



BEESTON HALL SCHOOL



Prep. School Parents' Handbook

2021/22

Beeston Hall School

School Office

E-mail address:

Website:

01263 837324

office@beestonhall.co.uk

www.beestonhall.co.uk

Bursar's Office:

E-mail address:

01263 838724

sl@beestonhall.co.uk

Boarding House Parents:

Main House 01263 889288

Matrons' Emergency Mobile Number:

Matrons' Email address:

07729 525397

matrons@beestonhall.co.uk

Beeston Hall School, West Runton, Cromer, Norfolk NR27 9NQ

Registered Charity 311274

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WELCOME

This booklet has been produced by the school and the Friends of Beeston (FoBs) together to cover all the basic information you need, especially for the first few weeks of school.

If you have been at Beeston for a while, it will also act as a guide to key information that becomes relevant as your child progresses through the school or to information that is updated annually.

The information is listed in sections for ease of reference.

Key policies can be found on the parents' portal of our website and you will be sent the parents log-in separately by email.

We hope that you will find this handbook useful.

Our main priority is that children should enjoy school and, from this, gain confidence to develop as young people, achieving in their areas of strength and having the courage to try new things as their independence increases. We firmly believe that confronting failure is tied to the formation of a resilient, grounded character and we hope that children will exhibit a 'have a go' spirit, within the small and safe context of Beeston, enabling them to enjoy fulfilling lives in which they contribute.

Beeston is famed for being a close and friendly community, welcoming all. The school has no official PTA but something much better in the ***Friends of Beeston*** (or ***FoBs*** as they are known). The ***FoBs*** have occasional meetings and also gather on Monday mornings to chat over coffee. It is an informal group which aims to bring people together and is committed to helping the children learn about the importance of charity through fund-raising activities for nominated charities. Parents also gather to support matches, concerts, plays and other school events throughout the school year. Events are always clearly marked in the termly calendar which is sent out before the start of each term as well as being available on the school's website.

Further details about FoBs is included at the back of this Handbook and on the Parents' Board section of the parents' portal.

CONSTITUTION OF THE SCHOOL AND GOVERNING BODY

We are an educational charitable trust, administered by a board of governors in membership with the Incorporated Association of Preparatory Schools. The School was established in 1948 in a Regency house standing about half-a-mile from the sea, in 30 acres of land adjoining the National Trust estates of Felbrigg Hall and Sheringham Hall.

Beeston Hall School Trust Limited is a company limited by guarantee which is also a charity. Copies of the Memorandum and Articles of Association are available for inspection, if required, from the Bursar.

As directors of the limited company, the School's Governors are responsible under the Companies Act for the financial management and control of the school. As Trustees of the registered charity, they are also accountable to the Charity Commission.

The Board of Governors is comprised of up to ten to twelve members, who bring experience and expertise from all the relevant fields of education, health, finance, marketing, business and the law. Several members currently have or have had children in the school. Governors are retired and re-elected by rotation, and normally serve for a period of five years.

The full Board of Governors meets once every term. Additional committee meetings are held regularly to address financial, educational and forward planning issues in more detail. The Headmaster and the Bursar attend all meetings.

Governing Body

The Earl of Leicester (Chairman)

G. Able (Vice Chairman)

I.A. Barber

D.E. Brown

Mrs. K. Goodley

M. Giles

H. Hammond

Mrs. H. Lindsell

Mrs. C. Newbury

J. Pallister

Dr. P. Ripley

G.S. Webster

The Whitaker Trust Children's Charity

The Whitaker Trust Children's Charity was formed in 1984 with funds left to the School by a past Governor, and named after the then Chairman of Governors, Hugh Whitaker.

Limited funds can be made available to parents with children at Beeston who experience unforeseen financial difficulty, in order that their children do not suffer a disruption to their education at Beeston. An application for assistance should initially be made to the Headmaster and a means-tested form then completed for presentation to the Charity's Trustees.

COVID-19

We continue to review and apply government advice, as we have done since the start of the pandemic, which, with careful preparation, has enabled us to complete a successful year at Beeston. We will be updating our policies, procedures and provision to comply with any government published guidance and this will be communicated to parents at the appropriate time. Currently, we expect parents to wear face covering inside school buildings and observe social distancing rules. Staff and pupils in Year 7 and 8 carry out twice weekly lateral flow tests.

THE SCHOOL DAY

The weekly timetable is shared each year by mentors with their tutees and parents. However, in brief, on Monday to Friday, the day starts at 0810 with a registration and mentor period. There are then two lessons followed by a break. Years 5 and below then have one more lesson before lunch. Years 6 and above have two lessons before lunch. In the afternoons there are three lessons for years 3 to 5 and two lessons for years 6 and above. From 1600 until 1625 there is either an assembly or mentor time. Games afternoons are Wednesday for Year 5 and above and Saturday for Year 4 and above, and Friday afternoon for Years 3 and 4. Although games takes place on 5 days a week and is separate from PE.

All Day pupils may go home at 4.30 pm unless they are staying for an optional activity (Y3-5) or for prep (Y6-8). From 4.45 pm prep. sessions run for Years 6-8. Day pupils may complete prep at home or are equally welcome to stay and attend supervised prep. sessions at school.

Optional Junior Activities run for Years 3-5 from 4.45 pm until 5.45 pm.

On Saturday - For Yrs 4 – 8 there is a Church Service at Beeston Regis Parish Church followed by three lessons including Year 4 and 5 Forest schools. This is followed by lunch and then Games. Collection is at 4.30pm.

Drop Off and Collection Times

Drop Off Times for Day Children

Day children arrive between 8.00am and 8.15am and go directly to their classrooms. Children should be dropped off as follows:

- Years 6, 7 and 8 – Front of school
- Years 2, 3, 4 and 5 – Back Gate
- Reception and Year 1 – park under the trees and walk to the Pre-prep back gate
- Families with various age groups - Front of school

Arrival	
The school opens for day children	8.00
Teachers arrive in classrooms	8.05
Children in classrooms from	8.05
Registration for all years	8.15-8.30
Dispersal / Collection	
Reception and Yr 1 collection from classrooms	15.30
Year 2 collection from back gate	15.30
Optional activities - Reception, Yr 1 and Yr 2	15.45 - 16.30
Reception and Yr 1 collection post-activities from classrooms	16.30
Yr2 - Yr8 collection from Front of School (sign out with Duty Staff)	16.30
Optional junior activities - Yr 3 - Yr5	16.45 - 17.45
Prep session Yr6 - Yr8	16.45 - 17.45
Yr3- Yr8 collection post activities/prep from Front of School (sign out with Duty Staff)	17.45
Senior activities - Yr6 - Yr8	18.30
Yr3- Yr8 collection post activities/supper from Front of School (sign out with Duty Staff)	19.15

Collection Times for Day Children

Day children can be collected from the Front of school at 4.30pm (after school) or 5.45pm (after optional activities) or 7.15pm (after supper). Please ensure your child has been signed out by the Duty Staff who will be in the Link with the Daily Sign Out book.

