JOINING PACK 2026-27

MAIN SCHOOL

DAY & RESIDENTIAL BOARDERS

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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

INFORMATION FROM THE HEAD

Email addresses are:

buckingham@gordons.school
china@gordons.school
gravesend@gordons.school
kensington@gordons.school
khartoum@gordons.school
victoria@gordons.school

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. Mr Greggor (KS3) or Mr Gallagher (KS4)

For more serious matters you may wish to contact Miss Pierce, Deputy Head (Curriculum), Ms Carruthers, Deputy Head (Pastoral), or Mr Moss, Head Teacher.

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 communications and details about school events. These cover aspects such as meetings, careers, forthcoming school productions, school trips and ceremonial events. We use 'Bromcom' for this - 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)

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

SOCS is our dedicated online portal for all things related to school fixtures and Saturday school schedules. It is the most reliable and up-to-date source of information for parents giving information re. team sheets, locations and timings. Login details will be given in September.

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.

INFORMATION FROM THE HEAD

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 all 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

All main school students are expected to attend designated weekend Parades of which there are up to 6 a year, plus the Memorial Weekend and Annual Parade & Prize Giving. These are formal events, with over 100 years of ceremonial parades having taken place, we do hope parents will support the School on these occasions. The parade dates can be found on our website by clicking here.

Requests for permission to miss a parade **must** be put in writing **in advance** to the Head Teacher. This can be by letter or email to head@gordons.school

CHANGE OF ADDRESS

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

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

MEDICAL

When the medical centre issue the appropriate information please complete and return the MEDICAL QUESTIONNAIRE and CONSENT FORM 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 Gordon's School website medical page.

GUARDIANS FOR RESIDENTIAL BOARDERS

All residential boarders who normally live overseas, or parents who live sufficiently far away from the school that collecting their child at short notice is not possible are required to have at least one named guardian who has agreed to their appropriate duties and responsibilities.

INFORMATION FROM THE HEAD

Further information and a link to the form for parents to complete is included in the covering email sent with this pack.

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.

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 responsibility of parent/s to inform the school of any temporary and permanent changes.

POLICIES

Key Policies are available on the school website.

Please particularly refer to:-

- Taking Images of Children Policy (also included in this pack)
- Student and Parent Privacy Notice

HOME SCHOOL AGREEMENT

A home school agreement is included later in this pack and within the forms to return. Please ensure this is signed (a tick box will suffice as electronic consent) by the student and parent/carer before returning it to the school electronically.

DAY & RESIDENTIAL BOARDING HANDBOOK

A guide to Day and Residential Boarding can be found here.

FURTHER INFORMATION

House information will be sent once Houses have been allocated – although all residential (full and weekly boarding) Year 7s will be joining Woolwich House.

All students new to the main school in **Year 7** and **Year 9** will be invited to a **'Moving On Day'** which is scheduled to take place on Tuesday 30 June 2026.

Please note that there will be a whole **New Student Induction Day** for **all** new Year 7 and Year 12 students on **Wednesday 2 September 2026**. Further details to follow in due course.

Andrew Moss
Head Teacher

April 2026

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 2026 – 2027

New Y7 Residential (full and weekly) Boarders should arrive between 1600-1700 on Tuesday 1st September 2026.

New Day Boarders in Y7 should arrive on Wednesday 2 September 2026 (time tba), and for the rest of the year need to be in school by 0800 to be in Tutor Groups, Assembly or Chapel by 0820. New day boarders in other years should arrive on 3rd September at 8am.

Attendance is required for activities on Saturday mornings from approx. 1000-1200 except on exeat weekends, half terms and school holidays, although some fixtures may require an earlier start or later finish.

Sunday chapel service and parade dates will be issued separately and are listed on the school website.

INSET days are training days for staff only.

