



EPSOM

COLLEGE

Information for
New Pupils and Parents
2011/12

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EPSOM

COLLEGE

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CONTACT WITH EPSOM COLLEGE

Useful telephone numbers

All these are on the Epsom exchange (National Dialling code is 01372):

Headmaster	Mr S R Borthwick	821 004	headmaster@epsomcollege.org.uk
Bursar	Mrs S Teasdale	821 133	bursar@epsomcollege.org.uk
Deputy Head	Mr P J Williams	821 006	p-williams@epsomcollege.org.uk
Deputy Head (Academic)	Mrs A M Drew	821 108	amd@epsomcollege.org.uk
Medical Centre	Sister L Hendry	821 199	san@epsomcollege.org.uk
College Store	Mr M Coleman	821 122	shop@epsomcollege.org.uk
General Services Manager	Mr D Pearce	821 262	d-pearce@epsomcollege.org.uk
Main School Reception		821 000	reception@epsomcollege.org.uk

Epsom has always been a boarding and day school whose ethos is based strongly on the House system. Currently there are 7 boys' and 5 girls' single-sex houses. Each is fully self-contained with its own common room, games room, library and changing rooms. Each is run by a senior member of staff, the Housemaster or Housemistress, who in turn runs a team of tutors each responsible for a small group of pupils.

Boys' Boarding Houses: Fayrer (Fa), Forest (F), Granville (G) and Holman (H)	Girls' Boarding Houses: Crawfurd (Cr) and Wilson (W)	6th Form Girls' Day and Boarding House: White House (Wh)
Boys' Day Houses: Carr (C), Propert (P) and Robinson (Rn)	Girls' Day Houses: Raven (Rv) and Rosebery (R)	

House & Initial	Housemaster/Housemistress	Telephone	Email
Carr (C)	Mr Michael Day	821 020	m-day@epsomcollege.org.uk
Crawfurd (Cr)	Mrs Helen Keevil	821 114	h-keevil@epsomcollege.org.uk
Fayrer (Fa)	Mr Stuart Head	821 040	s-head@epsomcollege.org.uk
Forest (F)	Mr Jim Stephens	821 050	jfs@epsomcollege.org.uk
Granville (G)	Mr Robert Young	821 060	rcgy@epsomcollege.org.uk
Holman (H)	Mr Ian Holiday	821 070	holman@epsomcollege.org.uk
Propert (P)	Mr Andy Wolstenholme	821 080	a-wolstenholme@epsomcollege.org.uk
Raven (Rv)	Mrs Philippa Woolmer (Mr Chris Baverstock)	821 150	ravenhouse@epsomcollege.org.uk
Robinson (Rn)	Mr Charles Conway	821 090	c-conway@epsomcollege.org.uk
Rosebery (R)	Miss Katie Cloonan	821 100	kdc@epsomcollege.org.uk
White (Wh)	Mrs Celine Winmill	821 140	ccw@epsomcollege.org.uk
Wilson (W)	Mrs Kirsty Tod	821 110	kra@epsomcollege.org.uk

TRANSITION

Making the transition from a junior school to a senior school at the end of Year 8 can be a challenging time for both pupils and parents. Only too aware of this major change in a young person's life, the College has introduced a Transition Programme to help pupils settle more easily into their new environment.

Under the direction of Mr. Ben MacDowel, Head of Transition, the College has put in place a unique programme dedicated to the social and educational welfare of students entering the M4 (Year 9) year group.

The aim is to ensure that the first year spent at Epsom as a member of the M4 year will provide a solid and comprehensive foundation for the rest of their time at the school. We hope to make this year a busy and challenging bridge between junior and senior school. The programme covers all areas of school life, be it academic, extra-curricular, pastoral or social. There is an extensive internal induction programme in place for all new (M4) students. This has been developed to provide them with as broad an experience of school life at the College as possible.

We are aware of the dangers of offering pupils too much choice in their first year and so, to run alongside the established games and activities programme, a Creative Arts Carousel for M4 pupils has been devised. All pupils will take part in two activities a week from a varied selection, covering everything from film-making, textiles and culture, to pottery, Mandarin and design technology. Pupils rotate round the carousel over the course of the year and so every pupil will have the opportunity to experience all twelve activities on offer. Pupils are organised in alphabetical groups, rather than by Houses, to encourage the year group to extend their social networking circles and to meet and make new friends away from the confines of the classroom and sports field.

