4-5 cars to drop off/pick up at once
• Please do not park in the drop/collect zone
• Please park in a parking space. If your child is not out when you arrive, please meet your child on foot
• Park considerately
• Never park at the entrance to the car park
• We are passionate about turning off engines whist waiting in the carpark

Lastly, our busiest times in the car park are in the morning, on Saturdays at lunchtime and on Fridays after Jaw. Lift-sharing is popular to help alleviate the carpark. All parents receive a Dunhurst Address List which helps in the organisation of lift sharing.

Change of address
It is vital that you should keep us informed of any change of address, even if you are only away for a couple of days. A mobile phone number is also useful in the case of an emergency.

We publish a list of the addresses and phone numbers of every pupil in the school on the parents’ portal of My Bedales website. This is strictly and solely for the ease of communication between parents regarding school matters, parties, etc. Please let us know if you do not wish any of your contact details to be published.

Communication
We try to communicate with you as much and as often as possible. When wishing to communicate with the school on specific matters, the following may be helpful:

• The first port of call for your child is their Class Teacher or Tutor (first initial, followed by surname@bedales.org.uk)

• Aaron Gardner, Deputy Head Pastoral oversees all pastoral matters of the school and also the safeguarding and welfare of pupils. He can be contacted on 01730 771731 /agardner@bedales.org.uk.

• Boarding matters, please contact the House Staff: Simon Kingsley-Pallant on 01730 711750 /skingsley@bedales.org.uk or Mea Wade on 01730 711751 /mwade@bedales.org.uk

• Andy Wiggins, Director of Teaching & Learning oversees academic matters and all subject areas of the school. Any issues regarding curriculum, assessments, individual subjects. He can be contacted on 01730 711729/ awiggins@bedales.org.uk

• For individual subject teachers, do contact our Reception team on 01730 300200/ dunhurstreception@bedales.org.uk; they will be able to pass on your message so that the teacher can contact you.

• For any day to day queries, messages for your child, clarity over timings and events, Reception will also be able to help.
- Colin Baty, Head of Dunhurst, is very happy to meet with you to discuss any issues you wish to raise. Do contact his PA, Carol Randell on 01730 711690 / crandell@bedales.org.uk to arrange a mutually convenient time.

- Website
  The website is continually updated and is the major form of communication, along with the Friday Report. It is the key tool for urgent messages, e.g. school closures during bad snow, etc.

- We have a text system for quick messages needing to be communicated.

- Twitter – do become a follower https://twitter.com/dunhurstschool

- BLOG – bigger articles on Dunhurst life, education and approach.

- Friday Report
  We communicate with parents every week through the Friday Report. An e-mail link is sent every Friday to remind you that this can be accessed each week via the Bedales website: http://www.bedales.org.uk/prep/overview/friday-report
  It is essential that parents read this each week as it contains very important information relating to school activities, lists of events, essential dates, etc.

**Community Service**

A programme of community service runs in the Blocks 1 and 2 on Wednesday afternoons. This is coordinated by a Block 2 committee headed by Nichola Gotel. Pupils are expected to put something back into the community of the school or the wider community beyond. Collaborations with local care organisations are developed in such a way as to create mutually beneficial partnerships. Pupils’ involvement is seen as part of their education in citizenship and personal and social development. Opportunities are offered for pupils to help both in and out of school. Outside sites visited by pupils include Hollywater School for learning disabled children and Steep village school. At Hollywater School Dunhurst pupils help with arts and crafts, cooking sessions and play activities; at Steep School Dunhurst pupils help with reading. There are also Outdoor Work gardening projects in the community. The parent help we have in transporting and supervising visits to Hollywater School has been vital to the running of the scheme and we hope this partnership will continue to thrive. If interested in helping with this please contact Nichola Gotel (ngotel@bedales.org.uk). For those pupils who are heavily committed to sports matches on Wednesday afternoons there are opportunities for them take part in onsite service or ODW projects within the school, at other times of the week such as reading supervision in Dunannie and Dunhurst Groups classes.

