



Visitors' Guide

Finding Us

To contact the school's main reception, please ring +44 (0)1323 734222 or please email the School Office on prep.school@bedes.org.

If you are coming to us by road, Bede's Prep School is located at the western end of the Eastbourne seafront, where Duke's Drive (B2103) meets King Edward's Parade.

If you are travelling from the London area, we would advise you to travel south along the M23 towards Brighton and then proceed on the A27 through Lewes towards Eastbourne.

The journey takes approximately 1 hour from Gatwick Airport and 1 1/2 hours from Heathrow.

If you are coming to us by rail, London Victoria Station can be reached in just over an hour and Gatwick Airport in about forty minutes from Eastbourne Station, which is the nearest mainline station, located 10 minutes taxi ride from the School.

If you are coming to us by Channel Tunnel, the Ashford Channel Tunnel terminal is approximately 1 hour 15 minutes away by road.

Bede's is a no smoking site. All dogs must be kept on leads.

Welcome to Bede's

Bede's Prep School is based in Eastbourne in East Sussex and is nestled on a cliff top above Beachy Head, with stunning views of the sea.

The school borders the South Downs National Park, which is internationally recognised as area of Outstanding Natural Beauty.

If this will be your first visit to Bede's, our address is:

*Bede's Prep School
Duke's Drive
Eastbourne
East Sussex
BN20 7XL*

On Arrival

It is important for the safety and security of our students that **all visitors sign in** at Reception. All visitors and contractors are politely requested to abide by Bede's signing in and out policy, which is available via [bedes.org/policies](https://www.bedes.org/policies).

Parking of any vehicles is strictly restricted to the roadside parking available around the School, unless permission is granted by the Bede's Estates Department.

The safety of our all visitors, pupils and staff is our chief concern. Please familiarise yourself with the following procedures.

SAFEGUARDING

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share in this commitment. If you have any concerns that a child has been harmed, is at risk or you receive a disclosure, please contact the Prep School Office as quickly as possible and ask to speak to a member of staff with responsibility for child protection.

All visitors must sign in at Reception or (in the case of parents, carers and guardians only) in the House where they are expected. Photographs of students may only be taken with prior permission.

HEALTH & SAFETY

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the Company regulations whilst on the premises. Bede's Health and Safety policy is available on request.

FIRE SAFETY AND ALL EMERGENCIES

In the event of an evacuation, the alarm will sound / be raised. All Visitors must follow the instructions of the Fire Marshal responsible for that building, their Host and/ or the Fire Action Notices displayed throughout Bede's properties.

Visitors should vacate the building / area using the nearest available exit, make their way to the Fire Assembly Point and remain at that point until otherwise instructed. They should make themselves known to the Fire Marshalls or person taking charge.

ACCIDENTS

In the event of an accident, incident, illness or near miss, please report to your host / Reception immediately so that appropriate action can be taken.

SECURITY

Please note that these premises are covered by CCTV.

All visitors must return their pass at the end of their visit.