In addition, M4 pupils will be able to enjoy 'Educational Away Days' to London and further afield, taking in the arts and places of historic and cultural interest. There is also a weekly 'M4 Assembly' taken by the Head of Transition. This provides an opportunity for the year group to meet each week and there is a programme of both internal and external speakers on a variety of different topics.

The Transition Programme will also focus on the academic life of new pupils, offering opportunities to extend and challenge the most academically gifted.

MOBILE TELEPHONES

If you wish your son or daughter to have a mobile phone at school please complete the enclosed form.



CORRESPONDENCE

Up to the time of admission the Headmaster generally deals with all correspondence. Once a boy or girl joins the College, everything should be directed to the Housemaster/mistress, except queries concerning fees and accounts, which should be addressed to the Bursar.

COLLEGE CALENDAR



A copy of each term's Calendar is sent to parents at the beginning of the preceding school holiday. A continually updated version of the College Calendar can be accessed via the College website.

PARENTAL SUPPORT

We cannot stress too strongly that we want parents to be involved in the life of Epsom College. Parents are always most welcome at all concerts (usually held on Friday or Sunday evenings), at school and House plays, and at all school matches.

On Saturdays, tea is served in Main Hall, the Pavilion, or the Sixth Form Centre after matches (or during, in the case of long cricket matches). Tea provides an opportunity to talk to other parents. You will all be most welcome.

If parents ever have any worries about the education of their son or daughter while he or she is at Epsom College, they should contact their Housemaster/mistress. Should there be a concern, we would prefer to try to find the solution while it is a small problem rather than wait until it reaches crisis proportions. Naturally we trust that few such problems will arise and hope that all our new pupils will settle down quickly and enjoy their time at Epsom College.

PASTORAL CARE

Every new pupil will already have met his or her Housemaster/mistress. The principal function of our House structure, which is very much the backbone of the College, is to provide an efficient and well-tried means of implementing pastoral care, which includes overseeing the academic and personal development and the welfare of its members. In addition, each pupil has a tutor who regularly sees individual pupils to monitor academic progress and ensure that concerns about any aspect of school life can be dealt with appropriately and as quickly as possible.

The two College Chaplains are available during term time to offer support and guidance to pupils and parents. In addition, a professionally qualified counsellor visits the College twice a week and may be consulted in total confidence by pupils. The medical staff are also available when needed to discuss any health or welfare concerns.

Responsibility for monitoring the provision of welfare in all boarding schools was transferred on 1st April 2007 from the Commission for Social Care Inspection (CSCI) to the Office for Standards in Children's Services, Education and Skills (the new Ofsted). However, as a member of the Independent Schools Council (ISC), Epsom College will have its boarding provision inspected by the Independent Schools Inspectorate (ISI), effectively sub-contracted by Ofsted. ISI have been responsible for inspecting our education provision for well over a decade. (Ofsted may be contacted by telephone on 08456 404040 or by email: enquiries@ofsted.gov.uk)



The College has its own child protection and anti-bullying policies, which parents are welcome to read. They are available via the College website. Alternatively please contact the Headmaster's PA, Mrs Camilla Beesley.

COLLEGE EXPECTATIONS

On arrival at the College your son or daughter will be given a copy of our Guidance for Pupils, which contains the School Rules. Every pupil is given a copy of this pamphlet. We trust that parents will give their full backing to the rules, regulations and customs of Epsom College. If parents are unhappy about any of our rules, we hope they will discuss their views with the Headmaster or Housemaster/mistress, rather than criticise the rule to their son or daughter. Teenagers cannot be expected to know the difference between right and wrong if home and school are setting very different standards.

All pupils are required to attend Chapel services, unless they are of another faith. There must be a specific request sent to the Housemaster/mistress for a pupil to miss Chapel, and leave is granted by the Senior Chaplain.

The rules about smoking and drinking are particularly important. Smoking in College buildings is now illegal, and forbidden elsewhere on the campus, and we hope that parents will do all they can to discourage smoking at home. Bars and public houses are out of bounds during term time.

