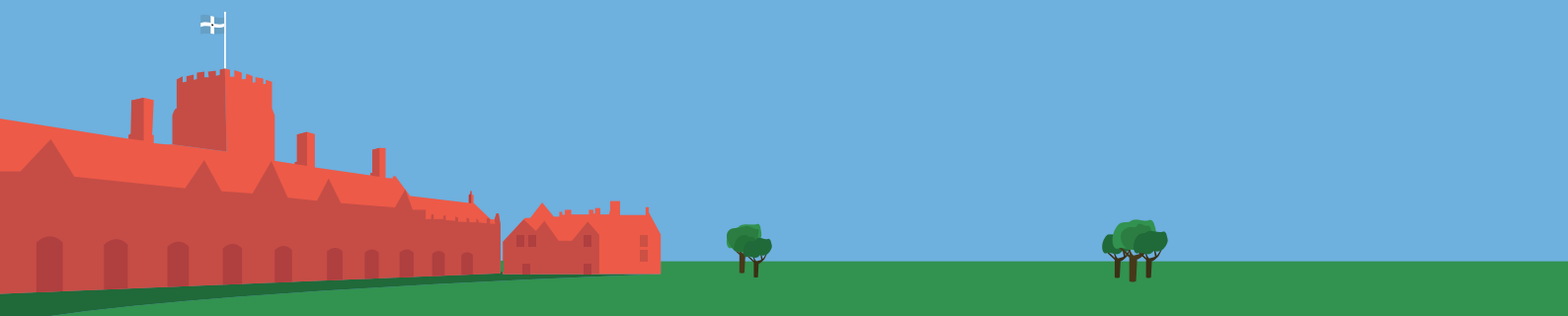




# NEW PUPIL JOINING INFORMATION

2022-23



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# INTRODUCTION

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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.

If you have any questions, please do not hesitate to contact the relevant department or the admissions team.

Please note the completion date for the online mandatory forms is Friday 17 June 2022. We are delighted that you are joining the Eastbourne College community and very much look forward to seeing you here.

## HEADMASTER'S WELCOME TO PARENTS OF NEW PUPILS

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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

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Telephone numbers use the dialling codes +44 (0)1323 as necessary.

### Useful contacts

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	Mr Jim Russell	451907	jdrussell@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		452345	medical@eastbourne-college.co.uk
Minibus Service	Mr David Laird	451925	bussing@eastbourne-college.co.uk
Parent Portal	Information Systems	452334	helpdesk@eastbourne-college.co.uk
School Shop / Tim's Sportswear supplier	Mrs Gill Copeland	452226	gpcopeland@eastbourne-college.co.uk
Y9–11 school uniform supplier	SchoolBlazer		schoolblazer.com
Sportswear supplier	PlayerLayer		Info@playerlayer.com
Sports equipment supplier	Grays		graysteamssports.com
Second hand uniform and school kit online			grownoutofit.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).

<b>Blackwater</b>	Miss Hannah Simmons	452200	hlsimmons@eastbourne-college.co.uk
<b>Craig</b>	Mr Tim Holgate	452210	tjholgate@eastbourne-college.co.uk
<b>Gonville</b>	Mr Alex Wingfield Digby	452220	aowingfielddigby@eastbourne-college.co.uk
<b>Nugent</b>	Mr Jonathan Medlycott	452230	jmedlycott@eastbourne-college.co.uk
<b>Pennell</b>	Mr Ben Jourdain	452240	hbjourdain@eastbourne-college.co.uk
<b>Powell</b>	Mr Sam Mason	452250	smason@eastbourne-college.co.uk
<b>Reeves</b>	Mr Matt McVeigh	452260	mjmcveigh@eastbourne-college.co.uk
<b>School</b>	Mrs Carla Whiddett-Adams	452270	cwhiddett-adams@eastbourne-college.co.uk
<b>Wargrave</b>	Mr Tim Spiers	452280	tjspiers@eastbourne-college.co.uk
<b>Watt</b>	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 1 July 2022) 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 annual College parents meetings for each year-group, scheduled 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 behaviour and 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 year-group meetings.

New pupils are encouraged to look through the College's code of behaviour and College Rules with their parents before arrival, so they are clear on our expectations. Parents received these along with the standard Terms and Conditions.

