



JOINING PACK 2025-26

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 Pring	Houseparents of Sandringham House	01276 859724
Mr King	Houseparent of Balmoral House	01276 859719
Mrs Mathews	Houseparent of Augusta House	01276 859716
Mrs Heathcote	Houseparent of Windsor House	01276 859727
Mr & Mrs Cooper	Houseparents of Woolwich House	01276 859747

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 Doe	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 J Griffiths	Head of Khartoum House	01276 859711
Mrs M Jones	Head of Victoria House	01276 859715

Email addresses are:

buckingham@gordons.school

china@gordons.school

gravesend@gordons.school

kensington@gordons.school

khartoum@gordons.school

victoria@gordons.school

INFORMATION FROM THE HEAD

Sixth Form contact details:

Mr W Jones	Assistant Head (Head of Key Stage 5)	01276 858084
Mrs S Hughes	Deputy Head Key Stage 5 (Y13)	01276 858084
Mr C Bezuidenhout	Deputy Head Key Stage 5 (Y12)	01276 858084
Mrs G Hall	Student Services Manager	01276 858084
Mrs F Hugill	Sixth Form Administrator	01276 858084

Email addresses are:

wjones@gordons.school

susannahHughes@gordons.school

cbezuidenhout@gordons.school

ghall@gordons.school

fhugill@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 for pastoral issues at Gordon's will be your child's Houseparent or Head of House. For academic issues relating to a subject, please contact the Head of Department and for general academic issues, please contact your Head of Key Stage.

For more serious pastoral matters you may wish to contact Ms Carruthers, Deputy Head (Pastoral), and for curriculum matters you may wish to contact Miss Pierce, Deputy Head (Curriculum).

Day-to-day information is communicated online. All students have a Bromcom Student portal account, which enables them to quickly access all key information relating to prep, timetables, rewards, sanctions, attendance and other similar matters in one place. Parents have their own My Child At School (MCAS) account, which is linked to their child, enabling parents to readily see the same information along with other communications, reports and their child's profile. Students will have access to their account after they join the school and parents will receive an invitation from the School to join the Bromcom MCAS parent portal. MCAS can be accessed via a browser on a laptop or computer, or you can download the Parent App to your phone.

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

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 leave the school for a break – normally from Friday 1535 (residential boarders leave at 1600) to Sunday 1900. The School will be closed at this time.

PARADES

Only Main School students are expected to attend designated Parades of which there are six a year, plus the Memorial Weekend and Annual Parade & Prize Giving. With over 100 years of ceremonial parades having taken place we do hope Sixth Form students will support the School on these Sundays and Saturdays, 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 use an email system (Bromcom) for parents.

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.

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 or submitting the online 'Medical Information Update Form' on the school's [website](#) medical page.

INFORMATION FROM THE HEAD

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 at least one 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.

When a guardian has been nominated we will send another form for guardians to complete and return to confirm they are taking on the guardian responsibility.

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.

POLICIES

Key Policies are available on the school [website](#).

DAY & RESIDENTIAL BOARDING HANDBOOK

A guide to Day and Residential Boarding can be found [here](#).

Andrew Moss
Head Teacher

April 2025

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 2025 – 2026

Key Dates for Academic Year 2025 – 2026

Y12 Residential (full and weekly) Boarders should arrive between 1600-1700 on Tuesday 2 September 2025. Students invited to pre-season training will be provided with timings in due course.

Y12 Day Boarders should arrive at 0830 on Wednesday 3 September 2025 for Induction day, and for the rest of the academic year need to be in school by 0800 to be in Tutor Groups, Assembly or Chapel by 0820.

Sixth Form students will be expected to get involved and participate in School life, including after school Period 7s and Saturday school, if selected for a school team. Full residential boarders not playing for a team on a Saturday morning must attend private study regardless of how many hours they have selected midweek. Weekly boarders not playing for a team on a Saturday are able to go home or stay for private study

INSET days are training days for staff only.

AUTUMN TERM 2025

INSET	Monday 1 September
INSET	Tuesday 2 September & Wednesday 3 September
<u>All</u> Y12 Residential Boarders arrive	Tuesday 2 September 1600 – 1700
Y12 Student Induction Day	Wednesday 3 September 0830 – 1600
First Day of Term	Thursday 4 September
EXEAT from Fri afternoon	Saturday 27 / Sunday 28 September
Half Term begins	Wednesday 22 October at 1535/1600 (1.5 weeks)
INSET	Monday 3 November & Tuesday 4 November
EXEAT from Fri afternoon	Saturday 22 / Sunday 23 November
Last Day of Term	Wednesday 17 December at 1200/1215

KEY DATES FOR ACADEMIC YEAR 2025 – 2026

SPRING TERM 2026

INSET	Wednesday 7 January
First Day of Term	Thursday 8 January
EXEAT from Fri afternoon	Saturday 24 / Sunday 25 January
Half Term	Friday 13 February at 1535/1600 (1week)
EXEAT from Fri afternoon	Saturday 14 / Sunday 15 March
Last Day of Term	Friday 27 March at 1200/1215

SUMMER TERM 2026

INSET	Wednesday 15 April
First Day of Term	Thursday 16 April
EXEAT from Fri afternoon	Saturday 2 / Sunday 3 May
Public Holiday	Monday 4 May
Half Term begins	Friday 22 May at 1535/1600 (1 week)
EXEAT from Fri afternoon	Saturday 20 / Sunday 21 June
Annual Parade and Prize Giving Last day of term	Saturday 4 July - School ends for the summer after Annual Parade and Prize Giving

THE SCHOOL DAY 2025 – 2026

The School Day 2025 – 2026

MONDAY-FRIDAY

Arrival	0745 - 0815
Tutor Group/Assembly/Chapel	0820 - 0840
Period 1	0840 - 0935
Period 2	0935 - 1030
Break	1030 - 1100
Period 3	1100 - 1155
Period 4a	1155 - 1250
Lunch 4b	1250 - 1345
Period 5	1345 - 1440
Period 6	1440 - 1535
Period 7 Activities	1600 - 1700
Tea	1700
Prep	1815 - 1930

Day Boarders are strongly encouraged to stay for prep until 1930 Monday to Thursday and on Friday until 1900. They are also asked to participate in at least 4 co-curricular activities per week. The library is open to Y12&13 students until 2100 each weeknight.

