

TORMEAD

GUILDFORD



Prep School
New Joiners' Information 2021

Firstly, may I offer a warm welcome to Tormead Prep School, a centre of academic and pastoral excellence. Tormead's values have always aligned with my own vision of an outstanding school, where pupils' social and emotional development, and wellbeing, are as highly valued as excellent academic attainment. Here we provide a progressive learning environment, ensuring a successful learner directive. The nurturing of confident, courageous and curious learners is essential to the vision of our school. We instil an ethos of inspiration to ignite the flames of leadership and ambition in our girls.

I look forward to meeting you where there will be an opportunity to discuss this next exciting chapter in your daughters' lives as they become part of the Tormead Prep Family.

With very best wishes

Nicki Fry

Head of Prep School





Arrival and Dismissal Times

Reception (4+)

- Registration is at 8.25am.
- Girls may arrive from 8.00am and should wait on the Reception playground; a member of staff will be there to supervise them.
- Girls are dismissed from the Prep School playground at 3.00pm.
- Girls who need to wait after school for their older sisters (Tormead pupils) will be taken to the After Care facility in the library in Hillier House at 3.00pm and may wait there until the end of the school day at no extra cost.

From 4.30pm there will be an additional charge.

Year 1 (5+)

- Registration is at 8.25am and girls must arrive by 8.20am.
- Girls may arrive between 8.00-8.20am and should wait on the playground, where a member of staff will be supervising. As parents, you are welcome to stay and chat until 8:20am, when the girls go to registration.
- The first lesson of the day starts at 8.30am.
- Girls are dismissed at 3.10pm from the playground. Please wait in the playground.
- Pre Prep girls who need to wait after school for their older sisters (Tormead pupils) may use the After Care facility in the library at no extra cost.
- Pre Prep School girls who travel on school coaches will be collected from After Care and escorted to the coaches by a member of staff.

Year 2 (6+), Year 3 (7+), Year 4 (8+), Year 5 (9+), Year 6 (10+)

- Registration is at 8.25am and girls must arrive by 8.20am.
- Girls may arrive between 8.00-8.20am and should wait on the playground, where a member of staff will be supervising. As parents you are welcome to stay and chat until 8.20am, when the girls go to registration.
- The first lesson of the day starts at 8.30am.
- Girls are dismissed at 3.40pm from the playground. Please wait in the playground.
- Prep School girls who travel on school coaches are dismissed from the playground as normal and escorted to the coaches by a member of staff.

Breakfast Club

School is open from 7.30am every day if your daughter wishes to attend Breakfast Club. Our Early Years staff provide a warm welcome and a healthy choice of food is available.

The club is bookable in advance only via our Prep School office. (An e-form is sent out in advance each week.)

A small charge of £2.50 per day is payable for this service.

After Care

We appreciate that parents cannot always pick up their children at the end of the school day. Supervised After Care is available every day until 6.00pm.

Girls in Reception and Year 1 who are not picked up at the usual time at the end of the day will, under staff supervision, be escorted to the Prep School library. There is a good supply of activities and games which are appropriate for all age groups. Please supply water and a piece of fruit should you feel it necessary.

If a pupil is not picked up from school at the end of the school day, she will automatically go to After Care. If circumstances arise which delay your arrival at the school, please ring the school during the day to alert staff and ask them to inform your daughter. If at all possible, please inform your daughter of an approximate time at which you will pick her up; this will relieve any anxiety she may feel.

For siblings of Senior School pupils, we offer a prompt 4.00pm dismissal time from the black gate on Cranley Road.

Girls may use After Care if they attend after school clubs or activities which do not start until after the end of their normal school day, e.g. a sports club session starting at 4.30pm. If these clubs take place in the Senior School and start immediately after the school day, the girls will be escorted to their activity by a member of staff.

Unfortunately, it is not possible for us to supervise girls in the Senior School (across the road) at other times. If an activity takes place in the Senior School, you will need to collect your daughter from the Senior School after the activity.



Homework Club and Tormead Terrapins Club



All girls staying at school will be supervised by staff until 4:30pm. From 3:40pm to 4.00pm, there will be time for a snack and break.

