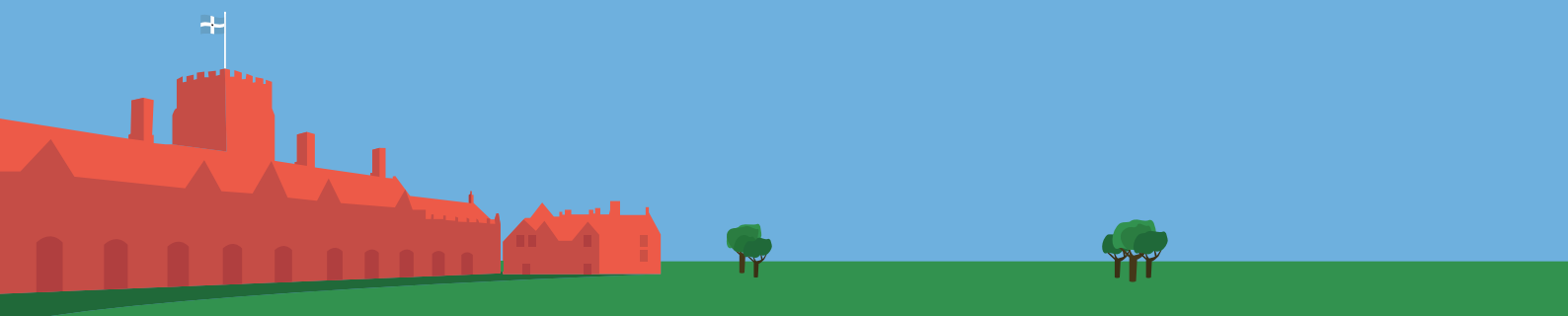




NEW PUPIL JOINING INFORMATION

2019 – 2020



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Introduction

This booklet includes important information relevant for pupils joining the College. Please go through the document in detail and ensure that the relevant elements for your daughter / son are reviewed by parents and pupils alike. There is additional information about the College on our website and we hope that the website and this booklet will give you all the relevant and useful information about joining the College.

Please note the completion date for the online mandatory forms is Friday 28 June 2019.

If you have any questions, please don't hesitate to contact the relevant department or the admissions team.

Headmaster's Welcome to Parents of New Pupils

Welcome to Eastbourne College. The first and most important thing to say is that we are so pleased you have chosen us for your daughter or son's education. We know what an investment in trust this represents for you; we do not take our responsibilities lightly. Please be reassured that we have a process of induction for all pupils that recognises that some may be confused and nervous at the start. Tell them, too, that the pupil next to them who thinks they know it all is just putting on a front - they are all



in the same boat. That said, any preparation you can do by reading this pack thoroughly and asking your child to read the relevant sections will be amply rewarded.

You will find that we keep the first few weeks as busy as possible and it is often a good sign that they will be too busy and too tired to tell you very much. Please do not worry if you do not get much news but always feel free to get in touch with the hsm (housemaster / housemistress) to seek reassurance or to ask them to give your child a prod to ring home. You have probably equipped your daughter or son with the latest mobile devices in order to make getting in touch with you easier; it won't make them call you more but it will tempt them to greater use of social media and frivolity! Please, please keep control of the bill and minimise other extravagances. I promise you that very quickly they will be rich in real-life friendship if they spend less time on their phone or spending excessive pocket money.

As much as we try to explain in this pack, and as much information that we transmit to your child during the induction, inevitably there will be some things that are not satisfactorily covered. The one bit of advice I would give any new pupil (and parent) is 'just ask'. There are lots of adults as well as the senior pupils on the lookout to answer any questions or direct them helpfully. They love being asked, no question is silly, and nothing can go wrong as long as they ask.

Eastbourne College is an exceptionally friendly school. I look forward to welcoming you and your children next term. I am confident that they will thrive as individuals and gel as a group. I hope they are as excited by the coming happy years as I am, and wish them a relaxed and enjoyable summer holiday in the meantime.

Tom Lawson
Headmaster

Contact Details and Houses

Useful telephone numbers - all using the dialling codes +44 (0)1323 as necessary.

Reception		452300	reception@eastbourne-college.co.uk
Accounts Office	Mrs Anne Raper	452304	ar@eastbourne-college.co.uk
Curriculum	Mr Jonny Gilbert	452263	jmg@eastbourne-college.co.uk
Director of Drama	Mrs Claudine Sinnett	451907	ceasinnett@eastbourne-college.co.uk
Director of Music	Mr Dan Jordan	452338	dkjordan@eastbourne-college.co.uk
Director of Sport	Mr Mike Harrison	452206	mtharrison@eastbourne-college.co.uk
Eastbournian Society	Mr David Blake	452262	drblake@eastbourne-college.co.uk
Headmaster's Office	Ms Philippa Briggs	452320	hmsec@eastbourne-college.co.uk
Medical Centre	Mrs Pippa Prior	452345	medical@eastbourne-college.co.uk
Minibus Service	Miss Sheila Walker	451925	bussing@eastbourne-college.co.uk
Parent Portal	Information Systems	452334	helpdesk@eastbourne-college.co.uk
School Shop	Mrs Gill Copeland	452226	schoolshop@eastbourne-college.co.uk

Houses

There are ten houses at the College, six for boys and four for girls. Five of the houses are for day pupils and five are for boarders. Parental enquiries about their children should first be directed to their housemaster or housemistress (hsm).

Blackwater	Mrs Maria De La Torre	452200	mjdelatorre@eastbourne-college.co.uk
Craig	Mr Tim Holgate	452210	tjholgate@eastbourne-college.co.uk
Gonville	Mr Alex Wingfield Digby	452220	aowingfielddigby@eastbourne-college.co.uk
Nugent	Miss Vicky Burford	452230	veburford@eastbourne-college.co.uk
Pennell	Mr Ben Jourdain	452240	hbjourdain@eastbourne-college.co.uk
Powell	Mr Johnny Miller	452250	jcmiller@eastbourne-college.co.uk
Reeves	Mr Matt McVeigh	452260	mjmccveigh@eastbourne-college.co.uk
School	Mrs Laura MacKenzie	452270	ljcmackenzie@eastbourne-college.co.uk
Wargrave	Mr Rob Hill	452280	rwhill@eastbourne-college.co.uk
Watt	Mrs Alison Tutt	452290	apmtutt@eastbourne-college.co.uk

We encourage all new parents to contact their housemaster/mistress in advance of the last day of the summer term (Friday 28 June 2019) with any background on your child's welfare or specific details regarding their care. This enables us to do our best to ensure their move to the College is supported in the best possible way.

Pastoral Care

Pastoral care is a thread which runs throughout all aspects of life at the College and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the house and College community.

All pupils will join a house and these are staffed by a resident housemaster or housemistress (hsm) supported by a team of tutors. There is also a resident tutor in boarding houses and a resident matron. While the hsm provides continuity of care from before arrival through to university and beyond, each house tutor will share responsibility for their tutee's welfare, academic and all-round progress. The hsm and tutor work together with parents to provide coherent guidance and support to the pupil.

A house handbook will be sent to all new pupils providing more specific information about the house and the house team.

In addition to the hsms, tutors and matrons, the second master, deputy head (pastoral), chaplain, medical centre and two school counsellors are all integral parts of the College's pastoral system. While they each perform a specialist role within the College, collectively they provide a cohesive team providing daily support and guidance to any pupil who requires a helping hand.

Once your child is at the College you will be able to keep in contact and the hsm will be the essential contact point. There are parents meetings in the Michaelmas and Lent terms when you will have the opportunity to meet your child's teachers. You are also encouraged to attend house revues and informal gatherings which also provide contact with tutors and the opportunity to discuss academic, co-curricular or other matters.

School Discipline

The College's primary aim is to safeguard and promote the welfare of each pupil and the school community as a whole. For pupils, central to achieving this aim lies: a code of behaviour, a set of expectations and rules, and a suite of policy expectations, much of which is common-sense. Occasional reminders are issued at school, house and yeargroup meetings.

On arrival, pupils will be given a pupil planner and a White Book (College calendar) containing the College's code of behaviour, which summarise the standards expected for pupils and typical sanctions that may be applied to those who contravene them.