Please make sure each day that your child knows if they are staying for supper and activities, what time they are being collected and by whom, so that they can inform their form tutor at morning registration.

Parents are asked to contact the office if they wish another child's parent to collect their child from school or an away match which can then be passed on to the member of staff responsible for the team.

If a parent is delayed, please contact the school so that we can arrange for your child to be looked after. Any child whose parent is more than 15 minutes late for collection at 5.45pm, will be able to have supper in the Dining Room. The parent should then come and collect their child from the Dining Room. Please then sign your child out in the Daily Sign Out book in the Link.

Day Children Sleeping In

Unless there are exceptional circumstances (e.g. widespread illness) Day children may temporarily board if parents are away, etc. if a spare bed is available. Parents should contact the Houseparents to arrange this. A charge of £50 per night will be added to the school bill. No charge is made if boarding is necessitated by early / late School-based commitments, such as sports fixture timings.

If you would like your child to have a 'Try-Boarding' opportunity, please contact our Houseparents to arrange this.

Please email Mr. Lloyd-Peck - dl@beestonhall.co.uk

Arrival and Collection Time for Boarders

At the beginning of term, Boarders should return by 4.30 pm. After Exeats and Half Term, Boarders should return either on Sunday evening by 7 pm or by Monday morning.

At Exeats and Half Term children can be escorted on one of two routes to London: 1) the train to Norwich and all stations en-route to London Liverpool Street or 2) the train from King's Lynn to King's Cross. Parents will receive a form to complete prior to each Exeat. For help with children's travel at any other time, please contact the School Office. Please note supper is not provided after exeats and half term, except for children who live some distance away and who are returning by train.

Collection times at the beginning of Exeats at 4.30 pm and Half Term are at 1 pm.

ADMINISTRATION

a) The School Office

Telephone: 01263 837324 Email: office@beestonhall.co.uk

During term time, the telephone is operational from 8.15 a.m. until 5.00 p.m. Monday to Friday and from 8.30 a.m. until 12.30 p.m. on Saturdays.

For the first and last weeks of the holidays, the Office is open from 9.00 a.m. until 5.00 p.m. Monday to Friday.

At all other times, including exeats, the best method of contacting the school is through an email sent to: office@beestonhall.co.uk which will be dealt with as soon as possible.

The Office is staffed by:

Mrs. Viv Farnell, Registrar: vf@beestonhall.co.uk

Mrs. Alice Mackintosh, School Secretary: office@beestonhall.co.uk (currently on maternity leave)

Mrs Janice Spooner, Headmaster's PA: headmasterpa@beestonhall.co.uk

Out of Hours Emergency Cover

Outside office hours during term time, calls will be answered by the Matrons' department.

Parents unable to contact the Matrons on the landline should ring the Emergency Matrons' No: 07729 525397 or the Boarding Houseparents by email dl@beestonhall.co.uk or 01263 889299 regarding urgent medical or other matters.

b) The School Bursar

The School Bursar is responsible for the financial administration of the School (accounting, catering, housekeeping, maintenance, personnel administration and the School shop). All financial matters, including a 'fees in advance scheme', are dealt with by the Bursar at the School. Her office is normally open five days a week between the hours of 9.00 a.m. and 5.00 p.m. Any message for the Bursar outside her office hours should be left with the school office.

Bursar: Mrs. Sandra Lubbock Email: sl@beestonhall.co.uk Tel: 01263 838724

SAFEGUARDING

The welfare of your children is paramount. We encourage all parents to familiarise themselves with our safeguarding policy and note published in each school calendar. We are a *listening* and *telling* school.

What do children do if they want to alert someone to a situation which is causing them distress?

The most important thing is to encourage children to discuss their problem with a member of the school staff so we can help them. Often, just by sharing the problem, it can be easily resolved.

There are many ways of reaching out for help:

- A mentor or mentor.
- Any member of staff.
- A friend or an older pupil.
- Contact home by either telephone or letter or email.
- The school DSL (Designated Safeguarding Lead), Mr. Paul Leaver 01263 837324.
- Children can speak to our 'independent listener', who is Mrs. Bobbie Coe: 01263 860097 or 07887 603021.
- Childline: 0800 11 11
- NSPCC: 0808 8005000.
- The Office of the Children's Commissioner, Mrs Anne Longfield: 0800 5280731

There are 'Bring it to the Nest Boxes' on both the boys' and girls' side of the boarding houses as well as being dotted around the school (in the Link, outside the Surgery and in the two main classroom blocks) where anonymous notes can be posted.

WELLBEING, SUPPORT and RULER

The wellbeing of children is central to the vision of Beeston, as they explore, develop, take risks, confronting failures and limitations, as well as celebrating progress and success. In line with our holistic approach to education, we acknowledge all aspects of a child's experience (medical, language and learning needs, behaviour, emotional and physical development, as well as family situations) and we seek to provide support in a coordinated and collaborative way. Learning support takes place but, in this way, connected to the system of RULER through the whole school community.

RULER is now a key part of pastoral care at Beeston: an 'evidence-based approach for integrating social and emotional learning into school'*, developed by the Yale Center for Emotional Intelligence. RULER teaches the necessary skills to recognise, understand, label, express and regulate emotion in an effort to develop emotional intelligence. Over the last year, children participated in a progression of key activities beginning with the development of a Class Charter and Family Charter, outlining the feelings the children wish to experience within their class, including actionable steps to ensure they are able to feel as such each day. We then introduced the 'Mood Meter', a four-quadrant chart which allows the children to plot their current emotion, based on the levels of pleasantness and energy behind their emotion. The simple act of placing oneself on the 'Mood Meter' helps children be reflective about how they feel and to notice how it might have an impact on their behaviour. This was followed by introduction of the 'Meta-Moment' to guide responses and triggers by imagining one's 'best self'. Finally the children are encouraged to develop their own 'Blueprint' for reflecting upon and resolving conflict. With time and supported practice, each of these 'anchors' of RULER have been utilized by the children on a daily basis and developed upon during PSHEE sessions. Each year we will continue with parent workshops or RULER Family Learning sessions, where the parents can take part in a RULER session alongside their child, in order to further embed the RULER system of emotional intelligence.

