



## **Induction Day 2019**

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# Welcome

from Admissions

28<sup>th</sup> June 2019

Dear Parents,

Welcome to Induction day at Gayhurst School. I hope you find this time useful and that your children return to you excited about the next chapter in their education. All of us at Gayhurst School are certainly delighted to have you join us.

Various members of staff are on-hand today to answer your questions:

- Mr Davies, Headmaster
- Mrs Terrar, Head of Junior School
- Mrs Lakatos, Bursar (fees and insurances)
- Mrs Harper, School Secretary (general School information)
- Hawkins Sport (Uniform Suppliers)
- GPA (our Parents Association)

This booklet, along with your Handbook, should furnish you with everything you need to know, all these details will also be published on our website under the 'New Parents' section.

If, you return home, and realise you have missed something, please do get in touch on 01753 882690 or email (see below).

Kind regards,



Michelle Upton  
Director of Marketing and Admissions  
mupton@gayhurstschool.co.uk

# Welcome

from the GPA

29<sup>th</sup> June 2019

Dear Parents

Welcome to Gayhurst School. I would like to take this opportunity to introduce myself as Chair of the Gayhurst Parents Association (GPA).

The GPA acts not only to arrange fundraising events and activities which benefit the School and chosen charities, but also provides opportunities for social interaction between parents. It is also a valuable parent contact with the Headmaster and staff.

There are lots of exciting events taking place over the course of the academic year and these are listed in the calendar on the Gayhurst website. I will also send out information via Clarion Call and the weekly newsletter as each event approaches. In your welcome pack you will find our new GPA Handbook.

The GPA can only continue its work with the help of parent volunteers. With this in mind, I would be delighted to hear from anyone who would like to become involved in any forthcoming events or who wishes to act as a class representative.

The GPA is also there to help you settle into school life at Gayhurst. You will be given a list of parents who would be happy to help by answering any questions you have, however large or small, in the coming weeks and months. Many of them have moved from other areas (including internationally), as well as those who joined the School at various stages of school life.

Please do not hesitate to contact either myself or any of the parents listed. I look forward to meeting you all soon.

Kind regards

A handwritten signature in black ink, appearing to read 'Rozet Shah', with a stylized flourish at the end.

Rozet Shah

GPA Chair for 2018/19 academic year  
gpa@gayhurstschool.co.uk

# September 2019

## First week of term

Wednesday 4th September	First day for all children.
Wrap-around-care	There will be no Breakfast Club on the first day.  After-school Care, Wind-down Club and Supper Club start on the first day of term.
Drop-off	The double blue doors will open at 07:45 for the first three days of term.
Parking	The field will be available for parking on for the first three days of term.
Activities	The after-school activity timetable starts the second week of term.

## Dropping

07:25	Breakfast Club for all	Drop-off to Dining Room
08:00	Drop-off for all	*Drop-off at double blue doors (kiss-and-go system) Senior School - go to Dining Hall Junior School - walking bus to the Junior School
08:20	Drop-off for all	Children go straight to their classrooms Nursery & Reception parents will have a parking 'disc' for their cars and can park at the rear of the school and accompany their children to class if they wish.
08:40	Registration	Senior School
08:45	Registration	Junior School

\*Please have children ready to exit your car promptly when arriving at School in order to keep the traffic moving at busy times.

## Collecting

12:00	Nursery (Morning session)	Collection from Nursery
13:00	Nursery (Lunch bunch)	Collection from Nursery
15:15	Nursery (Full day) Reception	Collection from Nursery Collection from the double blue doors.
15:30	Year 1 & 2	Collection from the double blue doors.
16:00	Year 3	Collection from the double blue doors.
16:15	Year 4	Collection from the double blue doors.
16:25	Year 5 & 6	Collection from the double blue doors.

## \*After-school Care & Activities

15:15 - 17:15	JS After-school care	Collect at any time within hours.
	JS After-school Activities	Separate collection info to follow
16:30 - 17:15	SS After-school Activities & Wind-down Time	Collect at the Double blue doors
17:30	All years	Double blue doors <b>**CLOSE</b>
17:30	Supper Club	Collect from dining room
18:00	School Closes	***Late fee £1.00 per minute

\*All children staying after-school for activities or after-school care are given a snack.

