



JOINING PACK 2019-20

SIXTH FORM

DAY & RESIDENTIAL BOARDERS

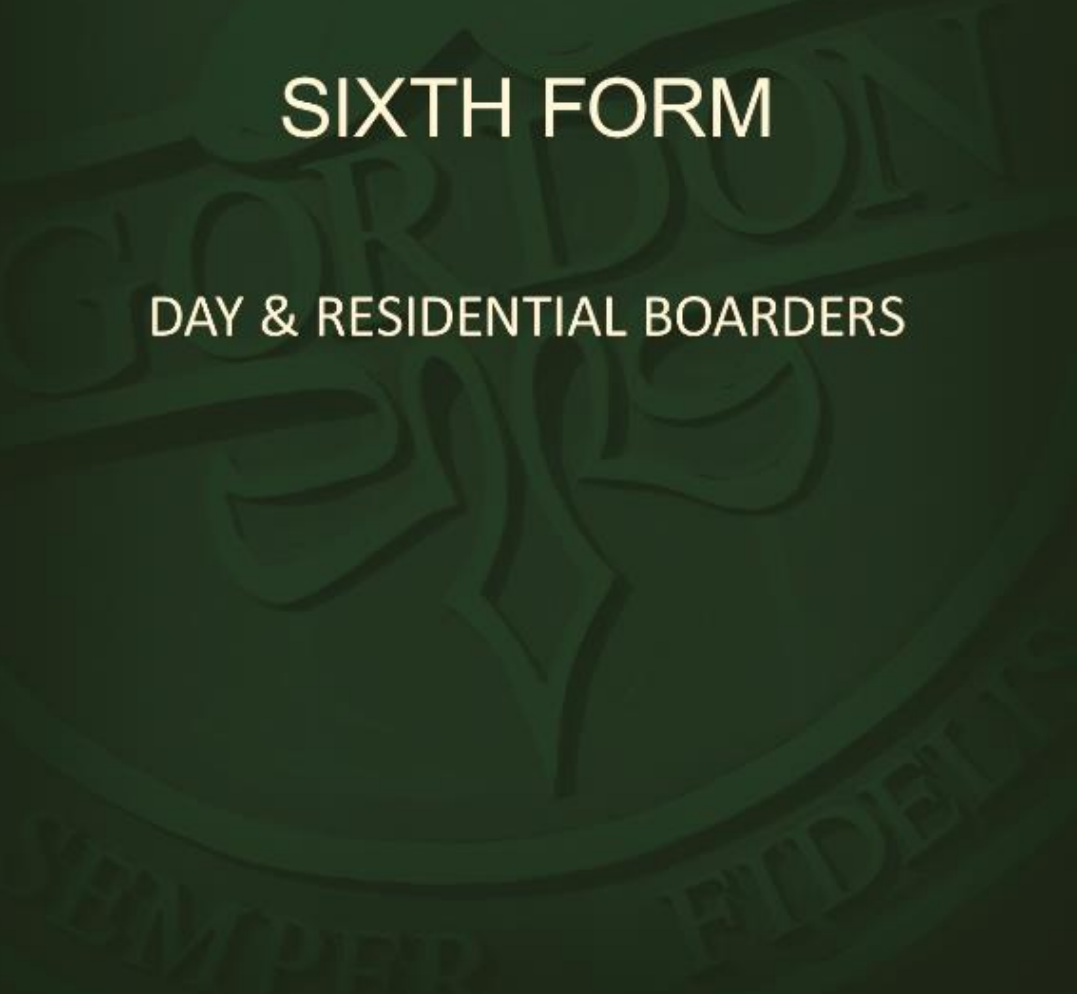


TABLE OF CONTENTS

Contents

Information from the Head _____	1
Aims and Ethos _____	5
Key Dates for Academic Year 2019 – 2020 _____	6
The School Day 2019 – 2020 _____	8
Dress _____	9
Instrumental / Singing Lessons _____	12
LAMDA Lessons _____	15
Residential Boarders _____	17
School Medical Centre _____	19
Forms to return _____	21

INFORMATION FROM THE HEAD

Information from the Head

SCHOOL STAFF

All School Departments are available on 01276 858084 during office hours only.

Direct Residential House telephone numbers are as follows:-

Mr & Mrs Webb	Houseparents Sandringham House	01276 859724
Mr & Mrs Heathcote	Houseparents Balmoral House	01276 859719
Mr & Mrs Mathews	Houseparents Augusta House	01276 859716
Mr & Mrs Aukett	Houseparents Windsor House	01276 859727
Mr & Mrs Cooper	Houseparents Woolwich House	

Email addresses are:-

balmoral@gordons.school

sandringham@gordons.school

augusta@gordons.school

windsor@gordons.school

woolwich@gordons.school

Direct Day House telephone numbers are as follows:-

Mr J Sinclair	Head of Buckingham House	01276 859722
Mrs H Pavis	Head of China House	01276 859739
Mr G Knight	Head of Gravesend House	01276 859723
Ms K Connery	Head of Kensington House	01276 859710
Mr C Davies	Head of Khartoum House	01276 859711
Ms S Maslen	Head of Victoria House	01276 859715

INFORMATION FROM THE HEAD

Email addresses are:

buckingham@gordons.school

china@gordons.school

gravesend@gordons.school

kensington@gordons.school

khartoum@gordons.school

victoria@gordons.school

Sixth Form contact details

Mrs S Radford	Assistant Head (Head of Key Stage 5)	01276 852338
Mrs S Hughes	Deputy Head Key Stage 5	01276 858084
Miss H Cross	Deputy Head Key Stage 5	01276 858084
Mrs G Hall	Sixth Form Administrator	01276 858084

Email addresses are:

sradford@gordons.school

suhughes@gordons.school

hcross@gordons.school

ghall@gordons.school

COMMUNICATION WITH PARENTS

Effective communication between the school and parents is vital. The following points outline the more important areas.

