

# BOARDING HANDBOOK

## Contents

Introduction .....	3
Statement of Boarding Principles and Practice at Buckswood School .....	3
Being a Boarder.....	4
The Buckswood Difference .....	4
The Boarding Houses.....	5
Boarding House Rules.....	7
Meet the Team.....	17
Academic Calendar .....	18
Photo Permission Declaration Form .....	27
School Uniform and Appearance.....	29
Computers & IT .....	30
E-Safety.....	32
Keeping Safe Online.....	32
Online Bullying .....	32
Life at Buckswood.....	34
Daily Routine at a Glance .....	34
Laundry .....	36
Meals .....	36
Theme/Culture Nights.....	37
Evening Activities and Academies.....	38
Academies .....	39
Football Academy .....	39
Buckswood Rugby Union Academy.....	39
Clubs .....	40
Gym.....	40
Weekends .....	41
Takeaways .....	41
Saturday School.....	42
Saturday.....	43
Sunday .....	43
Town Leave Safety .....	44
Saturday Evenings: 7:30pm – 9pm.....	45
Big Events .....	45
Saturday (Guidance for New Students).....	46
Out of Bounds .....	48
Sunday Trips.....	50
Pastoral Care .....	53
Wellbeing Hub and Safeguarding .....	53
What is Safeguarding? .....	53
Buckswood Health Service .....	54
Our Health Philosophy .....	54
Medication.....	55
The National Health Service.....	55
Private Insurance.....	55
Local Facilities .....	55

# Introduction

This Handbook has been designed to help boarders and their families understand our routines, policies and procedures. It is strongly recommended that you familiarise yourself with its content.

## ***Statement of Boarding Principles and Practice at Buckswood School***

The aim of boarding at Buckswood School is to provide a safe and secure environment for the personal and academic development of each boarding student, whilst ensuring their health and wellbeing. The Buckswood ethos aims to reflect, as far as possible within a communal environment, the best values of family life. Working closely with parents, the boarding experience offered encourages tolerance, respect for others, kindness, spiritual and moral awareness, personal development, general welfare and self-discipline. It aims to develop independence, strength and the ability of each individual to function as part of a team. It is a context that promotes study and celebrates academic and extra-curricular progress and achievement.

Care is taken to ensure the Buckswood ethos and desired atmosphere are promoted across the boarding houses, whilst maintaining the individual character of each house and ensuring a progression of responsibilities and privileges appropriate to different age groups.

Boarding at Buckswood is not compulsory for pupils. We believe, however, that our whole school atmosphere is enhanced by the presence of boarders. The sharing of everyday living injects energy and dynamism into the campus. As we work out social relationships in the context of a learning environment, mutual respect, sharing of feelings and positive conflict resolution are engendered. And so, Buckswood boarders are nurtured to become mature, robust adults furnished with the skills and behaviours necessary to succeed in, and to contribute to, the world around them.

## **Being a Boarder**

Consider having no commute to school, living and studying with your friends and having everything at hand to make your studies as easy as possible. How about two hours of help daily with homework, a ready-made social life with nightly activities, trips to town every weekend, something special to do every Sunday after a long lie-in and brunch, and an address book filled with friends from across the world so you're never stuck for a place to go on holiday; now that is boarding at Buckswood!

Sending a child to boarding school is a difficult decision for any parent, but be comforted in the knowledge that Buckswood is a home away from home where children are nurtured within a structured and busy environment. Thriving on the daily challenges, the boarding experience ensures that children develop skills for independent living. Buckswood promotes belonging, self-discipline, structure, and having a sense of worth and responsibility. The boarding facilities at Buckswood provide a happy, nurturing and structured environment where the routine of daily life translates into a focussed, self-motivated and disciplined approach in the classroom.

Each boarder is assigned to one of our seven boarding houses. Each of the seven houses gives its members (especially new arrivals) a sense of belonging within the larger Buckswood family. The houses are spread over the campus. Each house is proud of its individual character: the 16th Century School House complete with oak beams and fire places; the country cottage of Residence 6; the modern lodges of Residences 2-4. Guestling Lodge is our off-campus accommodation for 6<sup>th</sup> formers who are over 18 years of age. Each house has a residential tutor who is personally responsible for each boarder in their care.

## **The Buckswood Difference**

At Buckswood we have a clear educational philosophy – The Buckswood Difference. As a school we aim to nurture every student so that they can be the best they can be: global citizens with a sense of adventure who are able to discover where their skills and passions lie, and harness these for future career success.

At Buckswood, our school motto is 'we are preparing for life'. We know that every child is different and our warm family atmosphere cultivates a safe, secure space for everyone to flourish. Our aim is to build confidence and resilience and to develop in every student the tools to succeed. We offer our students opportunities to try new things, visit new places, and meet new people; we do not confine our learning to the classroom. A Buckswood education is a personal journey. Every child is different and we recognise and value talent whatever form it takes; be it on the sports field, in the art room or in the science labs.

### **Tradition – Discipline – Honour – Respect – Honesty – Success**

The boarding experience encourages tolerance, respect for others, kindness, spiritual and moral awareness, personal development, general welfare and self-discipline. It develops independence, strength and the ability within the individual to function as part of a team.

## The Boarding Houses

Rooms in the boarding houses are mostly en-suite and range from quad rooms (loved by junior boarders), to triple, double and single rooms which allow the older boarders to concentrate on their studies. Boarders share rooms with students from all over the world (but not their own country) so that English is spoken as much as possible with a view to rapid language progression.

At Buckswood, boarders can expect:

- Single sex boarding houses
- Daily cleaning and weekly laundry service
- Kitchen, self-service laundry and common room in every house
- In room safe
- A residential tutor interested in and available to them

In their rooms, boarders will have:

- A bed
- A desk and study chair
- Storage space for books, clothes and personal items
- A combination safe for valuables
- A mirror
- A lamp
- Connection to the internet

### School House

This is Buckswood's most prestigious house. Dating back to the 16th Century, this country manor provides the full "Hogwarts Experience."

The house is split across three levels and includes a house common room, kitchen and many bedrooms. Every window in School House has a magnificent view, whether it be of the school's sports fields or of the Buckswood Vineyard. The house has a small indoor swimming pool which can be used all year round.

### Kipling House

Kipling House is one of the smaller houses in the school. It is tucked away in a lovely, picturesque corner, behind a small wooded area. It is surrounded by local wildlife and has a beautiful fountain at the front. The house has predominantly double en-suite rooms as well as a common room with a kitchen and television for the whole house. This is the perfect spot for house meetings.

### Milne House

Nestled in the grounds of Broomham Hall lies Milne House. Most of the accommodation in this house is en-suite. Milne House has beautiful views of the Buckswood Vineyard and is a quiet retreat set in the woodland for our boarders after a busy day of classes and sports fixtures. The home has a bright conservatory area in which students can relax and congregate.

### Rowling House

Rowling House is the newest and most modern house at Buckswood. The accommodation comprises of single and double rooms, with the majority having access to en-suite facilities. The house common room is located centrally on the top floor with lots of comfortable seating and a big TV which shows many important sporting events. There is a fully equipped kitchen with tea and coffee making facilities, a fridge, microwave and a washing machine. In a prime location, Rowling House is situated next to the tennis courts, stables and astroturf which are used regularly by our boarders.

**Oaks House**

Oaks House is nestled in the centre of campus. As it is part of the original site, the house provides a homely atmosphere. In the centre of the house you will find the common room and kitchen which is a hive of activity where boarders can enjoy playing board games and plan the next big events.

**Wells House**

Wells House offers both double and single rooms. It has a kitchen, as well as a comfortable common area with a television where the boarders can socialise and relax. It is situated on the west side of the school campus, close to the school library and 6th Form study centre. It has its own garden and is only a 2-minute walk from the main part of school.

**Cottages House**

Cottages House is a small house with a cosy, family atmosphere. With only 5 bedrooms, boarders get to know each other quickly. The house has a common room/kitchen where boarders congregate to discuss the workings of their school and social life. Cottages House shares a front garden with Wells House where boarders can relax on sunny days.

# Boarding House Rules

The Boarding House Rules supplement the normal school rules. The school rules apply to all boarders when they are at school and in their Houses. These should be strictly adhered to by boarders. They are designed to create a positive, safe climate, and they set out the expectations of those within that climate. They teach boarders that there are limits to the behaviours that they may engage in, and that these limits are to train them to behave appropriately within a civil society.

1. Timings		
<ol style="list-style-type: none"> <li>1. All students must be in the designated prep room or their own rooms according to the schedule provided.</li> <li>2. All students must adhere to appropriate lights out times.               <ol style="list-style-type: none"> <li>a. Junior lights out: 21:45</li> <li>b. Senior lights out: 22:30</li> </ol> </li> <li>3. All students must be ready for morning inspection.</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<ol style="list-style-type: none"> <li>a) Warning issued</li> <li>b) Community service in boarding house</li> </ol>	Weekend Detention	Gating

2. Registrations		
<ol style="list-style-type: none"> <li>1. All students must attend the compulsory registration on time</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<ol style="list-style-type: none"> <li>a) Warning issued</li> <li>b) Weekend Detention may be appropriate</li> </ol>	If the student is late more than 3 times in a 7-day period, and if no reasonable explanation is provided, the student will be placed in Weekend Detention.	If the student is late more than 7 times in a 14-day period, and if no reasonable explanation is provided, the student will be gated.

