



Seaford College

Prep · Senior · Sixth Form



Prep School Information for Students and Parents 2025

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Welcome to Seaford College Prep School



Introduction from the Head of Prep School

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 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 Years R, 1, 2, 3, 4 and 5, the majority of lessons are taught by form teachers. Music, Languages, Drama, PE/Games and, from Year 3, Design and Technology are taught by specialist staff. In Year 6, Maths, English, Religious Studies and PSHE are the only subjects taught by form tutors. From Year 7 upwards, all subjects are taught by specialist subject staff, many of whom also teach in the Senior School. Students in Years 7 and 8 are tutor based and assigned a Head of Year. Form teachers (Years R – 5) and tutors (Years 6, 7 and 8) 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, providing pastoral support, 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

Reception Class Monday to Friday

08:50	Children arrive (but they may do so from 08:00)
09:00	Lessons
10:00	BREAK – snacks provided
10:20	Lessons
12:00	LUNCH Recreation Time
13:00	Lessons
15:30	School finishes. Children may be collected. HIGH TEA
16:00	Children may be collected
16:30	Clubs (optional) Quiet Play Time or Prep
17:15	All students go home



THE SCHOOL DAY

Years 1 to 8 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 – snacks provided
10:40	Period 3
11:30	Period 4
12:10 onwards	LUNCH Recreation time
12:20	Period 5a or LUNCH
13:15	Period 5b or LUNCH
14:10	Period 6
15:05	Period 7
16:00	School finishes BREAK – snacks provided
16:20	Registration
16:30	Clubs (optional, pre-booked) Supervised prep (optional for Years 1-6)
17:20	Clubs end/supervised prep ends
	Day students go home (buses leave at 17:45)



WHAT YOU WILL NEED - STUDENTS IN RECEPTION TO YEAR 2

Apart from full school uniform and games kit, it is essential that each student brings the following items at the beginning of each term. All items should be replenished when necessary and at the start of each term.

Students in Reception to Year 2

- Pencil case containing
 - coloured pencils
 - coloured felt tip pens
- All other equipment is provided
- Seaford College rucksack (from Blue Blood) OR Seaford College book bag (from Perry Uniform)
- Sports bag (from Blue Blood) Small version preferred
- Plain navy blue or black outdoor coat suitable for all weathers (no logo's or patterns)
- Wellington boots
- Waterproof long-sleeved jacket and waterproof long trousers for Forest School. Home clothes for Forest School - tracksuit bottoms/leggings, t-shirt, fleece
- Water bottle

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

WHAT YOU WILL NEED – STUDENTS IN YEARS 3 to 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. All items should be replenished when necessary and at the start of each term.

Students in Years 3 to 5

- Pencil case containing:
 - HB or retractable pencils
 - pencil sharpener (manual only)
 - eraser (manual only)
 - 2 transparent rulers, 15cm and 30cm
 - colouring pencils
 - orange biro
 - felt-tip pens
 - glue sticks
- Seaford College rucksack (from Blue Blood)
- Optional – Book bag (from Perry Uniform)
- One fabric (drawstring) bag for wet weather clothing
- Sports bag (from Blue Blood)
- Seaford College coat (from Blue Blood) or a plain navy blue or black outdoor coat suitable for all weathers (no logos or patterns and it must not be shorter than the school blazer)
- Wellington boots
- Waterproof long-sleeved jacket and waterproof long trousers for Forest School. Suitable home clothes, tracksuit bottoms/leggings, t-shirt and fleece.
- Water bottle (named)
- Optional – Tablet stylus pen, keyboard

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



WHAT YOU WILL NEED – STUDENTS IN YEARS 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. All items should be replenished when necessary and at the start of each term.