For most parents the first point of communication at Gordon's will be your child's Houseparents or Tutor. You may also wish to contact the Head or Deputy Heads of Sixth Form.

For more serious pastoral matters you may wish to contact Mr Pavis, Deputy Head (Pastoral), and for curriculum matters you may wish to contact Mr Reeve, Deputy Head (Curriculum).

All parents receive regular letters and details about school events. These cover aspects such as meetings, careers, forthcoming school productions, school trips and ceremonial events. We

INFORMATION FROM THE HEAD

also use 'Schoolcomms'- an email system for communicating with parents on a weekly basis. (Please do not reply direct to emails from the Schoolcomms system, but use contact details provided in notices or, for general school enquiries info@gordons.school)

The School website gives details of a range of information, including calendar dates and sports fixtures.

We must stress that Gordon's very much operates an open door policy and parents are free to contact the school about any matters that concern them.

STUDENT PLANNER

The "student planner" is an important mechanism for organisation. All students in Years 12 & 13 are issued with a planner at the beginning of the academic year.

KEY DATES

Please find a current list of key dates below or please [click here](#) to see the dates on our website.

Certain weekends each term are designated "Exeats" when students are allowed a break from Friday 1535 to Sunday 1900. The School will be closed at this time.

PARADES

Only Main School students are expected to attend designated Sunday Parades of which there are six a year, plus the Memorial Weekend and Annual. With over 100 years of ceremonial parades having taken place we do hope Sixth Form students will support the School on these Sundays, and of course those who have marched before are strongly encouraged to continue to do so.

CHANGE OF ADDRESS

If you change your address please let us know in writing and address your letter or email to Mrs Jacqui George, Secretary to the Head Teacher jgeorge@gordons.school You may prefer to use the 'Change of Contact Details' form through the parent section of the school website.

Also, please be sure to tell us if your home or work contact numbers or emails change. This is especially important as we have introduced an email system (Schoolcomms) for parents.

If one parent moves away from the family home and requires copies of day-to-day information and newsletters please keep us fully informed in writing. If circumstances are such that we are to stop sending information to a student's parent we will need a photocopy of the relevant legal document. Until then we will assume that all parents are entitled to information about their child.

INFORMATION FROM THE HEAD

MEDICAL

If you have not done so already, please complete and return the MEDICAL QUESTIONNAIRE and CONSENT FORM which can be found towards the back of this booklet by the 7 June 2019.

Subsequently, please keep the school medical staff informed of any new illness / injury / vaccinations relating to your child by emailing

medical-centre@gordons.school

or submitting the online 'Medical Information Update Form' on Gordon's School website medical page.

GUARDIANS FOR RESIDENTIAL BOARDERS

All residential boarders who normally live overseas or parents who live sufficiently far away from the school that collecting their child at short notice is not possible are required to have a named guardian who has agreed to their appropriate duties and responsibilities. Further information and a form for parents and guardians to complete and return is in this Joining Pack. Should a student be unable to board overnight at school for any reason, the parents or a nominated guardian must be available at all times to collect the student and assume duty-of-care.

It is most important to keep the residential guardian information up to date. It is the parents' responsibility to inform the school of any temporary and permanent changes.

GORDONIANS

You will be receiving a letter from the Bursar under separate cover regarding the developing and vibrant Gordon's Community which includes an alumni association (The Gordonians), the GSPA (Gordon's School Parents Association) and the Friends of Gordon's.

POLICIES

Key Policies are available on the school website.

DAY & RESIDENTIAL BOARDING HANDBOOK

A guide to Day and Residential Boarding will be sent out under separate cover.

Andrew Moss

Head Teacher

April 2019

Aims and Ethos

More than the best possible examination results, a thorough preparation for life.

Our aim is to develop active global citizens: students with the confidence, character and capabilities to become the best they can be. To help and inspire all students to discover and develop their talents and interests to the highest standard possible, enjoy healthy lifestyles and make a positive contribution to the lives of others. Such students lead happier lives.

We believe:

- in modern ideas alongside traditional values;
- in a broad and balanced curriculum that promotes an academic and active life where students are immersed in a diverse range of activities and develop the knowledge, skills, attributes and behaviours necessary for success;
- in Gordon's principally as a centre for teaching and learning based on high standards and expectations, where students of all abilities learn, students enjoy learning and teachers enjoy teaching;
- in a House system and a disciplined environment without shortcuts as the best way to guarantee outstanding pastoral and academic care;
- that high performance without good character is not true success at all.

KEY DATES FOR ACADEMIC YEAR 2019 – 2020

Key Dates for Academic Year 2019 – 2020

New Y12 Residential (full and weekly) Boarders should arrive between 1000-1200 on Wednesday 4th September 2019, unless separate arrangements have been made to attend pre-season training events.

New Y12 Day Boarders should arrive between 1230 and 1300 on Wednesday 4th September 2019, and for the rest of the year need to be in school by 0800 to be in Tutor Groups, Assembly or Chapel by 0820.

Attendance is optional for activities on Saturday mornings from 1000-1200 (not on exeat weekends).

INSET days are training days for staff only.