3. Signing in and out		
<p>Students must sign out and in when they leave the premises and will not leave the premises without permission.</p> <ol style="list-style-type: none"> <li>1. Sign in and out using residential folders at reception for Town Leave</li> <li>2. Sign in and out in Reception during the school day</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Weekend Detention	<ol style="list-style-type: none"> <li>a) Gating</li> <li>b) Risk assessment may be put in place</li> </ol>	<ol style="list-style-type: none"> <li>a) Exclusion (Fixed term)</li> <li>b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment</li> </ol>

4. Electronic devices		
<p>Electronic devices should only be used with the permission of the staff and at appropriate times.</p> <ol style="list-style-type: none"> <li>1. Should not be used during prep</li> <li>2. Must not distract others at bed time</li> <li>3. No use after lights out</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Confiscation for up to one week.	Confiscation for up to one month.	Confiscation for up to one term and one weekend of gating.



5. House Visitors		
<ol style="list-style-type: none"> <li>1. Students are not allowed to visit other Boarding Houses.</li> <li>2. Boarders are not allowed into each other's rooms without permission. They must be with the room owner.</li> <li>3. Visiting of friends happens in the common areas of the school.</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<ol style="list-style-type: none"> <li>a) Warning issued</li> <li>b) Weekend Detention may be considered</li> </ol>	Gating	<ol style="list-style-type: none"> <li>a) Exclusion (Fixed term)</li> <li>b) The student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment</li> </ol>

6. Sexual Relationships/Harassment		
<ol style="list-style-type: none"> <li>1. Students must not engage in public displays of affection</li> <li>2. Students must not engage in sexual relationships with other students</li> <li>3. Students must not sexually harass other students</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>

<p>This is to be decided on a case by case basis depending on the nature of the offence. Disciplinary meeting with DSL and other members of the SMT to decide on the most suitable sanction which could include Restriction of Town Leave, gating, or Exclusion (fixed term) and counselling.</p>		
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7. Medication		
<ol style="list-style-type: none"> <li>1. Students must not have, possess or use any medication (prescription or otherwise) unless with the permission of the school nurse. When returning from holidays any medication carried must be checked by the school nurse.</li> <li>2. When in the school in the school's duty of care, students must only take medication or supplements that have been approved under EU legislation, the school nurse and parental knowledge</li> <li>3. Students must not share or supply any medication (prescription or otherwise).</li> </ol>		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>

a) Discussion with School Nurse and tutor b) The student will be required to surrender all medications that they have c) Parents will be informed	a) Discussion with School Nurse and tutor b) The student will be required to surrender all medications that they have c) Parents will be informed d) Risk assessment will be put in place	Interview with parents stating this must not continue and explaining the seriousness of the issue. If necessary, consider Fixed term exclusion. Reintegration meeting and code of conduct to be signed.
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8. Sunday Evenings		
<p>Sunday Evenings are an important part of the preparation for the school week.</p> <ol style="list-style-type: none"> <li>1. Students must be in their houses by 7.30pm</li> <li>2. Prepare for the week ahead</li> <li>3. Participate in the Sunday Evening Boarding Meeting</li> </ol>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Community Service in the Boarding House	Weekend Detention	Gating

9. Naked Flames		
Under no circumstances may students light incense, candles or other items that could cause fire.		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
a) Confiscation and warning b) Weekend Detention may be considered	Weekend Detention	Gating

10. Smoking		
(a) Students must not smoke cigarettes or e-cigarettes at any time when in the school's duty of care.		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
a) Smoker's reform Detention b) Parent/Guardian informed	a) Student must attend smoking cessation course offered by BHS b) Smoker's reform detention/Gating c) Parent/Guardian informed	a) Exclusion (Fixed term) b) The student will be required to attend a re-integration meeting upon return to school and may be subject to a risk assessment c) Future town leave may be restricted or subject to special conditions

11. Alcohol		
<ul style="list-style-type: none"> <li>a. Students must not break the UK legislation in relation to the purchase and consumption of alcohol.</li> <li>b. Students must not consume alcohol or be associated with those that are under the influence of alcohol when in the school's duty of care</li> <li>c. Students must not purchase or supply alcohol for other students</li> </ul>		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<ul style="list-style-type: none"> <li>a) Gating</li> <li>b) Parents informed</li> <li>c) Risk assessment put in place and town leave may be restricted or subject to special conditions for 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>a) Exclusion (Fixed term)</li> <li>b) (i) the student will be required to attend a re-integration meeting on return to school and may be subject to a risk assessment (ii) future town leave may be restricted or subject to special conditions for up to 6 weeks</li> <li>c) The student will be required to attend a Substance misuse course</li> </ul>	Exclusion (Permanent)

12. Drugs		
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<p>a) Students must not break the law in relation to buying or taking of illegal drugs or substances that have an effect similar to that of an illegal drug (also known as 'Legal Highs').</p> <p>b) Students must not be associated with those that are under the influence of any of these substances when in the school's duty of care</p> <p>c) Students must not buy or supply illegal drugs or Legal Highs for or to other students or members of the community</p> <p>d) Students must not possess or bring on to the school campus any illegal drugs or Legal Highs</p>		
See also Drugs and Alcohol Policy		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
<p>a) Exclusion. A disciplinary meeting with SMT to decide if Exclusion (Fixed term) or Exclusion (Permanent) is appropriate</p> <p>(b) If fixed term exclusion, (i) the student will be required to attend a re-integration meeting on return to school and will be subject to a risk assessment, (ii) future town leave may be restricted or subject to special conditions for up to 6 weeks.</p>	Exclusion (Permanent)	

13. Violence and physical behaviour		
a. Students must not threaten or use physical violence (students must not exhibit threatening behaviour or engage in acts of violence)		
<b>Sanction</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Disciplinary meeting will be held involving the DSL and SMT to discuss whether an Exclusion (Fixed term) is an appropriate sanction, or whether there is a more appropriate sanction.	Exclusion (Fixed term)	Fixed term exclusion or Permanent exclusion depending on the incident

14. Takeaways		
Students must not order takeaway food to be delivered to the school in breach of the takeaway procedure		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Weekend Detention	Gating	Fixed term exclusion

15. Cooking appliances		
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Students must not use or have in their room any form of cooking appliance, portable heating device, fridge or boiling water source.		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Item confiscated until the end of term	a) Item confiscated until the end of term b) Gating	a) Item confiscated and sent to the parents at the parents' expense b) Gating

<b>16. Taxis</b>		
a. Students are not permitted to book their own taxis for transport from or to school. All taxi bookings must be done through the school.		
<b>Sanctions</b>		
<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Weekend Detention	Gated	Fixed term exclusion. Permanent exclusion will be considered for any further breach of this rule.



## Meet the Team

Buckswood School, Broomham Hall, Guestling, East Sussex, TN35 4LT; 01424 813813

During boarding time, there will always be a staff member in each Boarding House. Staff take care to foster a friendly atmosphere in the house, and to encourage the right balance between study and leisure.

Our aim is to provide the best possible care for our boarders through working closely with them and with their parents and guardians. Please do not hesitate to contact us if you ever have any concerns or questions.

Name	House	Email Address	Phone Number
Sian Dias Williams	Head of Boarding	<a href="mailto:hob@buckswood.co.uk">hob@buckswood.co.uk</a>	07933 883346
Alex Ashton	School House	<a href="mailto:shouse@buckswood.co.uk">shouse@buckswood.co.uk</a>	07394 814813
Kingsley Jollands	Kipling House	<a href="mailto:kipling1@buckswood.co.uk">kipling1@buckswood.co.uk</a>	07933 883348
Rebecca Lambe	Kipling House	<a href="mailto:kipling2@buckswood.co.uk">kipling2@buckswood.co.uk</a>	07394 814811
Jonathan Tang	Milne House	<a href="mailto:milne1@buckswood.co.uk">milne1@buckswood.co.uk</a>	07835 915988
	Milne House	<a href="mailto:milne2@buckswood.co.uk">milne2@buckswood.co.uk</a>	07763 151674
Duncan Wicht	Rowling House	<a href="mailto:rowling1@buckswood.co.uk">rowling1@buckswood.co.uk</a>	07763 143663
Athina Kappatou	Rowling House	<a href="mailto:rowling2@buckswood.co.uk">rowling2@buckswood.co.uk</a>	07933 883343
Maria Saranti	Oaks House	<a href="mailto:oaks@buckswood.co.uk">oaks@buckswood.co.uk</a>	07763 143659
Jenny O'Shea	Wells House	<a href="mailto:wells@buckswood.co.uk">wells@buckswood.co.uk</a>	07763 143651
Farrah Mohammed	Cover Mistress	<a href="mailto:cover@buckswood.co.uk">cover@buckswood.co.uk</a>	07394 814804
Helena Lamprell	Cottages House	<a href="mailto:cottages@buckswood.co.uk">cottages@buckswood.co.uk</a>	07835 915982