DRESS

Dress

- All Sixth Form students are required to dress smartly as if they were working in a formal office environment.
- Male students must wear a suit, a smart shirt and tie, and formal shoes.
- Female students must wear formal business attire comprising of a smart jacket with trousers or skirt, a top such that shoulders are covered at all times and smart shoes. Alternatively, students may wear a dress with a jacket. Skirts and dresses must be of an appropriate and decent length and no shorter than mid-thigh. A member of the Wider Leadership Team will rule on what is deemed acceptable.
- Dark coats without a prominent logo may be worn in cold weather.
- Students may wear jewellery that is discreet and befitting a professional appearance. A member of the Wider Leadership Team will rule on what is deemed acceptable. Equally make-up and nail varnish must befit a professional appearance.

Please see [Day & Residential Boarding Handbook](#) for further information on appearance including piercings and hair.

SPORTS KIT

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

Students joining Gordon's Sixth Form are required to purchase the following Sports Kit from Tylers [webshop](#). Please do so no later than 28 August 2025.

As a minimum :

Male: 1 black/green Games top, 1 Stadium Pants, 1 Black ¼ Zip top, Black socks

Female: 1 black/green Games top, 1 Stadium Pants, 1 Black ¼ Zip top, Black socks

The above items can be purchased individually from the Tylers webshop **however as a special promotion, Tylers are offering the following bundle at a discounted price :-**

1 black/green Games top, 1 Stadium Pants, 1 Black ¼ Zip top

Please note, all students using the 3G astro will need moulded blades, Metal studs under 18mm or rubber studded footwear only. Metal studs over 18mm, spikes and flat soled trainers are NOT allowed on the 3G astro.

DRESS

Optional Items: recommended for Games players:

Male: Shorts.

Female: Skort.

Additional Optional Items:

Male: White Cricket Shirt and Base layer

Female: White Cricket Shirt, Base layer and Leggings

Please Note: Gordons students moving up from Year 11 to Sixth Form are expected to wear the new canterbury kit.

The kit below is no longer allowed to be worn at Gordon's:-



DRESS

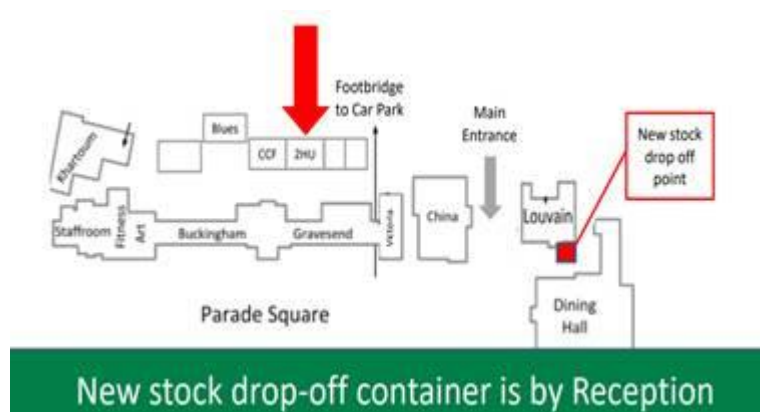
SECOND HAND UNIFORM

Gordon's School Secondhand Uniform Shop is run by the Development Team and is located next to the CCF and Blues Shop (just over the footbridge). We welcome donations of good quality uniform and we sell these items on to purchase.

If you would like to purchase second hand sports kit you can make an appointment to come and visit us or you can email to check stock of items you need. Please email:

Secondhanduniform@gordons.school

Please drop off during term time to our dedicated Donations Box at School Reception, ensuring items are in a plastic bag.



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.

We also have Gordon's branded shoe polishing kits which can be used for your parade shoes, as well as Gordon's suit carriers, available to purchase from the Gordon's online shop.

<https://www.gordons.school/school-shop>

DRESS

RESIDENTIAL ONLY

RESIDENTIAL KIT LIST - MALE BOARDERS

2 Pairs pyjamas

Underwear

1 Dressing gown / 1 pair of Slippers (hard-soled)

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

RESIDENTIAL KIT LIST - FEMALE BOARDERS

2 Pairs pyjamas or night-dresses

Underwear

1 Dressing Gown/ 1 Pair slippers or indoor shoes

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

STUDENT IT DEVICE SCHEME

Student IT Device Scheme

CLASSROOM VISION

As part of our classroom vision we continue to transform the learning opportunities available to students with technology increasingly playing a crucial role in this. Therefore, we have an IT scheme in place that equips every student from Year 7 to 13 with their own individual IT device.

