Boarding Handbook 2026/2027

Contents

Beechen Cliff School	4
Introduction	5
Boarding at Beechen Cliff	6
Our Boarding Principles	7
Our Boarding Team and Contact Details	8
Boarding Team	9
Travel Information, Transport	11
Communication	12
Boarding Fees	13
Returning to Boarding at the Start of Term	14
Weekly arrangements	14
End of Term Arrangements	14
Guardians	16
Beechen Cliff Boarding Calendar and Term Dates 2026/27	17
Boarding House Kit List	20
Uniform and Kit List for Years 7 to 11: September 2026	23
Sixth Form Dress Code	26
Daily Routine	27
Curfews, leave requests and returning to Beechen House	28
Bedrooms and Bed Linen	29
Student Voice	30
Boarding House Signing In and Out	30
Boarding House Trips and Activities	30
Clubs and Extra-Curricular Activities	31
Drugs and Alcohol	32
Electrical Appliances	32
Equipment and Uniform	33
Fire Regulations and Practice / Evacuating the boarding house	33
Food	34
Health Provision and Medical Matters	35
Laptops/Personal computers	36

Laundry 37
Mobile Phones and Electronics 37
Passports 37
Pastoral Care 37
Mentoring 38
Personal Property, Damage and Insurance 38
Pocket Money 39
Cars and Travel 39
Post/Receiving Parcels 39
Returning forms 40
Safeguarding 40
Complaints 40
School Lockers 41
Security 41
Code of Conduct for Boarders 42
School Information 43
Cashless Catering (Arbor) 43
Registration 44
Timing of the School Day 44
Sanctions and rewards 45
Term Dates 46
School News 46
School Office Hours 46
Sport, Music and other Extra curricular activities 46
Valuables 46
Website 47
Whole School Code of Conduct 48
Cognitive Abilities Tests (CATs) and reading assessments 51
Parents evenings and reporting 53

Beechen Cliff School

Kipling Avenue, Bath BA2 4RE

- High academic standards
- Comprehensive range of sports and activities
- Set in the beautiful Georgian city of Bath
- Modern, purpose-built Boarding House with en-suite facilities

School type	Comprehensive Academy (and part of the Midsomer Norton Schools Partnership MAT and the Bath Hub)
Age range	11 – 18
Gender	Boys 11-16 with Boys and Girls in Sixth Form

Introduction

Welcome to Boarding at Beechen Cliff School. The aim of our boarding provision is to provide boarding students with a stimulating environment where they can flourish academically, build lifelong friendships and feel safe in a place they call home. Boarding students at Beechen Cliff embody the core values of the School – aspiration, compassion, independence and respect.

We are proud of our community and its approach to developing academic potential and character. Although methods of teaching and expectations of society have changed, the essence of a high quality all-round education remains unchanged. It is this ongoing broad provision and commitment to provide the strongest support and guidance for academic success to be achieved that has led to Beechen Cliff 's strong reputation.

The school is valued by parents and pupils across the city and the wider area, and the pride that many feel for having been a part of the school is seen in vast numbers of our alumni.

If you were to ask a Beechen Cliff parent why they chose us for their son they would tell you that boys here seem particularly happy and balanced, that we succeed in combining academic excellence with an outstanding range of opportunities beyond the classroom and provide excellent pastoral care.



Boarding at Beechen Cliff

Welcome to boarding at Beechen Cliff.

The Boarding House is purpose built, completed in December 2013. It accommodates a total of 34 boys, is small enough to allow for individual attention, but large enough to ensure that boys will make friends and get involved.

Bedrooms are mostly twin rooms, en-suite with toilet, shower and washbasin. Each room is centrally heated and furnished with high quality furniture. All rooms are equipped with Wi-Fi access so boys can study both in their rooms and in the communal study spaces.

We expect boys to keep their rooms tidy and help the Boarding Housekeeper keep the House tidy. We hope that boys will personalise their room area and with this in mind, we would like boys to have an immediate identity and sense of feeling at home. Therefore, please could you send 6-8 printed photographs or electronic copies of photographs before your son starts boarding at Beechen Cliff. These photographs will be displayed in the boarding bedrooms prior to the boys' arrival. Suggested photographs could include family, friends, baby photographs, pets, holiday pictures, favourite sports team etc.

Boarding is an exciting opportunity which builds on the existing ethos and excellence of Beechen Cliff, a well rounded school and provides a home from home where boys can grow and develop their personal qualities, talents and interests within a supportive community. We want boys to have a safe, enjoyable and productive time at Beechen Cliff School. Boarding is based on mutual respect for all its members, and the expectations for boarders reflect this. Likewise, the boarding routines exist to enable the smooth running of the boarding 'family'.

Whatever the reasons are for boarding, the experience will support boys in developing their full potential, academically, socially and emotionally. Parents and boys may have a lot of questions about boarding, and this guide aims to provide the answers you need to help you settle in.

Our Boarding Principles

The unique ethos at Beechen Cliff School is driven by its Core Values. Core Values recognise the qualities that we expect boys to adopt and develop during their time with us. These values underpin all that we do and are considered to be an integral part of the experience at Beechen Cliff where a safe and secure learning environment, high standards of teaching and the provision of a wide and varied range of extra-curricular opportunities all combine to develop well rounded and independent thinkers.

The Core Values at Beechen Cliff School are Aspiration, Compassion, Independence and Respect. We define these as follows:

ASPIRATION

Working hard and trying my best at all times, both within and beyond the classroom. Aiming high and challenging myself to fulfil my potential.

COMPASSION

Showing consideration to others, improving the lives of those around me, and doing the right thing even when no one else is looking. Recognising my own self-worth.

INDEPENDENCE

Organising and taking responsibility for myself, developing my resilience and having the courage to do the right thing.

RESPECT

Showing an understanding of the feelings, wishes and rights of others through words and actions and by valuing equality and diversity within the community.

In addition to our Core Values, we expect boys to demonstrate British Values and honour the School's Pledge of Respect.

Our Boarding Team and Contact Details

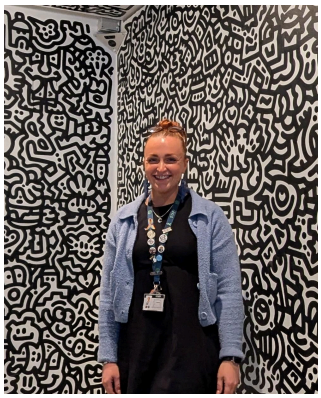
Our boarding team are here to help create a warm and homely environment, providing personalised support and guidance.