\*\*Any children not collected by 17:30 will be taken to Supper Club and the £5 charge added to your school bill.

\*\*\*The time on the Dining Room Screen will be noted and a late charge added to your school bill.

## Supervised Prep

### Year 3

For those children in Year 3 an optional prep period takes place in a Year 3 classroom until 4.15pm for those staying for activities or those with older siblings.

### Years 4 to 6

Prep takes place between 3.55-4.15pm for Year 4 and 3.55-4.25pm for Years 5 and 6 and is compulsory.

# Staff List

## Senior Management Team

Headmaster  
Bursar  
Deputy Head  
Head of Junior School  
Head of Middle School  
Director of Studies  
Director of Admissions and Marketing

Mr G. Davies  
Mrs V. Lakatos  
Mr D Bushnell  
Mrs J Terrar  
Miss M Legg  
Mr G. Whitaker  
Miss M. Upton

## Teaching Staff

Form Teacher (1A)  
Teaching Assistant  
Form Teacher (RB)  
Director of Co-Curricular/Form Teacher (6B)  
Teaching Assistant  
Director of Digital Learning, Head of Computing,  
Maths Teacher, Form Teacher (6C)  
Head of Art, Form Teacher (6E)  
Teaching Assistant  
Joint Head of Nursery  
Head of SEN  
Form Teacher (4G)  
Head of Girls' Games  
Geography Coordinator, Year 5 Form Teacher (5H)  
Teaching Assistant  
Teaching Assistant  
Head of Science  
SEN Teacher  
Director of Sport  
Head of History, Form Teacher (4K)  
Form Teacher (2K)  
Music Teacher  
Head of PSHCE, Form Teacher (5L)  
Form Teacher (2M)  
Teaching Assistant  
Form Teacher (3P)  
Teacher  
PE & Games Teacher, Year 5 Form Teacher (5R)  
Form Teacher (1R)  
Teaching Assistant  
(Teacher - Maternity Leave)  
Spanish Teacher  
Form Teacher (3N)  
Form Teacher (4V)  
Teaching Assistant  
Form Teacher (RW)  
Nursery Assistant  
Joint Head of Nursery  
Head of English  
Head of Languages

Miss V. Ashby  
Mrs S. Baker  
Mrs P. Bremner  
Mr S. Brown  
Mrs S. Church  
  
Mrs W. Cook  
Miss S. Crosbie  
  
Mrs L. Davies  
Mrs B. Dibble  
Mrs E. Ellis  
Mrs R. Giles  
Mrs K. Hall  
Mr G. Harris  
Mrs D. Harrison  
Mrs J. Hubbard  
Mrs S. Inshaw  
Mrs K. Johal  
Mr S. Kearns  
Mrs A. Keeney  
Mrs G. Kelly  
Miss P. Kereszturi  
Mrs R. Lingley Lorenzo  
Mrs J. Martin  
Mrs H. O'Flanagan  
Mrs R. Pandya  
Mr W. Pendered  
Miss S. Robertson  
Mrs C. Ross  
Mrs H. Rouse  
Mrs J. Smith  
Mr A. Soto  
Mr B. Stevenson  
Mrs K. Veltdman  
Mrs C. Vos  
Mrs S. Whitaker  
Mrs N. White  
Mrs H. Williams  
Ms T. Williams  
Mrs S. Wilmot

## Support Staff

Headmaster's PA  
School Secretary  
Finance Manager  
IT Systems Management  
Admissions & Marketing Assistant  
Finance Assistant  
Groundsperson  
Caretaker  
Premises Support Staff  
After-School Club Coordinator

Mrs T D'Sa Papp  
Mrs S. Harper  
Mr S. Plant  
CST  
Mrs M. Kay  
Mrs J. Lisozzi  
Mr C. Mills  
Mr A. Norley  
Mr B. Cook  
Mrs S. Dobbins

