

# SIXTH FORM

JOINING PACK 2018-19

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 Moore	Houseparents Sandringham House	01276 859724
Mr & Mrs Duffield	Houseparents Balmoral House	01276 859719
Mr & Mrs Mathews	Houseparents Augusta House	01276 859716
Mr & Mrs Aukett	Houseparents Windsor House	01276 859727

Email addresses are:-

Balmoral@gordons.surrey.sch.uk

Sandringham@gordons.surrey.sch.uk

Augusta@gordons.surrey.sch.uk

Windsor@gordons.surrey.sch.uk

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
Mrs H Bryan	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.surrey.sch.uk

China@gordons.surrey.sch.uk

Gravesend@gordons.surrey.sch.uk

Kensington@gordons.surrey.sch.uk

Khartoum@gordons.surrey.sch.uk

Victoria@gordons.surrey.sch.uk

Sixth Form contact details

Mrs S Radford	Assistant Head (Head of Key Stage 5)	01276 852338
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Mr A Walters/Mrs S Hughes	Deputy Head Key Stage 5	01276 858084
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Mrs G Hall	Sixth Form Administrator	01276 858084
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Email addresses are:

sradford@gordons.surrey.sch.uk

awalters@gordons.surrey.sch.uk

suhughes@gordons.surrey.sch.uk

ghall@gordons.surrey.sch.uk

## 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).

# INFORMATION FROM THE HEAD

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.surrey.sch.uk](mailto:info@gordons.surrey.sch.uk))

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

A current list of key dates can be found below on page 8.

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 Ferguson, Secretary to the Head Teacher [jferguson@gordons.surrey.sch.uk](mailto:jferguson@gordons.surrey.sch.uk). 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 8 June 2018**

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

[medical-centre@gordons.surrey.sch.uk](mailto:medical-centre@gordons.surrey.sch.uk)

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 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.

## A-Z OF DAY & RESIDENTIAL BOARDING

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

**Andrew Moss**

**Head Teacher**

**April 2018**

## Aims of Gordon's School

To provide a world-class education where all...

- Students benefit from being members of a school that puts them first.
- Students are taught and staff work in a school which, at all levels, is exceptionally well-led and organised.
- Students and staff are excellent learners.
- Students learn to be globally aware, confident and prepared for life in an international environment.
- Students learn how to live healthy lifestyles and are equipped morally, emotionally, intellectually, technologically, socially and culturally for life beyond Gordon's.
- Students and staff out-perform and contribute more than those from similar schools.
- All members of the Gordon's are courteous, enthusiastic, diligent, resilient and have integrity.

# KEY DATES FOR ACADEMIC YEAR 2018 – 2019

## Key Dates for Academic Year 2018 – 2019

New Y12 Residential (full and weekly) Boarders should arrive between 1000-1200 on Wednesday 5th September 2018, unless separate arrangements have been made to attend pre-season training events..

New Y12 Day Boarders should arrive between 1230 and 1300 on Wednesday 5th September 2018, 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 2018

INSET	Monday 3rd September
INSET	Tuesday 4th September
<b><u>New</u> Y7-10 Residential Boarders arrive</b>	Tuesday 4th September 1600-1700
<b><u>All</u> Y12 Residential Boarders arrive</b>	Wednesday 5th September 1000-1200
New Student Induction Day	Wednesday 5th September
First Day of Term	Thursday 6th September
EXEAT	Saturday 29th / Sunday 30th September
Half Term begins	Friday 19th October at 1535 (1.5 weeks)
INSET	Wednesday 31 <sup>st</sup> October
EXEAT	Saturday 24th / Sunday 25th November
Last Day of Term	Friday 14th December at 1240



# KEY DATES FOR ACADEMIC YEAR 2018 – 2019

## SPRING TERM 2019

First Day of Term	Thursday 3rd January
Memorial Weekend	Saturday 19th / Sunday 20th January
EXEAT	Saturday 26th / Sunday 27th January
Half Term	Friday 15th February at 1535 (1week)
EXEAT	Saturday 16th / Sunday 17th March
Last Day of Term	Friday 29th March at 1240

