



# Seaford College

Prep · Senior · Sixth Form



**Prep School Information  
for Pupils and Parents 2020**



# CONTENTS

Headmaster’s Welcome ..... 2

The School Day ..... 3

Further Information ..... 6

Prep School Dress Code – Uniform and Sports Kit ..... 11

4 Night Weekly Boarding ..... 15

Instrumental Tuition ..... 18

LAMDA ..... 19

Dance ..... 20

Fee Information ..... 21

Future Term Dates ..... 22

Address and Contact Details ..... 23



# Welcome to Seaford College Prep School



## **Introduction from the Headmaster**

I would like to warmly welcome new parents and students to Seaford College Prep School and hope that you and your child will be very happy here. The Prep School, based in Wilberforce House, is a caring, friendly environment, and we look forward to seeing you over the forthcoming year.

This handbook provides valuable information to both new and current parents on daily routines, who to contact and what your child will need for school. If you have any further queries, please do not hesitate to get in touch with us. All the necessary contact details are at the back of this handbook.

Communication is key to the success of what we do – we welcome comments and feedback from our parents and work hard to keep you informed about what your child is doing at school. We send parents a weekly newsletter, by email, with details and pictures of the week's activities.

The Prep School is an integral part of Seaford College with its own buildings and playground. In Year 2, 3, 4, 5 and 6 the majority of lessons are taught by form teachers. Music, Languages, Drama, PE/Games and Design and Technology (as well as Science and Art in Year 6) are taught by specialist staff. From Year 7 upwards, all subjects are taught by specialist subject staff, many of whom also teach in the Senior School. Students in Year 7 and 8 are also assigned a Head of Year. Form teachers and tutors meet with their students/tutees for registration twice a day.

Form teachers and tutors have a key role in every student's life, monitoring academic progress, encouraging and supporting participation in the life of the Prep School, as well as maintaining standards of behaviour and dress. They build a detailed profile of the students, enabling them to set realistic targets and to recognise their strengths and weaknesses.

Parents are encouraged to contact the relevant form teacher or tutor as their first point of contact in all matters, especially if they are concerned about any aspect of their child's welfare. I am also available to discuss any parental issues or concerns.

We are all looking forward to a busy and exciting year at Seaford College Prep School and, on behalf of the whole team, we look forward to working in partnership with you and your child.

**Alastair Brown**

Head of Prep, Seaford College

# THE SCHOOL DAY

## Monday to Friday

08:20	Students arrive (but they may do so from 08:00)
08:25	Registration and tutor time
08:35	Period 1/Assembly on Monday and Chapel on Wednesday
09:30	Period 2
10:20	BREAK – drinks and snacks provided
10:40	Period 3
11:30	Period 4
12:10 onwards	LUNCH Recreation time
13:15	Period 5
14:10	Period 6
15:05	Period 7
16:00	School finishes BREAK – drinks and snacks provided
16:20	Registration/prepare for clubs or prep
16:30	Clubs (optional) Supervised prep (optional for Year 2-5)
17:20	Clubs end/supervised prep ends
	Day students go home (buses leave at 17:45)



# WHAT YOU WILL NEED – STUDENTS IN YEAR 2-5

Apart from full school uniform and games kit, it is essential that each student brings the following items at the beginning of each term:

## **Students in Year 2-5**

- Pencil case containing:
  - HB or retractable pencils
  - pencil sharpener
  - eraser
  - 2 transparent rulers, 15cm and 30cm
  - protractor
  - coloured pencils
  - felt tip pens
  - glue sticks
- Book bag (from Perry Uniform)
- One fabric (draw string) bag for wet weather clothing
- Sports bag (see section on sports kit)
- Plain navy blue or black outdoor coat suitable for all weathers (no logos or stripes and it must not be shorter than the school blazer)
- Wellington boots
- Waterproof long-sleeved jacket and waterproof long trousers for Forest School
- Water bottle (named)

