

# **HEMDEAN HOUSE SCHOOL**

**CAVERSHAM**



## **General Information**

**Academic Year  
2011/ 2012**

# SCHOOL INFORMATION

## OUR AIMS

- To allow pupils to achieve their full academic potential
- To build pupils' confidence and self-esteem
- To encourage consideration and respect for others
- To teach the value of self-discipline
- To help pupils to become well-adjusted and mature young adults
- To foster an enjoyment of work, sport and culture

## HOURS

The school day is from 8.45 am until 3.45 pm, though nursery and lower junior children finish at 3.30 pm. Details are shown below:

8.45 am	Registration	1.05 pm	Period 5 begins for seniors
8.55 am	Assemblies	1.15 pm	Period 5 begins for Years 3 to 6
9.10 am	Period 1	1.30 pm	Start of afternoon school for infants
9.50 am	Period 2	1.45 pm	Period 6
10.30 am	Break	2.25 pm	Period 7
10.50 am	Period 3	3.05 pm	Period 8
11.30 am	Period 4	3.30 pm	School day ends for Years 0 to 3
12.10 pm	Lunch	3.45 pm	School day ends for Years 4 to 11

## WRAP AROUND CARE

From 8.00 am children in Years 0 to 3 may be left in Reception, by arrangement with Mrs Lester who will supervise them, (this is for the benefit of working parents); pupils in Years 1 to 3 may enter their form rooms from 8.35 am, when their form teachers will be there. Upper junior pupils may be dropped in their form rooms and seniors may enter their form rooms from 8.00 am; staff will be in school to deal with any difficulties but will only directly supervise the pupils from 8.45 am. There is no charge for early morning care.

After School Care begins at 3.30 pm and takes place in the nursery; it closes at 6.00 pm. Holiday Care is offered throughout the holidays, apart from the last two weeks of August and Bank Holidays and the Christmas / New Year period; the hours are from 8.30 am until 6.00 pm; a programme of play and activities is provided. The charges for these are given with the fees in this booklet; regular or occasional use of these facilities is welcomed.

## FOOD & DRINK

Lunch is not provided. All pupils must bring a packed lunch, to include a snack for morning break and a non-fizzy drink. Morning drinks, for which a small charge is made, are provided in the nursery and in the Reception and Year 1 classes. Senior girls are not allowed out of school to buy their lunch should they forget it.

## RELIGIOUS ETHOS

Our religious ethos is based on Christianity and all pupils are expected to join in morning assemblies and religious education. Lessons cover all the main world faiths and a variety of religious festivals are celebrated; children are encouraged to share their beliefs and cultures with each other. Our pupils enjoy visits to synagogues, gurdwaras and churches.

## SCHOOL FEES 2011 - 2012

Nursery	£1,900.00 per term (Full time)	-	£570.00 Monthly
Nursery	£1,150.00 " " (am)	-	£345.00 “
Nursery	£1,000.00 " " (pm)	-	£300.00 “
Lower Juniors (Year 0 - 2)	£2,050.00 " "	-	£615.00 “
Upper Juniors (Year 3 - 6)	£2,300.00 " “	-	£690.00 “
Seniors (Year 7 – 11)	£2,570.00 “ ”	-	£771.00 “

**Fees are payable:**

- a) Termly in advance
- b) By 10 equal standing order payments from 1st Sept - 1st June inclusive.

10% reduction is allowed for siblings

### OPTIONAL SUBJECTS

Dance	£60.00 (10 lessons)
Music (group)	£75.00 “ “
Music (individual)	£150.00 “ ”
Speech & Drama (group)	£50.00 “ “
Speech & Drama (double)	£75.00 “ “
Speech & Drama (individual)	£100.00 “ “
After-School Care	£50.00 per week or pro rata
Holiday Care	£125.00 per week or pro rata