## Term Dates

### Dates for the Academic Year 2019-2020

#### Autumn Term 2019

Staff Inset	Monday 2 - Tuesday 3 September
Beginning of Term	Wednesday 4 September
Half Term	Monday 21 October - Friday 01 November
End of Term	Friday 13 December

#### Spring Term 2020

Staff Inset	Tuesday 7 January
Beginning of Term	Wednesday 8 January
Staff Inset	Friday 14 February
Half Term	Friday 14 - Friday 21 February
End of Term	Friday 27 March

#### Summer Term 2020

Staff Inset	Tuesday 21 April
Beginning of Term	Wednesday 22 April
Bank Holiday	Friday 08 May (please note change)
Half Term	Monday 25 - Friday 29 May
End of Term	Friday 10 July

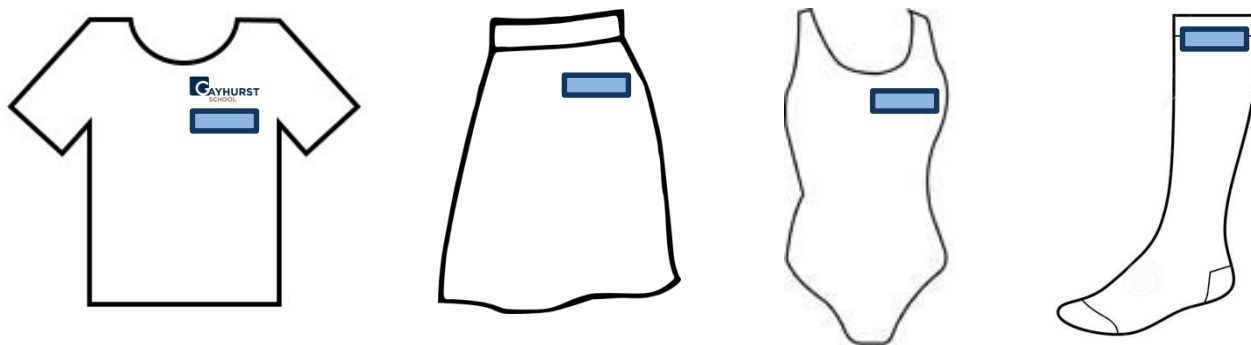


# Uniform

## Uniform Labelling

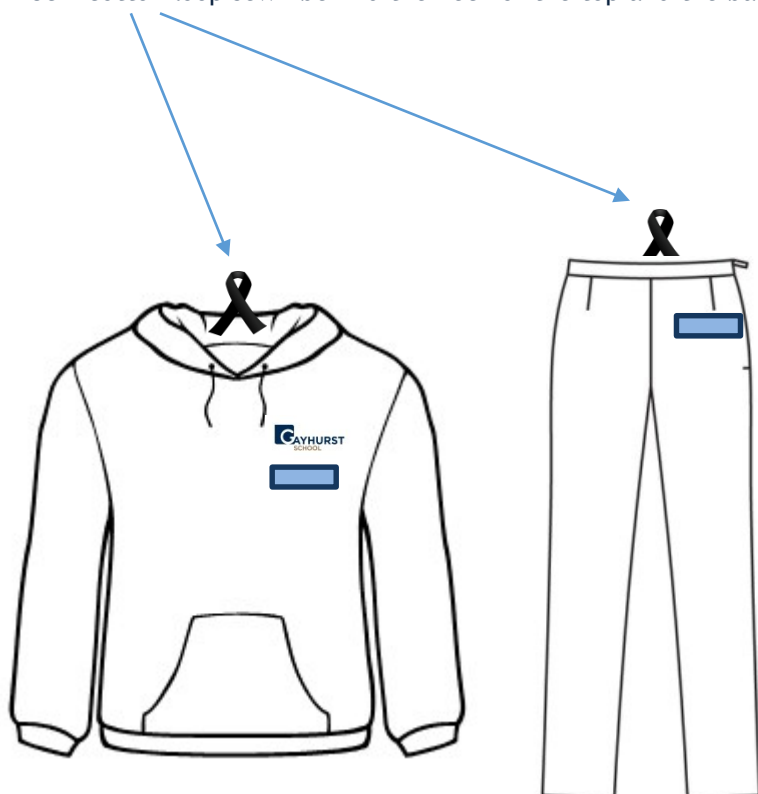
### PE/Games Kit

Name tapes should be sewn (on all PE/Games kit) in the places indicated on the example diagrams so that they are visible when the article of clothing is being worn. We recommend the use of name tapes with **large** print.