Homework Club (no charge)

4.00-4:30pm Homework Club. All girls will complete their set homework while supervised.

Tormead Terrapins Club (charge will apply)

Each night there will be a programme of activities organised for the girls such as craft, Spanish Club, sewing, cooking, outdoor learning if clement weather and a movie and a popcorn night on Fridays.

The club is bookable in advance via our Prep School office. A booking form will be sent out at the start of each term, which must be completed and returned to the Prep Office in order to secure a place in this club. A half a term's notice is required to cancel your daughter's Tormead Terrapins Club booking.

The fee for this club is £8/day, which includes a snack and drink provided by the school kitchen.

There are two Tormead Terrapins collection times only:
5:30 pm or 6.00pm



Overview of Dismissal Times

- 3.00pm** Reception Dismissal from playground
- 3.10pm** Year 1 Dismissal from playground
- 3.40pm** Reception to Year 6 Dismissal from playground
(Reception and Year 1 girls will be brought to playground from After Care)
- 4.00pm** Girls with Senior School siblings
- 4.30pm** Homework Club Dismissal from the playground
- 5.30pm** Tornead Terrapins Club Dismissal from the front of the school
- 6.00pm** Tornead Terrapins Club Dismissal from the front of the school

Please note that these are the timings of dismissal. If you are running late, please be reassured that your daughter will be looked after and will automatically be placed into Homework Club and/or Tornead Terrapins (charge will apply), moving to the next available dismissal time. The Prep school closes at 6.00pm and should you arrive any later the fee charged will double.

Extra-Curricular Clubs

We offer a wide variety of extra-curricular clubs in the Prep School, which are provided by our own staff and a range of external coaches. Clubs provided by external coaches are chargeable and you will be invoiced termly in advance for these. A full list of clubs, either invoiced or complimentary, are listed on our website.



Sport

At Tormead Prep, we encourage every girl to become fully involved in our Sports Programme and our aim is to offer each girl opportunities to become actively involved in, and to enjoy, as wide a range of sports as possible during her time with us.

- ➔ All girls have two lessons of PE per week, one of games and one of gymnastics or dance.
- ➔ Girls in Years 1-6 have an additional lesson of swimming each week. Reception begin weekly swimming lessons in the Spring Term.

During their time in the Prep School, girls will be taught the fundamentals of movement which will incorporate:

- ➔ Netball
- ➔ Hockey
- ➔ Gymnastics
- ➔ Dance
- ➔ Tennis
- ➔ Athletics
- ➔ Football
- ➔ Tag-rugby
- ➔ Cricket
- ➔ Orienteering and teambuilding

There is also a thriving system of inter-house sport, in which all girls participate.

We also encourage your daughter to get involved with our extra-curricular sports programme. We offer a wide range of extra-curricular clubs throughout the Prep School. We believe that every girl should have the opportunity to play sport in teams and to represent the school at a level appropriate to her ability. We, therefore, run development squads alongside our sports teams and arrange events and competitions to suit the needs of our girls from Reception onwards.

Whilst every effort is made to ensure the scheduling allows all girls to have the opportunity to take part in the full range of activities, due to limitation of space and/or teacher availability, a small number of 'clashes' exist. We hope that by giving you this information from the outset, it will allow you to consider the best combination of extra-curricular activities for your daughter and will enable you, where necessary, to make the best choice of the available activities.

Pre-Season Training

Any girls who enjoy Gymnastics, or playing Netball or Hockey, are invited to attend pre-season training. Please 'save the date' for the following pre-season sports events:

Wednesday 1 September

Surrey Sports Park

- ➔ 8.30am-10.30am Hockey, Years 3 & 4
- ➔ 11.00am-1.00pm Hockey, Years 5 & 6

Saturday 4 September

Tormead Netball Courts

- ➔ 9.00am-10.30am Netball, Years 3 & 4
- ➔ 11.00am-12.30pm Netball, Years 5 & 6

Refreshments for parents will be available from 10.30am.

