

TORMEAD

GUILDFORD



Senior School
New Joiners' Information 2021

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Introduction

We are looking forward to welcoming you to the Tormead School community in September!

In the meantime, this booklet contains a wealth of useful information about many aspects of school life, which will be equally of interest to both parents and girls. Parents are encouraged to share a version of this booklet, digital or otherwise, with their daughter.

Our Values

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in all our girls
- We prepare our girls for life beyond school



The Tormead Day

Arrival

School is open from 7.30am onwards. Girls should arrive at school between 8.15-8.20am, to allow them time to organise their books for the morning lessons. The first lesson starts at 8.25am and the teacher takes registration at the start of this lesson.

If girls arrive after 8.25am, they must sign-in at the Wellbeing Centre with our Pupil Support Officer. More information on the Wellbeing Centre is below.



Breakfast Club

Breakfast is available from 7.45-8.20am in the Atrium dining room, where girls may buy hot chocolate, croissants, etc., for a small charge.

Timetable

There are five lessons a day, each one lasting for 60 minutes. Morning break is at 10.30am, followed by 30 minutes of Independent Study. Form Time or Assembly takes place at 12.20pm and is followed by Lunch.

The timetable repeats every other week, which means girls have a Green Week timetable followed by an Orange Week timetable on rotation throughout the year.

Registration takes place in every lesson, plus Independent Study and Pastoral Time. The last lesson finishes at 4.00pm.

Time	Lesson
8.25-9.25	1
9.30-10.30	2
10.30-10.50	Break
10.50-11.20	Independent Study
11.20-12.20	3
12.20-12.50	Assembly/Form/House Time
12.50-13.55	Lunch
13.55-14.55	4
15.00-16.00	5

Form Time

During Form Time, the Form Tutor will deliver any important notices, messages and/or collect any letters which girls may need to hand in; girls will also have the opportunity to discuss school matters, check their planners, prepare for charity events and of course, get to know other members of the form. Form Time is also when weekly PSHE lessons take place.

As part of the school's pastoral programme, each girl will have a personal 1:1 discussion with their Form Tutor, at least once per term. These discussion times are a great opportunity for a girl to discuss their academic progress and extra-curricular interests with their Form Tutor.

Assemblies

Assemblies take place during the Pastoral time slot during the school day. Senior School assembly is taken by the Head or another senior member of staff on Tuesdays. Other year group assemblies take place throughout the week.

Each year group also has a weekly assembly, where Heads of Year, girls or another member of staff, speak to the year group about relevant information, as well as award commendations and certificates.

- Monday Year 7 and Year 10 Assemblies
- Tuesday Senior School Assembly
- Wednesday Year 8 and 11 Assemblies
- Thursday Year 9 and Sixth Form Assemblies

Independent Study and Subject Surgeries

Years 7-11 have a daily 30-minute period of Independent Study (IS), which provides them with time to start homework, attend subject-related surgeries or catch up on reading.

Every subject holds a 'surgery' during the week, where girls can visit the subject teachers, should they need additional help with a particular topic.

In addition to the daily 30-minute IS session, Years 7-11 also have 3 hours per fortnight of IS included within the curriculum timetable.



Break 10.30-10.50am

Break time is a good opportunity for girls to prepare their books for the next lessons and catch up with friends. Girls may bring a snack to school for break time, although please note, we are a nut-free school. A good, healthy (nut-free) snack will keep girls going until lunch time. There are water fountains in school where girls may fill their own water bottle.

Lunch 12.50-1.55pm

Lunch takes place between 12.50-1.55pm. Girls may go for lunch at any time, although the time they choose may well depend on which clubs they attend.

There is a wide choice of clubs, activities, practices or rehearsals during lunch time and girls will be given full details of these in September. Activities take place during First Lunch (12.50-1.20pm) and Second Lunch (1.20-1.55pm), so girls may have lunch at different times over the course of the week.

Girls who are having a packed lunch will eat this in the Atrium dining room at the same time as others are eating school lunch.



Houses

Everyone belongs to a House. Girls are automatically assigned to one of the Houses:

LIVINGSTONE	→	YELLOW
NELSON	→	GREEN
NIGHTINGALE	→	BLUE
WELLINGTON	→	RED

At weekly House meetings (Fridays during Pastoral time slot), girls meet and make friends with others in their year group, as well as girls throughout the school. Meetings are held every Friday from 12.20-12.50pm, giving girls the opportunity to get to know everyone in the House and plan for the inter-house competitions.

