



Tormead  
*Prep*



Prep School

**New Joiners' Information 2022**



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 pupils.

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.
- Pupils may arrive from 8.00am and should wait on the Reception playground; a member of staff will be there to supervise them.
- Pupils are dismissed from the front of Hillier House at 3.00pm.
- Pupils 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 pupils must arrive by 8.20am.
- Pupils may arrive between 8.00-8.20am and should wait on the playground, where a member of staff will be supervising.
- The first lesson of the day starts at 8.40am.
- Pupils are dismissed at 3.10pm from the front of Hillier House.
- Pre Prep pupils who need to wait after school for their older sisters (Tormead pupils) may use the after-care facility at no extra cost.
- Pre Prep pupils who travel on school coaches will be collected from After Care and escorted to the coaches by a member of staff.

### Year 2 -6

- Registration is at 8.25am and pupils must arrive by 8.20am.
- Pupils may arrive between 8.00-8.20am and should wait on the playground, where a member of staff will be supervising.
- The first lesson of the day starts at 8.30am.
- Pupils are dismissed at 3.40pm.
- Pupils in Year 4 are dismissed from the black gate on Cranley Road.
- Pupils in Years 2, 3 and 5 are dismissed from the front of the school.
- Pupils in Year 6 are dismissed from the black gate outside Shackleton House at 3.40pm. 4.30pm from the front of the school.
- Pupils waiting to attend clubs and those who travel on school coaches are collected from the playground and escorted by a member of staff.
- For pupils who have siblings in Senior School they can be collected from the black gate on Cranley Road at 4.00pm prompt.

## 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 is payable per day 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.

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

Pupils 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, pupils will be escorted to their activity by a member of staff.

Unfortunately, it is not possible for us to supervise pupils 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 pupils 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 pupils 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 pupils such as craft, Spanish Club, sewing, cooking, outdoor learning and a movie and a popcorn night on Fridays.

An e-form is available on the Parents Portal. Through this, parents can select the days and the collection times. If possible, this should be done by the Thursday the previous week to the booking. The fee for this club is £8/day, which includes a snack and drink.

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

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## Overview of Dismissal Times

- 3.00pm** Reception Dismissal from front of school.
- 3.10pm** Year 1 Dismissal from front of school
- 3.40pm** Reception to Year 5 Dismissal from front of school (Reception and Year 1 pupils will be brought to playground from After Care). Year 6 Dismissal from black gate.
- 4.00pm** Pupils with Senior School siblings
- 4.30pm** Homework Club Dismissal from the front of school.
- 5.30pm** Tormead Terrapins Club Dismissal from the front of the school
- 6.00pm** Tormead 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 Tormead 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.

## Co-Curricular Clubs

We offer a wide variety of co-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.



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## Sport

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

- All pupils have two Physical Education lessons per week which cover a wider range of Games, Gymnastics, Dance, Athletics and Summer Sports.
- Pupils in Years 1-6 have an additional lesson of swimming each week. Reception begin weekly swimming lessons in January.

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

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

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

We also encourage your daughter to get involved with our co-curricular sports programme. We offer a wide range of co-curricular clubs throughout the Prep School. We believe that every pupil 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 pupils from Reception onwards.

Whilst every effort is made to ensure the scheduling allows all pupils 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 co-curricular activities for your daughter and will enable you, where necessary, to make the best choice of the available activities.

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## Pre-Season Training

Please 'save the date' for the following pre-season sports events:

### Saturday 3 September

Tormead Netball Courts

- 9.00am-10.30am Netball, Years 3 & 4
- 10.45am-12.15pm Netball, Years 5 & 6

Refreshments for parents will be available from 10.30am.

### Monday 5 September

Surrey Sports Park

- 8.30am-9.30am Hockey, Years 3 & 4
- 9.30am-10.30am Hockey, Years 5 & 6

Please contact Mrs Rachel Kemp, Head of Prep School Sport, if you have any queries.

[rkemp@tormeadschool.org.uk](mailto:rkemp@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 3 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 class are not required to attend trials.

After this session the pupils 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

- Invited to attend pre-season training prior to the start of term.
- 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

**Mr Scott Patterson**

spatterson@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 approx £7 per session. For more information, please contact [dave@guildfordjudo.co.uk](mailto:dave@guildfordjudo.co.uk). Alternatively, booking forms and more details are available from the Prep School Office.