AUTUMN TERM 2019

INSET	Monday 2nd September
INSET	Tuesday 3rd September
<u>New</u> Y7-10 Residential Boarders arrive	Wednesday 4th September 1600-1700
<u>All</u> Y12 Residential Boarders arrive	Wednesday 4th September 1000-1200
Y12 Student Induction Day 12.30pm	Wednesday 4th September
First Day of Term	Thursday 5th September
EXEAT	Saturday 28th / Sunday 29th September
Half Term begins	Wednesday 23rd October at 1535 (1.5 weeks)
EXEAT	Saturday 23rd / Sunday 24th November
Last Day of Term	Friday 13th December at 1240

KEY DATES FOR ACADEMIC YEAR 2019 – 2020

SPRING TERM 2020

INSET	Monday 6 th January
First Day of Term	Tuesday 7 th January
Memorial Weekend	Saturday 18 th / Sunday 19 th January
EXEAT	Saturday 25 th / Sunday 26 th January
Half Term	Friday 14 th February at 1535 (1week)
EXEAT	Saturday 14 th / Sunday 15 th March
Last Day of Term	Tuesday 31 st March at 1535

SUMMER TERM 2020

INSET	Monday 20 th April
First Day of Term	Tuesday 21 st April
EXEAT	Saturday 9 th May / Sunday 10 th May
Public Holiday	Friday 8 th May
Half Term begins	Friday 22 nd May at 1535 (1 week)
EXEAT	Saturday 20 th June/ Sunday 21 st June
Annual Parade and Prize Giving	Saturday 4 th July
Last Day of Term	Wednesday 8 th July at 1240

THE SCHOOL DAY 2019 – 2020

The School Day 2019 – 2020

MONDAY-FRIDAY

Arrival	0800
Tutor Group/Assembly/Chapel	0820 - 0840
Period 1	0840 - 0935
Period 2	0935 - 1030
Break	1030 - 1050
Period 3	1050 - 1145
Period 4	1145 - 1240
Lunch	1240 - 1345
Period 5	1345 - 1440
Period 6	1440 - 1535
Period 7 Activities	1555 - 1655
Tea	1700 - 1755
Prep	1800 - 1930

Day Boarders are strongly encouraged to stay for prep until 1930 Monday to Thursday and on Friday until 1900. The library is also open to Y12&13 students until 2100 each weeknight.

DRESS

Dress

PROVISION

For Sixth Form students who march, Blues uniform is provided by the School.

Those students who are members of the Band are supplied with all Band Highland Uniform and accoutrements. NOTE: Alterations to ceremonial uniform remain the sole responsibility of the school and are NOT to be undertaken by any other agency.

Sixth Form students will be provided, free of charge with a Gordon's branded sports kit. However, the students must order these themselves so that correct sizes are ordered. Students should order the following;

Male: 1 Poloshirt, 1 Stadium Pants, 1 Shorts, 1 Rugby Shirt, 1 Hoody

Female: 1 Poloshirt, 1 Stadium Pants, 1 Leggings, 1 Sports Top, 1 Hoody

Please complete order form on page 33 and return with the other documents.

Additional items of sports kit are available to purchase from the webshop, found at

<https://www.tylers-sportswear.co.uk/>

GUIDANCE FOR MALE STUDENTS

Formal business suit comprising matching jacket and trousers

Dark leather shoes (black or brown)

Shirt and tie

Dark coats without a prominent logo may be worn over suits

Students must not display piercings nor have an excessive style or length of hair. Hair should not be unnaturally coloured.

GUIDANCE FOR FEMALE STUDENTS

Formal business suit comprising matching jacket and trousers or knee-length skirt

Dark leather shoes (black or brown)

Formal blouse

Dark coats without a prominent logo may be worn over suits

Students must not display piercings other than one pair of earrings nor have an excessive style of hair. Hair should not be unnaturally coloured.

DRESS

RESIDENTIAL ONLY

RESIDENTIAL MALE BOARDERS

2 Pairs pyjamas

6 Pairs underpants

1 Dressing gown

2 Bath towels + 2 hand towels

1 Duvet

2 Duvet covers and bottom sheets

2 Pillow cases

1 Pillow

Laundry bag

Toilet necessities

Shoe cleaning kit

Blu Tack

PLEASE NOTE:

IT IS ESSENTIAL THAT ALL ITEMS BROUGHT TO SCHOOL ARE MARKED EITHER WITH A SEWN IN LABEL OR INDELIBLE INK

LOCKERS ARE PROVIDED TO AID SECURITY AND MUST BE USED.

DRESS

RESIDENTIAL FEMALE BOARDERS

1 Pair slippers or indoor shoes

3 Pairs pyjamas or night-dresses

6 Pairs briefs

4 Bras or cropped tops

2 Bath and 2 hand towels

1 Dressing gown

1 Duvet

2 Duvet covers and bottom sheets

2 Pillow cases

1 Pillow

Laundry bag

Toilet necessities

Shoe cleaning kit

Blu Tack

INSTRUMENTAL / SINGING LESSONS

Instrumental / Singing Lessons

TERMS AND CONDITIONS

We are pleased to be able to offer a variety of musical and dramatic arts tuition at Gordon's.

TUITION AVAILABLE

We encourage everyone to learn to play an instrument, but students need to remember that as well as gaining a great deal of pleasure and satisfaction from playing, hard work and regular practice are very important. Students will also need to catch up with any work missed from school lessons, although lessons for Sixth Form students are almost always in study periods. Individual lessons are currently available on the following instruments:

Flute, oboe, clarinet, saxophone, bassoon, trumpet, french horn, trombone and tuba (plus other brass instruments). Electric guitar, electric bass guitar, drum kit, piano, electric keyboard, violin, viola, cello, highland pipes and singing (contemporary, classical and musical theatre).

Marching drums tuition, prior to joining the Pipes and Drums Band, is available during Period 7. No individual lessons are available for marching drums.

COST

From September 2019 the charge for individual music lessons (30 mins. duration) is £215.00 for ten lessons. Shared lessons are only available for woodwind instruments and singing at a cost of £107.50 for ten lessons. Please note, we can only offer shared lessons if there is another student of similar standard who also wishes to share. The number of lessons offered may vary depending on the length of each term. The cost of music lessons will be charged to school bills in advance.

PIPES AND DRUMS

The school is also very keen to maintain the tradition of pipes and drums, and lessons on the highland pipes are available at NO COST throughout the school on the recommendation of the Bandmaster. Students need to have made sufficient progress in these lessons before joining the Pipes and Drum Band. Students can only be considered for pipes lessons if they attend at least two Pipes & Drums Period 7 sessions per week.

