

Thank you for visiting
Buckswood School

A very British School
with a very
Global Outlook

Educating
Boys and Girls
10 –18 years old
Since 1933

Buckswood
Putting **time** into
Your child



School Director—Mr Giles Sutton
achieve@buckskwood.co.uk

Co-principal—Mr Kevin Samson
ksamson@buckswood.co.uk

Co-principal—Mr Michael Shaw
mshaw@buckswood.co.uk

DSL—Mr Richard McLean
rmaclean@buckswood.co.uk

Residential Manager—Jill Hamill
Residence7@buckswood.co.uk

Safeguarding Officer — Anne Jeffery
admin2@buckswood.co.uk
clerktothegovernors@buckswood.co.uk

UK Admissions— Samantha Pugh
future@buckskwood.co.uk

Spanish Admissions—Cristina Terrazas
info@buckswood.co.uk.

Arabic Admissions—Sherene Zouehid
International admissions@buckswood.co.uk

Russian Admissions—Olga Nalivkina
olga@buckswood.co.uk

Chinese Admissions—Phoenix (Yu Hao)
asia@buckswood.co.uk

Japanese Admissions—Kyoko Field
kfield@buckskwood.co.uk

PA to Principals—Miss Sariah Cameron
admin@buckswood.co.uk

Important Information for Visitors



Buckswood School
Broomham Hall, Rye Road
Guestling, East Sussex
TN35 4LT

Telephone: +44 01424 813 813

Fax: +44 01424 812 100

E-mail: admin@buckswood.co.uk

Www.buckswood.co.uk



Welcome to Buckswood School

Arrival:- Upon arrival, please ensure that you sign in at Main Reception and collect a visitors badge. It is important that the badge is with you at all times and is visible. All visitors who are not DBS checked **MUST** be accompanied by a member of staff at all times. Upon leaving our campus, please sign out and return your badge to reception.

Boarding Houses :- Public access is prohibited, when students are present. If you wish to visit a boarding house, please make arrangements with the house staff, who will accompany you at all times and ensure that you are signed in.

Contractors:- All contractors and/or Agency staff must sign in and out at the start and after they have finished a shift or the assigned piece of work. All contracts and/or agency staff must have a visitors badge, unless you have done your DBS checks through Buckswood, in which case you will be given a contractors lanyard.

Visitors Information

Visiting Speakers:- Must ensure their message supports fundamental British Values and are consistent with the School ethos.

Dog Owners; All visiting dogs must be kept on a leads whilst on site.

First Aid:- If you are injured or unwell, stay where you are and inform the member of staff who is with you, they will contact a first aider or contact the BHS to assist.

Fire safety:- In the event of a fire or fire drill, please follow the instructions of the member of staff who you are with. Please note that the meeting point should you be lost or unaccompanied is the tennis courts, which are down the hill towards the Great Hall/Stables. Should you discover a fire, please sound the nearest fire alarm call point and exit the building from the nearest exit to you. Do not return to any buildings until you are told it is safe to do so.

Photographs/Media:- Please note that taking photographs/recordings are prohibited without prior permission of staff and/or pupils.

Smoking:- Please note that smoking and/or vaping is strictly prohibited on the school site.

Valuables:- Please ensure you keep all your belongings with you, as the school cannot accept responsible for any personal effects, should they be lost or go missing.

Vehicles:- Vehicles parked at Buckswood, are parked here at the owners risk. Please ensure your vehicle is locked and parked safely. The Speed limit on site is 5mph, with hazards lights on .

Cont. Visitors Information

Safeguarding & Child Protection:- At Buckswood school we have a legal duty of care to ensure that Health & Safety, Security and the Wellbeing of all the students, visitors and staff are followed. Please visit the Wellbeing Hub to meet the DSL (Designated Safeguarding Lead) if you have a concern and if you require a welfare form. Our aim is to provide a safe environment for students, visitors, staff and other external agencies that work with us, therefore we ask that you follow all safeguarding protocols and/or procedures that are asked of you. This includes

- ◆ You respect school property and that of other people
- ◆ You do not engage in violent conduct with staff , contractors, other visitors and/or students
- ◆ You do not breach security procedures
- ◆ You are not abusive or threatening to staff contractors, other visitors and/or students



Entrance to the Main Reception