The code of behaviour and College Rules are supported by a range of policies which are available on the parent portal and in some cases, the school website. The following policies are especially important from a behaviour-discipline perspective:

- safeguarding and child protection
- anti-bullying
- e-safety policy suite (including ICT acceptable use, ipads, cyberbullying, sexting, mobile phones / devices, etc)
- drugs and psychoactive substances
- code of behaviour and College rules (on all house boards)
- rewards and discipline
- driving rules
- complaints
- curriculum
- diversity, equality and inclusion
- first aid
- medical conditions
- privacy notice

Parents attention is drawn to these policies (which are reviewed regularly) 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. These important events are accessible and relevant to those of any faith and those with none. They serve to bind our community together and offer space in the week to think of others and be grateful for the things we have; a proven recipe for happiness.

There is one service a week for pupils at 5.35pm (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 (normally in one of the 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 and welcome to attend if they are on campus.

## 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, PSHE, 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, but if a pupil is interested in studying Latin with no prior study then contact Mr Philip Canning, head of classics, to discuss. 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 Miss Louisa Cluskey or Mr Jonny Gilbert, Deputy Head (academic), before the end of term (Friday 1 July 2022).

### 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 six options:

- art
- dance
- design & technology
- drama
- music
- 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 17 June 2022.**

### 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 1 July 2022).

### 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. Pupils who do not catch up on any missed work, attend additional teaching sessions or who do not achieve good mock results in the January exams, may not be able to sit their GCSEs in the summer.

For those who sit GCSEs in the summer term, at least five full GCSE passes (grade 9–4) may be required in maths, 2 × 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.

## Careers Education for Years 9, 10 and 11

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Through the PSHE programme, pupils in Years 9, 10 and 11 spend time considering future career pathways, understanding the skills they will need to succeed and how their choices and achievements in the classroom can impact the opportunities available to them. All pupils gain access to their own Unifrog account which supports them throughout their time at school, helping them understand their options and how to prepare for success.

Pupils receive two 50 minute careers lessons in years 9 and 10 with the Head of Futures and topics include exploring the 21st century world of work, skills for future success, teamwork, GCSE option choices and career options. In Year 11, pupils receive one 50 minute careers lesson with the Head of Futures which focuses on communications skills and work experience alongside a continued conversation around skills development. Pupils are encouraged to complete personality and interests quizzes in Unifrog, log their skills and flag any potential careers, subjects and next steps they are exploring. This prepares them to participate in the two futures planning meetings they have with independent careers advisors. These meetings aim to ensure pupils are taking ownership of their plans and exploring the options out there for them. The first of these meetings takes place in November, ahead of mock GCSE examinations, and the second takes place in late January/early February after mock GCSE examinations.

More information about our programme can be found online at <https://www.eastbourne-college.co.uk/academic/careers-programme/>

Details about activities for all pupils can be seen on our Statement of Futures Provision at <https://www.eastbourne-college.co.uk/wp-content/uploads/2018/10/Statement-of-Futures-Provision.pdf>

## Year 9, 10 and 11 Co-Curricular Opportunities

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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 benefits 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 academic enrichment (eg debating, Modern United Nations, learn Japanese), 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 once they have started at the College.

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

Michaelmas term	Lent term	Summer term
Hockey (girls) Rugby (boys)	Netball (girls) Hockey (boys)	Tennis 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-Training	Cross-Training	Equestrian
Equestrian	Equestrian	Fencing
Fencing	Fencing	Fives
Fives	Fives	Golf
Football	Football	Mountain-biking
Golf	Golf	Rowing Sailing/ Wind-surfing
Mountain-biking	Mountain-biking	Squash
Rowing Sailing/ Wind-surfing	Rowing	Swimming
Squash	Rugby 7s	Tennis (elite)
Swimming	Sailing/ Wind- surfing	ZAP (Zumba, aerobics & pilates)
Tennis (elite)	Squash	
ZAP (Zumba, aerobics & pilates)	Swimming	
	Tennis (elite)	
	ZAP (Zumba, aerobics & 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.

### About our rugby provision

The College has a long tradition of playing the sport of rugby dating back to 1901. It is the College's core sport for boys in the Michaelmas term with fixtures most Saturdays. There are a plethora of benefits that playing the game of rugby brings that supports the educational and social development of pupils.