ADMINISTRATION – PLEASE READ CAREFULLY

Lessons are provided on a rota system where the time of each student's lesson changes each week to avoid them missing the same curriculum lesson. Lessons for Sixth Form students will usually be at a fixed time in a study period each week. Usually this system works very well. However there will be times when their music lesson time clashes with another school commitment. Requests to change lesson times should be made at least 24 hours in advance

INSTRUMENTAL / SINGING LESSONS

and by 3.30pm on a Thursday for the following Monday. Requests for a change of lesson time received on the day of the lesson cannot be guaranteed. The onus lies with students to rearrange lessons they cannot attend due to other school commitments. Only in exceptional circumstances will refunds be made for missed lessons. All lessons where the teacher is present must be paid for regardless of whether the student attends. Half a term's notice, in writing from the bill payer, is required to cancel lessons. Please send this notification to the Music Department (music@gordons.school).

REPORTING

You will receive one mid-term report and one narrative report in the summer term from the instrumental / singing teacher. If you have concerns or queries in-between please contact the Music Department office and we will pass on your message to the relevant teacher.

SUPERVISED PRACTICE

For Residential Boarders and any other students who find it difficult to find time in the week or quiet space to practice we offer a supervised practice sessions (times to be confirmed at the start of term). These sessions are staffed by one of our instrumental teachers who is available to help with all aspects of practice, aural training and accompaniments. Sixth Form students may also use the practice rooms during study periods provided they are not needed by the music department.

EXAMS

We will inform you if your child is ready to take an exam in their instrument and the entry and administration of this will be done through the Music Office. We use a variety of exam boards, depending on the type of tuition being received. The majority of exams are done in school with a visiting examiner, but it is sometimes necessary to take students out of school to a local exam centre. Where possible we will arrange transport in school, but occasionally we may need you to make arrangements to get your child to the exam centre. Where an exam requires a piano accompanist, we will endeavour to arrange this at school, although this may incur a further charge.

INSTRUMENT PROVISION

Your child may already be learning an instrument and wish to continue. Please complete the appropriate section on the Music Form. If you have already made a choice about the instrument your child wishes to start also complete the appropriate section. Please be aware that you will need to provide an instrument for your child. Dawkes Music in Maidenhead (01628 630800) and Chamberlain Music in Haslemere (01428 658806) have a range of instruments for hire. Please note you will not need to hire pianos or drum kits as students can use the school instruments.

INSTRUMENTAL / SINGING LESSONS

ENSEMBLES

The Music Department has a wide range of instrumental and choral groups which rehearse before school, during the lunch hour or in Period 7. Students who learn an instrument are expected to join in these activities and in the many regular concerts arranged throughout the year.

I look forward to receiving your completed form.

Rachel Brazendale

Director of Music

April 2019

LAMDA LESSONS

LAMDA Lessons

We are pleased to be able to offer a variety of communication and dramatic arts tuition at Gordon's through the London Academy of Music and Dramatic Arts syllabus (LAMDA).

SIXTH FORM LAMDA LESSONS

Sixth Form LAMDA lessons are timetabled to take place during 30 minutes of one of their study periods and are at the same time every week. In addition, they should attend Period 7-Y12 LAMDA to hone their Public Speaking Skills. These lessons are suited to students who perform well academically but need to improve self-presentation and gain confidence at public speaking. Presenting work in seminars is an increasingly important component of university education. Sixth Form students taking LAMDA Qualifications in 'Speaking in Public' are entered for a Level 3 qualification (Grades 6 – 8) at the end of the spring term in Year 12. Successful passing of these exams will accrue UCAS points for the student which they can use towards their university entry requirements.

TUITION AVAILABLE TO ALL YEARS

LAMDA lessons cover the following disciplines:

Speaking Verse and Prose

- Acting
- Presentation Skills (Speaking in Public)
- Reading for Performance

We recommend LAMDA lessons for the following students:

- Those who would like to improve their confidence when speaking/performing
- Those who are keen actors and want to polish their performance/public speaking skills;
- Those who love drama but do not necessarily want to take it for GCSE or A Level.

Cost

From September 2018 the charges for individual LAMDA lessons (30 mins duration) are £215.00 for ten lessons. Shared lessons are available at a cost of £107.50 for ten lessons. Please note, we can only offer shared lessons if there is another student of similar standard who also wishes to share.

ADMINISTRATION – PLEASE READ CAREFULLY

Requests to change lesson times should be made at least 24 hours in advance and by 3.30pm on a Thursday for the following Monday. Requests for a change of lesson time received on the day of the lesson cannot be guaranteed. The onus lies with students to rearrange lessons they

LAMDA LESSONS

cannot attend due to other school commitments. Only in exceptional circumstances will refunds be made for missed lessons. All lessons where the teacher is present must be paid for regardless of whether the student attends. Half a term's notice, in writing from the bill payer, is required to cancel lessons. Please send this notification to the Music Department (music@gordons.school).

REPORTING

You will receive one mid-term report and one narrative report in the summer term from the LAMDA teacher. If you have concerns or queries in between please contact the Music Department office and we will pass on your message to the relevant teacher.

SUPERVISED PRACTICE

For Residential Boarders and any other students who find it difficult to find time in the week or quiet space to practice we offer a supervised practice sessions (times to be confirmed at the start of term). These sessions are staffed by one of our instrumental teachers who is available to help with all aspects of practice, aural training and accompaniments. Sixth Form students may also use the practice rooms during study periods provided they are not needed by the music department.

EXAMS

We will inform you if you child is ready to take an exam in their chosen discipline and the entry and administration of this will be done through the Music Office. The majority of exams are done in school with a visiting examiner, but it is sometimes necessary to take students out of school to the London centre. Where possible we will arrange transport in school, but occasionally we may need you to make arrangements to get your child to the exam centre.