# Academic Calendar



## SCHOOL CALENDAR 2021 - 2022

Week	Date	
<b>CHRISTMAS TERM</b>		
PC1	Aug 6	
PC2	Aug 23	
PC3	Aug 30	
C1	Sept 6	Monday 6 Sept – INSET and boarders arrival Tuesday 7 Sept – School begins
C2	Sept 13	
C3	Sept 20	
C4	Sept 27	
C5	Oct 4	
C6	Oct 11	
C7	Oct 18	w/c Monday 18 Oct – Assessment week Friday 22 Oct – Half term begins 5pm
C8	Oct 25	Half Term
C9	Nov 1	Monday 1 Nov – School begins
C10	Nov 8	
C11	Nov 15	
C12	Nov 22	
C13	Nov 29	Sunday 5 Dec – Carol Concert
C14	Dec 6	w/c Monday 6 Dec – Assessment week Friday 10 Dec – Christmas holiday begins 5pm End of term
CH 1	Dec 13	
CH 2	Dec 20	
CH 3	Dec 27	
<b>EASTER TERM</b>		
E1	Jan 3	Monday 3 Jan 2022 – INSET and boarders arrival Tuesday 4 Jan 2022 – School begins
E2	Jan 10	
E3	Jan 17	
E4	Jan 24	
E5	Jan 31	
E6	Feb 7	w/c Monday 7 Feb – Assessment week Friday 11 Feb – Half term begins 5pm
E7	Feb 14	Half term
E8	Feb 21	Monday 21 Feb – School begins
<b>EASTER TERM continued</b>		
E9	Feb 28	
E10	Mar 7	
E11	Mar 14	
E12	Mar 21	w/c Monday 21 Mar – Assessment week Friday 25 Mar – Easter holiday begins 5pm End of term
EH 1	Mar 28	
EH 2	Apr 4	
EH 3	Apr 11	
<b>SUMMER TERM</b>		
S1	Apr 18	Monday 18 Apr – INSET and boarders arrival Tuesday 19 Apr – School begins
S2	Apr 25	
S3	May 2	
S4	May 9	
S5	May 16	
S6	May 23	w/c Monday 23 May – Assessment week Friday 27 May – Half term begins 5pm
S7	May 30	Half Term
S8	Jun 6	Monday 6 Jun – School begins
S9	Jun 13	Saturday 18 Jun – Sports and Speech Day
S10	Jun 20	w/c Monday 20 Jun – Assessment week and end of year exams Friday 24 Jun – Summer holiday begins 5pm End of year
SH 1	June 27	
SH 2	Jul 4	
SH 3	Jul 11	
SH 4	Jul 18	
SH 5	Jul 25	
SH 6	Aug 1	
SH 7	Aug 8	
SH 8	Aug 15	
SH 9	Aug 22	
SH 10	Aug 29	
	Sept 5	Proposed start of academic year (to be confirmed)

# New Student Induction

As a school, Buckswood believes that a thorough induction is essential in order for our students to feel safe and comfortable from the moment they arrive on campus.

When they arrive, boarders will be accompanied to their new home. They will meet their residential tutor and be assigned their bedroom. The tutor will help them to navigate the layout of their home, assist them with unpacking and the boarder will hand over medications and passport for safe-keeping. As part of their induction, the boarders have a tour of the school campus. Then they have a chance to chat and get to know each other before the hustle and bustle of term begins.

The following form is completed with each new student. It is useful for parents and guardians to also talk through the form details so clear understanding is ensured.

Name:

House:

Form Tutor:

Resident Tutor:

Head of Year:



Welcome to Buckswood! As you start your journey here, there are some important things you need to know. The staff at school will help you with these and this is a record to show that you have been given this important information and that you understand it.

This induction record is split into 3 parts:

1. Academic Induction
2. Boarding Induction (boarders only)
3. Links to useful information

If you are unsure about anything as you go through this, just ask! Once completed this will be kept on file.

## Part I: Academic Induction

Task	Details	Who?	Staff signature	Student signature
Photo	Get photo taken for ID card and SIMS	IT Tech		
ID Card	Get ID Card printed with	IT Tech		

	photo, name and House			
Timetable	Make sure timetable is correct and you have a copy	Head of Year		
Medical/Dietary	Make sure you visit BHS and have all your medical/dietary records up to date	BHS		
Login Details	Make sure you have received your SIMS and other login information to access the school network	IT Tech		
Network Access	Make sure you have read the rules about using the school network and agree to these	IT Tech		
Text books	Make sure you have the textbooks needed	Bookshop		
Exercise books	Make sure you have been issued exercise books	Form Tutor		
Prep diary	Make sure you have been issued a prep diary	Form Tutor		
Passport to Success	Make sure you have been issued a Passport to Success	Form Tutor		
Extra Lessons	Make sure extra lessons you have signed up for are on your timetable	Head of Year		

Not So Boring	Make sure you see Toby and ask about activities!	Not so Boring Office		
ESOL Language Test	Take the online English Test	ESOL Dept		
School rules	Make sure you know where to find the school rules!	Form tutor		
Safeguarding	Make sure you know who the DSLs are	Wellbeing Hub		

Name:

House:

Form Tutor:

Resident Tutor:

Head of Year:

## Part 2: Boarding Induction

### Statement of Boarding Principles and Practice

The aim of boarding at Buckswood School is to provide a safe and secure environment for the personal and academic development of each boarding student whilst ensuring their health and wellbeing. The Buckswood ethos aims to reflect, as far as is possible in a communal environment, the best values of family life. The Boarding experience encourages tolerance, respect for others, kindness, spiritual and moral awareness, personal development, general welfare and self-discipline. It develops independence, strength and ability within the individual to function as part of a team.

Further aims of boarding at Buckswood are to create an open and trusting ethos in which each boarder feels able to approach any other member of the community (staff or pupil), confident in the knowledge that he or she will be treated and respected as an individual; to provide the conditions for boarders to develop their intellectual talents through well-structured homework conditions, access to staff and other pupils, participation in activities and in an atmosphere which values effort; to provide a range of activities, hobbies and opportunities related to age and maturity that will assist in the personal, social and cultural development of each boarder; to safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort; to provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate levels of privacy; to develop boarders' responsibility for self, for others and for the environment; to develop boarders' qualities of leadership and ability to work as part of a team; to encourage boarders to contribute to the needs and welfare of others in the house and school, as well as those in the wider community; to provide suitable conditions for boarders to feel able to turn to members of staff to share the good things in their lives, as well as seeking

advice, counselling and support during times of difficulty.

Care is taken to ensure the Buckswood ethos and desired atmosphere is promoted across the boarding residences, whilst at the same time maintaining the individual character of each house and ensuring a progression of responsibilities and privileges commensurate with the different age groups.

This part of the induction must be completed with your Resident Tutor

Description	Notes	Staff signature	Student signature
Passport and BRP	I understand that my resident tutor will hold my identity documents securely at school. I understand that I need to sign it in and out. When I require it I must speak to my resident tutor.		
Valuables	I have been given a secure space to keep valuables. I will need my own lock. I understand that my ID card is also the key to my room and I must keep my room locked when empty. I am responsible for securing any valuables left in my room.		
Money	I understand that the school operates a pocket money system which has been explained to me. The school recommends that I do not hold more than £20 in cash.		
Important items	I have been issued with: <ul style="list-style-type: none"><li>• A wristband with contact details on it</li><li>• A timetable</li><li>• A Weekend book</li><li>• A Week Ahead book</li></ul>		
Safeguarding in	I know the name of my House. I		

boarding	<p>know the name of my resident tutor and where they live in my House. I know I can find them at night if I have a concern. I know that the school has staff trained in safeguarding to look after me and I can report any concern to any member of staff. I know who the designated safeguarding leads are. I know I can call outside agencies for help if I wish and where to find this information in my House.</p>		
My Boarding House	<p>I know who the Head of Boarding is. I know where I can find the following things in my House:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Showers</li> <li>• Drinking Water</li> <li>• Washing Machine</li> <li>• Fire exits and fire procedures</li> <li>• House noticeboard</li> <li>• Kitchen</li> <li>• House captain's room</li> </ul>		
Places around school	<p>I know where the following places are:</p> <ul style="list-style-type: none"> <li>• BHS</li> <li>• Wellbeing Hub</li> <li>• Laundry</li> <li>• Uniform Shop</li> <li>• Sales office</li> <li>• Reception</li> <li>• School Office</li> <li>• Head of Year's classroom and their name</li> <li>• Principals' Office</li> <li>• Proprietor's Office</li> <li>• My form room</li> </ul>		
Maintenance	I am aware of how to report		

	maintenance issues in my House		
Sharing	I understand that I may be sharing a room. I know I can speak with a member of staff about any problems I may have with my roommate.		
Communications	<ul style="list-style-type: none"> <li>• I understand that I am responsible for following the school's network rules and the online safety policy.</li> <li>• I know I can ask to use the school phone to call my family if I need to.</li> <li>• I understand that I cannot use my mobile phone during the school day and prep unless I have specific permission to do so.</li> <li>• I know the contact information for my resident tutor.</li> </ul>		
Food and Drink	<ul style="list-style-type: none"> <li>• I know where the Dining Hall is and understand that all my meals will be served there.</li> <li>• I have told my resident tutor/BHS about any special dietary needs I have so that the catering team are informed.</li> <li>• I understand that I cannot keep a fridge in my room but can use the House fridge.</li> <li>• I understand that I must keep food safely in accordance with good hygiene practices.</li> </ul>		
Medication/ Medical needs	I understand that I am not allowed to have medication in my possession and must hand it in. All medication must be handed in to the BHS and if it is found in my possession it will be confiscated. I understand that I can speak to BHS staff about my medical		



	needs.		
Uniform	I have been issued a full school uniform.		
Travel	<ul style="list-style-type: none"> <li>• I understand that I will need to give the school all details of any travel arrangements I need to make and that they must be authorized.</li> <li>• I understand that taxis must be pre-booked through the school for town leave and that I cannot book transport myself.</li> <li>• I have been shown where to find taxi booking forms on the website.</li> </ul>		
Leave	I understand that my family must complete a leave form if I need leave from School. I know when and how this needs to be done.		
Electrical items	<ul style="list-style-type: none"> <li>• I understand that I must hand in any electrical items to be PAT tests and that I must show the receipt of any new electrical items that do not require PAT testing to my resident tutor.</li> <li>• I understand that I must use electrical items safely and that I must use an adaptor with international plugs.</li> <li>• I understand that I cannot use electrical heaters or cooking appliances in my room.</li> <li>• I understand I must turn off electrical items when not using them.</li> </ul>		
My room	<ul style="list-style-type: none"> <li>• I know where my room is and have a bed with storage for my things.</li> </ul>		

	<ul style="list-style-type: none"> <li>• I understand that I must not damage things in my room or House and if I do so, it will be billed to me.</li> <li>• I understand I must report anything broken and take responsibility for my actions.</li> </ul>		
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### Part 3: LINKS TO USEFUL INFORMATION

At Buckswood we do not have a physical student handbook – instead, this information forms the backbone of our website. Important links, starting with the school ethos are found below. Now you have the access to the knowledge, you can develop within our school community. We expect you to take time to look at this, ask questions and learn more about your school and your place in it!