*<http://ei.yale.edu/ruler/ruler-overview/>

PASTORAL CARE

Form Mentoring and Mentoring is at the heart of our system of pastoral care. Virtually every member of the teaching staff is involved in the mentoring and mentoring system, either as a form mentor or as a mentor to a year group.

The form mentor is the first point of contact for parents and is always available to answer any questions and discuss any issues that may arise. Contact is advised either via direct e-mail or through the School Office who will be able to pass on any messages.

Opportunities are provided throughout the year for parents to meet with their child's mentor/mentor, whose aim is to get to know every child and provide him or her with the support they need in order to thrive. Most children will be in a mentor group of between 5 – 8 pupils therefore the mentor will get to know them very well and vice-versa. Mentors will have lunch with their groups twice weekly.

The academic team is led by the Deputy Head Academic, Mr Paul Leaver, overseeing all matters relating to teaching and learning in the school, including exams, future schools, timetable and assessment.

The pastoral team is led by the Deputy Head Pastoral, Mr Bob Hammond, overseeing all matters relating to the wellbeing of all pupils in the school.

If children feel that they cannot talk to their own form mentor or their mentor, they are then encouraged to talk to those with whom they feel comfortable, and these lines of communication include the other staff, Houseparents, the School Nurse, the Chaplain and the Headmaster and his wife.

Anti-Bullying

At Beeston we believe that all pupils have the right to be safe and happy. Bullying is not acceptable. We have a countering bullying policy which recognises the need to be vigilant and a robust reporting structure is in place to ensure this. A copy of our countering-bullying policy is available from the office and/or on the school's website.

CONTACTING STAFF

Staff are always happy to hear from parents, should you have a query or want to discuss your child. Email is the most efficient method of contacting members of staff for brief, non-urgent issues (given their full teaching schedules). If you have an urgent enquiry, please call the School Office.

At the same time, you are asked to consider the 'Hundred Word Rule'. Email is an efficient means of disseminating brief information. It is a very inefficient medium of dialogue concerning an emotive subject, such as your child. When typing, if you reach a hundred words, we would strongly encourage you to pick up the telephone and arrange to speak to the relevant member of staff, either on the phone or in person.

Staff E-mail

Each member of staff has an e-mail address at School. To contact staff please type in their **C**hristian and **S**urname initials followed by '@beestonhall.co.uk'.

For example Holly Davies is hd@beestonhall.co.uk.

The only exceptions are: Mr. Hammond – bh; Mr. Lloyd-Peck – dl; Mr Whitworth – saw; Mr Caswell – lwc; Mr. Reynell – crr; Miss Spooner – headmasterpa; Mrs. Cowan – rjc

A Who's Who of staff and their contact details are listed at the back of this handbook. The most up to date list can also be found on the website.

COMMUNICATION WITH PARENTS

Aside from the specific pastoral, curricular and co-curricular instances outlined in this handbook, the School communicates with Parents in a number of ways:

a) Parent Portal

The most up to date information can be found on the secure Parents' Portal: from Team Lists and Music Timetables to Policies and FoBs events. You will be sent the log-in via email.

b) Headmaster's Newsletter

The weekly newsletter is a cheery summary of the week gone by together with information and links to the week ahead.

c) Termly Calendar

A calendar in PDF format is issued to all parents at the start of term.

The school calendar can also be downloaded onto your mobile phone or computer from the calendar section of the website by opening the events calendar and then scrolling down to the bottom and pressing the ICAL import button.

d) 'iSAMS' - School Management Information System

The school uses iSAMS for all communication. Parents are given a log-in to access children's Reports and Assessments.

In order to ensure that we have up-to-date contact information for all parents, please take time to provide the school with a full record of your mobile number(s) and e-mail address(es).

Your contact information is stored on a secure computer that can only be accessed by Beeston staff and will only be used for parental communications. If at any point you do not wish the school to use your contact information in this way, please let the school know and you will be removed from the system.

LEADERSHIP AND TEAMWORK

There are many opportunities for children to take on positions of responsibility, such as Lunchtime Legends in the pre-Prep, to house captaincy, school council representative, form captain, sports team captaincy, dorm captaincy, food council and environmental monitors in the Prep School. Pupils are encouraged to see they have a stake in their own futures and contribute thus, whether it be decisions on the food committee, a balloon debate or house duties at lunchtimes. We very much value a team approach.

School Council

School council comprises Years 3 to 8 and meets fortnightly at breaktime in The Den, with drinks and snacks. The Council is chaired by the Headmaster, or one of the Deputy Headmasters and discusses a range of school issues regarding feedback, strategy, development, diary and topical changes.

Rewards and Sanctions

Good manners and good conduct lie at the heart of life at Beeston. However, children themselves understand the importance of guidelines and discipline, since a sense of fairness is paramount for them. Therefore we consider school rules as being necessary for the happiness and success of our school community. Most children will pass through school without serious sanction - a word of advice or caution is sufficient. In all cases, however, we want to ensure mutual respect between staff and pupils in conjunction, where necessary, with parents, based on two key points:

- common sense prevails at all times
- treat others as you would wish to be treated yourself

Discipline and sanctions within the school is ultimately the responsibility of the Headmaster and he is informed of all serious misdemeanours and those which might involve danger to children or damage to property. Day-to-day discipline is the responsibility of all staff who all play a key role in maintaining good order and responsible attitudes throughout the school.

Positive praise and role modelling are the foundations of rewarding good conduct. Children throughout the prep school are awarded academic and citizenship merits and regularly added into house totals, with Super merit certificates (= 3 merits) awarded through the Headmaster in weekly assemblies. Termly and yearly prizes are awarded for a wide range of achievements, excellence and good conduct.

