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Max 4MM

PERSONAL INFORMATION

Name: _____

Section: _____

Form: _____

Form Teacher: _____

BEDE'S PREP SCHOOL – GOLDEN RULES FOR PUPILS

Pupils are expected to abide by these rules when in School and when representing the School during trips and matches. Parents and pupils are expected to support the aims, ethos, policies and rules of the School and uphold its good reputation.

- Arrive on time for every lesson and remember all books/equipment as required.
- Be respectful of all others and their personal property.
- Avoid bringing precious/valuable belongings into School.
- Following careful deliberation, raise your hand if you wish to answer a general question or make a contribution to class discussion. Never shout out unless the teacher specifically asks for such an immediate response. Never 'talk over' the teacher or distract other pupils from their work.
- Follow the School uniform guidelines and always arrive at School in the correct uniform in the morning and wear a blazer to and from School, and also in and around the School. If in games kit a full tracksuit must be worn on top.
- Treat the School buildings and the School's property with care; keep the place clean and tidy, picking up litter whenever you find it. Remember to use your coat peg, locker and bag racks for possessions and do not leave things lying on the floor in classrooms and corridors etc. Musical instruments should be stored in the Music Centre and laptops in the LE department.
- On School transport, act in a way that brings credit to the School. Always follow the *Transport Code of Conduct* which is on display in mini buses.
- Never leave the School boundaries unless escorted by a member of staff. The Kiosk, the pavement in front of the School, the bank on the field etc are all out of bounds.
- No food should be brought into School. No eating or drinking is allowed in lessons/activities. (except bottled water in all lessons). Meals and snacks should be eaten in designated areas only.
- Incidents of theft, blackmail, physical violence or rough play, intimidation, bullying (as defined in the School's bullying policy), racism, vandalism, computer hacking etc are not tolerated.
- Poor behaviour or rudeness will not be permitted to disturb lessons or activities and 'inappropriate' language should not be used at any point.

Appropriate sanctions will be implemented for breaches of the above rules. This could range from a simple detention for minor breaches, to suspension or removal from School for more serious offences or persistent offenders.

NAME: SIGNED: DATE:

Bede's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Mr David Newberry

Designated Child Protection Lead

01323 356969

david.newberry@bedes.org

Mrs Hanna Kerrigan

Deputy Designated Child Protection Lead

01323 356967

hanna.kerrigan@bedes.org

Mrs Jacqui Howell

Deputy Designated Child Protection Lead

01323 356950

jacqui.howell@bedes.org

SCHOOL SHOP

Contact details are as follows:

Dicker Enterprises Ltd
Bede's Senior School
Upper Dicker
Eastbourne
BN27 3QH

Telephone: 01323 356614

Email: school.shop@bedes.org

Term Time Opening Times

Monday to Friday 8.30am – 12 noon
Closed for lunch 12 noon – 1.00pm
1.00pm – 3.30pm

Saturday and Sunday Closed

School Holidays Opening Times

Appointments can be made on 01323 356614 or email school.shop@bedes.org; alternatively you can visit the Bede's School Shop website (<https://shop.bedes.org>) where you can order and pay online for uniform items to be delivered to your home address.

#TEAM BEDE'S SPORTING CODE OF CONDUCT CONTRACT

- I understand that I must conduct myself in a **positive manner**.
- I realise that the opportunity to represent my school in a match or tournament is a **privilege** not a right.
- I must **not argue** with any match referee or official.
- I must **not argue** with my coach or teacher.
- I understand any **feedback or advice** from my coach or teacher is designed to help me and **will receive it graciously and proactively**.
- I must **not respond** in a manner that leads to the **negative representation** of my school and peers.
- If a decision within a match or tournament does not go my way I will continue to play to the **best of my ability**.
- If I cause someone to be **upset or offended** I understand I should seek to rectify the situation and **apologise**.
- I **will speak politely** to a member of staff or official who is talking to me.
- I **will strive to create a positive impact** for my team through my **positive attitude** and **work rate** when representing the school.
- I understand that **if I do not** follow these conditions then **I will not be considered** to represent the school for any sport until such time as my teachers feel I have **earned** the opportunity to do so.

NAME: SIGNED: DATE:

MATCHES

- All times for Sports Matches are 'kick off' times; parents and friends are welcome to attend any match.
- All pupils selected for a school team are expected to play all fixtures. Parents may seek permission from the Headmaster, Mr Entwisle, for a pupil to miss a fixture but this must be sought with at least 48 hours' notice by email.
- There will be occasions when fixtures have to be changed or cancelled. An SMS text message will be sent to parents advising details of any changes.
- On occasions, the return time after a fixture will be later than the School transport departure time. When this happens, parents will need to collect their child from the Prep School at the time advertised on the Sports Website.

