



Tormead
SCHOOL



Senior School

New Joiners' Information 2023

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Welcome

We are very proud of our school and its ethos of encouraging each individual pupil to develop her talents to the full in a happy and caring school. Our vision is to provide an excellent, all-round education in a warm, stimulating and supportive environment and we look 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 of interest to both parents and pupils. 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 pupils.
- We prepare our pupils for life beyond school.

With very best wishes

David Boyd
Head





The School Day

Arrival

School is open from 7.30am onwards. Registration takes place at the start of Form Time at 8.25am (and at the beginning of every lesson). We encourage pupils to arrive between 8.15am-8.20am, to allow them time to organise their books for their morning lessons. If pupils arrive after 8.25am, they must sign in at the Wellbeing Centre with our Attendance and Pupil Support Officer. More information on our Wellbeing Centre can be found on page 8.

Timetable

There are six lessons a day, each one lasting for 55 minutes.

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

Time	Lesson
8.25-8.55am	Form Time /Pastoral
8.55-9.50am	1
9.55-10.50am	2
10.50-11.10am	Break
11.10am-12.05pm	3
12.10-1.05pm	4
1.05-2.05pm	Lunch
2.05-3.00pm	5
3.05-4.00pm	6



Form Time

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

Assemblies

Whole School assembly takes place on Mondays. Between Tuesday and Thursday we follow a programme including year group assemblies, inter-year competitions, academic enrichment and House events.

Break 10.50-11.10am

Pupils may bring a snack to school for break time, although please note, we are a nut-free school. There are water fountains in school where pupils may re-fill their own water bottles.

“Grounded girls who want to achieve”

Good Schools Guide, April 2022

Lunch 1.05-2.05pm

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

Pupils who bring a packed lunch to school eat in the Atrium (dining hall) with other pupils, or in one of our dedicated pods.

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 pupils to establish efficient study habits. With the support of their Form Tutor and Head of Year, pupils from Year 7 to Upper Sixth will continue to develop their independent learning and time management skills.

They will learn to monitor deadlines, consolidate their learning, challenge themselves as appropriate, and maintain a healthy work-relaxation balance.

Lower School

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

Years 10-11

At GCSE, pupils 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 pupils 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. Pupils 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.

Lockers

Pupils have a classroom locker for books and a games locker for sports equipment. Pupils have to provide their own padlock for their classroom lockers. Keys are provided for Games changing room lockers.

Late Stay 4.10-6.00pm

All pupils 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 pupils to work quietly under the supervision of a member of the teaching staff. It is free of charge and pupils may attend for as long or as short a time as they wish, before and/or after co-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.

Pupils 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, pupils may make their own way home.

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

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



Wellbeing Centre

Our Wellbeing Centre team consists of our Health Care Lead (School Nurse), two Counsellors, two Pastoral Support Officers and an Attendance and Pupil Support Officer. Together they provide support in response to specific needs.

If a pupil 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.

Pupils should not carry any medications other than asthma inhalers, anaphylaxis auto-injectors or diabetes equipment. All other medications need to be taken to Wellbeing for safe storage. Medications should be sent into school in the original packaging with a Medication Administration Form (available on the Parent Portal).

Parents are responsible for updating the School Nurse on medical conditions and medications.

Pupils with asthma inhalers and anaphylaxis auto-injectors are required to carry their emergency medications with them at all times. Parents are responsible for ensuring the medications are in date. Emergency Ventolin inhalers and anaphylaxis auto-injectors are located in the medical room of the Wellbeing Centre and Senior School front office.

- **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 Pastoral Support Officers** are available every day to support pupils and families with all-round Early Help Care for their daughters. They specialise in Safeguarding and are experienced Social Workers. Alongside the Wellbeing Centre Team, they offer their expertise in providing long-term support for a range of pupils.

- **Our Attendance and Pupil Support Officer** is available throughout the day as a listening ear for any pupil experiencing upset or difficulty. She works closely with the School Nurse, Counsellors and the Heads of Year to provide a range of support, including monitoring attendance.