## **Students in Year 5 only**

- Fountain pen or rollerball style pens (not biro)
- Washable blue ink cartridges
- Calculator

**All items of school equipment, uniform and games clothing should be clearly named**



# WHAT YOU WILL NEED – STUDENTS IN YEAR 6, 7 and 8

Apart from full school uniform and games kit, it is essential that each student brings the following items at the beginning of each term:

## **Students in Year 6, 7 and 8**

- Pencil case containing:
  - fountain pen or rollerball style pen
  - washable blue ink cartridges
  - geometry set (including compass)
  - pencils
  - pencil sharpener
  - pens (blue, black, red and green)
  - colouring pencils
  - eraser
  - glue sticks
  - scissors
- Scientific calculator
- Ruler (30cm)
- Ink eradicator pen (not Tippex)
- Pocket dictionary/thesaurus
- School rucksack suitable for carrying books in all weathers (no larger than 18ltr capacity). From Blue Blood Sport (see Sports Kit supplier)
- Plain navy blue or black outdoor coat suitable for all weathers (no logos or stripes and it must not be shorter than the school blazer)
- Water bottle (named)
- Wellington boots (Year 6 only, for Forest School)
- Waterproof long-sleeved jacket and waterproof long trousers (Year 6 only, for Forest School)

**All items of school equipment, uniform and games clothing should be clearly named**



# FURTHER INFORMATION

## **Absence**

If a student is absent from school for any reason, or if you are picking up early, parents must advise the Prep School office on 01798 867893 between 08:00 and 09:00. If a student arrives at any time after 08:25, they are required to register with the Prep School Secretary in the Prep School office.

Permission from the Head of the Prep School should be sought, in writing and in advance, if parents wish to take their child out of school for any reason other than illness. Please keep such requests to a minimum and to exceptional circumstances.

## **Activities**

A range of activities are offered after school. This is a great opportunity for the children to enjoy a non-academic activity with their friends. These activities run from 16:30 to 17:20.

## **Appearance and dress**

All students are expected to arrive at and leave school dressed in the full correct school uniform. It is expected that all students maintain a high standard of dress and personal appearance at all times. Hair for boys should be tidy, off the collar and out of the eyes. For girls with shoulder length hair or longer, it must be tied back off the face. Girls with pierced ears may wear one pair of small gold/silver studs. One charity bracelet is allowed to be worn on the wrist. No necklaces or other wrist and ankle bracelets are permitted.

## **Assessments**

A report on your child's progress is published electronically every term. Parent consultation meetings with teachers take place for all year groups.

## **Behaviour and discipline**

Our 'Rewards and Sanctions' system is designed to promote a happy, ordered and productive community as well as to enhance learning in school lives. We take every opportunity to acknowledge effort, achievement and citizenship in all areas of school life. We use sanctions appropriately to indicate where a behavioural direction needs to be changed and not just as a punishment for its own sake. We offer maximum support, encouragement and guidance to students to become the very best they can.

Please refer to our **Behaviour and Discipline Policy** document for full details, available on the Prep School website, or through the Prep School office.





### **Book lockers for Year 6-8**

All students in Year 6, 7 and 8 are provided with a book locker.

### **Buses, arrival and collection (end of day) – Year 2-5**

Buses bring children in to school by 08:20 and depart from the school at 17:45. Students not travelling by bus should arrive at school by 08:20 and may leave from the Prep School at 16:00 if not taking part in any clubs or activities (in which case they may be collected at 17:30).

### **Buses, arrival and collection (end of day) – Year 6-8**

Buses bring children in to school by 08:20 and depart from the school at 17:45. Students not travelling on the buses may be collected from the Prep School at 17:30 after prep. Students may occasionally leave at 16:00 and complete their prep at home. Please contact Mrs Forsyth if you wish your child to leave at this time.