IT PROVISION

As part of the package students will receive:

- A Microsoft Surface Go Tablet (or similar) plus Keyboard for Years 7 to 11
- A Microsoft Surface Pro Laptop (or similar) for Years 12 to 13
- A suitable cover and charger
- Warranty and insurance (see device agreement below for further information)
- Microsoft office and a range of apps
- Full technical support from our onsite IT department including a replacement to use should the device require repairing
- Wireless connection to the internet at school
- A replacement tablet after 3 years of the scheme for Years 7 to 11 (will be replaced at the start of Year 10) on return of the original tablet
- An option to purchase the tablet at the end of Year 11 for £50.00
- As option to purchase the laptop at the end of Year 13 for £100.00

The device agreement form below lists all the terms and conditions of the scheme which needs to be read including the insurance information.

FREQUENTLY ASKED QUESTIONS

What happens if my son/daughter leaves before the end of Year 11 or 13?

As the products are leased, you would return the IT device to school; and there will be an option to either purchase the device or simply return as long as the device is in good working order.

Will my son/daughter be able to access his/her schoolwork from home?

Students will have access to their user area (One Drive) where work saved on school computers in the cloud can be accessed. This access is cross-platform, enabling students to access files saved.

What happens if my son/daughter's tablet gets damaged, dropped, stops working or is stolen?

All of these scenarios are covered under the school insurance policy for which there is a £115 to £125 excess payable to the School for any claim. To make a claim you will need to complete an online insurance application form by contacting helpdesk@gordons.school and an insurance form will be emailed. The device will be repaired/replaced and a temporary device issued during this time.

STUDENT IT DEVICE SCHEME

There is a limit to 2 claims per student; in excess of this could result in additional charges and in some cases the full cost of the repairs being charged.

Please note: the insurance does not cover accidental loss. If for example, your son/daughter were to leave the device unattended and it disappeared, this would not be covered under the terms of the insurance policy and you would be liable for the cost of the device.

How will the IT device affect Prep?

Prep will increasingly be set electronically, therefore the device will be an invaluable tool to support prep by giving simple access to a variety of apps and internet resources.

Will my son/daughter spend all day looking at a screen?

As passionate as we are about the opportunities that IT offers, we are also keen to ensure that other important traditional skills such as writing, sketching and group discussions continue. The role of the IT device is to enhance and extend learning opportunities rather than replace those currently being used.

Can my son/daughter use their IT device at home?

Yes, we are keen to promote learning beyond the school gates so taking the tablet home is a key part of meeting this objective. Students will be able to use their device to access and complete Prep assignments. It will be the student's responsibility to ensure the device is fully charged for the next school day. There will not be facilities to charge the device in school for Day Boarders but there are charging units for the Residential Boarding Houses.

Can my son/daughter use their IT device during breaks or lunchtime?

We are keen to get the balance right in terms of students accessing technology. We are committed to ensuring that students do not become dependent on technology and can develop their interpersonal and social skills. In light of this, student access to their IT device will be strictly limited to learning time and only when directed by their teacher.

Will my son/daughter be able to install their own apps?

Yes but it will be within the School's filters, which will limit social media content. No VPNs are allowed to be added on the device and will be deleted.

What proportion of time will the IT device be used in a lesson?

This will vary from lesson to lesson. In some lessons the device may be used extensively for research, but in other lessons use of the device may not be relevant or appropriate. Likewise some lessons may use the device for a brief starter, or at the end for a plenary. The IT device will not replace teaching; devices will be used to diversify the range of effective learning and teaching strategies available to the teacher.

Will there be future charges for updates and new apps?

No, these costs will be covered as part of Gordon's School's commitment to the scheme.

STUDENT IT DEVICE SCHEME

Will IT devices become a distraction in class?

Effective classroom management is as important as ever when devices are being used. When devices are not in use they will be left face down on the table and in view of the teacher. We have clear expectations of our students when using IT and we are confident that these high standards will continue after individual devices are introduced.

What software will be on the IT devices and are they locked down?

The Gordon's School IT department will set up the devices via the school network ensuring they are compliant with Gordon's School IT policies and limiting access to students to only approved settings and apps etc. The devices will be managed by the School with the IT team ensuring the devices include MDM (mobile device management) to ensure that no school policies are breached, and that students are kept safe online.

What do I need to provide at home?

All you are required to provide is a suitable school bag for the device to be stored in and a place to charge the device ready for the school day. Many apps and features of the device work without Wi-Fi. Having Wi-Fi at home, however, will give access to additional features including the internet.

How will payments for the scheme be made?

Payments for the scheme will be added as follows:

- The cost of the IT device is included in the termly boarding charge
- For Year 11's there is a final cost of £50 per student for parents wishing to purchase the IT device chargeable on Summer Term invoice in Year 11
- For Year 13's there is a final cost of £100 per student for parents wishing to purchase the IT device chargeable on Summer Term invoice in Year 13

Any further questions?

If you have any further questions please contact Jennifer Taylor – Director of Finance & Operations – on finance@gordons.school or call 01276 858084.

Student and Parent/Guardian Student Device Agreement

In this agreement, 'we', 'us', 'our' and 'the School' means Gordon's School and 'I', 'you', 'your', 'user' means the student and parent/guardian. The 'property' is either a Surface Go tablet, keyboard, case and charger (for Years 7 to 11) or a Surface Pro Laptop, case and charger (for Years 12 to 13) owned by the School.

Please read through this agreement which summaries the commitment the School is making to its students and to you as parents/guardians. It also outlines the commitment that will be needed from home to make this agreement work.

STUDENT IT DEVICE SCHEME

Students will be asked to sign an amended IT Acceptable Use Policy (AUP) when they are issued with the tablets.

Agreement.

