

**Everything is
about Learning**
this is at the core
of what we do

Highest Expectations
of every student
and ourselves

The Steyning Family
a place where
students and staff
want to come

Our Christian ethos of
**care, kindness
and celebration**



Enjoy Respect Achieve

Boarding Information for Boarders and Parents 2025/2026

Updated October 2025



**"To live life in all its fullness
and flourish as God intended"**

John 10:10





Contents

Page	Content	Page	Content
3	Telephone Helplines	29	Money Matters / ParentPay
4-5	Boarding Team	30-36	A Quick Guide for Boarders
6	Student Leaders, Committee & Governors	37	Process: Complaints in Boarding
7	Additional SLT/BET Boarding Support	38	CCTV in Boarding
8	Your Details	39	Boarding Privileges
9	Boarding Contact Details / Boarding Houses	40	Self control in Boarding
10	Boarding Statement / SGS Mission Statement / Aims of the Boarding Community (practice)	41/42	Student Voice
11	Learning Characteristics	43	Raising a minor issue, idea or query
12/13	Times / Routines / Weekends	44	Advocates
14/15	The School Day / Term Dates	45	Home Learning in Boarding
16-22	Medical & Wellbeing	46-57	Boarding Behaviour Agreement
23	Body Piercing and Tattooing / Hair Guidance / Laundry / Clothing	57	What to do if a student cannot be located?
24	Lost Property / Luggage / Leave	58	Boarding Site Map
25	Travel / Extended Weekends / End / start of term travel arrangements	59	Did you know?
26	Visits to friends' houses / Leave during the school day	60/61	Notes for Boarders from Boarders
27	Signing out to town / Chaplaincy	62	Useful Information for Boarders written by Boarders
28	Co-curricular (enrichment)	63	Useful Apps
		64-69	Brighton & Hove Bus Timetable

Telephone Helplines

Childline	0800 1111
Cruse Bereavement Care	0808 808 1677
Samaritans (someone to talk to who isn't family)	116 123
Doctors (Steyning Health Centre)	01903 497227
Drinkline	0300 123 1110
B-eat (beating eating disorders)	0800 801 0711
Frank (national drugs helpline)	0300 123 6600
Talk To Frank (illegal drugs help & advice)	0300 123 6600
NHS Quit Smoking Helpline	0300 123 1044
Rape & Sexual Abuse line (national)	0808 802 9999
Rape & Sexual Abuse line (Brighton)	01273 720110
Pregnancy Advisory Service	03457 30 40 30
Sexual Health Helpline (advice on emergency contraception, pregnancy, abortion advice, sexually-transmitted infections)	0845 111 3456
The National AIDS Helpline	0300 123 7123
Sussex Mental Healthline (stress, anxiety, feeling suicidal)	0300 5000 101
SANE (mental health charity, emotional support)	0300 304 7000
MIND (self-harm)	0300 123 3393
Cyber Bullying	0808 800 2222
Sexuality (The Mix: essential support for under 25s)	0808 808 4994
Childline (CSE: child sexual exploitation)	0800 1111
Office of Children's Commissioner	0207 7838 330
Children's Commissioner Office: Help At Hand	0800 528 0731

INDEPENDENT PERSON



Victoria Ryan
07768 437548

Head of Boarding



Ms Sarah Murton - smurton@sgs.uk.net

Ms Murton was educated overseas and in the UK at a variety of day and boarding schools, as were her 3 children. She read Ancient and Modern History (MA, BA Hons) at Worcester College, Oxford, where she served as JCR President and enjoyed establishing and playing in the Martlet String Quartet. Following a career with the Foreign and Commonwealth Office with postings in Japan, Mauritius, Kenya and Belgium, she completed her PGCE at Canterbury Christ Church University specialising in Religious Studies. Most recently, Sarah has been House Parent and teacher of Philosophy/Theology at Christ's Hospital School near Horsham and therefore brings a wealth of academic and pastoral experience. Sarah's goal is to ensure the SGS boarding experience provides a nurturing and supportive environment enabling pupils to flourish, becoming the very best version of themselves. She values honesty, enthusiasm and effort. Her aim is for boarders to leave SGS understanding the value of kindness, empowered to instigate positive change in the world. Sarah is delighted to have moved to Steyning where she can enjoy cycling and running with her springador, Benji.

Boarding Team



Aidan Timmons
Headteacher
(Boarding Committee Governor)



Natasha Nicol
Senior Deputy Headteacher /
Designated Safeguarding Lead



Andrew Wood
Deputy Headteacher



David Nutbrown
Operations Manager &
Health and Safety Lead



Sarah Murton
Head of Boarding



Sally Randall
Boarding Advisor



Sarah Oliver
Bolton Houseparent



Taniel Hammond
Bennett Houseparent



Charlotte Willard
Health and Wellbeing Lead



Suzie Plimmer
Registrar



Alison Law
Finance & Administration Assistant



Daniel Tullett
Catering Manager



Trudi Garmen
Boarding Chef /
Assistant Catering Manager



Tim Treadwell
Senior Resident Tutor



Robert Diaper
Resident Boarding Staff



Heather Franks
Resident Boarding Tutor



Elizabeth Gardner
Non-Resident Boarding Tutor



Matthew Hammond
Boarding Resident Staff



Michael Middleton
Non-Resident Boarding Staff



Nicky Dewdney
Non-Resident Boarding Staff



Neill Stannard
School and Boarding Chaplain



Tanya Mitchell
Boarding Counsellor



Simon Woodall
Boarding Resident Staff



Brian Parsons
Premises Officer



Donna McClelland
Laundry Person



Lyn Cutts
Cleaner



Jane Holden
Cleaner



Kira Holden
Cleaner



Colette Hope
Cleaner

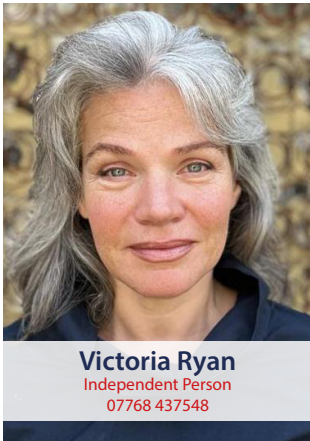
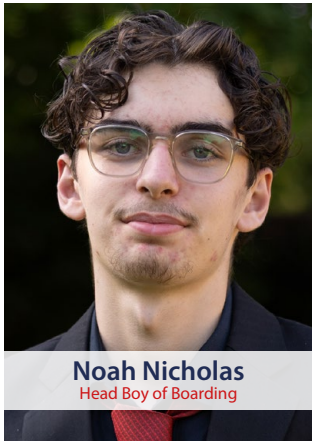
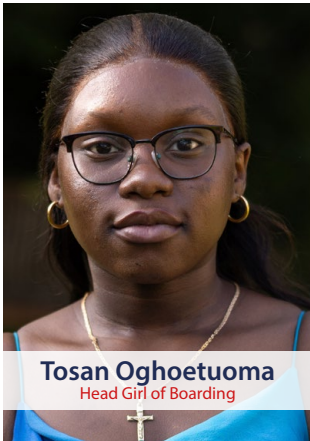


Samantha Hughes
Cleaner

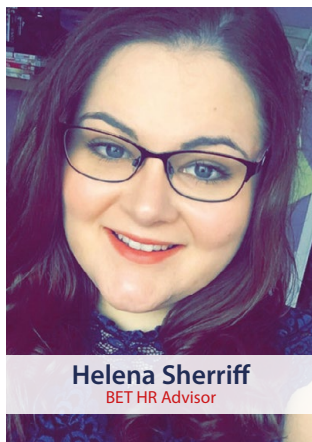


Helena Muncer
Cleaner

Student Leaders, Boarding Committee & Boarding Governors



Additional SLT / BET Boarding Support





Your Details

Name:

Boarding House:

Houseparent:

Boarding Tutor:

School Year:

Head of Year:

KS4 Form Tutor /
KS5 Learning Mentor:

My Boarding/School
Advocates

SGS Boarding Contact Details

Tel: 01903 817601
Fax: 01903 879273
Email: sgsboarding@sgs.uk.net

Web: www.sgs.uk.net

Post: SGS Boarding, Church Street, Steyning, West Sussex, BN44 3LB.

Head of Boarding

Ms Sarah Murton Tel: 01903 817602 Email: smurton@sgs.uk.net

Registrar (Admissions)

Mrs S Plimmer Tel: 01903 817601 Email: sgsboarding@sgs.uk.net

Administration and Finance Assistant

Mrs A Law Tel: 01903 817601 Email: alaw@sgs.uk.net

Medical / Health and Wellbeing Lead

Mrs C Willard Tel: 01903 817621 / 07921055675 Email: sgsboardingmedical@sgs.uk.net

Boarding Houses

Bennett House - bennett@sgs.uk.net

Duty Office: 01903 817650
Duty Mobile: 07720 975113
Students' Phone: 01903 817609

Bennett Houseparent: Mrs T Hammond
Resident Staff: Mr S Woodall

Bolton House - bolton@sgs.uk.net

Duty Office: 01903 817619
Duty Mobile: 07720 975112

Houseparent: Mrs S Oliver
Resident Tutor: Mrs H Franks

Contacting the duty phone during the day

Duty phones should only be contacted in case of emergency or when it is not possible to see a member of staff onsite. In line with our no phone policy at school, KS4 students should go to the front office should they need to contact Boarding and the staff there will phone through.

Boarding Statement of Principles

Steining Grammar School offers full and weekly boarding opportunities for families who want peace of mind in securing their children's education in a safe, rural environment. The boarding experience contributes to the development of positive, independent and fully engaged citizens of our global community, equipped with the character to flourish in their future (website/handbook detail our practice with a translation facility).

At SGS we

‘Live life in all its fullness and flourish as God intended’

John 10:10

When we **flourish** we...

ENJOY	RESPECT	ACHIEVE
Character strengths that help us ENJOY are:  CURIOSITY  ZEST	Character strengths that help us RESPECT are:  SELF-CONTROL · WITH OTHERS  GRATITUDE  KINDNESS	Character strengths that help us ACHIEVE are:  GRIT  GROWTH · MINDSET  SELF-CONTROL · WITH LEARNING

Aims of the Boarding Community (practice)

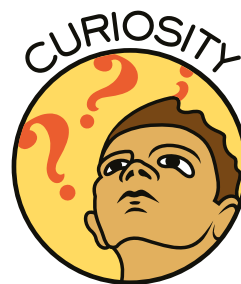
1. To create a community that ensures the safety, safeguarding and welfare of its pupils in an environment where they can Enjoy, Respect and Achieve.
2. To provide an environment in which pupils can develop their intellectual academic, sporting and creative potential through well structured routines, access to staff and other pupils in an atmosphere which values effort.
3. To provide a range of activities related to age and maturity that will assist in the personal, social, moral, spiritual and cultural development of each pupil.
4. To provide accommodation that is comfortable and suitable to the needs of boarders according to their age and which provides appropriate levels of privacy.
5. To provide an atmosphere that allows pupils to develop an acceptance of others and to celebrate diversity in all of its forms.
6. To develop each boarder's responsibility for self, for others and for their environment.
7. To develop pupils' qualities of leadership and their ability to work as a team.
8. To develop close links with parents in the support of pupils' development within school.
9. To provide ample opportunity for pupils to talk to staff about their day to day concerns.
10. To encourage students to become Gamechangers promoting courageous advocacy, justice and social change.

Learning Characteristics

SGS believes that students will flourish and be more successful if they have a growth mind-set. People with growth mind-sets see their characteristics as things that can be developed through hard work and purposeful practice. They understand that successful people achieved their success through years of practice and learning. People with this mind-set believe that a person's true potential is unknown and can be cultivated through learning. The list below shows the 'learning characteristics' that psychologists have proven enhance your potential to succeed.



FLOURISH @ SGS





Routines

Time	Activity
07.30	Wake up call - weekdays <i>All Boarders are expected to wake up on time and prepare themselves for school</i>
7.50 - 8.20	Breakfast and Names (registration) - all Students
8.20 - 8.30	Depart for school. All students are expected to be in school for 08:50 with the exception of KS5 who have alternate Friday morning 'Next Steps' Assembly (Years 12 & 13). Boarding house is closed to students between 9:00 and 11:10
15.30	SLOGs available
16.00 - 17.30	Enrichment activities or Tutor Group Meetings
17.45 - 18.15	Supper - Dining Room. Staff to record attendance of meals Students are allowed to have 'seconds' from 18.10
18.30	NAMES (Registration)
19.00 - 20.30	Home Learning for Year 9 students, followed by free time
19.00 - 20.30	Home learning for Year 10 students, followed by free time
19.00 - 21.00	Home Learning for Year 11 and Sixth Form students
20.30 - 21.30	Enrichment activity followed by free time. During free time, students should be engaged in purposeful activity, this may include extra Home Learning. Permission to leave Boarding must be given by Duty Staff and students must always sign out and back in. Students may only leave the site for 30 minutes after Names except in exceptional circumstances agreed by the Duty Team
21.45	Beditme. See separate timings below.
Friday	There is no official Home Learning and students should be engaged in purposeful activity, this may include extra Home learning or enrichment.
Sunday	
18.30 - 19.30	House cleaning and room checks. Students will tidy/clean their rooms and houses as well as prepare themselves for the following week at school, this may include extra Home Learning.

Weekly room checks will be carried out by duty staff on a Sunday evening. The daily expectation should be:

- Bedroom floor clear
- Wet towels hung up
- Bed made
- Desk Tidy



Bedtimes

Sunday - Thursday

Year	On site	In house	In rooms	Lights out/Quiet*
9	21.00	21.00	21.30	21.45*
10	21.30	21.30	21.45	22.00*
11	21.45	22.00	22.15	22.30*
12	22.00	22.15	22.30	22.30
13	22.00	22.15	22.30	22.30

Friday and Saturday

Year	On site	In house	In rooms	Lights out/Quiet*
9	21.00	22.00	22.15	22.30*
10	21.30	22.00	22.15	22.30*
11	21.45	22.30	22.45	23.00*
12	22.00	22.30	23.00	23.00
13	22.00	22.30	23.00	23.00

Weekends

At weekends, staff must register all students during brunch (10:30- 11:30).

If you intend to be away on Friday or Saturday night, you must complete a Green Overnight Leave-out Form by Thursday bedtime at the latest. You should instigate permissions being sought from the host and your parent or Guardian.

 [Green Overnight Leave-Out 2025](#)

If you intend to go beyond Steyning during the day, you must complete a Beyond Steyning Day Out Form for the duty-person to authorise. Failure to submit this form 24 hours prior to departure means you leave may not be authorised. Duty-staff will seek relevant permissions from parent/guardian.

 [Beyond Steyning Day-Out Form 2025](#)

Weekend Meals

Saturday Brunch 10.30 - 11.30

Sunday Brunch 10.30 - 11.30

Please complete a form by 4pm if you require a late meal on that day.

The School Day

Years 9-11

All students must be in their form room for registration at 08.50 so you need to leave the Boarding House after 08.30 NAMES.

08.30	Students leave boarding
08.45	All students in school and making their way to lessons
08.50	Tutor time
09.10	Period 1
10.10	Period 2
11.10	Morning Break
11.35	Period 3
12.35	Period 4
13.35	Lunch
14.15	Period 5
15.15	End of timetabled school day

Years 12-13

Sixth Formers must register in school on Monday to Thursday at 08:50 & alternate Fridays.

Students may return to houses if they have no timetabled lesson after break time (11:10).

While in house during the school-day, students may use all facilities, may visit friends' rooms (of the same sex), may listen to low-level music and may choose to watch News & Documentaries on TV.

Students cannot be in their rooms after breakfast until 11 am for cleaning to take place.

Students must sign-in and sign-out of houses at all times when returning early from school using the In/Out fire board.



Boarding Term Dates - 2025/2026

Autumn Term 2025

Boarding will reopen to ALL students on Thursday 4th September		Students may arrive from 10 am onwards. Welcome Buffet for parents & boarders between - 6pm
Term Starts: Friday 5th September - Year 9 / Monday 8th September - Years 10, 11 & 12 / Tuesday 9th September - Year 13		
October Half Term (Boarding is closed)	Friday, 24th October Sunday, 2nd November	Students may depart from 3:30 pm Students must return between 2pm – 7pm Supper is served at 5pm. Names at 7pm Lessons start on Monday 3rd November
Term Ends	Friday, 19th December	Students may depart from 12.35pm

Spring Term 2026

Years 9 - 13	Boarders Return Monday 5th January	Students must return between 2pm – 7pm Supper is served at 5pm. Names at 7pm Lessons start on Tuesday 6th January
February Half Term (Boarding is closed)	Friday, 13th February Sunday 22nd February	Students may depart from 3:30pm Students must return between 2pm – 7pm Supper is served at 5pm. Names at 7pm Lessons start on Monday 23rd February
Term Ends	Friday 27th March	Students may depart from 3:30 pm

Summer Term 2026

Years 9 - 13	Boarders Return Sunday 12th April	Students must return between 2pm – 7pm Supper is served at 5pm. Names at 7pm Lessons start on Monday 13th April
May Bank Holiday Long Weekend (Boarding is open) Optional	Friday 1st May Monday 4th May	Students may depart from 3:30 pm Lessons start on Tuesday 5th May
Half Term (Boarding is closed)	Friday, 22nd May Sunday, 31st May	Students may depart from 3:30 pm Students must return between 2pm – 7pm Supper is served at 5pm. Names at 7pm Lessons start on Monday 1st June
Term Ends	Wednesday 22nd July	Students may depart from 12:30 pm

- **Sixth Form** students may depart Boarding following their final lesson on the day of departure
- On departure days the Boarding Houses will close at 5 pm
- On return days Boarding Houses will be open from 2 pm
- On return days, Guardians are responsible for any boarders arriving early until Boarding opens at 2 pm.

End of Summer Term Arrangements

Please be aware that only students in Years 11 and 13 may leave before the end of the Summer Term.

ALL other students should be in school until the end of the term Wednesday, 22nd July 2026.