PERFORMANCE OPPORTUNITIES

The Music and Drama department has a wide range of opportunities in which students taking LAMDA lessons can get involved. These include monologues and duologues evenings, Informal Concerts and Presenting at Public Events.

If you would like more information about the content of the syllabus, please look on the LAMDA website, www.lamda.org.uk/exams or email music@gordons.school.

I look forward to receiving your completed form.

Charlotte Medlar

Head of LAMDA and Singing

April 2019

RESIDENTIAL BOARDERS

Residential Boarders

PARENTAL PERMISSIONS FOR RESIDENTIAL BOARDERS

Houseparents are most keen to ensure that students' lives at school are as full and satisfying as possible. To assist us with streamlining the administration would you please consider the following.

Subject teachers often organise trips related to their subject, which would be beneficial for students to attend. However, there may be limited places and it is therefore essential to reply to the initial letter as soon as possible. It would be very useful if parents of Full Boarders would consider giving their child's Houseparents written permission to sign on their behalf, thereby allowing the cost of the trip to be added to the bill, providing that the trip costs no more than £15.00.

Houseparents arrange outings for the Full Boarders at weekends and there are a wide variety organised by other members of staff. These may be to the cinema, a leisure centre or a place of interest where a cost of usually no more than £15.00 may be incurred for entry charges. Rather than use your child's pocket money for this, it would be useful if the cost of such a trip could be added to the bill.

Sometimes Full Boarders are invited out with friends' families or to stay overnight particularly at weekends. We ask parents to contact Houseparents to seek permission for this to happen and the House will then liaise with the 'hosts'. For further details regarding students leaving the site please see the appropriate Section of the Day & Residential Boarding Handbook which will be sent to you later in the year.

Houseparents will continue to encourage the Residential Boarders to telephone, email and write to you with information, but we feel these arrangements will benefit everyone and ensure that your child will be able to make the most of the opportunities they are given. If you are agreeable to these arrangements please complete the appropriate forms and return them to the Houseparents.

Rob Pavis

Deputy Head (Pastoral)

April 2019

RESIDENTIAL BOARDERS

GUARDIANS FOR RESIDENTIAL BOARDERS POLICY 2019

The core principle that guides everything we do is **Putting Students First**.

Parents living outside the UK, or parents who live sufficiently far away from the school that collecting their child at short notice is not possible, **must** nominate a guardian aged over 25 years, who is resident permanently in the UK and who undertakes to be responsible for their child should s/he be required to leave the School for any reason at short notice, usually on the same day, during term.

The appointed guardian **must** be available to collect the child at short notice, usually on the same day, if the School considers that the child cannot be accommodated at school under normal boarding arrangements. This may include for disciplinary reasons, for medical reasons, or for safeguarding reasons.

If for any reason the guardian is temporarily unavailable for any period of time, the School must be notified in advance, and an alternative arrangement by the parents must be in place.

This ensures that:

1. There is always someone to contact in the UK in the event of an emergency.
2. Students always have somewhere to go at exeat/holidays if they are not returning home.
3. **There is somewhere for students to go in the event of a medical emergency or disciplinary matter necessitating withdrawal from the Residential House, so that the student may continue to attend the school as a Day Boarder without disruption to their education.**

Procedure:

1. The appointment of guardians is the sole responsibility of the parents or family of the student.
2. Guardians will preferably be a family member (not a parent) /close friend who, if possible, lives a reasonable distance from the school.
3. Guardians must sign to acknowledge their responsibilities viz. that if the school contacts them and asks them to collect a student (e.g. because of illness or discipline) they will do so.
4. No employee of Gordon's school, and no member of their family living in the same premises as the employee, may act as a guardian to a Gordon's student, since this could be, or could be perceived to be, a conflict of interest.
5. Gordon's School is unable to recommend or appoint guardians, but if necessary, parents could contact AEGIS accredited guardian organisations. www.aegisuk.net
6. Gordon's School will send a Guardian Form for completion by the parents which is countersigned by the guardian (Appendix 1).
7. Appendix 1 (fully completed) is to be returned to the Admissions Registrar before the student commences residential boarding.
8. A copy of the form will be held in the student file and by the appropriate Head of House.

Rob Pavis
Deputy Head (Pastoral)
March 2019

School Medical Centre

ALL STUDENTS

The Medical Centre is open between 0800-1800 weekdays, 0930-1200 on Saturdays and 1000-1130 on Parade Sundays for Residential Students. A Registered Nurse is on call at all other times.

The Medical Centre staff aim to promote good health and sensible lifestyle choices, help to deliver the PSHE programme and also co-ordinate preventative health programmes such as immunisations. All students have access to a fully qualified counsellor if appropriate. On occasion the Medical Centre can also provide sanctuary during the school day if students are overwhelmed by personal or emotional problems.

Over the counter medicines are dispensed by the nurses and other trained members of staff to all students who have returned a completed Medical Questionnaire and Consent Form. Care plans are in place for those students who suffer with short and long-term medical conditions to allow each child to reach their potential regardless of illness or disability.

To enable us to provide the best care possible including the administration of certain 'over the counter' medicines, we require the Medical Questionnaire and Consent form to be completed and returned. Consent is then valid for the entire time your child is at Gordon's School. We do ask that you keep us informed of any changes to your child's health, including any vaccinations, by using the Medical Information Update Form on the school website's medical page, or by emailing us at:

medical-centre@gordons.school

For further information regarding medical care in school, including managing students with medical conditions in school, please refer to the policies section of the School website.

SCHOOL MEDICAL CENTRE

RESIDENTIAL BOARDERS

All residential boarders must be registered with the school doctor. They will remain registered with the school doctor until they leave the school. Should they require medical treatment in the holidays etc they must complete a Temporary Resident form at the surgery attended - medical notes should **not** be recalled until the child leaves Gordon's.