The School will:

- Provide a Surface Go tablet for Years 7 to 11 or a Surface Pro laptop for Years 12 to 13 for the use of your son/daughter for educational purposes. The provision will be reviewed at the end of the first 3 year period for Years 7 to 11 as applicable.
- Ensure that the device is working and loaded with appropriate software when handed over and offer technical support as is appropriate during term time.
- Ensure that the device is covered by insurance against theft or damage, providing reasonable care is taken and subject to certain exceptions - including loss if left unattended in a public place or in a vehicle.
- Give students an introduction to using and caring for the device and the relevant software.
- Provide first line technical support and warranty services to students (and parents) through the provided School and Microsoft warranty.

Users undertake to:

- Take care of the device at all times; ensuring it is protected when moving around the school in bags and outside of the dining hall.
- Make every effort to protect the device against virus infection and malware or other undesirable software.
- Ensure that your son/daughter understands how to care for and protect the device in accordance with the manufacturer's instructions and relevant School IT policies.
- Ensure that the device is returned in good condition if the student leaves the school, or at any other time upon the request of a member of the IT staff.
- Make sure the device is not used for any illegal, immoral and/or anti-social purpose.
- Report any loss or damage (including any accidental loss or damage) immediately to the School IT Department at helpdesk@gordons.school or in person to the IT department, returning the device if requested.
- Meet the cost of any uninsured losses and **pay an excess of £115 (Surface Go's) or £125 (Surface Pro's) for any claims made.**
- If the device is stolen you must immediately report it to the police and get a crime reference number. Also to report this to the IT Department during term-time and/or throughout any school holidays.
- Inform the School of any change of home location for the laptop.
- Abide by the sections of the School IT Acceptable Use Policy (AUP) relating to device use and sign to confirm this acceptance.
-

As a user I will:

- Look after my device and charger very carefully all of the time, not leaving it unattended or on show including outside the dining hall.
- Bring the device to school every day fully charged and ready for use.
- Always carry it around in the proper case so that it is fully protected.
- Take care when it is transported that it is as secure as possible.

STUDENT IT DEVICE SCHEME

- Not leave it unattended in a public place or in a vehicle (except in the locked boot of a car).
- Make sure that the device is not subject to careless or malicious damage by myself or others.
- Keep my password and other authentication information a secret from others and ensure it is locked if I walk away.
- Take reasonable precautions to prevent the introduction of computer viruses.
- Not decorate or customise the device and not to allow it to be subject to graffiti.
- Ensure that the device I have been given in Year 7 is in good order so can be returned at the start of Year 10 when I will be issued with a replacement; if it is not in good order I understand there may be a charge.
- Look after my own Health and Safety when using the device.
- Report any e-safety concerns to the IT Department or my Houseparent's/Head of House when they become apparent (this includes cyber-bullying and harassment etc).
- Ensure I adhere to the school policies regarding artificial intelligence

The School is not responsible for and will not accept liability for:

- Crimes against the device or user covered by the Computer Misuse Act and amending legislation.
- Loss of personal data.
- Home banking/financial transaction issues.
- Use for illegal or immoral purposes.
- Uninsured losses and the first £115 (Surface Go's) or £125 (Surface Pro's) of any insurance claim

The IT device (plus software and accessories) remains the property of the School, even when it is at your home. It will be loaned to the named person for the duration of the period in which you are a student at the School with an option to buy the final device at the end of the period. It is possible that, after a period of time your device will be replaced, and if so a replacement one issued.

You will be issued with:

- Surface Go with detachable keyboard for Years 7 to 11 and Surface Pro Laptop for Years 12 to 13
- Protective named case
- A charger which must be returned with the device. A charge will apply for lost or damaged chargers
-

There may be occasions when a device needs to be returned to the school and/or for repair, and it may be necessary to completely remove all information on the product. We would therefore recommend regular backing-up of your work and data before handing it to IT staff.

The above terms and conditions may change from time to time, parents/guardians and users are expected to accept these changes as notified.

STUDENT IT DEVICE SCHEME

Student/User Agreement

By accepting the device, the student and parents/guardians agree to abide by these terms in the use and care of the device.

Safe Use of Technology Policy

Please also read the safe use of Technology Policy found on our website on the [following link](#)

You will be asked to sign (on the e-form sent with this document) to confirm you have read the Policy and abide by its terms and conditions.

Jennifer Taylor
Finance & Operations

April 2025

TAKING, STORING AND USING IMAGES OF CHILDREN POLICY

Taking, Storing and Using Images of Children Policy

1. This Policy

- This Policy is intended to provide guidance to staff and information to students and their parents, carers or guardians (referred to in this policy as "parents") about how images of students are normally used by Gordon's School ("the school"). It also covers the school's approach to the use of cameras, video and filming equipment at school events and on school premises by parents and students themselves, and the media.
- It applies alongside any individual parent or student consent forms provided, and should be understood in the context of any other information the school may provide from time to time about a particular use of student images, including e.g. signage about the use of CCTV; and more general information about use of students' personal data in the school's Privacy Notice.
- Safeguarding and online safety issues are more specifically dealt with under the school's relevant safeguarding policies.
- Staff are additionally subject to their own training (in accordance with their role) and school policies in this area, including under the Staff Handbook.