Inset Days

- Wednesday, 3rd September 2025
- Thursday, 4th September 2025
- Friday, 26th September 2025
- Wednesday, 26th November 2025
- Monday, 8th December 2025
- Monday, 5th January 2026
- Friday, 17th April 2026
- Tuesday, 23rd June 2026



Medical Care and Welfare

Monday to Friday

Clinic - 07:45-08:30 and 15:30-16:00

Overseen by our Health and Wellbeing Lead.

Our Health and Wellbeing Lead can be contacted via duty staff outside of clinic hours.

On weekdays the Health and Wellbeing Lead is on site throughout the day other than when at off site medical appointments with students.



16:00 - Bedtime

Students report to Boarding Duty Staff for medical matters.

Weekends

Students report to Boarding Duty Staff for medical matters. All staff on duty in Boarding have up to date First Aid Qualifications. Senior Staff are on call for weekend emergencies.

All medication must be kept in the The Medical Centre or Duty Office Medical Cabinet, with the exception of asthma inhalers and adrenaline auto-injectors (epipens). You are not allowed to keep any medicines in your room unless this has been approved and risked assessed by the Health and Wellbeing Lead.

No student is ever allowed to keep Controlled Medication (e.g. ADHD medication) or pain relief (e.g. ibuprofen or paracetamol) in their bedroom. We can only accept medication that has been prescribed for the child, in its original box or container along with an accompanying letter from the parent/carer. If the prescription is not in English, a legible translation must be provided by the prescribing doctor. Boarding Houses keep a supply of some 'over the counter' (OTC) remedies and medication should a boarder need this when the Medical Centre is closed. All Boarding Tutors have additional training in administration of medication.

Reporting Sick During the School Day

If you are unwell during the school day you should report in person to the medical rooms in the day school. Boarding staff will then be informed. If you are given the permission to return to Boarding on medical grounds, then you must check in with the Health and Wellbeing Lead and sign back into your house.

If available, the Health and Wellbeing Lead will collect you from school as per individual need at the time.

Dentist, Optician and Medical Appointments

The Health and Wellbeing Lead must be informed of appointments if students or parents make them themselves so that informed care can be provided. The Health and Wellbeing Lead can book appointments for students when appropriate.

Owing to the shortage of NHS dentists we are unable to offer NHS dental services. Boarders are advised to have regular check ups and treatment by their own dentist during their holidays at home. The local dentist is a private practice but will offer emergency treatment if necessary, which must be arranged by Boarding Staff.

There is an optician in the village.

Puberty

E-safety

Sleep
Hygiene
& Rest

Racism

Spirituality
& Faith

Mental
Health

Healthy
Eating

Wellbeing

Self-harm

Mindfulness

Wellbeing Programme

Smoking
Education &
Cessation

Coping with
Exam Stress

Anxiety &
Depression

Drugs
Education

Sexual
Health

Neurodiversity

Disability

Physical
Health &
Hygiene



Boarding Health and
Well-being Lead:

Mrs Charlotte Willard

With over a decade of experience in healthcare, I began my career in physical health, working in a private hospital setting where I supported both in theatre and on the hospital inpatient wards. Eight years ago, I transitioned into the mental health sector, where I discovered a profound passion for supporting individuals with complex mental health needs. My roles have spanned psychiatric hospitals, community-based mental health services, a high-security prison, and GP surgeries – each deepening my understanding of mental health care and reinforcing my commitment to making a meaningful difference in people's lives.

Since entering the mental health field, I have been a dedicated advocate for those I support, guiding and empowering them through compassionate, person-centred care. I strive to ensure that every interaction is an opportunity to improve well-being, restore dignity, and build trust.

I am proud to be taking the next step in my career and working as part of the pastoral care team at Steyning Grammar School, providing care and support to boarding students. I work closely with Houseparents and the Welfare Officers to ensure students' physical, emotional, and mental health needs are met in a holistic and child-centred way. I run a twice daily health clinic, coordinate personalised care for unwell students, and lead the school's well-being programme, promoting self-care and healthy lifestyle choices. I maintain communication with parents and carers to ensure consistency of care and support is in place.

My approach is always rooted in empathy, respect, and a strong belief in the importance of integrated health support – especially in young people. I am proud to contribute to environments where individuals feel safe, heard, and empowered to thrive.

Please free to contact me on the following email: sgsboardingmedical@sgs.uk.net

Our Health and Wellbeing Lead will:

- Provide First Aid, advice and/or treatment of minor illnesses or injuries.
- Support boarder's access to and other healthcare agencies, working closely and collaboratively with the Day School Medical Officer, Houseparents, Head of Boarding and parents.
- Provide help and support to promote emotional health and wellbeing.
- Be discreet and respect confidentiality.
- Offer healthy lifestyle advice including issues surrounding smoking, alcohol, sexual health, sleep and healthy eating.
- Provide individual medical care plans for pupils with known health care needs to staff involved in the care and welfare of boarders.
- Oversee the safe administration of medicines and adherence to the School Supporting Students with Medical Condition Policy.
- Work with Boarding Staff to promote a happy and healthy boarding environment.

Confidentiality:

Confidentiality is maintained in accordance with the local GP's and Health and Wellbeing Lead's professional obligations. Medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on occasions the doctor or Health and Wellbeing Lead may liaise with parents or guardians, the Headteacher or Head of Boarding, Houseparents and other staff. Information, ideally with the student's prior consent, will be passed on as appropriate.

The Health Centre Doctor and Wellbeing Lead will respect a student's confidence except on the very rare occasion when, having failed to persuade a student or their authorised representative to give consent to divulge, the medical staff consider it in the student's best interest, or necessary for the protection of the wider school community, to breach confidence and pass on information to a relevant person or body in line with statutory safeguarding obligations.



Keep calm and speak to Tanya

Boarding Counsellor:

Tanya Mitchell BA(HONS), DIP HC, MBACP

I have a Diploma in Humanistic Counselling and a Certificate in Substance Misuse Counselling from the University of Chichester. I hold a full membership of the British Association for Counselling and Psychotherapy. I have worked as a School Counsellor providing counselling and play therapy to children, young people and supervision for staff in 5 different schools in West Sussex. I am a fully qualified Supervisor and fully trained in adoption and attachment focused therapy with parents and families.

Since 2012, I have been privileged to oversee the Counselling service for students in boarding to explore any difficulties they may be experiencing in their lives, both in school and out. I offer weekly scheduled sessions

or drop in chats for students who would like a taster experience before committing to more sessions. Counselling is entirely voluntary and students are never pressured to take part unless they feel ready.

At the first session, I explain what the therapeutic process might entail, cover safeguarding responsibilities and the limits of confidentiality and explore the clients expectations in light of these.

Referrals can be made by Boarding Staff or by students by contacting me directly.

Contact details:

tanyamitchell@protonmail.com / 07795 693369





Children's
COMMISSIONER



help
at
hand

**In care, leaving care, living away
from home, need help?**

0800 528 0731

help.team@childrenscommissioner.gov.uk



BE
KIND
TO
YOUR
MIND

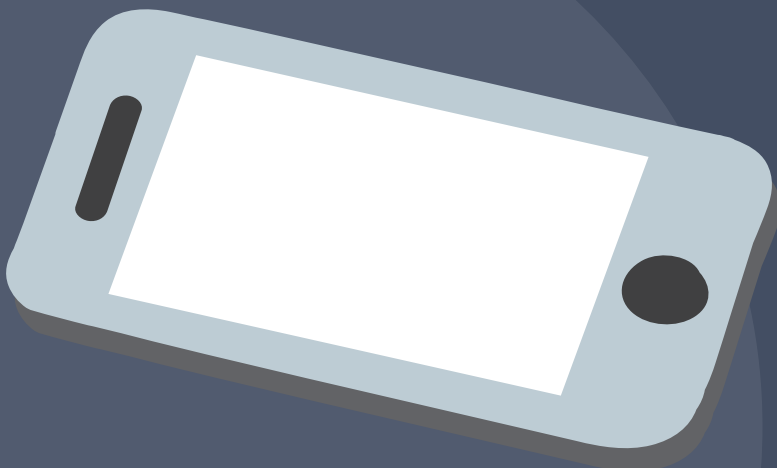


TOO MUCH TECH TIME?

GUESS WHAT...
IT'S IMPACTING
YOUR SLEEP. WANT
TO KNOW WHY?

JOIN THE CONVERSATION
[TEENSLEEPHUB.ORG.UK](https://teensleephub.org.uk)

#TEENSLEEPMATTERS



POWERED BY



Body Piercing and Tattooing

Under no circumstances are boarders allowed to undergo body piercing or tattooing whilst staying in Boarding. There are health issues associated with these practices and tattooing is an irreversible process. Boarding staff are therefore unwilling to agree to either. It is illegal to ink a tattoo on anyone under the age of 18. We reserve the right to ask students to remove piercings we deem unacceptable.

Hair Cutting, Colouring, Dyeing and Styling

Boarders may only re-colour or dye their hair with the express permission of parents and with the agreement of their Houseparent. Any such date, time and location must be made in consultation with their Houseparent.

For reasons of hygiene, neatness and ease of management, the basic rule is that hair should be clean and well groomed.

In extreme cases you will be instructed to have your hair restyled. Boarders may not cut their own hair or the hair of other boarders.

Laundry Routine

Monday - Friday

Put clothes in bins BEFORE breakfast and by 08.30 in the morning or by 18.00 in the evening.

Tuesday (in addition to personal laundry) Bedding & Towels

REMEMBER:

- Please bring all your laundry before 08.30
- Please collect all laundry before 18.00 - Sixth Form boarders can collect their laundry after break time on weekdays
- If you are not present due to school commitments you need to arrange for a friend to collect your items
- Laundry is open until 18:00 on weekdays and for half an hour on Sunday during House Cleaning
- Laundry must be put in laundry bags (purchase details for these can be found on the kit list).

Saturdays/Sundays

LAUNDRY CLOSED

Please do not ask staff to open the laundry outside these times.

- DO NOT put clothes in for laundry unless they can be tumble-dried
- We cannot be responsible for damage to unusual / delicate items put in to general wash - if an item is delicate wash, please let laundry staff know.
- ALL clothing MUST be NAMED

There are domestic (not heavy duty) washing machines available in the Boarding Houses for which you will need your own washing tablets or liquid.

Please check and empty pockets before placing items in the wash.

Naming Clothing

Please ensure that all of your clothes, including those bought during term-time, are clearly labelled with a woven name-label or approved sticky clothes label. This includes your bedding and towels. Please bring 25 extra labels with you at the start of the year.

- Be mindful of how many clothes you bring to school with you as space is limited.
- Excessive items may be removed to the laundry until you are able to take them home.
- Labels and markers are available in laundry and house offices.
- Unlabelled clothing not claimed is donated to charity at the end of each term.
- Net bags should be named. These are washed.

Lost Property

Lost property is displayed on a table in the laundry during term time. Un-named clothes, if not claimed from lost property, will be donated to local charity shops or disposed of at the end of each term.

Luggage Store

Over the summer holidays boarders can store some of their belongings in the Boarding Houses.

As space is limited we ask that you store a medium sized suitcase. This must be clearly named.

Please ask your house parent to complete the luggage storage form.

Luggage is stored at your own risk. SGS cannot be held responsible for loss or damage.

Leave

Students must inform a member of staff if they wish to leave the house for longer than 30 minutes.

Weekend Leave

You must fill in a Green Overnight Leave-out Form and have it signed by a Houseparent by Thursday bedtime at the latest. After that, permission for Leave-out may not be granted. You must sign-out in person with the duty member of staff. If you are to miss any lessons, your parents must complete the absence request letter found on the school's website.

Day Leave

If you intend to go beyond Steyning during the day, you must complete a Beyond Steyning Day Out Form for the duty-person to authorise. Failure to submit this form 24 hours prior to departure means your leave may not be authorised. Duty-staff will seek relevant permissions from parent/guardian.

Year 10-11 may travel beyond Steyning after breakfast and return by 20.00, Sixth Form may travel beyond Steyning after breakfast and return by 22.00.

Return from Leave:

You must sign-in in person with the duty member of staff.

It is not permissible to ask another boarder to 'give a message' to staff. You **MUST** speak to them yourself. You will be asked to tell us if you do not plan to have a weekend meal on the Thursday before the leave. In the event of being delayed you **MUST** telephone your Boarding House Duty Staff.

Saturday Day Leave:

Year 10-11 may travel beyond Steyning after breakfast and return by 20.00, Sixth Form may travel beyond Steyning after breakfast and return by 22.00

It is not permissible to ask another boarder to 'give a message' to staff. You **MUST** speak to them yourself. You will be asked to tell us if you do not plan to have a weekend meal on the Thursday before the leave.

In the event of being delayed you **MUST** telephone your Boarding House Duty Staff.

Planned Absence that will involve missing lessons:

If a student will be missing school lessons by going on leave at the parent's request the "Absence Request Letter" found on the School Website (Parents Attendance & scroll down) must be completed and returned. Typically this is for early departure, or late return, for holidays.



Travel

- Students may not travel in cars at any time, unless in exceptional circumstances where permission in writing has been given by their parents.
- Where possible, please use school minibuses as arranged. (Year 9s must use school minibuses until they have completed their public transport induction).
- Years 10-13 may travel by public transport (bus, taxi or train).
- In the event of being delayed when returning to school, you **MUST** telephone your Boarding House Duty staff.

Extended Weekends

We do not currently have Extended Weekends (Exeat Weekends) and the Boarding Houses are open throughout the published term times.

End / start of term travel arrangements

The safe departure and arrival of our Boarders is really important to us. Prior to the end of term, your parents will be asked to complete an online travel questionnaire and submit your holiday travel information. Provided that the student is leaving on the last day of term and returning on the day specified for boarders return, the school can then book taxis for your airport transfers, or you can opt to take the free school minibus service to Shoreham-by Sea Train Station or make your own arrangements. Taxis cannot be booked for students who have made early/late travel arrangements.

Payment for airport transfers booked by us is taken from your sundries account so you don't need to worry about paying the taxi driver on the day of travel, unless this is a private booking made by parents or students when the student will need to pay in cash at the time of taking the taxi.

In the event of being delayed when returning to school, you **MUST** telephone your Boarding House Duty staff.



Visits to Friends' Houses

You may visit the homes of day-pupils with the permission of your Houseparent or member of staff on duty. Permission will be granted if:

1. The member of staff on duty has had contact with the friend's parents for permission;
2. The friends' name, address and home telephone number has been left with the duty-staff;
3. There are no mitigating circumstances (eg academic-issues, sanction or discipline issues, Health and Safety issues) that would lead to permission not being granted.

Permission is at the discretion of the member of staff on duty.

Leave - during the school day – Sixth Form

You are allowed to return to the Boarding House after break time. If you return to the Boarding Houses before 15:15, you must sign-in. Should you wish to leave the Boarding House at any time, you should sign-out in the normal way.

You must sign-out and back in if you go anywhere other than school.

If you know you will miss a lesson, a Yellow Absence Form must be completed and signed by the Sixth Form Management Team. Parents must fill in an online absence request form.

If you are unwell, permission to miss school may only be given by the Boarding Health and Wellbeing Lead or Houseparents.

Leave - during the school day – Years 9 - 11

All students must be in school between 08.45 and 15.15.

If you know you will miss a lesson, a Yellow Absence Form must be completed and signed by your Head of Year. Your parents must fill in the "Absence Request Letter" found on the School Website.

If you return to the Boarding Houses before 15.15, you must sign-in.

If you are unwell, permission to miss school may only be given by the Health and Wellbeing Lead. You will then be expected to stay in-house or in The Medical Centre for the remainder of the day and evening.

Signing out to Town - Weekdays and Weekends

(30 minutes maximum unless agreed by the duty staff member)

Years	9	10	11	12 / 13
Years 9 - 13	15.15 - 21.00	15.15 - 21.30	15.15 - 21.45	15.15 - 22.00

Years 9 & 10 may not go into the town by themselves after dark - 2 people are a minimum, 3 is ideal.

There will be time restrictions during winter months when it gets dark early; students must be accompanied by at least one other student and ideally in a group.

Students may not visit Steyning during meal times nor Home-Learning times.

You must sign-out of house when going into town, give an estimated return time and sign-in on your return.

After 19:00, signing out sheets are taken into duty offices and all students must see a member of staff in person to sign out. If you cannot find a member of staff, you must not sign out. This is a serious offence and you will be sanctioned.

Chaplaincy

Steyning is a Church of England Voluntary Controlled School. In the village there are congregations comprising of The Church of England - Steyning Parish Church of Saint Andrew and Saint Cuthman; the Methodist Church and the Roman Catholic Church.

There are occasions when all boarders gather to attend celebrations of our boarding family in the Parish Church.

The opportunities for Sunday worship services are as follows:

Steyning Parish Church - Church of England

09.30 Sung Eucharist

18.30 Evening worship: Choral Evensong; Iona Evening Prayers

Roman Catholic Church

10.30 Mass

Methodist Church

11.00 Family Worship



Chaplaincy is a central focus within boarding. The Chaplain is available throughout the week.

 [SGS SIAMS Report - April 2024](#)

There is a Christian Union in the day school, held at lunchtimes.

Boarders are invited to attend or take part in Sunday Church services and trips and outings are organised throughout the year to celebrate our faith. Please see the Chaplaincy Noticeboard for upcoming events, prayers and group worship, including arrangements for baptism and confirmation.

Boarders have the opportunity to attend Boarding Prayers each half-term which is designed to meet their social, moral, cultural and spiritual enrichment needs.



Co-curricular (enrichment) within Boarding

We are extremely proud to offer a comprehensive programme of weekly clubs and enrichment activities which are available to view on the Boarding section of the school's website. Weekend, evening trips and social events are published on the enrichment notice board in Boarding reception and in the Boarding houses.

Students are expected to attend at least one activity per week on a weekday afternoon and should attend as many weekend trips and social events as they can. Some of these will be compulsory if the student is in Boarding.

We are committed to helping you develop your character and communication skills during your time here at SGS, and feel it important that you will be comfortable enough to want to challenge yourself in order to grow as a person.

The Enrichment Activities support the Learning Characteristics.