AUTUMN TERM 2026

INSET	Tuesday 1 September
New Y7 & Y12 Residential boarders arrive	Tuesday 1 September 1600-1700
New Y7 Parent information evening	Tuesday 1 September 1700
New Y8/9/10 Residential boarders arrive	Wednesday 2 September at 1730
New Student Induction Day Y7 & Y12	Wednesday 2 September
First Day of Term	Thursday 3 September
EXEAT from Fri afternoon	Saturday 26 / Sunday 27 September
Half Term begins (2 weeks)	Saturday 17 October after Saturday activities
INSET	Monday 19 October
INSET	Tuesday 20 October
Lessons Resume	Monday 2 November 2026 (Boarders return between 7.00 and 9.00 pm on Sunday 1 November 2026)
EXEAT from Fri afternoon	Saturday 21 / Sunday 22 November
Last Day of Term	Wednesday 16 December at 1200/1215

Please see website for further dates

The School Day 2026 – 2027

MONDAY-FRIDAY

Registration	**0745 - 0815**
Tutor Group/Assembly/Chapel	0820 - 0840
Period 1	0840 - 0935
Period 2	0935 - 1030
Break	**1030 - 1100**
Period 3	1100 – 1155
Period 4 a (Lunch Y7-Y10)	**1155 - 1250**
Period 4 b (Lunch Y11 – Y13)	**1250 - 1345**
Period 5	1345 - 1440
Period 6	1440 - 1535
Period 7 Activities	1600 - 1655
Tea	**1700**
Prep (Y7- Y13)	1815 - 1930

Day Boarders are strongly encouraged to stay for prep until 1930 Monday to Thursday and on Friday until 1900

School Uniform

PROVISION

Responsibility for provision of clothing rests with the parents with the exception of ceremonial dress (known as “Blues”) supplied by the School.

SCHOOL UNIFORM

All items of school uniform, school boot bags and holdalls are available through Valentino’s Shop in Knaphill.

https://valentinoschoolwear.com/product-category/find-your-school/secondary-schools/gordons/

SPORTS KIT : Year 7-11 students are required to purchase sports kit from Tyler’s webshop www.tylers-sportswear.co.uk

However, items that are not particular to the School may be obtained from any source provided that the style, colour and material content matches the description on the clothing list.

Normal day wear is the blazer with white shirt & tie. Boys wear mid-grey straight-cut trousers. Girls wear mid-grey skirts which must be at least knee length or mid-grey trousers. The School reserves the right to refuse to allow a student to wear unsatisfactory clothing.

All clothing and other items MUST BE MARKED with the student's name and initials, using an embroidered sewn-in label (for clothing items) or other permanent marking.

SCHOOL SUPPLIER OPENING TIMES

Please see Valentino’s website www.valentinoschoolwear.com for further details and on line ordering.

Valentino’s, 23-29 Broadway, Knaphill, Woking, Surrey, GU21 2DR – Tel 01483 475051

15% DISCOUNT (ONLIINE OR INSTORE) 18 to 23 May 2026 - discount code **SUMMER15**
10% DISCOUNT (ONLINE ONLY) 25 May – discount code **SUMMER10**

All items will be subject to their normal returns policy, and sizing can be exchanged right up until schools open for the next school year.

SCHOOL UNIFORM

CEREMONIAL UNIFORM ("BLUES")

The School supplies to each student and maintains the full ceremonial uniform, which comprises the following;

- 1 pair Gordon Tartan Trews or Kilt
- 1 Blue Tunic
- 1 Glengarry or Tam o' Shanter
- 1 pair of red flashes (for use with 'piper's green' socks – parents to buy for girls from Valentino's)
  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

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.

Please note that the ceremonial uniform is an exclusive garment to the school and only ever on loan to students to wear on ceremonial occasions. Blues will be issued to students during the first half of the Autumn Term and need to be looked after. They are unique, expensive and very difficult to replace. For this reason, a charge will be made to parents for any items damaged, lost or not returned.

Throughout the year students can exchange items that no longer fit at swap shops which are held at school. Details of dates and times will be announced through the weekly bulletin.

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

SCHOOL UNIFORM

Please note, if you are gifted sports kit from friends and family, the below items are no longer allowed to be worn at Gordon's.



SCHOOL UNIFORM

WEBSHOP

Year 7 students are required to purchase sports kit from the school's webshop. https://www.tylers-sportswear.co.uk/ in good time.

Members from the Tylers Sports Team will be at the Year 6 Moving on Day on 30 June 2026. This will give parents an opportunity to look at samples and gauge sizing on behalf of their child. Timed appointments in the theatre between 10.00 am and 4.00 pm can be booked via the link sent from our Registrar.