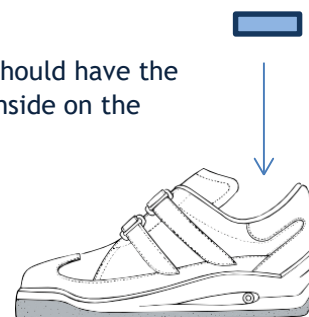
Jogging suit should have the following:

8cm cotton loop sewn behind the neck of the top and the back of the trousers (for hanging on pegs).



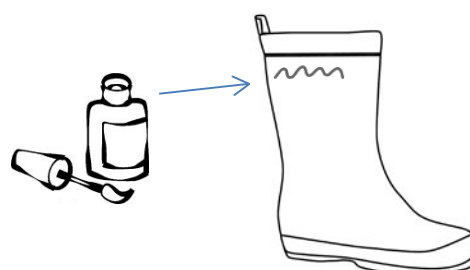
### Trainers

Trainers/shoes should have the label attached inside on the sole.



### Wellington Boots

Please name on the outside with white correction fluid



## Uniform Rules

Every article of clothing and equipment, including shoes, boots and underwear, must be clearly named (see labelling sheet).

Tracksuits and PE clothing should be named on the **outside**.

Blazers, tracksuits and towels should have an 8cm. cotton loop for hanging.

For travelling to and from School, all School outings and when attending School functions, School uniform **must be worn** (unless informed otherwise).

Boys should have short, tidy hair. Girls hair should be tidy and tied back if shoulder length/long.

Jewellery is not allowed to be worn for health and safety reasons. The only bracelets that may be worn are those carrying **medical information** or for **religious reasons**. Permission from the Headmaster will need to be obtained in these circumstances.

## Senior School Equipment List

In order to be able to operate effectively within the classroom, each child must have, as a minimum of equipment, the following items which must be clearly named:

- Navy school bag - with Gayhurst Logo
- A blue ink Berol handwriting pen/rollerball pen (not a biro or fountain pen)
- 2 ordinary leaded pencils
- An eraser and pencil sharpener
- A 30cm ruler
- A simple set of geometrical instruments including an 180° protractor
- Compass set with small pencil
- A set of coloured pencils
- A soft pencil case, not metal
- Glue and scissors
- Expandable A4 file with sections
- In-ear headphones

## Contact Us

Reception:	<b>Mrs Harper</b>	sharper@gayhurstschool.co.uk
Teaching Staff (inc. Headmaster):		enquiries@gayhurstschool.co.uk
Breakfast Club, After School Club and Activities:		clubs@gayhurstschool.co.uk
Bursar:	<b>Mrs Lakatos</b>	vlakatos@gayhurstschool.co.uk
Admissions and Marketing:	<b>Miss Upton</b>	mupton@gayhurstschool.co.uk
GPA:	<b>Mrs Shah</b>	gpa@gayhurstschool.co.uk
Action Sports Camp:	<b>Mr Kearns</b>	actionsportscamps@yahoo.co.uk
Gayhurst Connected:	<b>Mrs Beeby</b>	avbeeby@gmail.com

Once your child has been officially 'rolled on' to our database (August 2019) you will be sent details of **My School Portal (MSP)** which is designed to be a one-stop-shop for all communications with the school and will include reports, homework, announcements etc.

Also, you can find us on Facebook, Twitter and Instagram. Please follow us to see daily updates and pictures from Gayhurst.