Educational philosophy - <https://www.buckswood.co.uk/about-us/why-buckswood/our-ethos/>

Campus map - <https://www.buckswood.co.uk/about-us/why-buckswood/the-campus/interactive-campus-map/>

School traditions - <https://www.buckswood.co.uk/about-us/why-buckswood/traditions/>

School rules - <https://www.buckswood.co.uk/wp-content/uploads/2020/09/Behaviour-policy-2020-21.pdf>

Safeguarding policy - <https://www.buckswood.co.uk/wp-content/uploads/2020/09/Safeguarding-Policy-2020-2021-1.pdf>

Activities - <https://www.buckswood.co.uk/the-buckswood-difference/activities-for-all/>

Half term trips - <https://www.buckswood.co.uk/school-life-and-pastoral/boarding/half-term-trips/>

Saturday school - <https://www.buckswood.co.uk/saturday-morning-school/>

Access time - <https://www.buckswood.co.uk/academic/access-time/>

Wellbeing hub information - <https://www.buckswood.co.uk/wellbeing-hub/>

Medical information - <https://www.buckswood.co.uk/buckswood-health-service/>

Menus - <https://www.buckswood.co.uk/wp-content/uploads/2020/09/Christmas-Menu-2020.pdf>

Boarding information - <https://www.buckswood.co.uk/school-life-and-pastoral/boarding/>

School uniform information - <https://www.buckswood.co.uk/school-life-and-pastoral/school-shop/>

Calendars and term dates - <https://www.buckswood.co.uk/press-articles/calendars/>

Useful Forms - <https://www.buckswood.co.uk/permissions-forms/>

**I certify that I have gone through this induction process with staff at school. Additionally, I know that I can ask a member of staff at any time and they will help me.**

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Photo Permission Declaration Form**

Images of boarders involved in school activities can provide a valuable record of school life, as well as individual and team achievements. Therefore, we regularly take photographs of boarders involved in school activities or events. These may also be displayed or used within the school premises and within the school community.

In this consent form we ask permission to take, store and use images for purposes related to Buckswood, for example: in promotional printed material, on our website and school social networking services.

If you wish to opt out of this, please inform the school using the permission form distributed by the form teacher that looks like this:

### **Buckswood Global Education Consent Form** **for the Recording and Use of Images & Video – Pupils aged under 13**

Scholar's Name

Form

During the course of the school year, we may wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus, marketing emails and our website. The school may invite an external photographer to the school each year to take official school photographs and the school may also invite the media in to take photographs for publication.

To comply with the Data Protection Act 1998 and the new General Data Protection Regulation (May 2018), we need to ask your consent before the school or the media record any images of your child. In view of this, please read the Statement below and complete the slip below.

1. We may use your child's photograph in the school prospectus, marketing emails and other publications we produce for promotional purposes.
2. We may use your child's image on our website & social media.
3. We may record your child's image on video.
4. Your child's image may appear in the media.
5. Your child's first name may appear with the image in the media.
6. ID Badge is a requirement for public examinations and your child's photo will be used to create an ID badge for them.
7. Your child's image will be stored on our management systems to help staff identify students

I/We **do/do not\*** give consent (please sign) .....

\*delete as applicable

Full Name .....

Date .....

You have the right to withdraw consent at any time. Should you wish to withdraw consent, please contact:-

DPO, Buckswood School, Rye Road, Guestling. East Sussex. TN35 4LT  
[dpo@buckswood.co.uk](mailto:dpo@buckswood.co.uk) Tel 01424 813813

**Buckswood Global Education Consent Form**  
**for the Recording and Use of Images & Video – Pupils aged 13 or over**

Scholar's Name          Form

During the course of the school year, we may wish to take photographs or video recordings within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus, marketing emails and our website. The school may invite an external photographer to the school each year to take official school photographs and the school may also invite the media in to take photographs for publication.

To comply with the Data Protection Act 1998 and the new General Data Protection Regulation (May 2018), we need to ask your consent before the school or the media record any images of you. In view of this, please read the Statement below and complete the slip below.

1. We may use your photograph in the school prospectus, marketing emails and other publications we produce for promotional purposes.
2. We may use your image on our website & social media.
3. We may record your image on video.
4. Your image may appear in the media.
5. Your first name may appear with the image in the media.
6. ID Badge is a requirement for public examinations and your photo will be used to create an ID badge for them.
7. Your image will be stored on our management systems to help staff identify students

I/We **do/do not**\* give consent (please sign) .....

\*delete as applicable

Full Name .....

Date .....

You have the right to withdraw consent at any time. Should you wish to withdraw consent, please contact:-

DPO, Buckswood School, Rye Road, Guestling. East Sussex. TN35 4LT  
[dpo@buckswood.co.uk](mailto:dpo@buckswood.co.uk)  
Tel 01424 813813

# School Uniform and Appearance

All Buckswood Students look smart in their traditional uniform and it's a key part of 'the Buckswood difference'.

How to order if you live locally:

You can visit the school shop. Email the shop manager on ([shop@buckswood.co.uk](mailto:shop@buckswood.co.uk)) to book an appointment.

How to order if you do not live near the school or you are from overseas:

Please email the shop manager ([shop@buckswood.co.uk](mailto:shop@buckswood.co.uk)) well in advance with your requirements and measurements so that your shopping basket of clothes can be prepared ready for collection. If upon arrival you find that any items are the wrong size, please do not worry as we can change them immediately.

Second Hand Shop:

We have a stock of good quality second hand uniform available. Please email the uniform shop ([shop@buckswood.co.uk](mailto:shop@buckswood.co.uk)) to enquire about availability and the shop opening times.

Payment can be added to the school bill with your written permission. Payment can be taken using a credit card – please specify this when purchasing.

Second hand items are a cash sale only and must be paid in £ Sterling.

## Things to bring from home:

- Towel (bath towel and hand towel)
- Casual clothes
- Shoe cleaning kit
- Trainers/shoes/football boots
- Toiletry kit
- Books
- Own duvet cover from home if you wish
- Adaptor for your international plugs

## Books

*Exercise Books:*

Upon arrival, pupils will be provided with exercise books.

*Text Books Forms 1-3:*

At the start of each year pupils are provided with textbooks for all their lessons. Pupils are given Student Diaries (school rules and prep diaries) upon arrival.

*Text books Forms 4 – 6th:*

Books are purchased from the school, as pupils are encouraged to make notes in them. Lost books are recharged. Pupils are given Student Diaries (school rules and prep diaries) at the start of the school year.

## **Guidelines**

Correct dress must be worn at all times. The school uniform consists of clothing worn during the academic day and official games kit. It is essential that all students are familiar with the dress code. All students are required to wear school uniform at any event in which Buckswood is taking part. This includes field trips and sports matches played at other schools. If you are supporting Buckswood, please wear and be proud of the Buckswood uniform. The correct uniform is to be worn to all school activities.

## **School Uniform**

- a) Black or grey trousers to be worn with white shirt and school tie (boys) (Students may wear any official school tie as part of their uniform). On Fridays, bow ties should be worn. School kilt to be worn on or below the knee with either white shirt and tie or white open necked blouse (girls). Girls may also opt to wear the tartan trousers in place of the school kilt. Lower Sixth girls may wear black skirts that must sit at or below the knee or black trousers (not denim). Skirts must be purchased from the school uniform shop.
- b) School Blue V Neck jumper or Waistcoat – pullover/Waistcoat is worn in addition to the blazer and not instead of the blazer. Lower Sixth Boys may wear their own waistcoats and coloured shirts (not black) if they wish.
- c) School blue blazer.
- d) Blue or black tights (no socks) to be worn with school kilt or black socks to be worn with school trousers.
- e) Black shoes should be leather or leather look and must be a traditional shoe that can be polished. Canvas shoes, trainers or trainer style shoes (including for example VANS and Nike Airforce) and boots are not acceptable. Dr Marten shoes may be worn but not ankle or high boot types. Shoes must be polished regularly.
- f) One pair of stud earrings in the lower earlobe as well as one discreet gold or silver chain necklace and one bracelet. No other jewellery/piercings are permitted.
- g) Hair should be discreet in style, worn tidily and in a natural tone. Make up should be discreet – no coloured nail polish is allowed. All pupils should be clean shaven unless there is a medical exemption provided. Pupils are expected to present a smart appearance when at school.
- h) School coats (either the padded jacket or the greatcoat) can be purchased to be worn over the blazer during colder months.
- i) In the Summer Term an announcement will be made about jackets and blazers being removed
- j) Upper Sixth Students may wear business suits with their school tie (boys) and a shirt appropriate for a business environment. The suit jacket and trousers/skirt must match.
- k) For boys, top buttons must be fastened when ties are worn and waistcoat is to remain buttoned at all times.
- l) Uniform should be clean and tidy each day.
- m) Students not correctly dressed for school face being sent back to their room to dress properly. If they are a day scholar, they face being sent home at their parent's expense, to dress correctly
- n) Students must have their student ID card with them at all times and are required to present it to a member of staff when asked.