Teenage parties often create difficulties! If you do allow your son or daughter to organise a party during term time at which Epsom College pupils are present, we ask you to arrange these functions for a Saturday night, thus not disrupting the working week and for responsible adults to be present throughout the party and take great care to ensure that pupils do not drink too much alcohol. Please ensure that if boarders are present, they have their Housemaster/mistress's permission, and that you are perfectly happy with the arrangements to get them back to school

by the time stated by the Housemaster/mistress. (Boarders are not normally allowed to attend mid-week parties in term time). Please also ensure that the party ends at a reasonable time.

The combination of alcohol and teenage group pressure can lead to serious problems. We know that everyone will have fewer worries if all parents observe the above and if each parent ensures that he or she is happy with the arrangements for any party which their son or daughter might attend.

Boarders are not allowed to have cars or motorcycles at school without the Headmaster's permission. No one may use a car to come to the College until they are in the Upper Sixth, except by special permission of the Headmaster. Boarders are not allowed to ride in motor vehicles driven by anyone except members of the Common Room. Any exceptions to these rules (e.g. to ride in a car driven by another pupil or an Old Epsomian) must have the written consent of parents for each occasion, (where there is no existing permission granted) and the agreement of the Headmaster.

Day pupils in the Upper Sixth who wish to use cars, motorcycles or mopeds for journeys to and from school must apply to the Headmaster. They may not use vehicles for other purposes or give lifts to others without special permission.

The College cannot accept any liability and cannot be held responsible for the cost of medical treatment or claims for remission of fees arising from any accident or for damages due to an injury to a third party, or damage to a vehicle when left on College property.

THE MEDICAL CENTRE

Our aim is to provide a health care service in a friendly welcoming environment. Whilst ensuring client confidentiality at all times, we offer treatment, advice and support in a professional caring manner, thus enabling pupils to maintain their physical and emotional well being during their time at the College.

The Medical Centre is staffed by Registered Nurses during term time. Three daily surgeries are held Monday-Saturday, with an on-call service at all other times. GP surgeries are held daily except on Sunday, a female doctor attends a surgery once a week. On-site physiotherapy services are also available.

Parents who wish to discuss their son's or daughter's particular medical problems, or wish to see the medical facilities provided are welcome to contact the Medical Centre.

Pupils at the College have access to the services of an independent Counsellor. Sessions are held twice weekly in the Medical Centre and information regarding appointments can be found on the College Intranet homepage.

BOARDERS AND WEEKLY BOARDERS

It is expected that all boarders and weekly boarders become registered with the College GP, thus entitling them to receive all services provided by the local GP surgery. If medical treatment is required during the school holidays, this can be obtained from any GP as a 'temporary resident'.

If pupils are insured under any private healthcare scheme please indicate this on the Medical Questionnaire, otherwise referrals for specialist medical consultations and treatment will be made to the local NHS hospitals.



Please complete the enclosed Confidential Medical Report and the Family Doctor Services Registration (Form GMS1) and return to the Medical Centre at Epsom College prior to the commencement of term. **NB: The address box on Form GMS1 should contain the Pupil's House and the Epsom College address, NOT the home address – this should be entered in the previous address box.**

DAY PUPILS

The facilities provided by the Sisters in the Medical Centre are fully available to day pupils who become ill or who are injured whilst at school. They should otherwise consult their own GP if necessary. Those who are ill or injured whilst not at school, and who are unable to participate in activities should bring a note from home outlining the problem. This must be given to the Housemaster/mistress.



Please complete the enclosed Confidential Medical Report and return it to the Medical Centre at Epsom College prior to the commencement of term.

GENERAL INFORMATION

In accordance with the professional obligations of all staff working in the Medical Centre, medical information, regardless of the pupil's age, will remain confidential.

However, teaching staff and others responsible for the care and welfare of pupils do need to be made aware of certain medical needs of the pupils in their care. Parents are therefore asked to pass on any such information by means of the enclosed Medical Information form, which should be completed and returned to the Housemaster/mistress.

Parents are responsible for keeping the College informed about changes to their child's health and medical needs throughout his or her time at the school. During their first term at Epsom College, all pupils will undergo a health check carried out by the Nursing Sisters. Boarders will also have a medical check with the Doctor.

It is requested that all new pupils be up to date with the necessary immunisation boosters prior to the commencement of term. It is strongly advised that all pupils be vaccinated annually against Influenza. These are provided at school, and a nominal fee to cover costs is applied.

All pupils should visit their dentist during the school holidays for routine checks. As it is not possible to be registered for NHS treatment with more than one dentist, emergency treatment can only usually be provided privately.

