



JOINING PACK 2020-21

SIXTH FORM

DAY & RESIDENTIAL BOARDERS

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# 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	01276 859747

Email addresses are:-

[balmoral@gordons.school](mailto:balmoral@gordons.school)

[sandringham@gordons.school](mailto:sandringham@gordons.school)

[augusta@gordons.school](mailto:augusta@gordons.school)

[windsor@gordons.school](mailto:windsor@gordons.school)

[woolwich@gordons.school](mailto: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
Mrs M Jones	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
Mrs G Hall	Sixth Form Administrator	01276 858084

Email addresses are:

sradford@gordons.school

susannahHughes@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 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](mailto:info@gordons.school))

# INFORMATION FROM THE HEAD

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](mailto: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

**Please complete and return the MEDICAL QUESTIONNAIRE and CONSENT FORM on the link provided by the date requested. Residential boarders will not be allowed to reside in a Boarding House until the medical information has been received.**

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

[medical-centre@gordons.school](mailto: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 2020**

## 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 2020 – 2021

## Key Dates for Academic Year 2020 – 2021

New Y12 Residential (full and weekly) Boarders should arrive between 1000-1200 on Friday 4th September 2020, unless separate arrangements have been made to attend pre-season training events.

New Y12 Day Boarders should arrive between 1230 and 1300 on Friday 4th September 2020, 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 (except on exeat weekends when school is closed).

INSET days are training days for staff only.

### AUTUMN TERM 2020

INSET	Wednesday 2nd September
INSET	Thursday 3rd September
<b>All Y12 Residential Boarders arrive</b>	Thursday 3 <sup>rd</sup> September 1600-1700
Y12 Student Induction Day	Friday 4th September 8.40am – 1.30pm
Pre Season Training	Friday 4 <sup>th</sup> September /Saturday 5 <sup>th</sup> September
First Day of Term	Monday 7th September
EXEAT	Saturday 26th / Sunday 27th September
Half Term begins	Wednesday 21st October at 1535 (1.5 weeks)
INSET	Monday 2nd November
EXEAT	Saturday 28th / Sunday 29th November
Last Day of Term	Thursday 17th December at 1240



# KEY DATES FOR ACADEMIC YEAR 2020 – 2021

## SPRING TERM 2021

INSET	Wednesday 6 <sup>th</sup> January
First Day of Term	Thursday 7 <sup>th</sup> January
Memorial Weekend	Saturday 23 <sup>rd</sup> / Sunday 24 <sup>th</sup> January
EXEAT	Saturday 30 <sup>th</sup> / Sunday 31 <sup>st</sup> January
Half Term	Friday 12 <sup>th</sup> February at 1535 (1week)
EXEAT	Saturday 13 <sup>th</sup> / Sunday 14 <sup>th</sup> March
Last Day of Term	Wednesday 31 <sup>st</sup> March at 1240

## SUMMER TERM 2021

First Day of Term	Monday 19 <sup>th</sup> April
EXEAT	Saturday 1 <sup>st</sup> May / Sunday 2 <sup>nd</sup> May
Public Holiday	Monday 3 <sup>rd</sup> May
Half Term begins	Friday 28 <sup>th</sup> May at 1535 (1 week)
EXEAT	Saturday 26 <sup>th</sup> June/ Sunday 27 <sup>th</sup> June
Annual Parade and Prize Giving	Saturday 3 <sup>rd</sup> July
Last Day of Term	Saturday 3 <sup>rd</sup> July – school ends for the summer after Annual Parade and Prize Giving

# THE SCHOOL DAY 2020 – 2021

## The School Day 2020 – 2021

### 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

### 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.

### SPORTS KIT

Current Gordon's Year 11 students moving into Sixth Form can continue to wear their Gordon's branded sports kit.

Additional items are available to purchase from the [webshop](https://www.tylers-sportswear.co.uk/) found at <https://www.tylers-sportswear.co.uk/>

External Students joining Gordon's Sixth Form are required to purchase the following Sports Kit from the [webshop](#)

#### **As a minimum :**

Male: 1 Poloshirt, 1 Sports top, 1 Stadium Pants, 1 Shorts, 1 Hoody, School socks

Female: 1 Poloshirt, 1 Sports top, 1 Stadium Pants, 1 Skort or leggings, 1 Hoody, School socks

#### **Optional Items:**

Male: Rain jacket, Base layer

Female: Rain jacket, Base layer, Leggings

# 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.

## 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 2020 the charge for individual music lessons (30 mins. duration) is £227.50 for ten lessons. Shared lessons are only available for woodwind instruments and singing at a cost of £113.75 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](mailto: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 2020**



# 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 2020 the charges for individual LAMDA lessons (30 mins duration) are £227.50 for ten lessons. Shared lessons are available at a cost of £113.75 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](mailto: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](http://www.lamda.org.uk/exams) or email [music@gordons.school](mailto:music@gordons.school).

I look forward to receiving your completed form.

**Charlotte Medlar**

**Head of LAMDA and Singing**

**April 2020**

# 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 2020**

# RESIDENTIAL BOARDERS

## GUARDIANS FOR RESIDENTIAL BOARDERS POLICY

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](http://www.aegisuk.net)
6. Gordon's School will send a Guardian Form for completion by the parents. On completion of this form Gordon's School will in turn send a Form to the nominated Guardian to sign. (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 2020**

