

# BULLYING

Bullying is causing emotional or physical harm to other people.

Bullying can be:

**Verbal** (Saying or writing mean things)

- Calling people names
- Playing cruel jokes on people
- Threatening people

**Social** (Harming someone's reputation)

- Ignoring people
- Embarrassing people in public
- Telling other people not to be friends with someone

**Physical** (Hurting a person's body or possessions)

- Pushing
- Kicking, punching and hitting
- Taking or hiding someone's things

**Cyberbullying**

Involves posting hurtful or threatening messages on social media such as on Facebook, Instagram or Twitter. This is also a form of bullying and will not be tolerated at Bede's.

**If you bully someone, you can be expelled from Bede's.**

**If you or your friends are being bullied by someone, tell us immediately.**

# HELP

If you need help or have a problem, tell a member of staff:

PROBLEM	STAFF	STAFF NAME
In your class	Teacher	
With your class level	Academic Manager	
In your house	House Parent	
With the sports and activities	Activities Manager	
With your bedroom	Welfare Manager	
With another student		
With the food		
Feel sick	Nurse or Welfare Manager	
Serious problem	Centre Director	

## DESIGNATED SAFEGUARDING LEAD

If you feel uncomfortable at Bede's and you do not want to speak to a member of staff at your centre, you can contact:

NAME	ROLE	PHONE NUMBER	EMAIL
Yolanda Chimeno	Designated Safeguarding Lead	01323 356688	yolanda.chimeno@bedes.org
Danny Kenward	Deputy Designated Safeguarding Lead	01323 356691	danny.kenward@bedes.org
Annabel Hodge	Director of Safeguarding	01323 356678	annabel.hodge@bedes.org

In an emergency, you should speak to any staff member at your centre.

# ADVICE & REMINDERS

- If you are thirsty, ask any member of staff for water.
- If you are hungry, tell your House Parent or the Welfare Manager.
- If you are taking medication, you must give it to the Nurse or Welfare Manager.
- If you have forgotten anything (toiletries or towels), tell your House Parent.
- If you lose something, tell your House Parent.
- If you have more than £10 in your wallet/purse, pay it into your Pocket Money account.

## CONTACTS

If you get lost or need emergency help, use these phone numbers:

**Dicker Office 01323 356703 (9am–9pm)**

**Lancing Office 01273 465941 (9am–9pm)**

**24-hour emergency mobile 07713 565857**

**BEDE'S**  
SUMMER SCHOOL

bedessummerschool.org

**ENGLISH PLUS 2020**

Dicker, 12–17 years



Lancing, 13–18 years



**STUDENT  
TIMETABLE**

# MOBILE PHONE POLICY

Student's access to their mobile phones, tablets, games consoles and laptops is restricted during their stay at Bede's in order to:

- Encourage students to interact face-to-face with other students and staff
- Ensure students concentrate in meetings, lessons and all leisure and recreational activities
- Minimise safeguarding risks and minimise the risk of cyberbullying and peer-on-peer abuse
- Provide an opportunity for students to detox from the digital world during their stay at Bede's
- Allow students to be fully immersed in the Summer School community

To help us achieve our objectives, this table shows when students are allowed to use/have access to their mobile devices:

MEAL TIMES	LESSONS	LESSON BREAKS	MEETINGS	LEISURE ACTIVITIES	FREE TIME	TRIPS & EXCURSIONS	OVER-NIGHT
Dicker							
✗	✗	✗	✗	✗	✓	!	✗
Lancing							
✗	✗	✗	✗	✗	✓	!	✗

- ✗ Students do not have access to their phones.
- ! Students have access to their phones but must only use them in an emergency.
- ✓ Students can use their phones
- ✗ Students have access to their phones but must not use them.

# SCHOOL RULES

## You must

- Attend all timetabled meetings and roll calls
- Participate in all lessons, recreational activities and excursions
- Treat all staff and students with respect
- Follow the School Rules

If you do the above, you will have a great time at Bede's!

## You should not

- Be rude
- Use bad language or gestures
- Drop Litter
- Use your mobile in class unless authorised by your Teacher

If you do the above, the staff will issue appropriate sanctions.

## You must not

- Purchase or drink alcohol
- Purchase cigarettes or smoke (includes e-cigarettes and vaping)
- Purchase or take illegal drugs
- Steal or shoplift
- Bully other students (includes cyberbullying)
- Fight
- Gamble
- Damage school property
- Enter houses of the opposite sex
- Leave your house after lights out
- Use Fire Escapes and Equipment unless for an emergency

If you do any of the above, even once, you could be expelled from Bede's.

# TIMETABLE

## Monday, Tuesday, Wednesday, Thursday, Friday

TIME	ACTIVITY
07.15	Wake up
07.45	Breakfast
08.30	Student Meeting
08.45	English Skills 1 (1¼ hour)
10.00	Break + Snack
10.15	English Skills 2 (1¼ hour)
11.30	Break
11.45	Enrichment (1 hour)
12.45	Lunch
13.45	Research Project (1¼ hour) except Wednesdays
15.00	Break
15.30	Student Meeting
15.45	Sports & Activities
17.15	Free Time/Tutorials (Friday only)
17.55	Register
18.00	Dinner
19.00	Student Meeting
19.15	Social Events
21.00	Free Time + Snack
21.45	House Meeting
22.00	House Time
22.30	Bedtime

## Wednesday

13.45–14.00 Student Meeting  
14.00–21.00 Trip

# TIMETABLE

## Saturday

TIME	ACTIVITY
07.15	Wake up
07.45	Breakfast
08.30	Student Meeting
08.45	Excursion
19.00	Dinner
20.00	Free Time
21.45	House Meeting
22.00	House Time
22.30	Bedtime

## Sunday

TIME	ACTIVITY
08.30	Wake up
09.00	Breakfast
09.45	Student Meeting
10.00	Excursion
18.00	Dinner
19.00	Student Meeting
19.15	Social Events
21.00	Free Time
21.45	House Meeting
22.00	House Time
22.30	Bedtime

**Don't forget to be on time**  
for all meetings, lessons and activities.