Students in Years 6, 7 and 8

- Pencil case containing:
 - fountain pen or rollerball style pen – no biros
 - washable blue ink cartridges
 - geometry set (including compass)
 - pencils
 - pencil sharpener (manual only)
 - pens (blue, black, red and green)
 - colouring pencils
 - orange biros
 - eraser (manual only)
 - glue sticks
 - scissors
- Scientific calculator, Y7 and Y8 only (Casio is the preferred type)
- Rulers (30cm and 15cm)
- Ink eradicator pen (not Tippex)
- Seaford College rucksack (from Blue Blood)
- Seaford College coat (from Blue Blood) or a plain navy blue or black outdoor coat suitable for all weathers (no logos or patterns and it must not be shorter than the school blazer)
- Water bottle (named)
- Year 6 only for Forest School – Wellington boots, waterproof long-sleeved jacket and waterproof long trousers , suitable home clothes, tracksuit bottoms/leggings, t-shirt and fleece.
- Optional – tablet stylus pen, keyboard

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 part of the school day, for any reason, parents must advise the Prep School office on 01798 867893 or prepabsence@seaford.org before 08:25. If a student arrives at any time after 08:25, they are required to register with Mrs Sarah Forsyth, Prep School Secretary, at the Prep School reception or by using the tablet in reception.

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/clubs are offered. There is no additional cost for these activities. This is a great opportunity for the children to enjoy an activity with their friends. These activities mostly run from 16:30 to 17:20 with some taking place at the start of the day and at lunch break.

Appearance and dress

All students are expected to arrive 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. Girls with shoulder-length hair or longer must tie their hair up and 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. One necklace with a religious symbol may be worn below the neckline of the shirt. No other necklaces or wrist and ankle bracelets are permitted.

Assessments

A report on your child's progress is published electronically every term. These will consist of two full reports and one data snapshot with tutor or form teacher comment.

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, often rewarding children with badges in recognition of effort or excellence. 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 Seaford College website.

Arrival and collection (end of day) – Reception

Reception children may be dropped at school any time between 08:00 and 08:50. Children may be collected from the Prep School at 15:30, or they can stay for High Tea and be collected at 16:00. If children are taking part in quiet play, clubs or activities, they may be collected at 17:15.

Buses, arrival and collection (end of day) – Years 1-5

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 be collected from the Prep School at 16:00 if not taking part in any clubs or activities (in which case they may be collected at 17:25).

Buses, arrival and collection (end of day) – Years 6-8

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 be collected from the Prep School at 17:25 after prep/clubs. Please contact your child's form tutor in advance if your child needs to leave before this time. All students leaving early must sign out at reception before leaving the campus.

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. Prep School fixtures take place on a Wednesday afternoon for Years 5 to 8 and on a Thursday afternoon for Years 3 and 4. Reception, Year 1 and Year 2 students do not take part in fixtures with other schools. Very occasionally, a fixture may take place on a Saturday 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 school calendar and SOCS. They are also posted on the sport noticeboard in the Prep School.

www.seafordcalendar.org www.seafordsport.org

Weekly and flexi-boarding

Flexi and four night weekly boarding is available in the Prep School in Years 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, Mr Wilson, jwilson@seaford.org. We require 24 hours' written notice from parents.



Meals

A wide selection of meals is available at lunchtime, including vegetarian, vegan and special dietary options for those who have requested them. 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 students should be discussed with Sarah Forsyth, Prep School Secretary. All medication for boarders should be discussed with Sister Scott at the Medical Centre on 01798 867831.

Mobile phones, Seaford iPads, 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 Seaford College website. 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 teachers/form tutors at the start of the day and may collect them at the end of the day.

Please ensure that all mobile phones brought into school are insured. The school cannot accept any responsibility for loss, damage or theft, and they are excluded on the personal effects insurance. It is a good idea to write down the IEMI number and keep this safe at home.

The care taken in the use of technology within the Prep 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 phone in school
- All mobile phones must be named
- Students in Reception to Year 2 are not allowed to bring a mobile phone to school
- All students in Years 3 to 8 must hand their phones in to their teacher/tutors at the start of the day; these are returned at the end of the day
- All phones remain switched off until the student is collected or boards the coach
- Social networking sites are not to be accessed at any time during the school day
- Students wishing to contact parents or be contacted themselves **MUST** do so through Mrs Forsyth in the school office at all times