## SUMMER TERM 2019

INSET	Tuesday 23rd April
First Day of Term	Wednesday 24th April
EXEAT	Saturday 4th May / Sunday 5th May
Public Holiday	Monday 6th May
Half Term begins	Friday 24th May at 1535 (1 week)
Annual Parade and Prize Giving	Saturday 29th June
EXEAT	Sunday 30th June/ Monday 1st July
Last Day of Term	Friday 12th July at 1240

# THE SCHOOL DAY 2018 – 2019

## The School Day 2018 – 2019

### 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; one pair of tracksuit trousers, 2 sports tops, a waterproof training top and a hoody free of charge from the School. Please complete order form on page 35 and return with the other documents.

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

<http://www.tylers-sportswear.co.uk/Catalogue/School-Webshops/Gordons-School>

### 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 2018 the charge for individual music lessons (30 mins. duration) is £205.00 for ten lessons. Shared lessons are only available for woodwind instruments and singing at a cost of £102.50 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. We are particularly keen to develop string and brass playing at Gordon's and, to encourage growth in these instruments, the first term of lessons on the violin, trumpet, french horn, trombone, tuba, euphonium and baritone is available at NO COST. 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. Usually this system works very well. However there will be times when their music lesson time clashes with another school

# INSTRUMENTAL / SINGING LESSONS

commitment. 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 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.surrey.sch.uk](mailto:music@gordons.surrey.sch.uk)).

## 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 session between 1730-1930 on Monday and Wednesday evenings in the Music Centre and from 1930-2100 on Tuesdays. This sessions are staffed by one of our instrumental teachers who is available to help with all aspects of practice, aural training and accompaniments.

## 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 2018**



# 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 £205.00 for ten lessons. Shared lessons are available at a cost of £102.50 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.surrey.sch.uk](mailto:music@gordons.surrey.sch.uk)).

## 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 practise we offer a supervised practice session between 1730 and 1930 on a Tuesday and Wednesday evenings in the Music Centre and from 1930-2100 on Tuesdays. Some of these sessions are staffed by one of our LAMDA teachers who is available to help with all aspects of practice.

## EXAMS

We will inform you if your 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.surrey.sch.uk](mailto:music@gordons.surrey.sch.uk).

I look forward to receiving your completed form.

**Charlotte Medlar**

**Head of LAMDA and Singing**

**April 2018**

# 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 £10.00.

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 about £10.00 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 A-Z of Day & Residential Boarding 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.

Please complete the permissions on the following page.

**Rob Pavis**

**Deputy Head (Pastoral)**

**April 2018**

# RESIDENTIAL BOARDERS

## POLICY ON GUARDIANS FOR RESIDENTIAL BOARDERS

Parents living outside the UK **must** nominate a guardian aged over 25 years, who is not one of the parents, 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 during term. This duty applies for all weekly and full residential boarders.

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.

In addition to international boarders, weekly and UK based residential boarders also require a guardian as many parents live in another part of the country, and there are occasions when a residential boarder may need to be collected at short notice. In cases such as these, another point of contact, preferably close to the school, is required.

### **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) 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 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)**  
**April 2018**

## School Medical Centre

### ALL STUDENTS

The Medical Centre is open between 0800-1800 weekdays, 0930-1200 on Saturdays and 1000-1130 on Parade Sundays. 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.surrey.sch.uk](mailto:medical-centre@gordons.surrey.sch.uk)

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.

Residential students are no longer routinely vaccinated against influenza. If you wish your child to be vaccinated please let the School Medical Centre know in writing by the first day of term. The national charge will be applied for this vaccination and will appear as an 'extra' on the next term's invoice.

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 taken ill or injured during the school day. Parents will be contacted and may be 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**

**April 2018**

# 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 8 June 2018;

- 7. Medical Questionnaire Form (All Boarders) (Page 35-40)**
- 8a. Medical Consent Form (Residential Boarders) (Page 41)**
- 8b. Medical Consent Form (Day Boarders) (Page 43)**

Return address for these completed forms:

### **Medical Centre**

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

# FORMS TO RETURN

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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 2018 UNTIL YOU GIVE NOTICE TO STOP LESSONS.