All new and older students must also purchase sports kit from the school's webshop. https://www.tylers-sportswear.co.uk/ .

Uniform for Boys

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

MINIMUM OUTFIT TO BE SUPPLIED BY PARENTS

FROM VALENTINO'S: SCHOOL UNIFORM

1 Blazer

1 School tie

Parade shoes - 1 Pair of plain black polishable shoes - lace-up for parade

PURCHASED FROM ANY SOURCE (VALENTINO'S CAN PROVIDE MOST OF THESE ITEMS):

2 Pairs mid-grey straight-cut trousers

5 White long sleeved shirts (short sleeved shirts may be worn in the Summer Term only)

6 Pairs dark grey (charcoal) or black socks

OTHER

School shoes - 1 additional pair of plain black polishable shoes

A plain dark winter coat is permissible without prominent logos

A suit-bag for the ceremonial Blues uniform

Padlocks for lockers

1 Case/weatherproof bag for school books

UNIFORM FOR BOYS

SPORTS KIT - FROM WEB SHOP: WWW.TYLERS-SPORTSWEAR.CO.UK

Year 7 – 11	Black ¼ Zip top
Year 7 – 11	2 Pairs long black games socks
Year 7 – 11	School tracksuit bottoms
Year 7 – 11	Black games top
Year 7 – 11	Black shorts
Year 7 - 11	Black Padded Sports Jacket /stadium jacket – optional

The above items can be purchased individually from the Tylers webshop.

OTHER SPORTS KIT

2 Pairs short white sports socks

Football/Rugby boots

(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).

Astroturf shoes or trainers

Shin pads	Compulsory for Football & Hockey
Gum shield	Compulsory for Rugby & Hockey
1 White long-sleeved v-neck sweater	Optional for cricket teams in the Summer Term
1 pair cricket trousers (white)	Optional for cricket teams – from *Tylers webshop*
1 sports bag for PE kit	Gordon's branded & numbered - *from Valentino's*
Black under armour top	*Optional item from Tylers webshop only*
Black leggings	*Optional item from Tylers webshop only*
Cricket Shirt	*Optional item from Tylers webshop only*

All students are expected to bring their own writing/drawing equipment for lessons. This must include as a minimum: pens (a fountain pen is recommended and biros), a 30cm ruler, pencils, a rubber, pencil sharpener, protractor and compass.

Please note, students must not bring scissors or other sharp implements into school other than a compass for maths.

UNIFORM FOR BOYS

The school will provide each Year 7 student with a dictionary. Calculators are supplied when necessary in Years 7 and 8. Years 9 and above should bring a scientific calculator.

RESIDENTIAL KIT LIST – MALE BOARDERS

2 Pairs pyjamas

6 Pairs underpants

1 Dressing gown

1 pair of Slippers (hard-soled)

2 Bath towels + 2 hand towels

1 Duvet

2 Duvet covers and bottom sheets (duvet cover not required for Y8 and above, we will provide.)

2 Pillow cases (covers not required for Y8 and above)

1 Pillow

Toilet necessities

Shoe cleaning kit

Blu Tack

Laundry bag – a minimum of two net bags (for washing smalls) which are named. From any source.

Uniform for Girls

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.

MINIMUM OUTFIT TO BE SUPPLIED BY PARENTS

FROM VALENTINO'S: SCHOOL UNIFORM

1 Blazer

3 Mid-grey skirts (must be at least knee length) – or alternative option of mid-grey trousers

1 School tie

1 Pair 'piper's green' socks (worn with Ceremonial Uniform)

Parade shoes - 1 Pair of plain black low-heeled polishable lace-up shoes for parade

PURCHASED FROM ANY SOURCE (VALENTINO'S CAN PROVIDE MOST OF THESE ITEMS):

5 White long sleeved shirts	Short sleeved shirts may be worn in the Summer Term only
6 Pairs plain white ankle socks	Summer Term and 1st half of the Autumn Term
6 Pairs grey socks if wearing grey trousers	
6 Pairs black tights (100 denier)	Winter Terms

OTHER

School shoes - 1 additional pair of plain black low-heeled polishable shoes.

