

JUNIORS & TEENAGERS

LITTLE EXPLORERS

ADVENTURES IN ENGLISH

YOUNG INFLUENCERS

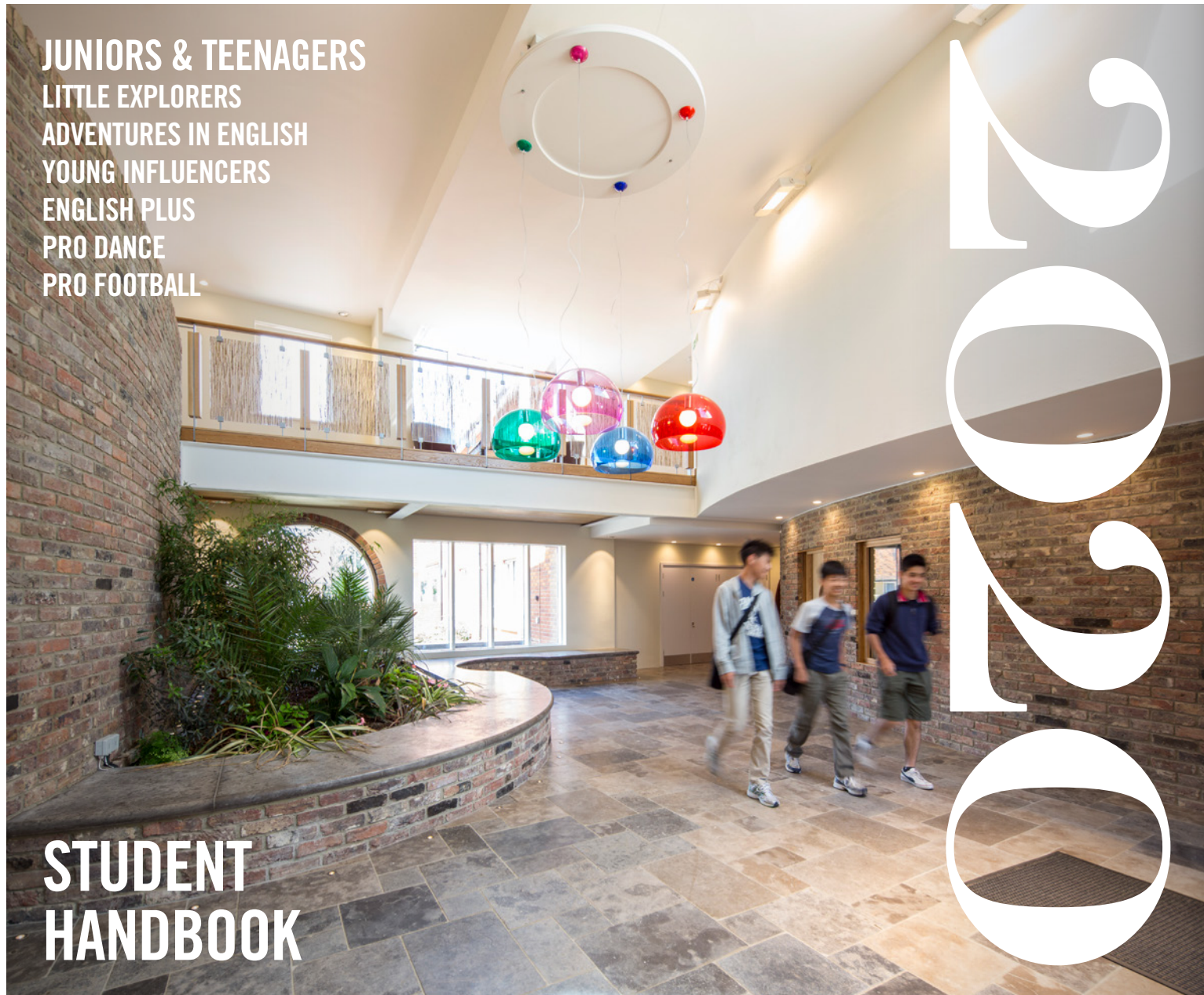
ENGLISH PLUS

PRO DANCE

PRO FOOTBALL

STUDENT HANDBOOK

ROBO



BEFORE YOU
ARRIVE

EXPECTATIONS

You can expect from Bede's:

- Friendly and happy staff
- A safe campus
- Lessons that will improve your English
- A good variety of sports, activities and clubs
- Help if you have a problem
- Interesting excursions

We expect you to:

- Be friendly to all students and staff
- Help other students if they have a problem
- Speak English as much as possible
- Actively participate in all lessons
- Be on time
- Look after your things
- Make lots of friends
- Make the most of your stay at Bede's

WHAT TO BRING

Main items:

- Ticket (flight/train)
- Passport and/or EEA ID Card
- Visa (if required)
- Letter of Consent to Travel
- Travel adaptor
- Pocket money (maximum £100 per week)

Everyday clothes:

- Underwear/socks
- T-shirts/shirts
- Jeans/trousers/skirts/dresses
- Shorts
- Pyjamas
- Trainers and shoes (suitable for rain)
- Swimming costume

- Warm jumper
- Warm coat
- Rain jacket

DON'T FORGET TO WRITE YOUR NAME IN YOUR CLOTHES

General items:

- 2 x Towels (for shower and swimming)
- Toiletries (shampoo, shower gel, toothbrush, toothpaste and hair brush)
- Small umbrella
- Water bottle

BED LINEN IS SUPPLIED BY THE SCHOOL

Academies:

ACADEMY	ITEMS TO BRING
Adventure Sports	• Old clothes and trainers that can get wet
Basketball Skills	• Trainers
Dance (Commercial Pop)	• Leggings, loose trousers or tracksuit bottoms • Clean trainers
Football Skills	• Football boots • Trainers
Golf	• Golf shoes or trainers • Golf clubs (provided if required)
Horse Riding	• Strong shoes (with heel) or riding boots • Riding trousers • Riding hats are provided
Photography	• DSLR Camera (provided if required)
Swimming	• Swimming costume (not bikini)
Tennis	• Clean trainers • Tennis racket (provided if required)

Some academy sessions may take place during free time or run into free time.

Pro Courses:

COURSE	ITEMS TO BRING
Pro Dance	• Leotards and tights (pink and black tights) • Soft ballet shoes • Clean gym trainers • Gym shorts, leggings or tracksuit bottoms for body-conditioning, pilates, aerobics
Pro Football	• Football boots • Trainers

STAY
YOUR

WHEN YOU ARRIVE

Transfer Service

Our staff will be waiting to meet you at the Arrivals exit point and will be wearing their Bede's t-shirts.

In the unlikely event of there being any problems, do not leave the airport or train station. Go to the Information Desk and ask for help.

Check In

Travel Documents

You will need to hand in your passport and travel documents on arrival.

Pocket Money

You may bring up to £100 in cash – or equivalent in foreign currency – per week and you must hand it in on arrival. Pocket money is kept in the centre bank and small amounts can be withdrawn daily at arranged times. If you bring foreign currency, we can change it for you at the bank. If you need more pocket money during your stay, your parents can send more by credit card.

Medication

If you are taking any medication, you must hand it in when you arrive. All medication must be kept safe in the Centre Director's office and not in your bedroom. We will only accept responsibility for drugs licensed in the UK. We will accept medicines prescribed by a doctor from your country, only with an English translation.

Valuables

Bede's cannot accept any responsibility for lost or damaged clothes or personal belongings. If you do bring any expensive jewellery, electronic games, phones, PDAs or tablets to Bede's, please hand them to the Centre Director for safe keeping.

Phone Home

As soon as you have checked in, you should phone your parents to let them know you have arrived safely. If you need help phoning home, ask your House Parent or the Welfare Manager.

ID Card

You will be given a personalised ID Card which you must keep with you at all times. If you lose it, there will be a £5 charge for a new one.

ACCOMMODATION

Boarding Houses

Bede's will decide which Boarding House students will sleep in. We will make these decisions based on criteria such as students' sex, age and nationality.

Bedroom Policies

Where possible, we will try to place younger students (6–10 years) in a larger bedroom with at least one child of the same nationality.

Older students will usually share a bedroom with two or three other students, where possible, of different nationalities. We usually reserve single accommodation for older students or for students with a special need for privacy.

Bedroom Requests

We will consider individual requests and will accommodate these where possible. However, such requests are subject to availability on arrival and will not be accepted by Bede's as a condition of any student joining the programme.

Staff Accommodation

Staff are accommodated in the same sleeping areas as the students but staff and students will never share the same bedroom. Where shower facilities are shared, we establish different staff and student times for using the facilities.

Damages

Students must look after their bedroom and keep it clean and tidy.

Any damage caused to Bede's property or equipment, or to the personal property of another student, will be charged to the Parent.