MON 19 AUG

TUES 20 AUG

WED 21 AUG

THURS 22 AUG

FRI 23 AUG

Staff CPD - Nursery closed

SAT 24 AUG

10:30 Girls' Hockey Years 6 - 8 Pre-Season Training at Bede's Senior School

12:30 Girls' Hockey Years 3 - 5 Pre-Season Training at Bede's Senior School

SUN 25 AUG

WEEK ONE

MON 26 AUG

Bank Holiday - School and Nursery closed

TUES 27 AUG

Staff CPD - Nursery closed

WED 28 AUG

9:30

Staff CPD
New Children's Coffee Morning
Boarders return

THURS 29 AUG

8:25 am

4:20 pm

Day Pupils return
School finishes for all children, buses depart at 4.30pm (no 5.30pm bus service today)

FRI 30 AUG

Year 7 Team Building

SAT 31 AUG

9:30 am	Boys' Football	Years 7 and 8 Pre-Season Training at Bede's Senior School
10:30 am	Girls' Hockey	Years 6 - 8 Pre-Season Training at Bede's Senior School
1:00 pm	General	Bede's Fest on the lawn at Bede's Senior School

SUN 01 SEP

11:00 am	Girls' Hockey	Years 3 - 5 Pre-Season Training in the Sports Hall at Bede's Prep School
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WEEK TWO

MON 02 SEP

Sport

Sports Trials during Games lessons

TUES 03 SEP

3:50 pm FOBP

Ice Lolly Sale

WED 04 SEP

Sport

2:30 pm Girls' Hockey

Years 7 and 8 Football and Hockey Trials

U13B, U13C, U12B, U11A, U11B v Brighton College Prep School (A)

THURS 05 SEP

5:30 pm Sport

Meet the Bede's Sport Team

FRI 06- SEP

8:25 am FOBP

4:45 pm General

Coffee Morning in the Dining Room

Junior Years 'Meet the Teachers' Evening (Reception, Years 1, 2 and 3)

SAT 07 SEP

2:30 pm Boys' Football U11A, U11B, U10A, U10B v Hurst Prep School (A)

SUN 08 SEP

WEEK THREE

MON 09 SEP

1:45 pm Boys' Football U11 'Sixes' Tournament at Lancing College

TUES 10 SEP

WED 11 SEP

2:00 pm Boys' Football U10 Football Tournament at Bede's Senior School

2:30 pm Boys' Football U13B, U13D v Holmewood House Prep School (H at Bede's Senior School)

2:30 pm Boys' Football U13A, U13C v Holmewood House Prep School (A)

2:30 pm Boys' Football U11C, U11D v Lancing College Prep School (A)

2:30 pm Girls' Hockey U13A, U13B v Claremont Prep School (H at Bede's Senior School)

2:30 pm Girls' Hockey U11A, U10A v Claremont Prep School (A)

3:00 pm Girls' Hockey U10B v Claremont Prep School (A)

3:15 pm Girls' Hockey U12A, U12B v Claremont Prep School (H at Bede's Senior School)

THURS 12 SEP

2:30 pm Boys' Football U9A, U9B, U8A, U8B v Holmewood House Prep School (A)

FRI 13 SEP

4:45 pm General

Middle Years 'Meet the Teachers' Evening (Years 4, 5 and 6)

SAT 14 SEP

General

Senior School Open Morning

2:00 pm Boys' Football U13A, U13B, U11A, U11B v St Andrew's Prep School (A)

SUN 15 SEP

WEEK FOUR

MON 16 SEP

TUES 17 SEP

HPV(1) for Year 8 Girls and Boys

WED 18 SEP

- 2:30 pm Boys' Football U13A, U13B, U13C, U11A, U11B, U11C v St Christopher's Prep School (A)
- 2:30 pm Boys' Football U9A, U9B, U8A, U8B v St Christopher's Prep School (H at Bede's Senior School)
- 2:30 pm Girls' Hockey U11A v Cumnor House Prep School (H at Bede's Senior School)
- 2:45 pm Girls' Hockey U13C, U10A v Cumnor House Prep School (A)
- 3:15 pm Girls' Hockey U13A v Cumnor House Prep School (H at Bede's Senior School)
- 3:30 pm Girls' Hockey U11B, U13B v Cumnor House Prep School (A)
- 5:15 pm Michael Caulfield Resilience in Sport Talk for Years 7 to13 in the Recital Room at Bede's Senior School

THURS 19 SEP

- 8:40 am Sport Sports For Schools Athlete Event Assembly
- 8:40 am General Bede's Experience Day for Year 7 Pupils at the Senior School (7LB)

FRI 20 SEP

- 9:00 am Academic Year 5 Visit to the Wish Tower and Eastbourne Redoubt
2:30 pm Boys' Football U13A v Bishop Stortford College (A) - Investec Cup
4:45 pm General Senior Years 'Meet the Teachers' Evening (Years 7 and 8)