## **Games Kit or Academy Kit**

It is one of the school rules that all students must be correctly dressed for their sports commitments. Tracksuits, T-shirts and other gear, which were made for specific events or tours or other 'one-off' occasions may not be worn around the school.

Please note the following:

- When you travel to other venues or schools to play or watch, you must wear either the normal everyday uniform or the official games kit.
- If watching any Buckswood match, you must wear school uniform.
- Games kit consists of the Buckswood sports jersey, shorts and sports socks.
- A blue Buckswood tracksuit top and/or trousers may be worn on particularly cold days.
- Games kit may not be worn in class unless the next lesson is games.
- Football or rugby boots are not to be worn inside buildings. Muddy footwear must be removed from feet before going inside.
- Students should change out of games kit in the break immediately following a games lesson. Games kit is not to be worn during prep.

## **Casual Dress:**

Students are not permitted to wear casual dress during the academic day (unless with express permission), or before lunchtime on Saturdays

Students may not leave the school grounds in casual dress during weekdays, unless with the Principals' permission. School trips are in school uniform (this might be games kit if the trip requires it).

Day students may not be on the school grounds in casual dress during weekdays, or on Saturday mornings. This includes on school transport at the end of the academic day. Day students who attempt to board school transport at the end of the day not in school uniform will not be allowed to board.

These rules apply to ALL students and apply throughout the year, including the period of examinations. The School encourages any team or group wishing to organise special attire such as T-shirts or touring tracksuits to do so. Approval for the designs must be obtained from the School Director or Principals before any orders are made.

Occasionally, students that have organized a special T-shirt or other attire will be permitted to wear this item of clothing over jeans on a school mufti day.

Casual dress worn by students may not contain offensive language or inappropriate images.

Advertisements for drugs, tobacco or alcohol on casual clothing are prohibited and will be confiscated and disposed of.

Exceptions: Day students may travel home after sport in their games kit. Boarders may leave and return for the weekend and start and end of term in casual clothes

**Tattoos** Students are expected to cover any tattoos that might be visible outside of their school uniform.

# Computers & IT

There is access to WiFi across the School (including the boarding houses). Boarders are given details of how to access WiFi upon arrival at the school.

## **E-Safety**

We take online safety very seriously and are always doing our best to keep students and parents informed about E-Safety & security.

## **Keeping Safe Online**

The following advice applies to all forms of electronic communication mobile phone text messaging, email, instant messaging and social networking sites (e.g. Instagram, Facebook, Twitter).

- Never give out your address, phone number or other personal details online.
- Never arrange to meet anyone whom you have met online without taking an adult.
- In messages you send be polite. Do not use abusive language. You can't complain about what other people do, if you do it.
- Beware of instant messages and immediate replies to text messages or e-mails where you don't have time to think about what you say and may later regret your action. It's always a good idea to think clearly before replying.
- Be aware that you know nothing about the people you meet online and they may not be who they say they are.
- Think about risks before passing on or placing personal photos on any social network. Once sent, you lose control of them, anybody can copy them, possibly change them and post them on other sites. Beware of sending photos which contain background details which could be used to identify you.
- Keep all passwords secret, even from your closest friends.
- Don't publish personal and detailed private thoughts online. You don't know who might read them or what they might do with them. Be careful of what you say in all electronic messages. Don't forget how easy it is for them to be forwarded to other people intentionally or by accident.
- Never open attachments from anyone whom you don't know. Email attachments like these could easily be viruses.
- Be aware that when you type your e-mail address into some websites you may well start to receive lots of unwanted junk email (spam).

## **Online Bullying**

Unfortunately, electronic communication methods make it possible for bullying to continue beyond the end of the school day. If you are upset about any messages you receive or anything that is posted on a website, you should:

- Not delete the evidence. Save messages and, if possible, print out copies of them to bring into school. During on-line chat sessions you can copy and paste or use the \*PrtScr\* or \*Print Screen\*



key to keep a record of what was said – press this key and then \*paste\* the screen onto a blank page in something like MS Paint, Word or Publisher so that you can print it.

- Immediately tell somebody about the problem – your parents and/or somebody at school- form tutor, Head of Department, Safeguarding Officer, prefect, anybody that you feel that you can talk to.

Like all other instances of bullying, Buckswood takes this sort of incident very seriously. Any student using any form of electronic communication to cause distress to another member of the school community will be dealt with severely. Any illegal activities will be referred to the relevant authorities.

If you have an e-safety concern please contact our Safeguarding Officer on [admin2@buckswood.co.uk](mailto:admin2@buckswood.co.uk).

# Life at Buckswood

## Daily Routine at a Glance

### Monday – Friday

07:00	WAKE UP
07:30 – 08:15	BREAKFAST (COMPULSORY FOR JUNIORS) (LAUNDRY DROP, SEE SAMPLE ROTA <sup>1</sup> )
08:20	ROOM INSPECTION <ul style="list-style-type: none"><li>• Wearing full school uniform including lanyard (bow ties for boys on Friday)</li><li>• Bed made, floor clear, desk tidy, wardrobes and drawers tidy</li></ul>
08:45	REGISTRATION FOR SCHOOL (IN YOUR FORM ROOM)
08:45 – 17:00	ACADEMIC DAY (ASSEMBLY, FRIDAY 15:50)
17:00 – 18:00	FREE TIME
18:00 – 19:30	REGISTRATION AND DINNER IN THE DINING HALL
19:30 – 20:15	EVENING ACTIVITIES
20:15 – 20:30	LAUNDRY COLLECTION
20:30 – 21:30	ALL BOARDERS IN THEIR RESIDENCE, PREP TIME
21:45/22:30	LIGHTS OUT (JUNIOR/SENIOR)

### Saturday

08:00	WAKE UP
08:30 – 09:15	BREAKFAST (COMPULSORY FOR JUNIORS)
09:45	REGISTRATION FOR SATURDAY SCHOOL IN THE SPORTS HALL
10:00 – 12:30	SATURDAY SCHOOL
12:45	LUNCH (POCKET MONEY DISTRIBUTED)
12:30	TOWN LEAVE BEGINS
18:30	EVENING REGISTRATION IN BOARDING HOUSES, OPTIONAL DINNER IN DINING HALL
19:30 – 21:00	SATURDAY EVENING ACTIVITIES
21:30	REGISTRATION IN HOUSES
22:30	LIGHTS OUT

### Sunday

09:30	TOWN LEAVE BEGINS (BREAKFAST IN RESIDENCES)
12:30	TOWN LEAVE ENDS (YOU MUST BE BACK AT SCHOOL – EXCEPT SIXTH FORM)
12:45	REGISTRATION IN SPORTS HALL AND LUNCH IN DINING HALL
16:30	TOWN LEAVE ENDS (SIXTH FORM)
14:00 – 17:00	AFTERNOON ACTIVITIES
18:30	REGISTRATION IN SPORTS HALL AND DINNER IN THE DINING HALL
19:30	HOUSE MEETING IN BOARDING HOUSE
21:30	ROOM INSPECTION
21:45/22:30	LIGHTS OUT (JUNIOR/SENIOR)

Please note: all evening meals are compulsory with the exception of Saturday evening. Saturday and Sunday lunch are also compulsory. Failure to attend meals is a sanctionable offence.

## Laundry

Each house has one dedicated laundry day per week. Each room is issued a laundry bag, and each student is issued a sock bag. Students drop off their laundry bag before the morning inspection (08:25) and collect their clean laundry in the evening after dinner (19:15). All bed linen is to be placed in the laundry bag every week. Many of the boarding houses have a washing machine, which the students are welcome to use throughout the week too<sup>2</sup>.

Day	Residence
Monday	Oaks, Kipling
Tuesday	Oaks, Milne
Wednesday	Wells
Thursday	Rowling
Friday	School

## Meals

The Dining Hall at Buckswood is situated at the heart of the campus and is the ideal training ground for our young ladies and gentlemen to learn the finer points of life that are missing in our modern times. At Buckswood we hold table manners in high regard and as such we take pride in teaching our students this important life skill. Lunches are served 'family style' with a Head of table serving the table, and a student acting as a waiter ensures that everyone at the table has something to eat. The head of each table serves everyone and there are always alternatives available, should the main option not be to your liking.

As you would expect, the kitchens are 5-star hygiene rated, and all our food is prepared daily by our team of chefs. International in its make-up, the menu caters for a variety of diets and the student council meets regularly with the Head of Catering to ensure that feedback is received and acted upon. One Buckswood tradition is 'Chinese Tuesdays' where students have the opportunity to eat with chop-sticks, and when the weather is fine, the Dining Hall is abandoned on occasion, opting for a BBQ in the courtyard instead.

Breakfast, lunch and dinner are served in the Dining Hall. Boarders have the option of breakfasting in their houses on Sundays are a more relaxed affair and sausages are served in the courtyard at break time on a Saturday. Sixth Formers can opt to visit TJs (Our School Café) where hot snacks and sandwiches are served throughout the day, and morning and afternoon tea and refreshments are served to all in the courtyard to keep everyone going until the end of the day.