- **Our Counsellors** are available to see pupils for a free and confidential counselling service; each pupil has access to a number of sessions each academic year. The Counsellors are available during the school day, including after school. Pupils are encouraged to self-refer, if they decide they might benefit from talking to them. Please note, our counsellors operate within a clear set of safeguarding guidelines which can be found in our Mental Health policy www.tormeadschool.org.uk/admissions/policies/.

Lost Property

Pupils are responsible for all their belongings. Please encourage them to ensure that everything is named.

Pupils 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.



Houses

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

LIVINGSTONE		YELLOW
NELSON		GREEN
NIGHTINGALE		BLUE
WELLINGTON		RED

Weekly House meetings take place on Fridays, giving pupils the opportunity to get to know their House Families and plan for inter-house competitions. There are lots of exciting House events during the year including 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 pupils from the same House eat lunch together.

Enrichment Programme

The Enrichment Programme is designed to expose pupils 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. Every Friday we have a dedicated half an hour slot where teachers, Sixth Formers and other pupils host lectures or activities which go beyond the curriculum. Some recent examples are 'The Cruel Truth about Greyhound Racing', 'Hatshepsut: Ancient Female Pharaoh' and 'What is the unconscious, and how can it explain the bully?'. Pupils have also participated in escape rooms, performed random acts of kindness and made their own slam poetry performances. In addition, pupils are encouraged to take part in the Beacon Enrichment Portfolio across the year, which encourages them to explore their own interests beyond school and make a portfolio of their work. The best submissions at the end of the year are rewarded with an enrichment trip and awards. Scholars are expected to participate fully in the enrichment programme.

Co-Curricular Activities

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

A Lower School Activity Fair is held in early September during lunch time, where pupils can find out more about the clubs and activities on offer throughout the year. All pupils are encouraged to participate in co-curricular activities beyond their academic studies. This is a great way to make friends, discover new interests and develop skills. As pupils progress through the school, the opportunities for leadership and teamwork expand, whether it's championing the School charities, chairing debates, captaining teams or mentoring younger pupils.

In Upper School, pupils are encouraged to establish new clubs and societies for the benefit of the School community.

Visits

In recent years, pupils have visited Belgium, Costa Rica, Ecuador and The Galapagos, France, Germany, Iceland, Italy, Malaysia, Nepal, South Africa, Spain, Vietnam, Washington and Zambia. These trips have been a life changing experience and have created memories to cherish. Pupils who have previously participated have identified these trips as one of the highlights of their time at Tormead.

The reciprocal trip to our partnership schools in the town of Besisahara, Nepal is a collaboration with The Royal Grammar School, Guildford. The aim is to give the Nepali and Surrey pupils an insight into another culture and the chance to become more globally aware.

The range of opportunities to travel increases as pupils move up the School. By the end of Sixth Form, pupils leave Tormead as confident, worldly young adults prepared for life beyond Tormead.



Residential Trips

Year 7

September, Activity Weekend

Year 8

June/July, Activity Week Residential in the UK

Year 9

October, Battlefields Tour, Belgium & France

June/July, Activity Week Residential in the UK

Year 10

April, Bronze Duke of Edinburgh Award, two-day practice expedition

May, Bronze Duke of Edinburgh Award, two-day qualifying expedition

June/July, Activity Week MFL European Residential, to various European locations

Year 11

June, (post examinations) Silver Duke of Edinburgh Award, three-day practice expedition

July, Silver Duke of Edinburgh Award, three-day qualifying expedition

Sixth Form

October, Nepal expedition (from 2023)

January, Politics visit to Washington

March/April, Gold Duke of Edinburgh Award, four-day practice expedition

August, Gold Duke of Edinburgh Award, five-day qualifying expedition

July, Sixth Form three-week summer expedition (Vietnam summer 2023)

Cross-Year Group trips

Year 8 – Year 10

February, half term ski trip

July, Biology trip to Costa Rica

Year 7 – Year 13

July, European Jazz Tour

Year 10 – Year 13

Classics trip, Bay of Naples

Geography trip, Iceland (March/April)

Year 11 – Year 13

International Sports Tour





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 looking to further develop and expand our football and increasingly popular cricket, rugby and rowing programmes.

