



JOINING PACK 2020-21

MAIN SCHOOL

DAY & RESIDENTIAL BOARDERS

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# INFORMATION FROM THE HEAD

## Information from the Head

### SCHOOL STAFF

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

Direct Residential House telephone numbers are as follows:-

Mr & Mrs Webb	Houseparents Sandringham House	01276 859724
Mr & Mrs Heathcote	Houseparents Balmoral House	01276 859719
Mr & Mrs Mathews	Houseparents Augusta House	01276 859716
Mr & Mrs Aukett	Houseparents Windsor House	01276 859727
Mr & Mrs Cooper	Houseparents Woolwich House	01276 859747

Email addresses are:-

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

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

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

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

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

Direct Day House telephone numbers are as follows:-

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

# INFORMATION FROM THE HEAD

Email addresses are:

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

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

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

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

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

[victoria@gordons.school](mailto: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 at Gordon's will be your child's Houseparents.

For more serious matters you may wish to contact Mr Reeve, Deputy Head (Curriculum), Mr Pavis, Deputy Head (Pastoral), or Mr Moss, Head Teacher.

The "student diary" is an important mechanism for communication. All students are issued with a student diary at the beginning of each term and one aspect of this diary is to help parents monitor their child's work and behaviour. As such the student diary is one of the main means of regular communication between school and home.

All parents receive regular letters and details about school events. These cover aspects such as meetings, careers, forthcoming school productions, school trips and ceremonial events. We also use 'Schoolcomms'- an email system for communicating with parents on a weekly basis. (Please do not reply direct to emails from the Schoolcomms system, but use contact details provided in notices or, for general school enquiries [info@gordons.school](mailto:info@gordons.school) )

The School website [www.gordons.school](http://www.gordons.school) 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.

# INFORMATION FROM THE HEAD

## STUDENT DIARY

The purpose of the diary is to help Gordon's students organise their school work. The diary has three key functions:

1. A diary for students to record and organise prep and homework assignments;
2. A means for teachers to monitor the student's work, and to add comments where appropriate;
3. A mechanism to help parents monitor their child's work and behaviour.

The following points explain how the diary should be used:

Students should enter details of prep/homework daily.

Subject teachers will write comments where they think it is necessary, e.g. where work has been done exceptionally well, if homework has not been completed, etc.

Pastoral staff will examine and sign the diary weekly and discuss progress with students. Comments will be recorded where appropriate

Parents are asked to examine and sign the diary weekly, and add comments if appropriate. The diaries of full boarders will be checked by Gordon's staff on a weekly basis and should be monitored by parents/guardians at exeat weekends and half term breaks.

## KEY DATES

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

Certain weekends each term are designated "Exeats" when students are allowed a break from Friday 3.35pm to Sunday 7.00pm. The School will be closed at this time.

## PARADES

**All** main school students are expected to attend designated Sunday 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 parents will support the School on these Sundays. 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](mailto:head@gordons.school)

# INFORMATION FROM THE HEAD

## CHANGE OF ADDRESS

It is most important that the School maintains an up-to-date record of all parents' addresses. If you change your address please let us know by using 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 (Schoolcomms) for parents.

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

## 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](mailto:medical-centre@gordons.school)

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

## GUARDIANS FOR RESIDENTIAL BOARDERS

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

- a form for parents to complete and return is in this joining pack

When a guardian has been nominated we will send a form to 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.

## GORDONIANS

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

## POLICIES

Key Policies are available on the school website.

Please particularly refer to:-

- Taking Images of Children Policy
- Student and Parent Privacy Notice

## HOME SCHOOL AGREEMENT

A home school agreement is included in this pack in the section with all 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 will be sent out under separate cover and will also be published on the school website in due course.

## 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 **day** students new to the main school in **Year 7** will be invited to a '**Moving On Day**' which is scheduled to take place on Wednesday 1st July 2020. All **residential** students new for **Year 7** will have their Moving on Day by zoom meeting remotely in the second half of the Summer Term.

Please note that there will be a whole **New Student Induction Day** for **all** new Years 7, 8, 9 and 10 students on **Friday 4th September 2020**. Further details to follow in due course.

**Andrew Moss - Head Teacher - May 2020**



## Aims and Ethos

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

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

We believe:

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

# KEY DATES FOR ACADEMIC YEAR 2020 – 2021

## Key Dates for Academic Year 2020 – 2021

New Residential (full and weekly) Boarders should arrive between 1600-1700 on Thursday 3rd September 2020.