Matron runs the school tuckshop which is open every morning break, and on various evenings throughout the week the Buckswood noodle bar is open.

Trying to ensure your child eats a healthy, balanced diet can be a bit of a worry, especially if you are in another country. Our team of chefs is available to answer questions via email ([food@buckswood.co.uk](mailto:food@buckswood.co.uk)). We strive to make sure that all dietary needs are met.

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<sup>2</sup> Students are not permitted to store laundry soap or powder in their own bedrooms.

(Please note: all evening meals are compulsory with the exception of Saturday evening. Saturday and Sunday lunch are also compulsory. Failure to attend meals is a punishable offence.)


### **Theme/Culture Nights**

Regularly we organise special theme/culture nights to celebrate and learn about the various cultures represented by our multi-cultural school community. A nation is selected for the event and students from that nation join the catering staff in decorating the venue and planning the menu.

Normally on such an evening students will do a reading or dance, or share a few fun facts about their country. It's an occasion to have fun while strengthening the academic connections to students' knowledge, background experiences, and ways of viewing the world.

## Evening Activities and Academies

After afternoon prep time, we offer a series of activities for our boarders to enrich their school day. Here is a sample timetable of activities:

	<div></div> <div>Evening Activities 17.15 - 18.15 Free of Charge (Except gym)</div>						<div>Squads 16.45 - 17.45 Free of Charge <a href="https://www.buckswood.co.uk/sports/squads/">https://www.buckswood.co.uk/sports/squads/</a></div>		<div>Academies 16.00-18.00 Extra charge , permission form needed <a href="https://www.buckswood.co.uk/sports/">https://www.buckswood.co.uk/sports/</a></div>			<div>Clubs 15.50-16.45 Free of charge almost all of them</div>	<div>Access Time 16.45-17.40 Free of charge</div>
Monday	Gym	Cookery	Art	Exploring Buckswood	Table Tennis	Prep support (library)	Gym	Girls Rugby (Front Field)	Rugby Academy (Front Field)	Junior Football Academy (Astro)	Senior Football Academy (Front field)	<a href="https://www.buckswood.co.uk/sports/squads/">https://www.buckswood.co.uk/sports/squads/</a>	
Tuesday	Gym	Make Up	Art (craft)	Board Games	Basketball	Prep support (library)	Netball (Courts)	Cheerleading (Front Field)	Rugby Academy (Front Field)	Junior Football Academy (Astro)	Senior Football Academy (Front field)		
Wednesday	Gym	Cookery	Art	Park Run	Basketball	Prep support (library)	Fitness (Courts)	Cricket (Sports Hall)	Clubs Run from 15.50 - 16.45 Today			<a href="https://www.buckswood.co.uk/the-buckswood-difference/activities-for-all/">https://www.buckswood.co.uk/the-buckswood-difference/activities-for-all/</a>	Teacher Training
Thursday	Gym	Buckswood 101	Art	Board Games	Table Tennis	Prep support (library)	Hockey (Astro)	Futsal (Courts)	Rugby Academy (Front Field)	Junior Football Academy (Astro)	Senior Football Academy (Front field)		
Friday	Gym	Cookery	Art	Buckswood 101	Interhouse football	Prep support (library)	Assembly	Assembly	Assembly				

Evening Activities change throughout the year. They are run by the boarding staff who seek to respond to the needs and interests of the boarders.

## *Academies*

When you are looking to combine your child's education with specialist training in either sports or the creative arts, Buckswood has an Academy for you! With professional coaches, associations with top clubs and organisations and ample opportunities to showcase what you can do, Buckswood specialist academies have the expertise and connections to develop your child's talent without their mainstream education taking a back seat.

When performance matters, there is an Academy at Buckswood that will push students to be their best. Each Academy is led by dedicated professionals, and students will be studying alongside other gifted and talented players, all eager to get ahead in their chosen disciplines. There is much to be gained from training alongside footballers who have already trialed and signed for top clubs, or who already play for their national teams, or equestrians who are European champions, or meeting international superstars from the Rugby and Football world.

### **Football Academy**

To be the best, you have to choose the best! Exceptional Football coaching has been part of the Buckswood DNA for many years, with the Buckswood Football Academy proving to be the perfect training ground for boys and girls to hone and develop their skills.

Now moving into its fourth year at Buckswood, Academy instills the discipline and dedication expected for a professional sports industry career and these skills transfer into the classroom; leaders on the pitch-leaders in the class!

Academy students receive 8 hours (per week) of dedicated football coaching with UEFA licensed coaches combining top quality training with a British boarding school education.

The coaches focus on teaching the students the art of football as well as building knowledge in: nutrition, hydration, injuries, stretching and flexibility, weaker foot coaching and individual coaching. Away from the pitch the coaches further enhance players' experience with regular matches, post-match analysis and regular scouting opportunities.

Academy staff not only coach, but also mentor, offering support and guidance in every aspect of life from study, personal organisation, health and fitness, and developing every player to be self-reliant and resilient.

As well as our highly qualified, expert coaches, the Academy is supported by the Buckswood Health Service with a staff of registered nurses and health assistants and various specialists including physiotherapists and sports conditioning coaches.

### **Buckswood Rugby Union Academy**

To be the best, you've got to train with the best. The Buckswood Rugby Academy delivers top quality coaching in every aspect of this very British Sport in a very British School. First class training and education in one.

The aim of Buckswood rugby academy is to give scholars an opportunity to experience rugby in a semi-professional environment, expertly coached in the 15-a-side and seven-a-side versions of the game, as well as fast-growing touch rugby.

Academy students will get one-to-one training, video sessions, team coaching and specialist gym programmes, all delivered by coaches with a variety of high level rugby expertise. The academy will include contact and non-contact skill sessions as well as rugby conditioning. The academy encourages scholars to be ambitious and to target representative rugby. It has links with several international rugby unions as well as Sussex county RFU.

All academy members will receive an academy branded polo shirt, shorts and a warm up top. Rugby is a sport that encourages and creates controlled aggression and passion on the pitch; respect and camaraderie off it. It remains a game for all shapes and sizes, and all social backgrounds.

In addition, we offer the following academies:

- Buckswood Golf Academy
- Buckswood Riding Academy
- Buckswood Netball Academy

### *Clubs/Extra Curricular*

Every afternoon students in Form 4 and above attend 'Lesson 7' which is an extracurricular period. Junior School Students (Forms 1 to 3) do Clubs on Wednesday Lesson 7. At Buckswood we whole-heartedly believe that part of a child's education should be trying lots of different things. How do you know you're not the world's next number one if you've never given it a go? So many of our Buckswood students have found their passion at an extra curricular activity and have gone on to pursue their hobbies as a career – be it becoming a commercial pilot having gained their PPL, shooting for Great Britain, or joining the Highland regiment as a Bagpiper, our students learn a sense of adventure and develop the desire to give things a go and not be afraid.

There are a range of activities to choose from, and if you can't find something that sparks your interest, put a good business case together and try your hand in the Director's study – it worked for the Buckswood Broadcasting Club (the BBC)!

### *Gym*

For a small annual fee, every Buckswood student can join up to the school gym. After receiving a full induction from one of our sports team, students can access all of the equipment in our £200k professional gym.



## Weekends

### Takeaways

Takeaway pizzas or Chinese food may be ordered at the weekend as follows:

Friday – Students may order pizza from an onsite pizza van any time after school ends until 8pm. No deliveries to school from outside providers on Friday evenings.

Saturday – orders may be placed from 1pm. Deliveries must be collected from the front of School House. All deliveries must be collected by 9.25pm.

Sunday – orders may be placed from 1pm. Deliveries must be collected from the front of School House. All deliveries must be collected by 7.00pm.

Ordering takeaway food outside of the schedule above will result in sanctions being administered. It may also jeopardise future takeaways for all boarders.

ORDERS MAY ONLY BE PLACED WITH:

SUPER PIZZA TELEPHONE: 01424 444999



THE GOLDEN BOAT TELEPHONE: 01424 439441 (cash only)



## ***Saturday School***

10am – 12.30pm

The Buckswood experience extends beyond Monday-Friday. 'Every Child Matters' and Saturday mornings are set aside to nurture the individual. Students have the opportunity to sign up for extra classes and tuition, alongside group lessons/creative courses and group discussions. The A Level students have the opportunity to self-study and take responsibility for their chosen subjects in the school library.

The activities that students can choose from include:

- Gym
- Art
- Junior Activities (team games, board games, ad hoc activities)
- Cookery
- Yoga/Zumba
- Archery
- Sports academy training and matches
- Independent Study

There are also **accredited courses** available and opportunities to build extra UCAS points to give the Buckswood student's CV and personal statement the 'wow' factor and really stand out from the crowd. Working at their own pace, students can access a programme that suits their career path and interests. Library Time is also part of the 'Buckswood Difference' where the sole aim is to make every Buckswoodians the best version of themselves.

Course options include:

- computer skills
- business skills
- leadership training
- first aid
- health and nutrition
- career specific courses

For more information on these courses please see Mr. Cuthbert in the 'Not so Boring Office'!

## **Hastings Town Leave**

Many students like to visit Hastings town at the weekend. It is a chance to get off campus, buy any necessities and enjoy time with friends.

### **Saturday**

Saturday town leave is from 12:30pm to 6:30pm. Please ensure you sign out in your house file in reception. You must also sign back in again!

Bus times are published in boarding houses.