Our on-site facilities which include floodlit netball/ tennis courts, a modern sports hall and purpose-built gymnastics facility complete with a sprung floor and a newly refurbished state-of-the-art fitness suite, are complemented by the world class facilities at the Surrey Sports Park for swimming. We are also looking forward to the opening of our new Urn Field development in 2023 which will provide first class hockey, football, cricket, athletics and rugby facilities, providing Tormead with our own home ground for training and hosting fixtures and events.

We operate a 'sport for all' approach to co-curricular sport, where development squads are run in tandem with competitive squads to ensure every pupil 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 afternoons and very occasionally in their training session.

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

In Years 7 and 8, pupils will be taught hockey, netball, gymnastics, dance, football, tennis, athletics, cricket, badminton, volleyball, rugby and fitness. There may also be some opportunities to participate in rowing.

In Years 9 and 10, pupils will be taught athletics, cricket, volleyball, badminton, tennis, football, trampolining, 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. Pupils 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 The Guildford Spectrum and climbing at Blue Spider Climbling.

Co-Curricular Sport

We encourage all pupils to get involved with our co-curricular programme. We run a wide variety of sports teams across every year group catering for all ability levels. 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 co-curricular activities.

Elite Athlete Programme

The Elite Athlete Programme's (EAP) main aim is to provide practical and tutorial sessions for the more able sportswomen in Years 7-13. Pupils 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.

Mouthguards

Mouthguards and shin pads are required for hockey. Pupils will not be permitted to take part in hockey lessons or matches without them.

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 pupils who play in the school hockey teams.

“Academic substance and true soul”

Good Schools Guide, April 2022

Pre-Season Training

All pupils who enjoy playing netball or hockey are invited to attend pre-season training. Please 'save the date' for the following pre-season sports events:

Saturday 2 September **Surrey Sports Park**

Year 7 Hockey and Netball
8.30am-12.00pm

Year 7 pupils are invited to return to Tormead for a family BBQ from 12.30-2.30pm (transport is available).

Monday 4 September **Surrey Sports Park**

Year 7 Netball and Hockey
8.30-10.30am

Year 8 and 9 Netball
11.00am-1.00pm

Hockey 2.00-4.00pm

Year 10, 11 and Seniors' Hockey
11.00am-1.00pm

Netball 2.00-4.00 pm

Tuesday 5 September **Surrey Sports Park**

Year 8 and 9 Hockey
11.00am-1.00pm

Netball 2.00-4.00pm

Year 10, 11 and Seniors' Netball
11.00am-1.00pm

Hockey 2.00-4.00pm

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

Sign up now - Do not forget to complete the Pre-Season Reply Form (online).

Gymnastics

Pupils joining the Senior School will be given the opportunity to trial gymnastics on Saturday 2 September, 2.30pm - 4.00pm.

The squads are divided into three groups as follows:

National Squad

(National Gymnastics) £240 per year

- Invited to attend pre-season training prior to the start of term.
- 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 and a half hours on a Saturday morning (Autumn and Spring Terms only).

N.B. If any pupils are unable to attend the gymnastics trials, please contact Mr Patterson to arrange an alternative date and time.

Head of Gymnastics

Mr Scott Patterson

spatterson@tormeadschool.org.uk





Instrumental Music Exams

Associated Board Music exam sessions are held in school termly for pupils who take individual lessons with Tormead music teachers.

Music

Music is central to school life at Tormead. Pupils make music at over 60 events each academic year, with additional opportunities for informal performances.

Co-curricular music thrives at Tormead with larger bands and orchestras and smaller ensembles accommodating musicians of all abilities. Over 20 ensembles rehearse every week with large-scale performances featuring pupils in their hundreds to music festivals and more intimate soloist evenings.

Our co-curricular ensembles include:

Choirs

- Schola Cantorum
- Chamber Choir
- Sound Intentions Choir
- Tormead Vox
- Tormead Young Voices

Instrumental

- Concert Band
- Symphony Orchestra
- Jazz Band
- String Orchestra
- Brass Ensemble
- Clarinet Choir
- Senior and Junior Percussion ensembles
- Chamber Ensembles including saxophone quartet, Mozart Players, The Rosen Band and scholars' ensembles.
- Musical Pit Band
- Appraisal
- Theory Club
- GCSE and A Level composition

Individual instrumental lessons

Our visiting music teachers offer pupils lessons on a wide range of instruments with lessons available from beginner level to diploma and beyond. Tormead has a limited number of school instruments for loan.