There has been a lot of media attention in the recent past regarding the nature of the game and the discussion around compulsory

contact rugby and so we wanted to explain our programme in this context.

First and foremost it is our responsibility to ensure that the pupils at the school take part in a safe and enjoyable programme that allows them to develop at their own pace. For those of you who are new to the game, school-aged rugby is played with the safety of the pupils the paramount concern and we adhere to strict protocols around injury. Our programme ensures that pupils get the opportunity to experience the game through a version which is appropriate for them.

All pupils in both Y9 and Y10 are required to play a form of rugby during Michaelmas Term games sessions, and where appropriate, represent the College in fixtures. We typically put out three teams per age group that play the contact version of the game against other schools. When pupils begin rugby in Y9 they are grouped by experience as follows:

- experienced contact,
- limited experience contact, and
- non-contact.

This allows pupils to start their rugby journey at their desired level. No pupil is forced to do contact should they not wish to. The aim of this process is to allow pupils to develop their confidence and competence at their pace so that they can enjoy the benefits of the game through an experience that is both safe and fun. For those who have never played contact rugby, then as they initially progress through the non-contact version, they will have the option to move towards the full-contact version.

If you wish to know more then do contact our Director of Sport, Mike Harrison (mtharrison@eastbourne-college.co.uk).

We will contact you via our online permissions system called OPEROO, during

the summer and for those of you who have decided against contact rugby you will have an opportunity to indicate if you wish your son to initially opt out of the contact form of the game.

### **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 Friday 17 June 2022.

### **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, Royal Air Force or Royal Navy sections where the focus of training is on outdoor activities, self-discipline, teamwork skills, safe weapons handling and shooting. Pupils joining the College for Year 10 will join the majority of their year group in the army section. 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 level. Sixth form pupils can also get involved in the Duke of Edinburgh's Award scheme at 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 continues into Year 11. The gold award can only be offered to pupils in Years 12 and 13 as the national age limit for inclusion is 16. The award is very popular at the College which has a high completion rate. 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, to name a few, include:

Arkwright Society (D and T)

Charity Society

Chess Club

Christian Youth

Debating Society

Engineering Society

Humanities 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. It also allows the College to deploy specific software apps and information eg timetables centrally. 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 in our new pupil additional information and policy document.

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 enrichment 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**

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 hsms 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) Rugby (boys)	Netball (girls) Hockey (boys)	Tennis 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-Training	Cross-Training	Equestrian
Equestrian	Equestrian	Fencing
Fencing	Fencing	Fives
Fives	Fives	Golf
Football	Football	Mountain-biking
Golf	Golf	Rowing Sailing
Mountain-biking	Mountain-biking	Wind-surfing
Rowing Sailing/ Wind-surfing	Rowing Rugby 7s	Squash
Squash	Sailing/ Wind- surfing	Swimming
Swimming	Squash	Tennis (elite)
Tennis (elite)	Swimming	ZAP (Zumba, aerobics & pilates)
ZAP (Zumba, aerobics & pilates)	Tennis (elite) ZAP (Zumba, aerobics & 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

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### **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 sixth form pupils to get involved in the Duke of Edinburgh's Award at 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.

### **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)  
Casson Society  
(academic society in the sixth form)  
Charity Society  
Chess Club  
Christian Youth  
Debating Society  
Engineering Society  
Hayman Society (academic society in Y9–11)  
Humanities 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 Friday 17 June 2022.

### **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.

### **Futures Planning for Sixth Form**

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All pupils in the sixth form receive regular, personalised support to help them prepare for their future plans, be that an application to university in the UK, elsewhere in the world, a gap year, a degree apprenticeship or progressing straight into the workplace.

The aim is to ensure pupils are making informed choices, are aware of key deadlines, have a good understanding of the 21st century workplace and are developing the skills they will need to succeed.