***All external examination fees, including GCSE, LAMDA and Trinity Music examination fees, are charged at cost.***

# STAFF LIST

## Headmistress

Mrs J. Harris BSc PGCE

Physics & Chemistry

## Deputy Head

Mrs D Lee BEd Hons MA in Ed

Year 6 & Science

## Administrative Staff

Mrs C Elliott

Bursar

Mrs I Harris

Assistant Bursar

Mrs H Illingworth

Administration Assistant

## Senior School

Mrs P. Calder MA Oxon. PGCE

History

Mrs D. Dalton\* BSc PGCE

ICT & Mathematics

Mrs B Dovaston BEd Hons

German

Mrs A. Greaves BA Hons, PGCE

Religious Studies & PSHCCE

Mrs J Hardy BA Hons, PGCE

English

Mrs V Hine\* LGSMD Diploma

Drama

Mrs A Hooper\* Cert Ed

Physical Education & Games

Mrs L Jones BSc Hons, PGCE

Mathematics

Mr D Maynerd BSc Hons GTP

Mathematics

Mrs A Pomeroy\* BEd Hons

Home Economics Food & ICT

Mrs H Rust BEd

Science, Biology & Chemistry

Mrs P Shaw BSc Hons, PGCE

Geography & PSHCCE

Mrs S Tuhy\* BSc in Art Education

Art & Design, Textiles

Mrs P Uzel BA Hons, PGCE

French

Mrs D Yousofian\* BMus (Hons) LGSM

Music, Flute, Clarinet, Saxophone

\* Staff also teach in Junior School

## Junior School

Mrs E Booth BEd Hons

Lower II

Year 4

Mrs E Lester Cert Ed

Reception

Year 0

Mrs J Leverton BEd Hons

Upper II

Year 5 & Geography

Mrs A Lewis

Year 0/1 Assistant

Mrs K Marshall CCLD Lev 3

Lower I

Year 2 Assistant

Mrs G McMillan L.de.Psychologie

Lower I

Year 2 & French

Mrs J Morgan Cert Ed

Upper I

Year 3

Mrs K Ramchand BA Hons, Dip Ed

Trans

Year 1

Mrs K Robinson NNEB

Year 0 Assistant

## Nursery

Mrs M Dickason BA Hons

Head of Nursery

Miss J Kellard NVQ Lev 2

Assistant

Mrs L Johnson NNEB

Senior Nursery Assistant

Mrs A McLintock NNEB

Assistant

## Visiting Staff

Miss T Allen LRAD, ARAD, AISTD

Ballet

Miss E Richardson B Mus

Guitar

Mrs E Lee BA

Violin, Viola

Mrs J Dudman LTCL, GTCL, Dip Ed, Hon TCL

Piano/Recorder

Miss M Cottam B Mus, M Mus (GSMD)

Brass

Mr A Best B Mus MA PGCS

Voice

## LOCATION

# ADMISSION PROCEDURE

Please contact the school to arrange an appointment with the Headmistress for a **tour of the school**. Mrs Harris is happy to see parents of prospective pupils during the week in term times. Open days and evenings are advertised locally and provide another opportunity to visit the school.

Once you have decided to register your child you need to complete the **registration** form on the reverse of this page and send it to school, indicating when you would like your son or daughter to join Hemdean House School. When the completed registration form, the **£50 registration fee and a copy of your child's birth certificate** are received, a letter will be sent confirming that your child's name is on our list for entry.

We will contact you by telephone to arrange for your child to **spend the day** (or part of the day for nursery pupils) with his or her peer group. This visit will take place during the term prior to the proposed entry date, or on one of the **Year 6 Visitors' Days** held in October and January each year for entry to the senior school. These visits provide us with the opportunity to assess whether your child will benefit from our educational environment but also allow your child to get to know the school and his or her potential peers.

Following a satisfactory visit a firm offer of a place will be made, or, **for admission into Year 7**, your daughter would be invited to the **Entrance Examination** on a Saturday morning early in February, following which an offer of a place or a place on the waiting list would be made. Along with this offer you will be sent a copy of the **Acceptance Agreement**, the Terms and Conditions for Admission and the School Rules. Senior school scholarships are awarded to individuals on the basis of the entrance examination; bursaries may be awarded on the basis of individual need and availability in both the junior and senior school.

When the completed Acceptance Agreement form is received together with a **£300 reservation fee for Nursery, Infant and Junior pupils or a £500 reservation for Senior pupils**, further information will be sent. The £300/£500 reservation fee will be returned on completion of the pupil's education with us, providing all books and school property is returned and all financial obligations are met (i.e. when they have completed Year 6 if the pupil enters into the Nursery, Infant Department or Junior School or when they have completed Year 11 if the pupil entered our Senior School). In the event that the pupil's education is terminated at Hemdean House School before this time the fee will not be refunded.

# HEMDEAN HOUSE SCHOOL



## Registration Form

**Pupil's Surname** \_\_\_\_\_

**Other Names** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Male/Female** \_\_\_\_\_

**Admission Date** \_\_\_\_\_

**Name of Father** **Title** \_\_\_\_\_ **Full Name** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Daytime Telephone** \_\_\_\_\_ **Home / Mobile** \_\_\_\_\_

**Name of Mother** **Title** \_\_\_\_\_ **Full Name** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Daytime Telephone** \_\_\_\_\_ **Home / Mobile** \_\_\_\_\_

**Address (Father's/Mother's/Pupil's – please circle) for all correspondence**

\_\_\_\_\_

\_\_\_\_\_

**Pupil's Present School** \_\_\_\_\_

**We request that our child be registered as a prospective pupil.  
A non-returnable registration fee of £50 and a copy of our child's birth certificate is enclosed.**

<b>Full Name</b>	_____	<b>Full Name</b>	_____
<b>Relationship to child</b>	_____	<b>Relationship to child</b>	_____
<b>Signed</b>	_____	<b>Signed</b>	_____
<b>Date</b>	_____	<b>Date</b>	_____

- Ethnic Group** The completion of this section is voluntary. Please enter the appropriate number in the box.
- |  |                                       |
|--|---------------------------------------|
| 11 Asian or Asian British – Bangladeshi                | 19 Mixed – White and Asian            |
| 12 Asian or Asian British – Indian                     | 20 Mixed – White and Black African    |
| 13 Asian or Asian British – Pakistani                  | 21 Mixed – White and Black Caribbean  |
| 14 Asian or Asian British – Any other Asian background | 22 Mixed – Any other Mixed background |
| 15 Black or Black British – African                    | 23 White -- British                   |
| 16 Black or Black British – Caribbean                  | 24 White - Irish                      |
| 17 Black or Black British – Any other Black background | 25 White – Any other White background |
| 18 Chinese   | 98 Any other                          |



**Hemdean House School**  
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**RG4 7SD**  
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**Email: [office@hemdeanhouse.co.uk](mailto:office@hemdeanhouse.co.uk)**  
**Web: [www.hemdeanhouse.co.uk](http://www.hemdeanhouse.co.uk)**