SAT 21 SEP

- Boys' Football U9 Tournament at Shoreham College
10:15 am Performance Family Fun Singing Morning
10:00 am Girls' Hockey U13B v Cumnor House Prep School (H at Bede's Senior School)
10:00 am Girls' Hockey U11B v Cumnor House Prep School (A)
10:45 am Girls' Hockey U13A v Cumnor House Prep School (H at Bede's Senior School)
10:45 am Girls' Hockey U11A v Cumnor House Prep School (A)
2:30 pm Boys' Football U13A, U11A v Cumnor House Prep School (H at Bede's Senior School)
2:30 pm Boys' Football U13B, U11B v Cumnor House Prep School (A)

SUN 22 SEP

WEEK FIVE

MON 23 SEP

TUES 24 SEP

8:40 am Academic Year 6 Visit to Battle Abbey

WED 25 SEP

12:30 pm Boys' Football U11 IAPS Football Tournament at Bede's Senior School
2:30 pm Girls' Hockey U13B, U12B v Skippers Hill Manor Prep School (H at Bede's Senior School)
2:30 pm Girls' Hockey U11A, U10A v Skippers Hill Manor Prep School (A)
2:30 pm Boys' Football U9A, U9B v Lancing Prep School (A)
2:30 pm Boys' Football U13A, U13B, U13C, U11B, U11C, U11D v Cumnor House Prep School (A)

THURS 26 SEP

Macmillan Coffee Morning
2:30 pm Girls' Hockey U8, U9 v Skippers Hill Manor Prep School (A)
2:30 pm Boys' Football U9A, U9B v Skippers Hill Manor Prep School (H at Bede's Senior School)
2:30 pm Boys' Football U8A, U8B v Brighton College Prep School (H at Bede's Senior School)

FRI 27 SEP

2:00 pm Sport

Duathlon at Bede's Senior School

SAT 28 SEP

9:30 am General

Prep School Open Morning

SUN 29 SEP

WEEK SIX

MON 30 SEP

5:00 pm Swimming U10, U11, U12, U13 Girls v Claremont Prep School (H)

TUES 01 OCT

3:00 pm Performance Guitar Concert in the Theatre

WED 02 OCT

2:00 pm Sport Tough Mudder at Bede's Senior School
2:00 pm Boys' Football U13D 'Be Trewe' Tournament at Handcross Park School
2:30 pm Girls' Hockey U13B v Lewes Old Grammar School (A at Southdown Club)
2:30 pm Girls' Hockey U11A, U10A v Ardingly Prep School (H at Bede's Senior School)
2:30 pm Boys' Football U13A, U13B v Lewes Old Grammar School (H at Bede's Senior School)

THURS 03 OCT

9:00 am Sport Sports for Schools Athlete Event
2:30 pm Boys' Football U9 Festival at St Andrew's Prep School
3:00 pm Performance Percussion Concert in the Theatre

FRI 04 OCT

1:00 pm General

Prep School Health and Safety Meeting

SAT 05 OCT

2:30 pm Boys' Football U13B v Windlesham House Prep School (H at Bede's Senior School)

2:30 pm Boys' Football U13A, U11A, U11B v Windlesham House Prep School (A)

SUN 06 OCT

WEEK SEVEN**BOOK WEEK****MON 07 OCT**

Book Week Visiting Author for Years 5 and 6

TUES 08 OCT

Book Week Visiting Author for Years 1 to 4

WED 09 OCT

- 2:30 pm Boys' Football U12A, U12B v New Beacon Prep School (H at Bede's Senior School)
- 2:30 pm Boys' Football U11C, U11D, U11E, U9A, U9B v Lancing College Prep School (H at Bede's Senior School)
- 2:30 pm Boys' Football U8A, U8B v Lancing College Prep School (H at Bede's Prep School)
- 2:30 pm Girls' Hockey U13B, U13D v St Andrew's Prep School (H at Bede's Senior School)
- 2:30 pm Girls' Hockey U10A, U10B v St Andrew's Prep School (A)
- 3:15 pm Girls' Hockey U13A, U13C v St Andrew's Prep School (H at Bede's Senior School)
- 3:15 pm Girls' Hockey U11A v St Andrew's Prep School (A)

THURS 10 OCT

- 8:40 am General Individual and Family Photographs with Pret-a-Portrait
- 5:00 pm Swimming U10, U11, U12, U13 Boys v Vinehall Prep School (H)

FRI 11 OCT

FOBP

Book Week Visiting Author for Years 7 and 8
Quiz Night in the Dining Room at Bede's Prep School

SAT 12 OCT

9:00 am Hockey

Years 4 - 6 Training at Bede's Prep School

2:30 pm Boys' Football

U13 IAPS 'Soccer Sixes' at Danes Hill School

SUN 13 OCT

WEEK EIGHT

MON 14 OCT

TUES 15 OCT

8:25 am FOBP

Coffee Morning in the Dining Room

WED 16 OCT

- 10:30 am Girls' Hockey U13 IAPS Tournament at Bede's Senior School
2:30 pm Girls' Hockey U13C, U13D, U11A, U10A v Ardingly Prep School (A)
2:30 pm Boys' Football U13A, U13C, U9 v Great Walstead Prep School (H at Bede's Senior School)
2:30 pm Boys' Football U13B, U13D, U11A, U11B, U8 v Great Walstead Prep School (A)