Over the course of the sixth form, pupils meet regularly with the Head of Futures, take part in insight evenings where they will hear from speakers on a wide range of topics including specific career pathways and have the opportunity to take part in a variety of workshops, such as employability skills, networking, interviewing, and CV and personal statement writing. External speakers play an important role in this process, as does integrating provision using the Eastbournian Society network. 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 second half of Michaelmas term of Year 12 all pupils are introduced to the College's Unifrog platform. This will support them throughout their futures planning journey helping with academic enrichment, tracking skills development, explore career and subject options and helping them understand more about next steps including university, apprenticeships and the world of work. All pupils and parents will be invited to an evening careers convention where past pupils and friends of the College, universities, gap year providers and other professional services will be on hand to offer specific guidance and advice about a wide range of options.

In the summer term, all pupils will take part in the annual Futures Day where they will hear from a variety of speakers covering topics linked to university study, the 21st century workplace and building key skills. There will be specific focus on university application timelines, how to choose a course and how to craft a personal statement preparation at this point.

The College works hard to ensure that all pupils leave Eastbourne College with a plan for their next steps, as well as the skills, experience, and confidence to ensure they are as successful as possible. More information about our programme can be found online at <https://www.eastbourne-college.co.uk/academic/careers-programme/>

Details about activities for all pupils can be seen on our Statement of Futures Provision at <https://www.eastbourne-college.co.uk/wp-content/uploads/2018/10/Statement-of-Futures-Provision.pdf>

### Preparation for Oxbridge and other highly-competitive universities

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Specific preparation begins in the early part of the Michaelmas term with a meeting convened by the Head of Academic Enrichment to confirm initial course ideas and establish the routines for appropriate personal preparation. A visit to an Oxbridge Open day also occurs in September. Pupils are encouraged to participate in, and to log, a variety of activities to extend themselves beyond the standard curriculum: eg personal research, wider reading, educational visits, competition entry, work experience and external courses. 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. Pupils spend at least one hour per week in the Learning Resources Centre conducting and logging this enrichment.

Academic performance is scrutinised throughout the first term and if teachers recognise realistic potential, each pupil is assigned to an Oxbridge tutor in the Lent term who will help them continue to develop their experience and skills in a more subject-focused way. Timetabled meetings with this tutor ensure that pupils become familiar

with individual or small-group tutorials. Many Oxbridge taster events and academic competitions take place during this term, and applicants become members of the Casson Society – the senior academic society of the College. Old Eastbournians currently studying at Oxford and Cambridge are invited to a networking event for potential applicants at the College at the end of term.

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 research essay during the summer holidays on a topic of particular academic interest (if not in the EPQ programme). Support regarding the Personal Statement is offered and a personal visit to a College, departmental or university 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

See Uniform and kit list. We require all sixth form pupils to provide their own suitable tablet or laptop device. These will not be managed by the school, but we expect pupils to adhere to the College's ICT acceptable use policy and other policies within the e-safety policy suite.



All sixth form pupils must have access to a laptop for completion of academic work and to aid study. Guidelines for specification can be seen in the Uniform and kit list at <https://www.eastbourne-college.co.uk/wp-content/uploads/2022/05/Uniform-List.pdf>

### **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 including insurance, all of which must be followed.

### **EC-Online**

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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](mailto:helpdesk@eastbourne-college.co.uk) or telephone the ECIS department on +44 (0)1323 452334.

### **Electronic Report Cards (eRCs)**

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These are produced at appropriate times (usually 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**

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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 (and associated e-safety) 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 17 June 2022.

## 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 routine (ie non-exeat) 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 must 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 houses 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, the College has an arrangement with Club Class Chauffeurs who are a local corporate taxi company ([www.clubclassonline.co.uk](http://www.clubclassonline.co.uk)). Parents are able to book directly with Club Class, but school matrons are also able to assist with and view bookings to ensure they are well organised for the benefit of the child. Cars can be booked online and travel details will be sent to your hsm and matron. Costs can be reduced by sharing rides and the company helps organise this. Please discuss with your hsm and/or matron if you are interested in using this service.

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 Child Student Visa pupils

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All parents of Child Student 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 Child Student 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 UK Government 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

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Day parents should contact the hsm between 8.00am and 8.20am 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

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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 12.00 noon. An afternoon activity session will also be available from 12.45pm to 1.45pm. Town leave is available to all boarding pupils from 3.30pm until evening registration, with hsm approval.

On Sundays there is the opportunity for boarders to enjoy the town of Eastbourne, local sea and downland 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 12.30pm and 5.00pm. No pupil should be in town on a Sunday evening. There are very occasional optional Chapel services on Sundays which all boarders are encouraged to attend.

