BEFORE YOU ARRIVE
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:

<table>
<thead>
<tr>
<th>ACADEMY</th>
<th>ITEMS TO BRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventure Sports</td>
<td>• Old clothes and trainers that can get wet</td>
</tr>
<tr>
<td>Basketball</td>
<td>• Trainers</td>
</tr>
<tr>
<td>Dance (Commercial Pop)</td>
<td>• Leggings, loose trousers or tracksuit bottoms</td>
</tr>
<tr>
<td></td>
<td>• Clean trainers</td>
</tr>
<tr>
<td>Football</td>
<td>• Football boots and trainers</td>
</tr>
<tr>
<td>Golf</td>
<td>• Golf shoes or trainers</td>
</tr>
<tr>
<td></td>
<td>• Golf clubs</td>
</tr>
<tr>
<td></td>
<td>• Golf clubs are provided if required</td>
</tr>
<tr>
<td>Horse Riding</td>
<td>• Strong shoes (with heel) or riding boots</td>
</tr>
<tr>
<td></td>
<td>• Riding trousers</td>
</tr>
<tr>
<td></td>
<td>• Riding hats are provided</td>
</tr>
<tr>
<td>Swimming</td>
<td>• Swimming costume (not bikini)</td>
</tr>
<tr>
<td>Tennis</td>
<td>• Clean trainers</td>
</tr>
<tr>
<td></td>
<td>• Tennis racket</td>
</tr>
<tr>
<td></td>
<td>• Tennis rackets are provided if required</td>
</tr>
</tbody>
</table>

Some academy sessions may take place during free time or run into free time.
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 Pocket money is kept in the centre bank and small amounts can be withdrawn daily at arranged times.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 2 or 3 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.
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 8 levels from Complete Beginner to Proficiency.

<table>
<thead>
<tr>
<th>COMMON EUROPEAN FRAMEWORK</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A0 Complete Beginner</td>
</tr>
<tr>
<td>2</td>
<td>A1 Beginner</td>
</tr>
<tr>
<td>3</td>
<td>A2 Elementary</td>
</tr>
<tr>
<td>4</td>
<td>A2 Pre-Intermediate</td>
</tr>
<tr>
<td>5</td>
<td>B1 Intermediate</td>
</tr>
<tr>
<td>6</td>
<td>B2 Upper Intermediate</td>
</tr>
<tr>
<td>7</td>
<td>C1 Advanced</td>
</tr>
<tr>
<td>8</td>
<td>C2 Proficiency</td>
</tr>
</tbody>
</table>

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.

Lessons

<table>
<thead>
<tr>
<th>CENTRE</th>
<th>HOURS/ WEEK</th>
<th>ENGLISH SKILLS</th>
<th>STORY TIME</th>
<th>EXPLORATIONS</th>
<th>21C SKILLS</th>
<th>ADVENTURE ACTIVITY</th>
<th>ENRICHMENT</th>
<th>RESEARCH PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastbourne</td>
<td>17½</td>
<td>7½</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handcross</td>
<td>16</td>
<td></td>
<td></td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windlesham</td>
<td>20</td>
<td>10</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claremont</td>
<td>20</td>
<td>10</td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dicker</td>
<td>22½</td>
<td>12½</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Lancing</td>
<td>22½</td>
<td>12½</td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Legat Dance</td>
<td>12½</td>
<td>12½</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

21C Skills
These task-based projects are designed to develop the following skills to help students reach their full potential: Collaboration, Creativity, Critical thinking, Imagination, Information Literacy, Problem-solving, Teamwork.
**Adventure Activity**
Adventure Activities offer students a practical lesson outdoors, focusing 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)**