2. General principles of image use

- Certain uses of images, including student images, are necessary for the ordinary running of the school for example, for administration, identification, educational and curricular purposes, It may not be possible to object to such uses, although any concerns in this regard will be duly considered by the school.
- Other uses are considered to be in the legitimate interests of the school and its community and unlikely to cause any negative impact on children. The school is entitled lawfully to process such images and take decisions about how to use them, although objections may be raised and the school will seek to accommodate any reasonable concerns. Examples are given in this policy.
- We hope parents will feel able to support the school in using student images to celebrate the achievements of students, sporting and academic; to promote the work of the school; and for important administrative purposes such as identification and security. However, for any uses of images which might be considered more intrusive or unexpected – examples of which are set out further in this Policy – we will seek specific consent from parents and, as appropriate, students.
- Parents who accept a place for their child at the school are invited to indicate that they agree to the school using images of them as set out in this policy, via the relevant form and/or from time to time if a particular use of the student's image is requested. However, parents should be aware that certain uses of their child's images may continue to be necessary for example, administration, education or security or will be unavoidable [(for example if they are included incidentally in CCTV or as a part of a whole-school photograph).

TAKING, STORING AND USING IMAGES OF CHILDREN POLICY

- Any parent who wishes to limit the use of images of a student for whom they are responsible should contact the Registrar in writing. The school will respect the wishes of parents/carers (and indeed students themselves) wherever reasonably possible, and in accordance with this policy.
- Parents should be aware that, from around the age of 12 and upwards, the law recognises students' own rights to have a say in how their personal information is used – including images.
- Where remote video provision for students (via e.g. Zoom or Teams) is necessary, whether for co-curricular lessons or e.g. counselling, the school will follow its policies in respect of monitoring, recording and retention of such sessions (along with policies on appropriate dress and supervision).

3. Use and publication of certain student images

- In accordance with any consents, notices or objections as may be applicable from time to time, the school will use images of its students to keep the school community updated on the activities of the school, and for marketing and promotional purposes, including:
 - on internal displays and notice boards within the school premises;
 - as part of the school's email system and intranet, and in appropriate communications by whatever means with the school community (parents, students, staff, Governors and alumni);
 - as part of school curricular activities or co-curricular activities;
 - in printed material, such as school magazines and printed marketing material, including the school's prospectus];
 - on the school's website and, where appropriate and in line with relevant policies, via the school's social media channels e.g. X (formerly) Twitter, LinkedIn, Instagram and Facebook; and
 - in the press and other external advertisements for the school.
- The school's policy in respect of the above uses is as follows:
 - **Legitimate interests** will be relied upon for any uses which are either essential (for example, security, administration and education) or which fall within a scope of reasonably expected uses. Reasonably expected uses include via internal school or parent communications, on the intranet or in other closed community groups, in printed material such as a school magazine or prospectus, or any uses whereby an individual child cannot reasonably be identified by someone outside the school community: for example, where their face cannot clearly be seen.
 - The key effect of the school relying on legitimate interests is that parents and students may be entitled to object to such uses, although their specific

TAKING, STORING AND USING IMAGES OF CHILDREN POLICY

consent will not be sought beforehand. Any objections will be duly considered by the school, but objections can be overridden by other factors: for example, uses which the school considers essential; or uses which create little or no risk of harm (including where children are not at risk of outside identification).

- **Consent** will be sought for all other external uses of student images online. In particular, where any intended use is more intrusive or unexpected – for example, if a child is the focus of the image and their face can clearly be seen – the school will discuss the use with the student or parents (as appropriate) in advance and seek a specific, *ad hoc* consent.
- The school will take reasonable steps following any objection or withdrawal of consent but may not be able to recall or destroy printed materials. Any particular concerns or vulnerabilities relating to a student or their family should be drawn to the school's attention in advance. The safeguarding and best interests of students will remain the school's priorities at all times.

4. Use of Student Images for Identification and Security

- All students are photographed on entering the school and, thereafter, at yearly intervals, for the purposes of internal identification. These photographs identify the student by name, year group, house and tutor group.]
- CCTV is in use on school premises, and in certain cases is likely to capture images of students. Images captured on the school's CCTV system are used in accordance with the Privacy Notice and CCTV Policy and the location of cameras will be clearly notified, including by signage.

5. Use of Student Images by external Media

- Where practicably possible, the school will always notify parents in advance when the media is expected to attend an event or school activity in which school students are participating, and will make every reasonable effort to ensure that any student whose parent or carer has refused permission for images of that student, or themselves, to be made in these circumstances are not photographed or filmed by the media, nor such images provided for media purposes.
- The media may ask for the names of the relevant students to go alongside the images. It is not the School's policy to provide full or first names in this scenario, and these will only be provided where parents have been informed about the media's visit and either parent or student has specifically consented to the sharing of their name, for an appropriate and necessary purpose.

6. Security of Student Images

- Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The school uses only reputable professional photographers and makes every effort to ensure that any images of students are in

TAKING, STORING AND USING IMAGES OF CHILDREN POLICY

suitable dress and held by such persons securely, responsibly and in accordance with the school's instructions.

- The school takes appropriate technical and organisational security measures to ensure that images of students held by the school are kept securely on school systems, and protected from loss or misuse. The school will take reasonable steps to ensure that members of staff only have access to images of students held by the school where it is necessary for them to do so.
- Any external processors of student images are engaged only for lawful purposes consistent with those set out in this policy, and subject to proper due diligence and contractual protections.
- All staff are given guidance on the school's Policy on Taking, Storing and Using Images of Students, and on the importance of ensuring that images of students are made and used responsibly, only for school purposes, and in accordance with school policies and the law.
- Students are also given mandatory and age-appropriate training on their own privacy online and with their peers, including image use and social media safety.

