

# Visitor's Information

## EASTBOURNE



### Finding Us

If you are coming to us by road, Eastbourne Preparatory School is situated on the seafront in Eastbourne, just at the foot of the South Downs. Eastbourne can be reached via the A22 (from London) or the A27 (from Brighton). On-street parking is available close to the school. Bede's Summer School office is located in the main school building. You will need to ring the buzzer on arrival.

By rail, there are direct trains from London's Victoria train station and you should get off at Eastbourne. The journey will take about 1hr 30 mins. Pay attention because often, the train divides at Haywards Heath, so you need to make sure you are sitting in the correct part of the train. From Eastbourne train station, the school is about a 15-minute taxi ride away.

If coming to us by the Channel Tunnel, Ashford international train station terminal is approximately 1 hour and 30 minutes away by road.

### Address

Bede's Preparatory School  
Duke's Drive  
Eastbourne  
BN20 7XL  
Tel: +44 (0)1323 356699

Email: [eastbourne@bedes.org](mailto:eastbourne@bedes.org) (operational during summer only)

### Managers / Office Staff

Centre Director  
Welfare Manager  
Academic Manager  
Activities Manager  
Administrators

### On Arrival

It is important for the safety and security of our students that all visitors sign in at the Summer School office. All visitors and contractors are requested to follow Bede's signing in and out procedure and must wear their badge at all times.

### Safeguarding

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. If you have any concerns that a child has been harmed, is at risk or if a child tells you something of concern, please contact the Summer School office as quickly as possible and ask to speak to the member of staff responsible for child protection.

### Photographs

You can take photos of the grounds and facilities. Photographs of staff and students may only be taken with their permission.

### Health & Safety

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the Company regulations whilst on the premises. Bede's Health and Safety policy is available on request.

### Fire Safety and All Emergencies

In the event of an evacuation, the alarm will sound / be raised. All Visitors must follow the instructions of the Fire Marshal responsible for that building, their Host and/ or the Fire Action Notices displayed throughout the campus.

Visitors should vacate the building / area using the nearest available exit, make their way to the Fire Assembly Point and remain at that point until otherwise instructed. They should make themselves known to the Fire Marshalls or person taking charge.

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**BEDE'S**  
AMBITIOUS  
SUMMER SCHOOL

## Accidents

In the event of an accident, incident, illness or near miss, please report to your host / summer school office immediately so that appropriate action can be taken.

## Smoking

Smoking is not permitted anywhere on campus.

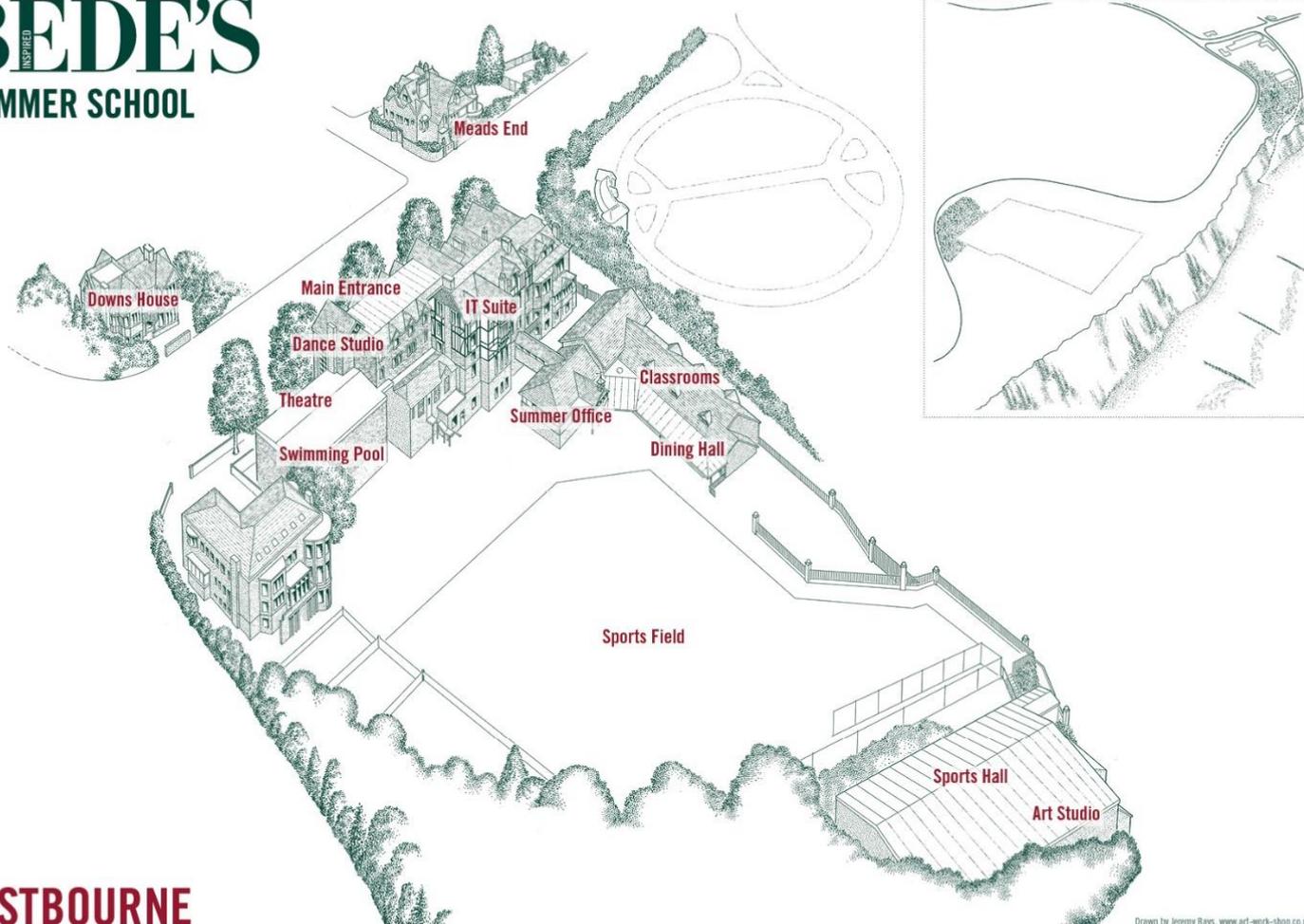
## Security

Please note that these premises are covered by CCTV.

## On Departure

All visitors must return their badge and sign out at the end of their visit.

**BEDE'S**  
INSPIRED  
SUMMER SCHOOL



**EASTBOURNE**

Drawn by Jeremy Beys, [www.art-work-shop.co.uk](http://www.art-work-shop.co.uk)