## Term Dates

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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 overnighting 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

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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

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Compulsory requirements for pupils living abroad unless agreed otherwise.

While 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](http://www.aegisuk.net) or the Boarding Schools Association (BSA). 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 must 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). By implication this means they should be based in the UK and live sufficiently close to Eastbourne to make the journey relatively straightforward.

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 Registrar.

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 exets, 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.

Please note that it is completely unacceptable for any pupil, even if they are over 18 years of age, to stay unaccompanied by an adult, in a hotel or such like accommodation, for any period of time whilst they are a registered pupil of the College.

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.

## Overnight Stays

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We are delighted to offer our day pupils the opportunity to stay overnight on occasion when needed. Pupils will stay overnight in a boarding house but will remain fully attached to their current day house and housemaster. To find out more, please email [overnight@eastbourne-college.co.uk](mailto:overnight@eastbourne-college.co.uk)

## Minibus Service

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The College offers a bus service to transfer day pupils to and from school on weekdays and Saturday mornings. The network currently consists of eleven 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 8.20am Monday to Friday, and 9am on a Saturday. Buses in the evening (Monday to Friday) depart at 6.00pm and 8.00pm. Please note there is no bus service home on Saturdays.

More information on various routes and associated cost can be found in the Minibus Information booklet which is updated and published by early July. Routes and timings are under constant review based on demand and usage. For further detail, or to reserve a place for your child on a bus, please contact the bussing team on (01323) 451925 or [bussing@eastbourne-college.co.uk](mailto:bussing@eastbourne-college.co.uk).

The College also provides a transportation service for boarding pupils over the weekends including school bus transportation back from Clapham Junction, and Tunbridge Wells on a Sunday evening. Further information on transportation options for boarders can be found in the Bussing for Boarders booklet which will also be available in early July.

# FINANCIAL INFORMATION

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## Contact details

Telephone numbers all use the dialling codes +44 (0)1323 as required.

### Finance office

Chief Operating Officer (COO)	Mrs Abbey Gough		
COO's PA	Ms Heather McDougall	451918	hdmcdougall@eastbourne-college.co.uk
Finance Director	Mr Chris Bentley-Mawer	452302	cbentley-mawer@eastbourne-college.co.uk

### Accounts office

Accounts manager	Mrs Anne Raper		ar@eastbourne-college.co.uk
General enquiries		452304	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 2022-23 will be communicated to parents by email in July 2022 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 which should be completed and returned to the accounts manager; alternatively please download and complete the direct debit form included in the online new pupil joining form. Details of payment schedules will be sent to you shortly thereafter.

### Fees in Advance Scheme

Some parents find it helpful to be able to meet their commitment to fees, partly out of income and partly out of capital. This is possible through the College's Fees in Advance Scheme. The scheme gives parents the opportunity to provide some or all of their likely school fees from a capital payment of any chosen size. Fees paid in advance currently attract an annual discount on fees charged. Any sum may be deposited for the advance payment of fees. The accounts manager will be able to advise parents on the lump sums required to cover future fees 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 is able to discuss with parents of new pupils about these optional policies and how to enrol for them. Please contact the accounts office if you have any queries in this regard.

## Personal Banking

Overseas boarding pupils in particular may need access to cash or banking facilities while in the UK. The College will prepare the necessary evidence for each pupil to take to a local bank in order to open a bank account. We will give this to each pupil when they arrive. Pupils will need to take this letter, their passport, and visa evidence to the bank branch to open an account. Everyday items can be purchased at the Tim's café-shop via your child's College ID card with the cost going on the bill. Pupils should not bring to school, have on their person or keep in their room more than £5–10 and have no real reason to do so with cashpoint facilities readily available in town.

## Operoo

Operoo is the platform used by both Eastbourne College and St Andrew's Prep to obtain permission and payments for trips and visits. We may also use Operoo to obtain additional permissions and payments for other College-based items, such as additional kit, one-to-one tuition and some other school activities.

As soon as your child's details are activated on the College system you will receive an auto-generated email from Operoo that contains your username and password. Once you have received this, you should log in and change your password to a more memorable one. You might also find the Operoo app a useful tool. When logging into the app for the first time you will be prompted to enter a four-digit code, this is a code that should be memorable to you as it will become your security PIN for future use.