THURS 17 OCT

FRI 18 OCT

4:20 pm Performance Inter-Section Music in the Theatre
General Half Term begins

SAT 19 OCT

SUN 20 OCT

SUN 03 NOV

Boards Return

WEEK NINE

UK PARLIAMENT WEEK

MON 04 NOV

8:25 am

Day Pupils Return

TUES 05 NOV

WED 06 NOV

2:30 pm Girls' Hockey U13A, U13B v Burgess High School for Girls (A at the Triangle)

2:30 pm Boys' Football U13B, U13D, U11C, U11D v Claremont Prep School (H at Bede's Senior School)

2:30 pm Boys' Football U13A, U13C, U11A, U11B v Claremont Prep School (A)

THURS 07 NOV

2:30 pm Boys' Football U8A, U8B v Claremont Prep School (H at Bede's Prep School)

2:30 pm Boys' Football U9A, U9B v Claremont Prep School (A)

FRI 08 NOV

11:45 am Girls' Hockey U11 UKSA Tournament (A)
2:00 pm Cross Country Dobson Trophy at Claremont School
2:30 pm Boys' Football U11D 'Be Trewe' Tournament at Handcross Park School
5:30 pm General Roller Disco at Bede's Senior School

SAT 09 NOV

EAL KET & PET Speaking Exam at St Giles Language School
9:00 am Hockey Years 4 - 6 Training at Bede's Prep School

SUN 10 NOV

WEEK TEN

NATIONAL ANTI-BULLYING WEEK

MON 11 NOV

General

Remembrance Assembly

TUES 12 NOV

WED 13 NOV

- | | |
|----------|---|
| | Eastbourne Youth Radio 2019 |
| 11:45 am | Girls' Hockey U13 UKSA Tournament (A) |
| 2:30 pm | Boys' Football U13A, U13B, U11A, U11B v Brighton College Prep School
(H at Bede's Senior School) |
| 2:30 pm | Boys' Football U13C, U13D, U10A, U10B, U9A, U9B v Brighton College
Prep School (A) |
| 3:00 pm | Girls' Hockey U13B, U13C, U13D v Brambletye Prep School (A) |

THURS 14 NOV

- | | |
|---------|---|
| | Eastbourne Youth Radio 2019 |
| | Bede's Prep School hosting Area 3 MFL Meeting |
| 2:30 pm | Girls' Hockey U9A, U9B v Burgess Hill School for Girls (H at Bede's Prep
School) |
| 2:30 pm | Boys' Football U8A, U8B v Brighton College Prep School (A) |
| 5:15 pm | Swimming St Andrew's Cup - Boys U9, U10, U11, U12, U13 (A) |

FRI 15 NOV

	Eastbourne Youth Radio 2019
	Children in Need 2019
8:25 am	FOBP Coffee Morning in the Dining Room
5:30 pm	General Inflatable Madness at Bede's Senior School

SAT 16 NOV

	EAL	KET & PET Reading, Writing Exam at St Giles Language School
9:00 am	Football	Years 4 - 6 Training at Bede's Prep School
6:00 pm	Swimming	Lions Swimathon at Sovereign Centre

SUN 17 NOV

WEEK ELEVEN

MON 18 NOV

Year 5 Play Dress Rehearsal

TUES 19 NOV

2:30 pm Performance Year 5 Play to Parents

WED 20 NOV

11:45 am Girls' Hockey U10 UKSA Tournament (A)
2:00 pm Sport Indoor Fun Triathlon
2:30 pm Girls' Hockey U13A, U13B v Lancing Prep School (H at Bede's Senior School)
2:30 pm Girls' Hockey U11A, U11B v Lancing Prep School (A)
2:30 pm Boys' Football U13B, U13D v Brighton College Prep School (H at Bede's Senior School)
2:30 pm Boys' Football U13A, U13C v Brighton College Prep School (A)

THURS 21 NOV

2:30 pm Performance Year 5 Play to Parents
2:30 pm Girls' Hockey U8, U9 5-a-Side v St Andrew's Prep School (H at Bede's Prep School)
5:15 pm Swimming St Andrew's Cup - Girls U9, U10, U11, U12, U13 (A)

FRI 22 NOV

2:30 pm Performance Year 5 Play to Parents

SAT 23 NOV

9:00 am Hockey Years 4 - 6 Training at Bede's Prep School

SUN 24 NOV



WEEK TWELVE

MON 25 NOV

TUES 26 NOV

6:00 pm Performance Music Examinations Concert in the Theatre

WED 27 NOV

2:30 pm Boys' Football U11A, U11B, U11C, U11D v Ardingly Prep School (H at Bede's Senior School)
2:30 pm Boys' Football U13A, U13B, U13C, U13D v Ardingly Prep School (A)
2:30 pm Girls' Hockey U13A, U13C v Vinehall Prep School (H at Bede's Senior School)
2:30 pm Girls' Hockey U11A, U10A v Vinehall Prep School(A)
3:15 pm Girls' Hockey U13B v Vinehall Prep School (H at Bede's Senior School)