Fees are charged on the basis of 30 lessons per academic year and are paid to visiting music teachers in advance of the first lesson of each term. Please refer to our Terms and Conditions for more information.

Please complete the **Individual Instrumental Tuition Form** online if you would like to apply for lessons.

Endangered Instruments Programme

Tormead runs an endangered instruments scheme, offering a limited number of places annually for students to learn an endangered instrument. Endangered instruments offered currently include the bassoon, double bass, french horn, oboe, orchestral percussion, trombone and viola.

Director of Music

Mrs Amy Ward

award@tormeadschool.org.uk

Co-Curricular Music Timetable (provisional)

MONDAY

Lunch 1 1.05-1.35pm

Junior Percussion Ensemble
JCS4

Chamber Choir
JCS6

Lunch 2 1.35-2.05pm

Senior Percussion Ensemble
JCS3

Theory Club
JCS4

After School 1 4.00-5.00pm

GCSE Composition
Y10-11 JCS6

TUESDAY

Lunch 1 1.05-1.35pm

Brass Ensemble
JCS4

Sound Intentions
JCS6

Lunch 2 1.35-2.05pm

Clarinet Choir
JCS4

GCSE Composition
JCS6

WEDNESDAY

Lunch 1 1.05-1.35pm

Senior School Guitar Ensemble
JCS3

Lunch 2 1.35-2.05pm

Saxophone Group
JCS3

String Ensemble
JCS4

After School 1 4.00-5.00pm

Jazz Band
Hall

THURSDAY

Lunch 1 1.05-1.35pm

Concert Band
Hall

Tormead Vox
Y9-13, Hall

After School 1 4.00-5.00pm

Symphony Orchestra
4.00-5.00 Hall

After School 2 5.00-5.30pm

Scholars Ensemble
5.00-5.30 Hall

FRIDAY

Before School 8.00-8.25am

Schola Cantorum
Pupil led JCS4





Drama

The aims of Tormead Drama are: enjoyment and inclusivity, innovation and self-expression. It is a highly structured discipline, which provides a unique opportunity for creativity. Pupils are able to explore issues and provoke ideas in a safe environment that can be enjoyed by all. In a nutshell, Drama is serious fun.

Co-Curricular Drama

We provide a wide ranging and ambitious co-curricular programme which varies each year but the following provides an overview of what takes place in a typical year.

Productions: We stage at least two productions per year, often more, involving pupils from every year group within the Senior School. These are generally held in either the School Hall (our largest space) or the JCS Auditorium. The style of the productions varies but every other year the school aims to stage a musical.

Drama Clubs: Non-auditioned weekly Drama Clubs run for pupils in Years 7 (Drama Club), Years 8 & 9 (Youth Theatre) and Circus Club (open to all years) for one lunchtime per week. The work undertaken often leads to a formal performance or for inclusion at events such as the Music, Drama and Arts Evening, Assemblies and School Productions.

Technical Club: Pupils are encouraged not only to act but also to help in other areas of theatrical production, such as stage management, costume, make-up, lighting and sound. Technical Theatre Club meets for one lunchtime per week.

House Drama: This is an annual competition devised, auditioned, cast and directed by the Sixth Form House Captains with a cast selected from pupils in Years 7, 8 & 9 under the supervision of a member of staff. Pupils in Years 10 & 11 are encouraged to direct and assist where possible.

Sixth Form: Each year, there is the option of an Upper School Theatre Company, which the Drama Scholars oversee, with a very broad brief. They are free to produce a performance of an existing play, devise a brand new one or simply to attend and/or organise workshops.

Theatre visits: These are organised wherever possible. GCSE and A Level pupils are required to see live theatre performances as part of the course. We aim to see at least four productions a year that are compulsory for these teaching groups.