Please contact Mrs Gillian Rodgers, Director of Sport, if you have any queries. grodgers@tormeadschool.org.uk

Gymnastics - paid activities

If your daughter wishes to be involved in gymnastics she will need to attend a trial session on Saturday 4 September.

Trial Times

- ➔ 10.00am-11.00am Years 1 & 2
- ➔ 11.30am-1.00pm Years 3 & 4
- ➔ 1.30pm-3.00pm Years 5 & 6

Reception aged girls are not required to attend trials.

After this session the girls are assigned to their initial gymnastics group and allocated their training days and times. These sessions run after school on Monday, Wednesday and Thursday, and on Saturday morning (Autumn and Spring Terms only).

National Squad

(Elite Gymnastics) £240 per year

- ➔ To compete at National Level.
- ➔ Train total of 6 hours: Monday, Wednesday and Thursday after school and during lunchtimes. (All year round)



Development Squad

(Developmental Gymnastics) £140 per year

- ➔ To feed gymnasts into the elite squads.
- ➔ To provide competitive opportunities for more gymnasts.
- ➔ To refine core skills, flexibility & strength.
- ➔ To develop vaulting and tumbling techniques.
- ➔ Train for total of 3 hours on a weekday afternoon (all year round) and Saturday mornings (Autumn and Spring Terms only)

Participation Squad

(Recreational Gymnastics) £60 per year

- ➔ To make gymnastics accessible for every pupil.
- ➔ Emphasis on fun and enjoyment whilst learning basic skills.
- ➔ To provide opportunities for pupils to participate in displays and competitions if the gymnasts wish to compete.
- ➔ Train for 1 hour on a Saturday morning (Autumn and Spring Terms only).

Head of Gymnastics

Mrs Joanne Drury

jdrury@tormeadschool.org.uk

Judo

Judo Club will be held on Wednesday afternoon in the Prep School Hall.

The club is organised by David Kennedy, the instructor. The cost will be £7 per session. For more information, please contact dave@guildfordjudo.co.uk. Alternatively, booking forms and more details are available from the Prep School Office.

- ➔ 4.00pm-4.45pm - Years 1-3
- ➔ 4.50pm-5.35pm - Years 4-6

Mouthguards

For girls' safety, mouthguards are required for hockey for pupils from Years 3-6. Girls will not be permitted to take part in hockey lessons without a mouth guard.

Hockey is taught in curriculum lessons throughout the Autumn Term and all year round in extra-curricular clubs.

Parents may choose between the 'Boil and Bite' mouthguards, available online or an individually fitted type, made by your own dentist.



Dance

Dance classes can help improve and develop a number of skills and qualities including posture, co-ordination, rhythm, strength, self-discipline and self-confidence. All classes are structured and disciplined, whilst retaining a fun and friendly atmosphere conducive to learning. Please contact the dance teachers (details below) for class timings and to book.

- ➔ **Ballet:** Reception Year 6, Fridays after school
- ➔ **Modern Dance:** Years 1- 6, Fridays after school
- ➔ **Tap:** Years 1- 6, Tuesdays afterschool
- ➔ **Street Dance:** Years 1- 6, Mondays after school

Ballet, Tap and ISTD Modern Dance are offered by the **KV Academy of Dance**. The classes are taught by Miss Kimberley Vowles, Mrs Alexandra Sears and Mrs Tracy Williams. All teachers have a wealth of dance experience, both professionally and as qualified teachers.

Miss Kimberley, Miss Alex and Miss Tracy are all looking forward to preparing the children for exams in both Ballet and Modern Dance.

Enrolment: www.kvad.info

Enquires: Miss Kimberley at kvacademyofdance@yahoo.co.uk or **07835 664832**.

Street Dance is offered by **The Lannoy School of Performing Arts** Principal: Mrs Danni Lannoy.

Enrolment: <https://lannoyschool.com/product/streetdance-juniors-tormead-april-2017>

Enquiries: info@lannoyschool.com





Music

All Tormead Prep School girls participate in music lessons with specialist teachers from Reception to Year 6.