THURS 28 NOV

2:30 pm Boys' Football U9A, U9B, U8A, U8B v St Andrew's Prep School (A)
2:30 pm Girls' Hockey U8, U9 v Lancing Prep School (H at Bede's Prep School)

FRI 29 NOV

FOBP

Mufti Day (in aid of Tombola at Christmas Fair)

SAT 30 NOV

9:00 am Football

Years 4 - 6 Training at Bede's Prep School

9:30 am FOBP

Wreath-Making Morning in the Dining Room at Bede's Prep School

1:00 pm Girls' Hockey

U11 Tournament at Windlesham House Prep School

SUN 01 DEC

WEEK THIRTEEN

MON 02 DEC

TUES 03 DEC

8:40 am Academic Year 5 Visit to HMS Victory, Portsmouth Dockyard

WED 04 DEC

- 2:00 pm Girls' Hockey U13B, U13C, U12B, U12C Emerging Players Tournament at St Andrew's Prep School
- 2:00 pm Girls' Hockey U11A, U11B v Claremont Prep School (A)
- 2:30 pm Girls' Hockey U13A, U12A v Claremont (H at Bede's Senior School)
- 2:30 pm Boys' Football U13A, U13B, U13C, U13D v Ardingly Prep School (H at Bede's Senior School)
- 2:30 pm Boys' Football U11A, U11B, U11C, U11D v Ardingly Prep School (A)

THURS 05 DEC

U8, U9 v Vinehall (H at Bede's Prep School)

FRI 06 DEC

EAL

FCE Speaking Exam at St Giles Language School

SAT 07 DEC

FOBP

Christmas Fair

SUN 08 DEC

WEEK FOURTEEN

MON 09 DEC

2:30 pm Performance Holywell Nativity to Parents
5:30 pm Year 8 Christmas Party in the Dining Room

TUES 10 DEC

2:30 pm Performance Holywell Nativity to Parents

WED 11 DEC

9:00 am Academic Christmas Jumper Day in aid of Save the Children
Learning Enhancement Consultations for Parents of
Children in Years 3 - 8
10:30 am Performance Holywell Nativity to Parents
2:00 pm Cross Country Inter-Section Cross Country

THURS 12 DEC

2:30 pm Girls' Hockey U9, U8 v Roedean Moira House (H at Bede's Prep School)

FRI 13 DEC

2:00 pm Performance Carol Service
Term ends after Carol Service
4:00 pm Nursery Closes

SAT 14 DEC

EAL FCE Reading, Writing Exam at St Giles Language School

SUN 15 DEC

MON 16 DEC

Nursery open

TUES 17 DEC

Nursery open

WED 18 DEC

Performance Nursery open
Nursery Nativity to Parents

THURS 19 DEC

Nursery open

FRI 20 DEC

Nursery open, closes 4.00pm for Christmas break

NEED HELP?

If something is making you unhappy, or you have a concern or worry about anything at all, or you feel that you want to make a complaint, it is very important that you share your concern with an adult you feel able to talk to easily. It does not matter if your worry is about something or someone at School or outside School, you should feel free to approach an adult that you would like to talk to.

The best person to approach while you are at school is probably your Form Teacher or your Houseparent. If you feel that you would rather not approach either of these people, then you may approach anyone on the staff of the school including the Headmaster and all of the Matrons. Mr Newberry, Mrs Kerrigan and Mrs Howell are responsible to make sure that you are safe whilst at Bede's.



**DEPUTY DESIGNATED
SAFEGUARDING LEAD**

Mr D Newberry
Deputy Head

david.newberry@bedes.org



**DEPUTY DESIGNATED
SAFEGUARDING LEAD**

Mrs H Kerrigan
Head of Nursery and EYFS
hanna.kerrigan@bedes.org



**DEPUTY DESIGNATED
SAFEGUARDING LEAD**

Mrs J Howell
Head of
Learning Enhancement
jacqui.howell@bedes.org

OTHER MEMBERS OF STAFF TO TALK TO MIGHT BE:

Mr Joe Badham
School Welfare Officer
joe.badham@bedes.org

Mrs Lucy Frame
Lead School Nurse
lucy.frame@bedes.org

Ms Sue King MBACP
School Counsellor
(Prep and Senior
School)
sue.king@bedes.org

Should you wish to chat to someone who has nothing to do with the School you can contact the School's **Independent listener**:

Sarah Parish-McLean

07807 156332

info.spmcounselling@gmail.com

OTHER HELPFUL NUMBERS OUTSIDE SCHOOL ARE:

ChildLine – 0800 1111

East Sussex Children's Services – 01323 747373

Ofsted – 08456 404040

Children's Commissioner – 020 7783 8330

www.childrenscommissioner.gov.uk

info.request@childrenscommissioner.gis.gov.uk

BEDE'S PUPIL COMPLAINTS PROCEDURE

STAGE 1

If a pupil has a worry or complaint, in most cases they will be able to communicate that informally to an adult who knows them. Any pupil having a grievance can approach any of the members of staff within their House or indeed the School (their Housemaster / Mistress, Tutor, Form Teacher or Matron would normally be the person best placed to deal with the matter in the first instance).