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

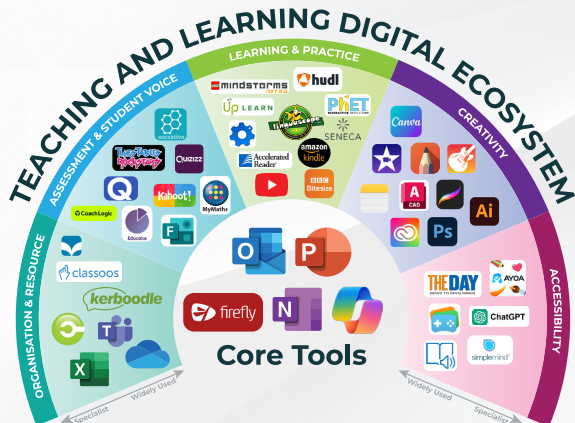
Seaford College Student iPad

Every student at Seaford from Year 3 and up is expected to own a school managed Apple iPad. The iPads are used to enhance teaching and learning both inside and outside of the classroom. Our teachers make excellent use of the capabilities that the combination of Microsoft and Apple technology can bring to enhance the student experience by increasing creative opportunities, increasing students' accessibility to learning, enhancing students' engagement and improving students' learning. Using the iPads also allows seamless cohesion between our Apple TVs, which are placed in every classroom, and the Apple Classroom app, which teachers use to monitor students' work and provide instant verbal, audio or written feedback.

Parents must buy the Apple iPad through Seaford's Apple store, as this allows us to ensure consistency across all devices and gives us the ability to enrol the devices in the Apple Management Software, giving us access to the abilities and advantages listed above. We strongly recommend purchasing a case for the iPad that includes a keyboard and acts as protection to the screen. The keyboard allows students to develop their typing skills. Many of our students will also use a stylus, which broadens how the iPad can be used, particularly in the creative sense. All of these are also available to buy through the Seaford Apple store.

When purchasing the 'Apple bundle' during the prescribed window, it is also possible to purchase insurance of the iPad. You may of course wish to take out your own insurance on the device. Seaford College provides students with access to the full Microsoft Office 365 suite of apps and tools, the full Apple learning suite, the ability to access the Adobe Creative Suite of apps and a range of other educational tools and abilities that are age-specific to our students. These are all provided for educational purposes.

Students must adhere to all College policies and guidelines, including the Acceptable Use Policy, Mobile Devices Policy, Anti-Bullying Policy and Student Behaviour Policy, to maintain that access. Further details will be shared with parents about how to purchase the iPads.



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 a staff member

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, iPad, 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

Every Friday, 'The Wilberforce 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 in the Prep School.

Off games

Parents of day children who are unable to take part in games should always email Mrs Forsyth and their child's form teacher or tutor.

Personal belongings

Students are discouraged from bringing valuable items or large amounts of money into school. Students are advised not to bring personal electronic devices which are not needed for the school day into school. 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) – Reception - Year-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 attending supervised prep from 16:30 to 17:20. You do not need to prebook prep attendance. On occasions it may be necessary to complete prep at home either in the evening or at weekends.



Rewards

Students can gain 'Positive Day Books' for academic work as well as for a willing and helpful approach and attitude while at school. Students can also acquire 'Negative Day Books' for poor behaviour or attitude. Positive and Negative Day Books 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. A termly prize is also given to the individual in each tutor group/form that gains the largest number of 'Positive Day Books'.

Certificates are sent home to parents at the end of each term, where their child has met all their individual challenge grades or has displayed exemplary learning habits and 'Ad Alta' characteristics (Focus, Preparedness, Collaboration, Curiosity and Ambition). We also award termly subject badges to recognise a child's effort and progress regardless of the level of attainment.

School website

Seaford College website www.seaford.org

The School calendar www.seafordcalendar.org and sport website www.seafordsport.org are designed to keep you up-to-date with:

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

Sports equipment storage – Years 4 to 8

Named shelf places and pegs are located in the respective changing rooms for all students in Years 4 to 8.

Storage of books and sports kit – Reception to Year 3

Children in Reception to Year 3 keep their books in their classroom and sports kit on their class shelving.



PREP SCHOOL DRESS CODE

Uniform

For school uniform, not sports kit, please contact Perry Uniform (www.perryuniform.co.uk).

The dress code at Seaford College Prep School is uniform for all students.