In their curriculum music lessons, girls will be taught a variety of skills including:

- ➔ Singing
- ➔ Composing
- ➔ Listening
- ➔ Percussion
- ➔ Music Reading
- ➔ Violin Class (Year 2 only)
- ➔ Recorders (from Year 3)
- ➔ Ukuleles (from Year 3)

Extra-curricular music at Tormead Prep School is lively and flourishing and involves pupils from across the whole age range of the school working together. We offer a wide range of opportunities in which all girls are encouraged to participate at a level appropriate to their ability.

- ➔ Choir (Years 1 & 2)
- ➔ Choir (Years 3-6)
- ➔ Chamber Choir (Years 5 & 6 only)
- ➔ Training Orchestra
- ➔ Orchestra
- ➔ KS1 Recorder Club
- ➔ KS2 Recorder Ensemble
- ➔ String Ensemble
- ➔ Junior Jazz Band
- ➔ Ukulele Club



Instrumental Music Lessons

Instrumental tuition is available on a wide choice of instruments, taught by visiting music teachers, and can be arranged by the Music Department.

Over a third of the school has lessons on one or more instrument. Lessons are arranged on a rotating timetable for all pupils. Slots out of lesson times are reserved for the Upper Sixth.

An application for lessons is no guarantee that tuition will be immediately available. If this is the case, the pupil's name will be placed on a waiting list and the parents will be informed.

Fees are charged on the basis of 30 lessons per year (average of 10 per term) and are paid to the visiting music teacher in advance of the first lesson of the term. Absence foreseen and notified in advance to the teacher may facilitate the rescheduling of the lesson; however, lessons missed through absence will be invoiced.

Hire of Instruments - we have a limited supply of instruments which may be available for hire, at a nominal cost. However, these are intended for real beginners, not for long-term purposes. Please indicate if you wish to hire an instrument, bearing in mind that instrument hire is subject to availability.

If you are requesting lessons for your daughter, it is necessary that she should have access to an instrument at home for practice purposes.

Your contract for Instrumental Music lessons is with the visiting music teacher and parents must give one full term's notice in advance in writing or fees in lieu of notice to the relevant visiting music teacher if they wish their daughter to discontinue lessons. At the same time, please inform the Director of Music.

To request Individual Music Lessons, please complete the enclosed Instrument Tuition Form and return it to the Registrar. Please complete one Instrument Tuition Form for each instrument which you wish your daughter to learn.

Instrumental Music Exams

Associated Board Music exam sessions are held in December, March and May for girls who take individual lessons with Tormead music teachers. Trinity College Exams, LCM and RSL Vocal examinations are also offered.

Performances

There are performance opportunities for all pupils throughout the year, including:

- KS1 Nativity
- KS2 Carol Service
- Soloists' concerts for Years 3-6 (Autumn and Summer Terms)
- KS1 Spring Concert
- KS2 Spring Concert (showcasing all extra-curricular music ensembles)
- KS1 Summer Production
- Year 2 Open Violin Lesson
- Year 6 Summer Production
- Tormead Prep Prizegiving Ceremony

Head of Prep School Music

Ms Susan Vega

svega@tormeadschool.org.uk

Music Technology (M:Tech)

A digital download is emailed directly to parents and a Certificate will be given out in assembly at the end of each term. This course is administered directly by M:Tech and so to register your child's interest, please sign up online at www.mtechonline.co.uk or contact Pia Gray or Rebecca McLaughlin on **01483 578114**.

- M:Tech costs approximately £160 per term, with weekly sessions of 30 minutes.
- Girls are taught in groups of 6 with pupils working in pairs.
- Please note: M:Tech is not a club or an activity. It is a group instrumental lesson teaching creative composition with a clear graded learning curve, therefore, we apply the same terms and conditions as for instrumental lessons with notice required by half term in order to stop at the end of a term.



Drama

All Tormead Prep and Pre Prep School girls enjoy drama lessons within the curriculum. Lessons encourage girls to be imaginative and to think and act creatively, to explore and to speak, listen and respond to each other. We are looking to develop the life-long skills of skills of self-confidence, enquiry, empathy and collaboration. In curriculum drama, all the girls can become involved in the process where they make decisions and shape their own work.