Many of the trips and activities are covered by the boarding fees, though on occasion, the cost may be recharged to parents. In this case, consent will be sought from parents.

Activities outside Boarding

We encourage you to pursue your hobbies, take up activities and join local clubs. Look at notice boards in the Boarding houses, Sports Centre and talk to staff.

Here are some suggestions:

- 1:1 Academic Tuition
- 1:1 Music and Singing Lessons
- Air Cadets
- Basketball
- Cycling
- Dancing classes
- Driving Lessons
- Duke of Edinburgh Award Scheme
- Film Society
- Football (Steyning Strikers) for all years during the season
- Guides; Scouts etc.
- Horse-riding
- Kick Boxing
- Prayer Group
- Steyning Athletic Club
- Steyning Cricket Club
- Steyning Tennis Club
- Table tennis on some evenings
- Volunteering

The above is in addition to the range of sporting activities offered by the school - cricket, rugby, hockey, tennis, swimming, badminton, and netball.

For activities that are offsite where a student is attending a local club or society on their own we ask parents and the named organisation to complete the following paperwork:  [Boarding Offsite Form](#)

For driving lessons, please complete the following permission form:  [Permission Form - Driving Lessons](#)

If there is an activity/hobby not mentioned above which you would like to pursue, talk to staff.

Money Matters for Boarders

Mrs Law, Finance and Administration Assistant, will help you with all matters relating to money and finance. Your parents/ carers may have arranged one or more of the following:

1. Sundries Account: money deposited with the Boarding office for expenses such as taxis or emergencies that may arise. For example, if you have lost your bank card or cash card, we can help. This is not a pocket money account and cannot be used to make a regular withdrawal.

2. Bank Account: We suggest you open a bank account. This can be done online or may need a visit to a bank in Brighton. Some banks may require a letter showing proof of address in the UK which the Boarding office can produce. If a student is over 16 they can open the account themselves but if they are under 16 they will need a parent or guardian present. The Post Office in Steyning can also carry out banking transactions and has a Bureau de Change.

ParentPay

For all day school related expenses such as trips related to a student's academic subject, parents will be emailed and asked to make payment for this through the ParentPay system. The payment of these items are not dealt with by the Boarding office staff. Parents will be sent details of how to log in to the Parentpay website, but if you have any queries please contact the day school Finance office or the Boarding office.

ParentPay is not used for any boarding expenses.

Important

- We advise against students lending or borrowing money between themselves. We cannot be held responsible for any debts incurred.
- We do not advise you to keep any more than £50 in your personal safe or lockable drawer. Larger amounts of money are best kept in your Sundries account or bank account.
- If you wish to sell one of your possessions, you may only do so with your Houseparent's permission and they may contact parents for approval.
- You must report missing cash, and any missing possessions, immediately to your Houseparent. Where there is reasonable suspicion that a theft has occurred, the police will be informed. We advise all students to lock valuables away in the lockable drawer or safe provided in each room.

REMEMBER:

- 'Borrowing' something without asking is theft
- Theft could result in you being asked to leave boarding (See Boarding Behaviour Agreement)



A QUICK GUIDE FOR BOARDERS

Aerosols

Aerosols are strictly prohibited in the Boarding House.

Alcohol

Alcohol may be consumed by students 18 years of age or older, on licensed premises only and with permission of the parent and respective Houseparent. We expect students to be able to remain safe at all times. An alcoholic beverage may be served for senior students at formal functions with parental permission.

 [Boarding Alcohol Consent Form 2025-2026](#)

Bed areas/rooms

- Students are allowed in each other's rooms provided a person from that room is present. This entitlement may be rescinded for individuals in certain cases. If asked to leave by a resident of that room the visitor must do so and may not return without consulting duty staff.
- Mixed-gender visits are never allowed.
- Visitors (non-boarders) must never go to bedroom areas.
- Students are NOT allowed into each others bedrooms after bedtimes.
- Parents are only allowed in students rooms if accompanied by a member of staff.
- We expect boarders to keep their rooms neat and tidy.
- Candles with a naked flame are strictly not allowed in Boarding. Students may use battery-operated candles and fairy lights only.

Bedtimes

Year 9: In-room at 21.30 - lights-out/quiet by 21.45
Year 10: In-room at 21.45 - lights-out/quiet by 22.00
Year 11: In-room at 22.15 - lights-out/quiet by 22.30
Year 12/13: In-room at 22.30 (23.00 Fri/Sat)

For on-site / in-house times, see [page 13](#).

Before and after School Activities and Contracted Services, including part time employment

Where the Local Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, the LGB will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to coordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers. In Boarding, such activities will be risk assessed in consultation and agreement with parents/carers.

 [25/25 Parental Permission form Work \(voluntary or unpaid\)](#)

 [25/25 Parental Permission form - Driving Lessons](#)

 [25/25 Parental Permission form Off-site clubs and groups google form](#)

British Values

All schools are required to promote British values, defined as: democracy, rule of law, individual liberty, and mutual respect and acceptance of those with different faiths and beliefs. Celebrating diversity is a key aim of our Boarding House.

Bicycles

Students may keep and use a bicycle provided the following:

- The bicycle is stored in the racks provided (unless another arrangement has been authorised by the Head of Boarding);
- It is considered road-worthy (to be judged by the Head of Boarding);
- A helmet is always worn;
- Lights are fitted and are in working order;
- The rider demonstrates a good knowledge of and adheres to the Highway Code and Cycling Proficiency Guidance.

Boarding Buddies

Newcomers to boarding will be allocated a Boarding Buddy who will help you to find your way and be there to answer any questions you may have.

BRApp (Boarding Reporting App)

If you are concerned about another student; their health, wellbeing or safety, you can make an anonymous report using the BRApp. This is an electronic Google Form that will be shared with you in September.



[BRApp](#)

Breakages

Boarders are responsible for any damage in their rooms and must be paid for. Other damage in the Boarding Houses will be paid for by those responsible for it.

Any unpaid costs will be taken from the Security Deposit after the student has left the school.

Bullying

A copy of the School's Behaviour Policy is available for you to read on the school's website. We do not accept or tolerate bullying behaviour in any form and it is dealt with very seriously. Please remember there is always someone to talk to - see the Who to turn to section on [page 42](#).

Broadband, Mobile Phones & Accessing School Email on Personal Devices

You may not use your mobile-phone:

- at formal meal times
- during Home-Learning (Years 9 & 10)
- after lights-out except in exceptional circumstances. (All students are expected to hand their phones in before bedtime)

All students are expected to have a UK SIM card with data so they can be contacted at all times, and contact Boarding Staff at all times, with or without WiFi. If a student doesn't have a UK SIM card or data, their leave privileges will be restricted so we can safeguard them. For example, the student may not be permitted to leave Steyning or attend trips. Information about the best value SIM cards can be found here: <https://www.moneysavingexpert.com/cheap-mobile-finder/sim-only/>

All Key Stage 4 students will hand their phones into the duty office 15 minutes before lights out. Years 12 & 13 are permitted to keep other devices overnight.

For your safety, we will register your mobile phone number so that we can contact you in an emergency. You should also store your House contact numbers on your phone.

All bedrooms have wifi and Ethernet cables to access the internet. You will need to sign an Acceptable Use Policy when you first arrive.

How to view school email on your personal devices:

You can use your school email and password (eg. 12345@sgs.uk.net) using the methods below.

- Using a web browser on your computer
- Email can be accessed by going to your app store and downloading the Gmail app.

Cars

Boarders may not have cars nor motorbikes.

Boarders may not travel in the cars of day-pupils unless permissions are in place from both the driver's parent/carer and the passenger's parent/carer.

CCTV

CCTV cameras are used to ensure the safety of our students and staff. They are located at site and house entrances and some corridors.

Complaints

We take all issues of concern very seriously and would hope that they can be satisfactorily resolved at informal stages of the school's Complaints Policy following discussions and exploring other resolutions.

Whilst formal complaints are uncommon, we acknowledge that students, parents, staff, any person who has been provided with a service by the school, or a member of the public from the wider community may wish to make a formal complaint.

If a concern cannot be resolved informally and a student wishes to make a complaint, they should speak to a member of staff and fill in a blue complaint form for the attention of the Head of Boarding.

If parents wish to make a complaint about a boarding issue then please contact the Head of Boarding.

If parents wish to make a complaint about the Head of Boarding, please contact the Headteacher.

More information about the Boarding complaints procedure can be found within the School Complaints Policy on the school website.

Diffusers and Incense Burners

Whether electronic, battery or reed, these are not permitted in student rooms.

Electrical Devices

All student electrical devices must pass an electricity safety test at the start of the year. Students must get any new electrical devices tested that they buy throughout the year.

Fairy lights are only allowed if they are LED lights or have passed the electricity safety test. These must be turned off when you are not in the bedroom.

For fire safety reasons, students may only bring extension cables which are ganged and switched and only 1M in length. This means that each individual plug socket can be turned on and off. Boarding reserves the right to confiscate extension cables which do not meet these safety standards.

Electronic Devices

The school's internet is monitored and filtered using a robust firewall which blocks inappropriate searches based on harmful content. The school can access the internet search records of students when they use the internet in school and follow up with parents/carers/students in the event of any concerns, as appropriate.

The use of 1:1 devices is well established in school and widely used across the curriculum; a Mobile Device Management (MDM) system is used to restrict the number of apps a student can use whilst in school and blocks social media access. The school delivers an annual e-safety training session for parents which includes information about how to control the MDM system at home, general online safety tips and trends, online safety advice about how parents can prepare for any online challenges when students access online sites when away from school or college, and information about where to find help and support.

Students will need to access online resources to support their home learning via official websites and educational platforms.

At Steyning Grammar School, students are taught about online safety in assemblies, Collective Worship, PSHE (Personal, Social, Health and Economic Education), RSE (Relationships and Sex Education (KS4) and Next Steps (KS5)). Boarding students have additional online safety training as part of the Wellbeing Programme.

In Boarding, students do have access to some social media sites/apps outside of school hours.

Students receive annual online safety training which increases knowledge and awareness of appropriate and responsible use of devices. WiFi is turned off at bedtimes for KS4 students who have to hand in their devices which are locked away and charged. Year 11 may be permitted to keep some of their devices as a privilege. Sixth Form students have the privilege of keeping their devices to support their studies and develop their study routine. In the event that a student cannot manage this privilege, then devices will be handed in at bedtime. We reserve the right to perform device searches in line with statutory guidance if there are concerns about the contents therein.



English Speaking Zones

All staff and students must speak English in common-areas of the Houses, with the exception of certain circumstances.

This policy aims to promote excellent spoken English whilst respecting that everybody has the absolute human right to express him or herself, using their mother tongue.

Fire and Emergency Drills

Fire evacuation procedures upon hearing an alarm:

Vacate the house immediately via the nearest exit.

If at night, ensure you are clothed and wearing footwear.

Leave your room in silence, closing the door behind you.

You should not run but walk quickly and in silence.

Line up in your houses and wait in silence at the assembly point- **Bennett Playground**.

We have a second muster point in Fletcher's Croft Car Park if the risk to muster on Bennett Playground is too great.

Remain in position until dismissed by a member of staff.

Fire and emergency evacuations will take place termly and all students will be walked through evacuation procedures during induction. You must be silent throughout the evacuation and when lined up.

Please note that curling tongs/hair straighteners may set off fire alarms if left on or in excessive use. In the event of the fire alarm sounding please proceed to the Bennett Playground and line up in House order.

You will be given further instructions during drills and written feedback will always be given afterwards, via email.

Food

In the interest of public safety, nuts or nut-based products are not allowed in Boarding or on any school campus.

No hot food, hot drink, or prepared food is to be taken to rooms. This may only be consumed in designated common-room areas. Confectionery items may be consumed in rooms.

No crockery or cutlery may be removed from the Dining Room or house kitchens.

After school, hot drinks, biscuits and fruit are available in individual houses.

The facilities (eg microwaves, toasters etc) should be used responsibly and not at meal times. Hot drinks and food should be consumed before bed time.

During the school week students have access to a toaster and microwave in student kitchens for making snacks. Main meals must be taken in the dining room. From 19.00 on a Friday until 19.00 on a Sunday additional cooking equipment will be available in the main student kitchens in Bolton and Bennett House for student use in preparing a meal if they wish.

Students are allowed to order 'take-aways' on a Tuesday or Saturday only. Deliveries must be taken at the gates by students.

We encourage all boarders to consume a healthy and balanced diet. Students are able to join the food committee to make suggestions for meal choices and are encouraged to share their views with the catering team.

Each house will take responsibility for planning a dinner menu each half term for all the boarders.

You must clean up after yourself.

Provision is made for students with special educational needs or disabilities, particularly religious, dietary, language or cultural needs. The Houseparent is the key point of contact and will communicate with the parents and child (and staff as required) and make the necessary arrangements.

Guests

All guests must sign-in & sign-out of buildings.

Guests may only visit the common-areas of the Boarding Houses and should be accompanied by a boarder at all times.

Guests are allowed to have a meal once all boarders and staff have had a serving of food unless previously arranged with the house parent. The guest needs to sign the guest book at the counter.

Guests must leave 15 minutes before bedtime of the person who signed them in.

Under no circumstances may friends stay in boarding overnight. Friends over the age of eighteen who are not Steyning Grammar School students must sign-in as a visitor and display a valid visitor badge.

Home-Learning

Please see the Home-Learning expectations on pg 44.

Library

If you wish to join the Town Library, which is adjacent to the Bennets Playground, talk to your Houseparent.

Leave-out Saturday & Sunday

Year 9

May travel beyond Steyning in a minibus only, until they have completed their public transport induction.

Year 10

May use public transport to go out for the day and return by 17.30.

Year 11

May use public transport to go out for the day and return by 20.00.

Years 12&13

May use public transport to go out for the day and return by 22.00.

Duty staff **MUST** always be informed if you travel beyond Steyning, and you must sign-in & sign-out as normal.

Only Sixth Formers may travel beyond Steyning Monday-Friday, with permission from Houseparents.

Leave-out Overnight

You should complete a Green Leave-out Form in advance (usually 24 hours) and your parents/carers must have informed your Houseparent, with details of where you will be staying.

You must sign-out and sign-in as normal.

Meals

- All meals are compulsory for all Boarders unless alternative arrangements have been made with house parents.
- 24 hours notice is required if you are going to miss a meal for any reason (eg school trip).
- Dining etiquette on formal occasions dictates no phones or music devices should be used in the dining hall.
- Students should dress respectfully in the dining hall, which includes no headwear (other than for religious reasons) and suitable clothing.
- Students who wish to fast can make arrangements with Houseparents.
- If you require a packed lunch then fill in a Packed Lunch form and give to the catering team at least 2 days in advance.
- See the catering team in advance if you would like a late meal.
- Provision is made for students with special educational needs or disabilities, particular religious, dietary, language or cultural needs. The Houseparent is the key point of contact and will communicate with parents and child (and staff as required) to make the necessary arrangements.

Please talk to the catering staff about your dietary needs and any other catering needs you may need their help with.

Music

A piano is available for boarders to practise on in Bolton House. This music room can be used between 8am and 9pm. Students also have access to the Music Rooms at Shooting Field. Practice rooms are available at Shooting Field.

Students can join the Boarding Choir which meets weekly.

Off-site Evenings

Years 12/13 should be back by 22.00 weekdays and weekends. If later, permission must be sought in advance from the Houseparents.

Years 9, 10 & 11 are back on site at 20.45, 21.15 & 21.30 respectively; 30 minutes later at weekends.

NB Years 9-11 must return within 30 minutes / Years 12-13 must return within 60 minutes.

Part time jobs

Sixth Form students must not exceed 10 hours of paid work each week. Sixth Form students are required to discuss arrangements for part time jobs with their Houseparent to ensure their safety. If academic progress is below target grades, employment will be discouraged.

Passports & Identity Cards

All passports & identity cards must be handed in to the Boarding Office at the start of each term and half term.

Personal Hygiene

You are expected to shower at least daily. It is also an expectation that you clean your teeth twice daily as a minimum. Staff will happily intervene where appropriate to ensure that you practise a healthy lifestyle.

Policies

The Governors of the school have developed a number of policies and procedures which focus on the safety and well being of our students. Policies can be viewed on the school website. Printed copies can be obtained by contacting the school.

Posters

Posters should be non-offensive and only put up on the notice boards provided. Staff will have the final say on appropriateness. Offensive posters will be carefully removed from walls without warning.

Online/Private Tutoring

Boarders may wish to have a Private Tutor in person or online to help them with their studies- this is a private contract between their parents and the professional and Boarding reserves the right not to be involved in this agreement. Students may ask a member of any academic department at school but it may not be their regular classroom Teacher. Parents must complete an [online permission form](#). If the Private Tutor is from outside of school then they must have a valid DBS check and sessions must take place in a public area within Boarding.

Public Houses

The Local Landlords have asked that NO under 18s should enter their premises. This applies to all pubs and bars. Over 18s may use the local pubs on Fridays and Saturdays only, but parents must give written permission for this. You have to report back by 22:00 unless permission has been granted to stay out later. Special permission may be granted to visit a pub on any other evening of the week on a case-by-case basis.

Boarders under 18 may visit licensed restaurants with special permission, but this must not be in a shared bar area. The dining area must be distinctly separate.

Room Checks

There are regular room checks to ensure your sleeping environment is tidy to assist the Domestic Team to do their jobs effectively. Beds and rooms must be kept tidy with limited clutter on the floor, towels hung up, bed made and desk clear.

Staff may also undertake a room search if they have any safeguarding, behaviour or health and safety concerns. Room searches are authorised by the Headteacher or the Director of Boarding.

Security

The Boarding site is secured by electronic or manual code locks. The codes are only shared with boarders and those staff who need to know- please do not give out the codes to anyone. The door codes are changed each term for safety. Please do not let strangers into the site or houses; this includes delivery drivers, contractors and unknown adults. All visitors should wear a red visitor badge around their neck. If you have any concerns, please see a member of staff immediately.