However, the code of behaviour itself is not intended to be a comprehensive document and parents should be especially aware of the following important policies and documents concerning school discipline. These policies are available on the College website and/or the parent portal:

- anti-bullying
- cyberbullying
- sexting
- drugs and psychoactive substances
- code of behaviour
- College rules (on all house boards)
- mobile phone and electronic devices
- driving rules
- safeguarding and child protection
- complaints
- curriculum
- diversity, equality and inclusion
- first aid
- ICT acceptable use
- medical conditions
- privacy notice

Parents attention is drawn to these policies and, by accepting a place, parents are agreeing to these policies and others as

published on the parent portal as per the College's terms and conditions.

Chapel

Chapel is an important part of the school community and offers a time of reflection, prayer and worship during the busy week.

There is one mid-week service for pupils at 5.40pm (either on a Monday or Friday evening) or occasional midweek whole school services in one of the neighbouring parish churches. Every other Wednesday, pupils attend a congregational practice (familiarily known as congo).

Pupils attend these events along with other members of their house. There is also a shortened weekday Communion service in one of the boarding houses that is open to any members of the College community.

Occasionally, there will be an act of worship held in Chapel on Sundays which boarding pupils are encouraged to attend.

Year 9,10 and 11 Curriculum

Year 9 Options

The Year 9 curriculum at the College is designed to provide a broad academic experience. Pupils will have the opportunity to build on their prior learning and lay firm foundations for success at GCSE and beyond.

The Year 9 timetable runs over a two-week cycle, with 29 periods of 55 minutes each week. Pupils will also have some prep work to complete in the evenings and some afternoon activity time may also be devoted to academic work.

In most core subjects, pupils are placed in sets by ability, using information from our own tests and from the common entrance or scholarship examinations. Teachers carefully

monitor pupil performance in their subject areas, especially during the first few weeks of term, to ensure that pupils have been placed correctly. Pupils can move sets throughout the year. Art, design and technology, drama, ICT, life and learning skills, music, physical education and religious studies are not set by ability.

Making option choices

All Year 9 pupils must choose one of the following classics options:

- Latin
- classical civilisation

To choose Latin as an option, pupils will normally have studied it before. Classical civilisation introduces pupils to ancient Greece and Rome but does not require prior knowledge of Greek or Latin.

All pupils then choose a first modern foreign language. This is usually the main foreign language which they studied in their previous school. Pupils can then choose a second modern language from French or Spanish or German which may or may not have been studied before.

For those in the modern languages enrichment programme (for pupils capable of progressing faster in languages than our normal programme would permit), pupils study French, German and Spanish during Year 9 so that they are able to make better-informed languages choices at GCSE.

Supported study may be available. Please discuss this with Ms Eloise Cheary or Mr Jonny Gilbert, deputy head academic, before the end of term (Friday 28 June 2019).

Option choices in creative subjects

All Year 9 pupils have the opportunity to choose creative subjects that play to their individual strengths and interests. They may choose **three** from the following five options:

- art
- music
- drama
- design & technology
- textiles

The following subjects make up the Year 9 curriculum. The number of periods for each subject (per two-week cycle) are shown in brackets.

- mathematics (6)
- English (6)
- biology (3)
- physics (3)
- chemistry (3)
- history (4)
- geography (4)
- first modern language (5)
(French or Spanish)
- second modern language (3)
(French, German or Spanish)
- Latin OR classical civilisation (4)
- ICT (2)
- religious studies (2)
- three of five creative subjects (9)
- PSHE (2)
- PE (1)

Year 9 option choices must be made via the mandatory online form by 28 June 2019.

GCSE Options for Pupils Entering Year 10
Year 10 pupils will follow a GCSE programme including core subjects and some optional subjects. Core subjects include English language, English literature, maths, sciences, and, usually, one humanities subject and one language. All optional subjects should have already been selected by new Year 10 pupils. If you have any queries please contact Mr Philip Canning, Head of Curriculum, before the end of term (Friday 28 June 2019).

Year 11 pupils

Eastbourne College is pleased to offer the one-year GCSE course for suitable pupils (mainly those referred to us from our trusted agents in Germany/Austria). This course provides an attractive option for pupils who are aged 15+, either for one year only or effectively as a pre A-Level course if they decide to stay on for the sixth form.

Candidates will need to be academically able in order to adjust to the missed Year 10 curriculum here and to quickly find their feet in Year 11 classes alongside their British peers. To support their entry directly into Year 11, we provide all one year programme pupils a scheme of work for the Year 10 academic curriculum which will give those pupils details of the topics covered in Year 10. The scheme of work will also include textbook ISBN numbers and the contact details of the relevant Heads of Department.

We strongly encourage pupils joining us to do some preparation work in the summer term in readiness for next year to enable them to get up to speed quickly and ready for the Year 11 programme.

For those who sit GCSEs in the summer term, at least five full GCSE passes (grade 9-4) may be required in maths, 2 x languages, science and humanities in order for them to enter directly into their first year of *Abitur auf probe*, and to technically obtain the German secondary school leavers' certificate, the *Mittlere Reife*, without having to repeat the school year in Germany.

The curriculum on offer as part of our one year GCSE programme will have already been provided to all candidates. Any queries in this regard should be directed to the admissions department.

Year 9,10 and 11 Co-Curricular Opportunities

Pupils are expected to take part in a major sport each term as well as participate in service to others. For most, service involves joining the Combined Cadet Force (CCF) in Years 10 and 11 but some may be selected to participate in the pre-community service or leadership in sport package in Year 11. Pupils in Years 9 and 10 also take part in a wide range of activities as part of the junior activity programme.

Sport and Activities

During the school week, all pupils follow a compulsory games programme for a minimum of two afternoons. We believe that regular involvement in such a programme can benefit the pupil physically, mentally and socially.

There is also a wide choice of activities available in addition to the main team sports, and all pupils will be encouraged to play a full and active part in their activity. The junior activity programme provides an opportunity to broaden experiences and activities range from the creative (creative writing, textiles and art, dance, drama), the physical (cage football, sailing, riding) and other skills (shooting, first aid). Pupils choose up to three activities per term with choices made online.

The core team sports for Year 9, 10 and 11 are:

Michaelmas term	Lent term	Summer term
Hockey (girls)	Netball (girls)	Tennis
Rugby (boys)	Hockey (boys)	Cricket
		Athletics

The sports for Year 11 and activities for Year 9 and 10 (subject to change) include:

Michaelmas term	Lent term	Summer term
Badminton	Badminton	Badminton
Basketball	Basketball	Basketball
Cross-Country	Cross-Country	Equestrian
Equestrian	Equestrian	Fencing
Fencing	Fencing	Fives
Fives	Fives	Golf
Football	Football	Mountain biking
Golf	Golf	Rowing
Mountain biking	Mountain biking	Sailing/Wind-surfing
Rowing	Rowing	Squash
Sailing/Wind-surfing	Rugby 7s	Swimming
Squash	Sailing/Wind-surfing	Tennis (elite)
Swimming	Squash	Zumba
Tennis (elite)	Swimming	Pilates
Zumba	Tennis (elite)	
Pilates	Zumba	
	Pilates	

The majority of representative sports matches occur on Saturdays and there is an expectation to attend every match if selected for a team. There is a mid-week programme of matches too.

Dance

Dance is growing in popularity at the College and we offer a full range of opportunities for pupils in all years. Pupils may embark on an ISTD qualification in a range of genres from ballet to modern to jazz. Equally pupils may just wish to participate for fun in small group activities such as street dance. Throughout the year the College hosts a number of workshops with renowned companies and pupils showcase to a wider audience what they have achieved.

Drama

Pupils in all years may work towards LAMDA and Trinity qualifications. All Year 9 pupils will participate in a house based production in their first term and there are a range of opportunities throughout the year for pupils to participate in large scale

musicals or plays as well as a host of smaller scale productions. We also hold regular workshops throughout the year with well known theatre companies to enrich pupils experience of drama.

Music

Music is an integral part of life at Eastbourne College. A high proportion of pupils study an instrument and there are numerous opportunities for all to get involved in a wide range of activities including chapel choir, symphony orchestra, singer songwriter's club and the jazz band.

The College music department is accommodated in the Birley Centre, a purpose-built music facility which contains an auditorium with Steinway concert grand piano, a foyer and exhibition area, fully equipped recording studios, a rock room, and two music technology suites with Apple Mac computers, as well as specialised teaching, rehearsal and practice rooms.

Parents can request music instrumental tuition via the mandatory online form. The form must be completed by 28 June 2019.