### **Fixtures**

The Prep School takes pride in its sporting fixtures against other schools and many students will represent the school in one or more sports. Very occasionally, a fixture may take place on Saturdays and it is expected that all students selected to represent the school will honour this commitment. Parents are most welcome at all matches.

Details of all fixtures can be found on the sports section of the school website. They are also posted on the sport notice board in the Prep School.

### **Weekly and flexi-boarding**

Boarding is an important part of the school, with a substantial number of students choosing to board as full, weekly or flexi boarders. Situated in the Mansion House, flexi and weekly boarding is available in the Prep School in Year 6-8. We can also offer the occasional Friday night stay before a sport fixture. A typical evening involves dinner, time to complete outstanding work or read a book, some indoor or outdoor activities followed by well-deserved free time before bed. We welcome students who would like to board regularly or those who stay just for the occasional night. Please check availability with the Prep School's boarding house parent. We require 24 hours' written notice from parents.

### **Meals**

A wide selection of meals is available at lunchtime, including vegetarian and special diets for those who register. The Prep School involves students and staff in discussions and decisions about catering through the School Council.



## Medication

All matters relating to medication for day and boarding students should be discussed with Sister Scott at the Medical Centre on 01798 867831.

## Mobile phones, laptops, tablets and e-readers

The use of mobile phones and other technologies is the subject of a separate policy document, **Policy on Acceptable Use of Mobile Phones, Laptops, Tablets and E-readers**, which is available on the Prep School website, or through the Prep School office. In summary, only children who travel to school by bus, or boarders, are permitted to bring mobile phones to school. This is contingent on parents/guardians having given permission in the form of a signed copy of the **Acceptable Use Policy**. All children must hand in their phones to their tutors at the start of the day and may collect them at the end of the day. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, or for students who lose or have their mobile phones stolen while travelling to and from school.

The care taken in the use of technology within school is such an important area that, in addition to asking parents to read the full policy, we summarise it below:

### Mobile phones

- Only children travelling by bus are allowed to have a mobile in school
- All mobile phones must be named
- For Year 2-6 the phones will be handed in at the start of the day to the class teachers/form tutors
- Year 7 and 8 hand the phones in to their tutors
- Year 2-8 students' phones will be handed back out at the end of the day
- Phones remain switched off until 17:20
- Social networking sites are not to be accessed at any times during the school day
- Students wishing to contact parents or be contacted themselves, to do so through the school office

**Parents are responsible for ensuring that age appropriate controls have been placed on any internet capability.**



## **Laptops**

- Some students may use a laptop in school at the recommendation of an Educational Psychologist report or with the agreement of the Head of Prep
- The safety of the laptop is the student's responsibility
- Students are not allowed internet access without the permission of a member of staff

## **Tablets**

- Students may not bring a tablet onto the bus to use on the bus journey

## **E-readers**

- Students can read books on E-readers in school
- They are the student's responsibility
- If E-readers are used in prep, they are to be used within sight of the person on duty

## **Misuse**

- No photos or videos can be taken on any device during the school day without the express permission of a member of staff
- Misuse of a mobile phone, laptop, tablet or E-reader will result in the item being confiscated
- For the first offence it will be returned at the end of the day
- For the second offence it will only be returned to the parent who will have to come into school to collect it
- For the third offence the item will not be allowed back into school

## **Newsletter**

At the end of every week, a newsletter – with information about what has happened during the week and forthcoming dates – is published and emailed to parents. Hard copies are also available at the entrance to the Prep School.

## **Off games**

Parents of day children who do not wish their child to take part in games should always send a note addressed to the member of staff in charge of games.



## **Personal belongings**

Students are discouraged from bringing valuable items or large amounts of cash into school. Students are advised not to bring in items such as iPods, cameras and electronic games. All personal items must be named and under no circumstances can the school take responsibility for any damage, loss or theft which may occur.

## **Prep (homework) – Year 2-8**

Children in all year groups are encouraged to read regularly at home.