New Day Boarders should arrive between 0845 and 0900 on Friday 4<sup>th</sup> September 2020, and for the rest of the year need to be in school by 0800 to be in Tutor Groups, Assembly or Chapel by 0820.

Attendance is 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 2020

INSET	Wednesday 2nd September
INSET	Thursday 3rd September
<b><u>New</u></b> Residential Boarders arrive	Thursday 3rd September between 1600-1700
New Student Induction Day	Friday 4th September – Y7 leave 1630 for Y7 Camp and return Sun 6 Sept in the afternoon
INSET	Friday 4th September
First Day of Term	Monday 7th September
EXEAT	Saturday 26th / Sunday 27th September
Half Term begins	Wednesday 21st October at 1535 (1.5 weeks)
INSET	Monday 2 <sup>nd</sup> November
EXEAT	Saturday 28th / Sunday 29th November
Last Day of Term	Thursday 17th December at 1240

# KEY DATES FOR ACADEMIC YEAR 2020 – 2021

# KEY DATES FOR ACADEMIC YEAR 2020 – 2021

## SPRING TERM 2021

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

## SUMMER TERM 2021

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

# THE SCHOOL DAY 2020 – 2021

## The School Day 2020 – 2021

### MONDAY-FRIDAY

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

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

Year 7 prep time ends at 1845

# SCHOOL UNIFORM

## 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 are available through Valentino’s and school boot bags and holdalls.

Year 7 students are required to purchase sports kit from the school’s webshop [www.tylers-sportswear.co.uk](http://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 the v-necked pullover worn underneath if required. Boys wear mid-grey straight-cut trousers. Girls wear mid-grey skirts which must be at least knee length. 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.

### 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)

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.

# SCHOOL UNIFORM

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.

## APPOINTMENTS

The average time required to fit a new student for their uniform is one hour. The most efficient method is by appointment. Parents are strongly encouraged to telephone the school suppliers, Valentino's, as soon as possible to book an appointment which suits them.

Telephone: 01483 473357 or 01483 475051 at G & S by Valentino Ltd.

PLEASE NOTE: The ceremonial uniform will be issued at school.

## SCHOOL SUPPLIER OPENING TIMES

Please see Valentino's website [www.valentinoschoolwear.com](http://www.valentinoschoolwear.com) for further details and on line ordering.

Valentino's, 23-29 Broadway, Knaphill, Woking, Surrey, GU21 2DR

Telephone: 01483 475051 - 15% DISCOUNT 18 to 31 May - discount code MAY15

10% DISCOUNT 1 – 16 June – discount code JUNE10

All parents will need to register and log onto the Valentino's website in order to download the voucher via the discount tab. Only once you have logged onto the website will the voucher be visible to download! It can either be printed off and presented in store when they re-open or be shown on a mobile device or used online.

## SECOND HAND CLOTHES SALES

Second hand clothes sales are organised by the parent association - the GSPA.

Their website is [www.gsa-uk.net](http://www.gsa-uk.net) and carries information on the dates of the clothes sales planned.

## WEBSHOP

Year 7 students in September 2020 are required to purchase sports kit from the school's webshop. <https://www.tylers-sportswear.co.uk/>

The plan is for members from the Tylers Sports Team to be at the Year 6 Moving on Day in the Summer Term. This will give parents an opportunity to look at samples and gauge sizing for their child. Parents will then be asked to place their order online through the webshop by 15th August 2020.

# SCHOOL UNIFORM

All new and older students must also purchase sports kit from the school's webshop.

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

Gordon's School boot bags and holdalls can be purchased from Valentino's in Knaphill.

Current students in Y8 -10 can continue to wear their Valentino sports kit. As they grow out of their current kit they must purchase new items from the school webshop.