Lessons cost £20.50 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**

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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 2018 UNTIL YOU GIVE NOTICE TO STOP LESSONS.**

Lessons cost £20.50 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**

# FORMS TO RETURN

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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 £10.00

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**

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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 .....

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

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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.

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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:** .....

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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:** .....








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# FORMS TO RETURN

## 6. SIXTH FORM SPORTS KIT – ALL STUDENTS



NAME	
ADDRESS	
PHONE NO:	

	Canterbury Mens Poloshirt	S (37/39")	M (39/41")	L (41/43")	XL (43/45")	2XL (46/48")	
	Canterbury <u>Mens</u> Open Stadium Pants	S (30/32")	M (32/34")	L (34/36")	XL (34/36")	2XL (38/40")	
	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")	
	Unisex Open Outdoor Top	Small (37/39")	Medium (39/41")	Large (41/43")	<del>XLarge</del> (43/45")	2XLarge (46/48")	
	Canterbury Team Hoody	Small (37/39")	Medium (39/41")	Large (41/43")	<del>XLarge</del> (43/45")	2XLarge (46/48")	3XLarge (49/51")
	Unisex Canterbury Full Zip Rain Jacket	Small (37/39")	Medium (39/41")	Large (41/43")	<del>XLarge</del> (43/45")	2XLarge (46/48")	

# FORMS TO RETURN

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# FORMS TO RETURN

## 7. MEDICAL QUESTIONNAIRE - ALL STUDENTS

**Please complete 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 National Health Number: \_\_\_\_\_

Name of present GP (Family GP): \_\_\_\_\_

GP's Address: \_\_\_\_\_

\_\_\_\_\_

GP's Telephone Number: \_\_\_\_\_

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

Please answer the following questions including as much information as possible

### 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	
Pertussis (Whooping Cough)	
MMR (Measles, Mumps, Rubella)	
BCG (Tuberculosis)	
Meningitis C	
Haemophilus Influenza	
HPV 1	
HPV 2	

# FORMS TO RETURN

## 7. MEDICAL QUESTIONNAIRE - ALL STUDENTS CONTINUED

HPV 3	
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

### 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		

# FORMS TO RETURN

## 7. MEDICAL QUESTIONNAIRE - ALL STUDENTS CONTINUED

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

Operation	Date

(Continue on a separate sheet if required)

### 5. Is your child allergic to anything?

Yes/No

If Yes, please give details, including treatment: \_\_\_\_\_

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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: \_\_\_\_\_

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(Continue on a separate sheet if required)



# FORMS TO RETURN

## 7. MEDICAL QUESTIONNAIRE - ALL STUDENTS CONTINUED

### 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: \_\_\_\_\_

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(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:

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(Continue on a separate sheet if required)

### 9. Medicines from home

All medicines brought into school must be shown to House Staff who will record and administer them if required. 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. The school cannot accept medicines brought from abroad, herbal remedies or vitamin supplements.

In some cases, a student 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.

# FORMS TO RETURN

## 7. MEDICAL QUESTIONNAIRE - ALL STUDENTS CONTINUED

### 10. Over the Counter Medicines

Certain 'over the counter' (non-prescription) medicines are administered in the School Medical Centre and approved by the School Doctor, Dr. Sekhon. 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, Honey and Glycerine	
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-fungal foot treatment, eg; Mycil	
Antiseptic mouthwash, eg; Oraldene	
Anti-diarrhoea medicine, eg; Diocalm, Imodium	
Antacids, eg; Gaviscon	
Mouth ulcer treatment, eg; Rinstead pastilles	

# FORMS TO RETURN

## 8A. MEDICAL CONSENT FORM – RESIDENTIAL BOARDERS ONLY

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

**YES/NO**

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 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 my child to receive foot care as appropriate:

**YES/NO**

Students Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

# FORMS TO RETURN

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# FORMS TO RETURN

## 8B. MEDICAL CONSENT FORM – DAY BOARDERS ONLY

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 named above 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**

Students Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

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