7. Use of Cameras and Filming Equipment (including mobile phones) by Parents

- Parents, guardians or close family members (hereafter, parents) are welcome to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the school expects all parents to follow:
 - When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the school therefore asks that it is not used at indoor events.
 - Parents are asked not to take photographs of other students, except incidentally as part of a group shot, without the prior agreement of that student's parents.
 - Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other students should not be made accessible to others online (for example on Facebook, Instagram or by text or WhatsApp), or published in any other way.
 - Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school will always print a reminder in the programme of events where issues of copyright apply.
 - Parents may not film or take photographs in changing rooms or backstage during school productions, nor in any other circumstances in which

TAKING, STORING AND USING IMAGES OF CHILDREN POLICY

photography or filming may embarrass or upset students, by reference to their dress or activity or any other factor.

- The school reserves the right to refuse or withdraw permission to film or take photographs, at a specific event or more generally, either for all attendees/parents (e.g. where a safeguarding risk to an individual child has been identified) or from any individual parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
- The school sometimes records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case physical or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.
- Should remote video provision at home (by Zoom, teams or otherwise) be required or facilitated by the school in any context, specific guidelines and instructions will be provided to ensure privacy and safety, including around dress and recording of video.

8. Use of Cameras and Filming Equipment by Students

- All students are encouraged to look after each other, and to report any concerns about the misuse of technology, or any worrying issues to a member of staff.
- The use of cameras or filming equipment (including on mobile phones) is not allowed in toilets, washing or changing areas, nor should photography or filming equipment be used by students in a manner that may offend or cause upset.
- The misuse of images, cameras or filming equipment in a way that breaches this Policy, or the school's Anti-Bullying Policy, Data Protection Policy, eSafety Policy, IT Acceptable Use Policy for Students, Safeguarding Policy or the School Rules is always taken seriously, and may be the subject of disciplinary procedures or dealt with under the relevant safeguarding policy as appropriate.

Josephine Boorman
HR Director

Updated: April 2025

INSTRUMENTAL / SINGING LESSONS

Instrumental / Singing Lessons

TERMS AND CONDITIONS

We are pleased to be able to offer a variety of instrumental and singing lessons 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, ukelele, electric bass guitar, drum kit, piano, violin, viola, cello, highland pipes and singing (contemporary, classical and musical theatre).

COST

From September 2025 the charge for individual music lessons (30 mins. duration) is £31.00 per lesson. Shared lessons are only available for woodwind instruments and singing at a cost of £15.50 per 30 minute lesson. 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. Longer lessons (45 minutes or an hour) for those students taking higher grades are available on application, and are recommended for any student working towards Grade 8 or Diploma.

PIPES AND DRUMS

The school is very keen to maintain the tradition of Pipes and Drums. On the recommendation of the Senior Pipe Major, Students who attend Period 7 Pipes and Drums who show enthusiasm, diligence and commitment, are eligible for free lessons on the Highland Snare and Tenor Drum and free lessons for up to three years on the Bagpipes. Students need to have made sufficient progress in these lessons and demonstrated commitment before joining the Pipes and Drums.

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 48 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

INSTRUMENTAL / SINGING LESSONS

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 practise we offer supervised practice sessions during and after prep, and on Saturday mornings. 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/SHEET MUSIC 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.

The school is part of the Assisted Purchase Scheme, allowing parents to purchase musical instruments and accessories without paying the VAT. Please see <https://www.gordons.school/attachments/download.asp?file=1258&type=pdf> for more information.

INSTRUMENTAL / SINGING LESSONS

Books required for the purpose of tuition will be ordered by the teacher and charged to the school bill termly.

ENSEMBLES

The Music Department has a wide range of instrumental and choral groups which rehearse before and after school. 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

Head of Academic Music

April 2025

LAMDA LESSONS

LAMDA Lessons

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

TUITION AVAILABLE TO ALL YEARS

We recommend LAMDA lessons for the following students:

- Those who are keen actors and want to polish their performance/public speaking skills
- Those who would like to gain extra recognised qualifications within Acting, Musical Theatre or Public Speaking
- Those who love drama but do not necessarily want to take it for GCSE or A Level.
- Those who would like to improve their confidence when speaking/performing

DISCIPLINES AVAILABLE

Acting

Miming

Devising Drama

Reading for Performance

Speaking Verse and Prose

Shakespeare – Solo Performance

Shakespeare - Duologue

Musical Theatre – Solo Performance

Musical Theatre - Duet

Presentation Skills (Public Speaking/Speaking in Public)

[LAMDA Certificate in Speech and Drama: Performance Studies \(PCertLAM Diploma\)](#)

SIXTH FORM LAMDA LESSONS

Sixth Form LAMDA lessons are timetabled to take place weekly, during their free study periods. There is an option to have a 30 minute lesson or an hour lesson. An hour lesson is strongly encouraged for students who are taking Grade 6 and above. These lessons are suited to students who have a keen interest in Acting, Musical Theatre or Public Speaking. The Public Speaking aspect is advantageous to any student who performs well academically but needs to improve self-presentation and gain confidence at public speaking. Presenting work in seminars is an increasingly important component of university education, let alone aiding managerial skills and presentational skills needed in most modern work environments. Sixth Form students are entered for their exam at the end of the spring term in Year 12. Successful passing of these exams will accrue vital UCAS points which they can use towards their university entry requirements in Year 13.

LAMDA LESSONS

UCAS POINTS

Grade 6 = 8-12 points

Grade 7 = 12-16 points

Grade 8 = 24-30 points

Shakespeare level 3 = 4-12 points

PCertLAM Diploma = 8-24 points

PERFORMANCE OPPORTUNITIES

The LAMDA, Music and Drama departments has a wide range of opportunities in which students taking LAMDA lessons can get involved. These include LAMDA Showcase Evening (which takes place before their exams as practice), Drama Showcase Evenings, Informal Concerts, Public Speaking Competitions and Presenting at Public Events.