Prep takes place in the Prep School every day for all students and is supervised by members of staff. All students have the option of an early prep session from 16:00 until 16:30 if they are doing an after school activity on that day and, in addition, from 16:30 to 17:30 if required. On occasions it may be necessary to complete prep at home either in the evening or at weekends.

Some parents of Year 6, 7 and 8 students have expressed a wish to collect their child at 16:00 after their final lesson and complete their prep at home. If this is your preferred option on one or more afternoons a week, please contact Mrs Forsyth.

## **Rewards**

Students can gain merits for a willing and helpful approach and attitude whilst at school. Students can also acquire debits for poor behaviour or attitude. Merits and debits are recorded under the separate Houses to which students belong, either Norwood or Springfield, and a cup is awarded to the winning House at the end of each term.

Behavioural Credits can be gained for positive behaviour and are celebrated regularly. Students can gain merits for exceptional effort and achievement on a piece of work. Records of Special Achievement are noted in students' planners and certificates awarded at appropriate times.

## **School website**

The School, calendar and sport websites, are designed to keep you up-to-date with:

- fixtures and team lists
- reports on events that have taken place
- school calendar

## **Sports lockers – Year 6-8**

Sport lockers are located in the changing rooms for all students in Year 6, 7 and 8.

## **Storage of books and sports kit – Year 2-5**

Children in Year 2-5 keep their books and sports kit in their classroom.

# PREP SCHOOL DRESS CODE

## **Uniform**

For school uniform, not sports kit, please contact Perry Uniform ([www.perryuniform.co.uk](http://www.perryuniform.co.uk)).

The dress code at Seaford College Prep School is uniform for students in Year 2-8.

## **All Girls, all Year Groups – Winter, Spring and Summer Terms**

- School blazer with school badge
- Long or short sleeve open neck white shirt, no tie
- Black polishable shoes

**If a coat is required**, students are welcome to use a home-bought overcoat. This should be black or navy blue and longer than the student's blazer.

## **Girls Year 2-5 – Winter and Spring Terms**

- School pinafore dress
- School crested cardigan
- Navy blue tights

## **Girls Year 2-5 – Summer Term**

- School Summer dress
- White ankle or trainer socks
- School crested cardigan

## **Girls Year 6-8 – Winter, Spring and Summer Terms**

- School kilt (4" below the knee when bought)
- Plain navy blue crested V-neck pullover
- Navy blue tights (white ankle or trainer socks may be worn in the Summer term)

## **Girls' Hair, Jewellery and Make-Up Regulations**

- Girls with shoulder length hair or longer must tie it back off their face
- Extreme haircuts and dyed hair are not permitted
- Jewellery – no rings or necklaces, only one charity bracelet may be worn on the wrist (no other bracelets worn either on the wrist or ankle).  
Earrings – girls may wear one small pair only of gold or silver studs
- No make-up permitted

## **Boys Year 2-8 – Winter, Spring and Summer Terms**

- School blazer with school badge
- Dark grey (or charcoal) trousers (from our uniform supplier). Boys in Year 2-6 may wear dark grey or charcoal shorts
- Short or long sleeve white shirts with school tie
- Plain navy blue crested V-neck pullover
- Plain grey or black socks
- Black polishable shoes

**If a coat is required**, students are welcome to use a home-bought overcoat. This should be black or navy blue and longer than the student's blazer.

### **Boys' Hair and Jewellery Regulations:**

- Jewellery – no rings, bracelets, necklaces or earrings
- Short, not shaven, neat hair
- Boys' hair should be off the collar and not over their eyebrows
- Extreme haircuts and dyed hair are not permitted

### **The Prep School will ensure that, for all children:**

- Top buttons are done up when a tie is worn
- Shirts are always tucked in
- Coats are not worn at assembly or Chapel
- Trainers are not worn with school uniform
- Make-up is not being used
- There is no visible body piercing for any student
- Students travel to and from school in full school uniform