Shared Bedrooms

In Years 9, 10 and 11, it is likely you will have to share a room; this is an important rite of passage of the boarding experience and helps to develop resilience, community feeling and friendship. In the Summer term, your Houseparent will discuss rooming with you for the next year and you will be able to express a preference about whom you share with. We will do our best to accommodate your preferences.

Smoking Policy

Boarders must not smoke or vape as outlined in the Boarding Behaviour Agreement.

Social & Private Areas

- All boarders may visit any of the common areas in or around any of the boarding houses. This is at the discretion of the Houseparent. Guests may also visit common areas but must sign in and out of buildings.
- Boarders may visit same-sex sleeping areas in any of the buildings when invited.
- Guests must never visit sleeping areas with the exception of parents & family members at the start of the academic year if supervised by a member of staff.
- In Bennett and Bolton House, alarmed doors separate students of the opposite sex which sound in staff accommodation if breached.
- **No male student must ever visit a female student's sleeping area and vice versa.**

Staff Accommodation

No boarders have access to staff residential accommodation or private gardens, other than in exceptional circumstances and authorised by the Head of Boarding. Such an example would be in a medical or welfare emergency.

Study Leave Expectations

- Morning Names at the usual time is compulsory and you must vacate your bedrooms 9-11am
- No sleeping in bed during the day or sunbathing around Boarding.
- You may use the Bolton computer room during the day to study.
- Day school guests are allowed in any boarding common areas for group study during the school day.
- You must sign in and out at all times.

Televisions

Students may not have TVs in their rooms, unless provided by the school or form part of their computer. TVs are provided in designated areas. Games consoles are not allowed in student rooms.

Valuables

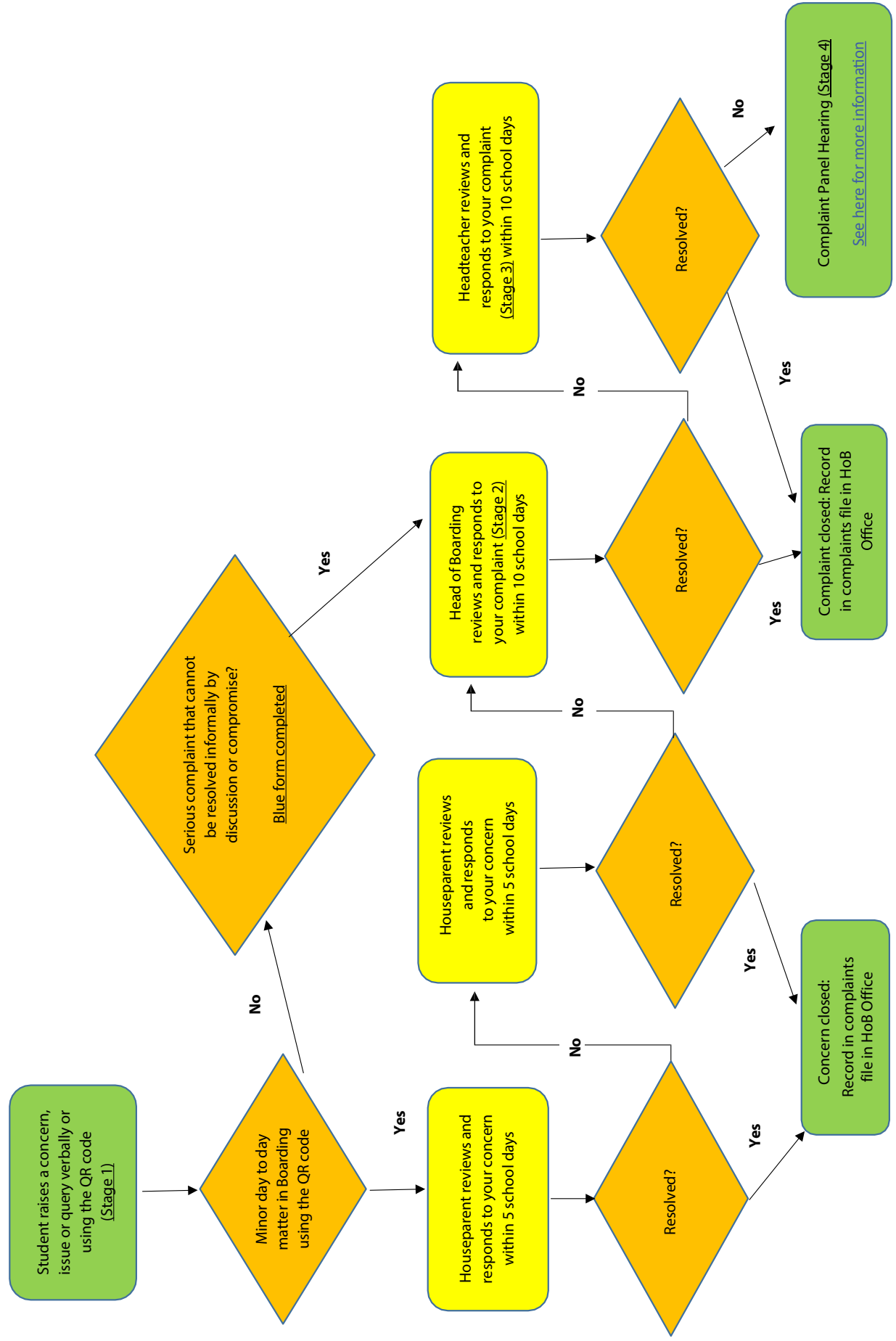
Passports, identity cards, sums of money etc. must be handed in to the Boarding Office.

Visitors

Visiting parents must sign in at the duty office and wear a visitor badge for the duration of their visit. Visitors are not allowed in common areas or students bedrooms without a member of the boarding staff. All visitor ID badges must be returned when leaving Boarding. Please refer to the Boarding Visitors Policy on the school website for further information.

Most rules are about common sense. All rules are designed to protect you and your community. If in any doubt at all about anything, ask duty staff.

Process: Complaints in Boarding



CCTV in Boarding



Steyning Grammar School takes seriously its moral and legal responsibility to protect, promote and safeguard the welfare of all students in its care, as well as the staff, who reside in Boarding. The use of CCTV is an essential part of the solution to achieve this objective because it provides 24-hour internal coverage in some corridors and entrances and some external coverage of the campus. This policy seeks to promote an individual's rights and respect their dignity in line with GDPR guidelines.

CCTV MYTH BUSTER

Staff do not check the overnight cameras every day

The cameras cannot record sound

The footage is automatically deleted after 30 calendar days

There is a Boarding CCTV policy on the school website

The policy has a Privacy Impact Assessment

The cameras cover: corridors, exits/entrances, some outside areas

Student voice is gathered each year about CCTV in the boarding accommodation survey

Footage may be viewed by senior staff if evidence is required of a serious behavioural incident

Signs inform individuals that CCTV is in operation



Boarding Privileges

Rewards

The principal premise underpinning the system of Rewards is that staff expect high standards of students at all times, and students in return can expect to have their efforts recognized.

Students' efforts (academic, community & effort) reflect not only on the individual and day school but on the whole boarding community.

A Rewards and Sanctions record is kept on the school's Management Information System.

Rewards include;

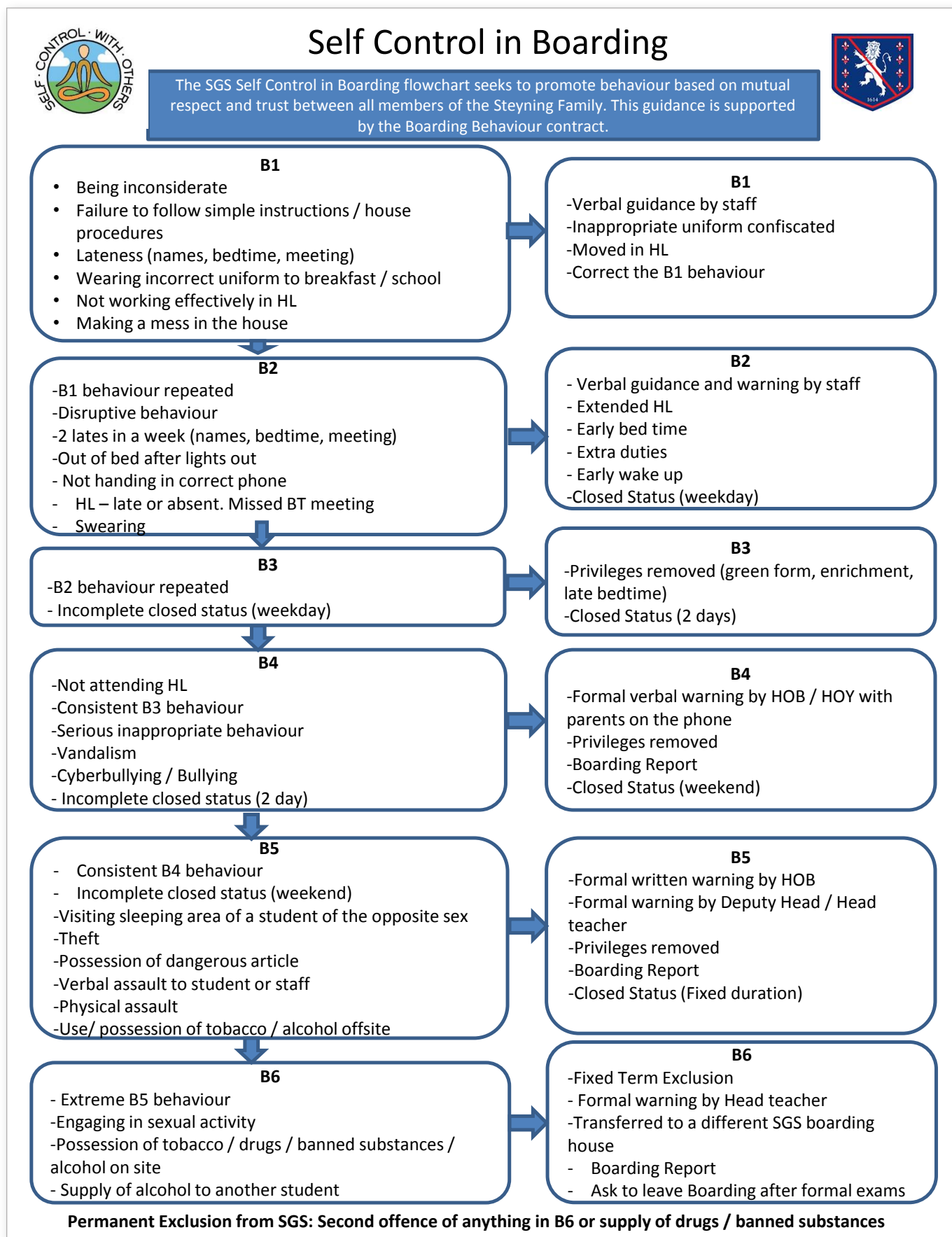
- Special Commendations from the Head of Boarding and a letter home to parents
- Each house operates their own rewards system surplus to the ERA (Enjoy, Respect, Achieve) points system. Boarders can talk freely to their House Parents about Rewards they find motivating. Other rewards include tokens for room of the week, acts of kindness gratitude and other examples of excellent behaviour.
- A Commendation of Character from the Head of Boarding for embodying the schools' learning characteristics.
- Golden tickets for participation in enrichment activities

Exceptional effort and achievement in academic, community and environmental fields will always be recognized.

Closed Status

- Various infringements of the Boarding expectations and the Boarding Behaviour Agreement can lead to Closed Status
*See 'Self Control in Boarding and with others'
- Boarders must remain in school during school hours (08.50 - 15.15).
- Boarders must remain on site from 15.25 when they return from school.
(other than to attend school commitments, enrichment activities, meals & Home Learning).
- Students on Closed Status will carry a Closed-Status Card with them at all times to be signed by staff at specific times during the day.
- Students will not normally be on a Closed-Status over a weekend, though this will be used in more serious cases as outlined in the 'Self Control in Boarding and with others' flow chart.

Where expected standards of behaviour are not met students will be referred to the 'Self Control in Boarding and with others' flow chart:



Boarders will sign a Behaviour Agreement when they enter boarding. This document details the more serious infringements and the consequences that boarders and their families must expect.

Student Voice

Boarders contribute to the boarding family in many ways. Central to the boarders' ownership of boarding is Student Voice.

Each year group and gender group in each house is represented by a Student Representative on each of the following committees;

Boarding Council / House Meeting

Remit: whole boarding issues, protocols, procedures, expectations, student initiatives.

Chaplaincy Committee

Remit: maintain the high profile of chaplaincy activity and co-ordinate ways in which to make Social, Moral, Spiritual and Cultural issues relevant to boarders.

Food Committee

Remit: presenting boarders' views and written comments to the catering manager, discussing and coordinating initiatives to improve the boarders' dining experience. This committee meets half termly. All students are invited to attend. A Boarding Governor, Houseparents and Head of Boarding may also attend.

Sunday Evening 18.30 - 19.30

Directed time on a Sunday evening is intended to be student led and addresses the Social, Moral, Spiritual and Cultural issues relevant to our boarding family. This time includes;

- House Meetings
- Houseparenting Time
- House Assemblies
- Boarding Services
- Boarding Assemblies

Student Leaders

The Head Girl and Head Boy, together with their Deputies, will meet with the Head of Boarding fortnightly to discuss various issues and matters arising from the student body.

You said, we did: What student voice has changed in 2022-25

- Removed vehicles from Bennett Playground as an additional play space at all times.
- Consulted widely with students about WiFi to understand the specific connectivity issues across the houses - 15 Wireless Access Points installed.
- Increased academic subject support clinics for KS4 and KS5.
- Upgraded mattresses to memory foam mattresses.
- Use of QR code forms for maintenance issue reporting and speedy actions.
- Reinstated a broader enrichment programme.
- Redecorated Bennett Common room to reinforce homely feel - students chose colour scheme and soft furnishings.
- Reinstated weekly house menu choices.
- Reinstated the Boarding Camp for induction.
- Redecorated the Medical Centre.
- Updated Bennett Garden with more outside furniture.
- Installed an on-site gym for students in Bolton House.
- Reinstated daily SLOGs after school.

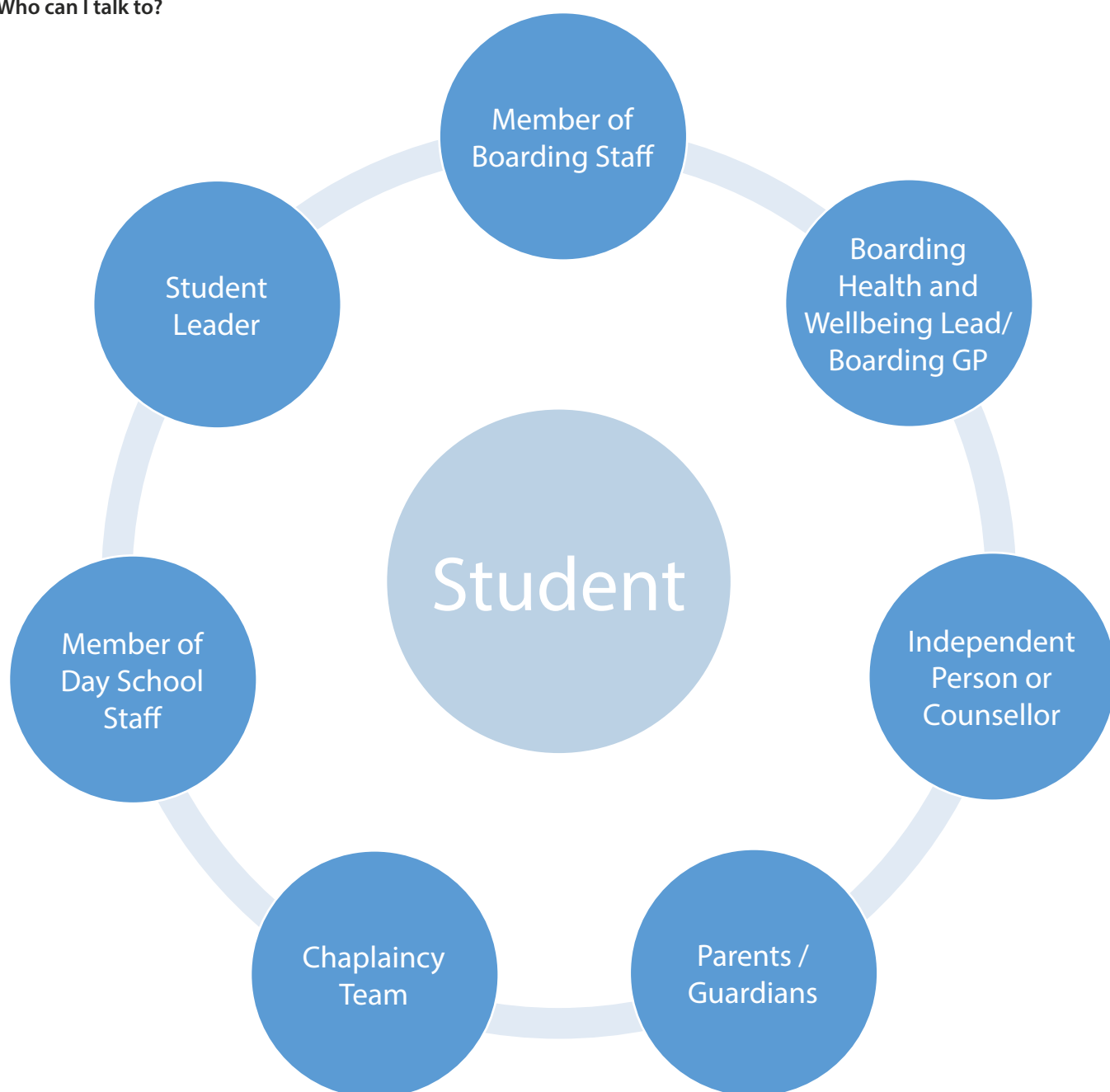
Student Voice

Other Student Voice Channels

We encourage students to talk to other students and any member of staff with key issues they want to raise. The Head of Boarding will offer an open 'drop in' on one evening a week for any student. Students also have access to our Boarding Counsellor for further support. The SGS Boarding Helplines are published on every bedroom noticeboard with phone numbers for specific advice students may need.