The girls are also given the opportunity to be part of a performance/production with the following opportunities throughout the year groups:

Performances

- KS1 Nativity
- KS2 Carol Service – readings
- Year 3 Play
- Year 4 Play
- KS1 Summer Production
- Year 6 Summer Production



LAMDA Drama and Speech & Prose

Speech and Drama lessons are available for girls in Year 3 or above, on a group basis. Lessons are of 30 minutes' duration and take place on weekdays after school. Group sizes vary but do not exceed ten and are taught within year groups.

Elaine Hawken (A.L.A.M., Acting Gold Medal Hons) teaches LAMDA (The London Academy of Music and Dramatic Art) Drama, Speech and Prose classes. The classes are organised to follow the appropriate LAMDA examination level curriculum.

Elaine studied at The Royal Ballet, Covent Garden, before enjoying a professional career as an actress, singer and dancer. She has extensive professional experience of the dramatic arts and now teaches the LAMDA curriculum at a number of schools in Sussex and Surrey.

In addition to preparing her students for independent examination, Elaine endeavours to help each pupil to develop confidence and self-esteem.

Examination entry is available for LAMDA, which complements the main school curriculum and is recognised by the QCA. The lessons are geared towards preparation for these examinations and while examination entry is not compulsory, girls do find that it gives them something to work towards and measure their progress.

Girls find the lessons stimulating and enjoyable and, in the process, gain confidence and self-esteem, and also improve diction, articulation and self-expression. We would like to emphasise that this is not a club.

Fees for Speech and Drama lessons are based on a ten-lesson term, invoiced termly and payable directly to the tutor by the second lesson of the term.

- The fees will be approximately £110 for a term of group lessons.
- Places are awarded on receipt of application and will be acknowledged, but do note that there are a limited number of places available.
- Please indicate if you would like your daughter's name placed on a waiting list if a space is not immediately available.
- Please note a term's notice of discontinuance is required in writing or a term's fees will be charged.
- Elaine Hawken can be contacted on hawken@live.co.uk.

If you would like your daughter to start classes, please complete the Speech and Drama Request Form enclosed and return it to the Registrar.

Chess

Extra-curricular chess follows International Master Mike Basman's chess course, which is used in almost 200 schools throughout Surrey. There are three chess clubs for girls in Year 2 and above, of any ability from complete beginners through to more advanced players.

Emma-Jane Billington-Phillips teaches all the chess classes and each Spring Term she enters every member into the 'Delancey Schools UK Chess Challenge', which is the largest chess tournament in the world. Everyone wins prizes in its first stage, with the top players qualifying for the county final

– 'The Megafinal' - and from here they can go on to reach the regional final, 'The Gigafinal' and maybe even 'The Terafinal'.

- Fees are based on 30 lessons per year (average 10 per term) invoiced each term payable directly to the tutor on the first lesson of term.
- The fees will be approximately £75 for a term of group lessons.
- Please note a half term's notice of discontinuance is required in writing or a half term's fees will be charged.



Minibridge

Minibridge lessons are available for girls in Years 5 & 6 on a group basis.

We organise bridge competitions, coaching sessions and courses for children of all abilities. The girls are entered into a Surrey Minibridge competition.

Minibridge and Bridge has been proven to be very good for the mind, teaches skills in numeracy, problem solving, team building and mental capacity and much more. Bridge is an excellent social game and can be played locally and nationally. The girls will be able to play and teach their siblings, parents and grandparents, both at home and online, in a truly intergenerational fun activity.

Douglas Wright has been running Tormead Prep's after school Minibridge Club over the last 3 years. Douglas has professionally taught bridge in school clubs and holiday courses throughout Hampshire, Surrey and Sussex for 14 years. He teaches teachers 'How to Teach Bridge in Schools'. He has pupils who have continued to play in sixth form colleges and for their universities.

He is a Professional Member of the English Bridge Teachers Association and a Trustee of English Bridge Education and Development (EBED) Charitable Trust.

- ➔ Lessons are of 60 minutes' duration and take place on weekdays after school.
- ➔ Fees for Minibridge lessons are based on a 10-lesson term.
- ➔ The fees are £80 for a term of group lessons.