### **Sports kit**

Sports kit is supplied by Blue Blood Sports  
([www.bluebloodsports.co.uk/online-ordering](http://www.bluebloodsports.co.uk/online-ordering))

We ask that students in Year 6-8 also purchase a rucksack (for their school books) from Blue Blood Sports



### **Girls Year 2-8 – Compulsory Sports Kit**

- Canterbury rain jacket
- Canterbury tracksuit bottoms
- Canterbury mid layer (or you may choose the 'junior team fleece' instead)
- Canterbury skort
- Canterbury sports socks ('Seaford College sock')
- Canterbury games T-shirt (for games sessions and matches)
- Canterbury dri-fit T-shirt (for PE lessons)
- 2 pairs of trainers (one for indoor use, one for outdoor use – both from any sports shop)
- Sports kit bag (medium holdall)
- Swimming kit (dark blue, from Blue Blood or any sports shop)

### **Girls Year 2-8 – Optional Sports Kit**

- Canterbury beanie
- Canterbury baselayer and baselayer leggings
- Canterbury cap
- Canterbury athletics vest
- Canterbury athletics shorts
- Canterbury house T-shirt

### **Boys Year 2-8 – Compulsory Sports Kit**

- Canterbury rain jacket
- Canterbury tracksuit bottoms
- Canterbury mid layer (or you may choose the 'junior team fleece' instead)
- Canterbury rugby shirt
- Canterbury rugby shorts (for games sessions and matches)
- Canterbury sports socks ('Seaford College sock')
- Canterbury dri-fit T-shirt (for PE lessons)
- Canterbury cricket pullover (compulsory for team players, Summer Term only)
- Canterbury cricket shirt (compulsory for team players, Summer Term only)
- Canterbury cricket trousers (compulsory for team players, Summer Term only)
- 2 pairs of trainers (one for indoor use, one for outdoor use – both from any sports shop)
- Rugby/football boots (depending on year group and term)
- Sports kit bag (medium holdall)
- Swimming kit (dark blue, from Blue Blood or any sports shop)

## **Boys Year 2-8 – Optional Sports Kit**

- Canterbury beanie
- Canterbury baselayer and baselayer short (or baselayer leggings)
- Canterbury cap
- Canterbury hockey/gym shorts
- Canterbury athletics shorts
- Canterbury athletics vest
- Canterbury house T-shirt

### **Girls and Boys – Equipment Required** (per relevant term).

Can be bought from any sports shop

- Hockey stick – we recommend 36.5 inch (adult) stick from Year 6
- Mouth guard for hockey and rugby
- Shin guards for hockey and football
- Cricket bat, pads and box
- Athletics spikes, optional for Year 6-8 in the Summer Term

## **Sport played**

**Girls Year 2-8** play hockey in the Winter Term, netball in the Spring Term, rounders and cricket in the Summer Term.

**Boys Year 2-6** play a mixture of football and rugby in the first half of the Winter Term and only rugby in the second half. They play rugby and hockey in the first half of the Spring Term and just hockey in the second. Cricket is played in the Summer Term.

**Boys Year 7-8** play rugby in the Winter Term, hockey in the Spring Term and cricket and tennis in the Summer Term.

All Prep School students participate in athletics during their PE lessons in the Summer Term. They also have the opportunity to participate in swimming and golf.

**All items of school uniform and sports kit must be clearly named. Items of sports kit can be visibly embroidered by our suppliers with students' initials or surname if this is requested at the time of ordering.**





# 4 NIGHT WEEKLY BOARDING – YEAR 6-8

## **Students will need:**

- One duvet and two covers
- One or two pillows and two or four pillowcases
- Two bottom sheets
- Two bath or shower towels
- One hand towel
- Dressing gown
- Two sets of nightwear
- Wash bag containing a flannel, toothbrush, toothpaste, soap, shower gel, shampoo etc.
- Shoe cleaning kit
- Underwear (sufficient for 5 days)
- Linen bag and net bag
- One or two sets of casual clothes and one pair of casual shoes
- Lockable tuckbox

Beds will be stripped on alternate Thursdays.