## Termly fees from September 2019

### Tuition Fees (includes lunch)

Year Group	PER TERM
Nursery School	From £2,200 (see overleaf)
Reception	£4,053
Year 1	£4,250
Year 2	£4,620
Year 3	£4,999
Years 4 - 6	£5,400

All fees are payable in advance and due by the first day of term. A full term's notice of withdrawal must be given in writing, or a full term's fees must be paid in lieu of notice.

Governors hope to give no less than a term's notice of an increase in fees but they reserve the right to raise them without prior notice if necessary.

Pupils entering Year 3 may be eligible for our means tested bursary scheme; please contact the bursar for details.

Insurances (opt in available) subject to confirmation by the insurers in July 2019

Type of Insurance	Termly Charge
Personal Effects Insurance	£5.34
School Fees Protection Scheme (0.58% of fees)	
Nursery	Variable based on termly sessions booked
Reception	£23.51
Year 1	£24.65
Year 2	£26.80
Year 3	£28.99
Years 4 - 8	£31.32

### Extras

Individual music lessons	£20.00 per lesson (unless advised otherwise)
Instrument hire	£30.00 per term (unless advised otherwise)
Some resources are supplied by the school and charged at the end of term	£variable
Activity lessons	£variable
LAMDA	£variable

Six weeks' notice of withdrawal from music must be given in writing or six weeks' fees must be paid in lieu of notice.

The Headmaster reserves the right to request the removal of a pupil from school on account of unsatisfactory progress or conduct

Entry form and Registration fee of £50 (£51 if paying via Stripe) and £25 for siblings (£26 if paying via Stripe). A deposit of £750 is required to secure a place for a pupil. For pupils joining Year 1 or above, this is required before a pupil is assessed for a place at Gayhurst. These deposits are held until they leave the school. **The deposit is non-returnable in the event that the offer of a place is not taken up or is refused.**

The Nursery School day is different to the rest of the school in that families can opt for different sessions.

- The **minimum** requirement is 5 mornings from **09:00 to 12:00**. The cost includes, if required, an hour's **FREE** pre-school care from 08:00 to 09:00. Also, if needed, a **FREE** hot lunch with a 13:00 finish time.
- Afternoon sessions, 13:00 to 15:15, are available daily. Also included, if required, is two hours of **FREE** after-school care 15:15 to 17:15.
- In the Summer Term the minimum requirement is one full day (09:00 to 15:15) and four mornings (09:00 to 12:00)

For a breakdown of the Nursery School fees please see the table below:

Hours	PER TERM
5 mornings 09:00 to 12:00.  Includes, if required, <b>FREE</b> pre-school care (08:00 - 09:00) and <b>FREE</b> hot lunch.	£2,200
4 mornings, 1 full day 09:00 to 15:15.  Includes lunch and if required, <b>FREE</b> pre-school and <b>FREE</b> after-school care (15:15 - 17:15).	£2,620
3 mornings, 2 full days  Includes lunch and if required, <b>FREE</b> pre-school and <b>FREE</b> after-school care (15:15 - 17:15).	£3,035
2 mornings 3 full days  Includes lunch and if required, <b>FREE</b> pre-school and <b>FREE</b> after-school care (15:15 - 17:15).	£3,450
1 morning 4 full days  Includes lunch and if required, <b>FREE</b> pre-school and <b>FREE</b> after-school care (15:15 - 17:15).	£3,870
5 full Days  Includes lunch and if required, <b>FREE</b> pre-school and <b>FREE</b> after-school care (15:15 - 17:15).	£4,053

For families who require **full wrap-around care** (07:25 to 18:00), Breakfast Club and Supper Club can be booked in advance at £5 per session. Wrap-around care is available to ALL year groups.

