



JOINING PACK 2022-23

# 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:-

Mrs Webb	Houseparent of Sandringham House	01276 859724
Mrs Heathcote	Houseparent of Balmoral House	01276 859719
Mrs Mathews	Houseparent of Augusta House	01276 859716
Miss Masterson	Houseparent of Windsor House	01276 859727
Mr & Mrs Cooper	Houseparents of 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 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](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 Houseparent/s.

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

FireFly is an important mechanism for communication. All students have a FireFly account and this enables them to keep all key information and access to resources in one online area. Parents have their own FireFly portal linked to their child and so can also view key information and their child's profile which documents attendance, rewards and some sanctions, most notably comments linked to the effort signpost in the front of their exercise books, amongst other things.

Students will have access to their FireFly account after they join the school and parents can login thereafter by following the instructions on the School's website.

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 'Schoolcomms' for this - 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

## 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 - normally from Friday to Sunday 7.00pm. The School will be closed at this time. On the Friday the day students leave at 2.40 pm and the residential students leave at 3.00 pm.

## 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)

## 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.

# INFORMATION FROM THE HEAD

## GUARDIANS FOR RESIDENTIAL BOARDERS

All residential boarders who normally live overseas, or parents who live sufficiently far away from the school that collecting their child at short notice is not possible are required to have a named guardian who has agreed to their appropriate duties and responsibilities. Further information and a form for parents to complete and return is included in the link with the forms to complete on the covering email when this pack is sent out.

When a guardian has been nominated we will send another 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.

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.

## 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 can be found [here](#) which includes information on appearance in relation to body piercing and hair.

# INFORMATION FROM THE HEAD

## 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** will be invited to a '**Moving On Day**' which is scheduled to take place on Wednesday 29 June 2022.

Please note that there will be a whole **New Student Induction Day** for **all** new Years 7, 8, 9 and 10 students on **Friday 2 September 2022**. Further details to follow in due course.

**Andrew Moss - Head Teacher - May 2022**

## 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 2022 – 2023

## Key Dates for Academic Year 2022 – 2023

New Residential (full and weekly) Boarders should arrive between 1600-1700 on Thursday 1 September 2021.

New Day Boarders should arrive between 0845 and 0900 on Friday 2 September 2022, 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.

Y7 Camp Friday 2 Sept from 1440 to Saturday 3 September between 1900 and 1930

### AUTUMN TERM 2022

INSET	Wednesday 31 August
INSET	Thursday 1 September
<b><u>New</u></b> Residential Boarders arrive	Thursday 1 September between 1600-1700
New Student Induction Day	Friday 2 September – Y7 leave 1440 for Y7 Camp and return Sat 3 Sept in the evening
INSET	Friday 2 September
First Day of Term	Monday 5 September
EXEAT from Fri afternoon	Saturday 24 / Sunday 25 September
Half Term begins	Wednesday 19 October at 1440 (1.5 weeks)
INSET	Monday 31 October
EXEAT from Fri afternoon	Saturday 19 / Sunday 20 November
Last Day of Term	Wednesday 14 December at 1240

# KEY DATES FOR ACADEMIC YEAR 2022 – 2023

## SPRING TERM 2023

INSET	Tuesday 3 January
First Day of Term	Wednesday 4 January
Memorial Weekend	Saturday 21 / Sunday 22 January
Half Term	Friday 10 February at 1440 (1week)
EXEAT – from Fri afternoon	Saturday 11 / Sunday 12 March
Last Day of Term	Friday 31 March at 1240

## SUMMER TERM 2023

INSET	Monday 17 April
First Day of Term	Tuesday 18 April
EXEAT from Fri pm - 3 days	Saturday 29 April / Sunday 30 April
Public Holiday	Monday 1 May
Half Term begins	Friday 26 May at 1440 (1 week)
Annual Parade and Prize Giving	Saturday 1 July
Last Day of Term	Saturday 1 July – school ends for the summer after Annual Parade and Prize Giving

# THE SCHOOL DAY 2022 – 2023

## The School Day 2022 – 2023

### MONDAY-FRIDAY

<b>Registration</b>	<b>0745 - 0815</b>
Tutor Group/Assembly/Chapel	0820 - 0840
Period 1	0840 - 0935
Period 2	0935 - 1030
<b>Break</b>	<b>1030 - 1100</b>
Period 3	1100 – 1155
<b>Period 4 a (Lunch Y7-Y10)</b>	<b>1155 - 1250</b>
<b>Period 4 b (Lunch Y11 – Y13)</b>	<b>1250 - 1345</b>
Period 5	1345 - 1440
Period 6	1440 - 1535
Period 7 Activities	1600 - 1655
<b>Tea</b>	<b>1700</b>
Prep (Y7)	1800 - 1845
Prep (Y8 – Y13)	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, 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.

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.

# SCHOOL UNIFORM

## 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 – Tel 01483 475051

**15% DISCOUNT** 23 to 29 May - discount code **SUMMER15**

**10% DISCOUNT** 30 May to 5 June – 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.*

## SECOND HAND UNIFORM SALES

Gordon's school in partnership with Gordon School Parents Association (GSPA) sell good quality second hand uniforms given as donations by the senior students. As well as main school uniform, There is a small collection of Canterbury sports kit as well. The store is located on the school campus i.e., below the stairs that connect the campus and the car park. Purchase can be made by securing an appointment with the volunteer running the 2HU shop at [2HU@gspa.uk](mailto:2HU@gspa.uk).

