

# General Information for Parents



# Bredon School



An essential guide to equip your child for school life

# INTRODUCTION

This guide aims to give parents all the practical information they need to help their child fit into the Bredon School community. It sets out the school's expectations and explains how we meet legislative requirements and fulfil best practice, particularly in the area of child welfare. We hope parents will find the guide useful. If they have any further questions, parents should not hesitate to contact the school.

David Keyte, Principal.

## TELEPHONE NUMBERS

Bredon School can be contacted on 01684 293156.

This number operates both during working hours and during evenings and weekends. Please do not telephone the house staff after 9.30pm or before 7.00am, except in an emergency.

The telephone number for Worcestershire Social Services Department is 0845 607 2000. (This is provided in line with current legislative requirements.)

# CLOTHING & ACCESSORIES

## SCHOOL UNIFORM

A booklet detailing the full uniform requirements for Bredon School is published annually and sent to parents. This booklet includes the differing requirements for boys and girls, day pupils and boarders and for the different year groups in the school. It also gives prices for items that are available from the school.

For boarders, casual clothes such as jeans, T-shirts, sweaters and casual jackets may be worn outside school hours.

Further information about clothing for boarders can be found on p7 of our *Guide to Boarding*.

## SIXTH FORM

Sixth-form students are not required to wear school uniform. Boys may wear a suit or jacket with shirt and tie and girls may wear a smart jacket with skirt, or trousers if they prefer. We describe this as "office wear".

## SCHOOL SHOP

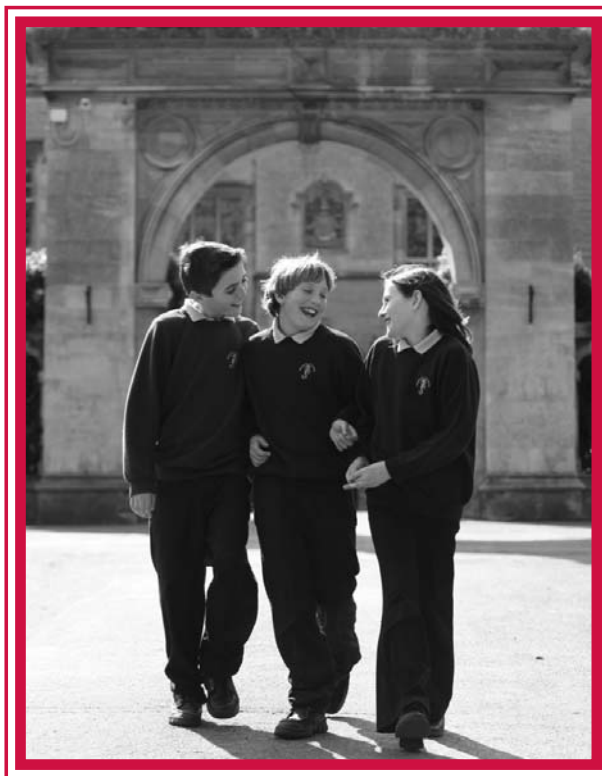
We will arrange an early visit for new students to the school shop at the beginning of term.

All items of uniform, including sports kit, are available from the school shop. The shop will open by appointment. Please contact the Matron on 01684 293156 to arrange dates and times. Payment is by cash or cheque.

Boarders are welcome to purchase items from the school shop with parents' or guardians' permission, and parents/guardians will receive a bill at the end of each term.

## LAUNDRY

This is done on an almost daily basis, so pupils need to bring an appropriate amount of clothing. We suggest that three sets are sufficient. If too many clothes and belongings are brought back after each holiday it causes problems with storage.



## NAME TAPES

Please ensure that all items of clothing, both uniform and non-uniform, are clearly marked with sewn-in name tapes showing surname and initials. Please note the school cannot be held responsible for lost items, so marking items clearly is very important. Socks particularly need sewn-on name tabs.



## STATIONERY

We provide exercise books, text books and writing paper, but expect all pupils to bring a pencil case with writing equipment, rulers etc. A calculator is also very useful.