Strikes are our first level of sanction and this is given to a pupil who commits a small misdemeanor and is generally used to help a child recognise that he or she has not quite made the right decision. If a child receives 3 strikes this equates to 1 demerit.

Demerits are monitored by the Deputy Head pastoral and are given to correct poor performance, poor decision making. Children will be given a 20 minute reflection period with the Deputy Head pastoral. More serious transgressions are escalated to the Headmaster, and will involve loss of free time, a longer period of reflection, community service or exclusion, either internally, or temporarily outside the school.

Houses

The school is divided into four houses (Danes, Normans, Romans and Vikings). The house system is designed to develop in children a sense of care and responsibility towards each other, as well as to provide opportunities for leadership and friendship across age groups. The House system is also maintained to encourage healthy competition between groups at school, with collaboration and teamwork in a range of settings, whether it be household chores or assembly presentations.

Merits are accumulated during sporting, musical, and other co-curricular events when the children compete on behalf of their Houses. Merits are also awarded for good behaviour and work. House Cups are fiercely contested and are awarded amidst great excitement at end of term prize givings.

New Children

Every new child is given a 'shadow' when he or she arrives and is introduced to his/her mentor, houseparents (if boarding), matron and 'shadow'. Shadows remain close to their charges throughout the opening weeks, guiding them, introducing them to their friends and encouraging them to join in games.

Mentors keep a close eye on their new children and help them get their bearings and organise themselves. If boarding, matrons and dorm. captains provide plenty of support and encouragement. For each child this experience will be different and we work hard to ensure that his or her individual needs are met.

Faith

The school is based on Christian principles, with a range of assemblies taken by our Chaplain, Headmaster, staff or visiting speakers. We have a service at Beeston Regis Church on Saturdays at either 8.40 am or 12.10 pm, these are regularly led by visitors from senior schools or our Chaplain, and Mass in our school Chapel for Roman Catholics. Parents are welcome to either of these and to join the Headmaster and his wife for a coffee and sandwich afterwards.

Food/Meals

Members of staff accompany children at meal times. Lunch consists of a home-cooked two course hot meal, with a vegetarian option, jacket potatoes and an extensive salad bar is always available. Fresh fruit or yoghurt is a regular alternative to pudding. A snack is served at morning break, along with fruit and healthy biscuits or fruit are served during afternoon break. The Week's Menu is available on the parents' section of the Parental Portal and the website.

Regular hydration is important so please ensure that your child brings a water bottle to school. Having said this, drinking water is available at various points around school and at lunch time. Please inform the School in writing if your child cannot eat certain foods or is allergic to them. We do try to ensure that each child eats a balanced meal during the school day and we encourage children to try new dishes offered.

A two-course, cooked supper is provided to Boarders at 5.45 pm. There is no extra charge for any Day children for whom arrangements have been made to stay for supper because they are taking part in an activity, a play rehearsal or some other school based occupation.

ACADEMIC MATTERS

Beeston Hall School encourages a genuine desire to learn, developing a positive attitude to work and an awareness of the need for industry and perseverance. We aim to ensure that the children will find the work challenging, interesting and enjoyable.

Streaming and setting

With an average class size of approx. 14, the school is able to give considerable individual attention and support to each child. However, the school is well equipped to deal with both ends of the academic spectrum.

In the Years 6 to 8, each age group is divided to make for small classes. In Year 5, children are set for English, Maths and French with autonomy given to those subjects. All other classes are set as their mentor group. In Year 6 and upwards, English setting drives sets for Latin, Science and humanities. Maths and French set autonomously. This enables a child to work at his or her appropriate speed and ability in each subject.

Assessment and Reporting

Pupils' progress is monitored by their mentors, where the children's efforts and achievements are fully discussed by the staff. An Assessment card is sent to parents at half-term and effort and achievement grades are included in the end of term reports.

In Year 8 there are exams each term, culminating in the Common Entrance transfer exam for some where early entrance exams are not taken. In Year 7 there are examinations in the Lent and Summer terms, while in Year 6 and Year 5 there are end of year exams in the Summer Term.

An appraisal of each child's efforts is given in his or her report. School Reports are sent home at the end of each term with Parent-Teacher Meetings scheduled in the Michaelmas Term (clearly marked in the School Calendar).

Reports from peripatetic music staff are included in the Michaelmas and Summer term reports but a one-to-one parent morning is arranged during the Lent term.

Curriculum

The curriculum is designed to support the all-rounder. The eight academic subjects examined at Common Entrance (English, Maths, Science, French, Latin, History, Geography and Theology, Philosophy and Religion (TPR)) are the foundation of this, but are supported by Theatre Studies, Physical Education, Music, Drama, Design Technology, Computing and Art which are all timetabled as well. Reasoning is timetabled for Years 3 to 5 and PSHEE is taught in Years 3 and above as a discrete lesson and Relationship and Sex education is taught by form mentors in dedicated mentor time. Forest Schools is taught from Reception to Year 5.

The greatest allocation of time is given to the foundation subjects of Maths and English and as the children work their way up the school, Science and French are allocated more lessons, with Latin introduced in Year 6, preceded by a fortnightly session on Classics in Year 5.

All Heads of Departments have produced schemes of work which take into account, where applicable, the requirements of the National Curriculum as well as fulfilling the requirements of the 13+ Common Entrance (CE) syllabus.

For those children sitting scholarship examinations to their next senior school, it is intended that they should have covered their CE syllabus before starting out on the scholarship syllabus of each department. Potential scholars are identified as early as possible by the Director of Studies, in consultation with other staff, to allow them the opportunity to work at an advanced pace and so create the time necessary to extend their studies into more scholarly disciplines.

Meet the Mentor evenings are arranged for the beginning of the Michaelmas term and a Senior Schools' evening is arranged during the Lent term.

Music

All children have a weekly class music lesson. In addition there are instrumental and choral groups giving opportunities for practice and performance throughout the year, both in school and beyond. A separate Music Department booklet is included in the information file provided and is also available from the parents' portal giving more detail about individual musical tuition. If you would like your child to have instrumental tuition please complete the form and return it to the School Office. Most pupils undertake individual tuition in at least one instrument. Fees are paid directly to the peripatetic teachers in advance. A term's notice is required for cancellation of music lessons. The school has a limited number of instruments for loan, or trial, but many children have their own instruments, which we ask parents to insure. If an instrument is particularly valuable, please notify the Director of Music in writing. Instruments should be clearly named and left in the Music Room whilst in school.