■ 3.40pm-4.25pm - Years 1-3

■ 4.30pm-5.15pm - Years 4-6

## Mouthguards

For their safety, mouthguards are required for hockey for pupils from Years 3-6. Pupils 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 co-curricular clubs.

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

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## 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 and Theatre Kids:** (singing, dancing and drama) Years 1- 6, Tuesdays after school

**Ballet, Tap and ISTD Modern Dance** are offered by the **KV Academy of Dance**. The classes are taught by Mrs Alexandra Sears, Miss Gemma Lambert and Miss Kath Harman. All teachers have

a wealth of dance experience, both professionally and as qualified teachers.

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

Enrolment: **[www.kvad.info](http://www.kvad.info)**

Enquires: Kimberley Vowles

**[kvacademyofdance@yahoo.co.uk](mailto:kvacademyofdance@yahoo.co.uk)** or **07835 664832**.

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

**Street Dance:** Years 1- 6, Mondays after school

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

Enquiries: **[info@lannoyschool.com](mailto:info@lannoyschool.com)**





## Music

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

In their curriculum music lessons, pupils 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)

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Co-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 pupils are encouraged to participate at a level appropriate to their ability.

- Choir (Years 1 & 2)
- Choir (Years 3 & 4)
- Choir (Years 5 & 6)
- Training Orchestra
- Orchestra
- Pre-Prep Recorder Club
- Prep Recorder Ensemble
- String Ensemble
- Prep 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 pupils 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:

- Pre-Prep Nativity
- Prep Carol Service
- Soloists' concerts for Years 3-6
- Pre-Prep Spring Concert
- Prep Spring Concert (showcasing all co-curricular music ensembles)
- Pre-Prep 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](http://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.
- Pupils 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 pupils enjoy drama lessons within the curriculum. Lessons encourage pupils 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 pupils can become involved in the process where they make decisions and shape their own work.

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

## Performances

- Pre-Prep Nativity
- Prep Carol Service – readings
- Year 3 Play
- Year 4 Play
- Year 5 Play
- Pre-Prep Summer Production
- Year 6 Summer Production

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## LAMDA - Speech & Drama

LAMDA exams are the speech & drama equivalent of music grades, run by the London Academy of Music and Dramatic Art. The main focus of LAMDA lessons is preparation for exams and Performing Arts Festivals, but students also take part in a range of fun drama activities that build skills in acting, voice work, posture, teamwork, self-expression and communication. Students gain confidence and feel more prepared for experiences such as interviews and presentations.

LAMDA is taught in small groups on Wednesdays and Thursdays before and after school. Most lessons are 30-minutes long, but Year 5 students also have the option of a 45-minute lesson if they'd like to follow the acting syllabus. Year 6 students have lessons in pairs during the school day on Wednesdays (on a rotation and avoiding core subjects).

LAMDA is taught by Ms Rachel Stanton, an experienced Speech and Drama teacher and formerly a professional actor and director. Ms Stanton is passionate about the benefits of drama in education and aims to pass on her love of performance, theatre and literature to her students.

Fees are payable termly in advance.

Per student, per term:

- Group 30-minute classes £90.
- Group 45-minute classes £135.
- Year 6: 1-1 £200; pairs £150

To discontinue LAMDA, please let Ms Stanton know by half term. If you would like to register your daughter for LAMDA or if you have any questions, please contact Ms Stanton directly - [stanton.rachel@gmail.com](mailto:stanton.rachel@gmail.com)

## Chess

Co-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 pupils 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.

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## Minibridge

Minibridge lessons are available for pupils in Years 5 & 6 on a group basis. We organise bridge competitions, coaching sessions and courses for children of all abilities. The pupils 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. Pupils 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 approximately £80 for a term of group lessons.

**Further details about Minibridge and registration are available at [www.3countiesbridge.com](http://www.3countiesbridge.com). Douglas Wright can be contacted on [douglaswright@3countiesbridge.com](mailto:douglaswright@3countiesbridge.com).**

## After School Art Club

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. For Pre-Prep the focus will be on crafting and creating through clay, aluminium foil and other materials. For the older year groups, acrylics on canvas is the focus for the current offering at Tormead Prep School. Mrs Sharma will often explore other mediums and work with the pupils on mixed media. Pupils 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 pupils. Lessons take place on weekdays after school. Ideal group size is 12-14 students. The fees for an individual are £15 per hour with materials and instruction provided.