If you require any assistance, please contact Ms Dias Willams (07933 883346). You can also contact School on 01424 813813.

Our registered meeting points are:

Emergency meeting point: Café Nero (checked every 30 minutes)

Back up emergency meeting point: 7-9 Holmesdale Gardens (Buckswood Lions Centre)

### **Sunday**

Sunday town leave (6<sup>th</sup> form only) is from 9:30pm to 12:30pm. Please ensure you sign out in your house file in reception. You must also sign back in again!

Bus times:

Leaving school: 9:30, 10:30

Hastings (bus stop by the boating lake): 10, 11am

If you require any assistance, please contact Ms Dias Willams (07933 883346). You can also contact School on 01424 813813.

Our registered meeting points are:

Emergency meeting point: Café Nero (checked every 30 minutes)

Back up emergency meeting point: 7-9 Holmesdale Gardens (Buckswood Lions Centre)

## **Town Leave Safety**

### **Stranger Danger**

Say 'No' to strangers! Don't talk or walk with strangers. Don't accept gifts of any kind from strangers. Don't talk to strangers when they ask for directions, ask you to pet their dog, or tell you a person is injured in an accident. If ever approached by a stranger, tell an adult. Don't ever get into a car with strangers.

### **Crossing Roads**

Stay safe when crossing the road! Always use a pedestrian crossing. Stop at the edge of the road. Wait for the green man when there are traffic warnings available. Always look in all directions for approaching traffic. Listen for any warning noises. Think about whether it is safe to cross the road. Roads in UK may be very different from roads in your country! Only when the road is clear should you cross the road. In UK, we drive on the left!

### **Be aware**

We want you to have a good time on town leave, but remember: do not consume alcohol or drugs! Do not smoke! Town leave is restricted to Hastings - please do not leave the town! Do not visit private houses or parties! Do not get into unknown cars.

### **Getting Lost**

If you do get lost, stay calm, contact please contact Ms Dias Willams (07933 883346). You can also contact School on 01424 813813. Stay where you are, if safe. We will come and find you! If you require emergency Medical, Fire or Police assistance, call 999.

### ***Saturday Evenings: 7:30pm – 9pm***

Each week the duty staff organise an entertaining evening for the boarding community to attend. It is a fun and relaxing evening to round up the week. This is a special night as can only be experienced in a boarding school environment and there is a great atmosphere around the campus. It's good to let your hair down and try new things!

### **Big Events**

Each term we host a couple of big events. These provide a great opportunity for the boarding community to come together, and it also gives the students an opportunity to help plan and execute an event.

Below are a few of the big events you could expect to see at Buckswood:

- House Talent Show
- Fashion Show
- Queen Night
- ABBA Night
- Burns Night

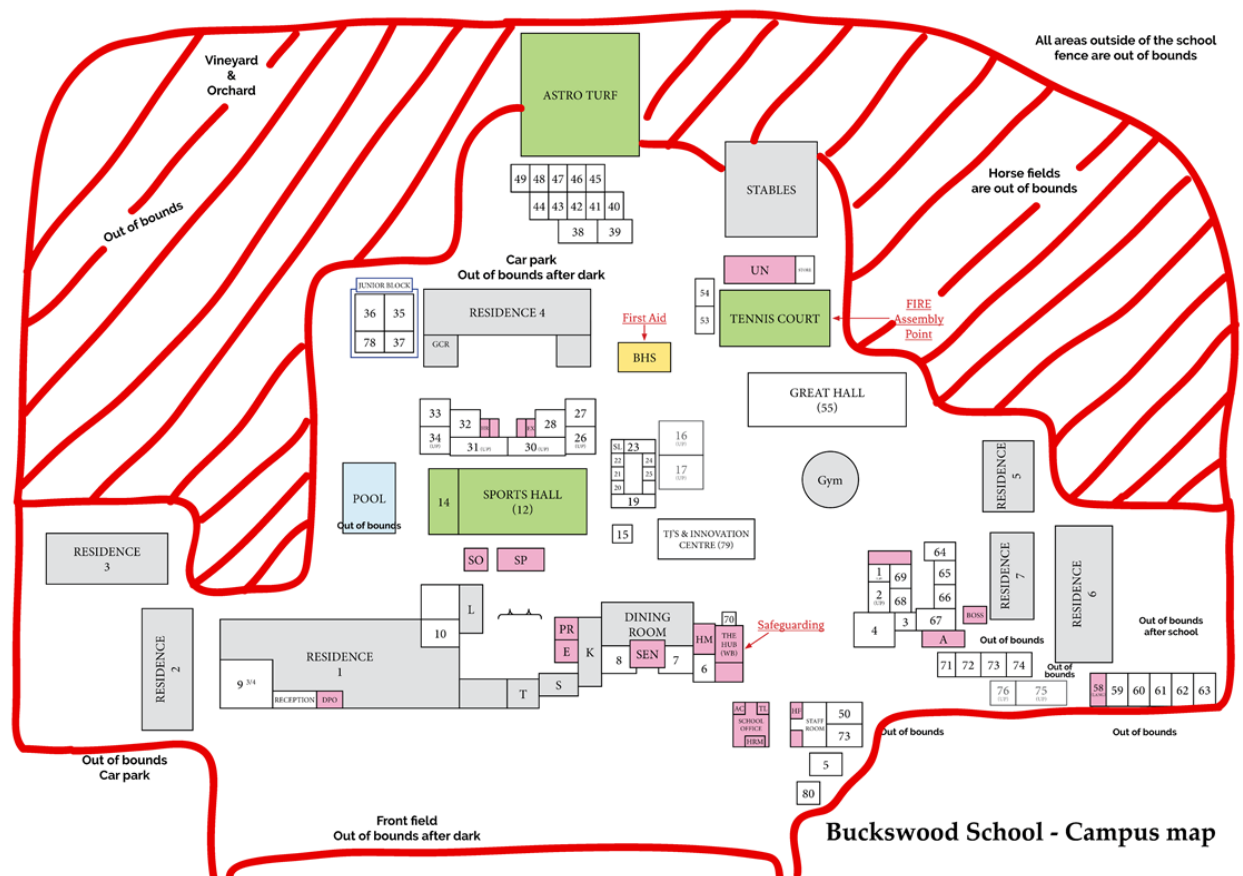
### Saturday (Guidance for New Students)

SATURDAY			
Time	Activity	Location	Process
8:00	Wake up	Residences	Wake up call
8:30 – 9:15	Breakfast	Dining Hall	Compulsory for juniors; highly recommended for all students
9:45	Morning registration	Sports Hall	Be on time; line up by residence.
10:00 – 12:30	Saturday morning lessons	Various	Attend the activities you have signed up for. There are two lessons and a 30-minute break. <b>IMPORTANT: participate in an activity is compulsory</b>
12:45	Lunchtime registration	Sports Hall	Be on time; line up by residence.
12:50 – 13:15	Lunch & Pocket money	Dining Hall	<b>Saturday lunch is compulsory.</b> After lunch, if you have requested pocket money, line up by the stage table to collect from Miss Jill. <b>IMPORTANT: place your pocket money request slip in the box at the reception no later than Thursday 12:00pm.</b>
1230	Buses to town start to go	Front of School House	Form a line at the side of the bus. Make sure to arrive in time. <b>Fair play:</b> queue according to arrival, others may have been waiting for a long time by the time you arrive. <b>IMPORTANT: sign out before joining the queue.</b>
13:30	Taxis to town (6 <sup>th</sup> form only)	Front of School House	Please arrive in time and wait by the entrance to the School House until your name is called by the member of staff coordinating the taxis. <b>IMPORTANT: ask the residential tutor to initiate booking the taxi not later than Wednesday evening. Sign out before leaving the school by taxi.</b>
Arriving back from town		Front of School House	<b>IMPORTANT: sign in at reception.</b> Show your bag if you are requested. Last arrival to school is 18:00.
18:30	Dinner registration	In residences	Ensure that you are on time.
18:35 – 19:15	Dinner	Dining Hall	Saturday dinner is optional.

19:45 – 21:00	Evening Activities	Confirmed earlier the week	There are compulsory and optional activities in the schedule. However, participation is encouraged so that your residency and house is represented. <b>IMPORTANT: note 'out of bounds' areas.</b>
21:30	Return to Residencies	Boarding House	Everybody must be back into their residences. Being late might trigger sanctions.
22:30	Lights out	Boarding House	Lights out.

## Out of Bounds

Please note that the following areas are Out of Bounds:



## Girls

...may not go beyond the staff car park at the front of school in the direction of Milne and Kipling. Area along the windows of Rowling House at the back car park.

## Senior Boys

...may not go beyond the science classrooms after school hours. During school hours they may walk past the girls' residences to the language classrooms, but must not speak to girls through the residence windows or hang around these areas.

## Out of bounds to all students after school hours

- swimming pool (unless supervised)
- teaching classrooms
- vineyard, orchard, stables, fields and woods surrounding school
- sports hall (unless supervised)
- great hall
- home economics room
- music practice rooms
- front field (after dark)



- any rooftop area, staff car parks, areas beyond the school boundary, gardener's greenhouse, decking by uniform shop, behind residence 5 and great hall.

No boys may go into the girls' changing rooms/toilets and vice-versa. No student can go into another student's room in their residence without permission of that student and no student may be in a residence that is not their own.