## **The School Day – Monday to Friday**

07:20 and 07:30	Wake up calls
07:55	Leave dormitories
08:00	Breakfast in the dining room
08:20 - 17:20	Lessons and prep
17:30	Roll call in Common Room. Boarders escorted to supper
17:45	Supper in the dining room
18:05 - 18:20	Dormitory time (change into casual clothes)
18:55	Roll call, then activities (see weekly programme on notice board)
20:00 - 20:15	Drinks and snack
20:30	Showers
20:50	Bed – Year 6 and 7
21:00	Lights out – Year 6 and 7
20:55	Bed – Year 8
21:05	Lights out – Year 8

## **Medical Centre**

Seaford College has its own purpose-built medical centre staffed by professional staff who are resident throughout term time. There are six beds available for boarding students unable to attend classes. The staff provide the link to more specialised medical and dental services when required. We can arrange for boarding students to be registered with a local GP practice.

## **Mobile Phones**

Boarders are allowed to have a mobile phone in school. They will be kept in the Office and handed out to boarders after supper. The phones will be collected back in before bedtime.



**Suggested uniform and sports clothing list for 4 night weekly boarders.  
All items to be clearly named with nametapes.**

<b>Daily Wear</b>	<b>Boys</b>	<b>Girls</b>
School blazer	1	1
Dark grey trousers	2	
School kilt		2
Long sleeve white shirts (all terms boys)	5	
Short or long sleeve open necked shirts (winter and spring girls) and short sleeve open neck shirts (summer girls)		5
School tie (boys only)	1	
Navy blue v-neck jersey with school logo	2	2
Dark grey/black socks	5	
Navy tights (winter and spring)		4
White ankle or trainer socks (summer)		5
Black polishable shoes	1	1
Plain black or navy coat or plain black or navy waterproof jacket (longer than the blazer)	1	1
<b>Games and PE Kit. As for day students, except:</b>		
Canterbury tracksuit bottoms	1	1
Canterbury mid layer (or junior team fleece)	1	1
Canterbury rugby shirt	2	
Canterbury rugby shorts	2	
Canterbury sports socks	2	2
Canterbury games T-shirt		1 or 2
Canterbury dry-fit T-shirt	1 or 2	1 or 2
Canterbury skort		1
Plain navy tracksuit bottoms	1	1
Trainers	2	2
Rugby/football boots	1	
Mouth guard (term dependent)	1	1
Hockey stick (term dependent)	1	1
Shin guards (term dependent)	1	1

## PERFORMING ARTS DEPARTMENT

# MUSIC LESSONS - INDIVIDUAL TUITION

Seaford College offers tuition in the following instruments:

- |                    |                   |                    |                |
|--------------------|-------------------|--------------------|----------------|
| • Piano            | • Violin          | • Trumpet          | • Flute        |
| • Organ            | • Viola           | • Trombone         | • Clarinet     |
| • Voice            | • Cello           | • Tuba             | • Saxophone    |
| • Drum kit         | • Double Bass     | • Euphonium        | • Recorder     |
| • Ukulele          | • Electric Guitar | • French Horn      | • Music Theory |
| • Classical Guitar | • Cornet          | • Music Technology |                |

### **The cost of 30-minute lessons is £200 per term**

If you would like your son or daughter to participate in music lessons, please complete the online form in your information pack as soon as possible. This also applies to any Music Scholars.

By returning the form for music lessons, parents agree to pay the fees as published by the school, in advance, to the teacher, no later than the first lesson of each term. The teacher will teach thirty lessons in the academic year but may teach more (or less) than ten lessons in any one term. If the teacher misses any lessons, these will be made up or refunded if they are unable to teach thirty lessons in the academic year. The teacher is not obliged to make up lessons missed by the student but will do so if possible.