Laundry

Laundry is done at least twice a week, usually one white wash and one coloured wash. Put your clothes in a laundry bag or washing basket and when the washing has been done and dried, we will return it to you. Your House Parent will let you know when the washing days are for your House.

MEALS

Food

You need to understand that the food served at Bede's will not be the same as you have at home.

As there are students from lots of different countries, the menu at Bede's is a mix of English and International food.

There are always two hot choices available for lunch and dinner and there is always a salad bar. In addition, there is always a vegetarian option at meal times.

Having different food is part of being in another country and being at Bede's is a great opportunity to try some new, typically English dishes.

Sample Daily Menu

BREAKFAST	LUNCH	DINNER
Choice of cereals and milk	Roast beef or chicken	Spaghetti bolognese
Selection of breads and pastries	Vegetarian lasagne	Vegetable curry and rice
Toast, butter and jam	Roast potatoes	Garlic bread or poppadoms
Scrambled eggs	Carrots and cabbage	Salad bar
Fruit	Salad bar	Chocolate gateaux
Orange juice	Cheese and biscuits	Fruit
Tea and coffee	Water	Water

There will also be a small snack and drinks at morning break and in the evening after activities, for example: a piece of fruit, a cereal bar, biscuits, a doughnut or a small sandwich.

You must go to all meals. Bede's staff will help you to find things to eat if you don't recognise the food.

LESSONS

Placement Test (except Young Influencers)

After arrival, you will sit a placement test with three sections: speaking, grammar and writing. The tests take about 1½ hours to complete in total and they are marked by Bede's teachers. The results of the three tests form the basis for creating the different classes.

How classes are created (except Young Influencers)

Classes are created according to two basic criteria: students' English level (as determined by the placement test) and their age. Where possible, the Academic Manager will mix the nationalities in the classes but this is not a deciding criterion and we cannot guarantee any maximum quota by nationality/language in the classes.

Materials

You will be given a Bede's folder for your classwork, a vocabulary book and a Bede's pen. Please look after these materials properly and make sure your classwork is organised at all times.

Levels

There are eight levels from Complete Beginner to Proficiency.

	COMMON EUROPEAN FRAMEWORK	LEVEL
1	A0	Complete Beginner
2	A1	Beginner
3	A1–A2	Elementary
4	A2	Pre-Intermediate
5	B1	Intermediate
6	B2	Upper Intermediate
7	C1	Advanced
8	C2	Proficiency

Progress Tests (except Young Influencers)

Each week, you will be given a short test by your English Skills teacher to monitor your progress and make sure you have understood what has been taught in that week.

Certificate and Report

In the Leavers' Ceremony at the end of your stay, you will receive a Course Certificate and an Academic Report from your English Skills teacher (except Young Influencers).

Lessons

CENTRE	HOURS/ WEEK	ENGLISH SKILLS	STORY TIME	EXPLOR- ATIONS	21C SKILLS	ADVENTURE ACTIVITY	ENRICH- MENT	RESEARCH PROJECT
Eastbourne	17½	7½	5	5	—	—	—	—
Vinehall	17½	7½	5	5	—	—	—	—
Windlesham	20	10	—	5	—	5	—	—
Handcross	16	—	—	—	16	—	—	—
Dicker	22½	12½	—	—	—	—	5	5
Lancing	22½	12½	—	—	—	—	5	5
Pro Dance	12½	12½	—	—	—	—	—	—
Pro Football	12½	12½	—	—	—	—	—	—

English Skills

These lessons are based on Bede's syllabus and are designed to improve students' overall language abilities, extend their vocabulary and pronunciation and enhance their understanding of grammar.

StoryTime

Working on a different children's story every day, these lessons develop students' listening skills, extend their everyday vocabulary and stimulate their creativity.

Explorations

These lessons use CLIL methodology to enhance students' general knowledge as well as their language skills, and are based around the following subjects: science, environment, ecology, space, energy, geography, technology and history.

21st Century Skills

These task-based projects are designed to develop the following skills to help students reach their full potential: collaboration, communication, creativity, critical thinking (the 4 Cs), imagination, information literacy, problem-solving, teamwork.

Adventure Activity

Adventure Activities offer students a practical lesson outdoors, focussing on productive and receptive communication skills such as orienteering, problem-solving, survival skills or bushcraft activities.

Enrichment

Students develop their receptive and productive English skills and deepen their cultural knowledge (of the UK) using real-life materials such as adverts, leaflets, TV programmes, short films, newspaper articles and magazines.

