



JOINING PACK 2021-22

SIXTH FORM

DAY & RESIDENTIAL BOARDERS

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# INFORMATION FROM THE HEAD

## Information from the Head

### SCHOOL STAFF

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

Direct Residential House telephone numbers are as follows:-

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

Email addresses are:-

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

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

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

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

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

Direct Day House telephone numbers are as follows:-

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

# INFORMATION FROM THE HEAD

Email addresses are:

buckingham@gordons.school

china@gordons.school

gravesend@gordons.school

kensington@gordons.school

khartoum@gordons.school

victoria@gordons.school

Sixth Form contact details

Mrs S Radford	Assistant Head (Head of Key Stage 5)	01276 852338
Mrs S Hughes	Deputy Head Key Stage 5 (Y13)	01276 858084
Mrs K Nash	Deputy Head Key Stage 5 (Y12)	
Mrs G Hall	Sixth Form Administrator	01276 858084

Email addresses are:

sradford@gordons.school

susannahHughes@gordons.school

knash@gordons.school

ghall@gordons.school

## COMMUNICATION WITH PARENTS

Effective communication between the school and parents is vital. The following points outline the more important areas.

For most parents the first point of communication at Gordon's will be your child's Houseparents or Tutor. You may also wish to contact the Head or Deputy Heads of Sixth Form.

For more serious pastoral matters you may wish to contact Mr Pavis, Deputy Head (Pastoral), and for curriculum matters you may wish to contact Mr Reeve, Deputy Head (Curriculum).

All parents receive regular letters and details about school events. These cover aspects such as meetings, careers, forthcoming school productions, school trips and ceremonial events. We also use 'Schoolcomms' - an email system for communicating with parents on a weekly basis.

# INFORMATION FROM THE HEAD

(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 gives details of a range of information, including calendar dates and sports fixtures.

We must stress that Gordon's very much operates an open door policy and parents are free to contact the school about any matters that concern them.

## STUDENT PLANNER

The "student planner" is an important mechanism for organisation. All students in Years 12 & 13 are issued with a planner at the beginning of the academic year.

## KEY DATES

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

Certain weekends each term are designated "Exeats" when students are allowed a break from Friday 1535 to Sunday 1900. The School will be closed at this time.

## PARADES

Only Main School students are expected to attend designated Sunday Parades of which there are six a year, plus the Memorial Weekend and Annual. With over 100 years of ceremonial parades having taken place we do hope Sixth Form students will support the School on these Sundays, and of course those who have marched before are strongly encouraged to continue to do so.

## CHANGE OF ADDRESS

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

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

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

# INFORMATION FROM THE HEAD

## MEDICAL

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

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

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

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

## GUARDIANS FOR RESIDENTIAL BOARDERS

All residential boarders who normally live overseas, or parents who live sufficiently far away from the school that collecting their child at short notice is not possible, are required to have a named guardian who has agreed to their appropriate duties and responsibilities. Further information and a form for parents and guardians to complete and return is in this Joining Pack. Should a student be unable to board overnight at school for any reason, the parents or a nominated guardian must be available at all times to collect the student and assume duty-of-care.

It is most important to keep the residential guardian information up to date. It is the parents' responsibility to inform the school of any temporary and permanent changes.

## GORDONIANS

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

## POLICIES

Key Policies are available on the school website.

## DAY & RESIDENTIAL BOARDING HANDBOOK

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

**Andrew Moss**

**Head Teacher**

**April 2021**

## 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 2021 – 2022

## Key Dates for Academic Year 2021 – 2022

Y12 Residential (full and weekly) Boarders should arrive between 1600-1700 on Thursday 2<sup>nd</sup> September 2021.

Y12 Day Boarders should arrive at 8.45am on Friday 3<sup>rd</sup> September 2021, and for the rest of the year need to be in school by 0800 to be in Tutor Groups, Assembly or Chapel by 0820.

Attendance is optional for activities on Saturday mornings from 1000-1200 (except on exeat weekends when school is closed).

INSET days are training days for staff only.