Boarders can also contact our Independent Person if they want to speak to someone who is totally independent to Boarding.

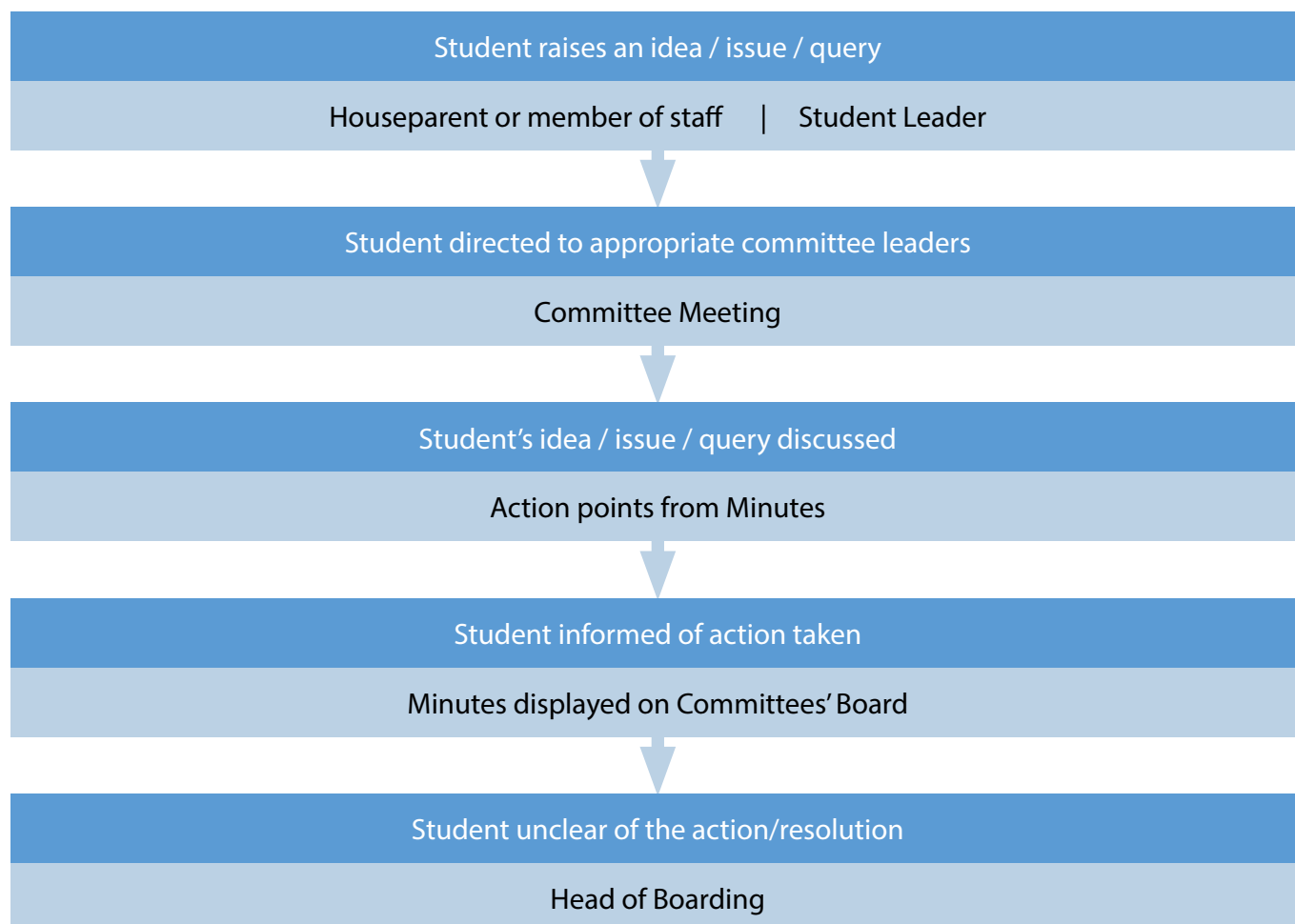
Who can I talk to?



How do I raise a minor issue, idea or query?



Follow this QR
code for the
Google Form



Advocates

Boards are provided with appropriate advocacy support where necessary and are made aware of what advocacy services are available, how they may access such support and any entitlement they may have to advocacy provision, and that advocacy provision adheres to the National Standards.

Advocacy is about speaking up for children and young people. Advocacy is about empowering children and young people to make sure that their rights are respected and their views and wishes are heard at all times. Advocacy is about representing the views, wishes and needs of children and young people to decision-makers, and helping them to navigate the system. The standards in this document cover advocacy for children and young people (including those leaving care) up to the age of 21. Advocacy Services provide independent and confidential: • Information; • Advice; • Advocacy; • Representation; • Support.

It is important that children and young people have an advocate of their choice. This may include, for example, parents, other adult relatives, carers, social workers, teachers, friends or Connexions personal advisers. This is called informal advocacy. It may also include friends or relatives who are the same age. This is called peer advocacy. Such people may look to advocacy services for advice and support in their role as advocates.

You will be asked to identify your chosen advocate on the Boarding Staff and a second choice of another Boarding Staff member or day school member of staff.

In addition to the Independent Person and the Boarding Counsellor you may wish to contact:

Children's Commissioner Help at Hand Service:

<https://www.childrenscommissioner.gov.uk/help-at-hand/>
0800 528 0731 (freephone)
help.team@childrenscommissioner.gov.uk

National Youth Advocacy Service:

<https://www.nyas.net/>
0808 808 1001 (free phone)
help@nyas.net



Home Learning in Boarding 2025 - 2026

Year Group	Time	Venue
9, 10	19.00 - 20.30	Bolton Computer Room
11	19.00 - 21.00	Bolton Computer Room
12	19.00 - 21.00	Bolton Computer Room or Bolton Landing
13	19.00 – 21.00	In own room*

* Supervised Home Learning will be put in place following progress grades or if further support is identified as a supportive measure by Boarding Staff. We will make decisions on a case by case basis if students' character data illustrates that they have high self-control with learning.

Years 9-12 Expectations

- You will be supervised by a member of staff.
- Students may not use phones and they will be collected in.
- Students must log onto ClassCharts and Google Classroom so staff can see what tasks you have to complete.
- Headphones may be used to listen to music. Staff will confiscate these if they become a distraction - you will be given a warning.
- Staff will issue you with additional tasks if you have completed all Home Learning.

Year 13 Expectations

- Staff will drop in to rooms to ensure students are working.
- Students may listen to music with headphones only.
- Students who are on or above target in their first report will be allowed to remain in Boarding bedrooms to study.
- Students who are severely below target will be placed on supervised intervention in the Bolton Dining Room or Computer Room.

All Students

- Students may only miss Home Learning when required to attend the Wellbeing Programme and approved external clubs.
- Although there is no official Home Learning on Friday, students will have to carry out additional study between 16.00 and 17.00 in the Computer Room or Bolton Dining Room with the Head of Boarding if they fail to meet the expectations of them in Home Learning.
- The arrangements for Home Learning may change during the year to best support students' needs.



SGS BOARDING
2025-2026

Boarding Behaviour Agreement

This document supports the guidance given in the “Information for Boarders & Parents” document which all boarders and their families receive each year in September.

“Boarders report that the boarding provision is a safe place and that there is no bullying. Boarders attribute this to staff helping them to form positive relationships across year groups and spotting issues before they become problems. One boarder said, ‘You can always find someone who wants to be your friend and spend time with you, we are such a varied group.’ “ Ofsted 2022

While we hope that a student’s time in boarding will be positive and enriching academically, pastorally, socially and emotionally, there may be an occasion when a student breaks one of the more serious rules. This contract is designed to make it clear to students, parents/carers and guardians what to expect should an infringement take place. In the event that a student does not feel able to sign this document, nor their parent(s)/carer(s) able to support this document, the student will be deemed unsuitable to board and the boarding place may be revoked.

On all such occasions, the Head of Boarding will discuss the circumstances with either the Head of Year, Head of Sixth Form or Senior Leadership Team after obtaining a written account from the students involved and after holding an initial interview with the students. Recommendations will be made to the Head Teacher based on the following guidelines.

This agreement is not definitive in the range of incidents and sanctions that may occur in boarding throughout the school year. The majority of behavioural issues are far more minor in nature and will be managed accordingly. This agreement legislates against the more serious incidents which we hope will never occur during your stay with us.

PLEASE NOTE:

- ALL BOARDERS MUST OBEY THE LAW OF THE LAND AT ALL TIMES.
- ALL BOARDERS MUST ABIDE BY THE SCHOOL’S POLICIES, ACCESSIBLE ON THE SCHOOL’S WEBSITE.
- ALL BOARDERS MUST FOLLOW THE GUIDANCE PUBLISHED IN THE DOCUMENT “INFORMATION FOR BOARDERS & PARENTS”
- ALL BOARDERS MUST FOLLOW ADDITIONAL INSTRUCTIONS AND PROCEDURES DURING QUARANTINE TO ENSURE THE SAFETY OF OUR COMMUNITY IN THE EVENT OF ANY INFECTIOUS DISEASE AS DETAILED IN OUR SEPARATE PROTOCOL.

I confirm that I have read and fully understood this contract, and have been given an opportunity to clarify expectations with a member staff before signing. I will abide by specific procedures regarding off site enrichment activities and signing out times and procedures.

Signed (Boarder)
Print Name
Date

Boarding Behaviour Agreement

Healthy relationships, consent and the Law

Behaviour & Relationships between Residential Students Policy

The school acknowledges that close and personal relationships will develop between students. The following is enforced to protect and safeguard the security and comfort of all students. **Please be aware all students and staff have the right to feel comfortable in the boarding houses; students will be challenged if their interaction with another student makes others feel uncomfortable.**

Staff pay particular attention to relationships between students where there is a significant age difference or power imbalance.

The Boarding Wellbeing programme provides additional advice and guidance about healthy relationships, consent, the Law and how to report relationship issues or concerns. Sussex Police also deliver an annual healthy relationships training session for boarders.

Consent

Consent means that you have given permission, and that someone has given you permission to engage in any intimate activity for sex. A person consents if they agree by choice, and have the freedom and capacity (ability) to make that choice. Consent has to be given freely and no-one can be made to consent to something. Consent can be withdrawn at any time.

Anybody under the age of 13 is not legally capable of consenting to sexual activity. This is an offence under the Sexual Offences Act 2003.

Any sexual contact without consent is illegal regardless of the age of the people involved. In the UK, the age of consent for sexual activity is 16.

Sexual Activity

I understand that I must not engage in any sexual activity with any other student either on or off school property during term time, regardless of my age.

I understand that the consequence of breaking this rule on the first occasion, depending on the nature of the behaviour, will be either:

- Closed-Status (Internal Exclusion) for 4 days
- Fixed-Term Exclusion from the Upper School or Sixth Form College
- The option to be transferred to a different Boarding House at SGS
- Permanent Exclusion from the Upper School or Sixth Form College
- On any second occasion, the consequence will be;
- Permanent Exclusion from the Upper School or Sixth Form College

Child on child abuse

Children can abuse other children. This is generally referred to as child on child abuse and can take many forms. It can happen both inside and outside of school/college and online. It is most likely to include, but may not be limited to: bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between peers; physical abuse; sexual violence, such as rape, assault by penetration and sexual assault; sexual harassment; non-consensual sharing of nudes and semi nudes images and/or videos; causing someone to engage in sexual activity without consent; upskirting; and initiation/hazing type violence and rituals.

Boarding Behaviour Agreement

Parents will be informed of any safeguarding concerns regarding relationships between students and normal safeguarding procedures will be followed to report concerns in school, child on child abuse concerns may be reported to the Police, Social Services or other external agencies.

If child on child abuse has occurred between students in Boarding, due care and attention will be given to ensure they are safeguarded.

This may include but is not limited to:

- Different nominated 'go to' members of staff.
- Safety plan/risk assessment.
- Confiscation of electronic devices.
- Room move or move of house.
- Change of boarding status- full boarding to weekly boarding.
- Offer of mental health support such as counselling.
- Signposting to helplines and support.
- Regular welfare checks.
- Restorative Justice if appropriate.
- Access to the 1:1 support from the Health and Wellbeing Lead and/or the Boarding Counsellor.

I understand that if I am involved in child on child abuse on or off site then this could affect my suitability for boarding.

I understand that the consequence of breaking this rule could be any of the following depending on the circumstances of the incident:

- Closed-Status
- Internal exclusion in school
- Final warning letters for specific behaviours
- Fixed-Term Exclusion from the Upper School or Sixth Form College
- Permanent Exclusion from the Upper School or Sixth Form College
- Removal of boarding place if a crime has been committed and the student is no longer deemed suitable for boarding

Theft

It is your responsibility to use the lockable drawer or safe you have been provided with in your room to protect your possessions and valuables.

I understand that taking any item belonging to another person without first obtaining permission to do so from that person constitutes theft.

I understand equally that being in possession of any item belonging to another student without first obtaining permission from that person also constitutes theft in so much as I am in possession of stolen items.

I understand that the consequence of breaking this rule could be any of the following depending on the circumstances of the incident:

- Closed-Status (Internal Exclusion)
- Fixed-Term Exclusion from the Upper School or Sixth Form College
- Permanent Exclusion from the Upper School or Sixth Form College

Dangerous Articles

I understand that I may not use or be in possession of any object that could cause harm to myself or any other person, this includes imitation weapons. Examples of such objects would include sharp objects, projection-objects or

Boarding Behaviour Agreement 2025-2026 (Revised by Head of Boarding June 2025)

Boarding Behaviour Agreement

objects designed for hitting/striking or items that are toxic if inhaled such as aerosols and high pressure canisters, excluding shaving foam. Hair-removing implements (male and female) are permissible.

Prohibited and banned items

I understand that I must not possess or bring any of the following items into Boarding or school:

Prohibited items are: Knives or weapons, alcohol, illegal drugs and associated paraphernalia, stolen items, tobacco and cigarette papers (this includes nicotine pouches or any nicotine containing products), fireworks, pornographic images or any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Banned items are: Aerosols, candles, lighters, matches, E-cigarettes/vaping pens and associated paraphernalia, imitation weapons, protein supplements, energy drinks, banned electrical equipment (portable electric heaters and electric blankets).

I understand that the consequence of breaking this rule could be any of the following depending on the circumstances of the incident:

I understand the consequence of breaking this rule could be any of the following depending on the circumstances of the infringement:

- Closed-Status (Internal Exclusion) up to 4 days.
- Fixed-Term Exclusion from the Upper School or Sixth Form College
- Permanent Exclusion from the Upper School or Sixth Form College
- Internal exclusion in school
- Final warning letters for specific behaviours
- Fixed-Term Exclusion from the Upper School or Sixth Form College
- Permanent Exclusion from the Upper School or Sixth Form College
- Removal of boarding place if a crime has been committed and the student is no longer deemed suitable for boarding

We are required by law to inform the police when certain dangerous articles, including knives, are found on any person while on school premises.

Equality, Diversity and Inclusion (EDI)

In both crime and law, hate crimes (also known as bias-motivated crimes, or race hate) occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group. Examples of such groups include but are not limited to: racial group, religion or belief, sex, sexual orientation, ethnicity or gender identity and reassignment. Such incidents could be referred to West Sussex County Council for possible police involvement. In addition, boarders are not discriminated against because of their cultural background, linguistic background, special needs, academic or sporting ability.

Verbal Assault

I understand that I must not verbally abuse or insult any other student, member of staff or member of the public.

I understand that the consequence of breaking this rule could be any of the following depending on the circumstances of the incident:

- Closed-Status Card up to 4 days.
- The option to be transferred to a different Boarding House at SGS, if applicable.
- Fixed-Term Exclusion from the Upper School or Sixth Form College

Boarding Behaviour Agreement

- Permanent Exclusion from the Upper School or Sixth Form College

Physical Assault

I understand that I may not strike or physically harm any other student or member of staff.

I understand that the consequence of breaking this rule could be any of the following depending on the circumstances of the incident:

- Closed-Status Card up to 4 days.
- The option to be transferred to a different Boarding House at SGS, if applicable.
- Fixed-Term Exclusion from the Upper School or Sixth Form College.
- Permanent Exclusion from the Upper School or Sixth Form College.

Drugs Education & Drug Related Incidents Policy

Steyning Grammar School reserves the right to conduct random testing for drugs and alcohol based on the suspicion that there has been misuse of these or any other banned substances. Random testing will also take place when a student returns from a Fixed Term Exclusion for drugs/alcohol/substance misuse.

Tobacco

Off-site Infringements:

I understand that I must not buy, supply, use or be in the possession of tobacco-smoking related materials or Vaping pens/e-cigarettes or associated paraphernalia. This includes nicotine pouches or any nicotine containing products.

Students in the Upper School and in the Sixth Form College:

I understand that the consequence of breaking this rule will be:

- Closed-Status for 2 days, plus an extra day for all subsequent offences until a maximum of 4 days.
- A discussion with the Health and Wellbeing Lead about smoking cessation session options and support.

On-site Infringements:

I understand that the school and all of its premises constitute a non-smoking site and place of work. It is illegal to smoke or vape in any of the school buildings, including boarding houses.

I understand that I must not smoke or vape anywhere on school property and in the environs of the school. I understand that reasonable evidence will be used to support a suspicion that I have broken this rule. This will include the possession of smoking or vaping paraphernalia.

I understand that the consequence of breaking this rule could be any of the following depending on the circumstances of the incident:

- Closed-Status Card
- Fixed-Term Exclusion from the Upper School or Sixth Form College

I understand that the consequence of breaking this rule on a second occasion or repeated occasions could be any of the following depending on the circumstances of the incident:

- Fixed-Term Exclusion from the Upper School or Sixth Form College
- Permanent Exclusion from the Upper School or Sixth Form College

Drugs & other banned substances

Boarding Behaviour Agreement

Use & Possession

I understand that I must not use or be in the possession of drugs, narcotics, drug-related paraphernalia, legal highs and any other banned substances. I understand that I must not be in the company of anyone in possession of drugs, narcotics or any other banned substances. I understand that reasonable evidence will be used to support a suspicion that I have broken this rule. Prescribed Controlled Drugs (e.g. ADHD medication) should be held by the Health and Wellbeing Lead in the Boarding Medical Centre. Paracetamol and Ibuprofen must not be kept. These are available from the Health and Wellbeing Lead or any First Aider.