Research Project

Working in groups, students complete research tasks based around a weekly topic and then present their work to the class by way of a sketch, performance, poster, news story or short film, developing not just their English but also their interpersonal skills.

Exams

Cambridge Exams (*for students aged between 13–17 only)

CENTRE	EXAM	LEVEL REQUIRED	DEDICATED MINIMUM EXAM PREPARATION	EXAM PREPARATION INSTEAD OF	EXAM DATES
Dicker	B1 Preliminary	B1 (Intermediate)	20 hours/2 weeks 35 hours/3 weeks	English Skills & Enrichment	21 Jul 2020
Lancing	B2 First*	B2 (Upper Intermediate)	25 hours/2 weeks 40 hours/3 weeks	English Skills & Enrichment	30 Jul 2020
Lancing	C1 Advanced*	C1 (Advanced)	30 hours/2 weeks 45 hours/3 weeks	English Skills & Enrichment	31 Jul 2020

Trinity College Graded Exams in Spoken English (Trinity GESE Speaking)

CENTRE	LEVEL REQUIRED	DEDICATED EXAM PREPARATION	EXAM PREPARATION INSTEAD OF	EXAM DATES
Windlesham	All Levels	5 hours total	Explorations	17 Jul 2020
Dicker	All Levels	5 hours total	Enrichment	31 Jul 2020

AFTERNOONS

On Mondays, Tuesdays, Thursdays and Fridays, you will take part in sports and activities after lessons.

- Sports on offer might include: football, tennis, basketball, squash, badminton, rounders, volleyball and cricket.
- There are always some non-sport options available such art, drama, dance, fitness or recreational activities such as chess or origami.
- Some activities, e.g. mountain-biking, may take place at specialist venues nearby.
- Academies take place instead of general afternoon sports/activities.

At some centres, students will choose their afternoon activity at the start of the session. At other centres, there will be a sign-up system for students to give their preferences beforehand.

At the end of the course, students will receive an Activities Diary which lists all the different sports, activities, social events and excursions they have participated in.

For some activities, such as mountain-biking or swimming, there are limited places available so students are required to sign-up in advance. Priority is given to students who have not taken part in that activity yet at Bede's.

Afternoon sports and activities are compulsory and all students must participate.

EVENINGS

Social Events take place in the evenings and are organised and supervised by Bede's Activities Leaders. They can be games, tournaments, knockouts, shows or trips to local recreational facilities for your entertainment and amusement.

They are designed to encourage you to mix with other students, make new friends and speak English in natural, real-life situations.

Social Events may include:

- | | |
|---------------------------|-----------------|
| • African Drumming | • Messy Games |
| • Bede's Got Talent | • Mini Olympics |
| • Disco | • Music Quiz |
| • Fashion Show | • Nerf Wars |
| • Formal Dinner and Dance | • Pantomime |
| • House Competitions | • Pool Party |
| • Karaoke | • Treasure Hunt |

Social Events are compulsory and all students must participate.

EXCURSIONS

Excursions are visits to places of interest and are a great way for you to see more of England and learn something about the history and culture of this country. You will also have the chance for some free time and to do some shopping.

For your safety, we adopt the following policy about supervision:

AGE	POLICY
6–12	Students are accompanied and supervised by Bede’s staff at all times
13–18	Students are allowed some free time away from the staff, but must stay in groups of at least three students

No exception can be made to this policy, even if parents give their consent.

Excursions take place on Saturdays and Sundays with a trip on Wednesdays.

Wednesdays

Trips are a half-day afternoon/evening visit (full-day at Handcross) and may involve visiting a local place of interest, in a nearby town or an off-site activity.

Examples include Battle Abbey, Brighton Museum & Art Gallery and Seven Sisters Country Park.

Where possible, the Wednesday excursion at Handcross will be related to digital communication, science or technology.

Saturdays

All students go on an educational trip to London. You might go to a Palace, a Museum or a Cathedral; the excursion may also include a London Tour.

Some examples are: Tower of London, Buckingham Palace and Natural History Museum.

A sightseeing option in London is offered every week.

Sundays

Excursions are a more relaxed visit. You will visit a local town or seaside resort where there is time to relax on the beach, walk along the promenade, go to the pier or go shopping for presents or souvenirs.

Examples are: Brighton, Chichester, Eastbourne, Hastings, Portsmouth and Worthing.

Excursions are compulsory and all students must participate.

FREE TIME

You have some free time every day in the afternoon and evening after activities when you can relax with your friends and practise your English.