House events during the year include House Music, House Science Quiz, House Drama, House Sports, House Bake-Off/Cook-Off and House Fashion & Dance, to name but a few. Fridays are also House Lunch day, when girls from the same House eat lunch together.

Beacon Programme

The Beacon Programme is designed to expose girls to topics beyond the normal curriculum, provide them with intellectual challenges and the opportunity to develop and defend their ideas, not only with their fellow peers, but also with teachers they may not normally work with.

Girls are encouraged to come along to the enrichment activities on the Beacon Programme, such as Heston Blumenthal style cooking, experiments in psychology or a particularly challenging code-breaking session. There is an activity held every half term and more details can be found on the display screens around the school. Scholars are expected to attend.

Extra-Curricular Activities

Tormead offers a wide range of extra-curricular activities, held before school, during lunch and after school.

A Lower School Clubs Fair is held in early September during lunch time, where girls can find out more about all the clubs and activities on offer throughout the year and sign up for those that take their interest.

Years 7, 8 and 9 girls are asked to join at least three clubs, allowing them to try new things and to meet more girls in their year group and across the whole school.

Homework

It is our belief that work set beyond the classroom should be purposeful and productive, and not 'homework set for homework's sake'. We encourage girls to establish efficient study habits. With the support of their Form Tutor and Head of Year, girls from Year 7 to Upper Sixth will continue to develop their independent learning skills along with their time management. They will learn to monitor deadlines, consolidate their learning, challenge themselves as appropriate, and maintain a healthy work-relaxation balance.

Lower School

Girls in Years 7, 8 and 9 receive a homework timetable at the beginning of the school year: this will also be visible on their iPad planner app. The timetable ensures that subjects are spread evenly throughout the week. On average, they should expect to receive 20-30 minutes' homework per subject every week.

Years 10-11

At GCSE, girls begin to take more responsibility for their own time and study, so there is no official homework timetable. We recognise, too, that different subjects have different requirements - not all of them at a desk! We try not to set tasks to be given in the next day, but girls should expect to spend more time outside lessons consolidating and developing their learning.

Sixth Form

As the number of subjects decreases, so the expectation of independent work increases. Girls should expect regular extra reading and independent tasks, e.g. essay practice, to take place outside lessons. We have found that successful students often engage in a range of independent reading and research to support their A Level studies.

Late Stay 4.10-6.00pm

All girls in the Senior School are welcome to remain in school until 6.00pm, either in their Common Room in the case of the Sixth Form, or in Late Stay for Years 7-11.

Held in two upper floor classrooms from 4.10-6.00pm, Late Stay provides an opportunity for girls to work quietly under the supervision of a member of the teaching staff. It is free of charge and girls may attend for as long or as short a time as they wish, before and/or after extra-curricular activities, either because they cannot be collected at the end of the school day or because they want to complete their homework in school before going home.

Girls must sign in and out with the teacher in charge. To collect your daughter from Late Stay, please contact her directly (preferably via text message – mobile phones are permitted in Late Stay for this reason) to arrange to meet her at the front of the school; alternatively, girls may make their own way home.

Please note that, unless they are participating in a supervised extra-curricular activity, all girls must attend Late Stay if they need to stay at school for any period of time in-between 4.10-6.00pm. We do not provide supervision after 6.00pm, except in the case of a scheduled extra-curricular activity, where the teacher in charge will make arrangements for the girls in his/her care.

Sixth Form girls are permitted to work in their Common Room after school until 6.00pm.



Wellbeing Centre

Our Wellbeing Centre team consists of our School Nurse (the Health Care Lead), a Counsellor and a Pupil Support Officer; together they provide support in response to specific needs.

If a girl feels unwell during the school day, she should visit the Wellbeing Centre. The Wellbeing staff will contact parents to collect their daughter if they feel it is appropriate.

Please encourage your daughter not to contact you in the first instance, if she feels unwell. We will ensure she is cared for and will arrange for her to go home, if necessary.

- ⇒ **Our School Nurse** is available every day to respond to acute and chronic medical problems. She will work with parents and health care professionals if your daughter has a medical need.
- ⇒ **Our Pupil Support Officer** is available throughout the day as a listening ear for any girl experiencing upset or difficulty. She works closely with the School Nurse, Counsellor and the Heads of Year to provide a range of support.