Outside agencies: We aim to introduce outside practitioners to the Drama Department wherever possible. For example, *Frantic Assembly* and *Splendid Productions* have run recent workshops. We have created links with other



local arts establishments such as the *Guildford School of Acting* and the *Surrey Arts Wardrobe* to save costs and share good practice. Lecturers and theatre practitioners are invited in annually as part of our enrichment programme. In recent years, activities have ranged from all-female theatre company, *The Paper Birds*, running an online workshop to Fiona Moon from G Live speaking about ‘Does the Arts Change Lives?’ which provoked a lively debate.

Professional Links: The Drama Department often enters nationwide competitions such as the **National Theatre Connections Project** and the **Shakespeare Schools Festival**. For example, we entered the **Leatherhead Drama Festival** which involved a cast and crew of over 25 pupils performing to a panel of judges on the professional stage at the Leatherhead Theatre

and have built up links with the prestigious Yvonne Arnaud Theatre and perform our musicals on their wonderful mainstage.

Summer School: A week-long Drama School, run by the Head of Department, takes place at the end of the Summer Term for students in Year 9 from Tormead School, plus boys from The Royal Grammar School. The aim is to improve knowledge and confidence as a performer or practitioner, develop team-building skills and have fun. This also involves a public performance at the end of the week.

LAMDA: Pupils from all year groups may take group lessons in Speech and Drama, working towards the **LAMDA** examinations. Results are consistently excellent, with many pupils achieving Distinctions. See page 19 for further details.

Speech and Drama (LAMDA)

To supplement Tormead's successful drama department, Speech and Drama lessons with LAMDA (The London Academy of Music and Dramatic Art) exams are available as a co-curricular activity and pupils are taught in small groups. Lessons take place on weekdays, either at lunchtime or after school. Group sizes vary, but do not exceed 10 and are taught within year groups.

Speech and Drama encourages creativity and imagination: it provides pupils 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 pupil, 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 pupils 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 pupils use their LAMDA exam experience and learning to complete the 'Skills' section of The Duke of Edinburgh Award Scheme.

In the Sixth Form, pupils 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 pupils 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 £115 per term from September 2023. 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. Pupils 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 Speech and Drama classes, please complete the Speech and Drama Request Form online. 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 are 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.

“Grounded girls who want to achieve”

Good Schools Guide, April 2022

Technology

Educational Tablet Devices

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

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

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

Pupils are given a full induction on the use of IT when they join.

Mobile Phones

Mobile phones must be locked in lockers and not 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.



Pupils are expected to obey the guidelines in the E-Safety and Acceptable Use of IT Policy (Senior School), as well as those in the Pupils' Code of Conduct Policy (Seniors). Both of these policies are reviewed and signed by pupils 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 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.

policies www.tormeadschool.org.uk/admissions/policies/

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 log in 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, homework timetables 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 any changes to email address or mobile phone number.**

Day-to-Day Contact (from September)

If parents need to send their daughters a message changing plans for collection or other minor matters, they can do so via their daughter's school email. This is to ensure pupils do not use their

mobiles during the school day. If a more important message needs to be shared, you can do so through contacting the front office. 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 as soon as they can.

If pupils have any questions, their first port of call should be their Form Tutor. Pupils 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. Pupils will also find their Heads of Year close to their allocated Form Rooms and they are also available during the school day. Parents will be given the email address of form tutors nearer the time.

Pupils are also encouraged to speak with the Wellbeing Team, Head of Year or Deputy Head (Pastoral) should they need 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/admissions/policies/



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 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 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

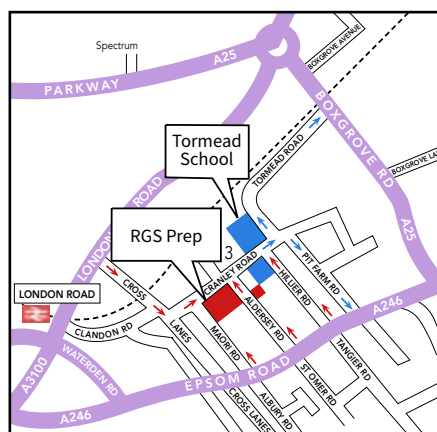
The roads around Tormead become very busy during pick up and drop off times and we rely on your support to ensure your children have a safe journey to and from school; it is for this reason that both Tormead and RGS Prep ask their parents to follow a voluntary one-way route during these busy times of day.