The boarding team has overall responsibility for the welfare of boys and are in loco parentis. A member of staff is on duty at all times.

Members of our boarding staff are first-aid trained and they work alongside our Boarding Housekeeper in providing day-to-day medical needs.

Head of Boarding	Mrs C Moorhead	charlotte.moorhead@beechencliff.mnsp.org.uk
SLT Boarding Link	Mr K Morris	kevin.morris@beechencliff.mnsp.org.uk
Boarding House email:		boarding@beechencliff.mnsp.org.uk
House Parent & (Acting Head of Boarding)	Mr E Hill	elliot.hill@beechencliff.mnsp.org.uk
House Parent	Mr D Boyle	dan.boyle@beechencliff.mnsp.org.uk
House Parent	Miss M Garland	millie.garland@beechencliff.mnsp.org.uk
House Parent	Ms M Fitzpatrick	mfitzpatrick@beechencliff.mnsp.org.uk
House Parent	Mr A King	andrew.king@beechencliff.mnsp.org.uk
Boarding Housekeeper	Ms L Adams	lin.adams@beechencliff.mnsp.org.uk
Boarding Co-Ordinator	Mrs S Savidge	sarah.savidge@beechencliff.mnsp.org.uk
Boarding telephone number		07483463952
Main School Reception		01225 480466
School email address:		headteacher@beechencliff.mnsp.org.uk

Meet the Boarding Team



Miss Moorhead
Head Of Boarding



Mr Hill
Houseparent
(Acting Head of Boarding - Jan 2027)



Ms Adams
Boarding Housekeeper



Mrs Savidge
Boarding Co-Ordinator



Mr King
Houseparent



Ms Fitzpatrick
Houseparent



Miss Garland
Houseparent



Mr Boyle
Houseparent



Travel Information, Transport

Bristol International Airport is 40 minutes by road Heathrow is 2 hours; Gatwick is 2 hours 30 minutes.

Bath Spa is our nearest mainline train station, a 5 minute taxi or bus journey away.
From Heathrow Airport there is a National Express bus direct link to Bath. Boarders find it easy to reach Heathrow either by bus or train. From Bristol you can get a taxi direct from the Airport to the School, or travel by coach to Bath, then a short taxi ride up to Beechen Cliff.

It is the responsibility of parents, carers and guardians to organise transport to and from Beechen Cliff.

Any passports should be handed to the Head of Boarding or Boarding Housekeeper who will keep them in a secure place along with NHS card and any prescribed medicines (which must be stored in our lockable medicine cabinet).



Communication

Boys can easily contact parents using email, mobile phone or video call. Boys are allowed to use mobile phones in the Boarding House but not during the school day. Please do not contact boys during lesson times (see timing of the School Day). Use of all electronic media is governed by MNSP ICT Acceptable Usage Policy, which all families agree to prior to arrival. This can be accessed from the Trust policy Google Drive:

MNSP external policies

This policy commits boys to thoughtful, considerate, sensible and safe use of ICT.

The School Parent Portal, ABOR, will enable parents to access reports, timetables, progress and behaviour information (you will be given a password and log in details). Pupils also have access to ABOR.

There is a duty mobile phone that the member of staff on duty at any given time carries. This phone can be contacted 24 hours per day. Boarders should make sure this number is saved to their mobile phone, (07483463952) so that they are always able to contact the member of staff on duty within the House. Parents are also encouraged to use this number to make contact with the House.

All boys must provide updated mobile numbers to House staff. Boys update phones frequently and we need to be able to contact them.



Boarding Fees

Payments may be made either in full annually or in three installments, payment dates listed below:

1st payment to be paid by 15th July	- to cover Autumn Term and Christmas Term
2nd payment to be paid by 15th December	- to cover Winter Term and Easter Term
3rd payment to be paid by 15th March	- to cover Spring Term and Summer Term

Any foreign payment charges incurred will need to be covered by parents.

Please remember to include the name of the boarding pupil/student. By doing this, it will ensure the payment is allocated to the correct account without delay.



Returning to Boarding at the Start of Term

At the start of each term, the Boarding House will open at a time specified on the Boarding Calendar. Boys remain the responsibility of their parent/guardian until that time.

Before returning for the start of any term it would be helpful if:

- Dental and other check-ups could be undertaken to avoid disruption in term time
- Boys return with hair that is an appropriate cut, in line with the uniform policy
- School uniform is clean, marked with name labels and it still fits. In particular, shirts should be long enough to tuck into trousers

Weekly Arrangements

The boarding house opens at 6pm each Sunday evening and closes at 9am each Saturday morning during term time. Boarders return home or stay with their guardian or friends at the weekend.

All boys will need to be collected from (or depart from) the boarding house by latest 9am on the Saturday morning with their return scheduled for between 6pm and 9pm on the Sunday.

The only exception to this is Bank Holiday weekends where return days may vary and these are shown in the calendar.

End of Term Arrangements

Please note it is vital that all boys leave the Boarding House on time and transport information is supplied to the House staff at least 2 days before travel. We are keen to ensure all boys travel home safely, but this does involve planning.






DECLAN

Guardians

All boarder's must have a parent or guardian who can be contacted in the case of illness or emergency. They may be called upon to support at attending parents' evenings, sports fixtures, concerts etc., and in the event that your son may need to be collected from the school.
Appointed guardians who are not parents are required to:

- be over the age of 25
- be trusted by the parents of the student to make key decisions about the child's welfare, if the parents are not available
- be prepared to collect the child at short notice, in the case of medical emergencies, or suspensions.
- be prepared to attend parents' evenings, if required by the parent
- Live within two hours travel to the school

It is the responsibility of parents, carers and appointed guardians to organise transport to and from Beechen Cliff.



Beechen Cliff Boarding Calendar and Term Dates 2026/2027

The Beechen House Calendar includes the opening and closing dates for the academic year.

Please DO NOT arrive outside of these times as Beechen House will be closed, and there will not be an adult to supervise boarders. If travel arrangements dictate that boarders will arrive outside of these hours, their guardian should be used for interim childcare arrangements.