Further details about Minibridge and registration are available at www.3countiesbridge.com. Douglas Wright can be contacted on douglaswright@3countiesbridge.com.

Art Club

Art and Soul is an art club is available for girls in Years 3 & 4.

For Pallavi Sanghi-Sharma, who runs this club, art in its various forms has always been a passion. She has shared her love for art with children across various schools in Guildford, through after school clubs under the brand name – Art and Soul.

While acrylics on canvas is the focus for the current offering at Tormead Prep School, she will explore other mediums and often work with the girls on mixed media.

Girls find the lessons relaxing and enjoyable. They learn techniques in art, gain confidence in showcasing their work and also self-regulate their emotions through artistic expression. Being able to take their work home every other week is gratifying and a huge positive reinforcement for the students.

- ➔ Lessons are of 60 minutes' duration and take place on weekdays after school.
- ➔ Groups size does not exceed ten pupils.
- ➔ The fees for an individual are £15 per class with materials provided.
10 lessons per term.

Please feel free to contact Pallavi at ArtandSoulUK@outlook.com with any queries or for enrolment.

Communications

www.tormeadschool.org.uk

You can connect with us by viewing what is happening during the school day via Twitter, Instagram and Facebook.

The school website provides up-to-date access to the school calendar, policies and procedures, sports fixtures, latest news, videos, term dates and more.

Policies and Procedures

Current school Policies and Procedures are always available to read via the school website. www.tormeadschool.org.uk/about-us/policies-and-procedures/

Parent Portal

Shortly before the start of the Autumn Term, parents will be emailed a link and instructions for how to login to the school's Parent Portal.

The Tormead Parent Portal provides a single sign-on dashboard for easy access to your daughter's school information, such as grades, reports, timetables, newsletters, fixtures, bookings and more. In addition, parents will have access to a wealth of resources, such as an 'inbox' of all their messages from the school, details about relevant trips, club timetables, Tormead Parents' Association information, newsletters and other useful school documentation.

The majority of communications from the school are delivered to parents via email. Time sensitive messages, such as delayed transport or cancelation of planned activities, are also sent via text message. It is vital that parents keep us informed of changes to email address or mobile phone number.

Reporting to Parents

- ⇒ Parents' Evening for all year groups in October and February
- ⇒ Prep School Report Grade card at the end of the Autumn and Spring Term
- ⇒ Short written report for Reception for EYFS Autumn and Spring Term
- ⇒ Full report in all subjects for Year 1 to Year 6 at the end of the Summer Term
- ⇒ Full written report for Reception EYFS at the end of the Summer Term

Reception Newsletter

Every Friday, a Reception Newsletter is emailed to parents. This outlines the focus of the girls' week and includes suggestions for consolidation work.

Prep School Newsletter

Every Friday, the Prep School Newsletter is emailed to parents, providing a flavour of what has been happening in Prep School each week. In addition, there are notices for the coming week and often, advance notices of special events happening during the half term.

Technology

Educational Tablet Devices

Tormead has embraced the use of tablet technology into teaching and learning, enabling girls to become 21st century digital learners.

Girls in both Pre Prep and Prep use iPads to support and enhance their learning.

In Prep School, there are sets of iPads which are available for Pre Prep through to Year 4 to use during the day.

To complement tablet learning, we have also developed a cloud-based Tormead Learning Hub, based upon G-Suite for Education (Google apps for schools). Available on the internet, girls are now able to access their notes and learning resources, anywhere and everywhere: at home or at school.

Years 5 & 6

All girls in Year 5 and 6 are required to have a school-supervised iPad as a compulsory part of their school equipment. From September 2021, we are standardising equipment across the school to provide a more efficient, streamlined, and consistent experience to all girls.

iPads for new pupils from September will need to be purchased through the school, with the cost added to your Autumn Term invoice. To facilitate this, the IT Department has worked closely with our preferred partner to provide an excellent deal on the perfect educational device. We would like to assure you that the school has sought the best price and does not profit from these sales in any way.

For further information or if you have any queries about iPad use, please contact the school's Network Manager, Mr Ringo Dhansay, on rdhansay@tormeadschool.org.uk.