- ⇒ **Our Counsellor** is available to see girls for a free and confidential counselling service; each girl has access to a number of sessions each academic year. The Counsellor is available during the school day, including after school. Girls are encouraged to self-refer, if they decide they might benefit from talking to her. Please note, any issues related to child safeguarding will require parental involvement.

Wellbeing Centre: 01483 796076

Lost Property

Girls are responsible for all their belongings: please encourage them to ensure that everything is named and to look after their things carefully.

Girls should check their classrooms and with Lost Property in the Wellbeing Centre first, before reporting anything as lost. Any unclaimed items are taken to the Wellbeing Centre. If an item is not found, a message can be placed on the digital notice boards.





Sport

Tormead has an excellent reputation for sport and our teams regularly achieve success at local, county, regional and national level. Gymnastics, hockey, netball, swimming, cross-country and athletics are particular strengths. In the forthcoming year, we are also looking forward to expanding football and introducing rugby and rowing into both the curriculum and extra-curriculum programme.

On-site facilities including floodlit netball courts and the modern gymnasium and Sports Hall are complemented by the use of nearby off-site facilities, such as the swimming pool and local all-weather hockey pitches at Surrey Sports Park. We also make good use of the Spectrum athletics track and fitness facilities, as well as the Urnfield for cricket and athletics. In addition, an exciting

planning application is underway to develop off-site facilities for hockey, athletics, cricket, football and rugby.

We operate a 'sport for all' approach to extra-curricular sport, where development squads are run in tandem with competition squads to ensure that every girl has access to expert coaching, and fixtures are regularly organised for all teams.

Netball matches are generally played on a Wednesday after school and hockey matches on a Saturday morning, with some during games lesson afternoons and very occasionally in their training session.

At Tormead, sport remains part of the curriculum throughout the school. 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 enjoy, as wide a range of sports as possible during her time here with us.



In Years 7 and 8, girls will be taught Hockey, Netball, Gymnastics, Dance, Football, Tennis, Athletics, Cricket, Badminton, Volleyball, Rugby and Fitness.

In Years 9 and 10, girls will be taught Gymnastics, Dance, Athletics, Cricket, Volleyball, Badminton, Tennis, Football, Trampolining and Fitness, Hockey, Netball and Rugby. There may also be some opportunities to participate in Rowing.

In Year 11 and Sixth Form, Wednesday afternoon is set aside for sport in the Autumn and Spring Terms. The girls help to devise their own programme and take part in a carousel of on-site activities, including Dance, Athletics, Volleyball, Cricket, Football, Martial Arts, Trampolining, Tennis, Body Conditioning, Body Pump, Body Combat, Badminton, Zumba, Rugby, Hockey and Netball, as well as participating in off-site sports such as Fitness, Pilates, Body-Balance and Spinning at Spectrum and Climbing at Craggy Island.

Extra-Curricular Sport

Apart from the sports which are part of the curriculum, we also encourage girls to get involved with our extra-curricular programme. We run a number of school sports teams in every year group, plus development squads so that everyone is included. In addition to clubs for Netball, Hockey, Gymnastics, Cross-country, Badminton, Swimming, Football, Rugby and Tennis in the Autumn and Spring Terms, we run Skiing in the Autumn Term and Athletics, Tennis, Cricket and Rounders in the Summer Term.

We also offer Ballet, Modern Dance and Cheerleading.

A full timetable of events will be available from school and on the sports website at the beginning of the Autumn Term. In September, your daughter's PE teacher will give her more information about how to sign up for other extra-curricular activities.

Elite Athletes' Programme

The Elite Athletes' Programme's (EAP) main aim is to provide practical and tutorial sessions for the more able sportswomen in Years 7-13. Girls displaying exceptional talent in any given sport in and/or out of school will be invited to join the programme. They will be expected to attend a fitness session once a week and the Director of Sport will mentor them on training, nutrition and mental preparation for competition. This programme is also linked with our Beacon Passport.

Mouthguards

Mouthguards are required for hockey. Girls will not be permitted to take part in hockey lessons or matches without one.

You may choose between the 'Boil and Bite' mouthguards available online or from other sports shops, or an individually fitted type. We recommend the individually fitted, heavy-weight variety, particularly for girls who play in the school hockey teams.