Dental treatment – routine six monthly check-ups should continue with your child's dentist during the school holidays. Students requiring emergency dental treatment may be seen by the local dentist. Residential Boarders requiring orthodontic treatment can contact the Medical Centre for advice. Parental permission will be required for any course of dental treatment - a form will be sent to the home address.

Private medical insurance is not necessary but is available if required. You will receive an email with more information.

DAY BOARDERS

The Medical Centre facilities are available to Day students in emergencies only or to administer first aid. Parents will be contacted by the House or School office and asked to collect their child if they are considered unfit to return to class. Although the Medical Centre staff will always provide emergency treatment during school hours, it is expected that for routine medical matters the usual family GP will be consulted.

DATA PROTECTION

In order to provide your child with appropriate treatment, the School Medical Centre may need to share data with other medical professionals. We share data with other healthcare professional organisations such as but not exclusively, GPs, Hospitals, dental practitioners and the school counselling service in order to ensure continuity of care. The data is only ever shared on a 'need to know' basis which means that the data is shared only with those who need to see it in order to provide your child with appropriate care. Further information on how we use data can be found in the School's Privacy Notice.

Julie Unsworth RGN

Lead School Nurse

January 2019

FORMS TO RETURN

Forms to return

Please print, complete, sign and return the forms on the following pages:

1. **Application Form for Instrumental or Singing Lessons** (Page 23)
2. **LAMDA Application Form** (Page 25)
3. **Permissions for Parents of Residential Boarders only** (Page 27)
4. **Guardian Form for Residential Boarders** (Page 29)
5. **Biometric Attendance Monitoring Consent Form** (Page 31)
6. **Sixth form Sports Kit Order Form** (Page 33)

Return address for these completed forms:

Sixth Form Registrar

Gordon's School
West End
Woking, Surrey
GU24 9PT

Please then print, complete, sign and return the medical forms by 7 June 2019;

7. **Medical Questionnaire Form (All Boarders)** (Page 35-40)
8. **Medical Consent Form (Residential Boarders)** (Page 40-42)

Return address for these completed forms:

Marie Jones

Medical Centre

Gordon's School
West End
Woking, Surrey
GU24 9PT

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FORMS TO RETURN

1. APPLICATION FORM FOR INSTRUMENTAL OR SINGING LESSONS BY SUBMITTING THIS APPLICATION FORM, YOU ARE ENTERING A CONTRACT WITH GORDON'S SCHOOL TO BE CHARGED FOR LESSONS FROM SEPTEMBER 2019 UNTIL YOU GIVE NOTICE TO STOP LESSONS.

Lessons cost £21.50 for a half-hour individual lesson.

(In certain instruments shared lessons may be available at lower grades – please make enquiries. However this will result in slower progress.)

Cancellation of lessons

Parents are expected to give notice of half a term, in writing to the Music Department if they wish their child to discontinue lessons, or they will be liable to pay the lesson charges for the following half-term.

Requests for re-arranging lessons on the day cannot be guaranteed.

At least 24 hours' notice is required to request a change of lessons.

Requests for changes of lesson on Mondays need to be received in the Music Office by 3.30pm on the previous Thursday.

Student Name: _____ Form: _____

I would like my child to receive lessons on the _____ (Instrument/Singing)

My child has an instrument

My child will be a beginner

My child has achieved Grade ____ / been learning for ____ years.

I give permission for my child to commence music lessons and confirm that I will give half a term's notice in writing in the event of my child wishing to discontinue lessons.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Telephone No: _____ Parent Mobile: _____

Email: _____

Date: _____

**To be returned to: Sixth Form Registrar, Gordon's School, West End, Woking, Surrey,
GU24 9PT**

FORMS TO RETURN

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FORMS TO RETURN

2. LAMDA APPLICATION FORM

BY SUBMITTING THIS APPLICATION FORM, YOU ARE ENTERING A CONTRACT WITH GORDON'S SCHOOL TO BE CHARGED FOR LESSONS FROM SEPTEMBER 2019 UNTIL YOU GIVE NOTICE TO STOP LESSONS.

Lessons cost £21.50 per half hour individual lesson.

Student Name: _____ Form: _____

- I would like my child to receive LAMDA verse and prose lessons
- I would like my child to receive LAMDA presentation skills lessons
- I would like my child to receive LAMDA acting lessons
- My child is a beginner OR

My child has reached Grade: _____

I give permission for my child to commence LAMDA lessons and confirm that I will give half a term's notice in writing in the event of my child wishing to discontinue lessons.

Cancellation of lessons

Parents are expected to give notice of half a term, in writing, to the Music Department, if they wish their child to discontinue lessons. Failure to give such notice will result in parent's being liable to pay the lesson charges for the remainder of the term.

- Requests for re-arranging lessons on the day cannot be guaranteed.
- The onus lies with students to rearrange lessons they cannot attend due to other school commitments
- At least 24 hours' notice is required to request a change of lessons.
- Requests for changes of lesson on Mondays need to be received in the Music Office by 1530 on the previous Thursday.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Telephone No: _____ Parent Mobile: _____

Email: _____

Date: _____

To be returned to: Sixth Form Registrar, Gordon's School, West End, Woking, Surrey, GU24 9PT

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FORMS TO RETURN

3. PARENTAL PERMISSIONS FOR RESIDENTIAL BOARDERS

I give permission for the Houseparents of _____ House to sign on my behalf thus allowing my son/daughter _____ to go on school trips, and the cost to be added to the bill, providing that each trip costs no more than £15.00

SIGNED: _____ (Parent/Guardian) Date: _____

PARENTAL PERMISSION FOR WEEKEND OUTINGS

I give permission for the Houseparents of _____ House to sign on my behalf thus allowing my son/daughter _____ to go on weekend outings, and the cost to be added to the bill.

SIGNED: _____ (Parent/Guardian) Date: _____

PARENTAL PERMISSION FOR VISITING FRIENDS

I give permission for my son/daughter _____ to visit friends and stay overnight if required at the discretion of their Houseparents.