## ***Sunday Trips***

We regularly run trips on Sundays, below are examples of the types of trips you could expect:

- Cultural and shopping trips to London, Brighton, Canterbury & Bluewater Shopping Centre
- Cinema trips
- Go-Karting
- Gravity Trampoline Park
- Bowling and laser quest
- Thorpe Park Resort
- Rye Watersports

Examples of trips include:

Venue
Swimming
Go-Karting
Madame Tussaud's and Oxford Street, London
Bluewater Shopping Complex
Brighton

Students sign up for Sunday trips on Tuesday evenings.

Sunday (Guidance for New Students)

SUNDAY			
Time	Activity	Location	Process
From 8:00	Breakfast	Residencies	Breakfast in residences.
9:30 – 12:30	Bus to town (6 <sup>th</sup> form only) – line up	Front of School House	If you want to go into Hastings, line up at the side of the bus in front of School House. Arrive on time; seats cannot be held for others. <b>Fair play! IMPORTANT: sign out before joining the queue.</b>
9:30-12:30	Taxis to town (pre-booked, 6 <sup>th</sup> form only)	Front of School House	Please arrive on time and wait by the entrance to the School House until your name is called by the member of staff coordinating the taxis. <b>IMPORTANT: ask your residential tutor to book your taxi no later than Wednesday evening. Sign out before leaving school.</b>
12:30	Arriving back from town	Front of School House	<b>IMPORTANT: sign in at the reception.</b> Show your bag if requested. Last arrival to school is 12:30 (except 6 <sup>th</sup> form who must return by 16:30).
12:45	Lunchtime registration	Sports Hall	Arrive on time and line up by residence. (Exemption for 6 <sup>th</sup> form students.)
12:50 – 13:15	Lunch	Dining Hall	<b>Sunday lunch is compulsory.</b> No specific seating order, however tables should be filled up starting from the left corner of the dining hall. In order to have a smooth and timely process no new tables should be started until the previous table is full.
14:00 – 18:00	Afternoon activities	Various	Choose from the offered activities. Please check with your Residential Tutor what is available on the day.
18:30	Dinner registration	Sports Hall	Arrive on time and line up by residence.
18:35 – 19:15	Dinner	Dining Hall	Sunday dinner is compulsory.
19:30	House Meeting	Residences	Evaluate the week, prepare for the week ahead and discuss the topic of the week.
22:30	Lights out	Residences	Lights must be switched off.

## Half Term Trips

For many Buckswood students, getting home during the half-term holidays is not an option. When you've already flown half way across the globe to come to school, why not see a little bit more of the world whilst you're here! At Buckswood we don't have exeats, but we do have an exciting range of half-term trips, available to both boarding and day pupils, to visit a wide variety of destinations and discover more about the world and themselves with their friends and looked after by their familiar Buckswood house staff.

We often say at Buckswood that travel is the 'fourth dimension' in education. Both near or far, in the UK and stretching all over the globe, a wealth of extra-curricular trips are offered by Buckswood to augment studies. There is a year-round programme of half term trips. We believe that travel places education in context, for it broadens minds and horizons, breaks down barriers, destroys misconceptions, enhances knowledge and promotes cultural understanding.

It is for these reasons that Buckswood has a well-established programme of annual trips, organised in such a way that the trips on offer are entirely appropriate for everyone. These opportunities for personal growth and character building place Buckswood students ahead of the rest. The trips on offer establish greater maturity, self-discipline, personal organisation and the ability to prioritise; all are essential qualities necessary to enhance success.

## **Pastoral Care**

### ***Wellbeing Hub and Safeguarding***

Working in a school is a very responsible job that requires all staff to be positive role models, acting and behaving in a way that supports, nurtures and develops the students in their care. Our role at Buckswood School is broad and varied and each of us have a responsibility to ensure we educate ourselves and the students in all matters relating to Safeguarding and Child Protection.

### ***What is Safeguarding?***

Safeguarding young people is the action we take to promote the welfare of children and protect them from harm. The school must have a procedure in place to guarantee that any concern around a student's safety is dealt with appropriately, and all staff are trained face-to-face in safeguarding.

The wellbeing hub is central to safeguarding our students and staff and it is here you can seek advice, training and support around all safeguarding and child protection matters.

Good, positive safeguarding practice helps students to develop and grow healthily with a positive attitude to behaviour, emotional intelligence and mental wellbeing. It supports the students growing into active able citizens who make a positive contribution to society and the environment in which they live.

Safeguarding and promoting the wellbeing of children is everyone's responsibility. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding children and promoting their wellbeing.

It is a legal obligation for all staff to read and understand Keeping Children Safe in Education 2021 Part 1 (including all Annexes) as well as having safeguarding and general staff induction with the Safeguarding Team and HR Officer.

Buckswood School strives to ensure that its students are safe, emotionally secure and stimulated. Our students' needs must be central to everything that we do. We must strive to ensure that all of our students form open, harmonious and trusting relationships that enable them to express their feelings, opinions and concerns. To promote the highest standards in safeguarding provision and the fostering of wellbeing, we have created the Wellbeing Hub, which is a centre of excellence in all matters pertaining to safeguarding; a place that any student or employee can use as a base, to visit for advice or to use as a resource and support centre. Safeguarding is an ongoing learning experience for all, so don't hesitate to ask questions and visit the Wellbeing Hub to find out more about safeguarding and child protection and to seek advice in handling safeguarding issues as and when they arise. It is, however, imperative that all employees are familiar with and adhere to, all safeguarding procedures as laid out in the relevant policies.

## **Buckswood Health Service**

Buckswood Health Service (BHS) is situated in a purpose built, detached building within the school grounds. It has consulting rooms where students can speak privately with a nurse. It also has a suite of rooms where the health staff are able to care for students who are too unwell for school.

The Health Team is made up of a trained nurse who is supported by health care assistants and an administrator. Our aim is to enable students to remain as healthy as possible and support them when they are unwell whilst at school. The nurses have a wide range of experience and will usually be able to help a student without needing to consult with a doctor. However, they liaise closely with the GP surgery and will, at their discretion, either consult with them by telephone or arrange an appointment for a student to be seen.

Parents are encouraged to arrange routine dental and eye care appointments when the student is at home. However, in the case of an emergency, appointments with local dentists and opticians can be arranged (although there may be a charge for treatment and we will need specific consent from parents). Orthodontists, Opticians, Osteopaths and Chiropractors can also be accessed once parents have consented to treatment. We will always seek your written consent before arranging any appointments that is not covered through the NHS.

Any transport costs will be added to the student's invoice, via the school's accounting department.

### ***Our Health Philosophy***

When your child comes to stay with us at Buckswood, our biggest priority is their health and well-being. As a health team, we liaise closely with the house staff to ensure that students remain as healthy as possible whilst with us. Our aim is to enable students to be well enough to be in school. However when there are clinical reasons for them to be off school, they are given a leave to stay with us at BHS.

### **When can students see us?**

Students are encouraged not to miss lessons, unless it is an emergency. They are able to see us before school (from 8.30am), morning break, lunch time and afternoon break. If a student comes when they should be in lessons, then we will quickly assess their need and, if appropriate, ask them to return at break time. We all want students to achieve the best they can and so we don't want them to miss lessons, unless necessary. We are open from 8.30am until 4.30pm Monday – Friday.

### **What we need from you**

Your child will not be offered a place at the school until a health form has been received. Please complete the school medical forms as soon as possible. These ensure we know about any allergies or illnesses your child may have, as well as vaccination details. They also give us your consent for us to treat them. If we do not receive this information, it puts your child at risk.

These can be found in the Student's starter pack. If you need another form to complete, please let us know by email ([nurse@buckswood.co.uk](mailto:nurse@buckswood.co.uk)) and we will send you another one.

### **Medication**

We give students appropriate medication for common illnesses, such as colds, coughs, viral infections, sore throats, stomach aches etc. We use medicines that are readily available over the counter in the UK and work within Homely Medicine Policy. If necessary we will liaise with the GP, who may prescribe other medication such as antibiotics.

We ask that students **do not bring medicines or supplements** to school, as we will provide them with what they need. However, if they do need to take regular medicines for a diagnosed illness, then it is absolutely vital that we have accurate health information.

If they are on regular medication, then **please send us a copy of the prescription** and let us know (in English)

- Name of medication
- Dosage
- Why is it taken?
- Any possible side effects
- Are there any medicines that should not be taken at the same time (Contraindications)?

**Any medicines not recorded on the medical form, with the above details, will be confiscated and returned to your child to take home at the end of term.**

### **The National Health Service**

All boarders studying with us for longer than 6 months are eligible to be registered for free NHS treatment, as they will have paid the health surcharge on their visa. Students attending for less than 6 months will not be entitled to free NHS treatment except in emergency situations and therefore should arrange medical insurance for their entire stay and to cover any bills should they need treatment in the UK. (As we would if going on holiday abroad.)

Your child will be registered with Dr Till, Harold Road Surgery, Hastings, TN35 5NH.

### **Private Insurance**

All private treatment has to be referred via the NHS General Practitioner. We highly recommend that short term students (staying for less than 6 months) obtain private health care insurance to cover the cost of any prolonged stay in hospital following emergency treatment.

### **Local Facilities**

The practice where Dr Till is based is in Harold Road, Hastings which is easily accessible from the school. The Conquest Hospital is a general hospital with an Accident and Emergency department, situated 10 minutes (by car) from the school. Please feel free to contact us about your child's health at any time. Our email address is ([nurse@buckswood.co.uk](mailto:nurse@buckswood.co.uk))

# BOARDING HANDBOOK

2021-22

BUCKSWOOD SCHOOL, GUESTLING, NR HASTINGS, EAST SUSSEX TN35 4LT

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