You can also use the internet to contact your family and friends back home.

If you prefer to be active, you can borrow some sports equipment and organise a game of tennis, football or basketball with other students or with the staff.

Here is what you can and cannot do during your free time:

CAN	CANNOT
Go to your bedroom and rest or sleep Go to a common room and talk to your friends Use the internet Borrow sports equipment such as tennis rackets or pool cues Ask the staff to organise some extra sports Talk to the staff Phone home	Leave the centre on your own Run about the centre making too much noise Cause problems with other students Enter accommodation of the opposite sex

YOUR VOICE

Bede’s will collect your ideas, suggestions and feedback during your stay – your opinion matters!

Arrival Questionnaire

We will ask you to complete a short online questionnaire, usually on the Thursday of your first week.

Academic Tutorials (except Young Influencers)

You are invited to attend a one-to-one tutorial with your English Skills Teacher every Friday during free time to discuss your progress in class.

Student Voice

A number of elected student representatives will meet with the Managers of the course every week to give their feedback, make any requests and discuss any issues.

Departure Questionnaire

We will ask you to complete a longer online questionnaire at the end of your course.

WELFARE

YOUR

CONTACT WITH YOUR FAMILY

Phone Calls

Most students use their mobile phones but it is also possible to buy a phone card from the Centre Office to phone home. If your parents wish to phone you at the centre, they should speak to the Welfare Manager to arrange this. If you need any help making or receiving phone calls, see the Welfare Manager.

Emails

You can use the centre computers during your afternoon free time to access your emails. Your parents can also contact the staff by emailing the centre email address.

Skype

You can also communicate with friends and family via Skype at most of our centres. Ask the Welfare Manager or your House Parent for details and help if you need it.

Receiving Post

Your parents can send you letters and parcels during your stay at Bede's but they must make sure they send them to the correct centre address (not to Head Office). Bede's is not responsible for any missing or lost post.

Visitors

If your parents or family friends are in England and want to visit you during your course, they must contact the Centre Director in advance to organise this. The procedure is:

1. Parents speak to the Centre Director to request a convenient time to visit.
2. Parents send official notification (by letter, fax or scanned email) to confirm the visit. This must be signed by the parents.
3. When the visitors arrive, they must report directly to the Centre Office, show their identification and complete the Visitor's Form.
4. All visits (on-site and off-site) are authorised at the sole discretion of the centre management and the times agreed must be respected.

RELIGIOUS WORSHIP

If you would like to pray at the centre or if you would like to visit a place of worship during your stay with us, please see the Welfare Manager who will organise this for you.

IF YOU FEEL SICK

TIME	SEE
If you feel sick when you get up	See your House Parent
If you get sick during the day	See the Nurse, Welfare Manager or House Parent
If you get sick during the night	See your House Parent or find any staff member

If you have a headache or a sore throat, the Nurse or Welfare Manager is allowed to give you basic non-prescription medicines, for example, paracetamol, throat lozenges or cough syrup.

If you need to see a doctor, we will book an appointment for you, usually the same day or the next day. Sometimes it is necessary to pay for the doctor's visit – in this case, the money will be taken from your pocket money.

If there is an emergency, we will call an ambulance.

IF YOU HAVE A PROBLEM

If you have a problem, you should speak to a member of Bede's staff straight away.

If your problem is not resolved by the staff quickly, you should speak to the Centre Director.

PROBLEM	SEE
Problem with your room	See the Welfare Manager
Problem with your class	See the Academic Manager
Problem with the activities	See the Activities Manager
Problem in your house	See your House Parent
Problem with the food	See the Welfare Manager
Serious problem	See the Centre Director

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

If you are bullying other students or treating them badly in any way, this is what will happen:

- The Welfare Manager will speak to you immediately and tell you that any form of bullying must stop. You will be told that any recurrence will be treated very seriously.
- You will be encouraged to apologise to the student and the Welfare Manager will monitor the situation carefully.
- The student who has been bullied will be told that the matter has been dealt with and that bullying will stop with immediate effect.
- If bullying continues, you will receive a final warning from the Centre Director and your parents will be informed of the situation.
- If there is another incident of bullying, or if there is any suggestion that bullying is continuing, you will be expelled from the centre.

If you bully someone, you can be expelled.

YOUR BEHAVIOUR

AWARDS

The following awards are available to students who deserve special recognition from the staff for their efforts, achievements, conduct or interpersonal skills.