Combined Cadet Force (CCF)

The CCF provides a varied and exciting training programme for pupils as well as the opportunity to participate in MoD-sponsored (Ministry of Defence) adventure training and military-based courses. Participation is compulsory in Year 10 and for most in Year 11, it is voluntary thereafter. Pupils may opt to join the Army, RAF Air or Royal Navy sections where the focus of training is on outdoor activities, self-discipline, teamwork skills, weapons handling and shooting.

Pupils joining the College for Year 10 will join the majority of their year group in the army section, where the focus of training is on outdoor activities, self-discipline,

teamwork skills, weapons handling and shooting. An opportunity to take up navy or air force training, or to switch to non-uniformed alternatives, will be offered for Year 11.

Service at School (S@S)

There is a wide range of activities within the S@S programme aimed largely at increasing awareness of the needs of others. Pupils choose either to provide benefit to the College or local community in some way, or to develop skills that might be employed in community service at some later point. Activities can include managing a recycling programme, charity shop assistance, sports coaching, working with the elderly or producing a school magazine.

Participation in some form of service, eg CCF or S@S is an obligatory requirement in Years 10 to 12, but is optional in Year 13.

Duke of Edinburgh Award

The College offers an opportunity for all Year 10, 11 and sixth form pupils to get involved in the Duke of Edinburgh's Award scheme at silver and gold level.

Participation in the scheme is entirely voluntary and offers a series of constructive individual challenges that encourage personal development through the five different sections of the award. In recent years the award has grown in stature and is now highly valued by universities and employers. Completion of the bronze and silver awards is not required prior to enrolment for the gold award.

The silver award is offered to Year 10 and 11 pupils and the gold award can be offered only to pupils in Years 12 and 13 as the national age limit for inclusion is 16. The scheme is very popular at the College. Each team of pupils is provided with guidance by a member of staff who

acts as their mentor for the two-year programme.

College Societies

Overlaying the range of co-curricular opportunities are societies and clubs where the aim is to encourage, inspire, and arouse both curiosity and interest in a variety of different areas. Current societies include:

Arkwright Society (D and T)
Astronomy Society
Charity Society
Chess Club
Christian Xplore
Debating Society
Law Society
Modern United Nations
Philosophy Society
Symphony Orchestra
Jazz Band

E-learning for Year 9s, 10s and 11s

All Year 9 pupils (and any new Year 10 and 11 pupils) will be issued with an Apple iPad at the beginning of the year. This enables teaching staff to make appropriate use of the latest multimedia resources and tools to enrich teaching and learning. Pupils will be expected to bring their devices to lessons and take responsibility for their management and security. Hand in hand with the advantages the latest technology can bring to our pupil's learning, will be a strong emphasis on the development of appropriate online habits, behaviours and responsibilities.

The Eastbourne College iPad policies and procedures handbook and iPad agreement is provided to new pupils and parents for review and signature. On receipt of a signed form, the College will issue each pupil with an iPad in an insurance approved protective case.

For pupils who are enrolled in additional learning support, there may be a requirement for parents to purchase a recommended keyboard iPad case versus the standard provided protective case. There will be an additional charge for this keyboard case. The learning support department will contact individual families in this regard and liaise with the accounts team to process the additional charge accordingly.

Sixth Form Curriculum : Structure of the Week

Study

In the wake of recent Government reform to post-16 qualifications, the majority of pupils begin the sixth form studying three A-levels, examined at the end of the second year of study. In addition, pupils have the opportunity to work towards an Extended Project Qualification (EPQ), or Arts Gold Award. A small number of pupils may study four A-levels over two years, dependent upon their individual choices.

Sixth form pupils also have the opportunity for some wider on-timetable enrichment, including specialist provision for academic, creative arts, music and sports scholars. There is also the opportunity for language conversation classes, ICT qualifications, careers guidance and citizenship courses.

Opportunities also abound for personal development in softer skills such as leadership, coaching and personal skills development. All sixth form timetables also include study periods to help encourage independent learning and to develop time-management skills. From the very start of term, it is vital that pupils be aware of the value of this time for preparation and study so that they avoid falling into the trap of thinking that this time is 'down time'. Using their study areas in house, the Futures Centre, the LRC (Learning Resource Centre), the ICT facilities and departments

will be necessary to stay on top of their work.

A-level work requires more independent study, research, reading and good personal organisation. Prep is given but not on a set timetable, allowing the pupil to manage their own study time during the day and in the evening. For some pupils this flexibility may need to be closely monitored until good study habits are formed. Teachers, tutors and hsm's are able to assist and advise.

The LRC is available during lesson time and in the evenings during prep. This space provides a quiet place to work as well as access to books and computers. In the evening, anyone can use the facility but a space must be pre-booked for prep.

Each subject will be taught by a combination of specialist teachers for 11 periods in total over the two-week cycle.

All new sixth form pupils should have already chosen their A-level subjects. Any queries with regards to subject combinations should be directed to the admissions department in the first instance.

Sports

During the week, all sixth form pupils follow a compulsory games programme for a minimum of two afternoons per week. We believe that regular involvement in such a programme can benefit the pupil physically, mentally and socially. There is a wide choice of activities available in addition to the main team sports, and all pupils will be encouraged to play a full and active part in their activity.

Core sports for the sixth form are:

Michaelmas term	Lent term	Summer term
Hockey (girls)	Netball (girls)	Tennis
Rugby (boys)	Hockey (boys)	Cricket
		Athletics

Additional sports for the sixth form include (subject to change/availability):

Michaelmas term	Lent term	Summer term
Badminton	Badminton	Badminton
Basketball	Basketball	Basketball
Cross-Country	Cross-Country	Equestrian
Equestrian	Equestrian	Fencing
Fencing	Fencing	Fives
Fives	Fives	Golf
Football	Football	Mountain biking
Golf	Golf	Rowing
Mountain biking	Mountain biking	Sailing/Wind-surfing
Rowing	Rowing	Squash
Sailing/Wind-surfing	Rugby 7s	Swimming
Squash	Sailing/Wind-surfing	Tennis (elite)
Swimming	Squash	Zumba
Tennis (elite)	Swimming	Pilates
Zumba	Tennis (elite)	
Pilates	Zumba	
	Pilates	

The majority of sports matches occur on Saturdays and there is an expectation to attend every match if selected for a team. There is a mid-week programme of matches too.

Sixth Form Co-Curricular Opportunities

Combined Cadet Force (CCF)

The CCF provides a varied and exciting training programme for pupils interested in the army, navy or RAF as well as the opportunity to participate in MoD-

sponsored (Ministry of Defence) adventure training and military-based courses. Participation is not compulsory in the sixth form.

Service at School (S@S)

There is a wide range of activities within the S@S programme aimed largely at increasing awareness of the needs of others. Sixth form pupils choose either to provide benefit to the College or local community in some way, or to develop skills that might be employed in community service at some later point. Activities can include managing a recycling programme, charity shop assistance, sports coaching, working with the elderly or producing a school magazine.

Participation in some form of service, eg CCF or S@S is an obligatory requirement in Year 12, but is optional in Year 13.

Duke of Edinburgh Award

The College offers an opportunity for all Year 11 and sixth form pupils to get involved in the Duke of Edinburgh's Award scheme at silver and gold level.

Participation in the scheme is entirely voluntary and offers a series of constructive individual challenges that encourage personal development through the five different sections of the award. In recent years the award has grown in stature and is now highly valued by universities and employers. Completion of the bronze and silver awards is not required prior to enrolment for the gold award.

The silver award is offered to Year 11 pupils and the gold award can be offered only to pupils in Years 12 and 13 as the national age limit for inclusion is 16. The scheme is very popular at the College. Each team of pupils is provided with guidance by a member of staff who acts as their mentor for the two-year programme.

College Societies

Overlaying the range of co-curricular opportunities are societies and clubs where the aim is to encourage, inspire, and arouse both curiosity and interest in a variety of different areas. Current societies include:

Arkwright Society (D and T)

Astronomy Society

Charity Society

Chess Club

Christian Xplore

Debating Society

Law Society

Philosophy Society

Symphony Orchestra

Jazz band

Dance

We offer a full range of opportunities for pupils in all years. Pupils may embark on an ISTD qualification in a range of genres from ballet, to modern, to jazz. Equally pupils may just wish to participate for fun in small group activities such as street dance. Throughout the year the College hosts a number of workshops with renowned companies and pupils showcase to a wider audience what they have achieved.