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

“Grounded girls who want to achieve”

Good Schools Guide, April 2022

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.

Timetable

The latest route, timetable 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 575101, adrudge@tormeadschool.org.uk**.



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 2023-2024 coach service, please log in to the Tormead webpage of the Kura.com website:
www.ridekura.com/tormead-school

School Uniform

The Uniform List and how to order is enclosed with this New Joiners' pack (see pages 25-27) and is also available to view on the website.

Labelling

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

Sixth Form Dress Code

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

PE/Games Kit: Please see uniform list on page 26.

Learning to give a good visual impression to others is one of the ways in which Sixth Form pupils 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, pupils are expected to dress appropriately, adhering to the dress code, and to set an example to the younger pupils.

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 pupil 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.



Uniform List

Year 7 to Year 11 Girls

Stormproof Coat	Compulsory Y6 - 8	Navy Stormproof Coat, crested
Coat	Compulsory Y9 upwards	Black or Navy
Jacket	Compulsory	Navy 'Style J' Polywool Jacket with Sky Lining and Sky Piping to the Top of the Pocket, crested (crest position - straight)
Skirt	Either/or compulsory	Bespoke Plaid Skirt, polyviscose - skirt regulation length: on the knee
Trousers	Either/or compulsory	Navy Trousers, polywool
Blouse	Compulsory	Textured Button to Neck Blue Blouses, performance cotton, 2pk Long & short sleeve
Scoop Neck Jumper	Compulsory	Dark Sky Scoop Neck Jumper with Navy Full Trim, cotton/acrylic, uncrested
Shoes	Compulsory	Black or Navy - not trainers or canvas
Tights	Compulsory	Navy Opaque Tights, 2pk
Long Socks	Compulsory	Navy Long Socks, 3pk
Book Bag	Optional	Navy Book Bag, printed crest
Rucksack	Compulsory R - Y9	Navy Rucksack, printed crest
Scarf	Optional	Navy & Sky Striped Knitted Scarf
Apron	Y7 compulsory	Food Tech Navy Apron

Sport Uniform List

Year 7 - Year 13 Girls

Active Jacket	Compulsory	Limitless Navy Active Jacket, Stormtex, crested, girls fit
Sublimated Shirt	Compulsory	Limitless Single-Sided Sublimated Shirt with Hockey V Collar, bespoke design, girls fit
Training Pants (Traditional Style)	Compulsory	Limitless Navy Training Pants, Performatex, crested, girls fit
Fitness Leggings	Optional	Limitless Navy Fitness Leggings, Climaskin Xtra, uncrested
PE Shorts	Compulsory	Limitless Navy PE Shorts, Performatex, crested, unisex fit
Skort	Compulsory	Limitless Navy Skort, Hydrocool Lite with Climaskin Inner Short, crested
Games Socks	Compulsory	Limitless Games Socks, bespoke design
Baselayer Top	Optional	Limitless Navy Baselayer Top, Climaskin, unisex fit, uncrested
Baselayer Bottoms	Optional	Limitless Navy Baselayer Bottoms, Climaskin, unisex fit, uncrested
Baselayer Shorts	Optional	Limitless Navy Baselayer Shorts, Climaskin, unisex fit, uncrested
Beanie	Optional	Navy Fleece Beanie, crested
Baseball Cap	Optional	Navy Premium Baseball Cap, crested
White Socks	Optional	White Ankle Socks, 3pk
Waterproof Gloves	Optional	Waterproof Thermal Sportsfield Gloves
Duffel Bag	Compulsory	Navy Duffel Bag - embroidered crest
House T-shirt*	Compulsory	
Trainers	Compulsory	Own preference

*You will be notified of your daughter's House on or before the New Girls' Afternoon.

Essential Maths equipment for all Senior School students

Protractor	Compass	Long ruler	Scientific calculator - Casio FX-991EX Classwiz
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Your school uniform and sportswear are now ready to order!