(ballet style/patent shoes are not allowed)

A plain dark winter coat without prominent logos is permissible

A suit-bag for the ceremonial Blues uniform

Padlocks for lockers / 1 Case/weatherproof bag for school books

UNIFORM FOR GIRLS

SPORTS KIT - FROM WEB SHOP: WWW.TYLERS-SPORTSWEAR.CO.UK

Year 7 -11	Black ¼ Zip top
Year 7 – 11	2 Pairs long black games socks
Year 7 – 11	School tracksuit bottoms
Year 7 – 11	Black games top
Year 7 - 11	Black skort or black shorts
Year 7 – 11	Black padded sports jacket – optional

The above items can be purchased individually from the Tylers webshop.

OTHER SPORTS KIT

2 Pairs short white sports socks

Astroturf shoes or trainers

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.

Shin pads	Compulsory for Football & Hockey
Gum shield	Compulsory for Rugby & Hockey
1 sports bag for PE kit	Gordon's branded & numbered - *from Valentino's Shop*
Hockey stick	*Optional item*
Black under armour top	*Optional item from Tylers webshop only*
Black sports leggings	*Optional item from Tylers webshop only*
Cricket Shirt	*Optional item from Tylers webshop only*

All students are expected to bring their own writing/drawing equipment for lessons. This must include as a minimum: pens (a fountain pen is recommended and biros), a 30cm ruler, pencils, a rubber, pencil sharpener, protractor, compass.

Please note, students must not bring scissors or other sharp implements into school other than a compass for maths.

UNIFORM FOR GIRLS

The school will provide each Year 7 student with a dictionary. Calculators are supplied when necessary in Years 7 and 8. Years 9 and above should bring a scientific calculator.

RESIDENTIAL KIT LIST – FEMALE BOARDERS

2 Pairs pyjamas or night-dresses

6 Pairs briefs

4 Bras or cropped tops

1 Dressing Gown

1 Pair slippers or indoor shoes

2 Bath towels + 2 hand towels

1 Duvet

2 Duvet covers and bottom sheets (duvet cover not required for Y8 and above, we will provide.)

2 Pillow cases

1 Pillow

Toilet necessities

Shoe cleaning kit

Blu Tack

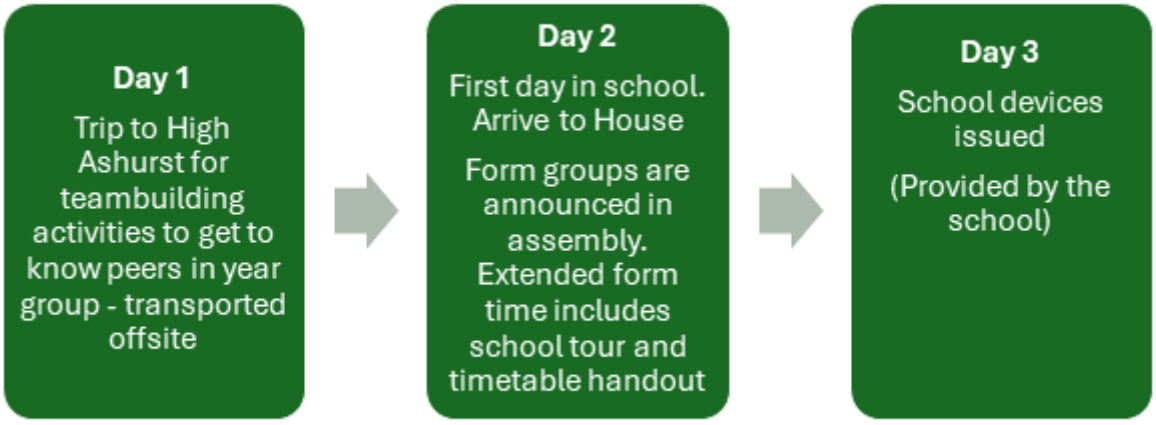
Laundry bag – a minimum of two net bags (for washing smalls) which are named. From any source.

Student Academic Lesson Equipment List

Tablet device

- Ballpoint/ink pen
- Pencil
- Ruler
- Eraser
- Highlighters
- Coloured pen
- Pencil sharpener
- Coloured pencils
- Glue stick
- Scientific calculator - Casio FX85GTCW or similar
- Protractor

Timeline of initial days for year 7



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. Please note, we expect students to use these devices and personal laptops / tablets are not permitted as they circumnavigate our safeguarding procedures.