# UNIFORM FOR BOYS

## 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

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

1 Blazer

1 School tie

1 Pullover *Optional item*

1 School scarf *Optional item*

#### FROM WEB SHOP [WWW.TYLERS-SPORTSWEAR.CO.UK](http://WWW.TYLERS-SPORTSWEAR.CO.UK): SPORTS KIT

Year 7 – 9 1 Hooded sweatshirt

Year 7 – 9 2 Pairs long black games socks

Year 7 – 9 2 White polo shirts (cricket top on website)

Year 7 – 9 School tracksuit bottoms

Year 7 – 9 School tracksuit top *Optional item*

Year 7 – 9 2 rugby shirts

Year 7 – 9 2 pairs rugby shorts

#### FROM ONLINE SHOP: NEW STYLE SPORTS KIT FOR YEARS 10 TO 11

Years 10 – 11 Sports kit items as above to be ordered from online shop

# UNIFORM FOR BOYS

**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

## **SPORTS KIT**

4 Pairs short white sports socks

1 Pair football boots

1 Pair training shoes

Shin pads and gum shield

1 White long-sleeved v-neck sweater                      only for cricket teams in the Summer Term

1 Set cricket whites    only for cricket teams in the Summer Term

1 sports bag for PE kit (Maximum length 65 cm)

Black under armour top                                      *Optional item*

## **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

Black leggings    *Optional item from webshop only*

# UNIFORM FOR BOYS

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.

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

2 Pairs pyjamas

6 Pairs underpants

1 Dressing gown

2 Bath towels + 2 hand towels

1 Duvet

2 Duvet covers and bottom sheets

2 Pillow cases

1 Pillow

Laundry bag

Toilet necessities

Shoe cleaning kit

Blu Tack

# UNIFORM FOR GIRLS

## 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

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

1 Blazer

3 Mid-grey skirts (must be at least knee length)

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

1 School tie

1 Pullover *Optional item*

1 School scarf *Optional item*

#### FROM WEB SHOP [WWW.TYLERS-SPORTSWEAR.CO.UK](http://WWW.TYLERS-SPORTSWEAR.CO.UK): SPORTS KIT

Year 7 -9 1 Hooded sweatshirt

Year 7 – 9 2 Pairs long black games socks

Year 7 – 9 2 white PE polo shirts

Year 7 – 9 School tracksuit bottoms

Year 7 – 9 School tracksuit top *Optional item*

Year 7 – 9 2 green PE shirts

Year 7 - 9 1 green skort

#### FROM ONLINE SHOP: NEW STYLE SPORTS KIT FOR YEARS 10 TO 11

Years 10 – 11 Sports kit items as above to be ordered from online shop

# UNIFORM FOR GIRLS

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

## SPORTS KIT

4 Pairs short white sports socks

1 Pair Astroturf shoes

1 Pair training shoes

1 Pair plain black PE shorts

Shin pads and gum shield

1 sports bag for PE kit (Maximum length 65 cm)

Hockey stick *Optional item*

Black under armour top *Optional item*

## 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

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 1<sup>st</sup> half of the Autumn Term

6 Pairs black tights (100 denier) Winter Terms

A suit-bag for the ceremonial Blues uniform

Padlocks for lockers

1 Case/weatherproof bag for school books

Black sports leggings *Optional item from webshop only*

# UNIFORM FOR GIRLS

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.

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

1 Pair slippers or indoor shoes

3 Pairs pyjamas or night-dresses

6 Pairs briefs

4 Bras or cropped tops

2 Bath and 2 hand towels

1 Dressing gown

1 Duvet

2 Duvet covers and bottom sheets

2 Pillow cases

1 Pillow

Laundry bag

Toilet necessities

Shoe cleaning kit

Blu Tack

# INSTRUMENTAL / SINGING LESSONS

## Instrumental / Singing Lessons

### TERMS AND CONDITIONS

We are pleased to be able to offer a variety of musical and dramatic arts tuition at Gordon's. These lessons are available in addition to classroom music which is part of the National Curriculum.

### 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. Individual lessons are currently available on the following instruments:

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

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

### COST

From September 2020 the charge for individual music lessons (30 mins. duration) is £227.50 for ten lessons. Shared lessons are only available for woodwind instruments and singing at a cost of £113.75 for ten lessons. Please note, we can only offer shared lessons if there is another student of similar standard who also wishes to share. The number of lessons offered may vary depending on the length of each term. We are particularly keen to develop string and brass playing at Gordon's and, to encourage growth in these instruments, the first term of lessons on the violin, cello, trumpet, french horn, trombone, tuba, euphonium and baritone is available at NO COST. The cost of music lessons will be charged to school bills in advance (except for the first term of Year 7).