For further information regarding Music at Beeston please contact:
Mrs Rachel Casey, Director of Music rc@beestonhall.co.uk

Learning Support

Children's progress is carefully monitored from their arrival in school since we are keen to identify any potential areas of concern as early as possible. Any note of concern will lead to the children being screened by the Head of Learning Support. Progress and additional support are discussed in regular meetings. Small classes and experienced, suitably qualified staff, who liaise closely with the Special Educational Needs Co-ordinator, support children's learning.

Parents, mentors and teaching staff are all involved in decisions about the appropriate steps that should be taken. These steps may include support within the classroom, the choice of a set whose pace of work is best suited to the child and the provision of additional English and Maths lessons. Extra help for pupils from the School's Learning Support specialist will incur an additional charge. Sometimes it is necessary to seek further external professional advice about progress, teaching methods or choices of future school. All intervention is designed to encourage children to fulfil their academic potential and to become happy, confident and well rounded.

For further information regarding Learning Support at Beeston contact:
Mrs Poppy Ionides, Head of Learning Support pi@beestonhall.co.uk

Whom do I see if I have a query?

The form mentor is the first point of contact and the person parents can turn to with any concerns regarding their children. Parents can also contact individual subject teachers, Houseparents or, for health concerns in particular, the School Nurse. Contact is advised either via direct e-mail or through the School Office who will be able to pass on any messages.

Headmaster Appointments / Future Schools

Appointments can be made by contacting the Headmaster's PA or the School Office. The Headmaster will see parents and address concerns as soon as is possible. In addition, he is happy to discuss future schools and, in the case of the more popular senior schools, it is advisable to do this in Year 5 or earlier. Parents can view a copy of '**A Guide to Common Entrance and Scholarships**' on the parents' portal which will take you through the journey of choosing a suitable senior school from Year 3 to Year 8.

Future Schools and Scholarships

Beeston prides itself on sending children to a wide variety of local and national schools, where a child's personality, talents and abilities are best suited. Over the last few years children have gone to schools as diverse as:

Ampleforth, Aylsham High, Bedales, Eton, Framlingham, Gresham's, Harrow, Langley, Norwich School, Norwich High School, Oakham, Oundle, Queen Margaret's York, Radley, Repton, Rugby, Sheringham High, Shrewsbury, Stowe, The Leys, Tudor Hall, Uppingham, Wycombe Abbey.

Choosing your child's next school is an important decision, and is one that should be made in conjunction with the school. Now, not only the most competitive schools require children to sit a pre-test two years or more before CE, it has become standard practice. While we should have a reasonably informed idea of your child's capabilities by Year 5, we also believe that prep school gives children the chance to enjoy childhood and develop more gradually. We support the 'late bloomer'.

The easiest way of going about choosing schools is to make an appointment to meet with the Headmaster to discuss possibilities, before looking at several alternatives. You may have already decided where you would like your child to go, and for many this will be an appropriate choice, although if the Headmaster has any doubts as to whether it will be the right school for your child he may suggest alternatives. Parents would then normally book in to see the prospective schools and meet with their Registrar and/or Heads, before coming to a final decision.

Beeston is fortunate to enjoy a remarkable reputation for gaining scholarships in fields as diverse as academia, drama, music, art, sport and all-rounder awards to most of the leading senior schools throughout the country. Children who sit an academic scholarship work at a faster pace than the Common Entrance children to allow time in Year 8 for pupils to concentrate on the more demanding scholarship style papers. For all other types of scholarships, i.e. music, art, sport and all-rounder, children can sit for them from the Common Entrance sets, with the only proviso being that the candidate has to pass Common Entrance to take up any award.

The Deputy Head Academic is responsible for co-ordinating scholarships and for liaising with parents and the senior school to ensure each potential scholar is given every chance to succeed. Please view a copy of '***A Guide to Common Entrance and Scholarships***' on the parents' portal.

For further information regarding the Curriculum or Future Schools please contact:
Mr Paul Leaver, Deputy Head Academic pl@beestonhall.co.uk

BOARDING

Boarders stay in the Main House of the school under the care and management of the Head of Boarding, Mr. Lloyd-Peck, and the Boarding team, who help to make the boarding experience for the children a home from home and as nourishing as possible. The key to its success is continuity and consistency, which is why Beeston encourages full boarding in the upper years. We do offer weekly and flexi boarding as options to progress towards this.

Full Boarding

Children in Years 7 and 8 are encouraged to full board and stay during the weekends besides exeat and half terms – usually about 6 or 7 per term. A very special family occasion with prior notification (where possible) given at the start of the term may be an exception to this. Full boarders are expected to return at the end of an exeat/half term by 7.00pm.

Weekly Boarding

Weekly boarders will routinely go home after sport on a Saturday afternoon and return to school either by 7.00pm on Sunday evening or Monday morning (by 8.15am). Many activities at weekends will appeal to all Beestonians and occasionally there will be opportunities for weekly or flexis to join these. If you wish your child to join a particular weekend, please talk to Mr Lloyd-Peck by the end the first week of term.

Weekly boarders are expected to leave on Saturday and return on Monday morning in their school uniform and blazer. They should sign out on Saturday and in on Monday in the Children's signing out book by the front office.

Flexi-Boarders

Flexi-boarding is in place to help children transition towards boarding or (as occasionally the case) to help families out for an exceptional, defined period (such as a parents needing to be away). It is in place to support boarding for a set number of nights per week (minimum two), as arranged before the start of each term in consultation with Mr Lloyd-Peck. It is vital this agreement and arrangement is stuck to because all the children need to 'know where they are' and full boarders, in particular, are not served by inconsistencies with regard to dorm organisation or friends. We will, where possible, try to ensure your child has the same bed each week. There is a charge of £50 per night.

Outside school commitments

We recognise the importance of supporting boys and girls in their interests outside of school in sport, music, drama etc. and we are a small enough school to be able to 'manage' these on a case by case basis but, for the sake of children's welfare, we must insist on a 9.00pm curfew. We expect both full and weekly boarders to return to school where possible when taken out for these commitments midweek. Any extra lessons and/or coaching must take this into account and the timings should be agreed with the House parent at the start of term.