## HAIR & JEWELLERY

Parents are asked to co-operate with the school in the matter of the length of boys' hair. The acceptable length does not cover the ears or collar. We do not allow dyed or bleached hair, although natural-coloured, subtle highlights are permitted.

Rings and necklaces may not be worn with school uniform although girls are permitted to wear one simple stud earring in each ear. Boys are not allowed to wear ear-rings. Pupils may not wear jewellery in any other piercing (nose, tongue, lip etc).

## WATCHES & OTHER VALUABLES

It is most helpful if watches can be engraved with their owners' names. While pupils are encouraged to look after their possessions, parents are advised that the school cannot be held responsible for the loss of valuables on the school premises. We strongly recommend that valuable items are not brought to school at all.

## MOBILE PHONES

Mobile phones may only be used between 4.30pm and bed-time. Younger pupils will hand phones to house parents for overnight security.

# START AND END OF TERM

## ARRIVAL ARRANGEMENTS

When a student is enrolled at Bredon School, please let us know what travel arrangements are being made, so that we know when to expect your child and can give any relevant travel information. A form is provided.

Flight arrivals and departures at the beginning and end of term should be during the day, not before 6am or after 11pm. When a student is arriving on his or her own from overseas, we can arrange to collect him/her from London Heathrow and other airports. If the timing coincides with other students, the cost of the transport will be shared.

For students accompanied by parents and travelling from London by train, there is a direct line from Paddington station to Cheltenham which takes approximately two hours. Bredon School is a half-hour taxi ride from Cheltenham station.

For parents bringing their children by road, we can provide a detailed map - or visit our website for a map at [www.bredonschool.org](http://www.bredonschool.org)

On arrival at Bredon, students should hand over the following items to the appropriate house staff member for safe-keeping:

- Passport
- Return airline ticket
- Pocket money
- Any medicines they are taking
- Any food - for those in dormitories

## ASSESSMENTS & END OF TERM REPORTS

Students will receive half-termly effort grades and a full report twice-yearly.

## END-OF-TERM ARRANGEMENTS

Students may not leave before the last day of each term, unless a written request has been received by the school. Parents are responsible for ensuring their child has a valid



airline ticket for overseas travel home on the last day of term. Overseas students must have a valid student visa in place before they arrive at the school. They must also have at least six months remaining on their passports. Parents should note that it is their responsibility to ensure their child's visa and passport are in order.

# GUARDIANS

Any student whose parents live overseas must have an adult guardian in the UK who will agree to be responsible for that student on behalf of the parents. A guardian may be a relative, friend of the family or a guardian agency. It is essential that a guardian is nominated before the student joins Bredon and that Bredon is advised of the guardian's name, address, telephone and fax numbers a week before the start of term.

Students go to their guardian for half-term unless alternative arrangements have been made in advance.

Overseas boarders have the choice of either remaining in school for exeat weekends or spending them with their guardians. (See below for explanation of exeats.)

It is hoped that each guardian will keep in regular contact with his or her student, but in particular guardians are required to:

- Be available to accommodate their student in an emergency - such as an accident or illness
- Accommodate a student for half-term and exeat weekend holidays, unless alternative arrangements have been made in advance
- Come to the various school functions throughout the year and to meet staff in order to discuss a pupil's progress
- Liaise routinely with the school regarding pastoral matters and maintain regular contact with parents.

## HALF-TERM & EXEAT HOLIDAYS

In most half-terms, the school has a free weekend from Friday after the school day ends until Sunday evening, called an exeat. All students with guardian arrangements in place will usually go to their guardian for half-term and exeat holidays. However, for exeat weekends, there is also the option for students to remain in school by prior arrangement with the school. Dates for all exeats and holidays can be found on the school's website [www.bredonschool.org](http://www.bredonschool.org) or in the school diary printed each term.



# FOOD

## MEALS

Bredon School uses an award-winning external catering company to provide a full range of meals and snacks for pupils.