I understand the consequence of breaking this rule will be:

- A Fixed-Term Exclusion from the Upper School or Sixth Form College

I understand that the consequence of breaking this rule on a second occasion will be:

- A Permanent Exclusion from the Upper School or Sixth Form College

Supply on or off site

I understand that I must not buy, provide or supply drugs, narcotics, alcohol or any other banned substances in any form from or to any other student.

I understand the consequence of breaking this rule will be:

- A Permanent Exclusion from the Upper School or Sixth Form College

Alcohol

Use or Possession off school premises:

I understand that I must not use or be in the possession of alcohol in any form if I am under the age of 18. If I am over the age of 18, boarding must hold written parental permission from my parent or carer that I am able to consume an alcoholic drink. I understand that reasonable evidence will be used to support a suspicion that I have broken this rule, including exhibiting signs of intoxication, by blowing a positive reading on a breathalyser or being found in possession of empty alcohol containers. Students under the age of 18 are not allowed into licensed premises nor to purchase nor supply alcohol. Students over the age of 18 years old may responsibly consume alcohol offsite at a licensed premises with parental permission. However, if I return to boarding in an inebriated state, then the following sanctions will also apply:

I understand that the consequence of breaking this rule will be:

- Closed-Status for up to 4 days.

I understand that the consequence of breaking this rule on repeated occasions could be any of the following depending on the circumstances of the incident:

- Closed-Status Card
- Fixed-Term Exclusion from the Upper School or Sixth Form College
- Permanent Exclusion from the Upper School or Sixth Form College

Use or Possession on school premises:

I understand that I must not use or be in the possession of alcohol in any form while on school property. I understand that I must not be in the company of anyone in possession of alcohol in any form while on school property, unless directly supervised by a member of staff and parents/carers have given permission. I understand that reasonable evidence will be used to support a suspicion that I have broken this rule, including exhibiting signs of intoxication, by blowing a positive reading on a breathalyser or empty alcohol containers.

I understand that the consequence of breaking this rule on the first occasion will be:

- Closed-Status for 2 days, plus an extra day for all subsequent offences until a maximum of 4 days.

I understand that the consequence of breaking this rule on a second occasion or on repeated occasions could be:

- Fixed-Term Exclusion from the Upper School or Sixth Form College

Boarding Behaviour Agreement

- Permanent Exclusion from the Upper School or Sixth Form College

Supply on or off site

I understand that I must not buy, provide or supply alcohol in any form to any other student.

I understand the consequence of breaking this rule will be:

- A Fixed-Term Exclusion from the Upper School or Sixth Form College

I understand that the consequence of breaking this rule on a second occasion will be:

- A Permanent Exclusion from the Upper School or Sixth Form College

Exceptional permissions to consume alcohol may be granted by Boarding or Day School Staff on extraordinary occasions, when deemed responsible to do and with parent/carer permission.

Filming, photographing and recording others

It is illegal to take, make, possess or share indecent images of anyone under the age of 18.

I understand that I must not film, take pictures of or audio record any other students or staff without their express permission.

I understand the consequence of breaking this rule will be:

- Closed-Status Card up to 4 days.
- The option to be transferred to a different Boarding House at SGS.
- A Fixed-Term Exclusion from the Upper School or Sixth Form College

I understand that the consequence of breaking this rule on a second occasion will be:

- A Permanent Exclusion from the Upper School or Sixth Form College

The school's internet is monitored and filtered using a robust firewall which blocks inappropriate searches based on harmful content. The school can access and does monitor the internet search records of students when they use the internet in school and will follow up with parents/carers/students in the event of any concerns, as appropriate.

The use of 1:1 devices is well established in school and widely used across the curriculum; a Mobile Device Management (MDM) system is used to restrict the number of apps a student can use whilst in school and blocks social media access. The school delivers an annual e-safety training session for parents and for students which includes information about how to control the MDM system at home, general online safety tips and trends, online safety advice about how parents can prepare for any online challenges when students access online sites when away from school or college, and information about where to find help and support.

Students will need to access online resources to support their home learning via official websites and educational platforms.

Online Tutoring

Online tutoring must take place in a communal public area and duty staff must be aware. We only recommend My Tutor as an online provider and Parents must give permission via our online form for any sessions to take place.

Boarding Behaviour Agreement 2025-2026 (Revised by Head of Boarding June 2025)

Boarding Behaviour Agreement

Tutors details, including Disclosure and Barring Service Certification (DBS), must be held on our Single Central Record with Human Resources.

At Steyning Grammar School, students are taught about online safety in assemblies, Collective Worship, PSHE (Personal, Social, Health and Economic Education), RSE (Relationships and Sex Education (KS4), Tutor Time and Next Steps (KS5). Boarding students have additional online safety training as part of their induction and Wellbeing Programme. In Boarding, students do have access to some social media sites/apps outside of school hours.

In the interests of student wellbeing, internet access has a phased switch off overnight to encourage healthy sleep patterns. KS4 students will be expected to hand in their devices at night.

Students receive annual online safety training which increases knowledge and awareness of appropriate and responsible use of devices. WiFi is turned off at bedtimes for KS4 students who have to hand in their devices which are locked away and charged. Year 11 may be permitted to keep some of their devices as a privilege. Sixth Form students have the privilege of keeping their devices to support their studies and develop their study routine. In the event that a student cannot manage this privilege, then devices will be handed in at bedtime. We reserve the right to perform device searches in line with statutory guidance if there are concerns about the contents therein.

Advocates

Boarders are provided with appropriate advocacy support where necessary and are made aware of what advocacy services are available, how they may access such support and any entitlement they may have to advocacy provision, and that advocacy provision adheres to the National Standards.

Advocacy is about speaking up for children and young people. Advocacy is about empowering children and young people to make sure that their rights are respected and their views and wishes are heard at all times. Advocacy is about representing the views, wishes and needs of children and young people to decision-makers, and helping them to navigate the system. The standards in this document cover advocacy for children and young people (including those leaving care) up to the age of 21. Advocacy Services provide independent and confidential: • Information; • Advice; • Advocacy; • Representation; • Support.

It is important that children and young people have an advocate of their choice. This may include, for example, parents, other adult relatives, carers, social workers, teachers, friends or Connexions personal advisers. This is called informal advocacy. It may also include friends or relatives who are the same age. This is called peer advocacy. Such people may look to advocacy services for advice and support in their role as advocates. You will be asked to nominate an advocate from the boarding staff and a second advocate from the boarding or day school staff. However, please be aware you can approach any staff member for advice or support should you need it.

In addition to the Independent Person and the Boarding Counsellor you may wish to contact:

Children's Commissioner Help at Hand Service:

<https://www.childrenscommissioner.gov.uk/help-at-hand/>

0800 528 0731 (freephone)

Boarding Behaviour Agreement

help.team@childrenscommissioner.gov.uk

National Youth Advocacy Service:

<https://www.nyas.net/>

0808 808 1001 (free phone)

help@nyas.net

Travelling in cars

Students must not travel in cars without express permission, sought in advance, from their parent(s) and Houseparent.

Day and Overnight Leave

Parental permissions in advance are required for students to be allowed offsite beyond Steyning without Boarding staff with information verified on destinations, activities, travel arrangements and other participating students.

Day School behaviour expectations

In addition to the above agreement, there are policies and sanctions in place at Day School that Boarders must adhere to below.

(new versions of diagrams)

Boarding Behaviour Agreement

Precise Practice with Behaviour Points - Classroom

 Non-attendance At the end of taking your register, a student is not in the room who you can see from previous register marks that day is present in school.	 Lack of work A student has been warned that they are not working hard enough, a minimum expectation has been set with a time limit. It has not been met. Fac LDT
 Uniform Uncorrectable (or refusing to correct) uniform. Press this button and then press On-Call. Student borrows uniform or goes to isolation. On-call	 Disruption Continued disruption after a student has been warned and/or moved. E.g. Continual talking.
 iPad misuse A student doesn't have a charged iPad (all students have access to one) or they are misusing an iPad. E.g. Gaming, shopping etc	 Removal A student has already been warned and moved. Disrupting learning has been awarded. However, the poor behaviour has continued and so referral room used. LT ASD
 Home Learning Home learning has not been completed to deadline set. Fac LDT	 On Call A student refuses to go the partner classroom, is dangerous or very rude in a lesson. On call will be judged whether return to class appropriate. Reflection

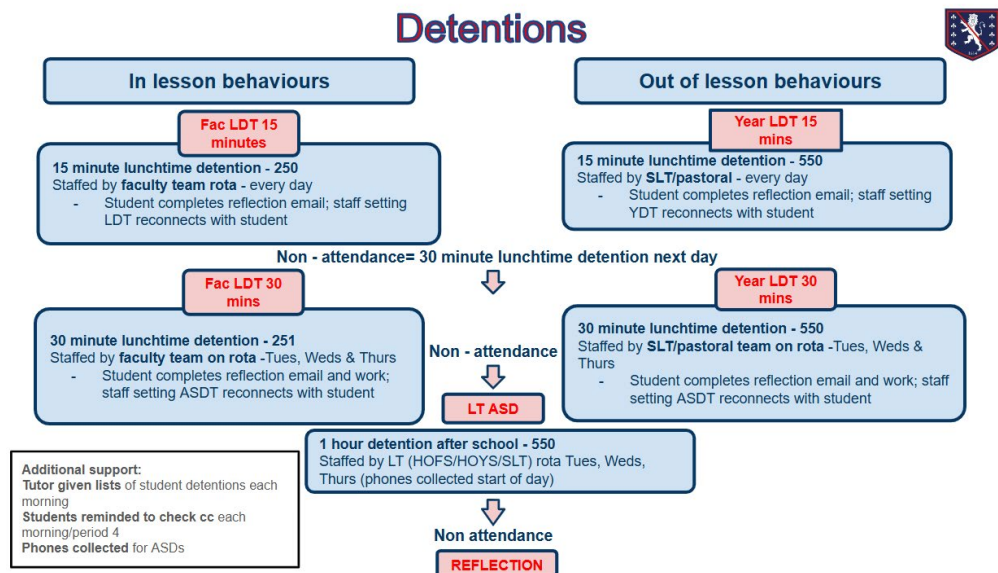
Precise Practice with Behaviour Points - Corridor

 Staff assist A student you don't know is disrupting the corridor - press this for any student to contact On Call (it does not show on that student's record)	 Disrespect A student lacks self-control in their refusal or comments. This may be rudeness, swearing or inappropriate comment E.g. on appearance. Reflection
 Uniform A student has an uncorrectable uniform infringement. E.g. Missing tie. Student should also be sent to 550 for replacement.	 Prohibited A student has a prohibited item - e.g. a vape, aerosol. The item should be confiscated and taken to the front office and referred to HOY.
 Phone A student has used their phone or is wearing headphones in the corridor. Always confiscate the phone and take it to the front office.	 Tuancy A student deliberately truants. E.g. A student is out of lesson without a corridor card, you ask them to go to lesson, on checking they don't. LT ASD
 Refusal Despite warnings and calm explanation of next steps a student refuses a reasonable request... or a student is dismissive in refusal. E.g. by walking away. Reflection	 Dangerous A student is doing something that may harm someone else. E.g. Throwing an object at someone, pushing hard in queues or at doors. Year LDT

Boarding Behaviour Agreement

Detentions

- **No second chances.** If you miss the detention it upscales.
- **Detentions (if missed) now go 15min at lunch → 30min lunch → after school → reflection.**
- **Phones are taken for any after school detention (Tue, Weds, Thurs).**
- **All detentions take place in two areas 550 for behaviour out of lessons and 250/251 for behaviour in lessons. After school are in 550.**
- **Please check Classcharts P4 to check if you have a detention that day.**



What are the expectations in detentions?

- 15 min detention** - arrive within 5 minutes - get lunch afterwards
- 30 min detention** - arrive as quickly as possible - get lunch first
- After School detention** - arrive as quickly as possible
- Sit in silence** - there will be a Reflection task for you to complete
- Choose some **work to complete/book to read** once reflection completed
- If you do not meet expectations, then your detention will be upscaled.**

[Academic Detention Guidance](#)

[Pastoral Detention Guidance](#)

[After School Detention Guidance](#)



What we do if a student cannot be located?

A student cannot be accounted for and therefore is deemed '**absent**'.



Try to establish their whereabouts (**1 hour**): ask their friends, check the duty book and signing out sheet, call their mobile and send them a text.



Student found.



Student still missing after 1 hour, now declared as '**missing**'.



No further action taken.
Student may need reminding of procedures, routines and signing out expectations.



Note the time and inform the Head of Boarding, Houseparent or the member of the Leadership Team on call.



Inform parents that the decision has been taken to declare their child as '**missing**', and that the Police will now be called.



Record the time when the student was recorded missing.
Complete a *Police Missing Persons Identification Form*, attach a picture of student from SIMS.

Hand over to the Police.

This guidance supports the Boarding Missing Person Policy, adopted and reviewed by the Boarding Governor Committee

Boarding Site Map

Key:

1. Parish Hall
2. Public Library
3. Steyning Museum
4. The Steyning Centre
5. Bennett Boarding House
6. Bolton Boarding House and Main Boarding Reception
7. Wykeham Boarding House
8. Dormer Boarding House
9. Bennett's Playground
10. Steyning Grammar School Parking
11. Public Car Park



Boarding Houses



Bennett House



Bolton House



Wykeham House

Did you know?

DID YOU KNOW?

Provision is made for students with special educational needs or disabilities, particularly religious, dietary, language or cultural needs. The Houseparent is the key point of contact and will communicate with the parents and child (and staff as required) and make the necessary arrangements.

There are over 22 countries represented in Boarding this year

The Kitchen will prepare you a late meal if you miss supper due to other commitments or during religious fasting. Please fill in a late meal request form with the Kitchen staff at breakfast on the day you would like this

The Steyning Health Centre have smoking cessation advisers to help you give up smoking. Drop in to make an appointment

If you wish to share your feedback, opinions and ideas, please use the BRApp or Quibble QR codes found on the back of your bedroom door

We stock a variety of stationery should you not be able to purchase these in the village. Ask at The Boarding Office for more details

There are over 500 boarding schools in the UK with over 65,000 boarders

There are 32 State Boarding Schools in England like SGS.

Useful Information for Boarders written by Boarders



MAKE
YOUR
ROOM
YOURS



SIGN UP FOR
AS MANY
COMMITTEES
AND CLUBS AS
POSSIBLE!



LABEL YOUR
EARPHONES (IF
YOU EVER WANT
TO SEE THEM
AGAIN)



REMEMBER THE
POST CODE (BN44
3LB) & MAKE SURE
YOU PUT 'BOLTON
SGS BOARDING'



KEEP TRACK
OF WHAT YOU
LEND AND
WHO YOU
LEND IT TO



COOKIE
DOUGH IS
CHEAPER IN
WINTER!



KNOW WHEN THE
LAST BUS BACK TO
STEYNING IS: AND
HAVE EMERGENCY
TAXI CASH,
ESPECIALLY ON
SUNDAYS



MAKE DAY
SCHOOL
FRIENDS. YOU
WILL GO OUT
MORE AND HAVE
SOMEWHERE TO
'GREEN FORM' TO



GO ON AS MANY
TRIPS AS YOU ARE
ABLE TO; IT'S A
QUICK WAY OF
MEETING PEOPLE,
AND IT'S FUN

Notes for BOARDERS from Boarders



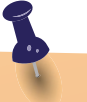
BE THE PERSON
TO OPEN THE NEW
BISCUIT PACKET
SO YOU GET THE
BEST ONES!



UNPACK AS SOON
AS YOU ARRIVE
AND PUT YOUR
SUITCASE IN THE
RIGHT CUPBOARD.
YOU WILL HAVE
MORE SPACE



LABEL YOUR
FOOD WITH YOUR
NAME AND USE
BY DATE. KEEP IT
IN THE STUDENT
FRIDGES



DO YOUR
GYM
INDUCTION
ASAP!



KNOCK
BEFORE
ENTERING
SOMEONE'S
ROOM

Useful Information for Boarders written by Boarders

Pay less, buy more

- Apply for a Boots Advantage Card & Co-op Card
- Go on the Tesco trip (Fridays): it is cheaper than Co-op
- If you are a frequent swimmer, ensure you get your swim card from the Boarding Office. This entitles you to free swimsessions. (Make use of the Gym)
- NUS (National Union of Students) <http://www.nus.org.uk/en/Register/> - 10% off local Co-op - Ask at the Main School Office for application forms
- Saver Ticket for whole day travelling on Brighton and Hove Buses
- Sixth Formers will need to apply for a Gym Card at the Leisure Centre
- Sixth Formers may also use the gym in the Wellbeing Hub.
- The Boarding Gym in Bolton House can be used by all boarders
- Apply for a young person's railcard to save on rail travel.

How to get around

- To go to Brighton & Shoreham you have to take the 2 or 2A
- Bus Travel Service - <http://www.buses.co.uk>
- You can get the bus timetables at the local library or online
- To go by Train – take the bus to Shoreham (2A) then catch a train to Brighton
- Get a Citizen card for cheaper fares (the School will supply the paperwork)
- For train times go on the National Rail Website – www.nationalrail.co.uk
- Buy the train tickets online (can be cheaper) – www.thetrainline.com
- Bus stops in Steyning are opposite Springwells and the Clock Tower
- You can bring a bike (remember a lock)
- 16-25 Railcard – Discounts for Trains.
- It will cost approx £30 to get to Victoria so bring at least that much.

Washing

- Washing machines are available in Bolton in the kitchens on the first and second floor.
- Bedding and Clothing labels are a MUST
- Laundry is done every day Monday to Friday and bed linen usually on Tuesday
- You will be given a net laundry bag
- Collect everything immediately from Laundry.
- It is your responsibility to drop off and collect your laundry during the opening times: Monday to Friday 07:30 - 08:30 and 15:30 - 17:00. Weekends: closed. If you need access outside of these times, please speak to a member of staff on duty.