**Complaints procedure**

A copy of this policy is available on the website. Should you have a complaint or concern, please do use the contacts already stated. In any matters, do feel free to contact Colin Baty, by calling his PA, Carol Randell on 01730 711690 / crandell@bedales.org.uk

**Counselling Sessions**

Jenny-Clare Yeates is the School Counsellor and is available for Open Door consultations with the children. Jenny can be contacted through notes left in her mailbox which is in the corridor in the Cobb. On occasions, children may be referred to her through consultation with the class teacher or...
tutor. Jenny’s email jyeates@bedales.org.uk and extension number 1747 diverts directly to her mobile, so that contact can be made easily when she is not on site. If parents do not wish their children to use this service, they must confirm this in writing to the school.

Dedicated staff
The staff at Dunhurst are dedicated to providing a warm and friendly environment in which all our children will feel nurtured irrespective of race, religion, gender or sexual orientation. Every effort is made to see our pupils as individuals and to cater for their particular needs and aspirations. Learning to negotiate and solve problems in a courteous, diplomatic and caring manner is encouraged, and is a very useful life skill. We encourage our pupils to develop their talents and to learn how to live in a community with all the give and take that this entails. Above all, we strive to engender an atmosphere that promotes openness, honesty and care for each other.

It may be that children sometimes make personal disclosures to Staff. Children are made aware that it is necessary for the school to act upon certain disclosures that they may make, for instance in relation to activities that are illegal or harmful to themselves or others. Children are also informed of various contact points including the Childline number 0800 1111.

Drop off & Pick up
Pupils can be dropped at the ‘kiss & drop’ area in the morning. This is at the bottom of the steps. Parents are always welcome to come into school, but we try to encourage independence at this time. At the end of the day, please collect your child from the steps at the bottom of the playground.

Flexi-boarding
We are very happy for day pupils to board provided we have the space. This can be done on a flexi-boarding system, be it one night a week, two nights or more. We also accept requests for the odd night here and there on a bed and breakfast basis. A day pupil who wishes to board is able to participate fully with the boarders and join in with the others. Any requests of this nature should be addressed to the House Staff via dunhurstboarding@bedales.org.uk as they can provide full details, including costs.

Food Allergies
Please inform the school if your child has any or develops food allergies. The kitchen do not use nuts or seeds and will try to accommodate any special dietary needs. Please remember that any foods brought into school must be nut and seed free. Our Head chef, Matt Potts will always make himself available to discuss any food allergies. His email is mpotts@bedales.org.uk.

Friday Report
The Friday Report is a summary of the past week, highlighting all of the exciting events and achievements. Parents can access the Friday Report on the website – a link is e-mailed to parents every Friday afternoon. Paper copies are also available in Reception.

Fridays
The school day ends at 5.30pm on Friday for all pupils. In the autumn and spring terms, Fridays end with “Jaw” – a talk, lecture or performance by a visiting performer or speaker, followed by “Handshaking”, when every pupil shakes the hand of each member of staff. Parents are welcome to attend ‘Jaw’. In the summer term, the whole school takes part in athletics at this time. Terms usually end on Fridays at 2.30pm.
**Friends of Dunhurst (FoD)**

Friends of Dunhurst are an essential link in the communication chain between parents and school. They are also involved in the organisation of enjoyable, wonderful social events which have included sports fixtures between parents and staff, quiz nights and other social events in support of the school. Should you wish to volunteer your services, please let Carol Randell know (01730 711690 / crandell@bedales.org.uk). You must be willing to have your telephone number published to all parents. If you are unable to serve on the Committee, but are willing to help at events and functions organised by the Friends of Dunhurst, please do let a representative know. The names and phone numbers of FODs Reps are forwarded to all parents before the start of the Autumn Term and to new parents when their children join Dunhurst.

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

**Holidays**

Please make your family holiday arrangements during the school holiday if at all possible. Permission is needed from the Head if a child is taken out of school during term time. In this case, please put your request in writing to crandell@bedales.org.uk.

**Home times**

The latest time for day children to go home on weekdays is 5.30pm for Groups and 7.45pm for Blocks. We are happy for day children to have their supper here, but we must have advance notice. Please contact the school reception to book in. On occasions when children are required to stay late for special school events (matches, performances, etc.), day children will be asked if they are staying for supper or Saturday lunch. Please try to anticipate this and discuss this option with your child so that he/she understands the arrangements which best suit your family on these occasions.