Director of Sport

Mrs Gillian Rodgers grodgers@tormeadschool.org.uk

Pre-Season Training

All 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

8.30-10.30am

Netball Year 10

Hockey Year 11 and Seniors

11.00-1.00pm

Netball Years 8 and 9, Year 11 and Seniors

Hockey Year 10

2.00-4.30pm

Netball Year 7

Hockey Years 8 and 9

Thursday 2 September Surrey Sports Park

8.30-10.30am

Hockey Years 10, 11 and Seniors

11.00-1.00pm

Netball Years 10, 11 and Seniors

Hockey Years 8 and 9

2.00-4.30pm

Netball Years 8 and 9

Hockey Year 7

Saturday 4 September Surrey Sports Park

8.30-12.30am

Netball Year 7

Hockey Year 7

On Thursday, Year 7 girls may return to school by Tormead bus for a family BBQ from 12.30-2.00pm.

Should you have any queries, please contact Director of Sport

Mrs Gillian Rodgers

grodgers@tormeadschool.org.uk

Gymnastics

Girls joining the Senior School will be given the opportunity to trial on Saturday 4 September, 2.30pm - 4.00pm.

The squads are divided into three groups as follows:

National Squad

(National Gymnastics) £240 per year

- To compete at National Level
- Train for a total of six hours: Monday, Tuesday and Thursday after school and during lunchtimes

Development Squad

(Developmental Gymnastics) £140 per year

- To feed gymnasts into the national squads
- To provide competitive opportunities for more gymnasts
- To refine core skills, flexibility & strength
- To develop vaulting and tumbling techniques
- Train for a total of three hours over Thursday after school and Saturday mornings (Autumn and Spring term only)
- In the Summer Term, the Development squad train once a week on Thursday after school

Participation Squad

(Participation 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 one hour on a Saturday morning (Autumn and Spring Terms only)

N.B. If any girls are unable to attend the gymnastics trials, please contact Mrs Drury to arrange an alternative date and time.

Head of Gymnastics

Mrs Jo Drury jdrury@tormeadschool.org.uk





Dance – Modern & Ballet

ISTD Modern and RAD Ballet classes run on Mondays in Senior School. (These include classes for girls in Year 6).

Modern

4.15 – 5.05pm Years 6, 7 & 8

Ballet

5.10 – 6.00pm Years 11+

6.06 – 6.55pm Years 6, 7 & 8

The classes are taught by Miss Kimberley Vowles and Mrs Alexandra Sears. Both teachers have a wealth of dance experience, both professionally and as qualified teachers. Miss Kimberley and Miss Alex look forward to preparing the girls for exams in both ballet and modern 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.

For any enquiries regarding the dance classes or to enrol, please contact Miss Kimberley at kvacademyofdance@yahoo.co.uk or 07835 664832.



Music

Music is an important part of the curriculum for everyone. Extra-curricular music at Tormead is lively and flourishing and involves pupils from across the whole age range of the school working together. Regular activities include Symphony Orchestra, Chamber Choir and Schola Cantorum. The Tormead Jazz Band is well known in the area and frequently performs both within and outside school, in addition to a biennial overseas tour.

Other groups include Senior Choir, Concert Band and Pop Choir. Girls are given the opportunity to perform in formal and informal school concerts, as well as at a large number of venues outside school: for example, Southwark Cathedral, Esher Parish Church and G Live. Various opportunities for professional recordings have also been available in recent years.

Individual 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.

There is no charge for group theory lessons. We also offer free lessons and instrumental hire to pupils successfully applying for our Endangered Instrument Scheme, details of which are sent to parents early in the Autumn Term.



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.

Director of Music

Mr Anthony Merryweather

amerryweather@tormeadschool.org.uk

Provisional Extra-Curricular Music Timetable

Assuming we can provide a full pre-Covid schedule in September, the extra-curricular music time-table will be as follows:

Monday

Chamber Choir 12.55 Mr A Merryweather, Assembly Hall

Tuesday

Pop Choir 12.55 Mrs H Greville-Collins, JCS6

String Orchestra 12.55 Mr M Holford, JCS4

Saxophone Ensemble 12.55 Mrs E Guy, JCS3

Wednesday

Senior Choir 12.55 Mr M Holford and Mrs H Greville-Collins, JCS6

Guitar Ensemble 12.55 Mr M Rosen, JCS3

Theory Club 12.55 – 13.50 Mrs N Gale, JCS4

Jazz Band 16.00 – 17.00 Mrs E Guy, Assembly Hall

Thursday

Concert Band 12.55 Mr M Holford, Assembly Hall

Schola Cantorum 12.55 Pupil led, JCS4

Symphony Orchestra 16.00 – 16.50 Mr A Merryweather, Assembly Hall

Scholars Ensemble 16.50 – 17.20 Mr A Merryweather, Assembly Hall

Friday

Cello Ensemble 08.00 Miss J Spencer, JCS3

Chamber Choir and Pop Choir are by audition only. Girls are free to join all other choirs and ensembles. Concert Band is considered a stepping stone to Jazz Band and Symphony Orchestra.