# INSTRUMENTAL / SINGING LESSONS

## PIPES AND DRUMS

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

## ADMINISTRATION – PLEASE READ CAREFULLY

Lessons are provided on a rota system where the time of each student's lesson changes each week to avoid them missing the same curriculum lesson. Usually this system works very well. However, there will be times when their music lesson time clashes with another school commitment. Requests to change lesson times should be made at least 24 hours in advance and by 3.35pm on a Thursday for the following Monday. Requests for a change of lesson time received on the day of the lesson cannot be guaranteed. The onus lies with students to rearrange lessons they cannot attend due to other school commitments. Only in exceptional circumstances will refunds be made for missed lessons. All lessons where the teacher is present must be paid for regardless of whether the student attends. Half a term's notice, in writing from the bill payer, is required to cancel lessons. Please send this notification to the Music Department ([music@gordons.school](mailto:music@gordons.school)).

## REPORTING

You will receive one mid-term report and one narrative report in the summer term from the instrumental / singing teacher. If you have concerns or queries inbetween 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. These sessions are staffed by one of our instrumental teachers who is available to help with all aspects of practice, aural training and accompaniments.

# INSTRUMENTAL / SINGING LESSONS

## EXAMS

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

## INSTRUMENT PROVISION

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

## ENSEMBLES

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

I look forward to receiving your completed form.

**Music Department**

**Apr 2020**

## LAMDA Lessons

### TERMS AND CONDITIONS

We are pleased to be able to offer a variety of dramatic arts tuition at Gordon's through the London Academy of Music and Dramatic Arts syllabus (LAMDA). These lessons are available in addition to classroom drama which is part of the National Curriculum.

### TUITION AVAILABLE

LAMDA lessons cover the following disciplines:

- Speaking Verse and Prose, Acting, Speaking in Public (Presentation Skills)
- We recommend LAMDA lessons for the following students:
  - Those who are keen actors and want to polish their performance skills;
  - Those who love drama but do not necessarily want to take it for GCSE or A Level;
  - Those wishing to gain additional UCAS points for University entry;
  - Those who perform well academically but need to improve self-presentation and gain confidence at public speaking. Presenting work in seminars is an increasingly important component of university education.

### COST

From September 2020 the charges for individual LAMDA lessons (30 mins duration) are £227.50 for ten lessons. Shared lessons are available at a cost of £113.75 for ten lessons. Please note, we can only offer shared lessons if there is another student of similar standard who also wishes to share.

### ADMINISTRATION – PLEASE READ CAREFULLY

Lessons in Years 7-11 are provided on a rota system where the time of each student's lesson shifts each week to avoid them missing the same curriculum lesson. Usually this system works very well. However there will be times when their LAMDA lesson time clashes with another school commitment. Requests to change lesson times should be made at least 24 hours in advance and by 3.35pm on a Thursday for the following Monday. Requests for a change of lesson time received on the day of the lesson cannot be guaranteed. The onus lies with students to rearrange lessons they cannot attend due to other school commitments. Only in exceptional circumstances will refunds be made for missed lessons. All lessons where the teacher is present must be paid for regardless of whether the student attends. Half a term's notice, in writing from the bill payer, is required to cancel lessons. Please send this notification to the Music Department ([music@gordons.school](mailto:music@gordons.school))

## REPORTING

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

## SUPERVISED PRACTICE

For Residential Boarders and any other students who find it difficult to find time in the week or quiet space to practise we offer supervised practice sessions during and after prep. These sessions are staffed by one of our instrumental teachers who is available to help with all aspects of practice, aural training and accompaniments.

## EXAMS

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

## PERFORMANCE OPPORTUNITIES

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

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

I look forward to receiving your completed form.

**Music Department**

**May 2020**

## 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 £6.00- £7.00, 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**

**April 2020**

# GUARDIANS FOR RESIDENTIAL BOARDERS POLICY 2020

## Guardians for Residential Boarders Policy 2020

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

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

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

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

This ensures that:

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

### **Procedure:**

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

A copy of the form will be held in the student file and by the appropriate Head of House.

**Rob Pavis,**  
**Deputy Head (Pastoral)**  
**March 2020**

## Residential Boarders

### PARENTAL PERMISSIONS FOR RESIDENTIAL BOARDERS

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

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

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

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

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

**Rob Pavis**

**Deputy Head (Pastoral)**

**April 2020**

# RESIDENTIAL BOARDERS

Please complete the 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 Form for Residential Boarders**
- 6. Home-School Agreement**
- 7. Acceptable Use Policy – parents**
- 8. Biometric Attendance Monitoring Consent Form**