E-Safety



Girls are expected to obey the guidelines in the E-Safety and Acceptable Use of IT Policy (Prep School), as well as those in the Girls' Code of Conduct Policy (Prep School). Both of these policies are reviewed and signed by girls in Years 3-6 during their first few weeks at Tormead. As a reminder, all school policies can be found on our school website.

Girls should be reminded that all devices should be brought to school fully-charged. Although personal wall socket chargers must not be used in school, portable power banks for devices are allowed.

Tormead Prep's Wildside (Woodlands Outdoor Learning)

In September, we are extremely excited to be launching our outdoor learning programme of study. Lessons in all subjects will be able to take place throughout the year and we hope to inspire a generation of young horticulturists with a designated gardening area.

The WILDSIDE kit may be any colour, but must all be named, please.

- Waterproof jacket
- Waterproof trousers
- Wellies.

School Uniform

The Uniform List is enclosed separately with this New Joiners' pack and is also on the website. The Tormead Parents' Association runs a second-hand shop from the school which is open 8.15 – 9.15 am on the first Friday of every month during term time.

There will also be a second-hand sale at the end of the New Girls' Afternoon.

Labelling

In order to minimise the number of uniform items lost throughout the school, we ask parents and girls to ensure that everything is clearly labelled on the inside (including shoes and socks).

Cash's woven name-tapes (ordinary sizes) are obtainable online and should be used on all clothing garments. Instructions for positioning of name labels is provided on the Uniform List. This system of labelling facilitates quick checking in the event of garments being reported lost.

Administration of Medicine

May we remind you of our policy for the administration of medicines:

- We require clear written and signed instructions being sent to school with any medicine.
- The instructions and medicine (in the original packaging) should be handed to the Prep School secretaries.
- The information for administration should be written in your daughter's Reading Record Book or in the planner app, App4, on iPads for Years 5 and 6. Alternatively, please send this information via email to **prep@tormeadschool.org.uk**.

Without the information and permission, we will not be able to administer the medicine; it is imperative that we ensure we are administering the correct medicine and the correct dosage to your daughter.

Please complete and sign the Confidential Medical Information Form.

Photography

This is a reminder to parents that the Tormead Prep School does, as is the custom and practice of most independent schools, include some photographs and images of current or past pupils in the school's promotional material, such as our prospectus, the website and advertising. This information was part of the Terms and Conditions to which you agreed when you signed the Acceptance Form. The school will also use photographs of the girls in newsletters and on social media. Events such as the nativity performances and school productions will be recorded. The use of photography in Reception can be found in our Early Years Policy.

Travel and Transport

Cycling

If your daughter cycles to school, we have bike racks to store bicycles safely at the Prep and Senior Schools.

Train

A large number of girls use the train. The nearest station is Guildford London Road – a short walk from school – and there are numerous connecting trains from Guildford Station during the rush hour and after school.

Buses

A number of public buses stop close to school: Routes 25, 36, 37, 463 and 479.

Driving

Parents of Prep School girls are welcome to use our drop off zone in the front of the Senior School. Your daughter needs to be ready to leave the car without any delay. A member of the Prep School staff will collect and escort children across to Prep School.

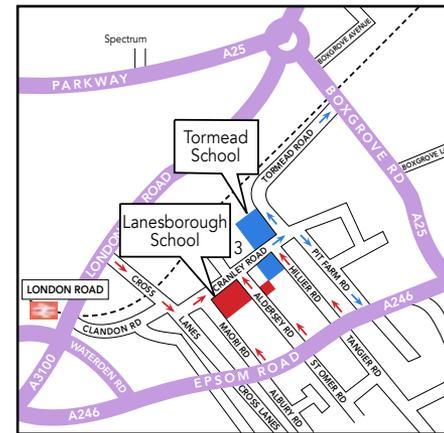
If you do not think your daughter is old enough to do this by herself, please do not use the drop off zone, or if you need to stop for any longer period then please do park away from the school.