No charge is made for Theory Club.



Lamda Speech and Drama

To supplement Tormead's successful Drama department, LAMDA (The London Academy of Music and Dramatic Art) Speech and Drama lessons are available as an extra-curricular activity and girls are taught in small groups. Lessons take place on weekdays, either at lunchtime or after school. Group sizes vary, but do not exceed ten and are taught within year groups.

Speech and Drama encourages creativity and imagination: it provides girls with a broad range of beneficial skills that can have a profound effect on their school education and consequently, their future lives. The lessons engender confidence and communication skills that are transferable to other subjects with regards to presentations, vocabulary, putting a point across to an audience and analysing literature.

Lessons are geared towards graded examinations held at school with a visiting examiner from LAMDA, recognised by Ofqual and seen as credit-bearing on the Regulated Qualifications Framework, as well as the higher grades being included in the UCAS tariff.

The syllabus offers a choice of six disciplines: Public Speaking, Verse & Prose, Reading for Performance, Acting, Devising and Mime. Individual choices can be tailor-made to enhance the records of achievement for each girl, particularly as they move towards making options for GCSEs, while some of the themed work can provide a cross-curricular approach to their other subjects and activities.

All of these complement the main school curriculum and offer the opportunity for the girls to explore subjects in a cross-curricular manner. The LAMDA syllabus is also useful in preparing for university entrance, interviews and classroom presentations. LAMDA classes provide a rewarding and enriching activity which creates a didactic art form. The awards are accredited within the Qualifications and Credit Framework

(QCF) and carry a UCAS tariff for university entrance. Many girls use their LAMDA experience and learning to complete the 'Skills' section of The Duke of Edinburgh Award Scheme.

In the Sixth Form, girls are often drawn towards the Acting and Public Speaking options, as these exams provide useful techniques for independent learning, presentations, role-plays, interviews and public meetings, which are all part of the modern world. Some Sixth Formers choose to study for the prestigious 'Certificate in Speech and Drama: Performance Studies'. This links to a range of academic subjects and encourages independent learning, which helps prepare students for further education.

This is a stimulating and enjoyable way for the girls to gain confidence and self-esteem, while making friends across the year group. It should be emphasised, however, that this is not a club.

Speech and Drama lessons will cost £110 per term from September 2021. Fees are based on three terms of 10 lessons; however, a longer Autumn Term means we often get ahead with up to twelve classes before Christmas. The girls will receive thirty lessons during the academic year. Fees are invoiced at the start of each term and are payable directly to the teacher.

If you would like your daughter to take LAMDA classes, please complete the Speech and Drama Request Form and return it to the Registrar. If you have any further questions, please email Mrs Wendy Phillips: wphillips@tormeadschool.org.uk

Places are awarded on receipt of application and will be acknowledged, but please note that there is a limited number of places available and they will be offered on a first-come-first-served basis. Please indicate if you would like your daughter's name placed on a waiting list if a space is not immediately available.

Technology

Educational Tablet Devices

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

In the Senior School, each girl uses their own iPad in the classroom, providing her with (filtered) internet access, data sharing and collaborative learning tools. Girls will be provided with a personalised school planner (as an app) on their iPad, which will serve as their homework diary and school timetable.

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, please contact the school's Network Manager, Mr Ringo Dhansay, on rdhansay@tormeadschool.org.uk.

Mobile Phones

Girls may bring a mobile phone to school, but for girls in Years 7 to 11, mobile phones must not be used during the school hours of 8.25am-4.00pm. Sixth Formers may use their mobile phones when not in lessons and within the Sixth Form block only.



E-Safety

All mobile devices must be used responsibly and in keeping with the school's code of conduct policies at all times.

Girls are expected to obey the guidelines in the E-Safety and Acceptable Use of IT Policy (Senior School), as well as those in the Girls' Code of Conduct Policy (Seniors). Both of these policies are reviewed and signed by girls 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 must be brought to school fully-charged. Although personal wall socket chargers must not be used in school, portable power banks for devices are allowed.

Senior School Photographic Consent

We would like to remind you that, as is the custom and practice of most independent schools, we include some photographs and images of current or past pupils in our 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.