### AUTUMN TERM 2021

INSET	Wednesday 1 <sup>st</sup> September
INSET	Thursday 2 <sup>nd</sup> September
<b><u>All</u> Y12 Residential Boarders arrive</b>	Thursday 2 <sup>nd</sup> September 1600-1700
Y12 Student Induction Day	Friday 3 <sup>rd</sup> September 8.45 – 14.00
First Day of Term	Monday 6 <sup>th</sup> September
EXEAT	Saturday 25 <sup>th</sup> / Sunday 26 <sup>th</sup> September
Half Term begins	Wednesday 20 <sup>th</sup> October at 1535 (1.5 weeks)
INSET	Monday 1 <sup>st</sup> November
EXEAT	Saturday 27 <sup>th</sup> / Sunday 28 <sup>th</sup> November
Last Day of Term	Thursday 16 <sup>th</sup> December at 1240



# KEY DATES FOR ACADEMIC YEAR 2021 – 2022

## SPRING TERM 2022

INSET	Tuesday 4 <sup>th</sup> January
First Day of Term	Wednesday 5 <sup>th</sup> January
Memorial Weekend	Saturday 22 <sup>nd</sup> / Sunday 23 <sup>rd</sup> January
EXEAT	Saturday 29 <sup>th</sup> / Sunday 30 <sup>th</sup> January
Half Term	Friday 11 <sup>th</sup> February at 1535 (1week)
EXEAT	Saturday 12 <sup>th</sup> / Sunday 13 <sup>th</sup> March
Last Day of Term	Thursday 31 <sup>st</sup> March at 1240

## SUMMER TERM 2022

Inset Day	Tuesday 19 <sup>th</sup> April
First Day of Term	Wednesday 20 <sup>th</sup> April
EXEAT	Saturday 30 <sup>th</sup> April / Sunday 1 <sup>st</sup> May
Public Holiday	Monday 2 <sup>nd</sup> May
Half Term begins	Friday 27 <sup>th</sup> May at 1535 (1 week)
Annual Parade and Prize Giving	Saturday 2 <sup>nd</sup> July
Last Day of Term	Saturday 2 <sup>nd</sup> July – school ends for the summer after Annual Parade and Prize Giving

# THE SCHOOL DAY 2021 – 2022

## The School Day 2021 – 2022

### MONDAY-FRIDAY

Arrival	0800
Tutor Group/Assembly/Chapel	0820 - 0840
Period 1	0840 - 0935
Period 2	0935 - 1030
Break	1030 - 1050
Period 3	1050 - 1145
Period 4	1145 - 1240
Lunch	1240 - 1345
Period 5	1345 - 1440
Period 6	1440 - 1535
Period 7 Activities	1555 - 1655
Tea	1700 - 1755
Prep	1800 - 1930

Day Boarders are strongly encouraged to stay for prep until 1930 Monday to Thursday and on Friday until 1900. The library is also open to Y12&13 students until 2100 each weeknight. (Not during Covid restrictions)

# DRESS

## Dress

### GUIDANCE FOR MALE STUDENTS

Formal business suit comprising matching jacket and trousers

Dark leather shoes (black or brown)

Shirt and tie

Dark coats without a prominent logo may be worn over suits

Students must not display piercings nor have an excessive style or length of hair. Hair should not be unnaturally coloured.

### GUIDANCE FOR FEMALE STUDENTS

Formal business suit comprising matching jacket and trousers or knee-length skirt

Dark leather shoes (black or brown)

Formal blouse

Dark coats without a prominent logo may be worn over suits

Students must not display piercings other than one pair of earrings nor have an excessive style of hair. Hair should not be unnaturally coloured.

### SPORTS KIT

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

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

External Students joining Gordon's Sixth Form are required to purchase the following Sports Kit from the webshop

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

Male: 1 Games top, 1 Stadium Pants, 1 Hoody, School socks

Female: 1 Games top, 1 Stadium Pants, 1 Hoody, School socks

Please note, all students using the 3G astro will need moulded or blade boots.

#### **Optional Items:**

Male: Poloshirt, Rain jacket, Base layer, Shorts (recommended for team players).

Female: Poloshirt, Rain jacket, Base layer, Leggings, Skort (recommended for team players).

# DRESS

## PROVISION

For Sixth Form students who march, Blues uniform is provided by the School. Those students who are members of the Band are supplied with all Band Highland Uniform and accoutrements. NOTE: Alterations to ceremonial uniform remain the sole responsibility of the school and are NOT to be undertaken by any other agency.