Drama

Anyone can be involved with drama. The main school production at the end of the Michaelmas term is open to the whole school and everyone who wishes to be part of it will have the opportunity to do so.

Music

Music is an integral part of life at Eastbourne College. A high proportion of pupils study an instrument and there are numerous opportunities for all to get involved in a wide range of activities including chapel choir, symphony orchestra, singer songwriter's club and the jazz band.

The College music department is accommodated in the Birley Centre, a

purpose-built music facility which contains an auditorium with Steinway concert grand piano, a foyer and exhibition area, fully equipped recording studios, a rock room, and two music technology suites with Apple Mac computers, as well as specialised teaching, rehearsal and practice rooms.

Parents can request music instrumental tuition via the mandatory online form. The form must be completed by 28 June 2019.

Arts Award

Gold Arts Award is recognition of a young person's abilities as a creative arts leader. At Gold level, young people work as an arts practitioner while broadening their horizons within the arts world. Working at this level extends creativity, communication, planning, teamwork and leadership skills, and supports progression through any education, training or career pathway.

Circus

Circus is a series of lectures given by invited speakers to Year 12 and 13 pupils which is part of the PSHE and academic enrichment programme. The topics covered are very varied and each one is carefully selected to encourage interest in an area outside the pupils' normal school lives in order to provoke debate, engender critical thinking skills and challenge assumptions.

Futures, Careers and Higher Education (HE) for Sixth Form

All pupils in the sixth form have regular timetabled meetings with the members of staff in charge of all futures preparation, HE and careers. The aim is to give an up-to-date and informed account of the HE process, and the world of work beyond education. Over the course of the sixth form, pupils meet on other occasions to hear talks on specific careers, and to look at other key skills, such as employability

skills, networking, interviewing, and CV and personal statement writing. External speakers also play an important role in this process. Specific support is given to those with very specific needs, such as applying to overseas universities, pupils from overseas applying to a UK university, medics, vets and dentistry applications, and Oxbridge preparation.

In the Lent term of Year 12, all pupils and their parents will be invited to an evening careers convention. Past pupils and friends of the College will be on hand to offer specific guidance and advice about a wide range of career options. Also in this term, all pupils will undertake an interest and aptitude assessment run by market leaders, **Cambridge Occupational Analysts**. In conjunction with regular advice from tutors, and the opportunity for one-to-one meetings with the College's careers staff, this report will prove useful in directing pupils' future choices.

Also early in the Lent term, all parents of Year 12 pupils are invited to a short information evening at which the options for HE and the application procedures are discussed. In the summer term, all pupils will be given definitive guidance about the impending start to the HE application process, culminating in a whole-day event in June to start the application process. Specific advice on writing a targeted personal statement is given at this stage.

The Futures Department provides information, advice and guidance to all pupils and parents in sixth form to help with planning next steps. This includes advice on applying to university in the UK and further afield, careers exploration and access to networking events and speakers. More information about our programme can be found online at www.eastbourne-college.co.uk/academic/careers-programme/.

Details about activities for all pupils can be seen on our Statement of Futures Provision at

www.eastbourne-college.co.uk/wp-content/uploads/2018/10/Statement-of-Futures-Provision.pdf.

Oxbridge

It is anticipated that suitably driven pupils will join the Extended Project course - an academic option in the lower sixth that aims to deepen understanding of broad academic themes and prepares pupils for an Extended Project Qualification. Specific preparation for Oxbridge begins in the early part of the Michaelmas term with a visit to an Oxbridge open day, and a meeting convened by the Head of Academic Enrichment. This meeting confirms initial course ideas and establishes the routines for appropriate personal preparation. Pupils are encouraged to participate in, and to log, a variety of activities to extend them beyond the standard curriculum: eg personal research, wider reading, educational visits, competition entry, work experience and external courses. Pupils spend at least one hour per week in the Learning Resources Centre conducting and logging this enrichment.

Old Eastbournians currently studying at Oxford and Cambridge are invited to a networking event for potential applicants at the College in December.

Academic performance is scrutinised throughout the first term and if teachers recognise realistic potential, each pupil is assigned to an Oxbridge tutor who will help them continue to develop their experience and skills. In the Lent term, timetabled meetings with this tutor ensure that pupils become familiar with individual or small-group tutorials. Many Oxbridge master classes and academic competitions take

place during this term, and applicants become members of the Casson Society - the senior academic society of the College.

In the summer term, serious and specific personal preparation continues under the guidance of the Oxbridge tutor. The candidate's individual research leads to a presentation to the Casson Society, and the completion of a 3,000-4,000 word research essay during the summer holidays on a topic of particular academic interest. Support regarding the Personal Statement is offered and a visit to a College or departmental Open Day is expected.

In the Michaelmas term of Year 13, academic progress continues to be carefully monitored and supported. Candidates are expected to attend practice interviews with teaching staff and other external specialists. Sample work to be sent to Colleges is chosen carefully, and preparation for any aptitude tests plays an important additional role.

The Oxbridge preparation programme is designed to supplement rather than replace an individual's personal preparation. It has been our experience, year after year, that those who engage most pro-actively in preparation for Oxbridge have the highest chance of earning a place.

Laptops for Sixth Form Pupils

Whilst not essential, we do highly recommend that all sixth form pupils have access to a laptop for completion of academic work and to aid study. As a guideline, we suggest a laptop with a specification similar to the below would be sufficient:

Processor:	Intel i5
RAM:	8GB
Disk:	250GB SSD
Screen:	15"
OS:	Windows 10 or Mac OS 10.13

The laptops will not be managed by the school, but we expect pupils to adhere to the College's ICT acceptable use policy.

Driving in the Sixth Form

Day pupils may drive to and from school only once parental consent has been issued and acknowledged via the second master using an official School Driving Permission form and both the hsm and second master are in agreement. Cars must not be used during the school day.

Passengers can be carried only once the young driver has several months driving experience. Passengers can be added to the permission form once all parents involved have given their written approval. The driving forms can be obtained from the parent portal or the second master's office. They contain specific information about insurance which must be followed.

EC-Online and Electronic Report Cards (eRCs)

EC-Online is Eastbourne College's parent portal and all parents are automatically given access. Your username and password will be sent by email to you

during the first few weeks of term. EC-Online provides a wealth of information eg hsm contact details, sports fixtures and results, contact details (with the ability to submit updates) and, for parents of overseas boarding pupils, a way of completing the statutory notification of holiday travel arrangements.

If you have any difficulty with logging in please contact the Eastbourne College Information Systems (ECIS) Helpdesk at helpdesk@eastbourne-college.co.uk or telephone the ECIS department on +44 (0)1323 452334.

Electronic Report Cards (eRCs)

These are produced at appropriate times (at least twice a term) and outline the academic progress of pupils and set future targets. They contain an attainment grade (aligned to projected outcome in their next public exam), a challenge grade (Years 10 to 13 only) which is set to be aspirational but attainable, as well as effort grades for prep and class work. Once the subject grades and comments are complete, pupils meet with their personal tutors to discuss their report before it is forwarded for their hsm to complete. At this point, you will be sent an email alert indicating that your child's academic review is available for viewing online via the parent portal.

Your child's final eRC of each term will also incorporate an extended pastoral review. These are referred to as 'extended eRCs' and will give a fuller flavour of all of the broader activities in which your child has participated. Furthermore, at the end of each term you will receive a mailing which will contain information on general school matters as well as items from your child's hsm. The mailing will generally include response forms for you to fill in and return. You may also receive targeted mailings

regarding trips and events at any time during the year.

Permissions Request & Data Privacy

The College provides various information services to all pupils, and the school has the responsibility to ensure that they are used appropriately. Pupils who use their own electronic devices are also subject to this code of conduct. It is our policy to monitor all transactions and, although confidentiality is respected, action will be taken if the Eastbourne College ICT acceptable use policy is breached.

A copy of the ICT acceptable use policy, other key school policies and our privacy notice can be found on the College website, the parent portal and can be obtained by contacting our main reception.

The College website and social media channels promote the excellent work and successes of pupils and it is our practice to include images of pupils in the College's promotional material. Where pupils demonstrate outstanding achievement or their actions prove newsworthy, we may use their full name alongside their image; the **publicity consent and permissions request** form allows parents and pupils to choose how the College celebrates their achievements. The form also gives information about the College policies and legal / government frameworks that guide our use of images and names, and the humanistic principles that the school follows when taking, processing and publicising such information.