General Know-How

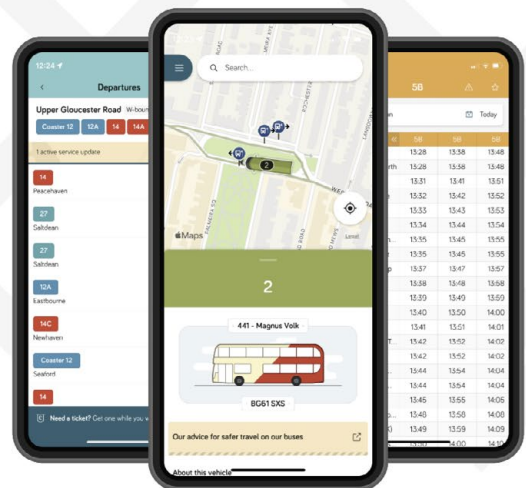
- Taxis are expensive: to Gatwick about £75 and to Heathrow about £140. Try to share a taxi if someone is leaving on the same day as you. Less scary and less expensive
- You have to count on the fact that you might spend around £200 per half term (6 weeks)
- For information on music lessons/sports clubs, bands, go to the Upper School to ask specific teachers
- Every Boarder is provided with a safe or lockable space to keep their valuables and money in. Passports must be handed in to Bolton Reception office for safe keeping
- Because the bathrooms are not all 'en suite' it is better to bring your own dressing gown
- Get to know Head Boy and Head Girl and their Deputies
- The internet can be slow—make sure you get an internet cable from boarding when you arrive
- Bags at Co-op will be 10p
- Ask the Head Boy and Head Girl and their Deputies for any help

Useful Apps

Brighton & Hove Buses app

Our app gives you great savings on your bus travel. Download the app for free and let your phone become your ticket. Buy now, save for later, or gift to other people. For instructions to download the app and access any existing tickets click on the red link opposite.

Download the Brighton & Hove Buses app



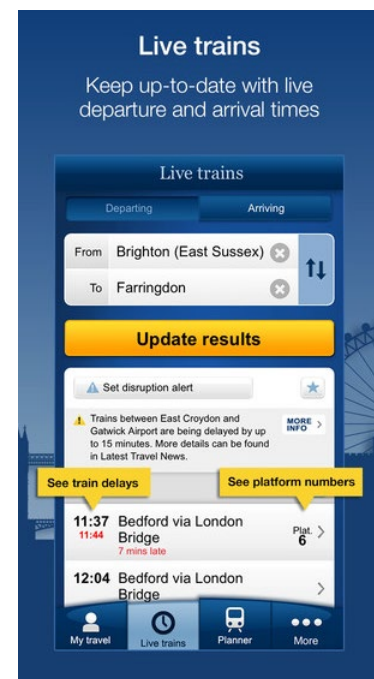
NUS extra mobile phone app

Available, for free, on both iPhone and Android platforms, the app helps students make the most of all the discounts available with NUS extra.

Help and support

NUS extra Union helpline: **01625 413299**

NUS extra Union help email: nusextra@nusextra.co.uk





BRIGHTON
HOVE
buses.co.uk

Mondays to Fridays effective 8th July, 2024

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
day code					SH	SD																			SH	SD	
Steyning, Shooting Field							0620		0650	0720			0825		0930			1030			1130				1230	1230	
Steyning, Clock Tower							0624		0654	0725			0831		0936			1036			1136				1236	1236	
Bramber, St Marys House							0627		0657	0729			0835		0940			1040			1140				1240	1240	
Upper Beeding, opp Rising Sun							0632		0702	0733			0840		0945			1045			1145				1245	1245	
Old Shoreham, Red Lion							0638		0709	0741			0848		0952			1052			1152				1252	1252	
Shoreham, High Street arr							0641		0713	0745			0852		0956			1056			1156				1256	1256	
Shoreham, High Street dep	0530	0550		0610	0625	0625	0643	0658	0715	0730	0750	0813	0836	0857	0919	0939	0959	1018	1038	1058	1118	1138	1158	1218	1238	1258	1258
Shoreham Strn ➡ Buckingham Rd	0534	0554		0615	0630	0630	0648	0708	0720	0736	0757	0820	0843	0904	0926	0946	1006	1025	1045	1105	1125	1145	1205	1225	1245	1305	1305
Hammy Lane, Middle Road	0538	0558		0619	0635	0635	0653	0708	0725	0741	0802	0825	0848	0909	0931	0951	1011	1030	1050	1110	1130	1150	1210	1230	1250	1310	1310
Southlands Hospital	0540	0600		0621	0637	0637	0655	0711	0728	0744	0805	0828	0851	0912	0934	0954	1014	1033	1053	1113	1133	1153	1213	1233	1253	1313	1313
Shoreham, Holmbush Centre Shops	0543	0603		0624	0640	0640	0658	0714	0732	0748	0809	0832	0855	0916	0939	0959	1019	1038	1058	1118	1138	1158	1218	1238	1258	1318	1318
Southern Cross, Old Shoreham Rd	0548	0608		0630	0646	0646	0705	0722	0740	0758	0819	0842	0905	0924	0946	1006	1026	1045	1105	1125	1145	1205	1225	1245	1305	1325	1325
Portland Road/Olive Road	0554	0614		0636	0652	0652	0713	0730	0750	0809	0832	0855	0915	0932	0953	1013	1033	1052	1112	1132	1152	1212	1232	1252	1312	1332	1332
Hove, Town Hall, Church Road	0603	0623	0634	0646	0702	0702	0723	0743	0804	0826	0849	0912	0930	0947	1007	1027	1047	1106	1126								

Mondays to Fridays effective 8th July, 2024

[illegible]

NOTES: SD = Schooldays only. SH = School Holidays only.

NB: Times for the Services 59 and 60 can be found via the PDF drop down menus under those service numbers on the Brighton & Hove Buses website:

<https://www.buses.co.uk/services/BH/59>

<https://www.buses.co.uk/services/BH/60>

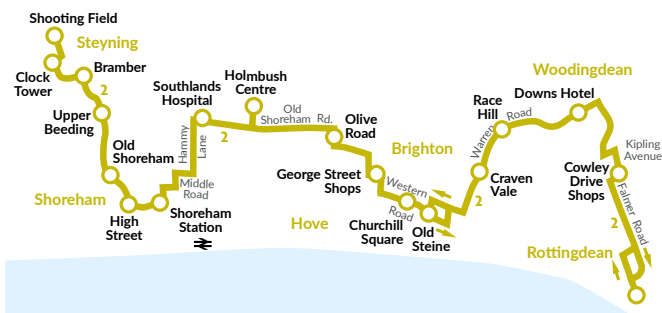
Mondays to Fridays effective 8th July, 2024

route number	2B
Steyning, Shooting Field	0010
Steyning, Clock Tower	0013
Beeding, Dacre Gardens	0018
Southern Cross, Old Shoreham Road	0029
Hove Park Tavern, Old Shoreham Rd	0034
Hove, George Street	0036

BRIGHTON & HOVE
buses.co.uk

ROUTE

2



BRIGHTON & HOVE
buses.co.uk

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Steyning, Shooting Field																									
Steyning, Clock Tower																									
Bramber, St Marys House																									
Upper Beeding, opp Rising Sun																									
Old Shoreham, Red Lion																									
Shoreham, High Street arr																									
Shoreham, High Street dep	0622	0652	0722	0742	0803	0823	0842	0901	0920	0940	1000	1018	1038	1058	1118	1138	1158	1218	1238	1258	1318	1338	1358		
Shoreham Stn ➡ Buckingham Rd	0626	0656	0726	0747	0809	0829	0848	0907	0926	0946	1006	1025	1045	1105	1125	1145	1205	1225	1245	1305	1325	1345	1405		
Hammy Lane, Middle Road	0630	0700	0730	0751	0813	0833	0852	0911	0930	0950	1010	1030	1050	1110	1130	1150	1210	1230	1250	1310	1330	1350	1410		
Southlands Holmbush	0632	0702	0732	0753	0815	0835	0854	0913	0932	0952	1013	1033	1053	1113	1133	1153	1213	1233	1253	1313	1332	1352	1412		
Shoreham, Holmbush Centre Shops	0635	0705	0735	0757	0819	0839	0858	0917	0937	0957	1018	1038	1058	1118	1138	1158	1218	1238	1258	1318	1337	1357	1417		
Southern Cross, Old Shoreham Rd	0640	0710	0742	0803	0825	0845	0905	0924	0944	1004	1025	1045	1105	1125	1145	1205	1225	1245	1305	1325	1344	1404	1424		
Portland Road/Olive Road	0646	0717	0749	0810	0832	0852	0912	0931	0951	1011	1032	1052	1112	1132	1152	1212	1232	1252	1312	1332	1351	1411	1431		
Hove, Town Hall, Church Road	0655	0727	0759	0822	0844	0904	0925	0944	1004	1024	1046	1106	1126	1146	1207	1227	1247	1307	1327	1347	1406	1426	1446		
Churchill Square (stop H) arr	0702	0734	0807	0830	0852	0913	0934	0953	1013	1033	1055	1115	1135	1155	1216	1236	1257	1317	1337	1357	1416	1436	1456		
Churchill Square (stop H) dep	0704	0736	0809	0832	0854	0915	0936	0955	1015	1035	1057	1117	1137	1157	1218	1238	1259	1319	1339	1359	1418	1438	1458		
North Street (stop B)	0705	0737	0810	0834	0856	0917	0938	0957	1017	1037	1059	1119	1139	1159	1220	1240	1301	1321	1341	1401	1420	1440	1500		
Race Hill, for General Hospital	0715	0748	0822	0846	0909	0930	0951	1011	1031	1051	1113	1133	1153	1213	1234	1254	1315	1335	1355	1415	1434	1454	1515		
Woodingdean, Downs Hotel	0720	0753	0827	0852	0916	0937	0958	1018	1038	1058	1120	1140	1201	1221	1242	1302	1323	1343	1403	1424	1444	1506	1528		
Woodingdean, Cowley Drive, Shops	0727	0800	0835	0901	0925	0946	1007	1027	1047	1107	1129	1149	1210	1230	1251	1311	1332	1352	14						

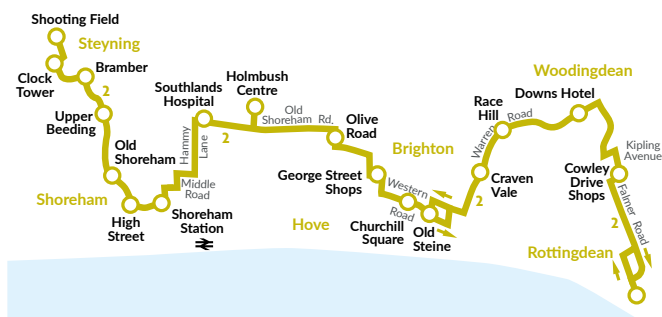
route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Steyning, Shooting Field			1430			1532			1638		1738			1838		1930		2030		2130		2230	2315
Steyning, Clock Tower			1436			1538			1644		1744			1844		1935		2034		2134		2234	2318
Bramber, St Marys House			1440			1542			1648		1747			1847		1938		2037		2137		2237	2321
Upper Beeding, opp Rising Sun			1445			1547			1652		1751			1851		1941		2040		2140		2240	2324
Old Shoreham, Red Lion			1452			1555			1700		1759			1859		1947		2046		2146		2246	2330
Shoreham, High Street arr			1456			1559			1704		1803			1902		1950		2048		2148		2248	2332
Shoreham, High Street dep	1418	1438	1458	1518	1541	1603	1625	1647	1707	1737	1807	1827	1847	1907	1930	1955	2023	2051	2121	2151	2221	2251	2335
Shoreham Stn ➡ Buckingham Rd	1425	1445	1505	1525	1548	1610	1632	1654	1714	1744	1813	1833	1853	1913	1936	2000	2028	2055	2125	2155	2225	2255	2339
Hammy Lane, Middle Road	1430	1450	1511	1531	1553	1615	1637	1659	1719	1749	1817	1837	1857	1917	1940	2004	2032	2059	2129	2159	2229	2259	2342
Southlands Holbush	1432	1452	1513	1533	1555	1617	1639	1701	1721	1751	1819	1839	1859	1919	1942	2006	2033	2100	2130	2200	2230	2300	2343
Shoreham, Holmbush Centre Shops	1437	1457	1518	1538	1600	1622	1644	1706	1726	1756	1824	1843	1903	1923	1946	2010	2037	2104	2133	2203	2233	2303	2346
Southern Cross, Old Shoreham Rd	1444	1505	1526	1546	1607	1629	1651	1713	1733	1803	1831	1849	1909	1929	1951	2015	2042	2109	2138	2208	2238	2308	2351
Portland Road/Olive Road	1452	1513	1534	1554	1615	1637	1659	1721	1741	1811	1838	1856	1916	1935	1957	2021	2048	2115	2144	2214	2243	2313	2356
Hove, Town Hall, Church Road	1507	1528	1549	1609	1629	1651	1713	1735	1755	1824	1850	1907	1926	1945	2007	2031	2058	2125	2154	2223	2252	2321	0004
Churchill Square (stop H) arr	1517	1539	1559	1619	1639	1701	1723	1745	1805	1834	1859	1915	1934	1953	2015	2039	2106	2132	2201	2230	2259	2328	0011
Churchill Square (stop H) dep	1519	1541	1601	1621	1641	1703	1725	1747	1807	1836	1901	1917	1936	1955	2017	2041	2106	2132	2201	2230	2259	2328	0011
North Street (stop B)	1521	1543	1603	1623	1643	1705	1727	1749	1809	1838	1903	1919	1938	1957	2019	2043	2108	2134	2203	2232	2301	2330	0013
Race Hill, for General Hospital	1537	1559	1619	1639	1659	1720	1742	1804	1823	1852	1916	1931	1950	2008	2030	2053	2118	2144	2213	2242	2311	2340	0023
Woodingdean, Downs Hotel	1551	1613	1633	1653	1713	1733	1754	1814	1832	1859	1922	1937	1955	2013	2035	2058	2123	2149	2218	2247	2316	2345	0028
Woodingdean, Cowley Drive, Shops	1600	1622	1642	1																			

ROUTE

2B

route number	2B
Steyning, Shooting Field	0010
Steyning, Clock Tower	0013
Beeding, Dacre Gardens	0018
Southern Cross, Old Shoreham Road	0029
Hove Park Tavern, Old Shoreham Rd	0034
Hove, George Street	0036

BRIGHTON & HOVE
buses.co.uk



Sundays and Public Holidays effective 7th July, 2024

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Steyping, Shooting Field	0755				0920		1015		1115		1215		1315		1415		1515		1615		1717		1825
Steyping, Clock Tower	0759				0925		1020		1120		1220		1320		1420		1520		1620		1722		1830
Bramber, St Marys House	0802				0928		1023		1123		1223		1323		1423		1523		1623		1725		1833
Upper Beeding, opp Rising Sun	0806				0932		1028		1128		1228		1328		1428		1528		1628		1730		1837
Old Shoreham, Red Lion	0812				0938		1034		1134		1234		1334		1434		1534		1634		1736		1843
Shoreham, High Street arr	0814				0941		1038		1138		1238		1338		1438		1538		1638		1739		1846
Shoreham, High Street dep	0746	0816	0846	0913	0943	1011	1040	1110	1140	1210	1240	1310	1340	1410	1440	1510	1540	1610	1640	1710	1741	1814	1848
Shoreham Stn ➡ Buckingham Rd	0750	0820	0850	0917	0947	1016	1045	1116	1146	1216	1246	1316	1346	1416	1446	1516	1546	1616	1646	1716	1746	1819	1853
Hammy Lane, Middle Road	0754	0824	0854	0921	0951	1021	1050	1121	1151	1221	1251	1321	1351	1421	1451	1521	1551	1621	1650	1720	1750	1823	1857
Southlands Hospital	0756	0826	0856	0923	0953	1023	1052	1123	1153	1223	1253	1323	1353	1423	1453	1523	1553	1623	1652	1721	1751	1825	1859
Shoreham,Holmbush Centre Shops	0759	0829	0859	0926	0957	1027	1057	1128	1158	1228	1258	1328	1358	1428	1458	1528	1558	1627	1656	1725	1754		
Southern Cross, Old Shoreham Rd	0804	0834	0904	0933	1004	1034	1104	1135	1205	1235	1305	1335	1405	1435	1505	1535	1604	1633	1702	1731	1800	1832	1905
Portland Road/Olive Road	0810	0840	0910	0939	1010	1040	1111	1142	1212	1242	1312	1342	1411	1441	1511	1541	1610	1639	1708	1737	1806	1838	1911
Hove, Town Hall, Church Road	0819	0849	0919	0948	1019	1050	1122	1154	1224	1254	1324	1354	1423	1453	1523	1553	1622	1651	1719	1747	1816	1848	1921
Churchill Square (stop H)	0826	0857	0927	0956	1027	1059	1132	1205	1235	1305	1335	1405	1434	1504	1534	1604	1633	1702	1730	1757	1826	1857	1929
North Street (stop B)	0827	0858	0928	0957	1029	1101	1134	1207	1237	1307	1337	1407	1436	1506	1536	1606	1635	1704	1732	1759	1828	1859	1931
Race Hill, for General Hospital	0837	0908	0938	1008	1041	1113	1147	1220	1250	1320	1350	1420	1449	1519	1549	1619	1648	1717	1744	1811	1840	1911	1942
Woodingdean, Downs Hotel	0842	0913	0943	1014	1047	1120	1154	1228	1258	1328	1358	1428	1457	1526	1556	1626	1655	1724	1750	1817	1846	1916	1947
Woodingdean, Cowley Drive,Shops	0849	0920	0950	1022	1055	1128	1202	1236	1306	1336	1406	1436	1505	1534	1604	1634	1703	1732	1758	1824	1853	1923	1954
Rottingdean, opp White Horses	0856	0927	0957	1030	1103	1137	1211	1245	1315	1345	1415	1445	1514	1543	1613	1643	1712	1740	1806	1831	1900	1930	2001