## RESIDENTIAL ONLY

### RESIDENTIAL MALE BOARDERS

2 Pairs pyjamas

6 Pairs underpants

1 Dressing gown

2 Bath towels + 2 hand towels

1 Duvet

2 Duvet covers and bottom sheets

2 Pillow cases

1 Pillow

Laundry bag

Toilet necessities

Shoe cleaning kit

Blu Tack

### *PLEASE NOTE:*

IT IS ESSENTIAL THAT ALL ITEMS BROUGHT TO SCHOOL ARE MARKED EITHER WITH A SEWN IN LABEL OR INDELIBLE INK

LOCKERS ARE PROVIDED TO AID SECURITY AND MUST BE USED.

# DRESS

## RESIDENTIAL FEMALE BOARDERS

1 Pair slippers or indoor shoes

3 Pairs pyjamas or night-dresses

6 Pairs briefs

4 Bras or cropped tops

2 Bath and 2 hand towels

1 Dressing gown

1 Duvet

2 Duvet covers and bottom sheets

2 Pillow cases

1 Pillow

Laundry bag

Toilet necessities

Shoe cleaning kit

Blu Tack

# STUDENT IT DEVICE SCHEME

## Student IT Device Scheme

### CLASSROOM VISION

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

### IT PROVISION

As part of the package students will receive:

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

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

### FREQUENTLY ASKED QUESTIONS

#### **What happens if my son/daughter leaves before the end of Year 11?**

As the products are leased, you would return the IT device to school and there will be an option to either purchase the device or simply return.

#### **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 £100 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@gordon.school](mailto:helpdesk@gordon.school) and an insurance form will be emailed. The device will be repaired/replaced and a temporary device issued during this time.

# STUDENT IT DEVICE SCHEME

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?**

The device will be an invaluable tool to support home learning giving simple access to a variety of apps and internet resources. Prep will increasingly be set electronically, using Google classroom, for example.

## **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 VPN's 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 good teaching; devices will be used to diversify the range of effective learning and teaching strategies available to the teacher.

## **Will there be future charges for updates and new apps?**

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

# STUDENT IT DEVICE SCHEME

## **Will IT devices become a distraction in class?**

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

## **What software will be on the IT devices?**

The Gordon's School IT department will set up the devices. The devices will include MDM (mobile device management) to ensure that no school policies are breached, and that students are kept safe. By controlling and protecting the data and configuration settings of all mobile devices in a network, MDM can reduce support costs and school risks. The intent of MDM is to optimize the functionality and security of a mobile communications network while minimising cost and downtime.

## **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

## **Is there any help with payments for the scheme?**

For any concerns about payment for the scheme please contact Jennifer Taylor on [jtaylor@gordons.school](mailto:jtaylor@gordons.school) or call 01276 858084.

## **Any further questions?**

If you have any further questions please contact Jennifer Taylor – Head of Finance and IT – on [jtaylor@gordons.school](mailto:jtaylor@gordons.school) or call 01276 858084.



# STUDENT IT DEVICE SCHEME

## **Student and Parent/Guardian Student Device Agreement**

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

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

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:

- 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](mailto: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 £100 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.

# STUDENT IT DEVICE SCHEME

## As a user I will:

- Look after my device and charger very carefully all of the time, not leaving it unattended or on show.
- 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.
- 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.)

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 £100 of any insurance claim

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

You will be issued with:

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

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

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

# STUDENT IT DEVICE SCHEME

## **Student/User Agreement**

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

# INSTRUMENTAL / SINGING LESSONS

## Instrumental / Singing Lessons

### TERMS AND CONDITIONS

We are pleased to be able to offer a variety of musical and dramatic arts tuition at Gordon's.

### TUITION AVAILABLE

We encourage everyone to learn to play an instrument, but students need to remember that as well as gaining a great deal of pleasure and satisfaction from playing, hard work and regular practice are very important. Students will also need to catch up with any work missed from school lessons, although lessons for Sixth Form students are almost always in study periods. Individual lessons are currently available on the following instruments:

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

### COST

From September 2021 the charge for individual music lessons (30 mins. duration) is £237.50 for ten lessons. Shared lessons are only available for woodwind instruments and singing at a cost of £118.75 for ten lessons. Please note, we can only offer shared lessons if there is another student of similar standard who also wishes to share. The number of lessons offered may vary depending on the length of each term. The cost of music lessons will be charged to school bills in advance.