All Girls, All Year Groups (Reception to 8) – Winter, Spring and Summer Terms

	R	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8
Seaford crested blazer				✓	✓	✓	✓	✓	✓
Seaford pinafore dress	✓	✓	✓	✓	✓	✓			
Seaford kilt (to sit below the knee)							✓	✓	✓
Long or short sleeve white open-neck shirt				✓	✓	✓	✓	✓	✓
Crested navy wool cardigan (jumper from Year 6)				✓	✓	✓	✓	✓	✓
White ankle socks/navy blue tights	✓	✓	✓	✓	✓	✓	✓	✓	✓
Black polishable shoes (no trainer/patent styles)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Crested white polo shirt	✓	✓	✓						
Crested navy sweatshirt cardigan	✓	✓	✓						
Navy tracksuit bottoms (optional)	✓	✓	✓						
Seaford summer dress (Summer Term only)	✓	✓	✓	✓	✓	✓			

Students are welcome to use a home-bought overcoat. This should be black or navy blue and longer than the student's blazer. A Seaford College crested navy Canterbury overcoat is also available through the Blue Blood website.

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. Only one charity bracelet may be worn on the wrist (no other bracelets worn either on the wrist or ankle). One necklace with a religious symbol may be worn below the neckline of the shirt (no other necklaces may be worn). Girls may wear one small pair of gold or silver studs in the ear lobe.
- Make-up and Nail Varnish are NOT permitted.

All Boys, All Year Groups (Reception to 8) – Winter, Spring and Summer Terms

	R	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8
Seaford crested blazer				✓	✓	✓	✓	✓	✓
Dark grey trousers	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dark grey shorts	✓	✓	✓	✓	✓	✓	✓		
Long or short sleeve white shirt				✓	✓	✓	✓	✓	✓
Seaford Prep School tie				✓	✓	✓	✓	✓	✓
Navy blue crested V-neck jumper				✓	✓	✓	✓	✓	✓
Grey or black socks	✓	✓	✓	✓	✓	✓	✓	✓	✓
Black polishable shoes (no trainer styles)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Crested white polo shirt	✓	✓	✓						
Crested navy sweatshirt	✓	✓	✓						
Navy tracksuit bottoms (optional)	✓	✓	✓						

Students are welcome to use a home-bought overcoat. This should be black or navy blue and longer than the student's blazer. A Seaford College crested navy Canterbury overcoat is also available through the Blue Blood website.

Boys' Hair and Jewellery Regulations

- Jewellery – no rings, bracelets (only one charity bracelet may be worn on the wrist), necklaces or earrings
- Short, not shaven (grade 2 minimum), neat hair
- Boys' hair should be off the collar and not over the 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 unless specific permission has been given

Exemptions are only made with written consensual permission

Sports Kit

Sports kit is supplied by Blue Blood (www.bluebloodsports.co.uk)

We ask that all students in Reception - Year 8 purchase a rucksack (for their school books) from Blue Blood. Children joining Reception may choose to purchase a book bag (Perry Uniform) instead of a rucksack.

Girls – Compulsory Sports Kit

Girls - Reception to Year 2

- Canterbury tracksuit bottoms
- Canterbury mid-layer OR junior team fleece
- Canterbury skort
- Canterbury sports socks (Seaford College socks)
- Canterbury dri-fit T-shirt
- White sports socks
- 1 pair of trainers
- Sports kit bag (Prep medium holdall)
- Swimming kit including dark blue costume, goggles, hat, towel

Girls – Year 3 to Year 8

- Canterbury rain jacket
- Canterbury tracksuit bottoms
- Canterbury mid-layer OR junior team fleece
- Canterbury skort
- Canterbury sports socks (Seaford College socks)
- Canterbury games T-shirt (for games lessons and matches)
- Canterbury dri-fit T-shirt (for PE lessons)
- White sports socks
- 2 pairs of trainers (one for indoor use, one for outdoor use – both from any sports shop)
- Sports kit bag
- Swimming kit including dark blue costume, goggles, hat, towel

Girls Reception to Year 8 – Optional Sports Kit

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

Boys – Compulsory Sports Kit

Boys – Reception to Year 2

- Canterbury tracksuit bottoms
- Canterbury mid-layer OR junior team fleece
- Canterbury junior club shorts
- Canterbury sports socks (Seaford College socks)
- Canterbury dri-fit T-shirt
- White sports socks
- 1 pair of trainers
- Sports kit bag (Prep medium holdall)
- Swimming kit including dark blue trunks, goggles, hat, towel