Parents must complete the publicity consent and permissions request section of the mandatory online form and tick all relevant boxes to opt-in. The College will assume that no consent has been given unless your

intent has been ticked and the form signed. Please complete the form by 28 June 2019.

Holidays, Half-term and Exeats

There are usually two exeats, one either side of each half-term holiday unless the half is four weeks or less. The College does not make arrangements for boarding or accommodation during the holidays, half-terms or exeats; this remains the responsibility of parents and guardians.

If all school commitments have been, or will be met, boarding pupils may elect to spend weekend nights away from the College. Parents of pupils not staying at home or in school are asked to provide the contact details where the pupil will be staying. Pupils must be under the care of a responsible adult during these times.

The boarding community at Eastbourne College is hugely valued and boarding house events and/or weekends (either for individual or for all houses) will be scheduled throughout the year. These 'house nights' or 'house weekends' will be fun based events with the purpose of building and retaining the community house spirit across the College. These 'house events' will include house revues, house dinners, boarder trips and other planned activities.

Day houses will also have occasional 'house events' for the same community purpose and may include house revues and house dinners.

The College offers a transport service for boarding pupils back to the school on Sunday evenings, this service operates from Clapham Junction and Tunbridge Wells. The schedule details are available on the College website. Other bussing options for boarding pupils over the weekends will be available in early July. The College is in the

fortunate position to be only a 10 minute walk from Eastbourne railway station and boarding pupils may also choose, with the permission of their parents, to travel to and from school by train.

It is recommended that boarding pupils who leave school on the weekends should return to the College by 9.00pm on the Sunday evening in time to settle back into school and prepare for the new week. If it is agreed that a pupil returns on Monday morning they should return to their house by 8.15am.

Arrangements for travel to and from school are generally made by parents, and the College assumes responsibility for pupils only once they have arrived back at school. However, all boarding hsm's are happy to provide assistance and advice regarding travel to and from airports, railway stations, guardians' homes, etc. An assisted check-in/arrival service can be arranged for any boarders who would like to be fully accompanied to or from the airport.

For those boarding pupils who wish to travel to the airport or home via a taxi service, a separate brochure can be provided with details of our preferred local travel company called **Club Class Chauffeurs**. Cars can be booked online and travel details will be sent to your hsm and matron. Please discuss with your hsm and/or matron.

School rules apply to all pupils travelling between the College and home on weekends and holidays.

At the start of term, boarding pupils are expected to return by 6.00pm, ready for supper. These are the only return days where the College provides an evening meal.

On exeat weekends, school ends at the times laid down in the White Book (school

calendar); an updated copy of which is available via the parent portal. Pupils on exeat must return by 9.00pm on the appropriate day and report in.

Holiday and Travel Arrangements for Tier 4 Visa pupils

All parents of Tier 4 visa pupils are required to complete our **Holiday and Travel Arrangements form** for each holiday, half-term, exeat and any additional leave weekends. The online form is linked to the College website accessed via the parent portal. Once you have received your login, you will see a link called Holiday Travel Arrangements; this will take you to the online form that you can fill out. This form needs to be completed at least a week before each holiday, half-term, exeat and any additional leave weekend. Once again, arrangements must be made to ensure your daughter/son is under the direct care of a responsible adult during these times.

As a Tier 4 Visa Sponsor, the College must know where all sponsored pupils are when they are not at school. Failure to have updated information on all arrangements may jeopardise the College's sponsor status and the visa status of your child. If the holiday, exeat or leave weekend arrangements are not known for a pupil, the College may refuse to let them travel and will instead appoint an emergency guardian at a parent's expense until such information is provided.

Attendance and Term Dates

Day parents should contact the hsm between 8.00am and 8.25am if their child will be absent from school. If a pupil has a specialist appointment or requires time off school for any other reason, please notify the hsm in writing (letter or email) in advance. Please also provide written confirmation if there is good reason,

through injury or illness, that they cannot participate in sport.

Shape of the Weekend

A full academic and co-curricular enrichment programme is available to all pupils on a Saturday. Day pupils may have brunch with the boarders on a Saturday morning before the enrichment sessions. All pupils at school on a Saturday morning will be expected to participate in the morning enrichment sessions. Enrichment sessions will change on a regular basis and include a large variety of options eg sailing courses, conversational language sessions, exam year group revision, sports activities, Year 9 prep club.

Most pupils will be involved in sports fixtures on a Saturday afternoon (some fixtures may start before lunch) and all pupils will be free to go home after the matches. **If pupils are selected for a fixture team they must compete in the fixture.**

If not involved in matches, the Saturday morning enrichment sessions will finish at 12.00pm. An afternoon activity session will also be available from 12.45pm to 1.45pm. Town leave is available to all boarding pupils from 2.00pm until evening registration, with hsm approval.

On Sundays there is the opportunity for boarders to enjoy the town of Eastbourne and to catch up with friends. There will be regular organised activities for boarders such as cultural trips, onsite and offsite leisure activities. Sundays are an opportunity to have a more informal and relaxed day and pupils may visit the town or the beach between 2.00pm - 5.00pm. No pupil should be in town on a Sunday evening. There are occasional Chapel services on Sundays and all boarders are encouraged to attend.

Term Dates

All dates and times are subject to College commitments. For the latest information on term dates please visit:

<https://www.eastbourne-college.co.uk/whats-on/term-dates/>.

Parents are asked to work around our published term dates and times. **Pupils are expected to be present at College to attend all flagship events, eg Open Mornings, Speech Day, Carol Service and Easter Service.**

Flights for pupils at the end of sessions should be booked sufficiently late in the evening to allow them to fulfil all College commitments before the time needed to travel and check in. This may necessitate overnighing with their guardian before flying early the next day. For pupils returning to College by air, houses and the medical centre are open from 9.00am on the stated return day for the start of terms and end of half-terms. Pupils are not expected to return from exeat weekends until after 6.00pm.

White Book

The College calendar is familiarly known as the White Book and is available online via the parent portal. Your username and password for the parent portal, will be sent by email to you during the first few weeks of term. Parents are encouraged to use the College website calendar and dedicated sports app in order provide the most up to date information about events and fixtures because timings can change from the White Book. It should be possible for parents and pupils to download calendar entries from the website.

Educational Guardians

Compulsory requirements for pupils living abroad unless agreed otherwise.

Whilst communication with overseas parents is much more straightforward than it once was, it is a condition of entry to Eastbourne College that every pupil whose parents are resident abroad has a suitable guardian living in this country. Where parents find it difficult to nominate a relative or good acquaintance for this purpose, the College can provide suggestions of reliable local guardianship agencies approved by AEGIS (Association for the Education and Guardianship of International Students) www.aegisuk.net. However, the choice of a guardian is the responsibility of the parents.

The choice of a UK school for the education of a child from overseas is difficult, and you will have chosen Eastbourne College secure in the knowledge that it offers an excellent pastoral care system. Even so we feel it is vital for a child's welfare and happiness that there is someone outside the school, but who lives reasonably close, to turn to for support and guidance to complement the care from within the school.

An educational guardian should provide support for a family if a child from abroad is at school in the UK and may be separated from parents by thousands of miles. He or she is expected to take a personal interest in the progress and welfare of the pupil; the extent of this must naturally be a matter of agreement with the pupil's parents. The College very much encourages guardians to attend school functions such as parents' evenings, performances and whole school events, when the parents cannot be present. Boarding houses and their staff will always welcome guardians as they would parents, both for specific events or as casual visitors. Copies of eRC grades, end of term reports and other correspondence can

also be sent to guardians (with the permission of the parents).

The guardian should also be prepared to provide care and supervision during exeat weekends, half-term holidays and other holidays not spent at home abroad, as well as helping with the organisation of travel arrangements. This can also be an important opportunity, particularly for pupils from overseas, to experience staying in a family home in England, getting to know their guardian and joining in family life.

The College also occasionally requires a guardian who is readily available to assist with academic or personal matters as they arise or to provide temporary accommodation at very short notice (eg in the event of serious illness, accidents or serious disciplinary matters).

Experience shows that these responsibilities can be rewarding and that being a guardian makes a significant contribution to ensuring that boarding is a happy and enjoyable experience for young people from overseas.