Please refer to the boarding handbooks available on the parents' portal for further information regarding boarding or email our House parents to discuss any boarding matters:

Mr David Lloyd-Peck dl@beestonhall.co.uk

Overseas Pupils

For children who live abroad and want to come to Beeston for an extended period (a year or more), before moving onto a senior school in the UK, we ask that some simple assessments are completed so we are aware of the child's ability in English before arriving at Beeston. These assessments will inform us about the level of support for the child will need and whether or not he/she needs extra one-to-one tuition, particularly in the early weeks. We do require a reasonably good level of English so as to be able to understand relatively simple instructions but can arrange for specialist early intervention at a language school (Bishopstrow College) if necessary. We welcome all enquiries from countries around the world.

Our staff recognise and understand the particular and differing needs of the overseas boarder and are fully committed to ensuring that your child's stay at Beeston is a happy and rewarding one. Aspirations and hopes for a child may differ, depending on cultural background, but the underlying purpose in sending your child to Beeston will be the pursuit of excellence in a happy and secure environment. With the correct documentation, the process is straightforward.

Every student seeking more than six months study in the UK must obtain permission to enter the UK in order to study. We contract Newland Chase Education Ltd to assist with the precise legalities of entry and families may employ them directly for assistance with a visit visa application, if necessary. Help is available from the British Mission/Embassy/High Commission/Consulate-General in your own country ([see http://www.fco.gov.uk/ for a list](http://www.fco.gov.uk/)) or from the UK Border Agency (<http://www.ukba.homeoffice.gov.uk/>). No pre-admission visit is required, but international students are asked to undertake an informal assessment of spoken and written ability. Basic English skills are required, but each case will be considered on its own merits.

The right to study for up to 6 months as a visitor is available to any "non-visa national", which totals around 100 countries, not just EEA nationals. The list of countries that DO require visas is as

follows: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list>.

Those that do require a visa do not obtain a student visa under the school's sponsorship if studying less than 6 months, but simply require a visitor visa in the usual way. Students seeking to study in the UK for more than 6 months are required to apply through the Tier 4 System using the school as the licensed sponsor.

Beeston Hall School, as a licensed sponsor, will provide you with a visa letter which is a necessary part of the application process. We are supported by Newland Chase Education for all visa applications. We also have a duty to report to the UKVI to monitor and report anything that would constitute a change of conditions of a child who is sponsored by the school, such as a change in living arrangements or course, as well as absences and delays, as well as when a student withdraws from their course early. In this instance, missing 10 expected contacts (or days) would constitute an unauthorised absence. Notification within 10 working days will also be made for any pupil who fails to enroll. Our friendly office staff will guide and help you through every step of the process and are always available to answer any questions you may have. Enquiries to: office@beestonhall.co.uk.

Exeat weekends for Overseas pupils

When the School closes for Exeat weekends during the term, parents of overseas pupils either make their own arrangements, particularly for the longer exeat weekends, or appointed guardians will look after them. However, children are often invited to spend the weekend with other Beeston families. It is expected that at half terms, which are at least a week, overseas children go home or go to their guardian.

English as an Additional Language – EAL

The EAL department is led by Miss Nicole Williamson, a teacher with over 20 years' experience, who has taught in a range of schools, from private language institutions and international schools, as well as the state and independent sectors in the UK.

We ensure that overseas pupils are provided with as much tailored support as possible from the moment they arrive. Each of our international pupils is assessed for his/her language skills and graded according to the Common European Framework of Reference for Languages. This enables pupils to be placed in small learning groups, or often one-on-one classes, which match their required level of ability.

Throughout the year our overseas pupils work towards passing internationally recognised qualifications, with each pupil entering either KET, PET or FCE Cambridge Examinations in May of the Summer Term.

HEALTH MATTERS

School Nurse: Alison Bailey Email: nurse@beestonhall.co.uk
Resident Matron : Mrs. Kim Marvell

The physical welfare of each child is the personal concern of the School Nurse and matrons, who liaise with the Boarding Houseparents. Parents are informed at once if their child is ill.

Parents unable to contact the Matrons on the School number, outside of office hours, should ring the Emergency Matrons' No.: 07729 525397 regarding urgent medical or other matters.

Medical Form

Please read the school medical form through carefully before completing, as it does require your consent with regard to the administering of certain medicines.

NHS Medical Card

If your child is a boarder, please send his/her NHS card to the school nurse by the beginning of his/her first term along with the completed Medical Form.

School Doctor

The school doctor visits regularly. Every boarder receives a medical examination by the school doctor when entering the school. Full boarders will be registered with the school doctor and their notes will be kept at the school. Weekly and flexi boarders will only be registered at the request of parents. Urgent emergency medical care is still available to all pupils. When visiting your doctor at home in an emergency, during the weekends, exeats or holidays, pupils should register only as a *Temporary Resident*. The school doctor visits the school when necessary.

Our school doctor is: Dr. R. Oliver

48, Overstrand Road, Cromer, Norfolk. Tel. 01263 513148

Medical Conditions and Allergies

The School Nurse compiles and circulates to the staff room and kitchens a booklet with photographs listing all the children's medical conditions and allergies, which is updated termly. Children prescribed epi-pens, have their own 'Emergency Box' in the downstairs surgery. These are taken to away matches, on school trips etc. and all staff are trained in administering them.

Surgery

The main surgery is downstairs, but there is also a smaller surgery upstairs for the dispensing of medicines at children's bedtimes. Children do not hold their own medications, but are encouraged to take some responsibility for remembering to attend surgery, recording their peak flow if asthmatic, etc.

Illness during the Holidays

Please inform the School Nurse if your child has had any illness, operations or medical treatment during the holidays. Please hand all medicines in to the Matrons.

Illness at School

There are two sick bays, one for the boys and one for the girls. Both have their own bathroom, TV, games and reading material. Visitors to sick bay are at Matron's discretion.

The matrons' department will inform parents as soon as possible after their child is admitted to sick bay and continue to keep parents informed for the duration of a child's stay. She will also liaise with the school doctor as necessary and inform parents of any visits to the doctor.

Absence from School for Day Pupils

Please inform the School Office as soon as possible, ideally before registration is completed at 8.30am if your child is unable to come to school. An email is often the quickest and easiest way to

do this: office@beestonhall.co.uk. Following a fever, children must not return to school until their temperature has been normal for at least twenty-four hours.