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
- An 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.

Please Note: Year 7-9 Students will only be able to use their emails for contacting teachers. There will be no access to email other students or external email addresses through the school tablets.

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; 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.

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.

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 – Finance & Operations Director – 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.

STUDENT IT DEVICE SCHEME

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.

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.
- 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
- 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/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

May 2026

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).

- 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 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 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 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

TUITION AVAILABLE

Gordon's offers individual and shared instrumental and singing lessons in addition to National Curriculum classroom music.

Available instruments:

- Woodwind: flute, oboe, clarinet, saxophone
- Brass: trumpet, French horn, trombone, tuba, other brass
- Strings: violin, viola, cello
- Other: piano, drum kit, electric guitar, electric bass, ukulele, highland pipes
- Singing: contemporary, classical, musical theatre
- Marching drums tuition (Period 7) before joining Pipes and Drums

Students are expected to practice regularly and catch up on any missed classroom work.

COST

- Individual 30-min lessons: £33.00 per lesson
- Shared 30-min lessons (woodwind, strings, singing, two students same level): £16.50 per student
- Longer lessons (45–60 mins) available on application, recommended for students aiming for Grade 8 or Diploma.
- Fees are charged in advance on school bills (except Year 7, first term).

PIPES AND DRUMS

- The school is very keen to maintain the tradition of Pipes and Drums.
  Upon the recommendation of the Senior Pipe Major, students who attend Period 7 Pipes and Drums who show enthusiasm, diligence, commitment and potential for the instrument of choice, 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 to learning before joining the Pipes and Drums band.

INSTRUMENTAL / SINGING LESSONS

LESSON ADMINISTRATION – PLEASE READ CAREFULLY

- Lessons are on a **rota system during the school day**; times change weekly to avoid missing the same class.
- Lesson changes require **48-hour notice** and must be requested by Thursday 3:35pm for the following Monday.
- Students are responsible for rearranging missed lessons; refunds are **rare**.
- **Half-term notice (in writing)** required to cancel lessons: music@gordons.school

REPORTING

- One mid-term report and one end-of-year narrative report per student.
- Queries can be sent to the Music Department office for the relevant teacher.

SUPERVISED PRACTICE

- Available for boarders or students needing space/time: during/after prep and Saturday mornings.
- Staffed by instrumental teachers to support practice, aural training, and accompaniment.

EXAMS

- Teachers will advise when students are ready.
- Exams are mostly in-school, occasionally at local centres. Transport may be required for day boarders.
- Piano accompanists arranged where necessary (extra charge may apply).

INSTRUMENT/SHEET MUSIC PROVISION

- Parents must provide instruments (pianos/drum kits available at school).
- Instrument hire: Dawkes Music (Maidenhead) or Chamberlain Music (Haslemere)
- Assisted Purchase Scheme available (VAT-free instruments/accessories): Gordon's Scheme
- Books required for lessons are ordered and charged termly.

INSTRUMENTAL / SINGING LESSONS

ENSEMBLES

- Students learning an instrument are expected to join ensembles and attend concerts.
- Rehearsals occur before school, Period 7 or Period 8.

Rachel Brazendale

Head of Academic Music
music@gordons.school

May 2026

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).

*****Please note, due to high demand, please expect for your child to be put on a waiting list for a place in the first instance. Once a space is available, the LAMDA team will be in contact with you as to when your lessons will commence.

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)

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.

LAMDA LESSONS

COST

From September 2026

Individual LAMDA Acting and Public Speaking lessons

£330.00 for ten lessons (30 minutes) £660.00 for ten lessons (1hr lesson)

Shared LAMDA Acting lessons

£165.00 for ten lessons (30 minutes) £330.00 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 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 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 lamda@gordons.school

REPORTING

You will receive one mid-term report and one narrative report in the summer term from the LAMDA teacher. If you have concerns or queries in between please contact the 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
May 2026

School Book Club

In conjunction with the School Library facilities, we also run a Bookshop at the School.

We like to encourage our students to read as much as possible and ask you to give authorisation for your child to spend up to a specified amount each term. The amount they spend is added to the termly bill.