## WEBSHOP

**Year 7 students in September 2022** 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 29 June 2022. This will give parents an opportunity to look at samples and gauge sizing on behalf of their child. Timed appointments in the Recreation Hall between 10.00 am and 4.40 pm can be booked on the following link

<https://signup.com/go/YCjbbSN>

**All new and older students** must also purchase sports kit from the school's webshop. <https://www.tylers-sportswear.co.uk/> Parents have an opportunity to look at samples if they wish in the Sports Hub on 29 June 2022 by booking a timed appointment between 5.30 pm and 7.20 pm on the following link

<https://signup.com/go/JvnCPAN>

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

Current Gordon's students in the older year groups 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 (Please note they must have moulded studs/blades or metal tips less than 15mm to wear on our 3G Astro.)

Astro trainers to wear on 3G – if football boots do not comply with the above

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 astro.

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 pair cricket trousers (white)                                      only for cricket teams in the Summer Term

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

Black under armour top    *Optional item*

Black leggings    *Optional item from webshop only*

## 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

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

Toilet necessities

Shoe cleaning kit

Blu Tack

Laundry bag – a minimum of two net bags (for washing smalls) which are named. From any source but a sample can be seen on this link [https://www.amazon.co.uk/Vivifying-Laundry-Durable-Washing-Delicates/dp/B06Y33BPWR/ref=asc\\_df\\_B06Y33BPWR/?tag=googshopuk-21&linkCode=df0&hvadid=255628435377&hvpos=&hvnetw=g&hvrand=8145612692197943080&hvpone=&hvptwo=&hvgmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1007246&hvtargid=pla-423181311777&psc=1](https://www.amazon.co.uk/Vivifying-Laundry-Durable-Washing-Delicates/dp/B06Y33BPWR/ref=asc_df_B06Y33BPWR/?tag=googshopuk-21&linkCode=df0&hvadid=255628435377&hvpos=&hvnetw=g&hvrand=8145612692197943080&hvpone=&hvptwo=&hvgmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1007246&hvtargid=pla-423181311777&psc=1)



# 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) – or alternative option of mid-grey trousers

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

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 astro.

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*

Black sports leggings *Optional item from webshop only*

## 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

# 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

Toilet necessities

Shoe cleaning kit

Blu Tack

Laundry bag – a minimum of two net bags (for washing smalls) which are named. From any source but a sample can be seen on this link [https://www.amazon.co.uk/Vivifying-Laundry-Durable-Washing-Delicates/dp/B06Y33BPWR/ref=asc\\_df\\_B06Y33BPWR/?tag=googshopuk-21&linkCode=df0&hvadid=255628435377&hvpos=&hvnetw=g&hvrand=8145612692197943080&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmid=&hvlocint=&hvlocphy=1007246&hvtargid=pla-423181311777&psc=1](https://www.amazon.co.uk/Vivifying-Laundry-Durable-Washing-Delicates/dp/B06Y33BPWR/ref=asc_df_B06Y33BPWR/?tag=googshopuk-21&linkCode=df0&hvadid=255628435377&hvpos=&hvnetw=g&hvrand=8145612692197943080&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmid=&hvlocint=&hvlocphy=1007246&hvtargid=pla-423181311777&psc=1)

# STUDENT IT DEVICE SCHEME

## Student IT Device Scheme

### CLASSROOM VISION

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

### IT PROVISION

As part of the package students will receive:

- A Microsoft Surface Go Tablet (or similar) plus Keyboard for Years 7 to 11
- A Microsoft Surface Pro Laptop (or similar) for Years 12 to 13
- A suitable cover and charger
- Warranty and insurance (see device agreement below for further information)
- Microsoft office and a range of apps
- Full technical support from our onsite IT department including a replacement to use should the device 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
- 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.

### FREQUENTLY ASKED QUESTIONS

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

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

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

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.

# STUDENT IT DEVICE SCHEME

## **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 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 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?**

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

# STUDENT IT DEVICE SCHEME

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

## **Any further questions?**

If you have any further questions please contact Jennifer Taylor – Head of Finance and IT – on [finance@gordons.school](mailto:finance@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
- 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.



## 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, 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 2022 the charge for individual music lessons (30 mins. duration) is £250.00 for ten lessons. Shared lessons are only available for woodwind instruments and singing at a cost of £125.00 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 and 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. 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.

**Rachel Brazendale**

**Head of Academic Music**

**May 2022**

## 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 \(PCertLAM Diploma\)](#)

### 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.

# LAMDA LESSONS

## COST

From September 2022

### Individual LAMDA lessons

£250.00 for ten lessons (30 minutes)

£500.00 for ten lessons (1hr lesson)

### Shared LAMDA lessons

£125.00 for ten lessons (30 minutes)

£250.00 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.*

## ADMINISTRATION – PLEASE READ CAREFULLY

Requests to change lesson times should be made at least 24 hours in advance and by 3.30pm on a Thursday for the following Monday. Requests for a change of lesson time received on the day of the lesson cannot be guaranteed. The onus lies with students to rearrange lessons they cannot attend due to other school commitments. Only in exceptional circumstances will refunds be made for missed lessons. All lessons where the teacher is present must be paid for regardless of whether the student attends. Half a term's notice, in writing from the bill payer, is required to cancel or amend length of lessons. Please send this notification to the [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**

**May 2022**

## 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**

**May 2022**

# GUARDIANS FOR RESIDENTIAL BOARDERS POLICY 2022

## Guardians for Residential Boarders Policy 2022

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.

**Sue Forster,**  
**Acting Deputy Head (Pastoral)**  
**May 2022**

## 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 £15.00.

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 £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.

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.

**Sue Forster**

**Acting Deputy Head (Pastoral)**

**May 2022**



## Joining Pack Forms - link in email

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 Name for Residential Boarders**
- 6. Home-School Agreement**
- 7. Acceptable Use Policy – parents**