## Action Sports Camps

A great way for new children to meet some of their new school friends is to bring them along to the Activity Sports Camp that is held here at Gayhurst over the summer holidays. The Camp is run by Mr Kearns, a member of the sports department and is open to children Age 4 to 13. For further information please email [actionsportscamps@yahoo.com](mailto:actionsportscamps@yahoo.com)

# **ACTION SPORTS CAMPS**

## **SUMMER CAMP**

**GAYHURST SCHOOL**

**Mon July 8<sup>th</sup> – Frid August 2nd**

**AGES 4-12**

**10 am – 4pm (Early drop off from 8am)**

**10% Discount for a full week booking**

**Price: £30 per  
day, £20 for  
siblings**



**Specialist Cricket Coaching Courses – Year 2 - Year 6**  
**With our trained and qualified staff, your children**  
**can enjoy high quality, specialist training in specific**  
**sports**

**Sports include: Cricket, Football, Netball,**  
**Gymnastics and Tennis.**

**Please indicate which course you are signing up for**  
**on the sign in form on the desk at sign in**

**Action Sports Mini's - Reception - Year 1**  
**Dodgeball, mini tennis, ultimate frisbee, rocket ball,**  
**mini hockey, action cricket, mini rugby, football,**  
**gymnastics, rounders, mini netball**  
**Arts and Crafts**



**For enquiries & bookings phone 07749927682 or email**

**[actionsports@yahoo.com](mailto:actionsports@yahoo.com)**

**Remember a packed lunch, a water bottle &**  
**appropriate footwear/ warm clothing, shin guards**  
**for football**



# Gayhurst Connected

Praying for the Needs of the School



## **Who are we?**

We are a group of Gayhurst parents who are Christians wanting to serve the school by praying for the staff, pupils, parents and wider Gayhurst community.

## **What do we do?**

We meet twice a term to pray for the needs of the school. We have occasional activities for parents and children and love to show our appreciation for the staff.

## **Want to know more?**

We are a sociable, friendly group and would love to welcome you. Please get in touch with Amy Beeby, mum to Emma (Year 5) and Edward (Year 3), or Katherine Melling, mum to Dylan (Year 5) and Rowan (Year 2), if you would like to know more.

Amy Beeby  
avbeeby@gmail.com  
07971 000068

Katherine Melling  
katherinejmelling@gmail.com  
07834 044100

# The Travel Committee

Dear Parents,

Welcome to Gayhurst School.

This letter will provide you with the information regarding different options for getting to and from school.

Gayhurst is part of the '**WOW - Living Streets**' campaign. WOW rewards children who walk to school at least once a week with a collectable badge each month. Walking to school helps children feel happier and healthier and even do better in class because they arrive refreshed, fit and ready to learn.

'**Park and Stride**' is a simple initiative, where parents/carers are encouraged to park their car about a 10-minute walk from school and then walk the rest of the way with their children. There are good health benefits from walking part of your journey to school as well as having a little more quality time with children.

Attached is a map of where you can park your car and walk to school.

Alternatively, '**Car sharing**' can help to cut congestion around the school and there are many great benefits.

- Reduce the amount of time spent taking the children to and from school.
- Reduces pollution and parking problems around the school.
- Avoids the early morning/ school pick up traffic.
- Opportunity to meet other children living locally.

As we know that many children live in areas that cannot get involved with '**Walk Once a Week**' (WOW), Gayhurst have decided that if your child is part of a car share this will now count towards getting WOW badges.