SIGNED: _____ (Parent/Guardian) Date: _____

To be returned to: Sixth Form Registrar, Gordon's School, West End, Woking, Surrey, GU24 9PT

FORMS TO RETURN

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FORMS TO RETURN

4. GUARDIAN FORM FOR RESIDENTIAL BOARDERS (WEEKLY AND FULL) (One form per family)

Name of student(s)

First name	Surname	Boarding House

As parent/carer of the residential boarder(s) named above, I have appointed the following person to act as residential guardian for my child (children):-

Name of guardian	
Relationship to child (children)	
Address of guardian	
Guardian's contact details	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	

This guardianship begins when the student(s) join(s) Gordon's School and shall remain in effect for their time at the school.

Signed (parent/carer).....

Print name (parent/carer).....

Please pass this form to the guardian for signature.

- I agree to act as guardian for the student(s) named above and understand my responsibilities as guardian viz. if Gordon's school contacts me and asks me to collect the student(s) named above, I will do so and take him/her/them home with me, until the parent/carer is able to take over responsibility.
- I confirm that the details above are correct and agree to inform Gordon's School of any updated details in writing.

Signed (guardian)

Print name

Date

PLEASE RETURN THIS FORM BEFORE THE STUDENT STARTS RESIDENTIAL BOARDING

TO: ADMISSIONS REGISTRAR

GORDON'S SCHOOL, West End, Woking, Surrey, GU24 9PT, UK

Email address: sixthformregistrar@gordons.school

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FORMS TO RETURN

5. BIOMETRIC ATTENDANCE MONITORING CONSENT FORM

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric systems until he/she leaves the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

I give consent to the school for the biometrics of my child to be used by Gordon's School for use as part of an electronic recognition system.

I understand that I can withdraw this consent at any time in writing.

Name of Child:

Name of Parent:

Signature:

Date:

I **do not** give consent to the school for the biometrics of my child to be used by Gordon's School for use as part of an electronic recognition system

I understand that my child will use a card system for electronic attendance monitoring.

Name of Child:

Name of Parent:

Signature:

Date:

FORMS TO RETURN










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FORMS TO RETURN

6. SIXTH FORM SPORTS KIT – ALL STUDENTS

NAME:

MOBILE NO:

 Canterbury Mens Poloshirt	S (37/39")	M (39/41")	L (41/43")	XL (43/45")	2XL (46/48")
 Canterbury Mens Open Stadium Pants	S (30/32")	M (32/34")	L (34/36")	XL (36/38")	2XL (38/40")
 Advantage Mens Shorts	S (30/32")	M (32/34")	L (34/36")	XL (36/38")	2XL (38/40")
 Mens Rugby shirt	S (37/39")	M (39/41")	L (41/43")	XL (43/45")	2XL (46/48")
 Canterbury Ladies Poloshirt	Size 8 (32")	Size 10 (34")	Size 12 (36")	Size 14 (38")	Size 16 (40")
 Canterbury Ladies Open Stadium Pants	Size 8 (24")	Size 10 (26")	Size 12 (28")	Size 14 (30")	Size 16 (32")
 Canterbury Ladies leggings	Size 8 (24")	Size 10 (26")	Size 12 (28")	Size 14 (30")	Size 16 (32")
 Ladies sports top	Size 8 (24")	Size 10 (26")	Size 12 (28")	Size 14 (30")	Size 16 (32")
 Canterbury Hoody unisex	S 37/39")	M (39/41")	L (41/43")	XL (43/45")	2XL (46/48")

FORMS TO RETURN

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FORMS TO RETURN

7. MEDICAL QUESTIONNAIRE - ALL STUDENTS

Please complete **ALL QUESTIONS** and return to the School Medical Centre

Residential Boarder

Day Boarder

Student's Full Name: _____ Date of Birth: _____

Country & Town of Birth: _____

Home Address: _____

Emergency contact name: _____

Telephone number: _____

Child's NHS Number: _____

Name of current or last UK GP : _____

GP's Address: _____

Home Address whilst registered with this GP: _____

If from abroad and never been registered with a UK GP, date first came to live in the UK

Please note: Residential Boarders will be registered with the school doctor once they join the school.

FORMS TO RETURN

7. MEDICAL QUESTIONNAIRE - ALL STUDENTS CONTINUED

1. Please tell us if your child has had any of the following diseases?

Chicken Pox	Yes/No	Date
Measles	Yes/No	Date
Mumps	Yes/No	Date
Rheumatic Fever	Yes/No	Date
Whooping Cough	Yes/No	Date
Tuberculosis	Yes/No	Date

2. Please supply dates of when your child received any of the following immunisations or include a full copy of vaccination history from your GP

Immunisation	Date of last booster
Diphtheria	
Polio	
Tetanus	
MMR 1 (Measles, Mumps, Rubella)	
MMR 2 (Measles, Mumps, Rubella)	
Meningitis C	
Meningitis ACWY	
HPV 1	
HPV 2	
Other:	

N.B. If your child has not been immunised against tetanus, please arrange for this to be done before your child joins the school

FORMS TO RETURN

3. Please tell us if your child suffers from any of the following

	YES/NO	Treatment / Medication, including dose and frequency
Asthma		
Eczema		
Hay Fever		
Bone or joint disease		
Fits and convulsions		
Discharging ears		
Frequent sore throats		
Nasal problems		
ADHD		
Eyesight problems		
Hearing problems		
Bladder problems		
Special dietary needs		
Eating Disorder		

4. If your child has had any hospital procedures/ operations please list below

Operation	Date

FORMS TO RETURN

5. Is your child allergic to anything?

Yes/No

If Yes, please give details, including treatment: _____

If Yes, are they prescribed an adrenaline pen?