COST

From September 2025

Individual LAMDA Acting and public Speaking lessons

- £310.00 for ten lessons (30 minutes)
- £620.00 for ten lessons (1hr lesson)

Shared LAMDA Acting lessons

- £155.00 for ten lessons (30 minutes)
- £310.00 for ten lessons (1hr lesson)

**An hour lesson is strongly encouraged for students who are taking Grade 6 and above*

**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 dependant on the length of each term*

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 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 or amend length of lessons. Please send this notification to the

lamda@gordons.school

LAMDA LESSONS

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 LAMDA Department located in the Drama Department Office and we will pass on your message to the relevant teacher.

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 LAMDA 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.

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 lamda@gordons.school

I look forward to receiving your completed form.

Kathryn Moore

Head of LAMDA

April 2025

SIXTH FORM AGREEMENT 2025-2026

Sixth Form Agreement 2025-2026

Expectations of our Sixth Form students:

The Sixth Form is the pinnacle of Gordon's School and students are expected to **bleedgreen**, role modelling our character qualities at all times; acting with courtesy, integrity, diligence, enthusiasm and resilience. Students failing to abide by School expectations should expect sanction.

This home-school agreement is seen as an important partnership between the school, its parents and its students which enables a successful education.

All of the below will be asked on the joining pack forms to return. These will be sent by email and will have a tick box for

I Agree

I Disagree

If you disagree with any of the following then we will require you to discuss further with a member of the Senior Leadership Team and will contact you accordingly.

Behaviour

Gordon's operates a significantly stricter than average behaviour policy that includes a strict dress / hair code. Only a decision to permanently exclude can be overturned by the Governing Body or any third party, all other decisions are entirely at the discretion of the school and based on the school's view on probability rather than proving a case beyond reasonable doubt. By ticking this box you are accepting these facts and trusting that the school, even in disciplinary action against your son/daughter, is acting responsibly and as they must in the best interests of the wider community.

Parental Support for disciplinary action

Student behaviour deteriorates where parents openly back their son/daughter without first speaking to the school privately. By ticking this box you are agreeing to support school decisions in front of your son/daughter and when you have concerns discuss these with the school in private.

SIXTH FORM AGREEMENT 2025-2026

Volunteering and giving back

Students are expected to complete at least 50 hours' service across Y12-13. This may be by using opportunities provided by Gordon's School e.g. peer teaching / mentoring, coaching younger years or providing tours of the school or by volunteering in activities and organisations outside school. By ticking this box you are agreeing to support the above.

Participation

Sixth Form students will be expected to get involved and participate in School life, including after school Period 7s and Saturday school, if selected for a school team. The expectation is that Sixth Form students participate in four sessions per week. Eligible participation includes playing in a School weekend fixture (counts as two); attending Saturday morning private study (if not selected for a team); volunteering after-school; attending an after-school academic clinic; rehearsals; Friday drill practice (optional). Day students completing 4 sessions midweek and not selected for a school team, are not required to attend site on Saturdays.

Full residential boarders not playing for a team on a Saturday morning must attend private study regardless of how many hours they have selected midweek. Weekly boarders not playing for a team on a Saturday are able to go home or stay for private study.

By ticking this box you are agreeing to the above.

Attendance

Attendance in Sixth Form is full time and compulsory and we expect 100% attendance and punctuality. Permission and/or notification from a parent must support any absences and the school should be notified in advance of any absences. Failure to attend any lessons or compulsory sessions; including but not limited to PE, PSHE, EPQ, tutor sessions, Open Study (Y12), Liberal Arts (Y13), prep or Chapel will result in sanctions for **truancy**.

Students must be in school by 8.15am (for form time) and cannot go home before 3.35pm, unless with prior parental consent for the following:

- Medical appointment
- Genuine family emergency
- Driving test (not driving lessons)

If students have study periods in P5/6, they must be in school/study rooms and working. It is not a reason to go home early. This is for safeguarding reasons.

By ticking this box, you agree to the above.

SIXTH FORM AGREEMENT 2025-2026

Absence

All absence from school Periods 1-7 and Saturdays must be authorised. With the exception of Saturdays, all absence requests should go to absence@gordons.school

Saturday absence requests should be sent to Director of Co-Curricular rrowlands@gordons.school and absence@gordons.school . All reasonable effort is made to accommodate a legitimate absence from school.

By ticking this box, you agree to seek authorisation for all absences and abide by the school's decision or enter into a dialogue with the school if you feel unable to do so.

Outside School Commitments

Outside school commitments such as jobs or driving lessons should **not** impinge on the school day, attendance at clinics, nor inhibit Sixth Form students from meeting the above commitments.

Friday detentions run from 4pm to 4.45pm and take priority over other commitments.

By ticking the box, you agree to the above.

Courtesy

By ticking this box you agree to abide by the Parents' Charter and treat all members of staff, students and fellow parents as you would wish to be treated.

Complaints

By ticking this box you are agreeing to try and resolve issues with subject teachers, Heads of Department or Heads of Houses and where issues remain unresolved follow the published Complaints Policy.

Dress Code

Dress code. Sixth Form students are expected to abide by our dress code which is professional dress, suitable for business. This includes after-school until 6.15pm and when representing the school. Students may wear Gordon's branded PE kit in prep from 6.15pm until 7.30pm. Any student where there are concerns regarding behaviour or appearance may expect sanctions.

SIXTH FORM AGREEMENT 2025-2026

Sixth Form students are expected to be formally attired unless in a PE lesson or AD session. This includes lunch time and the only exception is when a student has PE/AD P3/4 and again P5/6.

PE kit must current and no legacy items are acceptable. Current items are shown on the Tylers website.