Term 1 - Autumn Term 2026	
Thursday 3rd September 2026	**INSET DAY**
Friday 4th September 2026	**INSET DAY**
Sunday 6th September 2026	Beechen House opens: • 3pm for Year 7 • 4.30pm for Year 12 • 5.30pm for existing boarders Tea, coffee and cake for parents from 3pm until 7.00pm There will then be a bbq for the borders and houseparents before they have games on the field.
Monday 7th September 2026	Start of Term
Wednesday 21st October 2026	House closes 6pm – End of term
Thursday 22nd October 2026	**INSET DAY**
Friday 23rd October 2026	**INSET DAY**

Term 2 - Christmas Term 2026	
Sunday 1st November 2026	Boarders return - House opens 6pm - 9pm for boarders to return.
Monday 2nd November 2026	Start of Term
Friday 18th December 2026	House closes 6pm – End of term
Term 3 - Winter Term 2027	
Monday 4th January 2027	**INSET DAY** - Boarders return - House opens 6pm - 9pm for boarders to return.
Tuesday 5th January 2027	Start of Term
Friday 12th February 2027	House closes 6pm – End of term
Term 4 - Easter Term 2027	
Sunday 21st February 2027	Boarders return - House opens 6pm - 9pm for boarders to return.
Term 5 - Spring Term 2027	
Monday 22nd February 2027	Start of Term
Thursday 25th March 2027	House closes 6pm – End of term
Sunday 11th April 2027	Boarders return - House opens 6pm - 9pm for boarders to return.
Monday 12th April 2027	Start of Term

Monday 3rd May 2027	BANK HOLIDAY - Boarders return - House opens 6pm - 9pm for boarders to return.
Friday 28th May 2027	House closes 6pm – End of term
Term 6 - Summer Term 2027	
Sunday 6th June 2027	Boarders return - House opens 6pm - 9pm for boarders to return.
Monday 7th June 2027	Start of Term
Friday 23rd July 2027	End of school term. House closes 6pm.

Boarding House Kit List

Please ensure all clothing for all age groups is clearly labelled with the boarding pupil/student's name and Tutor Group.

What should I bring?

The following list is suggested items that should be brought by boarders, but in time, boarders will have a better idea of what they need.

What books should boarding pupils and students bring?

School books are provided by the school. If any additional reference books need to be purchased, teachers will advise pupils and students.

Clothing and footwear

Casual clothing should be tumble dry friendly and, as storage is limited, a sensible selection. As well as various casual clothing we recommend:

- One set of smart clothing is required to wear on some school trips/special events within the house
- Pair of slippers or flip flops – shoes for casual wear
- Socks for wearing with casual clothes
- 2 sets of nightwear
- A dressing gown
- Belt
- Underwear

Boarding essentials

- Wash bag and toiletries (no aerosols please)
- Coat hangers
- Padlock for lockable storage area for valuables in bedroom
- 2 towels
- A shoe polishing kit

School essentials

- Laptop (homework is completed on Google Classroom, Google Docs, Slides etc)
- School bag (large enough to hold A4 folders)
- Pencil case (including a selection of pens including purple pens for marking and developing work)
- Any sports equipment for extra curricular activities
- Geometry set containing protractor, compass and 2 set squares
- Calculator
- English dictionary
- Ruler – 30cm
- Pencils
- Glue stick
- Eraser and Sharpener



Uniform and Kit List for Years 7 to 11: September 2026

We believe it is important for all pupils to attend school smartly dressed in their school uniform. We believe uniform is important and can play a key role in:

- promoting the ethos of the school
- providing a sense of belonging and identity
- setting an appropriate tone for education

It is also important that all pupils have the correct equipment for school each day so they are ready for learning in all lessons.

Uniform List

Blazer	Navy with school crest *(Available from Scholars*)*
Shirt	White with fine blue stripes *(Available from Scholars or other retailers. No T-shirts to be worn underneath.)*
Tie	Beechen Cliff House tie with school crest must be worn by all pupils *(Available from Scholars*)*
Jumper	Navy V-neck (optional item) *(Navy V-neck with school crest available from Scholars. Plain navy V-neck from any high street retailer is also permitted but no other alternative is acceptable and no branded jumpers.*
Trousers	Mid grey *(available from scholars or any other retailer)*
Socks	Plain dark grey or black (not white)
Shoes	Black leather type
Top coat	Optional

Games and PE Kit

PE shirt	Navy with school crest *(Available from Kukri+)*
PE shorts	Navy blue *(Navy blue PE shorts with school crest available from Kukri. Plain navy PE shorts or rugby shorts from any high street retailer also permitted but no branded shorts.)*
PE socks	White socks *(Available from any high street retailer)*
Supportive trainers	Any brand *(But not fashion trainers)*
School rugby jersey	Navy blue with school crest *(Available from Kukri+)*
Rugby shorts	Navy blue *(Navy blue rugby shorts with school crest available from Kukri. Plain navy rugby shorts from any high street retailer also permitted but no branded shorts.)*
Rugby socks	Navy blue *(Navy blue rugby socks available from Kukri. Plain navy rugby socks from any high street retailer also permitted but no branded socks.)*
Rugby/Football boots	Any brand *(Bladed boots are not permitted)*
Gum shield and shin pads	Compulsory *(From any supplier/sports shop)*

Shoulder pads and scrum cap	Optional item
Towel For both PE and Games lessons	

*Only available from Scholars, 4 Terrace Walk, Bath (Telephone: 01225 462206)

+ Available online through Kukri

Optional Additional Sports Kit

Pupils and students can purchase (optional) additional items to wear alongside their PE and games kit and for any fixtures or training sessions. Please order direct with Kukri: Kukri Additional Optional Sports Kit.

Second Hand Uniform

The Beechen Cliff PTA runs regular second hand uniform sales. More information on the PTA, including a contact for second hand uniform, is available from their webpage.

Beechen Cliff PTA

Hair:

Pupils' hair must be in a style acceptable to the School. It must be sensibly cut (NOT cut below a Grade 2), clean and tidy. It must not be bleached, dyed or permed. No unusual patterns or designs are permitted. Longer hair will need to be tied back in practical subjects e.g. Technology

Jewellery:

Jewellery (including necklaces, rings or bracelets) must not be worn in school. Pupils may wear a single plain stud earring per ear. Any other piercing required for cultural or religious reasons must be covered by plasters.