Yes/No

Date last used? _____

If Yes, please provide 2 named adrenaline pens for use in school. One pen will be kept in the staff room, one pen in the House or carried as appropriate. Please ensure that your child has been trained in the past 12 months to self-administer the adrenaline pen should it be required

6. Emotional Health

Please give details of any emotional issues that you feel may affect your child during their time here at Gordon's School. Please include details of any contact with CAMHS, counselling or other mental health professionals: _____

(Continue on a separate sheet if required)

7. Family History

Please tell us if any member of the close family has been affected by high blood pressure, diabetes, asthma, a heart attack, stroke, angina, any form of thrombosis, cancer or psychiatric illness that might have a bearing on your child's health: _____

(Continue on a separate sheet if required)

8. Current Medical Treatment

If your child is currently undergoing any treatment or investigations please can you give us as much information as possible, including drug dosages, name/address of specialist, and arrangements for follow up at school. Letters from the specialist would be very helpful:

FORMS TO RETURN

(Continue on a separate sheet if required)

9. Medicines from home

All medicines brought into school must be given to either House Staff or the school Medical Centre. Following this, some medications such as inhalers will be returned to the student to be self-administered. All medicines brought in from home must be in their original container and clearly marked with the student's name, dosage and administration instructions. Gordon's School will only accept medicines brought in to school which are approved by the Medical Centre or prescribed by a doctor in the UK. Refer to Medication Policy in regards to herbal remedies or vitamin supplements. The school cannot accept medicines brought from abroad.

In some cases, a residential boarder may be prescribed medication by a doctor that he/she may self-administer. In these cases the doctor and nurse will assess the student's ability to self-medicate and make the student aware of the need to store medication securely in the lockable facility provided in the boarding house.

10. Over the Counter Medicines

Certain 'over the counter' (non-prescription) medicines are administered in the School Medical Centre. On occasion, some of these medicines are also administered by House Staff. Please indicate if there are any medicines you would **NOT** like to be given to your child by placing a cross in the table below.

Ibuprofen tablets, syrup or gel, eg; Nurofen	
Paracetamol tablets or syrup, eg; Panadol, Calpol	
Cough medicine, eg; Simple Linctus, Covonia	
Throat lozenges, eg; Strepsils, Tyrozets	
Decongestant, eg; Sudafed	
Inhalants, eg; Olbas Oil, Vicks	
Eye Drops, eg; Optrex, Brolene	
Antihistamine tablets (Piriton or Cetirizine) or creams (Anthisan)	
Anti-diarrhoea medicine, eg; Diocalm, Imodium	
Antacids, eg; Gaviscon	

FORMS TO RETURN

MEDICAL CONSENT FORM – ALL STUDENTS

We will make every reasonable effort to contact you should a medical emergency arise. In the case that we cannot contact you, we must have your consent to your child receiving first aid and/or urgently needed treatment. This consent is valid for the entire time your child is a student at Gordon's School.

I give consent for my child to receive treatment which is, in the opinion of an appropriate Medical or Nursing professional, urgently necessary, including the administration of a local, general or other anaesthetic:

YES/NO

I give my consent for care plans to be shared with the pastoral team when appropriate:

YES/NO

I give my consent for school staff to administer First Aid as necessary:

YES/NO

RESIDENTIAL BOARDERS ONLY

I give my consent for emergency dental treatment at Orchard Cottage Dental Surgery:

YES/NO

I give my consent for my child to attend medical appointments and to receive treatment as necessary:

YES/NO

I give my consent for optical appointments as necessary:

YES/NO

I give my consent for my child to receive foot care as appropriate:

YES/NO

Students Name: _____

Signed: _____

Relationship to student: _____

Print name: _____

Date: _____

FORMS TO RETURN

GP QUESTIONNAIRE - RESIDENTIAL BOARDERS ONLY

Gordon's School

Chobham and West End Practice Questionnaire

Date	
Surname	
First Name	
Parent's Address	
Parent's Phone number	
Date of Birth	
Town and Country of Birth	
NHS Number	

FORMS TO RETURN

GP QUESTIONNAIRE - RESIDENTIAL BOARDERS ONLY

The DoH have requested that the practice records the ethnicity of all newly registered patients. Are you willing to have this information recorded? Yes / No

If yes, what is your ethnicity?

British or mixed British	Irish	Other White Background	Other Black Background
White and Black Caribbean	White and Black African	White and Asian	Chinese
Other Mixed Background	Indian or British Indian	Pakistani or British Pakistani	Other
Bangladeshi or British Bangladeshi	Other Asian Background	African	Ethnic Category not stated

Is English your first language? If not, what is _____

Chobham and West End Practice is registered under the Data Protection Act.

This practice has joined the national Summary Care Record programme which enables each patient to have a summary of their key medical information held securely on the NHS central database, known as the NHS spine. This summary record could be used in an emergency if you needed treatment when access to the medical record held by your GP was not available; for example if you call the doctor out of hours. You will always be asked to give permission for this record to be viewed and you have the right to decline. Please indicate below whether you would like to have your own Summary Care Record by ticking one of the option.

1	I wish to have a Summary Care record containing my medications, allergies and adverse reactions or sensitivities to medications. This will contain: any record we have of your current repeat prescription, any acute medication and any recently discontinued medication. Any record we have of adverse reaction to medication. Any record we have of your allergies	
2	I wish to have a Summary Care record with the above plus additional important medical information held on my record. This will contain details itemised above plus important additional information you and your GP agree would be useful. (e.g. Diagnosis – Asthma, Diabetes etc. pacemaker, end of life care etc.) Please discuss this with your GP at your next visit.	
3	I do not wish to have a Summary Care Record A note will be made in your records that you do not wish to have a Summary Care Record. Please note that if you attend A&E or if you need emergency treatment when the GP Practice is closed the clinicians treating you may not have access to key information to help them give you the most appropriate treatment.	

Signature of Parent / Guardian _____