Please feel free to contact Mrs Sharma at [ArtandSoulUK@outlook.com](mailto:ArtandSoulUK@outlook.com) with any queries or for enrolment.

# Communications

[www.tormeadschool.org.uk](http://www.tormeadschool.org.uk)

You can connect with us by viewing what is happening during the school day via Instagram, Twitter 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/admissions/policies/](http://www.tormeadschool.org.uk/admissions/policies/)**

## 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 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.

## Reporting to Parents

- Parents' Evening for all year groups in October and February
- Prep School Report Grade Card in all subjects at the end of the Autumn Term with a form teacher's comment.
- Prep School Report Grade Card at the end of the Spring Term with a target in all subjects.
- 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 pupils' 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.

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# Technology

## Educational Tablet Devices

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

Pupils 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, pupils are now able to access their notes and learning resources, anywhere and everywhere: at home or at school.

## Years 5 & 6

All pupils in Year 5 and 6 are required to have a school-supervised iPad as a compulsory part of their school equipment.

iPads for new pupils 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](mailto:rdhansay@tormeadschool.org.uk).



## E-Safety

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

Pupils 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.

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## Tormead Prep's Wildside

### (Woodlands Outdoor Learning)

Lessons in all subjects can 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.

### Labelling

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

Schoolblazer (our uniform supplier) for your convenience offer to sew all of the name tapes in to the uniform free of charge.

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## 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 planner. 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 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 pupils 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 Senior School pupils 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 pupils 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.

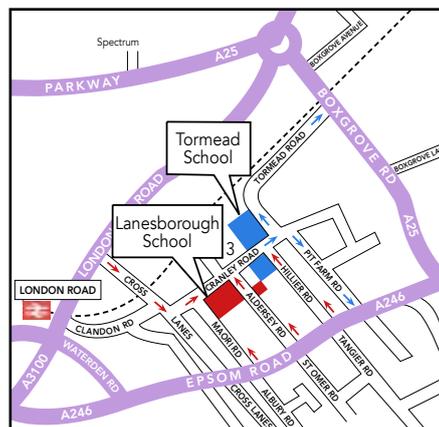
Cranley Road, between the Prep and Senior Schools, is a strictly no parking or drop off area (aside from the designated bays). For the traffic to flow and our coaches not to block other vehicles, it is essential that the road is clear: any obstructions make this impossible.

## 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 RGS Prep 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 pupils 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 pupils 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](http://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 pupil is issued with a personalised coach pass and there are a range of pass options available, enabling pupils 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 2022-2023 coach service, please login to the Tormead webpage of the Kura.com website: [www.ridekura.com/tormead-school](http://www.ridekura.com/tormead-school)

**The deadline to apply for a 2022-2023 coach seat is 1 July 2021.**

## Checklist of Documents to Return

Please could the following forms be returned to the **Head of Admissions, Mrs Jo Drury, [admissions@tormeadschool.org.uk](mailto:admissions@tormeadschool.org.uk), by Friday 27 May 2022.**

- 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

### HEAD

Mr David Boyd

[headpa@tormeadschool.org.uk](mailto:headpa@tormeadschool.org.uk)

### PREP SCHOOL HEAD

Mrs Nicki Fry

[nfry@tormeadschool.org.uk](mailto:nfry@tormeadschool.org.uk)

### BURSAR AND CLARK TO THE GOVERNORS

Mrs Sian Lehrter

[slehrter@tormeadschool.org.uk](mailto:slehrter@tormeadschool.org.uk)

### CHAIR OF THE BOARD OF GOVERNORS

Mrs Rosie Harris

[c/o slehrter@tormeadschool.org.uk](mailto:c/o_slehrter@tormeadschool.org.uk)

### *PREP SCHOOL*

#### PREP SCHOOL DEPUTY HEAD

Mrs Mary Price

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#### DIRECTOR OF STUDIES

Miss Salaidh Inch

[sinch@tormeadschool.org.uk](mailto:sinch@tormeadschool.org.uk)

### *PRE-PREP*

#### PREP SCHOOL OFFICE

Mrs Nicky Overgaard

Mrs Eva Vegh

[prep@tormeadschool.org.uk](mailto:prep@tormeadschool.org.uk)

#### HEAD OF ADMISSIONS

Mrs Jo Drury

[admissions@tormeadschool.org.uk](mailto:admissions@tormeadschool.org.uk)

#### SCHOOL OFFICES

Prep School Office: 01483 796073





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 @TormeadSchool\_JS



Distinguished School