There are many occasions during the school year when books are available to buy, for instance at Book Fairs and during author visits, and we find that setting up an account is preferable for the school and your child.

To help you to set a limit, the average price of the books on sale is around £8.00, most parents set a limit of £10.00-£20.00 per term

Please complete and return the Bookclub form electronically to set up a Bookshop account for your child.

Tim Coyle

Librarian and Publications Production Editor

May 2026

Home School Agreement – Main School

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

In joining the school parents and students are sharing and supporting our belief that happiness, well-being and lifelong success comes from working hard to:

1. learn and achieve one's best;
2. be an active participant in school life;
3. give back to the school, House and local community;
4. connect with others and maintain good healthy relationships;
5. appreciate what one has.

The School's Commitment:

The School agrees to ensure that each student:

1. receives a published programme of study in each of his/her subjects;
2. is appropriately challenged and supported to make progress;
3. has his/her work regularly assessed through Key Assessments and commented upon;
4. has the opportunity to be involved in activities outside the classroom;

The school agrees to ensure that each parent/guardian/carer:

1. is informed about any rewards or achievements relevant to their child;
2. is informed of any academic, pastoral or behavioural concerns;
3. has any concerns dealt with promptly and confidentially;
4. receives regular academic progress grades for their child;
5. knows they can contact their child's tutor or Head of House;
6. has the opportunity to give feedback to the School formally at least once a year;
7. has access to the Head Teacher through open-door mornings.

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

HOME SCHOOL AGREEMENT – MAIN SCHOOL

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.

1) 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.

School Detention on a Friday runs from 4.45pm to 5.45pm and takes priority over other internal / external commitments.

2) 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.

3) Parental support for disciplinary action. The school is unable to accommodate parents requests to change the date or time of sanctions. 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.

4) Parades and ceremonial activities. Weekend parades and Friday drill practice are part and parcel of being a member of the Gordon's community. In ticking the below box you are undertaking to ensure to plan around parade days and ensure your son/daughter represents the school on these occasions, whether or not they want to and throughout their GCSE years

5) Sport and activities. Competitive team sport and other out of class activities promotes a healthy body, good mental health, discipline and social skills, which in turn aid academic performance and successful careers. By ticking this box you are accepting these benefits and undertaking that your son/daughter will represent the school when selected for a team, whether or not they want to and ahead of any commitment to other clubs or organisations. Exceptions are made for county and national level representation.

6) Attendance. Gordon's operates a 7 period day and Saturday morning programme, which is compulsory unless the school has agreed to permit an out-of-school activity, in advance. By ticking this box you are agreeing to this and accepting that absence from any period above is likely to result in a sanction.

7) 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.

Parade absences should go to the Head via Jacqui George, Head's PA, jgeorge@gordons.school

By ticking this box, you are agreeing 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.

8) Choice. Whilst every effort is made to listen to students' and parents' views, final decisions, whilst students are in our care 8am to 5pm each day (and Saturday mornings) for day boarders and all-day for residential boarders, rest with the school. By ticking this box you are accepting that your son/daughter, even if they disagree, must do as the school asks and not as they please.

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

10) 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.

11) Uniform expectations. All students are expected to abide by our uniform expectations as laid out in the Boarding Handbook. This includes top buttons done up, shirts tucked in and skirts of an appropriate length 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.

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

By ticking this box, you are agreeing to the above.

12) 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.

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 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 misbehaviour 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.
• 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. (under 1 hour)
• 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.

GUARDIANS FOR RESIDENTIAL BOARDERS POLICY

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.

Helen Carruthers,
Deputy Head (Pastoral)
May 2026

Residential Boarders

PARENTAL PERMISSIONS FOR RESIDENTIAL BOARDERS

Houseparent/s 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.

Houseparent/s 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.

Houseparent/s 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 Houseparent/s.

Helen Carruthers

Deputy Head (Pastoral)

May 2026

Joining Pack Forms - link in email

Please complete the below forms by using the link provided in the covering email:

1. **Application Form for Instrumental or Singing Lessons**
2. **LAMDA Application Form**
3. **Book Club**
4. **Permissions from Parents of Residential Boarders**
5. **Guardian Agreement for Residential Boarders**
6. **Home-School Agreement**
7. **Acceptable use of IT Policy – parents**