If a pupil feels that their problem has not been properly addressed or sorted out the following procedure is laid down whereby they can make a more formal complaint. A pupil will not be penalised for making a formal complaint in good faith.

STAGE 2

If any pupil feels the need to make a formal complaint about a matter which is causing distress or a problem which cannot be otherwise resolved he or she should inform (at the Senior School) a Deputy Head, Assistant Head or the Chaplain, or (at the Prep School) the Deputy Head, Head of Year or the Welfare Officer either verbally or in writing. The complaint will be acknowledged within two days and a written record will be made of the complaint.

STAGE 3

The complaint will be investigated by a mutually agreed, independent person, sanctioned by the Headmaster, and resolved either to the pupil's satisfaction or with an otherwise appropriate outcome, which balances the rights and duties of those involved. The investigation will normally be completed within two weeks. The complainant will be informed of the outcome in writing.

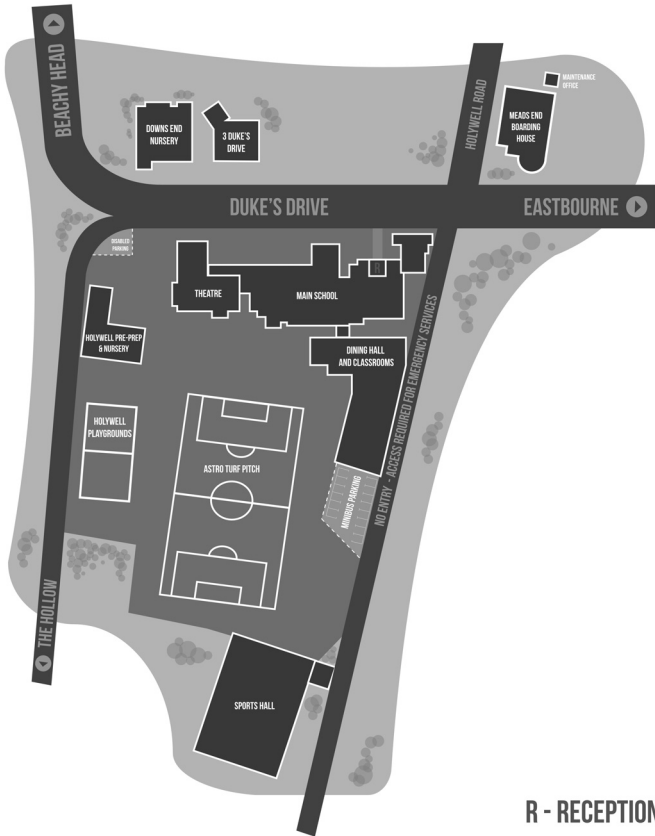
STAGE 4

If the pupil, or his / her parents or carers, feel that the procedure detailed above has not dealt with the complaint satisfactorily then a letter setting out the unresolved complaint should be sent to the Headmaster. The School will then follow the Bede's Complaints Policy, which is available on the website.

BEDE'S

PREP SCHOOL PLAN

IN-BOUNDS AREAS



TELEPHONE NUMBERS

The Headmaster	Mr G Entwisle	01323 734222
Headmaster's PA	Mrs K Betteley	356936
Assistant Registrar (Prep)		356939
General Enquiries		734222
Deputy Headmaster and Head of Boarding	Mr D Newberry	356969
Deputy Head (Academic)	Mrs L Morris	356968
Head of Nursery and EYFS	Mrs H Kerrigan	356967
Holywell Building	Reception	356987
Director of Music	Mr A Farley	356866
Lead School Nurse	Mrs L Frame	356887
Surgery mobile phone		07834 792375
Surgery email address	prep.surgery@bedes.org	

Head of Boys' Games and PE	Mr C Atherton	356973
Head of Girls' Games	Mrs G Rham	356964
Transport Department		356777
Bursar	Dr J Northway	356623
School Chaplain	Mr J Taylor	356686
School e-mail address	prep.school@bedes.org	

Daily Absentee Messages

01323 356937 (Voicemail)
prep.absentees@bedes.org

Duty mobile phone number

(out of office hours - weekdays only)

07764 683854

Meads Ends Boarding House		01323 356977
Housemistress	Miss A Snelling	356956
House Team:		356894
Mrs M Alliot		
Mr P Skinner		
Mr Jordan Turner		
Mrs T Newberry		
Matrons		