Dental, Optical and other Special Treatments

Please ensure dental, optical and other treatments should be carried out during the holidays whenever possible.

SPORT AND ACTIVITIES

Physical Education and Games

In addition to a P.E. lesson each week, there is a games session five days per week, with matches normally played on Wednesday / Saturday afternoons and Fridays (Year 3 & 4) (listed in the school calendar), to which parents are welcome to come and watch. Children are grouped by age and ability and coached in these units.

Team lists will be posted under Fixtures on the Parents' Portal. Addresses for away matches can also be found under Fixtures in the Parents Portal.

In the case of inclement weather, parents are advised to telephone after 12 Noon to check if matches are going ahead. Fixture changes will also be posted on the website on the Parents' Portal and match results can also be found here.

In the event of sudden changes to match or travel schedules, we will contact you via email.

Sports Calendar

Term	Boys	Girls
Michaelmas	Rugby	Hockey
Lent	Hockey & Rugby Sevens	Netball
Summer	Cricket, Athletics Swimming and Tennis	Cricket, Athletics Swimming and Tennis

For further information regarding Sports please contact:

Mr. Carlos Reynell crr@beestonhall.co.uk (Director of Sport maternity cover), Mrs. Harriet Large, Director of Sport hl@beestonhall.co.uk

Protective Sports Wear

The following table shows the protective sportswear required for each sport.

Rugby	Hockey	Swimming	Soccer	Cricket
Mouth guard Skull cap and Shoulder pads are optional	Mouth guard Shin pads	Swimming Cap	Shin pads	Helmet (own or school provided) when batting or keeping wicket, whether in matches or net sessions. Box, Batting pads and gloves

First-aid kits are available each games afternoon and on match days. The School Nurse is always on duty on these match days. First-aid kits are taken with the team to away matches, although we also rely on the medical facilities of the schools we visit.

Parents should send a note if it is necessary for their child to miss games or P.E., indicating the reason and length of time applicable.

Those children who suffer from asthma are encouraged to participate as fully as possible in P.E. and Games. Staff in charge of games are responsible for asthmatics and the carrying of inhalers.

Injuries

Any sporting injury is reported immediately to the matrons' department who will assess the injury and, if appropriate, deal with it and notify the parents. If the Matron decides that it is necessary for the child to be taken to hospital, parents will be immediately contacted and advised of the necessary action. If parents cannot be contacted, the Matron will take the child to hospital and the School Office will continue trying to reach parents. Any blow/injury to the head will be reported to parents and followed by a written note home with a day pupil.

Activities

We encourage children to access as wide a spectrum of activities and interests as possible. At the beginning of each term children review all activities on offer with their mentors and choose those that are of interest. Each boarder is encouraged to sign up for at least two evening activities a week and day pupils are most welcome to join too. Activities are mostly free and those at extra cost will be clearly marked on the programme.

The Junior Activity Programme (Yr3-Yr5) runs from 4.45-5.45pm (except on Weds/Sat)

The Evening Activity Programme (Yr6 – Yr8) runs from 6.15-7.15pm.

Some activities are also run during morning breaks or at lunchtime.

A day pupil joining an evening activity can join boarders for supper (no extra charge) and be picked up at 7.15/30pm.

For further information regarding Activities please contact:

Mr David Godden, Head of Co-Curricular dg@beestonhall.co.uk or Form Mentors

UNIFORM

School uniform is available from Bustop, our on-site school shop, run by Rachel Cole – email: bustop@beestonhall.co.uk. Please see Uniform Guides in the appendix and also available on the Memos section of the parents' portal.

We expect children in school uniform to look tidy and smart with polished shoes. Blazers should be worn to and from school. All items of clothing must be clearly and securely marked. If a child appears to be missing or has outgrown an item of clothing or is wearing inappropriate clothing, we will contact you. Uniform lists, marking instructions and name tape forms are all available from the School Office.

Second Hand Uniform

Bustop also operates a second hand uniform service. Clothes handed in should be clean and in good condition with name tapes in place so that your school bill can be credited when your items are sold (normally 50% of selling price).

Hair, Make-up and Jewellery

Personal presentation is important and this reflects the school as a whole. Those choosing longer hair (below the collar) must ensure they wear it tied back and/or plaited with a plain hair tie. Jewellery is not allowed, other than a religious necklace and watches must be named. Make-up is not allowed under any circumstances.

MISCELLANEOUS

a) Computers

ICT is an integral part of Beeston but with this comes a responsibility to protect both pupils and the School from abuse of the system. It is expected that all pupils behave responsibly on the School computer network. There is wifi access across the school.

Pupils have their own password-protected personal locations in which to store their work. This permits them to access their work from any Chrome device.

E-mail and internet facilities are governed by a high-end filter system with monitoring by staff which, in turn, is complemented by an '**Acceptable Use Policy**'. All pupils must adhere to this policy, which all parents and pupils are required to read and sign.

b) Mobile Internet Devices

No pupils, bar overseas boarders, are allowed mobile phones at school. Pupils may not bring internet enabled devices of any kind, however, non-internet enabled devices for games (PSP, Gameboys) or reading (Kindle) can be brought to school for use on longer school trips, subject to being checked by the managing member of staff.

c) School Grounds and Security

CCTV cameras outside the school buildings operate at all times. All visitors to the school have to report to the school office by the Link where they are issued with a visitors' badge and safeguarding information.

The speed limit within the school grounds is 5 mph and should be observed at all times. Parents are requested not to hinder fire/emergency vehicle access to the School when parking. There is a disabled parking place at the front of the school and one for pre-arranged guests of the Head master.

d) Out of School Visits

DfE guidelines for educational visits suggest that parental consent be sought for

- adventure activities
- visits abroad
- other residential visits
- visits involving remote supervision

In all circumstances listed above the School will seek prior parental permission.