Cranley Road, between the Prep and Senior Schools, is a strictly no parking or drop off area (aside from the designated bays). For the traffic to flow and our coaches not to block other vehicles, it is essential that the road is clear: any obstructions make this impossible.

Peak Hour Traffic

One-way route: 8.00-9.00am and 3.30-4.30pm
The roads around Tormead become very busy during pick up and drop off times and we rely on your support to ensure your children have a safe journey to and from school; it is

for this reason both Tormead and Lanesborough ask their parents to follow a voluntary one-way route during these busy times of day.



Please approach Tormead via Cross Lanes, Aldersey Road or Hillier Road and leave via Tormead Road or Pit Farm Road.

There is no right turn out of the Senior School between 8.00-8.30am. Please be considerate of our neighbours at all times.

Coach Services

The Tormead Coach Service offers pupils and parents a convenient, safe, reliable and environmentally friendly means of transport to and from school. We currently operate eight routes, using well regarded local coach operators, transporting over 125 girls each day. Areas covered include Camberley, Cobham, Esher, Ewhurst, Farnham, Haslemere, Peaslake, Weybridge and Woking. The service is open to pupils of all ages once they have settled into school life. Arrangements are in place to escort Prep girls to and from their coaches.

Timetable

The latest route, time-table and fare information can be found on this link www.ridekura.com/tormead-school.

The cost of the service is divided evenly into three termly instalments and added to the school fees invoice. If you would like more information, please contact the Coach Co-ordinator, Amy Drudge, directly on 01483 796082.



Coach Passes

Each girl is issued with a personalised coach pass and there are a range of pass options available, enabling girls to take differing numbers of journeys each week. There are also sibling and study leave discounts. Demand for places can be high and we endeavour to accommodate all requests. However, where spaces are limited, priority will be given to those requiring full time tickets and those travelling the furthest. Our terms and conditions require a termly commitment from parents with a full term's notice in writing required to cancel a coach seat.

Online Booking

To reserve a place for your daughter(s) on the 2021-2022 coach service, please login to the Tormead webpage of the Kura.com website:

www.ridekura.com/tormead-school

The deadline to apply for a 2021-2022 coach seat is **11 June 2021**.

Checklist of Documents to Return

Please could the following forms be returned to the Registrar, Mrs Melanie Hobdey, by **Monday 14 June 2021**.

- Emergency Contact Details Form
- Confidential Medical Information Form
- School Fees Direct Debit Mandate
- TPA (Tormead Parents' Association) Contact Permission Form
- Instrumental Tuition Form (Optional, for Years 1-6)
- EYFS Policies Reply Slip (Reception only)

Contact us

SENIOR SCHOOL HEAD

Mr David Boyd
headpa@tormeadschool.org.uk

PREP SCHOOL HEAD

Mrs Nicki Fry
nfry@tormeadschool.org.uk

BURSAR AND CLERK TO THE GOVERNORS (current)

Ms Helen Davies
hdavies@tormeadschool.org.

BURSAR AND CLERK TO THE GOVERNORS (from September 2021)

Mrs Stella Lawton
slawton@tormeadschool.org.uk

CHAIR OF THE BOARD OF GOVERNORS

Mrs R Harris
c/o hdavies@tormeadschool.org.uk (current)
c/o slawton@tormeadschool.org.uk (from September 2021)

PREP SCHOOL

PREP SCHOOL DEPUTY HEAD (from September 2021)

Mrs Mary Price
mprice@tormeadschool.org.uk

DIRECTOR OF STUDIES

Miss Salaidh Insch
sinsch@tormeadschool.org.uk

PRE PREP

PRE PREP HEAD

Mrs Liz Alderman
lalderman@tormeadschool.org.uk

PREP SCHOOL OFFICE

Mrs Nicky Overgaard
Mrs Jo Drury
prep@tormeadschool.org.uk

REGISTRAR

Mrs Melanie Hobdey
registrar@tormeadschool.org.uk

SCHOOL OFFICES

Prep School Office: 01483 796073
Senior School Office: 01483 575101



Cranley Road, Guildford, Surrey GU1 2JD

01483 575101

www.tormeadschool.org.uk

 @TormeadSchool_JS

 Distinguished School