If there are any problems with uniform, please contact the school before the start of term.

Sixth Form Dress Code



Sixth Form students are required to dress smartly and have a duty to set a good example to pupils in the lower school. Tutors will check that tutees are correctly dressed in the morning and send them home to change if they are not complying with the code. A good test is for students to ask themselves whether they would wear their choice of clothes to a job interview.

For male students, this means a dark suit or a jacket with suit-style, tailored trousers, and a buttoned shirt with collar and a tie. Shirts should be tucked in and top buttons must be fastened. A plain jumper or cardigan may be worn in addition to (not instead of) a jacket and shoes should be smart leather or leather-style.

Students may be permitted to wear Beechen Cliff Sports Kit on days when they have practical PE sessions or training. No other sports kit is permitted.

Please click the following link for further information regarding Sixth Form
http://www.beechencliff.org.uk/school-life/sixth-form/

Daily Routine

Monday – Friday Schedule

7.15am	Wake up
7.30am - 8.05am	Breakfast in the refectory
8.10am	Morning briefing in house common room
8.25am	Start of the school day
3.30pm - 5.30pm	After school clubs and activities
5.45pm	Evening briefing
5.50pm	Dinner
6.30pm - 7:45pm	Prep time for all students
7:45pm onwards	Enrichment activities/Free time

7.30 - 8.05am	Saturday Breakfast *(Beechen House closes at 9am)*

Bedtimes

Year 7	Room time 9.00pm / Lights out 9.30pm
Year 8 and 9	Room time 9.30pm / Lights out 10.00pm
Year 10 and 11	Room time 10.00pm / Lights out 10.30pm
Year 12	Room time 10.30pm
Year 13	Room time 11.00pm

Returning to Beechen House during the School Day

Years 7 - 11
All students must leave the house after morning briefing in time for the start of the school day at 8.25am. From this point they are the same as day students and therefore will not be permitted to return to Beechen House until the end of the school day at 3.15pm.

Year 12
Students must leave the house after morning briefing in time for the start of the school day at 8.25am. In line with similar expectations of their year group, they are not permitted to return to Beechen House until 12:30pm.

Year 13
Students must leave the house after morning briefing in time for the start of the school day at 8.25am. In line with similar expectations of their year group, they are not permitted to return to Beechen House until 11:30am.

All Students should ensure that they are prepared for the day before leaving in the morning, with all items they may need eg sports kit, laptops, coursework folders etc.

Curfews and Leave Requests

All students must be in the house for evening briefing and dinner at 5:45pm from Monday to Friday.

After prep time, students in Years 11 to 13 may leave the house during free time, but must return by 9pm latest.

There may be exceptions where it is appropriate to stay out later, such as sports training or an agreed event or activity, these must be approved in advance by the Head of Boarding or Boarding SLT Lead. Parents will also need to submit a leave request for these to be approved.

Strong communication with House Staff is essential.

Leave requests can be made by parents and carers (with parental responsibility) and should be completed via the leave request form, at least 2 days in advance, which can be found here: https://forms.gle/Z4rzLBXaTdBwhsid8

Boarders are welcome to make visits to see family and friends. A leave request email from parents is required.

Bedrooms and Bed Linen

Bedrooms have a wardrobe, storage drawers and are en suite.

A key part of the induction process is that boarding pupils quickly feel settled and safe within their new home.

With this in mind, we would like boys to have an immediate identity and sense of feeling at home. Therefore, please could you send 6-8 printed photographs or electronic copies of photographs before the start of the term your son joins the boarding house.

These photographs will be displayed in the boarding house prior to the boys' arrival.
Suggested photographs could include family, friends, baby photographs, pets, holiday pictures, favourite sports team etc.

Bed linen is provided (bottom sheet, duvet, duvet cover, pillow and pillow case) although boarders may bring their own duvet cover (and an extra pillow if needed) in order to make their space more personal. The boarding house has both single and double duvets.

Student voice

It is important that boarding pupils feel that they are listened to and that they are able to input into their experiences during their time in boarding. Questionnaires and focus groups take place across the year, with findings acted upon and reported to boarding pupils and parents.

A student Head of Boarding is appointed to a Year 13 student. All boarders are welcome to bring concerns, questions or suggestions to them as they work with the boarding leadership

We also have an independent person who visits termly as an opportunity for students to openly talk about their boarding experience, and to raise any concerns. The Leadership team and School Governors also undertake Boarder panels annually where student voice is heard.

Boarding House Signing In and Out

Boarders should have appropriate freedom whilst remaining safe. To enable this, it is essential that boarders follow the routine of signing in and out of the house on the signout board, located centrally in the boarding house. This automatically updates registers to be taken in the event of a fire alarm or house briefings.

Boarding House Trips and Activities

Parents are asked to complete a Boarding Trip Consent Form. This allows boarders to take part in the varied activities that are organised by the boarding house. This form needs to be completed and signed at the start of the academic year.





Clubs and Extra-Curricular Activities

The extracurricular life at Beechen Cliff is a key part of the School's identity. There is something to stretch and challenge every student in the School. Information is displayed around school and pupils and students may speak to their tutors and teachers for further information about joining activities. Students in year 7-10 are expected to attend at least one club or extra curricular activity each week. In addition students in year 7 - 10 are also expected to participate in the evening enrichment activities led by House staff.



Drugs and Alcohol

Beechen Cliff has very clear expectations with regard to use of drugs and alcohol by boys under the care of the School. There are set policies and procedures in cases where boys transgress in this area.

Boys involved in the misuse of drugs or alcohol place their position at the school in jeopardy. The School reserves the right to withdraw the enrolment of any pupil/student in cases where there has been a serious breach of the rules.

Please refer to the school Behaviour Policy as well as the school Drugs Policy.

Boarders are not to consume nor have in their possession alcohol, illegal drugs or as a general rule, prescription drugs purchased over the counter. Prescription medication and/or medicines purchased over the counter are to be handed in to the Boarding Housekeeper unless permission has been obtained from the School Health and First Aid Coordinator to have these in their possession. This will mainly apply in cases where boys need to have quick access to these, such as Epipens or Ventolin.

Pupils are not permitted to use or be in possession of nicotine products including, but not limited to, nicotine pouches, cigarettes and vapes.

Electrical Appliances

Electrical appliances are checked at the start of the year for safety and every boarder's electrical items are regularly tested.