**Independent Listener**

The school identifies at least one person other than a parent, outside the staff of the school and those responsible for the leadership and governance of the school, who pupils may contact directly about personal problems or concerns at school. Pupils are informed who this person is, and how to contact them and they are easily accessible. The Independent Listener is currently Joanna Farrell. Boarders are also provided with one or more appropriate helpline(s) or outside telephone numbers, including the Office of the Children’s Commissioner, to contact in case of problems or distress.

**Insurance**

a) **Personal Effects:** Please check on your insurance policies. Parents are reminded that insurance against fire, theft, etc, of all personal effects belonging to their children including clothes, radios, musical instruments etc, must be their own responsibility. Unfortunately the insurance cannot be covered by the school, but the Bursar will be pleased to give advice. Please note that we cannot allow uninsured musical instruments to be brought to the school.

b) **Personal Accident:** All pupils are automatically included in a personal accident scheme which covers permanent disability. Full details are circulated periodically in a leaflet issued by the brokers. Further information may be obtained from the Bursar (01730 711561).
c) Fees Refund Scheme: Please contact the Accounts Department at Bedales on 01730 711563 for further information on this scheme.

Late to school
When pupils arrive late to school it impacts on the start of the day, and the degree to which children are prepared and ready for their lessons and the day ahead. It also prevents the morning tutor sessions and class teacher sessions to run smoothly due to the need to repeat key messages and other information for late arrivals. Pupils also miss social time with their friends and the chance to touch base with their teachers. Pupils should be in school and with their tutor or class teacher by 8.15am, when the bell goes. Children who arrive after this time should go to Reception and register there before going into school.

Leave Weekends
There are, periodically, 'Leave Weekends' when pupils go home at 4.00pm on Friday and return on Sunday evening for boarders or Monday morning for Day pupils. The May Bank Holiday leave weekend starts at 1.00pm on the Saturday, with the boarders returning on Monday evening and day pupils on the Tuesday morning.

Lost Property
We do all we can to recover items that go missing. We impress on all the children that they need to be responsible for their own property and respectful of other people’s property. Lost property is displayed every Friday in The Well. If items are unclaimed at the end of term, everything is donated to a local charity.

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

Meals
We genuinely believe that our food is outstanding. Matt, our chef won ‘Best Prep School chef of the year!’ All food is freshly prepared and providing a balanced diet. Pupils’ food choices are regularly monitored and duty staff keep an eye on the balance of the meals selected. To our knowledge, we use no ingredients that contain nuts or GM foods. Breakfast includes cereals, toast and a cooked option. There are snacks, including fruit, and drinks on offer in morning and afternoon breaks. For lunch, there is a choice of a hot meal, pasta, a vegetarian option, and the salad bar, followed by a choice from fruit, yoghurt and a pudding. Supper, at 5.30pm, allows an element of choice, and boarders have a snack at 8.00pm, when cereal, toast and fruit are on offer.

Where special diets are needed on medical grounds, the kitchens should be informed and will be happy to provide them. We are a nut-free school to ensure safety of children with severe nut allergies.

A nutritious and balanced packed lunch is provided by the school for trips and for children with special lunch-hour classes (music, dance etc). We ask parents not to supplement this in any way.

Menus are available to view on the parent portal, outside the dining room and in the Friday Report.
7.45am    Breakfast
10.40a    Morning snack
12.50pm    Groups Lunch
1.05pm    Blocks Lunch
4.00pm    Afternoon snack
5.30pm    Supper
7.45pm    Boarders evening snack

**Medical**

We have three Matrons: Debra Corner, George Davies and Alex Freeman. Debra and Alex are Residential Matrons qualified in First Aid and Food Hygiene. George is a Medical Matron, and is a qualified Nurse.

All full-time and weekly boarders are registered with the School Doctor, Dr Guy Cunliffe, who visits the school for a surgery once a week. The school must be kept informed of all medical details and of any family circumstances that might affect a child’s health or behaviour.