If at the start of the academic year the College deems that the guardianship arrangements in place are inadequate, it will notify parents and insist that the terms of this policy are met by the first leave weekend in the Michaelmas Term. If at any other time during the school year the College deems the guardianship arrangements to be unsatisfactory, it will insist that the terms of the policy are met within three weeks of the parent being notified. Failure to appoint a suitable educational guardian in the time allowed may result in the pupil losing their place at the College.

If at any stage a parent chooses to change educational guardian, they must notify the College promptly by contacting their

daughter / son's housemaster / mistress and the Headmaster's Office, and provide all necessary details in order to provide continuous care. Advice or clarification on guardianship can be sought from the housemaster / mistress, or the Director of Admissions.

If parents fail to appoint and provide details of a suitable educational guardian, or if the College deems the appointment/arrangements to be unsuitable, the College reserves the right to invoke emergency guardianship cover (as and when it deems it to be necessary and without necessarily having to gain approval from the parents) by employing the services of a guardianship agency (accredited by AEGIS) who will appoint a host family for the child; the cost of such an intervention will be charged to the parents' account, for so long as such temporary arrangements continue. This also applies to any families for whom the normal guardianship requirements may have been initially waived by the College.

Specific requirements and responsibilities of a guardian:

The guardian should:

- not also be the educational agent.
- normally be at least 25 years old and live within reasonable travelling distance from Eastbourne.
- not be involved in travelling overseas other than for holidays.
- not be a student at university.
- care for the pupil in an emergency (eg airport closure, in the event of infectious or serious illness or if the school is closed due to a pandemic, etc).
- be prepared to take temporary care if a pupil has been suspended for a serious breach of the school rules.
- look after a pupil (as agreed with the parents) at exeat, weekend leave-outs and holidays, including when travel

arrangements to and from home do not coincide adequately with the relevant times and dates published in the White Book.

- be able to be contacted at all times and notify the College of any change of address or contact details, including for short periods of time such as holidays.

Contact details for the nominated guardian should have already been completed using the **Guardian Requirements and Contact Details form**. If you have not yet completed this form, please contact the admissions department.

Arnold Lodge

Day pupils are able to break up their week by staying in Arnold Lodge. Arnold Lodge can be booked for up to three nights a week on an ad hoc or regular basis. More information is available for day families in the **Minibus and Arnold Lodge Information booklet** available in early July. Bookings are made via the parent portal and queries can be sent to arnoldlodge@eastbourne-college.co.uk.

Minibus Service

The College offers a bus service to transfer day pupils to and from school on weekdays and Saturday mornings. The network currently consists of eight routes covering a radius of approximately 30 miles. Fully trained and qualified drivers operate the buses and all routes are normally covered by College minibuses.

All morning runs aim to deliver pupils to the College by 8.25am. Buses in the evening depart at 6.00pm and 8.00pm. Please note there is no bus service home on Saturdays.

Below is a summary of current routes for the academic year 2018-19 and is an approximate guide to the areas covered:

- Hawkhurst, Robertsbridge, John's Cross, Battle, Catsfield, Ninfield
- Dallington, Bodle Street Green, Windmill Hill, Wartling, Sovereign Harbour
- Hastings, St Leonard's, Bexhill, Little Common
- Heathfield, Cross in Hand, Old Heathfield, Horam, Hellingly, Hailsham
- Rottingdean, Newhaven, Seaford, Seven Sisters, Friston
- Newick, Chailey, Lewes, Firle, Selmeston, Ringmer, Milton Street, Wilmington, Willingdon, Ratton
- Uckfield, Halland, East Hoathly, Golden Cross, Boship Roundabout, Polegate
- Tunbridge Wells, Crowborough, Mark Cross, Mayfield

- Westham, Langley Shopping Centre

In order to reserve a place for your child on the bus, or for further details, please contact Miss Sheila Walker on (01323) 451925 or bussing@eastbourne-college.co.uk who can confirm the place and cost of the service. Routes and timings are currently under review for the next academic year based on usage and demand. More information will be available in early July in the **Minibus and Arnold Lodge Information booklet**.

The College also provides a transportation service for boarding pupils on the weekends back from Clapham Junction, London, and Tunbridge Wells on a Sunday evening. Other options for boarding pupils will be made available in early July.

Financial Information

Contact details

Useful telephone numbers - all using the dialling codes +44 (0)1323 as required.

Finance office

Bursar	Mrs Abbey Gough		
Bursar's PA	Ms Heather McDougall	451918	hdmcdougall@eastbourne-college.co.uk
Deputy bursar	Mr Chris Bentley-Mawer	452302	cbentley-mawer@eastbourne-college.co.uk

Accounts office

Accounts manager	Mrs Anne Raper	452304	ar@eastbourne-college.co.uk
General enquiries			finance@eastbourne-college.co.uk

The bursary houses the administrative offices for finance, accounting, maintenance and facilities. The bursary is open from 9.00am to 5.00pm every weekday and is closed at the weekends.

Payments of Fees

The accounts office organises and distributes termly bills. A bill showing the

fees for the next term, plus extras relating to the previous term, is sent to parents before the beginning of term. Payment can be made online, or by cheque, bank giro credit or interbank transfer.

Unless fees are paid by direct debit, fees must be paid before or on the first day of term. The College reserves the right to levy

late payment charges. In the event of parents being unable to settle fees when they are due, they should contact the deputy bursar, Mr Chris Bentley-Mawer, as soon as possible in order to discuss the position and make firm arrangements for payment. Details of the College Fees Refund Scheme can be provided on request from the accounts office.

A fees list for the academic year 2019-20 will be communicated to parents by email in July 2019 and will be published on the website.

Direct Debit

School fees, insurances and house subscriptions for the academic year can be paid by direct debit and are collected in ten equal instalments, beginning in August and ending in May the following year. If you would like to use this facility, please contact the accounts office and request a direct debit mandate to complete and return to the accounts manager. Details of payment schedules will be sent to you.

Scheme for Advance Payment of School Fees

Some parents find it helpful to be able to meet their fees commitment partly out of income and partly out of capital. This is possible through the College scheme for the payment of fees in advance. The scheme gives parents the opportunity of providing some or all of their likely school fees from a capital payment of any chosen size. Fees paid in advance currently attract a discount per annum on fees chargeable. Any sum may be deposited for the advance payment of fees. The accounts office can advise parents on the lump sums required to cover future fee liability.

Extras

Extra costs cover items such as public examination fees or non-returnable books. Extras should be paid by the first day of the following term. Notice of other

unpredictable extras is given in advance. Parents opting for direct debit will have a further three payments to make over the academic year.

Pupil and Parent Insurance Options

Personal accident insurance and dental insurance are included with school fees and are compulsory. Details of the cover can be obtained from the accounts office.

Through its brokers, the College offers additional optional insurance policies at competitive rates. These insurances are:

- College Fees Refund Scheme
- Pupils' Personal Effects Insurance Scheme
- AXA PPP Healthcare Schools Scheme

The accounts office are able to discuss with parents of new pupils about these optional policies and how to enrol for them. Please contact that accounts office if you have any queries in this regard.

Medical Centre

Parents and guardians are welcome to contact the medical centre at any time concerning the health and welfare of their child. **All parents, day and boarding, must complete the Medical Record section of the mandatory online form by 28 June 2019.**

Medical cover is available day and night for boarders and for day pupils during the school day as necessary. If parents indicate their consent on the medical record form, their child will undergo medical screening. Parents are welcome to attend these medical sessions and should indicate this wish on the medical record form. Any results which raise concerns will be re-tested later in the term, and parents will be informed if it is appropriate for further action to be taken.

The medical centre is staffed from 8.00am to 10.00pm during term time and the night sisters are on call from home from 10.00pm overnight if there are no in-patients in the medical centre 24-hour unit.

Medication

Any medication brought to the College by pupils must be handed to their house matron in the first instance and this medication will be passed to the school doctor who will need to check whether it is appropriate to be administered. All medication from abroad must be identifiable in English. The house matron will need to keep medication safely.

If a pupil in the sixth form is deemed competent, he / she may be able to keep certain medications after signing a form provided by the house matron and with the agreement of the medical centre. Pupils in other years may not keep medication in their possession. The exception to this is for asthma inhalers and Epipens.

In the case of a day pupil, medication should also be brought to the medical centre if needed during the school day and dispensed from the medical centre.

Appearance and School Shop

All pupils are expected to appear smart and tidy throughout the school day; uniform should be clean, with top button done up and shirt tucked in. Under-clothing should not be visible or hang out beneath school uniform. Girls must wear cream or white undergarments beneath their shirt.