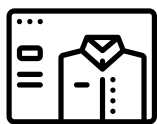
Simply log in at www.schoolblazer.com

Why not order early and relax this summer with **FREE UK P&P from 3rd July - 16th July 2023**. Our returns policy is 120 days which means that any items ordered at the start of the holidays can be exchanged if you find they no longer fit before the start of term.

FREE UK P&P



**EASY
DELIVERY**



**SIMPLE ONLINE
ORDERING**



**FREE
NAMETAPING**



**INTELLIGENT
SIZING®**



WE CARE



ETI MEMBER

✓ Online Ordering

Enjoy our simple, easy-to-navigate website for straightforward shopping - we even feature a How to Shop video. Plus, you can shop easily on your phone and tablet.

✓ Name-taped garments

Fully name-taped orders dispatched within 3 days.

✓ Free UK Returns

Free UK returns, with 120 days to return your item.

We are committed to making your preparations for the new term as easy and pain-free as possible.

If you have any questions or require help, please do not hesitate to contact our Helpline on:

0333 7000 703

Mon-Fri 9am-8pm, Sat 9am-5pm

or email Schoolblazer at:

customerservices@schoolblazer.com



Schoolblazer.com was founded by parents for parents to take the chore out of shopping for school uniform.

Our secure online ordering service allows you to shop for uniform and sportswear at your convenience, and we even offer to sew all of the name tapes into the garments for free – so throw out the sewing box and enjoy the summer!

FREE UK P&P

Frequently Asked Questions

How do I know what sizes to order?

We ask you to input your child's measurements and our Intelligent Sizing System will indicate the recommended size on the shopping page.

However, this is a suggestion only, based on the measurements you have entered. Should you wish to choose an alternative size, you can use the drop-down menu to select this.

What if I need to return an item?

We offer a free returns service so please return any item unsuitable using our online returns tool, and we will either refund or exchange as required.

Do I have to pay for name tapes?

We only charge for the cost of the name tapes and sew them in free of charge.

How long will my order take to be despatched?

We promise to despatch orders within 3 working days, and more swiftly than this wherever possible. FastTrack delivery also available.

I need an item that is showing as out of stock on the website, what should I do?

As an online retailer we typically hold much higher levels of stock than a high street store, but if an item you require is showing as out of stock, please place your order and we will work to supply this as quickly as possible.

What if I need further information or help with my order?

Our Schoolblazer website features lots of useful information including a How to Shop video and more Frequently Asked Questions. Alternatively you can call our Customer Services Team on 0333 7000 703 and they will be happy to help.

Welcome from the TPA

Welcome to Tormead!

The Tormead Parents' Association (TPA) is a welcoming group of school parents who actively support the school community. All new parents automatically become members of the Tormead Parents' Association (TPA) when their daughter joins Tormead.

We hope your daughter will be very happy here. We also hope that, as parents, you will get the most out of the Tormead experience.

The TPA holds monthly coffee mornings and parents are welcome to join.

We have Class Representatives from each class throughout the school. We are particularly interested to hear from any parents who would like to become involved.

Our main aim is to foster a sense of community at Tormead and organise social events, whilst raising funds for value-added items for the school. We run several whole school events that are widely supported, including the highlight of the year, the annual Cracker Fair in November. There is also a hotly contested Quiz in the Spring Term. Our Second Hand Uniform sales are always popular.

The Classlist portal and/or app are the TPA's main communication tools. To receive TPA news and access information, new parents should set up their Classlist profile, after they receive the welcome email from the TPA.