All furniture is provided so please do not bring additional items. Plugs are square-pin and 13 amp; 3 amp fuses must be fitted. Students are welcome to bring speakers but these should not be played at an anti-social volume and headphones are recommended. DO NOT bring fan heaters, kettles and game consoles/ tv etc.

Equipment and Uniform

All items of clothing MUST be clearly marked and labelled. Within the house and during periods of free time, boarders do not need to wear uniform. All non-uniform clothes should be clearly marked with sew-in name labels and should be suitable for washing and drying.

It is important that boarders are equipped with items such as pens (blue or black AND a purple pen), pencils, rulers, calculators and that these are renewed regularly in tutor time.

Fire Regulations and Practice / Evacuating the Boarding House

Fire practices are held at least once a term. All boarders are briefed on fire evacuation procedures during their induction days.

In the event that the premises need to be evacuated (as set out in NMS 9.4):

- The Fire Alarm will be sounded. (this may need to be manually triggered if not fire related).
- Boarders will therefore register at the normal fire assembly point.
- The on-call DSL and Headteacher will be called.
- The Headteacher will notify the CEO of the Trust.
- Boarders will be moved to the refectory (heated, lit, food provisions, access to toilets in the main building). In the event there is some time pillows, duvets and blankets can be taken. This may not be possible. *The member of staff on duty has the refectory key on their person at all times whilst on duty.*
- The Headteacher, DSL and HoB will decide the next steps, most likely pupils will be collected by parents/carers/guardians at the earliest possible time.

Food

Breakfast, lunch and evening meals are included in boarding fees.
Break time snacks are served in the refectory and incur such an additional cost. Pupils pay for these using their Arbor account. We ask that money is credited to the boarder's Arbor dinner account to cover these items.

Breakfast

Breakfast: is served between 7:30 and 8:05 am in the refectory, morning briefing takes place at 8am in the boarding house common room. Options include a full English breakfast, bacon baguettes, drinks, cereal and fruit.

Lunch

Lunch: is served in the Refectory during the week and in the Boarding House at weekends. There is always a tasty vegetarian option; paninis and jacket potatoes are available too.

We cater for all dietary requirements. Please contact Mrs Savidge, the Boarding Co-Ordinator to discuss specific needs or email her via: ssavidge@beechencliff.mnsp.org.uk

Evening meals

Beechen Cliff is renowned for the high quality of its food, and our chef prepares fresh, varied and high quality food on a daily basis. Ingredients are locally sourced, ideally within a 25 mile radius of Bath. Occasionally we will have a relaxed evening enjoying a Boarding House family takeaway night.



Can boarders cook their own food?

There is a kitchen where the boarders can prepare and eat their own snacks. We will provide basic things like bread, butter, jams, eggs, cheese, milk, cereal, fruit and fruit juices. The boarders can buy and store items in the fridges and freezers provided.

Boarding pupils in Years 7 - 9 will have appropriate supervision when using the cooker.

There is a microwave and toaster for their use too. It is expected that the boarders clean and wash up after themselves immediately.

Health Provision and Medical Matters

All Boarding House staff are trained in first aid and undergo regular first aid training.

The Boarding Housekeeper and the School Health & First Aid Co-ordinator undertake day to day medical matters and look after any sick boys. A specific medical room exists for boys who are unwell, allowing them ready access to the Boarding Housekeeper and the School Health and First Aid Co-ordinator to allow administration of prescribed medical treatment and also rest.

All medicines are kept in appropriately locked cupboards in a room set aside for the purpose. They are administered to boarders by the Boarding Housekeeper, School Health and First Aid Co-ordinator and House Staff. A record of all medication given to boys is made at the time of issue.

All boarders are required to be registered with the Combe Down Doctors' Surgery and parents must alert us to any medical conditions and need for medication. The Boarding Co-Ordinator will register the boys when they join the Boarding House.

We request that where possible, dental and optometric appointments are made during school holidays. Arrangements can be made for dental or optician appointments if requested, by the Boarding Housekeeper.

All prescription medicines and household remedies need to be handed in to Boarding Housekeeper for secure storage, and to be administered by staff.

If boarders become unwell during the school day, the Boarding Housekeeper and the School Health and First Aid Co-ordinator will take care of them in the first instance. Short term illness can be managed in the House; however, we would expect that if boarders are unwell for more than a day or

two, boarders would return home to a parent or guardian until they are better. During illness, the Boarding Housekeeper will arrange medical appointments at Combe Down Doctors' Surgery.

For booking medical appointments, boarders are asked to liaise with the Boarding Housekeeper.

Combe Down Doctors' Surgery
Enquiries and Visits - 01225 832226 Appointments - 01225 837171

The Pastoral Wall is displayed centrally in the boarding house and sign posts support available to our boarders beyond boarding and day staff support. Such support signposted includes:

- Details of the Independent Listener and how to contact them.
- Who the DSL is and wider Safeguarding Team
- Detail of the Children's Commissioner
- Details of 9 external agencies and how pupils can make contact with them directly
- Basic principles of 'solution focussed' approaches
- Emergency contact details of the Headteacher
- Complaints policy
- Use of 3G, 4G and 5G networks

Laptops/Personal computers

Boarding pupils should bring their own laptop as homework is completed on Google Classroom and related software. Boarding pupils are provided with their own personal wifi code that allows three devices to be online at once. The network is closely monitored so inappropriate sites will be blocked.

Boarders are able to contact friends and family using social media on this network. This includes video calling via various online platforms.

Laundry

Laundry facilities are available in the house at no extra charge. Boys may wish to wash and dry their own clothes, or Boarding Housekeeper can help. Bed linen is washed by an external company once per week as this can be done at a higher temperature than our machines in house.

Laundry is done as and when it is needed in the Boarding House.

Mobile Phones and Electronics

Boarders in Years 7 - 13 hand in their mobile phones and electronics before bedtime every night and they will get it back before school the next day.
For older students in years 12 and 13, this rule can be relaxed where they have demonstrated they can be trusted.
Where students wish to take their phone into school for the school day, these will be kept in locked pouches from 8:25am to 3:15pm in line with school policies.

Passports

Passports should be handed to the Boarding Housekeeper at the start of each term and signed back out to the boarder before travelling home. Passports are locked away in the Boarding House when not in use.