<table>
<thead>
<tr>
<th>EXAM</th>
<th>DEDICATED MINIMUM EXAM PREPARATION TIME PER COURSE</th>
<th>EXAM PREPARATION INSTEAD OF</th>
<th>LEVEL REQUIRED</th>
<th>CENTRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 Preliminary</td>
<td>17½ hours/2 weeks 35 hours/3 weeks</td>
<td>English Skills &amp; Enrichment</td>
<td>B1 (Intermediate)</td>
<td>Dicker</td>
</tr>
<tr>
<td>B2 First*</td>
<td>24½ hours/2 weeks 42 hours/3 weeks</td>
<td>English Skills &amp; Enrichment</td>
<td>B2 (Upper Intermediate)</td>
<td>Lancing</td>
</tr>
<tr>
<td>C1 Advanced*</td>
<td>38½ hours/3 weeks</td>
<td>English Skills &amp; Enrichment</td>
<td>C1 (Advanced)</td>
<td>Lancing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CENTRE</th>
<th>DEDICATED EXAM PREPARATION</th>
<th>EXAM PREPARATION INSTEAD OF</th>
<th>EXAM DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windlesham</td>
<td>5 hours total</td>
<td>Explorations</td>
<td>Fri 19 July 2019</td>
</tr>
<tr>
<td>Claremont</td>
<td>5 hours total</td>
<td>Explorations</td>
<td>Fri 2 August 2019</td>
</tr>
</tbody>
</table>

**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 2 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**

<table>
<thead>
<tr>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice of cereals and milk</td>
<td>Roast beef or chicken</td>
<td>Spaghetti bolognaise</td>
</tr>
<tr>
<td>Selection of breads and pastries</td>
<td>Vegetarian lasagne</td>
<td>Vegetable curry and rice</td>
</tr>
<tr>
<td>Toast, butter and jam</td>
<td>Roast potatoes</td>
<td>Garlic bread or poppadoms</td>
</tr>
<tr>
<td>Scrambled eggs</td>
<td>Carrots and cabbage</td>
<td>Salad bar</td>
</tr>
<tr>
<td>Fruit</td>
<td>Salad bar</td>
<td>Chocolate gateaux</td>
</tr>
<tr>
<td>Tea and coffee</td>
<td>Cheese and biscuits</td>
<td>Fruit</td>
</tr>
<tr>
<td></td>
<td>Water</td>
<td>Water</td>
</tr>
</tbody>
</table>

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.

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</tr>
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<td></td>
<td>Water</td>
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You must go to all meals. Bede’s staff will help you to find things to eat if you don’t recognise the food.
**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 as 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 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.

On Tuesdays at Claremont only, students will take a free time trip to either Battle or Hastings from 15:15 onwards (Academy students will join the trip after their Academy).

**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
- Bede’s Got Talent
- Disco
- Fashion Show
- Formal Dinner and Dance
- House Competitions
- Karaoke
- Messy Games
- Mini Olympics
- Music Quiz
- Nerf Wars
- Pantomime
- Pool Party
- 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:

<table>
<thead>
<tr>
<th>AGE</th>
<th>POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–12</td>
<td>Students are accompanied and supervised by Bede’s staff at all times</td>
</tr>
<tr>
<td>13–18</td>
<td>Students are allowed some free time away from the staff, but must stay in groups of at least 3 students</td>
</tr>
</tbody>
</table>

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:

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

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.
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.

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
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.

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
# 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 12).

**You must not**
- Purchase or drink alcohol
- Purchase cigarettes or smoke (includes e-cigarettes and vaping)
- Use your mobile in class unless authorised by your Teacher
- 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.