Communications

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 timetables, fixtures, bookings, reports 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 cancellation 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.**

Day-to-Day Contact (from September)

Parents are encouraged to use email to contact their daughter's Form Tutor. Please note that it can sometimes be tricky to speak to a Form Tutor during the school day, as teachers are taking timetabled lessons. However, Form Tutors will always respond to telephone messages, as well as email.

If girls have any questions, their first port of call should be their Form Tutor. Girls may contact their Form Tutor either in person or by email during the school day, or of course, chat to them in-person during Form Time.

Other staff, especially a girl's Head of Year, the Assistant Head: Wellbeing or the Pupil Support Office in the Wellbeing Centre, are always available to help, too, if she needs someone else to talk to.

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/





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 (in 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 named with a label 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.

Sixth Form Dress Code

Girls in the Sixth Form are not required to wear school uniform, but they follow the Sixth Form Dress Code.

PE/Games Kit: Sixth Form will need Tormead leggings and either a Court Shirt or Tech Tee. Please see the uniform list for more details.

Learning to give a good visual impression to others is one of the ways in which Sixth Form girls at Tormead can prepare for life after school. Pupils in the Sixth Form are not required to wear uniform. This is to mark their more adult status in the school community. However, girls are expected to dress appropriately, adhering to the dress code and to set an example to the younger girls.

Sixth Formers should, therefore, be well-groomed and neat at all times. Excessively casual clothing, such as leggings, jeggings, shorts or footwear such as flip-flops, are not acceptable. Sixth Formers may wear jackets, skirts, trousers, dresses or smart jeans. Ripped jeans are not permitted.

Skirts which are very short (more than 5cm above the knee) are not acceptable; nor are tops which expose bare midriffs, have thin straps, reveal underwear or cleavage. Caps and hats should not be worn in the school building.

Sportswear, if worn, must be Tormead branded and not show logos of other schools.

Hair must be of a 'natural' colour and artificial/garish colours are not allowed. Any girl attending school who has dyed her hair an unacceptable colour will be sent home. The decision of the Sixth Form Team is final. Jewellery, if worn, should be understated. For example, earrings of a reasonable size may be worn, but other piercings are not permitted in school.

If a girl is wearing unacceptable clothing she will be given a warning and asked to change into something appropriate. If a girl is wearing unacceptable clothing for a second time, an email will be sent to the girl's parents and the girl will be asked to change into something appropriate. If a girl is wearing unacceptable clothing for a third time, she will be gated, and the girl will be asked to change into something appropriate. Ultimately, parents may be asked to collect a girl from school if she does not meet the standards required for the Sixth Form. For formal events and outings, girls should dress in a manner which reflects the occasion, and which demonstrates to all their position as ambassadors of the school.

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 who drive their daughter to school are asked to use the drop-off facility in front of the Senior School. Your daughter needs to be ready to leave the car without any delay. 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.

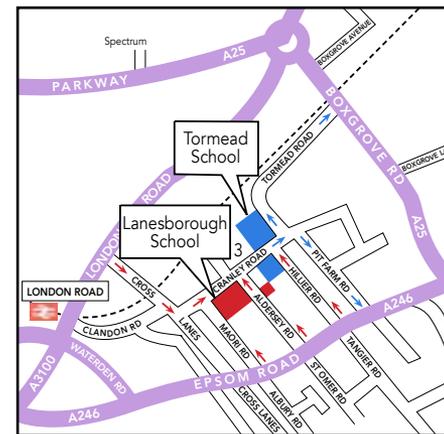
Peak Hour Traffic

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 Form (not required for current Prep School pupils moving into Year 7)
- Senior School Lunch Reply Slip
- Instrument Tuition Form (optional)
- LAMDA Tuition
- TPA (Tormead Parents' Association) Contact Permission Form (optional)
- Pre-Season Training Reply Slip – Year 7 only

Contact us

HEAD

Mr David Boyd

head@tormeadschool.org.uk

BURSAR AND CLERK TO THE GOVERNORS (current)

Ms Helen Davies

hdavies@tormeadschool.org.uk

BURSAR AND CLERK TO THE GOVERNORS (from September 2021)

Mrs Stella Lawton

slawton@tormeadschool.org.uk

REGISTRAR

Mrs Melanie Hobdey

registrar@tormeadschool.org.uk

SENIOR SCHOOL OFFICE

office@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)



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 @TormeadSchool

 Distinguished School