AREA	AWARD NAME	AWARD TYPE
English	Academic Achievement	Certificate
English	Best Communicator	Certificate
English	Best Speaker	Certificate
English	Most Effort in English	Certificate
English	Most Improved English	Certificate
English	Outstanding Performance	Certificate
Sports & Activities	Best Actor	Certificate
Sports & Activities	Best Artist	Certificate
Sports & Activities	Best Team Player	Certificate
Sports Academy	Most Improved Player	Certificate
Sports Academy	Player of the Week	Certificate
Personal/Social	Best Attitude	Certificate
Personal/Social	Best Behaved Student	Certificate
Personal/Social	Best Kept Bedroom	Certificate
Personal/Social	Most Helpful Student	Certificate
Personal/Social	Most Punctual Student	Certificate
Personal/Social	Outstanding Behaviour	Gift/Present

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
Eastbourne	⊘	⊘	⊘	⊘	⊘	✓	!	⊘
Vinehall	⊘	⊘	⊘	⊘	⊘	✓	!	⊘
Windlesham	⊘	⊘	⊘	⊘	⊘	✓	!	⊘
Handcross	✗	✗	✗	✗	✗	✓	!	⊘
Dicker	✗	✗	✗	✗	✗	✓	!	✗
Lancing	✗	✗	✗	✗	✗	✓	!	✗
Pro Dance	✗	✗	✗	✗	✗	✓	!	✗
Pro Football	✗	✗	✗	✗	✗	✓	!	✗

- ⊘ 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.

ABSENCE

During your stay with us, your safety is our responsibility – that is why we must know where you are at all times. It is important that you attend all lessons, activities, excursions, meals, meetings and registration times.

The only valid reason for being absent from any compulsory part of the course would be if you are sick. If you are sick, you must inform Bede's staff immediately; you must not just stay in your room alone.

Students who are absent without good reason will be subject to sanctions issued by Bede's staff. Persistent absence may result in you being sent home. If you do any of the above, even once, you could be expelled from Bede's.

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 (page 17).

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.

SANCTIONS

If a student does not follow the school rules, Bede's staff have the right to issue sanctions that are appropriate to the seriousness of the student's behaviour.

BEHAVIOUR	CONSEQUENCE						
	Staff warning	Centre Director warning	Task	Remove device	Miss Free Time	Remove from excursion(s)	Send home
						Parents informed	
Be late for a meeting, lesson or activity	✓	✓			✓		
Use mobile device when not permitted				✓			
Drop Litter	✓	✓	✓		✓		
Keep bedroom untidy	✓	✓	✓		✓		
Be rude to students or staff	✓	✓			✓	✓	✓
Use bad language/ gestures	✓	✓			✓	✓	✓
Damage school property*		✓			✓	✓	✓
Bullying/peer-on-peer abuse		✓			✓	✓	✓
Steal or shoplift		✓				✓	✓
Buy, possess, use or supply cigarettes/ e-cigarettes		✓				✓	✓
Buy, possess, use or supply alcohol		✓				✓	✓
Buy, possess, use or supply drugs							✓
Use physical violence		✓				✓	✓
Break the law						✓	✓

*Pay for repair/replacement

The behaviours and consequences illustrated here are intended to be an example only. Bede's will consider the student's age, previous behaviour, intention and context of the incident when issuing any sanctions. Some behaviours are considered to be so serious that a student could be expelled after just one incident. Bede's **Behaviour Policy** is available on our website and can be provided on request.

SAFETY
YOUR

RATIOS

Activities and Trips

At Bede's, the minimum staff: student ratios for all scheduled activities are as follows; please note that when necessary, the staff ratio will be higher.

6-7 YRS	8-10 YRS	11+ YRS
1:6	1:10-15	1:15-20

Accommodation

At Bede's, the minimum staff: student ratios at night in the boarding houses are as follows; please note there will usually be more staff than the minimum requirement.

6-11 YRS	12+ YRS
1:15	1:20

CARE OF STUDENTS

All students will receive a safety induction, relevant to their age and needs, on arrival at Bede's, which will cover:

- Pastoral care
- Personal safety and the care of valuables
- Accident reporting and First Aid
- Medical and personal insurance
- Compliance with the law

FIRST AID

All Bede's centres are equipped with First Aid kits which are easily identifiable by their green cross sign. Every Bede's centre has a number of staff who are First Aid trained and there is always at least one First Aider on duty.

If you have an accident or require any first aid, you can ask any Bede's staff member to help you – they will contact one of the Bede's First Aiders who will treat you in the first instance. In an emergency, any Bede's staff member can call an ambulance. After treatment, the Welfare Manager will make sure you receive any aftercare you need.