The College believes strongly in the importance of school uniform to help create the right setting for education and school life. We ask all parents to be scrupulous in ensuring that their children return at the beginning of each term with the correct uniform. In particular, we ask that parents note the following:

- all sixth form pupils are required to wear a suit
- all Year 9,10 and 11 pupils are required to wear a school designated uniform
- all pupils must wear black school lanyards with their school ID card on it
- pupils should wear white shirts that are long enough to stay tucked in and large enough around the collar for the top button to stay fastened
- all pupils are required to wear plain black polishable shoes, with no coloured stitching or decoration, and heels no higher than 1.5 inches
- all pupils must keep hair tidy and of natural colour; boys' hair should be kept short (off the collar and not covering ears) and girls must hold long hair back with appropriate accessories
- jewellery is not allowed for boys; girls are allowed a faith pendant on a necklace, and one plain ear-stud in each earlobe, one singular wrist band, and one ring
- make-up and nail varnish are not allowed.

Sixth form suit specifics

- fit - no skinny-fit trousers; skirt sufficiently generous that it does not ride up (girls)
- length - trousers should sit on the shoe; skirt hem on the knee when standing and walking (girls)
- style and fabric: refined, smart look; no shiny materials; lined skirt (girls)
- colour - dark and plain; a thin pinstripe is acceptable but a checked or flecked pattern is not; dark grey is acceptable but light grey is not; dark navy blue is acceptable but electric blue is not

For sixth form formal dinners, the dress code may vary from lounge suits to black tie but for occasions such as Sunday chapel or parents meetings, pupils must wear a sober, dark suit, single- or double-breasted with a white shirt and a house or official College tie.

Girls suits in a variety of styles which meet the specific requirements listed here are available to order from the school shop. Samples are available to try for pre-ordering (delivery 3 working days from payment received).

If parents have any doubt over whether an article of clothing conforms to our clothing regulations, please consult the hsm or the deputy head (pastoral).

Pupils who arrive with incorrect uniform or incomplete sports kit will be asked to obtain the required items by the end of the first week of term. Any items still outstanding at the start of the second week may be purchased from the school shop and charged to the parents' account.

The uniform list for new pupils can be found in the appendix.

Marking

The College expects parents to make their own arrangements for naming clothes and belongings. Parents of boarding pupils can contact the school shop if they need a bulk of items name-taped. This is done by a contractor outside the school; see below for prices.

All items of clothing and equipment should be marked (sportswear on the outside).

All sportswear and towels should have a hanging tape for use on changing room pegs. Calculators, racquets, hockey sticks and similar items should be marked in such a way that the identification cannot be removed.

Name tapes (initial and surname) should be sewn in.

Day Pupils

It is suggested that name tapes are ordered online from <https://jjcash.co.uk>

Boarding Pupils

Name tapes will be pre-ordered for all boarders and charged to the pupil's College account in the Michaelmas term.

The school shop can arrange for name tapes to be sewn on to all clothing and sports kit at an additional charge of £1 per garment, plus a taxi fare charge of £10 to deliver / collect items from College to the sewing location.

In certain circumstances a same day service may be offered for an additional fee of £10.

School Shop Service

The school shop carries a full range of new and a limited range of second-hand school uniform. It also stocks stationary and toiletries. Uniform can be purchased from the school shop during term time or at scheduled times in the summer holiday.

Initial kit, out of school uniform and sports kit must be paid for at the time of purchase, and can be made by cheque, cash or debit / credit card (with a possible surcharge for use of a credit card). Please note that we do not accept AMEX or Uni China cards. Further sportswear and uniform can be purchased when needed.

The school shop is open during term time between 8.15am and 2.15pm Monday to Friday, and Saturdays 9.00am to 11.45am.

The shop is open to purchase school uniform during the months of July and August at set times; appointment times are available on a first-come first-served basis. We recommend parents make an appointment via the College website as soon as possible for a complete fitting of uniform and sportswear.

School shop 'kit out' bookings can be made using the below link:

<https://ec-online.eastbourne-college.co.uk/Public/SchoolShopBookings.aspx>

Using the shop

Pupils are able to make purchases in the school shop using their ID card. It is not permissible to purchase items for other pupils using this card. The school shop is also able to accept cash, cheque, debit and credit card payments (no American Express taken). Please contact the school shop if you would like to place a termly limit on the amounts that may be charged to your account. Any parent / guardian not wishing their child to purchase tuck items on their pupil ID card should give prior notification by email or letter to the school shop.

Junior pupils (ie not sixth form) are not allowed into the shop either during lessons or between p1 and 2, and 3 and 4. They are allowed in before lesson 1, at break and after lessons.

Sixth form pupils are allowed to make their own choices about when to go to the shop.

Buying OE regalia

No stock can be purchased until June of a pupils final year.

Tim's Café

The café is a barista-serviced space which can be used as a social study area for all pupils. Sixth form pupils can use the cafe during their study periods and Year 9, 10 and 11 pupils can use it in their free time. Pupils can make café purchases using their ID card. Spend totals can be seen on the parent portal with the termly total to be paid placed on the school bill. The Café can also accept cash, Apple pay, debit and credit cards.

Mouth Guards

For health and safety reasons the College makes it compulsory for pupils who play rugby or hockey to wear mouth guards. Pupils will not be allowed to play or be eligible for match selection if they do not possess a suitable mouth guard.

We recommend that your child wears a properly fitted new mouth guard and so we have arranged for a dentist from Opro to visit the College at the College Introduction Day for Year 9 pupils in June.

To opt in for the available fittings on Sunday, 23 June, please visit the Opro website and place an order. Please visit: <https://www.opro.com/Catalogue/Build-Your-OPRO/Mouthguard-Builder>.

Please choose the hi-impact type of guard and note the school as Eastbourne College. You will be asked to pay for your order on the website. Opro will then ensure your child is fitted for their mouth guard when they are on site. Opro can be contacted on +44 (0)1442 430690 if you have any questions for them.

If your child is not in Year 9 and will not be available for this fitting, then please contact your dentist or another suitable provider eg OPRO directly about a properly fitted mouth guard.

Eastbournian Society

Parents of pupils at Eastbourne College are automatically members of the Eastbournian Society, which brings together the Old Eastbournian Association (founded in 1895) and all those with a College connection: parents, staff, former pupils, friends and supporters.

Here are some of the things the society does:

- **Career and business-networking events** - These cover a wide range of professions including financial services, insurance, law, marketing, medicine, property and shipping. These are particularly useful for current pupils who are able to meet professionals who can advise on careers, training and work experience.
- **Social events** - Recent examples include curry evenings, wine tastings, theatre trips, an annual quiz night and dinner, and visits to places of interest.
- **Reunions, dinners and lunches** - Celebrating achievement.
- **An international network** - There are Old Eastbournians in over 60 locations around the world who are able to help recent leavers with advice about gap years or working in their locality.
- **Worldwide events** - In recent years we have held dinners and receptions in Australia, Dubai, Hong Kong, Singapore and the USA (east and west coasts), bringing together OEs and parents.
- **Annual magazine** - We produce a magazine each year called *The Old Eastbournian*, which reviews our activities and includes features on the school and its people past and present.
- **Welcome to new parents** - In each Michaelmas term we hold a reception for parents of new pupils to welcome you to the society.
- **Old Eastbournians** - When pupils leave the College and become Old Eastbournians they will enjoy life

membership of the society. They will be invited to our career networking events, to reunions and other social occasions, and to play sport for the OE sports clubs. They will also have access to the society's worldwide network.

- **Website** - You can find out more about who we are and what we do on our website:
www.eastbourniansociety.org

Further Information

Our College website includes a host of other useful information that you may also wish to review. If you have any unanswered questions please get in touch with the relevant departments or personnel, and if you are unsure about who to contact, please get in touch with the admissions department who will be available through the remainder of the term and the summer break.