If you need any help with Operoo, please contact [operoo@eastbourne-college.co.uk](mailto:operoo@eastbourne-college.co.uk)

## Medical Centre

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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 Friday 17 June 2022.

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. If parents wish to attend their child's medical screening, they should contact the medical centre to make arrangements. 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. On Sundays, the medical centre is staffed from 8.00am–1.00pm and the sisters are on call from home from 1.00pm.

### **Medication**

Any medication brought to the College by boarding 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 Uniform**

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To view the pupil uniform and kit list please visit <https://www.eastbourne-college.co.uk/wp-content/uploads/2022/05/Uniform-List.pdf>.

All pupils are expected to appear smart and tidy throughout the school day; uniform should be clean and suitably-sized so the top

button is done up and tie worn correctly (boys) and shirt tucked in. Under-clothing should not be visible or hang out outside 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, sports-kit and necessary equipment. For details regarding hair, jewellery, make-up etc. please see College Rules.

School uniform items for Year 9, 10 and 11, as well as certain items for the sixth form are to be purchased through the SchoolBlazer website (<https://www.schoolblazer.com>) and sports kit for all years can be purchased through the PlayerLayer website (<https://playerlayer.com>). The PlayerLayer School Web shop will have full stock availability by 30th July, ready for parents to order ahead of the academic year.

Sports equipment can be purchased from Grays (<https://graysteamsports.com>) Any other items of uniform or school equipment can be purchased via local shops in Eastbourne or online retailers. Some items may also be available from the Tim's café-shop. For overseas pupils, the College will provide more information on suitable shops and websites in the Guidance for International Pupils booklet. Details of the uniform and equipment list can be found in the appendix.

We insist that all items of clothing and most costly items of equipment are named to help prevent loss. Clothing purchased from SchoolBlazer (<https://www.schoolblazer.com>) can be name-taped for a small additional charge at the time of purchase.

Sports clothing purchased from PlayerLayer (<https://playerlayer.com>) must either be name-taped at home or alternatively this can be arranged via boarding house matrons for a charge. Name tapes (initial and surname) should be sewn in. It is suggested that name tapes are ordered online from <https://jjcash.co.uk>

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.

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. Pupils must take care of their belongings and replace those which are lost as soon as possible.

For those boarders who do not live in the UK, you are able to have your uniform and kit delivered to the College during the summer ready for when you arrive in the Michaelmas term. Please ensure that you include your name, your house name, and the College address as the delivery details (Reception, Old Wish Road, Eastbourne, East Sussex, BN21 4JY).

### **Grownoutfit.co.uk – second hand uniform and sales of school 'kit'**

We are pleased to let you know that we are teaming up with a company which will allow all parents to buy and sell second-hand uniform: <https://www.grownoutfit.co.uk>, rather like eBay but specialising in schools provision. As well as uniform and sports-wear, parents will also be able to sell other school-based items such as hockey sticks, cricket bats, bags, suits and so forth.

The system is easy to navigate and use. We have put the link to grownoutfit on our own website. Ten per cent of transactions go to the company as commission. Parents

have the option of making a donation to the school at point of sale. As the system develops further, we hope to be able to claim Gift Aid on these donations and all funds raised will go to the bursary fund.

Please note that, for obvious reasons, we will not allow the sale of any items classed as 'well worn'. Also, the sports kit for the squads of our 1st teams will not be allowed to be sold or purchased via this new second-hand website as these items are provided to pupils via the College through a different system (they are not initially purchased by parents online from PlayerLayer like other items).

Full terms and conditions are shown on the site, and all payments made between parents are covered under the PayPal terms. Having moved online, the College will not hold any second-hand stock; all exchanges are made between parents themselves.

### **Tim's**

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Tim's is a barista-serviced space which can be used as a social study area for all pupils. Sixth form pupils can use Tim's during their study periods and Year 9, 10 and 11 pupils can use it in their free time.

Pupils can make purchases at Tim's 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. Tim's can also accept cash, Apple pay, debit and credit cards.

Parents and visitors will also be able to use Tim's when visiting the College.