All medication must be handed over to a Matron for administration, unless the School Doctor gives permission for the pupils to hold such medicaments. This includes vitamins, homeopathic medicines and creams and lotions. All medicines should be in the original containers with the dispensing label. A self-administration form must be completed.

Parents of day pupils receive an email and/or phone call when Matrons administer medication at school.

If your child has had diarrhoea and vomiting he/she should be kept at home for 48 hours before returning to school. Following any illness, children should be fully recovered before returning to school. It is considered that if a child is well enough to be in school, they are well enough to play outside.

**Minibus arrangements**

*(NB when going to print the arrangements for mini-bus routes had yet to be finalised - the new routes will be sent to all day families asap)*

As part of our efforts to reduce the school’s carbon footprint, we run several minibus routes to bring children to school in the morning. Where passenger numbers are sufficiently high, we run a dedicated Bedales bus as well as one for pupils at Dunhurst and Dunannie. We supplement our own minibuses with those of a contracted transport company which are fully DBS checked.

The routes currently operating are as follows:

- From Bramdean via Alresford, Ropley and Froxfield, starting from The Fox pub at 7.30 am*
- From Midhurst Grange Car Park via Rogate, starting at 7.45 am*
- From Chichester North St Car Park, via Bosham and South Harting, starting at 7.30 am*
Mobile phones

Mobile phones are not allowed in school during the day. If a child needs a mobile for traveling purposes, they must hand it into reception for the day.

Mouth guards

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

Music

The Director of Music is Ben Harlan. If your child is to learn a musical instrument, please make sure the instrument is insured and has a good music case. If you have any queries about music lessons, please contact our Music Secretary, Sarah Armstrong on 01730 711759 / dunhurstmusic@bedales.org.uk.

Name tapes

Name tapes are essential for all items of clothing, especially games kit. Each item must be clearly marked with name tapes. Sports kit should have large name labels on the outside (see link: http://jjcash.co.uk/index.php?sec=prod&prod=10product=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

Parties

Large-scale parties at weekends can cause disruption to the smooth running of the school – particularly ‘sleepovers’. We would ask parents to arrange these out of term time. If parents of boarders wish to arrange small gatherings (10 - 12 pupils) please would they be in touch with the House staff well in advance. Parents must make contact personally with the parents or guardians of those pupils being invited to discuss all arrangements. If these are to take place on a Sunday, parents should liaise closely with House staff when boarders are involved.
Payment of fees
School fees are due for payment on or before the first day of term. Several parents living abroad have raised the question of Exchange Control problems causing delays in settling accounts by the first day of term. When the fees for the next term have been fixed, normally at the Governors’ meeting in March of the preceding year, the Bursar is able to supply a pro-forma account, giving the basic fee and estimate of extras, to any parent who feels this may help speed up the process. Anyone requiring such a pro-forma should contact the Bursar direct. (Even if you do not have exchange difficulties, you may like to use the pro-forma to obviate the problem of our ordinary bill arriving after the date on which the fees are due.) Please email fees@bedales.org.uk if you wish for further assistance.

Personal property
We believe that an essential part of a Dunhurstian’s education is learning to take care of his or her belongings. We very much value your support and co-operation over all matters relating to property. We impress on pupils that everything becomes easier if they show respect both for their own property and for other people’s.

If your child has lost something, please talk/email to his/her teacher or tutor. It is essential that everything a child brings into school is marked clearly, particularly all footwear (including Wellington boots), anoraks, watches and keys. We would advise pupils not to bring in fragile possessions which can so easily become broken.

Unnamed lost property is displayed in the well every Friday and is kept for a maximum of 3 weeks.

Reports and Parent/teacher meetings
We endeavour to provide parents with regular feedback on how their child is progressing. We also actively encourage contact from parents at any point in the year if there are any concerns.

At key points throughout the academic year there are Pupil Reviews which provide parents with an overview of how their child is performing. There are four Reviews each academic year; all teaching staff along with tutors meet to discuss pupils individually before publishing the Review via Schoolbase for parents to view. Parents are contacted individually if there is any concern from tutors, and parents are encouraged to contact individual staff or the tutor if they have any concerns or queries.