You must report any accidents that harm either you or other students to any staff member as soon as you can.

EMERGENCY CONTACT DETAILS

Bede's must have parent/guardian contact details and next of kin details for all students in case of emergency. If these details change, parents/guardians or their representative must inform Bede's as soon as possible.

If Bede's has not received emergency contact details in advance, they will be collected from the student as part of the check in process on arrival.

ELECTRICAL & ELECTRONIC ITEMS

This policy covers items that need to be charged with electricity such as mobile phones, laptops and tablets used by students at Bede's. These items and their charging equipment will be checked on arrival for safety and monitored regularly by Bede's staff.

Please ensure you only bring the correct chargers and cables and that they are in good, safe working order. Bede's staff may remove any items they consider to be unsafe in the interest of electrical and fire safety.

Bede's permits use of personal electrical/electronic items on the following basis:

- Devices are used in school at the student's own risk
- The student is responsible for the safe upkeep and protection of their devices
- Neither Bede's nor the host school will be responsible for personal devices which are damaged or lost whilst at the Summer School
- Neither Bede's School nor the host school will provide technical support for personal devices

SITE SECURITY

Comprehensive procedures are in place for handling a security or safety emergency:

- At the airport on arrival or departure
- At any Bede's centre
- In the vicinity/local area of the centre
- On trips and excursions

This includes procedures for verifying the whereabouts and safety of students, group leaders and staff, communication with group leaders, staff, students, their parents and representatives.

FIRE SAFETY

Fire Evacuation

During your stay with us, it is very important that you know what to do in case the fire alarm goes off, so please familiarise yourself with these steps:

1. When you hear the alarm (a loud bell sound), stop what you are doing immediately.
 2. Leave the building immediately by the nearest Fire Exit and go to the Assembly Point.
DO NOT stop to collect any of your belongings.
DO NOT use lifts.
DO NOT go back into the building for any reason.
 3. If all Fire Exits are blocked, close all the doors and windows and wait for help.
 4. At the Assembly Point, gather around the staff member in charge whilst the register is taken.
 5. Wait calmly and quietly with the staff member.
DO NOT wander off to speak with your friends because the staff might think you are missing.
 6. Only enter the building again when you have permission from the staff or from the Fire Service.
- Never enter a building if the Fire Alarm is ringing.

Bede's staff will show you the quickest escape route from your bedroom when you arrive.

Fire Prevention

It is important that we do everything we can to reduce the risk of fire:

1. Do not use irons or similar items in your bedroom. Speak to your House Parent if you would like to iron your clothes.
2. If you use hair straighteners, do not put them on a carpet or bed when hot and make sure you unplug them after use.
3. Do not plug more than one electrical item in one socket.
4. Always use an adaptor if your item has a different plug from the one we use in England.
5. Do not attempt to change fuses yourself. See your House Parent.
6. Keep Fire Doors closed – if you see a Fire Door that is open all the time, speak to a member of staff so they can find out who is leaving it open.
7. Do not block Fire Exits.
8. Keep bedroom floors clear of luggage so that you can get out quickly if you need to.
9. Never play with safety equipment such as Fire Extinguishers, Fire Alarms or Smoke Detectors.

SAFEGUARDING

SAFEGUARDING

Bede's has a responsibility to safeguard and promote the well-being of all the children and young adults attending the Summer School.

It does this by:

- Providing safe and effective care for children
- Looking after children's physical health and mental well-being
- Protecting children from any form of maltreatment from staff, visitors or other students
- Supporting vulnerable children
- Taking prompt and effective action in case of any concerns

Privacy & Security

1. Students must not disclose their username or password.
2. Accessing or hacking restricted areas of the school network is forbidden.
3. Students must not take/share/distribute photos or videos of other students without their consent.

Digital Communication

1. Internet use during lessons must be for educational purposes only.
2. Students must not use VPNs or any other means to bypass the school's filtering system.
3. Using the internet/school network to obtain, store, print, display or share any material which is obscene or abusive is forbidden.

Peer-on-Peer Abuse

Students who maltreat or abuse other students will not be tolerated at Bede's.

- Bullying/Cyberbullying (see page 13)
- Physical violence
- Sexual harassment/violence
- Sexting (sharing indecent images)
- Initiation/hazing activities

Any incidents of abuse will have very serious consequences.