By ticking this box, you agree to the above.

Contact details

Contact details. We may need to contact you in an emergency. By ticking this box you are taking responsibility to keep the school informed about any change in family circumstances, including medical issues and contact details.

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 £20.00.

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 £20.00 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.

Helen Carruthers

Deputy Head (Pastoral)

May 2025

RESIDENTIAL BOARDERS

GUARDIANS FOR RESIDENTIAL BOARDERS POLICY

The core principle that guides everything we do is Putting Students First. For the purpose of this policy, the term 'guardian' refers to an educational guardian, rather than a legal guardian.

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 at least one 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. **This ensures 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.**

A guardian acts as the parents' representative and is independent of the school. This does not change should the boarder turn 18 whilst s/he are here. The types of services guardians typically offer include arranging holiday or short-notice accommodation, airport transfers, attending parents' evenings and other school functions and generally supporting the students during their stay in the UK.

A guardian is vital should a student need extra support and advice in case of a medical emergency, a disciplinary matter or during any crisis or major incident. Guardians should be able to provide safe and suitable accommodation and appropriate care and supervision at these unexpected times. It is essential that both the parents and the persons appointed as guardians understand the commitment required. The joining pack form should be signed by all those with parental responsibility and the guardian will thereafter be requested to sign a separate agreement.

It is the parents' responsibility to appoint a guardian for their child. It is important to choose a responsible adult and one they feel confident will support their child in day-to-day circumstances, as well as in short notice emergencies. It is also worth considering the support the guardian will provide to the child in the absence of the parents such as emotional, academic and, if applicable, religious guidance.

Policy Aims

- To provide the parents (and the guardians they appoint) with a clear explanation of the school's expectations relating to guardianship.
- To provide the parents with a clear explanation of the responsibilities of the guardian they appoint.
- To make known to the parents that the school reserves the right to determine the acceptability of arrangements made for their child when they are residing out of school; should

RESIDENTIAL BOARDERS

the arrangements prove unacceptable parents and guardians will be advised and given reasonable opportunity to change the arrangements.

- To provide an agreement for the registration of a guardian.
- To provide details on how communications between the school, parents and guardians will operate.

A Guardian

- May be a nominated relative or close family friend. Alternatively, an AEGIS-accredited guardian (www.aegisuk.net) should be appointed. AEGIS is a regulatory body that oversees guardianship companies and is an essential layer in the safeguarding of our students.
- Should be at least 25 years old and not in full-time education themselves. There is an emotional maturity attached to guardianship that needs to be present when dealing with emergency situations.
- Should not reside in university accommodation.
- Should be English speaking (it is not necessary for English to be a first language, but an appropriate level of fluency is required).
- Should have UK residency and live a reasonable travelling distance (under 1 hour) from the school by car or public transport.

Guardian Responsibilities

- A guardian should be able to help with any emergency decisions concerning the student if the parents are not immediately available.
- The guardian must be available in the event of an emergency (such as illness, serious misbehavior or disrupted travel/ accommodation plans).
- Guardians of boarders flying as minors must meet the student at the airport on departure and arrival to collect him/ her from the airline and must fulfil the airline's requirements for receiving and releasing unaccompanied minors.
- A guardian must be able to invite the student to stay for holidays including exeat and half-term breaks when needed. No student may remain on the school premises during these times and the school cannot make arrangements for students at this time.
- Accommodation arranged by the guardian must be safe, appropriately supervised, and of a good standard. Regardless of age, we do not consider unsupervised hotel, B&B, hostel or rental accommodation acceptable. All arrangements, including full addresses and contact numbers, must be communicated with your child's House Parent.
- The guardian must provide their full contact details to the school and agree to keep us informed of any changes immediately. If the guardian is out of the country, or unavailable for any period, an alternative UK contact must be arranged, and details communicated to your child's House Parent.

The school reserves the right to contact the guardian in the holidays to check arrangements are in place.

RESIDENTIAL BOARDERS

- If there is a change in guardian and an alternative appointed, the school must be informed in writing immediately.
- A guardian should be familiar with the school's rules, regulations and policies and support the school's aims and values.

Private Fostering Arrangement

- Should a child stay with their guardian (who is not a relative or legal guardian) for more than 28 consecutive days, the local authority must be informed so that they can process a private fostering arrangement.
- More information around private fostering in Surrey can be found here. N.B. Private fostering arrangements must be made in the county where the guardian and child are residing.
- Parents and guardians must inform the school when a private fostering arrangement is being made.
- The School has a duty to inform the local authorities should they become aware of a situation that requires a private fostering arrangement.

Procedure

- The appointment of guardians is the sole responsibility of the parents or family of the student.
- Guardians will preferably be a family member (not a parent) /close friend who, if possible, lives a reasonable distance from the school.
- Parents must sign the form below (Appendix 1) to say they understand the criteria for appointing a guardian.
- Guardians must sign the form below (Appendix 1) 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.
- 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.
- Gordon's School is unable to recommend or appoint guardians but, if necessary, parents could contact AEGIS accredited guardian organisations. www.aegisuk.net
- Gordon's School will send a guardian Appointment Form for completion by the parents and also a declaration to the appointed guardian to be returned to the school.
- A copy of the form will be held by the school.

Please note that the choice of guardian is entirely the responsibility of the parent and the school accepts no legal responsibility for any guardianship arrangements. It is the parents' responsibility to ensure they have selected and are satisfied with a guardian of their choice. The school does, however, expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

RESIDENTIAL BOARDERS

**Helen Carruthers,
Deputy Head (Pastoral)
May 2025**