The course of the student's studies – including repertoire, public performances and entry for all examinations and competitions – remains under the teacher's professional direction at all times, in consultation with the parent where appropriate.

If a parent wishes lessons to cease, they must give a full term's notice in writing, addressed directly to the teacher and [ltoms@seaford.org](mailto:ltoms@seaford.org). If a parent gives less than a term's notice, they will be required to make a payment to the teacher of a full term's fees in lieu of notice.



# LAMDA LESSONS – INDIVIDUAL TUITION

**LAMDA** (London Academy of Music and Dramatic Art) is one of the leading national drama schools and it offers external examinations in a variety of disciplines including Acting, Public Speaking and Verse and Prose. Examinations are held at least once a year with an external examiner through a progression of Grades and Medals for which certificates are awarded. Examinations can be taken from Introductory Grade 1 up to Gold Medal (Grade 8). LAMDA lessons can be taken by students from Year 2 through to Year 13. Older students may also study for RADA (Royal Academy of Dramatic Art) Shakespeare awards.

The advantages of taking LAMDA lessons include:

- development of self-confidence
- mastering of technique and diction
- compliments academic subjects (e.g. English, History, Drama, Performing Arts and Media Studies)
- valuable tuition for dyslexic students
- achievement at Medal level Grade 6-8 is recognised with UCAS points

**The cost of 30-minute lessons per term is £180 for individual lessons; £150 (each) for paired lessons and £130 (each) for group lessons.**

If you would like your son or daughter to participate in LAMDA lessons, please complete the online form in your information pack as soon as possible. This also applies to any Drama Scholars.

By returning the form for LAMDA lessons, parents agree to pay the fees, as published by the school in advance, to the teacher, no later than the first lesson of each term. LAMDA examination fees are additional and you will be notified in advance of the amount due. The teacher will teach thirty lessons in the academic year but may teach more (or less) than ten lessons in any one term. If the teacher misses any lessons, these will be made up or refunded if they are unable to teach thirty lessons in the academic year. The teacher is not obliged to make up lessons missed by the student but will do so if possible.

The course of the student's studies, including repertoire, public performances and entry for all examinations and competitions, remains under the teacher's professional direction at all times, in consultation with the parent where appropriate.

If a parent wishes lessons to stop, they must give a full term's notice in writing, addressed to the teacher and [ltoms@seaford.org](mailto:ltoms@seaford.org). If a parent gives less than a term's notice, they will be required to make a payment to the teacher of a full term's fees in lieu of notice.



# DANCE LESSONS – INDIVIDUAL TUITION

Seaford College offers tuition in the following Dance styles:

- ISTD Modern
- ISTD Tap
- RAD & ISTD Ballet

**The cost of 50-minute lessons per term is £350 for individual lessons; £200 (each) for paired lessons and £140 (each) for group lessons with a maximum of 6 students.**

If you would like your son or daughter to participate in Dance lessons, please complete the online form in your information pack and return it as soon as possible. This also applies to any Dance Scholars.

By returning the form for dance lessons, parents agree to pay the fees, as published by the school, in advance, to the teacher, no later than the first lesson of each term. The teacher will teach thirty lessons in the academic year but may teach more (or less) than ten lessons in any one term. If the teacher misses any lessons, these will be made up or refunded if they are unable to teach thirty lessons in the academic year. The teacher is not obliged to make up lessons missed by the student but will do so if possible.

The course of the student's studies, including repertoire, public performances and entry for all examinations and competitions, remains under the teacher's professional direction at all times, in consultation with the parent where appropriate.

If a parent wishes lessons to stop, they must give a full term's notice in writing, addressed to the teacher and [ltoms@seaford.org](mailto:ltoms@seaford.org). If a parent gives less than a term's notice, they will be required to make a payment to the teacher of a full term's fees in lieu of notice.