Sundays and Public Holidays effective 7th July, 2024

route number	2	2	2	2	2	2	2	2	2
Shoreham, High Street	1920	1951	2021	2051	2121	2151	2221	2251	2321
Shoreham ➡ Buckingham Rd	1925	1956	2026	2055	2125	2155	2225	2255	2325
Hammy Lane, Middle Road	1929	2000	2030	2059	2129	2159	2229	2259	2329
Southlands Hospital	1930	2001	2031	2100	2130	2200	2230	2301	2331
Southern Cross, Old Shoreham Rd	1936	2007	2037	2106	2136	2206	2236	2306	2336
Portland Road/Olive Road	1942	2012	2042	2111	2141	2211	2241	2311	2341
Hove, Town Hall, Church Road	1952	2021	2051	2120	2150	2220	2250	2319	2349
Churchill Square (stop H)	2000	2029	2059	2128	2158	2228	2258	2326	2356
North Street (stop B)	2002	2031	2101	2130	2200	2230	2300	2328	2358
Race Hill, for General Hospital	2012	2041	2111	2140	2210	2240	2310	2338	0008
Woodingdean, Downs Hotel	2017	2046	2116	2145	2215	2245	2315	2343	0013
Woodingdean, Cowley Drive, Shops	2024	2053	2123	2152	2222	2252	2322	2350	0020
Rottingdean, opp White Horses	2031	2059	2129	2158	2228	2258	2328	2356	0026

Steyping • Hove

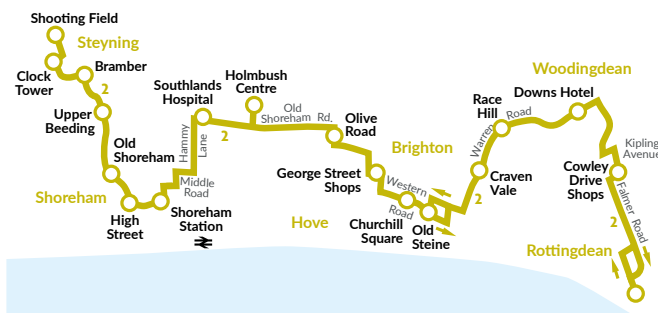
ROUTE

2B

Sundays and Public Holidays eff 7th July, 2024

route number	2B
Steyping, Shooting Field	1850
Steyping, Clock Tower	1854
Beeding, Dacre Gardens	1859
Southern Cross, Old Shoreham Rd	1909
Hove Park Tavern, Old Shoreham Rd	1915
Hove, George Street	1918

2



Mondays to Fridays effective 8th July, 2024

Mondays to Fridays effective 8th July, 2024

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
day code								SD	SH	SD																			
Rottingdean, opp White Horses	1231	1251	1311	1331	1351	1411	1432		1452		1513	1535	1558	1620	1642	1705	1726	1749	1812	1837	1905	1935	2005	2036	2107	2138	2209	2240	2320
Longhill School, Grounds								1450		1455																			
Cowley Drive/Falmer Road	1238	1258	1318	1338	1358	1418	1439	1455	1500	1500	1521	1543	1605	1627	1649	1712	1733	1756	1819	1844	1911	1941	2011	2041	2112	2143	2214	2245	2325
Woodingdean, Cowley Drive, Shops	1241	1301	1321	1341	1401	1421	1442	1458	1503	1503	1524	1546	1608	1630	1652	1715	1736	1758	1821	1846	1913	1943	2013	2043	2114	2145	2216	2247	2327
Woodingdean, opp Downs Hotel	1250	1310	1330	1350	1410	1430	1451	1507	1513	1513	1534	1555	1617	1639	1701	1724	1745	1807	1830	1854	1921	1951	2020	2050	2120	2151	2222	2253	2333
Race Hill, for General Hospital	1256	1316	1336	1356	1416	1436	1457		1520	1520	1541	1602	1624	1646	1708	1731	1752	1813	1836	1900	1926	1956	2025	2055	2125	2155	2226	2257	2337
Old Steine (stop H)	1310	1330	1350	1410	1430	1450	1511		1534	1534	1555	1616	1639	1701	1723	1746	1807	1827	1849	1913	1938	2007	2035	2105	2135	2205	2236	2307	2346
Churchill Square (stop C) arr	1314	1334	1354	1415	1435	1455	1516		1540	1540	1601	1622	1645	1707	1729	1751	1812	1832	1854	1918	1942	2011	2039	2109	2139	2209	2240	2311	2350
Churchill Square (stop C) dep	1316	1336	1356	1417	1437	1457	1518		1542	1542	1603	1624	1647	1709	1731	1753	1814	1834	1856	1920	1944	2013	2039	2109	2139	2209	2240	2311	2350
Hove, Town Hall, Tisbury Road	1325	1345	1405	1426	1446	1506	1528		1552	1552	1613	1634	1657	1719	1741	1803	1824	1844	1905	1929	1959	2020	2045	2115	2145	2215	2246	2317	2356
Blatchington Road, Co-op	1330	1350	1410	1432	1452	1512	1534		1558	1558	1619	1640	1703	1725	1746	1808	1829	1849	1910	1933	1956	2024	2049	2118	2148	2218	2249	2319	2358
Portland Road/Olive Road	1337	1357	1417	1439	1459	1519	1542		1606	1606	1627	1648	1711	1733	1753	1814	1835	1855	1916	1939	2002	2029	2054	2123	2153	2223	2254	2324	0003
Southern Cross, Old Shoreham Rd	1344	1404	1424	1446	1507	1528	1550		1614	1614	1635	1656	1719	1741	1801	1821	1842	1901	1922	1945	2007	2034	2059	2128	2158	2228	2259	2329	0008
Shoreham, Holmbush Centre Shops	1354	1414	1434	1456	1517	1538	1600		1624	1624	1645	1706	1729	1751	1811	1830	1850	1909	1930	1952	2014	2040	2105	2134	2204	2234	2305	2335	0014
opp Southlands Hospital	1357	1417	1437	1458																									

NOTES : SD = Schooldays only. SH = School Holidays only. PQ = Continues to Palmeira Square.

2B

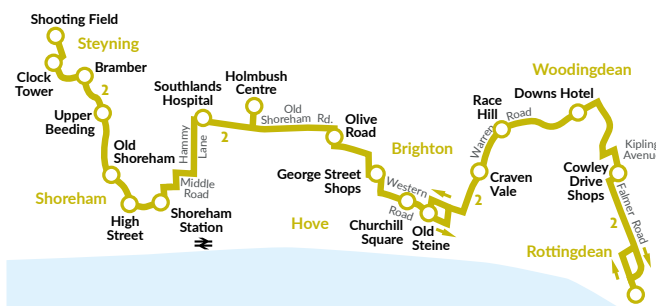


Mondays to Fridays effective 8th July, 2024

route number	2B	2B
Hove Park Tavern, Old Shoreham Rd	0550	0620
Southern Cross, Old Shoreham Rd	0555	0625
Beeding, Dacre Gardens	0605	0635
Steyning, Clock Tower	0610	0640
Stevning, Shooting Field	0614	0644

ROUTE

BRIGHTON & HOVE
buses.co.uk

[illegible]

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Rottingdean, opp White Horses	1331	1351	1411	1432	1452	1513	1535	1558	1620	1642	1705	1726	1749	1812	1837	1905	1935	2005	2036	2107	2138	2209	2240	2320
Cowley Drive/Falmer Road	1338	1358	1418	1439	1500	1521	1543	1605	1627	1649	1712	1733	1756	1819	1844	1911	1941	2011	2041	2112	2143	2214	2245	2325
Woodingdean, Cowley Drive, Shops	1341	1401	1421	1442	1503	1524	1546	1608	1630	1652	1715	1736	1758	1821	1846	1913	1943	2013	2043	2114	2145	2216	2247	2327
Woodingdean, opp Downs Hotel	1350	1410	1430	1451	1513	1534	1555	1617	1639	1701	1724	1745	1807	1830	1854	1921	1951	2020	2050	2120	2151	2222	2253	2333
Race Hill, for General Hospital	1356	1416	1436	1457	1520	1541	1602	1624	1646	1708	1731	1752	1813	1836	1900	1926	1956	2025	2055	2125	2155	2226	2257	2337
Old Steine (stop H)	1410	1430	1450	1511	1534	1555	1616	1639	1701	1723	1746	1807	1827	1849	1913	1938	2007	2035	2105	2135	2205	2236	2307	2346
Churchill Square (stop C) arr	1415	1435	1455	1516	1540	1601	1622	1645	1707	1729	1751	1812	1832	1854	1918	1942	2011	2039	2109	2139	2209	2240	2311	2350
Churchill Square (stop C) dep	1417	1437	1457	1518	1542	1603	1624	1647	1709	1731	1753	1814	1834	1856	1920	1944	2013	2039	2109	2139	2209	2240	2311	2350
Hove, Town Hall, Tisbury Road	1426	1446	1506	1528	1552	1613	1634	1657	1719	1741	1803	1824	1844	1905	1929	1952	2020	2045	2115	2145	2215	2246	2317	2356
Blatchington Road, Co-op	1432	1452	1512	1534	1558	1619	1640	1703	1725	1746	1808	1829	1849	1910	1933	1956	2024	2049	2118	2148	2218	2249	2319	2358
Portland Road/Olive Road	1439	1459	1519	1542	1606	1627	1648	1711	1733	1753	1814	1835	1855	1916	1939	2002	2029	2054	2123	2153	2223	2254	2324	0003
Southern Cross, Old Shoreham Rd	1446	1507	1528	1550	1614	1635	1656	1719	1741	1801	1821	1842	1901	1922	1945	2007	2034	2059	2128	2158	2228	2259	2329	0008
Shoreham, Holmbush Centre Shops	1456	1517	1538	1600	1624	1645	1706	1729	1751	1811	1830	1850	1909	1930	1952	2014	2040	2105	2134	2204	2234	2305	2335	0014
opp Southlands Hospital	1458	1519	1541	1603	1627	1648	1709	1732	1754	1813	1832	1852	1911	1932	1954	2016	2042	2107	2136	2206	2236	2307	2337	0016
Hammy Lane, Middle Road	1501	1522	1544	1606	1630	1650	1711	1734	1756	1815	1834	1854	1913	1934	1956	2018	2044	2109	2138	2208	2238	2309	2339	0018
Shoreham, High Street arr	1509	1531	1554	1617	1641	1701	1723	1746	1807	1826	1845	1904	1922	1942	2003	2025	2051	2116	2145	2215	2245	2315	2345	0024
Shoreham, High Street dep			1556			1703		1748			1847	1904		1947		2025	2053		2147		2247	2315	2347	0024

ROUTE

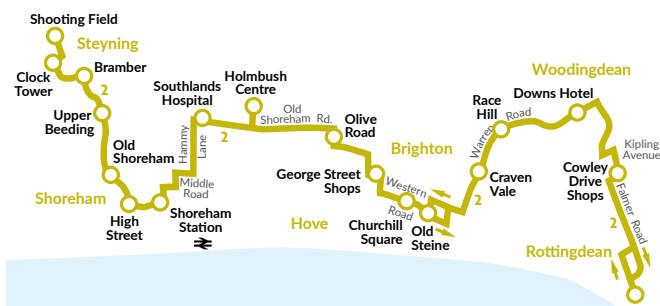
BRIGHTON & HOVE
buses.co.uk

route number	2B	2B
Hove Park Tavern, Old Shoreham Rd	0710	0805
Southern Cross, Old Shoreham Rd	0715	0810
Beeding, Dacre Gardens	0725	0820
Steyping, Clock Tower	0731	0826
Stevning, Shooting Field	0735	0830

ROUTE Rottingdean • Woodingdean • City Centre • Hove • Portslade • Shoreham • Steyning

2

BRIGHTON & HOVE
buses.co.uk



Sundays and Public Holidays effective 7th July, 2024

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Rottingdean, opp White Horses			0737		0812	0842	0911	0941	1006	1035	1103	1132	1201	1231	1301	1331	1401	1431	1501	1531	1601	1633	1706
Cowley Drive/Falmer Road			0743		0818	0848	0917	0947	1012	1041	1109	1138	1207	1237	1307	1337	1407	1437	1507	1537	1607	1639	1712
Woodingdean, Cowley Drive, Shops			0745		0820	0850	0919	0949	1015	1044	1112	1141	1210	1240	1310	1340	1410	1440	1510	1540	1610	1642	1715
Woodingdean, opp Downs Hotel			0753		0828	0858	0927	0957	1024	1053	1121	1150	1219	1249	1319	1349	1419	1449	1518	1548	1618	1650	1723
Race Hill, for General Hospital			0758		0833	0903	0932	1002	1029	1058	1127	1156	1225	1255	1325	1355	1425	1455	1524	1554	1624	1656	1729
Old Steine (stop H)			0809		0844	0914	0944	1015	1042	1111	1140	1209	1238	1308	1338	1408	1438	1508	1536	1606	1636	1708	1741
Churchill Square (stop C)			0813		0848	0918	0948	1019	1046	1115	1145	1214	1244	1314	1344	1414	1444	1514	1542	1612	1642	1714	1747
Hove, Town Hall, Tisbury Road			0819		0854	0925	0955	1026	1053	1123	1153	1223	1253	1323	1353	1423	1453	1523	1551	1621	1651	1723	1756
Blatchington Road, Co-op	0712	0812	0821	0839	0857	0928	0958	1029	1056	1127	1157	1227	1257	1327	1357	1427	1457	1527	1555	1625	1655	1727	1759
Portland Road/Olive Road	0717	0817	0826	0844	0903	0934	1004	1035	1103	1134	1204	1234	1304	1334	1404	1434	1503	1533	1601	1631	1701	1733	1805
Southern Cross, Old Shoreham Rd	0723	0823	0832	0850	0909	0940	1010	1041	1110	1141	1211	1241	1311	1341	1411	1441	1509	1539	1607	1637	1707	1739	1811
Shoreham, Holmbush Centre Shops	0730	0830	0839	0857	0917	0948	1018	1049	1119	1150	1220	1250	1320	1350	1420	1450	1518	1548	1616	1646	1716	1746	▼
opp Southlands Hospital	0732	0832	0841	0859	0919	0950	1020	1051	1121	1152	1222	1252	1322	1352	1422	1452	1520	1550	1618	1648	1718	1748	1818
Hammy Lane, Middle Road	0734	0834	0843	0901	0921	0952	1022	1053	1123	1154	1224	1254	1324	1354	1424	1454	1522	1552	1620	1650	1720	1750	1820
Shoreham, High Street arr	0741	0841	0850	0908	0928	0959	1029	1100	1131	1202	1232	1302	1332	1402	1432	1501	1529	1559	1626	1656	1726	1756	1826
Shoreham, High Street dep			0852		0930		1031		1133		1234		1334		1434		1531		1628		1728		1828
Old Shoreham, opp Red Lion			0854		0932		1034		1136		1237		1337		1437		1534		1630		1730		1830
Upper Beeding, Rising Sun			0901		0939		1041		1143		1244		1344		1444		1541		1637		1737		1837
Bramber, St Marys House			0904		0942		1044		1146		1247		1347		1447		1544		1640		1740		1840
Steyning, Clock Tower			0910		0948		1050		1152		1253		1353		1453		1549		1645		1744		1844
Steyning, Shooting Field			0913		0951		1054		1156		1257		1357		1457		1553		1649		1748		1848

Sundays and Public Holidays effective 7th July, 2024

route number	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Rottingdean, opp White Horses	1736	1806	1836	1906	1936	2006	2036	2106	2136	2206	2236	2316											
Cowley Drive/Falmer Road	1742	1812	1842	1911	1941	2011	2041	2111	2141	2211	2241	2321											
Woodingdean, Cowley Drive, Shops	1745	1814	1844	1913	1943	2013	2043	2113	2143	2213	2243	2323											
Woodingdean, opp Downs Hotel	1753	1822	1851	1920	1950	2020	2050	2119	2149	2219	2249	2329											
Race Hill, for General Hospital	1758	1827	1856	1925	1955	2024	2054	2123	2153	2223	2253	2333											
Old Steine (stop H)	1810	1838	1906	1935	2005	2034	2104	2133	2203	2233	2303	2343											
Churchill Square (stop C)	1815	1843	1911	1939	2009	2038	2108	2137	2207	2237	2307	2347											
Hove, Town Hall, Tisbury Road	1822	1850	1918	1946	2016	2045	2115	2144	2214	2244	2314	2354											
Blatchington Road, Co-op	1825	1853	1921	1949	2019	2048	2118	2147	2217	2246	2316	2356											
Portland Road/Olive Road	1831	1859	1927	1955	2025	2053	2123	2152	2222	2251	2321	0001											
Southern Cross, Old Shoreham Rd	1836	1904	1932	2000	2030	2058	2128	2157	2227	2256	2326	0006											
opp Southlands Hospital	1843	1910	1938	2006	2036	2104	2134	2202	2232	2301	2331	0011											
Hammy Lane, Middle Road	1845	1912	1940	2008	2038	2106	2136	2204	2234	2303	2333	0013											
Shoreham, High Street	1851	1918	1946	2014	2044	2112	2142	2210	2240	2309	2339	0019											
Old Shoreham, opp Red Lion			1920								2341	0021											

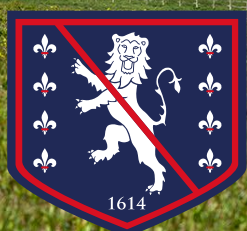
ROUTE Hove • Steyning

2^B

BRIGHTON & HOVE
buses.co.uk

Sundays and Public Holidays eff. 07/07/24

route number	2B
Hove Park Tavern, Old Shoreham Rd	0725
Southern Cross, Old Shoreham Rd	0730
Beeding, Dacre Gardens	0740
Steyning, Clock Tower	0746
Steyning, Shooting Field	0749



Enjoy Respect Achieve



BOHUNT
EDUCATION TRUST