Pastoral Care

An important element in boarding at Beechen Cliff is the support which is available to boarders. This support goes beyond school hours and includes academic support.

As boarders are living away from home the responsibility of staff being “in loco parentis' is an important one. Considerable effort is put into helping a boarder to maximise their potential in all aspects of their school life.

In a number of cases parents and carers may be aware of and/or concerned about issues affecting the progress of their son. In these cases parents and carers should contact the Head of Boarding cmoorhead@beechencliff.mnsp.org.uk or Boarding Housekeeper boarding@beechencliff.mnsp.org.uk Disciplinary issues, when they arise, are dealt with in the first instance by the houseparent on duty. When required, issues will be referred if there is a continuing repeat of the behaviour in question or if there is a general pattern of unacceptable behaviour.

Mentoring

Mentoring is an opportunity to reflect on what is going well both in day school and in the boarding house. Having a mentoring session is a great opportunity for your son to identify things that may be weighing on their mind, or how to do better in school etc.

As a boarding team we have a wealth of knowledge from dealing with homesickness to health and fitness, UCAS applications to how to write a great CV.

Each individual will be assigned to a house group with a member of staff. This member of staff will write a report twice a year which will be sent home to parents.



Personal Property, Damage and Insurance

Boys should take care of their own property and show respect for the property of others and of the School at all times. Please make sure that all belongings, including laptops and phones, are named and insured. Personal items are not covered by the School's insurance. Boys should not 'borrow'

items from others without asking. Valuable items and passports should be handed in to the Boarding Housekeeper for safekeeping.

Damage should be reported to the Boarding Housekeeper so that repairs can be made quickly. If damage is caused deliberately, the cost of repair to property belonging to either the School or another boy may be charged to a parents' bill. Parents will be informed.

In the rare event of a suspected theft, this should be reported swiftly and will be investigated.

Personal property remains the responsibility of the student, the Boarding House are not able to take responsibility for items which are brought into the Boarding House, unless given to a member of staff to be locked away. The school insurance does not cover individual items. Parents may wish to purchase additional insurance through your own insurance company to cover their child's belongings.

Cars and Travel

Beechen House students should not have access to cars whilst they board at school. There is no parking provision on site for boarders and no permission to travel with others.

Receiving Post/Parcels

Students may receive parcels delivered to the boarding house. We ask that all parcels are to be opened by the pupil in the presence of the member of staff on duty.

Pocket Money

Boarding students are required to open a bank account with a debit card so that they can make purchases should they wish to.
This is the responsibility of parents/carers and should take place prior to starting at Beechen Cliff School.

Returning Forms

Admission forms will be emailed to parents/carers prior to boarding at Beechen Cliff School. It is imperative that these forms are completed, signed and returned before the boy arrives otherwise admission may be delayed.

There will also be times during the School year that you are sent additional forms usually by email.

Please ensure that you complete all the relevant forms and return them by email to the relevant staff at the start of each term and as required thereafter. If this important paperwork is not returned to us when requested, there may be times when we cannot discharge our legal and moral responsibilities towards your son as fully as we would wish.

Safeguarding

All staff at the School are recruited following safer recruitment processes and with great care. All are subject to detailed interviews and DBS checks. All staff are trained in Child Protection awareness and procedures. Beechen Cliff School has a Designated Safeguarding Lead and a wider safeguarding team including the Pastoral Deputy Headteacher and three additional Deputy Safeguarding Leads. The School adheres to the MNSP Child Protection and Safeguarding Policy, which is available on the School Website. If pupils feel unsafe at any time they must report their concerns to the DSL, a Deputy DSL or the Headteacher.

Complaints

Where you have concerns relating to your son's school experience, you should make contact with the school to discuss further; the school wants to help. For concerns relating to boarding directly (or other), please raise your concerns to the Head of Boarding at cmoorhead@beechencliff.mnsp.org.uk or the Boarding SLT link kmorris@beecehncliff.mnsp.org.uk All concerns are recorded in a concerns log and responded to in a timely manner.

Should you wish to make a formal complaint in relation to your son's experience at the school, please contact the Headteacher at headteacher@boarding.mnsp.org.uk outlining the nature of your complaint.

Complaints Procedure

The **Boarder's Handbook** outlines ways in which pupils and students can raise their concerns.

School Lockers

Boarders can be provided with a school locker for use during the School Day to store and collect any bags required for Games/PE Kit if required.

Security

It is very important that boarders feel safe at all times. Entry to the Boarding House is by key pad locks or ID cards. This ensures that only Boarders and House staff can gain access to the House outside school hours. Every boarder has a lockable locker in their bedroom.







Code of Conduct for Boarders

Although we try to make boarding as homely as possible, there are certain expectations we have of boarders. After all, you will be living with other boys, and we need to ensure we maintain a productive, cooperative, and happy community. Respect for the following rules, will enable you to get the most out of your experience with us.

As a boarder, you are expected to follow the school rules and comply with all School/Trust Policies including the Beechen Cliff School Behaviour Policy, Drugs in School Policy, Anti Bullying Policy, Child Protection and Safeguarding Policy, Acceptable ICT Use Policy etc.

In addition to this there are expectations which help the House to run smoothly for everyone:

- Visitors to the House must be introduced to a member of staff
- Visitors are only allowed in the main communal areas and not in bedrooms
- Boarders must have staff permission to visit friends' houses – please refer to Leave Requests.
- Boarders are only allowed off site as agreed with staff. When leaving and returning to the Boarding House, boarders must sign in and out.
- Boarders can request a night away with appropriate notice and written permission from parents. Please note: The Head of Boarding may deny this request if inappropriate conduct is suspected
- All boarders must attend all meals at designated times unless prior permission has been given
- Boarders are not allowed in each other's bedrooms.
- Boarders will keep their personal areas tidy to enable cleaners to carry out their duties
- Keep valuable items in bedroom lockers to ensure their safety
- All boarders are required to sign the School Acceptable IT User Policy
- Inappropriate use of electronic devices will lead to confiscation

- Passports and travel documents must be given to boarding staff for safekeeping who will keep them locked in the Staff Office
- Alcohol, tobacco, vapes and any items considered dangerous or inappropriate have no place in school or boarding. Please read the Drugs Policy and Behaviour Policy for further details
- Boarders are responsible for maintaining the tidiness and cleanliness of the personal and communal areas of the House, it is expected that they take pride in their house.
- Boarders are allowed to watch films and play computer games and listen to music in the House during free time. Any such items must be age appropriate, used sensibly and not infringe upon the smooth running of the House.
- We strongly advise against bringing valuable items with you, but if you do, you should ensure these are kept safe and secure with staff at all times. Safe storage is provided for such items in lockable lockers in bedrooms.
- We strive to ensure all boarders feel welcome, included and respected, and expect everyone in the Boarding House to share this attitude.
- Not all electrical equipment will be allowed in bedrooms and you should seek approval from the Boarding Housekeeper before bringing any such items into the Boarding House. All electrical items must be PAT tested. Boarding Housekeeper can arrange this.