TERM DATES

SPRING TERM 2020

Boarders return	Sunday 5 January	4.00pm
Day pupils return	Monday 6 January	8.25am
<i>Half term</i>	<i>Friday 14 February</i>	<i>4.20pm</i>
Boarders return	Sunday 23 February	4.00pm
Day pupils return	Monday 24 February	8.25am
<i>Term Ends</i>	<i>Friday 27 March</i>	<i>4.20pm</i>

SUMMER TERM 2020

Boarders return	Sunday 19 April	4.00pm
Day pupils return	Monday 20 April	8.25am
Day Pupils Holiday – Friday 8 May	School closed for Day pupils, no lessons	
<i>Half Term</i>	<i>Friday 22 May</i>	<i>4.20pm</i>
Boarders return	Sunday 31 May	4.00pm
Day pupils return	Monday 1 June	8.25am
<i>Term Ends</i>	<i>Saturday 27 June</i>	<i>After Prize Giving</i>

AUTUMN TERM 2020

Boarders return	Tuesday 25 August	
Day pupils return	Wednesday 26 August	8.25am
Day Pupils Holiday – Monday 31 August	School Closed for Day Pupils, no lessons	
<i>Half Term</i>	<i>Friday 16 October</i>	<i>4.20pm</i>
Boarders return	Sunday 1 November	4.00pm
Day pupils return	Monday 2 November	8.25am
No Sports Fixtures	tbc	
<i>Term Ends</i>	<i>Friday 11 December</i>	<i>After Carol Service</i>

TIMINGS OF THE SCHOOL DAY – RECEPTION

The Timetable operates on a weekly basis.

PUPILS MUST ARRIVE IN SCHOOL FOR REGISTRATION AT 8.25AM.

The end of the School Day for Reception is 3.50pm.

TIME	MONDAY	TUESDAY	THURSDAY	FRIDAY	TIME (WEDS ONLY)	WEDNESDAY
8.25 - 8.40	Registration	Registration	Registration	Registration	8.25 - 8.30	Registration
8.40 - 9.30	Lesson 1	Lesson 1	Lesson 1	Lesson 1	8.40 - 9.20	Lesson 1
9.30 - 10.20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	9.20 - 10.05	Chapel/ Assembly
10.20 - 10.40	Breaktime	Breaktime	Breaktime	Breaktime	10.05 - 10.25	Breaktime
10.40 - 11.30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	10.25 - 11.10	Lesson 3
11.30 - 12.00	Lesson 4	Lesson 4	Lesson 4	Lesson 4	11.10 - 12.00	Lesson 4
12.00 - 1.10	Lunchtime	Lunchtime	Lunchtime	Lunchtime	12.00 - 1.10	Lunchtime
1.10 - 2.10	Lesson 5	Lesson 5	Lesson 5	Lesson 5	1.10 - 2.10	Lesson 5
2.10 - 3.00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	2.10 - 3.00	Lesson 6
3.00 - 3.50	Lesson 7	Lesson 7	Lesson 7	Lesson 7	3.00 - 3.50	Lesson 7
3.50 - 4.00	Parent Collection	Parent Collection	Parent Collection	Parent Collection	3.50 - 4.00	Parent Collection
4.00 - 6.00	Late Stay	Late Stay	Late Stay	Late Stay	4.00 - 6.00	Late Stay

TIMINGS OF THE SCHOOL DAY – YEARS 1 AND 2

The Timetable operates on a weekly basis.

PUPILS MUST ARRIVE IN SCHOOL FOR REGISTRATION AT 8.25AM.

The end of the School Day for Years 1 and 2 is 3.50pm.

TIME	MONDAY	TUESDAY	THURSDAY	FRIDAY	TIME (WEDS ONLY)	WEDNESDAY
8.25 - 8.40	Assembly	Registration	Registration	Registration	8.25 - 8.30	Registration
8.40 - 9.30	PSHE	Lesson 1	Lesson 1	Lesson 1	8.30 - 8.55	Tutoring
9.30 - 10.20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	8.55 - 9.20	Chapel
10.20 - 10.40	Breaktime	Breaktime	Breaktime	Breaktime	9.20 - 10.05	Lesson 2
10.40 - 11.30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	10.05 - 10.25	Breaktime
11.30 - 12.00	Lesson 4	Lesson 4	Lesson 4	Lesson 4	10.25 - 11.10	Lesson 3
12.10 - 1.10	Lunchtime	Lunchtime	Lunchtime	Lunchtime	11.10 - 12.10	Lesson 4
1.10 - 2.10	Lesson 5	Lesson 5	Lesson 5	Lesson 5	12.10 - 1.10	Lunchtime
2.10 - 3.00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	1.10 - 2.10	Lesson 5
3.00 - 3.50	Lesson 7	Lesson 7	Lesson 7	Lesson 7	2.10 - 3.00	Lesson 6
3.50 - 4.00	Parent Collection	Parent Collection	Parent Collection	Parent Collection	3.00 - 3.50	Lesson 7
4.00 - 6.00	Late Stay	Late Stay	Late Stay	Late Stay	3.50 - 4.00	Parent Collection
					4.00 - 6.00	Late Stay

TIMINGS OF THE SCHOOL DAY – YEARS 3 TO 6

The Timetable operates on a two week basis with each week in the two week cycle being labelled as Week A and Week B
PUPILS MUST ARRIVE IN SCHOOL FOR REGISTRATION AT 8.25AM.