Boys – Year 3 to Year 8

- Canterbury rain jacket
- Canterbury tracksuit bottoms
- Canterbury mid-layer OR junior team fleece
- Canterbury rugby shirt
- Canterbury rugby shorts (for games lessons and matches)
- Canterbury sports socks (Seaford College socks)
- Canterbury dri-fit T-shirt (for PE lessons)
- Canterbury Junior Club Shorts
- White sports socks
- 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
- Swimming kit including dark blue trunks, goggles, hat, towel

Boys - Year 7 to Year 8 ONLY

- 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)

Boys - Reception to Year 8 – Optional Sports Kit

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

All Girls and Boys – Compulsory Equipment Required

(per relevant term/sport). Can be bought from any sports shop

- Hockey stick
- Mouth guard for hockey and rugby
- Shin guards for hockey and football
- Cricket box (for Years 5-8 boys)

Girls and Boys – Optional Equipment

- Athletics spikes, optional for Years 6-8 in the Summer Term
- Cricket bat, pads and helmet, optional for Years 5-8 in the Summer Term

Core Sports

- **Girls Reception to Year 8** play hockey in the Winter Term, netball in the Spring Term and cricket in the Summer Term.
- **Boys Reception to Year 4** play 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 only hockey in the second. Cricket is played in the Summer Term.
- **Boys Year 5 to Year 8** play rugby in the Winter Term, hockey in the Spring Term and cricket in the Summer Term.
- **Reception to Year 6** have timetabled swimming lessons.
- **All Prep School students** participate in athletics in the Summer Term. They also have the opportunity to participate in swimming, tennis and golf during PE and after-school clubs.

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.

PREP SCHOOL BOARDING – YEARS 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 five days)
- One or two sets of casual clothes and one pair of casual shoes

** These are optional as the school can provide bedding/linen for both weekly and flexi-boarders. Weekly boarders may bring in their own bedding if they wish.*

The School Day – Monday to Friday

07:00 and 07:10	Wake-up calls	18:00 - 18:15	Dormitory time (change into casual clothes)
07:15	Leave dormitories		
07:20	Breakfast in the dining room	18:15 - 19:00	Prep (dormitories or WO)
07:45 - 08:00	Prepare for school day and boarders' meeting	19:00 - 20:00	Activities (see weekly programme on noticeboard)
08:20 - 17:20	Lessons and prep/clubs	20:00 - 20:30	Showers and call home
17:30	Roll call in Common Room	20:35	Tech hand-in
	Boarders escorted to supper	20:35 - 21:00	Reading
		20:45	Lights out for Year 6
17:35	Supper in the dining room	21:00	Lights out for Years 7 and 8

Medical Centre

Seaford College has its own purpose-built Medical Centre run 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 Prep School weekly boarders.
All items to be clearly named with nametapes**

Daily Wear	Boys	Girls
School blazer	1	1
Dark grey trousers	2	
School kilt		2
Long or short-sleeve white shirts (all terms)	5	
Short or long-sleeve open-necked shirts)		5
School tie (boys only)	1	
Navy blue v-neck pullover/cardigan 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
Games and PE Kit. As for day students:		
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 dri-fit T-shirt	1 or 2	1 or 2
Canterbury skort		1
White games socks	2	2
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 | • Cello | • French Horn |
| • Violin | • Tuba | • Music Theory |
| • Trumpet | • Saxophone | • Classical Guitar |
| • Flute | • Drum Kit | • Cornet |
| • Organ | • Double Bass | • Bass Guitar |
| • Viola | • Euphonium | • Bagpipes |
| • Trombone | • Recorder | |
| • Clarinet | • Ukulele | |
| • Voice | • Electric Guitar | |

Other than in exceptional circumstances, it is recommended that students should not attempt to learn more than two instruments.

The cost of 10 X 30-minute lessons is £220 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 30 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 30 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. 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 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
- Complements other academic subjects (e.g. English, History, Drama, Performing Arts and Media Studies)
- Valuable tuition for dyslexic students
- Achievement at medal-level Grade 6 to 8 is recognised with UCAS points

The cost of 10 X 30-minute lessons is £220 per term for individual lessons, £170 (each) for paired lessons and £150 (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 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 30 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 30 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 to the teacher and 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
- Tap
- RAD & ISTD Ballet
- Acro
- Contemporary
- Musical Theatre
- Jazz

The cost of 10 x 50-minute lessons per term is £270 for individual lessons; £220 (each) for paired lessons and £160 (each) for group lessons with a maximum of six 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 30 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 30 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. 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 2025/2026

Termly fees are charged in advance and are due on the first day of term.