From Monday to Friday the day begins with breakfast. Children have a wide choice, from Full English to Continental. Cereals, toast, fruit and yoghurts are always available and variety is added with options such as waffles and maple syrup.

For their mid-morning break, children are offered fruit, biscuits and squash, or hot chocolate in the winter months.

We serve two hot choices at lunch, such as lasagne or barbecued chicken, alongside a vegetarian option. Cold meats and a wide range of salads are available on the salad bar each day. Pupils can also choose from hot and cold puddings.

In the afternoon, pupils have home-made cakes or chocolate biscuits.

Supper comprises a choice of hot meal, such as pizza or omelettes, with salad or a selection of sandwiches. Fresh fruit, jellies and yoghurts are also offered.

At the weekends, brunch is served at 10.30 am to give the boarders a good start to the day before they go out on their trips or to their activities. When they return, supper is served, with each year group taking it in turns to request what they would like for supper - this meal is called Boarders' Choice.

Day pupils normally have a midday meal with the boarders in the dining room, which is included in the fees.

We like to make Bredon a home-from-home as far as possible. Birthday cakes can be ordered and made at the school, and parents are also free to bring in their own, or to make arrangements with house parents for special celebrations.

## HEALTHY EATING

The school has a healthy eating policy and does not provide fizzy drinks, sweets or chocolate, although pupils are allowed to bring such treats into school with them. Boarders are allowed to buy snacks when they are on



trips and to bring them back to the school. Sixth Form pupils are also permitted to ring local takeaways and order food for delivery at weekends.

# CHILDREN'S WELFARE

We take the welfare of our students very seriously and abide by the UK Children Act, which came into force in October 1991. Bredon School is strongly aware of the pastoral responsibilities, obligations and duty of care laid upon it by the Act, and willingly accommodates regular inspections by Ofsted, CReSTed, CSCI and other regulatory bodies.

In most major respects, the Act simply consolidates into law practices that were already in place at Bredon School regarding the care, welfare and support offered to all pupils, and to boarders in particular. In many instances, we operate at standards above and beyond those required by the UK Children Act and as outlined in the National Minimum Standards for Boarding Schools.

In general terms, inspections are concerned with the principles on which school life is based. They also look at with specific issues such as the procedure for pupils to raise matters of concern to them, and the health - in all its aspects - of the school environment.

The following statements represent the school's policy and provide guidelines for both parents and pupils:

*The school community will from time to time include pupils from a variety of backgrounds and cultures, races and religions, and the school respects and welcomes this diversity. Equal*

*opportunities are available to all girls and boys.*

*In order to maintain a maximum of freedom for everyone involved in the community, it is vital that everyone shows consideration and sensitivity to others. Obeying school rules contributes to this.*

*All members of Bredon's academic staff, as well as house parents and medical staff, are available for counsel and advice.*



*Pupils are welcome to approach whichever staff member they feel they can communicate with best. A school counselling service is also available.*

# MEDICAL ARRANGEMENTS

Parents are asked to complete the Medical Questionnaire and the Consent to Vaccination forms provided by the school and return both to Bredon School at least one week before the beginning of term.

Medical arrangements for boarding students are as follows:

**Registration:** The school has made a major investment in the on-site Medical Centre and it is a condition of remaining at the school that each pupil is registered with the school Medical Officer as a National Health Service (NHS) patient.

If your child needs to see a GP during the holidays, do not re-register them. He or she can see the home GP as a temporary patient.

**Consent to treatment:** For other than minor ailments, every effort will be made to obtain consent from a parent or guardian prior to treatment. However, if this is not possible, the Principal or house parent, acting *in loco parentis*, will give consent by, for example, signing a consent form for emergency surgery.

**Confidentiality:** We understand the need for confidentiality regarding medical information and act within good practice guidelines.

**Pupils travelling overseas:** Immunisations will be given using the guidelines issued in the UK, which may be different to those issued by other countries. We can also supply preventive drugs for malaria but there will be a charge for this medication.