### PIPES AND DRUMS

The school is also very keen to maintain the tradition of pipes and drums, and lessons on the highland pipes and the snare drum 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.

### ADMINISTRATION – PLEASE READ CAREFULLY

Lessons are provided on a rota system where the time of each student's lesson changes each week to avoid them missing the same curriculum lesson. Lessons for Sixth Form students will usually be at a fixed time in a study period each week. Usually this system works very well. However there will be times when their music lesson time clashes with another school commitment. Requests to change lesson times should be made at least 24 hours in advance 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

# INSTRUMENTAL / SINGING LESSONS

writing from the bill payer, is required to cancel lessons. Please send this notification to the Music Department ([music@gordons.school](mailto:music@gordons.school)).

## REPORTING

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

## SUPERVISED PRACTICE

For Residential Boarders and any other students who find it difficult to find time in the week or quiet space to practice we offer a supervised practice sessions (times to be confirmed at the start of term). These sessions are staffed by one of our instrumental teachers who is available to help with all aspects of practice, aural training and accompaniments. Sixth Form students may also use the practice rooms during study periods provided they are not needed by the music department.

## EXAMS

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

## INSTRUMENT PROVISION

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

# INSTRUMENTAL / SINGING LESSONS

## ENSEMBLES

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

I look forward to receiving your completed form.

**Rachel Brazendale**

**Head of Academic Music**

**April 2021**

# LAMDA LESSONS

## LAMDA Lessons

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

### TUITION AVAILABLE TO ALL YEARS

We recommend LAMDA lessons for the following students:

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

### DISCIPLINES AVAILABLE

Acting

Miming

Devising Drama

Reading for Performance

Speaking Verse and Prose

Shakespeare – Solo Performance

Shakespeare - Duologue

Musical Theatre – Solo Performance

Musical Theatre - Duet

Presentation Skills (Public Speaking/Speaking in Public)

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

### SIXTH FORM LAMDA LESSONS

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

# LAMDA LESSONS

## UCAS POINTS

Grade 6 = 8-12 points

Grade 7 = 12-16 points

Grade 8 = 24-30 points

Shakespeare level 3 = 4-12 points

PCertLAM Diploma = 8-24 points

## PERFORMANCE OPPORTUNITIES

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

## SUPERVISED PRACTICE

For any student who has paid for a LAMDA lesson, they will be offered an additional rehearsal opportunity (non-compulsory), during Period 7. This Period 7 will allow the LAMDA students to get together to rehearse their exam pieces or work on an additional individual or group piece that might also be entered. This period 7 is supervised by a member of staff, therefore, providing an additional hour of rehearsal time for free, making the charges worth double their actual cost.

## COST

From September 2021

### Individual LAMDA lessons

- £237.50 for ten lessons (30 minutes)
- £475 for ten lessons (1hr lesson)

### Shared LAMDA lessons

- £118.75 for ten lessons (30 minutes)
- £237.50 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.*

## ADMINISTRATION – PLEASE READ CAREFULLY

Requests to change lesson times should be made at least 24 hours in advance and by 3.30pm on a Thursday for the following Monday. Requests for a change of lesson time received on the day of the lesson cannot be guaranteed. The onus lies with students to rearrange lessons they cannot attend due to other school commitments. Only in exceptional circumstances will



# LAMDA LESSONS

refunds be made for missed lessons. All lessons where the teacher is present must be paid for regardless of whether the student attends. Half a term's notice, in writing from the bill payer, is required to cancel or amend length of lessons. Please send this notification to the [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 LAMDA Department located in either the Music or 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 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.

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.

**Kathryn Moore**

**Head of LAMDA**

**April 2021**

# RESIDENTIAL BOARDERS

## Residential Boarders

### PARENTAL PERMISSIONS FOR RESIDENTIAL BOARDERS

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

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

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

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

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

**Rob Pavis**

**Deputy Head (Pastoral)**

**April 2021**

# RESIDENTIAL BOARDERS

## GUARDIANS FOR RESIDENTIAL BOARDERS POLICY

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

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

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

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

This ensures that:

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

### Procedure:

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

**Rob Pavis**  
**Deputy Head (Pastoral)**