School Information

Cashless Catering

We operate as a cashless school. For parents' convenience and to assist with the administration of the service, a method of online payment can be used. The Arbor payment system can be accessed via the School website where parents will be able to make payments for snacks and drinks at break times, school trips and many other items.

There is a minimum transaction amount of £10.00 for school dinners, and a daily 'spend limit' of £5 programmed into the system for boys. This can be increased or decreased for an individual boy by making a written request to the Finance Office.

Registration

Years 7 to 11 - Lower school pupils have registration within their Tutor Groups each morning.

Years 12 and 13 - Year 12 and 13 students have tutor sessions and Assemblies during the week, students will also register in every lesson

Timings of the School Day

Years 7-9

08.25am	AM Registration
09.00am	Lesson 1
10.00am	**Break**
10.25am	Lesson 2
11.30am	Lesson 3
12.30pm	**Lunch**
1.15pm	Lesson 4
2.15pm	Lesson 5

Years 10, 11 and Sixth Form

8.25am	AM Registration
9.00am	Lesson 1
10.00am	Lesson 2
11.05am	**Break**
11.30am	Lesson 3
12.30pm	Lesson 4
1.30pm	**Lunch**
2.15pm	Lesson 5

Sanctions and Rewards

The School's sanctions and rewards systems are built around the Core Values of the School for both the School Day and in boarding.

When boarding pupils are in the boarding house, they are at 'home'. It is important that boarding pupils interact with staff and other boarding pupils appropriately. Every student should endeavour to embody the Core Values in how they engage with others. Where behaviour is not appropriate, Boarding staff will sanction behaviour in line with the boarding expectations document.

Our school vision is to enable our pupils and students to achieve their aspirations and become well-rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society.

In order to realise this vision for our pupils, we believe they need to conduct themselves well in school, with respect for each other and school expectations.

Full details can be found in the Beechen Cliff Behaviour Policy.

In addition we want every boarder to feel safe and secure when in Beechen House. There are key behaviours that pupils agree to uphold in the boarding house to ensure every boarder feels respected whilst boarding at the school. The agreed behaviours are:

- Be kind
- Every voice is heard
- Take an interest in others
- Celebrate our differences
- Call it out - speak to a member of staff



Term Dates

This is available to view via the school website under the Parent Information tab.
http://www.beechencliff.org.uk/parents/term-dates/

School News

The weekly Newsletter is available to view on our website. We recommend that parents read this every week as important information is provided.
http://www.beechencliff.org.uk/newsletters/
In addition, we will communicate further information to you via email.

School Office Hours

The School Office is open Monday to Friday from 8.00am until 4.30pm.

Sports, Music and other Extra Curricular Activities

The School provides many sporting opportunities for boys and has a full fixture list covering weekends as well as some evenings. When boys are chosen to represent the School they are expected to do so and to put the School before Club commitments. Similarly, singers and instrumentalists are expected to play their full part in the Choir and the various Orchestras and Bands. We also offer a drama programme in partnership with Bath Theatre School where boys may wish to take part in drama productions or try their hand at helping backstage.

Valuables

When boys are involved in any physical activity, or leave their bags/blazers unattended, they are advised to hand money and valuable items to a member of staff. The School will not accept liability for any items that are lost, damaged or stolen.

Website

For all other information, including the school calendar and Policies, please see our website:

www.beechencliff.org.uk



Whole School Code of Conduct

Our school vision is to enable our pupils and students to achieve their aspirations and become well-rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society.
We aim to develop pupils' character by developing their understanding of the school's Core Values of aspiration, compassion, independence and respect. We aim for pupils to fully embrace and live out these values which are best summarised by the following slogans:
Independence: Be ready
Aspiration: Be your best
Compassion: Be kind
Respect: Show respect
The school rules are based around enabling us to achieve our vision for our pupils and the 'living out' of these Core Values. At all times pupils are expected to behave in a reasonable and responsible manner having full consideration for others including other pupils, staff and members of the public.
Uniform/Dress Code
● Pupils must wear full school uniform. Trainers, hoodies and branded jumpers are not permitted.
● Blazers must be worn in tutor time/assembly and when entering/exiting classrooms. With the permission of the class teacher they may be removed in the classroom and placed on the back of the chair.
● Coats may be worn when moving between lessons but not in place of a blazer.
● Hats must not be worn and/or coat hoods up whilst inside school buildings.
● Pupil's hair must be cut at a Grade 2 or above. It must be a single, naturally-occuring colour. Extreme hairstyles, tramlines or other shaved patterns or designs are not permitted.
● Top buttons should be done up, ties pulled up and shirts tucked in.
● Beechen Cliff PE/Games kit must be worn for PE/Games lessons.
● Jewellery (including necklaces, rings or bracelets) must not be worn in school. Pupils may wear a single plain stud earring per ear. Any other piercing required for cultural or religious reasons must be covered by plasters.

Equipment

● Pupils must have a school bag suitable to carry A4 books, a pencil case and water bottle.
● Pupils must have a pencil case with them with all their equipment (black pens, purple pen, ruler, calculator etc.) with them every day.
● Pupils must have their Pupil Handbook (previously called Pupil Planner) and reading book with them every day.
● Mobile phones may not be used in school. The School and Trust Policy must be followed at all times including use of pouches. They must not be taken into an examination room.
● Pupils are encouraged to bring water bottles to school.