# FEE INFORMATION 2020/2021

## **FEE INFORMATION SEPTEMBER TO DECEMBER 2020 (effective from September 2020) TO BE REVIEWED FROM SPRING TERM 2021\***

Senior Boarding (full)	£11,460 per term
Senior Boarding (weekly)	£10,040 per term
Senior Day Students (Y9-13)	£7,410 per term
Junior Boarding (Y7-8 weekly)	£7,885 per term
Junior Day Students (Y7-8)	£5,930 per term
Year 6 Boarding (4 night weekly)	£7,450 per term
Year 6 Day Students	£5,455 per term
Year 5 Day Students	£4,100 per term
Year 4 Day Students	£3,825 per term
Year 2 and 3 Day Students	£3,575 per term
EFL Lessons/each	One to one £35.00, shared £24.00
Learning Support Tuition	One to one £37.50, shared £24.00
House Funds (All Prep School Students)	£10.00 per term
Flexi Boarding – Junior (Year 6-8)	£40.00 per night

**\*With the exceptional impact of COVID-19 upon school operations over the Summer Term 2020, there has been no change to the level of fees and charges at September 2020, with these remaining at the same level as for the academic year 2019/20. Fees and charges will be reviewed over the Autumn Term 2020 for possible amendment from the Spring Term 2021.**

**All fees are payable prior to the term which an account is rendered.**



# FUTURE TERM DATES

## **Winter 2020 – Summer 2021**

### **Winter Term 2020**

Term starts – Wednesday, 2nd September

Half-Term – Monday, 19th October to Sunday, 1st November

End of Term – Friday, 11th December

### **Spring Term 2021**

Term Starts – Monday, 4th January

Half-Term – Monday, 15th February to Sunday, 21st February

End of Term – Thursday, 25th March

### **Summer Term 2021**

Term Starts – Monday, 19th April

May Bank Holiday – Monday, 5th May

Half-Term – Monday, 31st May to Sunday, 6th June

End of Term – Friday, 2nd July





# ADDRESS

Seaford College Prep School  
Wilberforce House  
Lavington Park  
Petworth  
West Sussex GU28 0ND

# CONTACT INFORMATION

Seaford College Prep School office	01798 867893
Prep School e-mail	<a href="mailto:wilberforce@seaford.org">wilberforce@seaford.org</a>
Prep School website	<a href="http://www.seaford.org">www.seaford.org</a>

## **Boarding contact details:**

Prep School during the day and up to 17:30	01798 867893
---	--------------

After 17:30:

Boarding Houseparent (based in Mansion)	Tbc
Mobile	Tbc

Seaford College (Senior School)	01798 867392
Seaford College (Senior School) e-mail	<a href="mailto:info@seaford.org">info@seaford.org</a>
Seaford College Medical Centre	01798 867831
Sister Malika Scott	Mobile: 07762 297171

Bus details and timetables	<a href="mailto:coaches@seaford.org">coaches@seaford.org</a>
School uniform	<a href="http://www.perryuniform.co.uk">www.perryuniform.co.uk</a>
Sports kit	<a href="http://www.bluebloodsports.co.uk/teamwear">www.bluebloodsports.co.uk/teamwear</a>



# BANK DETAILS

Bank: Barclays Bank  
Branch: Church Street East  
Woking  
Surrey  
GU21 6AE

Account Name: The Johnson Trust Ltd. trading as Seaford College

Account No: 13194841

Sort Code: 20-97-74

## **For International Payments:**

IBAN GB36 BARC 2097 7413 1948 41

BIC BARC GB22

When paying by BACS please use the student's name as reference.

Please ensure that the bank charges are taken into account when requesting the amount to be transferred.







# Seaford College

Prep · Senior · Sixth Form

## Love to learn



Wilberforce House, Lavington Park,  
Petworth, West Sussex GU28 0ND

Telephone: 01798 867893

Email: [wilberforce@seaford.org](mailto:wilberforce@seaford.org)

[www.seaford.org](http://www.seaford.org)