**Admission to the school Medical Centre:** Where a pupil is admitted to the school Medical Centre for a minor condition, for example for supervision during

the day or a minor cough that might keep room-mates awake during the night, the parent or guardian will be informed.

**School holiday treatment:** Parents/guardians are requested to give written notification of any medical treatment or vaccinations their son/daughter has received during school holidays.

If a student starts a course of treatment during the school holidays which has to be continued during term time, parents should notify the school doctor in writing giving full details. The Medical Centre can be contacted through the school switchboard on 01684 293156.

**Dental and optical treatment:** Routine visits to the dentist and optician should be made during school holidays. Emergency medical treatment is available during term time. Details of on-going orthodontic treatment should be given in writing to the Medical Centre at the beginning of term.

**Medicines and tablets:** Students returning to school with tablets or medicines must give them to their house parent, who will pass them to the school Medical Centre. Students may not have pills or medicine in their possession without the knowledge and approval of the Medical Centre.

# MONEY MATTERS

## POCKET MONEY

It is recommended that senior students receive approximately £200 pocket money each term. We would recommend less for junior students. This is intended to cover such expenditure as sweets, telephone calls and incidentals. All money brought into school by pupils below Year 11 must be handed to a member of the house staff. House staff have a responsibility to ensure that younger students spend their pocket money sensibly and parents are asked to support the house staff in limiting excessive spending by their child.

Parents who wish to open a bank account on behalf of their son/daughter should inform the house staff.

## PAYMENT OF SCHOOL FEES

Parents will be sent a bill for the forthcoming term's fees and other miscellaneous charges approximately two to three weeks before the start of that term. Please ensure that these bills are paid promptly before the beginning of term.

## INSURANCE

Bredon School offers parents Personal Effects insurance and Personal Accident Insurance through the school's insurance broker. Details of both will be sent with the school bill. Parents are free to opt out of this cover, but are strongly recommended to arrange similar insurance.

## LOST & DAMAGED SCHOOL PROPERTY

Parents are reminded that students will be charged if school books are lost or damaged. The same applies to other lost or damaged equipment. Students are not charged for fair wear and tear. Any charges will appear on the school bill.



Parents of any child who wilfully damages school property will be charged for the cost of repair on the following term's school bill.

# ELECTRICAL EQUIPMENT

In recent years there has been a significant increase in the range of portable electrical equipment that many students, but particularly boarders, bring to school. We therefore offer the following guidelines:

All equipment must be electrically safe and it is the responsibility of parents/guardians to ensure that this is the case before the equipment is brought into school premises. House staff will inspect equipment and extension leads on a regular basis and will remove into safe-keeping any that are thought to be unsafe or which are outside the approved list.

Pupils may have in their rooms low-power equipment such as PCs or laptops and CD players (for use with headphones only).

Certain other appliances, such as hairdryers, may be permitted following discussion with house staff. The use of any appliance not listed above should be cleared with house staff beforehand.

High-consumption equipment is NOT allowed in students' rooms and items such as a **kettle**, **rice-cooker**, sandwich-maker and a microwave oven are provided in the students' kitchen.

Portable **electrical heaters**, either oil-filled convectors or fan heaters, are not permitted in students' rooms.

Fuses of the correct loading must be fitted to appliance plugs and, with the exception of electric razors designed to operate from approved razor sockets, all equipment must be fitted with a standard three-rectangular-pin plug suitable for UK 230v power or be used with an approved adapter. When any 230v electrical equipment is brought into school, house staff must immediately be notified. They

will then arrange for Portable Appliance Testing (PAT) to be conducted at school - usually within a few days - before the equipment can be used.



Where an extension lead is unavoidable, it must be of an approved specification and fitted with a fused plug. The use of multi-way adapters or international travel adapters is not permitted.

Under no circumstances may pupils tamper with any electrical equipment or installation in rooms or public places in school premises. Any faults must be reported immediately to house staff, who will take the appropriate action.



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**Web:** [www.bredonschool.org](http://www.bredonschool.org)

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