The end of the School Day for Years 3 to 6 is 5.20pm with Late Stay Facility to 6.00pm.

School transport leaves at 5.30pm Monday, Tuesday and Thursday and 4.30pm on Wednesday and Friday.

TIME	MONDAY	TUESDAY	THURSDAY	FRIDAY	TIME (WEDS ONLY)	WEDNESDAY
8.25 - 8.40	Assembly	Registration	Registration	Registration	8.25 - 8.30	Registration
8.40 - 9.30	PSHE	Lesson 1	Lesson 1	Lesson 1	8.30 - 8.55	Tutoring
9.30 - 10.20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	8.55 - 9.20	Chapel
10.20 - 10.40	Breaktime	Breaktime	Breaktime	Breaktime	9.20 - 10.05	Lesson 2
10.40 - 11.30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	10.05 - 10.25	Breaktime
11.30 - 12.20	Lesson 4	Lesson 4	Lesson 4	Lesson 4	10.25 - 11.10	Lesson 3
12.20 - 1.10	Lesson 5	Lesson 5	Lesson 5	Lesson 5	11.10 - 11.55	Lesson 4
1.10 - 2.10	Lunchtime	Lunchtime	Lunchtime	Lunchtime	11.55 - 12.40	Lesson 5
2.10 - 3.00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	12.40 - 1.10	Form Time
3.00 - 3.50	Lesson 7	Lesson 7	Lesson 7	Lesson 7	1.10 - 2.10	Lunchtime
3.50 - 4.20	Snack	Form Time	Snack	Conga	2.10 - 3.50	Match/Activities
4.20 - 4.40	Activities	Snack	Activities	Late Stay	3.50 - 4.20	Match/Activities
4.40 - 5.20	Activities	Activities	Activities	Late Stay	4.20 - 4.40	Match/Late Stay
5.20 - 6.00	Late Stay	Late Stay	Late Stay	Late Stay	4.40 - 5.20	Match/Late Stay

TIMINGS OF THE SCHOOL DAY – YEARS 7 AND 8

The Timetable operates on a two week basis with each week in the two week cycle being labelled as Week A and Week B
PUPILS MUST ARRIVE IN SCHOOL FOR REGISTRATION AT 8.25AM.

The end of the School Day for Years 7 and 8 is 5.20pm with Late Stay Facility to 6.00pm.

School transport leaves at 5.30pm Monday, Tuesday and Thursday and 4.30pm on Wednesday and Friday.

TIME	MONDAY	TUESDAY	THURSDAY	FRIDAY	TIME (WEDS ONLY)	WEDNESDAY
8.25 - 8.40	Assembly	Registration	Registration	Registration	8.25 - 8.30	Registration
8.40 - 9.30	PSHE	Lesson 1	Lesson 1	Lesson 1	8.30 - 8.55	Chapel
9.30 - 10.20	Lesson 2	Lesson 2	Lesson 2	Lesson 2	8.55 - 9.20	Tutoring
10.20 - 10.40	Breaktime	Breaktime	Breaktime	Breaktime	9.20 - 10.05	Lesson 2
10.40 - 11.30	Lesson 3	Lesson 3	Lesson 3	Lesson 3	10.05 - 10.25	Breaktime
11.30 - 12.20	Lesson 4	Lesson 4	Lesson 4	Lesson 4	10.25 - 11.10	Lesson 3
12.20 - 1.10	Lesson 5	Lesson 5	Lesson 5	Lesson 5	11.10 - 11.55	Lesson 4
1.10 - 2.10	Lunchtime	Lunchtime	Lunchtime	Lunchtime	11.55 - 12.40	Lesson 5
2.10 - 3.00	Lesson 6	Lesson 6	Lesson 6	Lesson 6	12.40 - 1.10	Form time
3.00-3.50	Lesson 7	Lesson 7	Lesson 7	Lesson 7	1.10 - 2.10	Lunchtime
3.50 - 4.20	Snack	Conga	Snack	Form Time	2.10 - 3.50	Match/Activities
4.20 - 4.40	Activities	Snack	Activities	Late Stay	3.50 - 4.20	Match/Activities
4.40 - 5.20	Activities	Activities	Activities	Late Stay	4.20 - 4.40	Match/Late Stay
5.20 - 6.00	Late Stay	Late Stay	Late Stay	Late Stay	4.40 - 5.20	Match/Late Stay

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BEDE'S

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