The School organises a large number of educational visits, many of which would be classified as a routine part of the wider curriculum. Sports fixtures fall into this category, as do one day Geography field trips, lectures away from school, group trips and other similar events. Consent

will not be sought for these routine visits/trips. Parents who have any concerns regarding this policy should contact the School Office.

e) School Policies

There are policies in place to make sure that, not only does the school run smoothly and effectively, but also to ensure that the school meets all statutory regulations and requirements. Parents are always welcome to see any copy of the school policy booklets and may do so by contacting the office. They may also view our policies on our website (www.beestonhall.co.uk). If you do not have access to the internet, please let us know and we will send you paper copies.

f) Disabilities

Admission to the school depends upon a prospective pupil meeting certain criteria. These are necessary to maintain and, if possible, improve the educational and general standards for all the school's pupils, commensurate with the ethos to which the school aspires. The school must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his/her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded individual with a good prospect of meeting the demands of their chosen senior school. These criteria must continue to be met throughout the pupil's time at Beeston Hall.

The school's policy is to apply these criteria to all pupils and potential pupils, regardless of any disability of which it is aware, subject to the obligation to make reasonable adjustments/allowances not to put any disabled pupil, or potential pupil, at a substantial disadvantage.

The school asks parents to complete a **Registration Form** and **Acceptance Form** in respect of all pupils. **The latter of these has attached the new terms and conditions (under GDPR 25th May 2018) which must be signed by all those with parental responsibility** and outlines all mutual obligations, including the submission of information relating to any disability, medical condition or learning difficulty. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

The school's aim is to enhance school education by following an inclusive policy on disability whilst ensuring that equal importance is given to making certain that no pupil's education is impaired by this policy.

GENERAL

Fees and Extras

Fees Increase

Fees are reviewed for each academic year and announcements are usually made in January and April following the meeting of Governors. The school sets fees with a term's notice, but the right is reserved to alter fees at any time, on such notice as the School considers reasonable, and without any other terms and conditions being affected.

When Payable

Whether or not the school holds an advance, fees are payable by no later than the first day term begins. A surcharge of 2% per calendar month (or part of a month) is made on all accounts not paid by the due date. The school reserves the right to insist that children do not attend the school if fees are not paid.

Registration Fee

The fee of £150 per pupil is requested on the registration of a pupil and is non-refundable.

Deposit

A deposit of £300 is requested twelve months before a pupil joins the school and, in the event of that pupil not attending Beeston Hall, is non-refundable unless there are exceptional circumstances. The deposit does not accrue interest and may be applied or appropriated at our discretion to any unpaid account of the pupil or other pupils within the same immediate family. Any balance of deposit will be refunded at the end of a pupil's final term, after the deduction of any extras, e.g. team photos, etc.

By Whom Payable

Fees are payable by one or all persons who have signed the Registration Form or Acceptance Form and/or who are named in those forms and/or by any person who has in any way accepted responsibility for the pupil or who has in fact paid fees in respect of the pupil or who has a legal or *de facto* right to decide the schooling of the pupil or who has acted *in loco parentis* in returning pupils to the school.

Extra Tuition

Any extra tuition (individual sports lessons, ballet etc.) carried out as an activity as opposed to normal sporting time will be charged in arrears at the end of each term.

Extra Disbursements and Damage

These will be billed either as they arise at the end of each term.

Refund and Appropriation of Fees

Fees are non-refundable and the school reserves to itself the right of appropriation of all payments that are made on behalf of pupils belonging to the same immediate family.

Withdrawal of a pupil by parents

Required Notice: Parents must in every case give a term's written notice which is actually received by the Headmaster or pay a term's fees in lieu where:

1. the acceptance of a place for the pupil is cancelled.
2. for any reason the pupil is withdrawn from the School.

A full term's notice, in writing, of the intention to withdraw a pupil from the School must be received by the Headmaster by the first day of the term in which he/she will leave. A pupil is expected to enter the School once an unconditional offer of a place has been accepted. If the pupil is withdrawn after acceptance the Deposit is not refundable. In either circumstance, if the condition is not met, a full term's fees must be paid in lieu of notice.

To Whom Notice is Given: Notice of withdrawal must be given in writing to the Headmaster. Notice given verbally or given in writing to any other person will not count as good notice. Notice shall not be deemed to have been received by the Headmaster unless written confirmation of receipt is received from the Headmaster.

Fees in Lieu of Notice: Fees in Lieu of Notice are a debt and the School will not be required to mitigate its loss nor give credit for any mitigation or for the fact that the place is subsequently filled. Under no circumstances shall the School be required to disclose details of its Waiting List or Entry Lists or other such confidential information. Fees payable in lieu of notice shall be at the rate which applies to the term in question.

Removal of a Pupil

Circumstances: If in the opinion of the Headmaster it is considered necessary, or in the interests of the pupil or the School, to request the parents to remove the pupil from the School, there will be no refund of fees for the balance of the term in which such request is made but, in that event, no charge will be made for a term's fees in lieu of notice.

Discretion: The decision to request removal of a pupil from the School and the manner and form of any announcement shall be at the sole discretion of the Headmaster. Under no circumstances shall the school be obliged to divulge any confidential information relating to a request for a pupil to be removed from the school.

Costs: All costs incurred in the collection of unpaid fees, including the School's administrative costs and any costs and disbursements paid to solicitors acting on behalf of the School, shall be recovered in full.

Advance Payment of Fees

The School offers a fees in advance opportunity for those parents who wish to take advantage of this. Please contact the Bursar for further details of both the scheme and the Fees in Advance Policy.

Sibling Discounts

Discounts apply as follows - a second child will receive 7.5% discount, a third child 15% and a fourth (or subsequent) child 20%. The discount will apply to the Boarding or Day fee, as appropriate but not a flexi-boarding fee. These discounts apply to each child throughout his or her time, provided all older sibling stay to the end of Year 8.

Money at School

Purchases from the school shop, tuck shop, and all stationery will be added to the school bill.

Insurance – personal property

The School cannot take responsibility for personal property and we hope that the children will adopt a sensible attitude to looking after their own belongings. The School insurance covers clothing apparel and personal effects for pupils up to £500, with an individual item limit of £250, although there is a £50 excess payable by the parents of the child concerned. Parents are asked to ensure that their own insurance or School insurance will cover the pupil's personal property whilst at school, on the way to or from School, or en route to an arranged, school sponsored activity away from Beeston.

Insurance – absence from school

A fee remission scheme for absence from normal lessons is offered to all pupils. The premium for fees remission which does not cover extras, is approximately 2.5% of fees payable.

Non Agency

The School does not undertake to provide or maintain any insurance covers beyond those prescribed by law and in no circumstances will the School be constituted the parent's agent for insurance purposes. Parents must in each case satisfy themselves that the pupil has the cover required.