Around the School

● Pupils should walk around the school sensibly and must not be a threat to the safety of themselves or others. They must keep left when moving along the corridors.
● Pupils must use the designated areas only e.g. yards/school field/tennis courts at breaktimes and lunchtimes. Everywhere else is deemed 'out of bounds'.
● Entering the wrong toilets is deemed 'out of bounds'.
● All play during breaktimes and lunchtimes must not put pupils' safety at risk. Games are played in accordance with the rules of that sport.
● Pupils are not permitted to engage in physical interactions that could lead to an escalation in physicality. We do not tolerate 'play fighting'.
● Pupils must stay on site during the school day. Pupils may only leave the school site with staff permission and they must sign out before going.
● Pupils look after all property and respect other people's property. They must use the litter bins and recycling bins provided to keep the site clean and tidy.
● Pupils are not permitted to participate in gambling, or bring articles onto the School site for the purpose of buying and/or selling.
● Pupils are not permitted to bring dangerous objects or illegal substances (such as cigarettes, vapes and alcohol) into school. Nor should these items be used or consumed before or during school time.
● No medication should be brought into school without the School's prior knowledge and approval.

In the Classroom:

● Pupils should arrive on time for lessons.
● Pupils must enter the classroom wearing their blazer.
● Pupils should sit quietly in their designated seat, put their pencil case, planner and reading book on the desk in front of them and place their bag under the desk.
● Pupils should sit up in their seat. When a teacher or pupil is talking to the class, the rest of the class is silent and listens attentively.
● Pupils raise their hand and wait until the teacher is able to respond if they have a question or wish to contribute to the lesson.
● All pupils follow all reasonable instructions of staff at all times
● All pupils must try their best and ensure their behaviour allows others to learn too - remember :

Independence: Be ready
Aspiration: Be your best
Compassion: Be kind
Respect: Show respect

In the Refectory:
● Pupils should queue quietly and respectfully in a single file wearing the correct uniform.
● Pupils should eat and drink at the tables and return trays with plates, cutlery and cups to the collection points. Litter should be put in the bin. Tables should be left clean and tidy.
● Packed lunches/snacks can be eaten in the Refectory, picnic sites or designated areas but not in classrooms or corridors.
To and from School:
● Pupils behave in line with these school rules when travelling to and from school.
● Pupils wear the school uniform with pride when travelling to and from school.
● Pupils are encouraged to cycle to school and use our cycle storage facility. Pupils must make sure that their bikes are locked properly and that they wear a helmet. Scooters and skateboards are not permitted.
● Pupils must take extra care when crossing roads or getting on or off buses and always make use of pedestrian crossings.
● Pupils must not act in a manner that could be considered offensive, dangerous or damaging to the reputation of Beechen Cliff.

School Trips, Visits and Fixtures

● Pupils behave in line with these school rules when taking part in school trips, visits or fixtures.

● Pupils should make themselves available for selection for school teams and fixtures if required.

● Pupils should represent the school with pride.

● Pupils should uphold the school Core Values at all times.

Updated May 2026

Cognitive Abilities Tests (CATs) and Reading Assessments

At Beechen Cliff School pupils in Years 7-11 undertake these tests to help identify:

- an individual pupil's cognitive strengths and weaknesses in order to inform teaching and learning
- identify needs and target resources better
- identify pupils who may be underachieving or who need extra support
- inform academic target setting

CAT scores provide a useful source of information about pupils' developed reasoning abilities, almost independent of their classroom experience and learning to date. (In reality no test can ever be completely independent of a child's experience prior to taking it).

The Cognitive Abilities Test (CATs) assesses a pupil's ability to reason with and manipulate words, quantities and spatial/geometric/figural patterns.

Verbal

The verbal reasoning element assesses reasoning processes using the medium of words. Such processes include: identifying relationships between things (eg. 'big' is the opposite of 'small'); creating correlates of such relationships (eg. 'big' is to 'small' as 'thick' is to 'thin'); identifying classes ('hat', 'gloves,'____?: pyjamas, slippers, scarf), and reasoning deductively ('A' is taller than 'B' and 'B' is taller than 'C'; therefore 'A' is taller than 'C'). It is therefore an assessment of reasoning with words, not that of language skills such as speaking, listening or writing.

Quantitative

The quantitative tests look at the same processes but use numbers as the symbols. For example determining rules by analogy and applying these to new cases (2->3, 9->10, 6->_?), determining patterns and relationships in series (1, 4, 7, _?), or combining elements to form number sentences

Non-verbal

The non-verbal tests again look at reasoning processes but use shapes and figures. These tests measure what has been termed 'fluid intelligence', that is, an ability to reason that is not strongly influenced by cultural and educational background. Because these questions require no knowledge of English language, or the number system, they are particularly useful when assessing children with poor developed English language skills or pupils who may have failed to achieve in academic work for a range of motivational reasons.

Spatial

These tests assess how well pupils can create and retain mental images of precise shapes and objects and then manipulate these in their minds. This is important in many spatial disciplines such as: Technology, Science and Maths. As spatial tests make no demands on verbal ability, they can be effective indicators of potential with pupils of poor verbal skills.

The test results provide us with a profile of the pupil. This profile can help us to understand the pupil's areas of relative strength and weakness as well as giving an indication of *potential*. Due to the more technical nature of the data that the CATs provide us, we do not report the scores to pupils or parents.

ART Reading tests

In addition pupils in Years 7-10 undertake Reading Assessments. The purpose of the test is to measure the pupils' reading ages against chronological age, to assess the progress that has been made in reading this academic year. The test results also allow us to target reading intervention where it is needed from September. The test is a standardised assessment which measures reading skills against a national average. It is adaptive, which means that it responds to the ability of the child and adapts the questions accordingly, so that stronger readers are challenged and less-strong readers remain

engaged. The test will take around 30 minutes to complete. There are two sections: sentence completion and comprehension of a passage. Pupils cannot return to questions once they have given an answer, so they should read each question carefully before answering.

Parents evenings and reporting

In addition to the boarding mentor reports, subject progress reports will be shared with parents three times each academic year. The final report each year will also include comments from tutors or the Head of Year. These reports are published on our web based system called Arbor. In addition to these there is one Parents' Evening for each year group per academic year.

Using Arbor parents can also access pupil timetables, behaviour information and details of attendance and public examinations.

Further, we run Parent Information Evenings in the Autumn and Winter Terms for parents. Details will be provided in advance for these evenings.

For detailed information about the publishing of reports and when Parents' Evenings and Information Evenings are scheduled please use the links below.

Parents Evenings Information: Beechen Cliff Website