Tim's also carries a small range of essential stationery, toiletries and sundry goods for pupils to purchase and is open during term time or at scheduled times in the school holidays. Opening times during term time will be communicated to all pupils at the start of term.

## Using Tim's

Pupils are able to make purchases in the café using their ID card. It is not permissible to purchase items for other pupils using this card. Tim's is also able to accept debit and credit card payments (no American Express taken). Please contact the finance department [finance@eastbourne-college.co.uk](mailto:finance@eastbourne-college.co.uk) and [gpcopeland@eastbourne-college.co.uk](mailto:gpcopeland@eastbourne-college.co.uk) 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 finance department [finance@eastbourne-college.co.uk](mailto:finance@eastbourne-college.co.uk) and [gpcopeland@eastbourne-college.co.uk](mailto:gpcopeland@eastbourne-college.co.uk).

Junior pupils (ie not sixth form) are not allowed into the Tim's / shop either during lessons or between SI and 2, and 3 and 4. They are allowed in before session 1, at break and after sessions.

Sixth form pupils are allowed to make their own choices about when to go to Tim's.

Parents are welcome to meet up in Tim's and purchase refreshments as well as a limited range of school kit supplies (most now online).

## Buying OE regalia

No stock can be purchased until June of a pupil's final year.

## Mouth Guards

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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 we ask that this is purchased through the OPRO or TITAN website. You are able to order a 'Home Impression Kit' on their website in order to complete the fitting at home. Please visit: <https://www.opro.com/Catalogue/Build-Your-OPRO/Mouthguard-Builder> <https://titanmouthguards.com/product/eastbourne-college-special-edition/>

The 'Home Impression Kit' option can be found under 'Impression Method' on the Mouthguard Builder page. Please also 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 can be contacted on +44 (0)1442 430690 if you have any questions for them.

# EASTBOURNIAN SOCIETY

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Parents of pupils at Eastbourne College are automatically members of the Eastbournian Society, which brings together our extended family of Old Eastbournians (Eastbourne College), Old Androvians (St Andrew's Prep), Old Aschamians (Ascham Prep), parents of both current and former pupils, current and former staff, local people and businesses and other friends and supporters. Our aim is to maintain close links with any person or organisation who wishes to be associated with Eastbourne College and St Andrew's Prep. Through a range of events, we keep in touch with and support our members, offering cultural, social, sporting, career and networking opportunities. We also look after those benefactors who so generously support our schools.

Our offices are on Old Wish Road at the Grange Road end, opposite Powell.

## Some of the things the society does

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### **Career and business-networking events**

These cover a wide range of professions including financial services, law, medicine, marketing, medicine, insurance, 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.

The networks take place in a number of different locations in London and Eastbourne. These events are open to our Year 12 and 13 students, as well as parents and former pupils. There will always be a guest speaker who is an Eastbournian Society member from the relevant industry

### **Social events**

Recent examples include a harvest service and supper, a four-day creative arts festival 'Circus', walking tours, an annual quiz night and dinner, theatre trips and afternoon tea in Tim's. We are always open to suggestions!

### **Reunions**

We host an annual dinner in London every year, celebrating achievement with a guest speaker from the community. We also host lunches and pub gatherings across the country.

### **Sport**

We have a number of teams made up of our alumni playing in competitions and friendly games across the UK – golf, cricket, rugby, tennis and netball.

### **ESSC**

The Eastbournian Society Sports Club enables our members to use the school facilities on a Tuesday, Wednesday or Thursday morning from 8.30am to 10.30am in order to play squash or tennis, swim or use the gym. A nominal donation of £5 per session is paid into the bursaries pot.

### **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. They also meet regularly for social and sporting gatherings.

### **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.

Grandparents day is also a popular event where grandparents are welcomed into the school for refreshments and a tour of the facilities by their grandchildren.

### **Old Eastbournians (OEs)**

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.

### **Merchandise**

OEs can purchase OE and ES branded merchandise, clothing and gifts via the ES website.

### **Archives**

We have an extensive collection of photographs and memorabilia as well as old school magazines. These can be viewed by appointment.

### **Website**

You can find out more about who we are and what we do on our website at: [www.eastbourniansociety.org](http://www.eastbourniansociety.org)

## **FURTHER INFORMATION**

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

Headmaster

**Tom Lawson** MA (Oxon)

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