Contact Us

HEAD

Mr David Boyd

headpa@tormeadschool.org.uk

BURSAR AND CLERK TO THE GOVERNORS

Mrs Sian Lehrter

slehrter@tormeadschool.org.uk

SENIOR SCHOOL OFFICE

office@tormeadschool.org.uk

Senior School Number 01483 575101

CHAIR OF THE BOARD OF GOVERNORS

Mr Matthew Howse

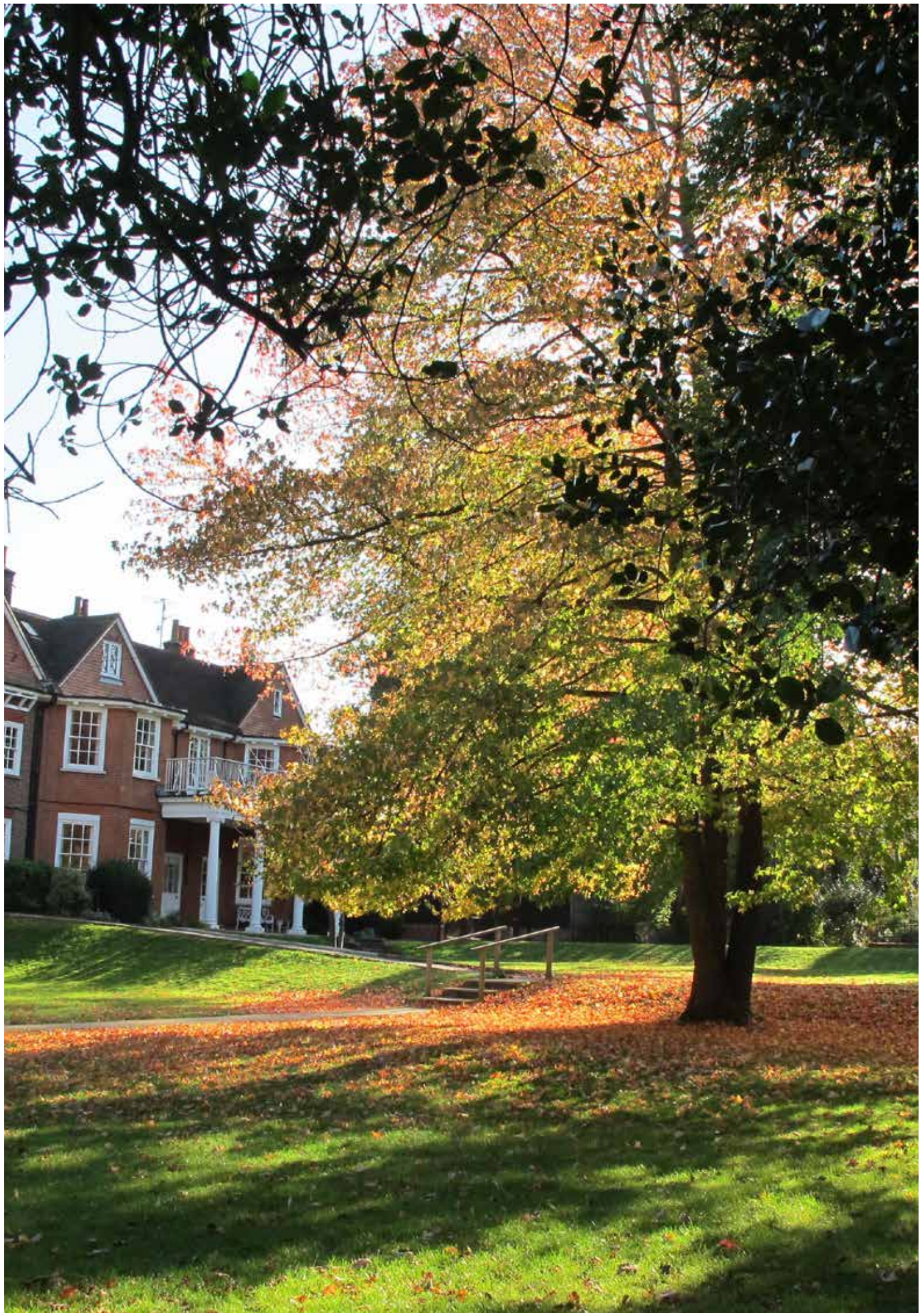
[C/O slehrter@tormeadschool.org.uk](mailto:C/O_slehrter@tormeadschool.org.uk)

HEAD OF ADMISSIONS

Mrs Jo Drury

admissions@tormeadschool.org.uk

Admissions Number 01483 796 040





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www.tormeadschool.org.uk

 @TormeadSchool



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