Admissions department

admissions@eastbourne-college.co.uk
+44 (0)1323 452323

Appendix: School Uniform and Games Kit 2019

Uniform List for Boys Years 9, 10 and 11

Everyday uniform which <u>must</u> be purchased from school shop	
1	College blazer
2	House ties
1	College rucksack (Year 9)
1	Black ID card lanyard
1	School scarf (optional but no other scarf may be worn)
1	Overcoat in navy blue to be worn over the blazer - (optional but Year 9 & 10 may not wear any other overcoat)
Eastbourne College crested	
Sportswear which <u>must</u> be purchased from school shop	
1	House shirt
1	House socks
1	Ocean weather-layer jacket
1	College mid-layer top
1	College tracksuit bottoms
1	Reverse layer rugby top
2	Rugby shorts
1	White College PE shirt
1	Red College PE shirt
1	Navy College PE shirt
1	College cricket shirt
1	College cricket trousers
1	Hockey field shorts (navy)
1	Field shorts (white)
1	College long socks (navy, red)
1	College shin pads
Miscellaneous items which <u>can</u> be purchased from school shop	
Calculator FX 83GT Plus	
Ink fountain pen	
Tuck box	
Sportswear which <u>can</u> be purchased from school shop	
1	Swimming shorts (navy or black)
2	Short white socks
1	Hockey stick
1	Rugby boots
Everyday uniform which <u>can</u> be purchased from school shop	
2	Dark grey trousers (purchased in school shop or similar in style)
7	Dark coloured socks

2	Plain white collared shirts (six for boarders)
1	Plain V-necked pullover in dark grey, navy blue or black (cardigans and cable knit not allowed)
Uniform <u>not available</u> from school shop	
1	Pair of black polishable shoes (no contrast stitching or laces)
1	Pair of trainers (for indoor and outdoor use)
1	Overcoat of dark monochrome design in navy blue, dark grey or black. Long enough to cover the jacket which must be worn underneath (optional - Year 11 only, for 2019-20)
Boarding pupils will also require	
1	Duvet (not feather)
2	Duvet covers (sheets and pillowcase can be provided by the College at a charge of £10)
4	Bath towels marked at corner
1	Dressing gown
3	Sets pyjamas
1	Pair of slippers
1	Washbag
1	Overnight case or bag
1	Shoe-cleaning kit
1	Tuck box, lockable (optional - available from school shop if required)
<p>There are plenty of local shops in Eastbourne and websites through which the above can be purchased. For overseas pupils, the College will provide more information on suitable shops and websites in the Guidance for International Pupils booklet.</p>	

**Uniform List for Girls
Years 9, 10 and 11**

Everyday uniform which must be purchased from school shop	
1	College blazer
2	House ties
2	Kilts (to be worn on or below the knee)
1	College rucksack (Year 9)
1	Black ID card lanyard
1	School scarf (optional but no other scarf may be worn)
1	Overcoat in navy blue to be worn over the blazer (optional but Year 9 & 10 may not wear any other overcoat)
Eastbourne College crested	
Sportswear which must be purchased from school shop	
1	House shirt
1	House socks
1	Ocean weather-layer jacket
1	College mid-layer top
1	College tracksuit bottoms
1	Skort
1	White College PE shirt
1	Red College PE shirt
1	Navy College PE shirt
1	College long socks (navy, red)
1	College shin pads
Miscellaneous items which can be purchased from school shop	
Calculator FX 83GT Plus	
Ink fountain pen	
Tuck box	
Sportswear which can be purchased from school shop	
1	One-piece swimsuit (sports style only)
2	Pairs of short white socks
1	Hockey stick
Everyday uniform which can be purchased from school shop	
2	White shirts (fitted, six for boarders)
7	Plain navy or black tights 70 denier or clear (for summer dress, bare legs are permitted)

1	Plain V-necked pullover in dark grey, navy blue or black (cardigans and cable knit not allowed)
Uniform not available from school shop	
1	Pair of black polishable shoes (no contrast stitching or laces; heels less than 1.5 inches)
1	Pair of trainers (for indoor and outdoor use)
1	Overcoat of dark monochrome design in navy blue, dark grey or black. Long enough to cover the jacket which must be worn underneath (optional - Year 11 only, for 2019-20)
Boarding pupils will also require	
1	Duvet (not feather)
2	Duvet covers (sheets and pillowcase provided by the College at a charge of £10)
4	Bath towels marked at corner
1	Dressing gown
3	Sets pyjamas
1	Pair of slippers
1	Washbag
1	Overnight case or bag
1	Shoe-cleaning kit
1	Tuck box, lockable (optional - available from school shop if required)
<p>There are plenty of local shops in Eastbourne and websites through which the above can be purchased. For overseas pupils, the College will provide more information on suitable shops and websites in the Guidance for International Pupils booklet.</p>	

Uniform List - Sixth Form

Sixth Form School Uniform. All pupils are expected to appear smart and tidy throughout the school day; uniform should be clean, with top button done up and shirt tucked in. Under-clothing should not be visible or hang out beneath school uniform. Girls must wear cream or white undergarments beneath their shirt.

The College believes strongly in the importance of school uniform to help create the right setting for education and school life. We ask all parents to be scrupulous in ensuring that their children return at the beginning of each term with the correct uniform. In particular, we ask parents to note the following:

- all sixth-form pupils are required to wear a suit
- the requirements for suits are very specific
 - fit - no skinny-fit trousers; skirt sufficiently generous that it does not ride up (girls)
 - length - trousers should sit on the shoe; skirt hem on the knee when standing and walking (girls)
 - style and fabric: refined, smart look; no shiny materials; lined skirt (girls)
 - colour - dark and plain; a thin pinstripe is acceptable but a checked or flecked pattern is not; dark grey is acceptable but light grey is not; dark navy blue is acceptable but electric blue is not
- girls suits in a variety of styles which meet the specific requirements listed here are available to order from the school shop. Samples are available to try for pre-ordering (delivery 3 working days from payment received)
- pupils should wear white shirts that are long enough to stay tucked in and large enough around the collar for the top button to stay fastened (boys)
- all pupils are required to wear plain black polishable shoes, with no coloured stitching or decoration and heels no higher than 1.5 inches
- all pupils must purchase a black lanyard and wear their ID card on it
- all pupils must keep hair tidy and of natural colour; boys hair should be kept short (off the collar and not covering the ears)
- jewellery is not allowed for boys. Girls are allowed a faith pendant on a necklace, and one plain ear-stud in each earlobe, one singular wrist band, and one ring
- make-up is not allowed unless it is discreet, light and suitable. Coloured eye make-up and nail varnish are not allowed.

If parents have any doubt over whether an article of clothing conforms to our clothing regulations, please do not hesitate to consult the hsm or the assistant head (pastoral).

For formal dinners, the dress code may vary from lounge suits to black tie but for occasions such as Sunday chapel or parents meetings, pupils must wear a sober, dark suit, single- or double-breasted with a white shirt and a house or official College tie.

Pupils who arrive with incorrect uniform or incomplete sports kit will be asked to obtain the required items by the end of the first week of term. Any items still outstanding at the start of the second week may be purchased from the school shop and charged to the parents' account.

Sixth form uniform continued

Uniform not available from school shop	
1	Overcoat of navy, black or charcoal grey and monochrome (ie not patterned in any other way and must not be fur trimmed) longer than the jacket which must be worn underneath.
Miscellaneous items which can be purchased from school shop	
	Calculator FX - 991EX Ink fountain pen Tuck box
Sportswear which must be purchased from school shop (minimum requirements)	
1	House shirt
1	House socks
1	College mid-layer top
1	College tracksuit bottoms
1	Skort or Shorts
1	White College PE shirt
1	College long socks (navy, red)
Boarding pupils will also require	
1	Duvet (not feather)
2	Duvet covers (sheets and pillowcase can be provided by the College at a charge of £10)
4	Bath towels marked at corner
1	Dressing gown
3	Sets pyjamas (boys) / nightwear (girls)
1	Pair of slippers
1	Washbag
1	Overnight case or bag
1	Shoe-cleaning kit
1	Tuck box, lockable (optional - available from school shop if required)
There are plenty of local shops in Eastbourne and websites through which the above can be purchased. For overseas pupils, the College will provide more information on suitable shops and websites in the Guidance for International Pupils booklet.	

the shop when it is needed. Appropriate training shoes are required for indoor and outdoor sports.

Second hand uniform

The school shop has a small selection of uniform from previous pupils. Pupils who leave the College or have out-grown their uniform are invited to sell clean, quality goods through the school shop. They should have name tags removed and will be held in the shop for sale for six months. A percentage of the selling price will be credited to the pupil's account. If the pupil has left the College, a cheque will be issued.

Please note, due to the change in sports kit (PlayerLayer), only current sports kit may be left for re-sale.

Sportswear for Boys and Girls

There is a wide range of kit available. The school shop will advise on the kit for the first term, other kit may be purchased from

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