DESIGNATED SAFEGUARDING LEAD

If you have any reason to feel uncomfortable at Bede's and you do not want to speak to a member of staff at your centre, you can contact one of the following people:

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

In an emergency, you should speak with the Centre Director, Welfare Manager or any staff member at your centre.

SAYING
GOODBYE

WHEN YOU LEAVE

Packing

Your House Parent will tell you when you need to pack your suitcase. Make sure you pack all of your clothes and personal belongings and make sure you have not left anything in the laundry. Check your wardrobe, drawers, shelves and also under your bed! If you need any help with your packing, ask your House Parent.

Leavers' Ceremony

There will be an official Leavers' Ceremony on your last evening where the Centre Director will present departing students with their course certificate, English report, activities diary and any awards or prizes they may have won.

Do not forget

Make sure you take with you:

- Your Bede's folder and all of your classwork
- Your course certificate, English report and activities diary
- Any souvenirs and presents you have bought
- All your clothes and personal belongings
- The contact details of your new friends!
- Any other awards or prizes you have won

Lost Property

Bede's is not responsible for your lost property. If located, we can return by post and all costs will be charged to the Parent.

Check Out

Make sure you arrive at the office at the correct time to check out; if you need to get up very early, the staff will wake you up. Checking out means:

- Signing the check out form
- Collecting your tickets and passport
- Collecting any unspent pocket money and foreign currency
- Collecting any medicines you are taking
- Collecting any valuables

Departure

A staff member will take you to the airport/station in plenty of time to check in for your flight/train. They will help you with your bags and with the check in process. They will then take you to passport control, but they are not allowed to enter the airside waiting lounge. A Bede's representative will wait at the airport/station until your flight/train has departed.

Extra Charges

Bede's is not responsible for paying any excess baggage or UM (Unaccompanied Minor) charges. Make sure your suitcase is not overweight as excess baggage can cost up to £10 per kilo, depending on the airline.

KEEPING IN

TOUCH

CONTACT US

Little Explorers (Eastbourne)

Telephone +44 1323 356699 (9am–9pm)
Email eastbourne@bedes.org
Address Bede's Summer School, Duke's Drive, Eastbourne, East Sussex BN20 7XL

Little Explorers (Vinehall)

Telephone +44 1580 883052 (9am–9pm)
Email vinehall@bedes.org
Address Bede's Summer School, Vinehall School, Robertsbridge, East Sussex TN32 5JL

Young Influencers (Handcross)

Telephone +44 1444 405732 (9am–9pm)
Email handcross@bedes.org
Address Bede's Summer School, Handcross Park School, London Road, Handcross, Haywards Heath, West Sussex RH17 6HF

Adventures in English (Windlesham)

Telephone +44 1903 874803 (9am–9pm)
Email windlesham@bedes.org
Address Bede's Summer School, Windlesham House, Washington, Pulborough, West Sussex RH20 4AY

English Plus (Dicker)

Telephone +44 1323 356703 (9am–9pm)
Email dicker@bedes.org
Address Bede's Summer School, Upper Dicker, Hailsham, East Sussex BN27 3QH

English Plus (Lancing)

Telephone +44 1273 465941 (9am–9pm)
Email lancing@bedes.org
Address Bede's Summer School, Lancing College, Lancing, West Sussex BN15 0RW

Pro Dance/Pro Football (Dicker)

Telephone +44 1323 356703 (9am–9pm)
Email dicker@bedes.org
Address Bede's Summer School, Upper Dicker, Hailsham, East Sussex BN27 3QH

WHO TO CONTACT

ENQUIRY	CONTACT HEAD OFFICE	CONTACT CENTRE
Changes to booking	✓	
Changes to transfer details	✓	
Flight delays/cancellations	✓	
My child needs more money	✓	
Problem on arrival day	✓	
Has my child arrived?		✓
My child is sick		✓
Speak to my child		✓

Head Office

Telephone +44 1323 356688 (8am–6pm)
Email summer.school@bedes.org
Address Bede's Summer School, Upper Dicker, Hailsham, East Sussex BN27 3QH

24-hour emergency mobile

+44 7713 565857

This number must only be used in an emergency, if you cannot make contact with the centre or Head Office.

Cover image: Dicker

AMBITIOUS BEDE'S SUMMER SCHOOL

Bede's Summer School
Upper Dicker, Hailsham
East Sussex BN27 3QH

T +44 1323 356688
summer.school@bedes.org
bedessummerschool.org

Accredited by the



for the teaching
of English in the UK