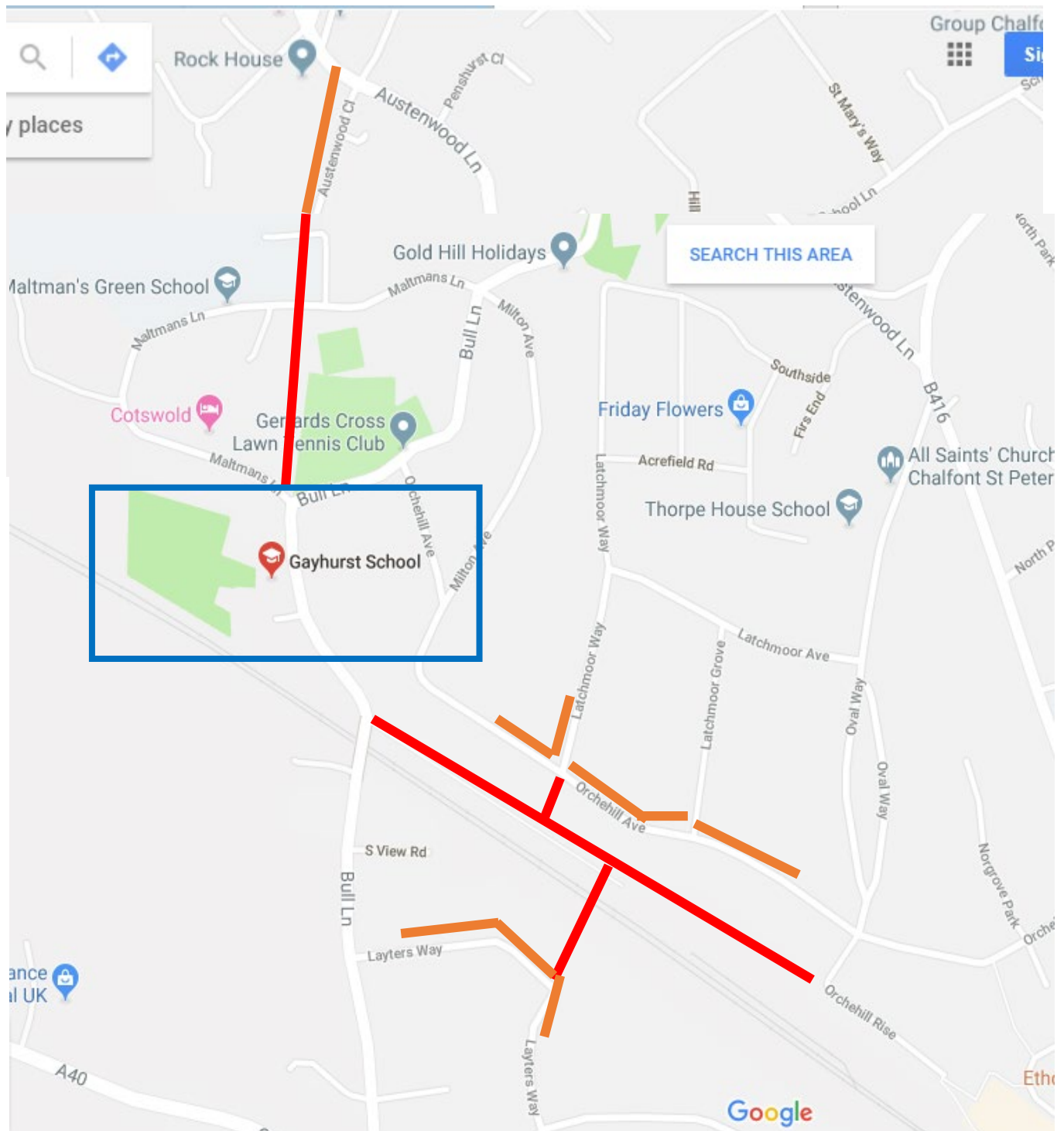
If you are interested in being part of the Travel Committee, please contact Miss. Ashby.

Regards,

Miss V. Ashby  
(Travel coordinator)



## Walk to School Routes



## First Day of Term Coffee Morning



### First day of term Coffee Morning

08:45 Wednesday 4th September 2019

We know that the first day at a new school can be just as difficult for parents as it is for the children.

Drop your children off and join us in the Dining Room at 08:45 for some breakfast refreshments. The Headmaster and the GPA Class Reps will be there to welcome you to the Gayhurst family.

If your children are small, you can use this time to be assured your children have settled.

## Useful pages on our website

### **New parents' information**

<https://gayhurstschool.co.uk/ind2019/>

### **Gayhurst Parents Association**

<https://gayhurstschool.co.uk/school-life/parents-association/>

### **School policies**

<https://gayhurstschool.co.uk/policies/>

### **Calendar dates**

<http://www.gayhurstschoolcalendar.co.uk/week.aspx>

### **Latest news**

<https://gayhurstschool.co.uk/school-life/news/>