In the autumn and spring terms there are parents’ meetings for all year groups following two of the Pupil Reviews, giving parents the opportunity to speak directly with their child’s tutor and subject teachers. A full report is sent out to parents at the end of the summer term.

Photography
You are welcome to take photos of your children in school plays, sports days etc, but please be respectful of uploading to any social media sites if the photo includes other children.

Saturday Morning School
Groups 1, 2 and 3 do not have Saturday Morning School. All Block 1 and 2 pupils are expected to attend school on Saturday morning from 8.45am to 1.00pm.

School trips and ‘Summer Camp’
There are many school trips in the course of an academic year that are an important part of the holistic education we offer. If the cost of a trip is to exceed £30.00, you will be informed in writing. Block I usually go on a French residential trip in the spring term and the cost is approx. £300.

All pupils go on a residential ‘camp’ the week before the half term break of the summer term. These educational trips last up to one week. These trips form an integral – and therefore compulsory – part of the curriculum. Part of the cost is met by the school, but parents meet the additional cost and are informed of the exact amount earlier in the academic year.

School Base (Firefly)
One of our main methods of sharing information with parents is through the parent portal on our website. Before joining Dunhurst parents are emailed instructions on how to access the portal. Schoolbase and Firefly are the two options available. Schoolbase is used by parents to change their personal details, read pupil reports and school documents, book parent/teacher meetings, check preps that have been set and access the parent address book. Firefly is our VLE (Virtual Learning Environment). Parents can use Firefly to view their child’s prep to see what has been set, and what is outstanding. Pupil reports also appear on Firefly.

School Day
All pupils should be in school for the bell for registration which is rung at 8.15am. Pupils should not arrive at school before 8.00am as the boarders need this time to get ready for the day and staff time is focused on their supervision. If pupils need to arrive before 8am, this must be booked through reception dunhurstreception@bedlaes.org.uk Pupils should arrive on time for the start of school so that we have a prompt start to each day, and pupils are organised and ready for the day ahead.

SCOFFS
All Groups children may use Scoffs once a week, normally at a time when they are staying for an activity.

In the interests of health, hygiene, temptation and fairness, we do not allow pupils to have tuck at school.

Sleepovers
Day pupils like to have their boarding friends to stay, but we do not encourage sleepovers during week days.

Train travel to and from school
Boarders can take the train to London on Saturday and return Sunday evening. Pupils are accompanied by staff. However, if you wish your child to walk down to the station at the end of the day and catch the train, we need this in writing. They may take the direct route down to the station, i.e. via Bell Hill, but parents need to reinforce the message about keeping safe as this route involves crossing roads sensibly and remaining alert at all times. We also need written consent if your child is going to make their own way home at the end of the school day. Pupils doing so are expected to sign out at Reception before they leave school.

There are no train arrangements at the start and end of term, nor at the start of the summer half term.
Weekend travel arrangements
These are co-ordinated by Matrons every Monday evening for the weekend ahead. Please ensure that plenty of notice is given of full details (e.g. including any taxis booked), in writing. We are quite happy to make taxi bookings when necessary and are normally able to provide the name of the taxi driver for unaccompanied Minor forms.

Policies and documents
The following policies and documents can be found on the Bedales website: http://www.bedales.org.uk/prep/overview/policies

Dunhurst:
Anti-Bullying Policy
Behaviour and Sanctions Policy
School Attendance and Missing Child Policy
Special Education Needs (SEN) Policy
Supervision Policy
Curriculum Policy
Welfare Policy

Three Schools Policies:
Admissions Policy
Biometric Information Policy
Bursary Policy
Complaints Procedure for Parents
Data Protection Policy
Disability Policy and Accessibility Plan
Equality & Diversity Statement
Expulsion and Removal from School Policy
First Aid Policy
Policy Fire Policy
Guidelines on use of ICT, Mobile Phones and other Electronic Devices
Health & Safety Policy
ICT Acceptable Use Policy
Safeguarding and Child Protection Policy
School Visitor Policy
Swimming Pool Normal Operating Procedure
Taking, Storing and Using Images of Children Policy