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## AWARDS

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

<table>
<thead>
<tr>
<th>AREA</th>
<th>AWARD NAME</th>
<th>AWARD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Academic Achievement</td>
<td>Certificate</td>
</tr>
<tr>
<td>English</td>
<td>Best Communicator</td>
<td>Certificate</td>
</tr>
<tr>
<td>English</td>
<td>Best Speaker</td>
<td>Certificate</td>
</tr>
<tr>
<td>English</td>
<td>Most Effort in English</td>
<td>Certificate</td>
</tr>
<tr>
<td>English</td>
<td>Most Improved English</td>
<td>Certificate</td>
</tr>
<tr>
<td>English</td>
<td>Outstanding Performance</td>
<td>Certificate</td>
</tr>
<tr>
<td>Sports &amp; Activities</td>
<td>Best Actor</td>
<td>Certificate</td>
</tr>
<tr>
<td>Sports &amp; Activities</td>
<td>Best Artist</td>
<td>Certificate</td>
</tr>
<tr>
<td>Sports &amp; Activities</td>
<td>Best Team Player</td>
<td>Certificate</td>
</tr>
<tr>
<td>Sports Academy</td>
<td>Most Improved Player</td>
<td>Certificate</td>
</tr>
<tr>
<td>Sports Academy</td>
<td>Player of the Week</td>
<td>Certificate</td>
</tr>
<tr>
<td>Personal/Social</td>
<td>Best Attitude</td>
<td>Certificate</td>
</tr>
<tr>
<td>Personal/Social</td>
<td>Best Behaved Student</td>
<td>Certificate</td>
</tr>
<tr>
<td>Personal/Social</td>
<td>Best Kept Bedroom</td>
<td>Certificate</td>
</tr>
<tr>
<td>Personal/Social</td>
<td>Most Helpful Student</td>
<td>Certificate</td>
</tr>
<tr>
<td>Personal/Social</td>
<td>Most Punctual Student</td>
<td>Certificate</td>
</tr>
<tr>
<td>Personal/Social</td>
<td>Outstanding Behaviour</td>
<td>Gift/Present</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff warning</td>
</tr>
<tr>
<td>Be late for a meeting, lesson or activity</td>
<td>✔</td>
</tr>
<tr>
<td>Drop Litter</td>
<td>✔</td>
</tr>
<tr>
<td>Keep bedroom untidy</td>
<td>✔</td>
</tr>
<tr>
<td>Be rude to students or staff</td>
<td>✔</td>
</tr>
<tr>
<td>Use bad language/gestures</td>
<td>✔</td>
</tr>
<tr>
<td>Damage school property*</td>
<td>✔</td>
</tr>
<tr>
<td>Bullying (includes cyberbullying)</td>
<td>✔</td>
</tr>
<tr>
<td>Steal or shoplift</td>
<td>✔</td>
</tr>
<tr>
<td>Buy, possess, use or supply cigarettes/ e-cigarettes</td>
<td>✔</td>
</tr>
<tr>
<td>Buy, possess, use or supply alcohol</td>
<td>✔</td>
</tr>
<tr>
<td>Buy, possess, use or supply drugs</td>
<td>✔</td>
</tr>
<tr>
<td>Use physical violence</td>
<td>✔</td>
</tr>
<tr>
<td>Break the law</td>
<td>✔</td>
</tr>
</tbody>
</table>

*Pay for repair/replacement

The behaviours and consequences illustrated above 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 Discipline & Exclusion Policy is available on our website and can be provided on request.

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**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

- **Cyber-bullying** 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.
SAFETY

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.

<table>
<thead>
<tr>
<th>6–7 YRS</th>
<th>8–10 YRS</th>
<th>11+ YRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:6</td>
<td>1:10–15</td>
<td>1:15–20</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>6–11 YRS</th>
<th>12+ YRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:15</td>
<td>1:20</td>
</tr>
</tbody>
</table>

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.

NEED HELP?

If you feel sick

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.

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.

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>SEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem with your room</td>
<td>See the Welfare Manager</td>
</tr>
<tr>
<td>Problem with your class</td>
<td>See the Academic Manager</td>
</tr>
<tr>
<td>Problem with the activities</td>
<td>See the Activities Manager</td>
</tr>
<tr>
<td>Problem in your house</td>
<td>See your House Parent</td>
</tr>
<tr>
<td>Problem with the food</td>
<td>See the Welfare Manager</td>
</tr>
<tr>
<td>Serious problem</td>
<td>See the Centre Director</td>
</tr>
</tbody>
</table>
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.
   At the Assembly Point, gather around the staff member in charge whilst the register is taken.
   - 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.
   - 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.
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 your bedroom deposit – if no damage has occurred
- 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.
## 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

**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

**Adventures in English (Claremont)**  
Telephone  +44 1580 230999 (9am–9pm)  
Email  claremont@bedes.org  
Address  Bede’s Summer School, Claremont Senior School, Bodiam, Robertsbridge, East Sussex TN32 5UJ

**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

**Legat Dance (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
---|---|---
Academy changes/cancellations | ✓ |  
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.