(stated inclusive of VAT (i) and lunch (ii) from September 2025)

Senior Boarding (Full)	£17,178 per term
Senior Boarding (Weekly)	£15,039 per term
Senior Day Students (Y9-13)	£11,082 per term
Junior Boarding (Weekly)	£11,797 per term
Junior Day Students (Y7-8)	£8,871 per term
Year 6 Boarding (Weekly)	£11,149 per term
Year 6 Day Students	£8,158 per term
Year 5 Day Students	£6,126 per term
Year 4 Day Students	£5,705 per term
Year 3 Day Students	£5,337 per term
Year 2 Day Students	£4,550 per term
Year 1 Day Students	£4,300 per term
Reception Day Students	£3,600 per term (£2,880 with 20% Pioneers Award)
Learning Support Tuition	One-to-one £52.50
Year Funds (All Senior Day Students)	£13.00 per term
Year Funds (All Prep School Students)	£18.00 per term
House Funds (Prep Boarding)	£30.00 per term

House Funds (All Walled Garden) £48.00 per term

House Funds (All Mansion) £48.00 per term

House Funds (All Heden) £60.00 per term

Old Seafordian Fees (All Seniors) £5.00 per term

Flexi Boarding – Senior £75.80 per night

Flexi Boarding – Junior £52.50 per night

Termly lunch costs

(These are included in the fees detailed above (i) (ii))

Senior School Years 9 to 13 £333

Prep School Years 6 to 8 £278

Prep School Years 3 to 5 £222

Prep School Years 1 to 2 £200

Prep School Reception n/a

Optional insurances are available; you can opt into Fee Absence Insurance and/or Personal Possessions Insurance. To view the cover available, please go to: <https://portal.endsleigh.co.uk>

If you wish to opt in, you can register and opt in using the same link.

The deposit paid is returned via a leaver's bill, this is issued after the end of the student's last term.

Independent Fee Payment Service

Monthly fee payment is available through an independent fee payment service. If you would like further information regarding this, there is a link on the school's website, on the fees page, which is in the Admissions section.

i All fees are provided inclusive of Value Added Tax (VAT) at the prevailing rate.

ii College fees as stated include the provision of lunch which is compulsory.

FUTURE TERM DATES

Autumn 2025 – Summer 2026

Autumn Term 2025

Term starts – Wednesday, 3rd September

Half-Term – Friday, 17th October - Sunday, 2nd November

Staff Inset – Friday, 17th October

End of Term – Friday, 12th December (Term finishes at 1.15pm)

Spring Term 2026

Term Starts – Monday, 5th January

Half-Term – Friday, 13th February - Sunday, 22nd February

Staff Inset – Friday, 13th February

End of Term – Friday, 27th March (Term finishes at 1.15pm)

Summer Term 2026

Term Starts – Tuesday, 20th April

Bank Holiday – Monday, 4th May

Half-Term – Saturday, 23rd May - Sunday, 31st May

End of Term – Wednesday, 1st July (Term finishes at 1.15pm)



ADDRESS

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

CONTACT INFORMATION

Seaford College Prep School
Prep School e-mail
Prep School absence email
Prep School Secretary, Mrs Sarah Forsyth

01798 867893
wilberforce@seaford.org
prepabsence@seaford.org
sforsyth@seaford.org

Boarding Houseparents
Mr Jack Wilson

01798 867895
07841 922441
jwilson@seaford.org

Prep School boarding duty mobile
Prep School website

07510 373339
www.seaford.org

Seaford College (Senior School)
Seaford College (Senior School) e-mail
Seaford College Medical Centre
Senior School absence email
Sister Malika Scott

01798 867392
info@seaford.org
01798 867831
absence@seaford.org
Mobile 07762 297171

Bus details and timetables
School uniform
Sports kit

coaches@seaford.org
www.perryuniform.co.uk
www.bluebloodsports.co.uk



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
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www.seaford.org