Regular eye testing is recommended and should also take place during the school holidays. All pupils are exempt from charges for the supply of NHS spectacles.

In the event of any pupil aged below 16 years requiring emergency and/or specialist medical treatment, every effort will be made to obtain the immediate permission of the parents or guardian. Where delay in receiving treatment might prove detrimental however, the Headmaster reserves the right to give consent for such treatment, including anaesthetics and surgical operations.

All parents should notify the Housemaster/mistress if their son or daughter has suffered any serious illness or accident during the holidays. A report from the family doctor or specialist consulted would be appreciated. In the case of an infectious disease, the College Doctor will decide if a pupil may return to school.

The parents of pupils bringing medicines in to school, at any time during the term, must immediately inform the Medical Centre and their Housemaster/mistress.

If a boarder is ill and likely to be in the Medical Centre for more than 24 hours, the Sister will contact the parents or guardian. In the event of an illness affecting large numbers of the school

population, and according to College policy, parents/guardians will be requested to remove pupils from school until they are fully recovered.

Volunteers are always needed to provide transport for pupils who require outpatient or hospital visits. Please contact the Senior Sister in the Medical Centre on 01372 821199 or e-mail san@epsomcollege.org.uk for more information.

Medical Forms to be completed and returned:



Confidential Medical Report.

Medical Information.

Proprietary Medicinal Products Consent Form.

Family Doctor Services Registration (Form GMS1) – *For Boarders only.*

ATTENDANCE AND REGISTRATION

Term dates are published well in advance, and no pupil should expect to be allowed to leave early. Permission is needed from the Headmaster and is only granted in very special circumstances, as it creates difficult precedents and inconveniences teachers. We are particularly anxious that those who live overseas should arrange flights to avoid an early departure at the end of a term or a late arrival at the start of a term. From time to time, opportunities do arise for pupils to attend concerts, sports matches etc. in school time which, for boarding pupils, includes evenings. We are always prepared to consider requests from parents for pupils to be absent from school to attend such events, but we do ask for as much notice as possible and supportive acceptance if for any reason we feel that permission should not be granted. Parents should not ask for any time for boys and girls to be away from school unless there are exceptional circumstances.

The school closes completely for Half Term and all four Exeats, when all the boarding pupils are expected to visit their parents or official guardians. If there is to be a different arrangement, the Housemaster/mistress must be notified well in advance.

FULL BOARDERS AND WEEKLY BOARDERS



There are five Exeat or 'long weekends' in the academic year. Please refer to the term dates for 2011/2012.

On normal weekends, weekly boarders may leave school at 3.00pm, or after their school commitment on the Saturday if later; and must return by 7.30pm on the Sunday. They should not be in school before 6.00pm on the Sunday unless they have a specific reason (e.g. a play rehearsal, a concert practice or a match) or they have the specific permission of their

Housemaster/mistress. If a weekly boarder wishes to stay at school over a weekend, this can be arranged by agreement with the Housemaster/mistress and the pupil is then under normal school boarding regulations for the weekend.

DAY PUPILS

All non-resident pupils are full members of the College and are expected to enter fully into the corporate life of the school and to take part in all school activities. They are subject to the same school discipline as the boarders. Day pupils should be in school by 8.20am each morning and attend registration in Houses.

Pupils who for any reason miss registration must check in at Main School Reception upon arrival, unless absolutely certain that their late arrival has already been noted by the Housemaster/mistress.

No one may be absent from school without special leave, except on the grounds of illness. In the case of illness or accident, the Housemaster/mistress must be informed by telephone by 8.20am on the first day of absence. If he or she is not available, staff at Main School Reception will pass on a message. At the end of the period of absence a note which can be in the form of an e-mail should be brought or sent to the Housemaster/mistress.

If parents have to be away for a period in the term, the Housemaster/mistress must be informed in advance.

Day pupils are expected to wear uniform during term time on all journeys to and from the College, unless it is for an activity where informal dress is allowed.

APPEARANCE

We expect that parents will fully support our efforts to keep pupils tidily and smartly dressed by making sure that the clothing worn by their sons and daughters is clean, in good repair and in accordance with the College's regulations. Informal dress is allowed during certain times at the weekends and also from 6.00pm on weekdays. We trust that parents will only permit appropriate clothing to be brought to school.

Pupils are expected to have sensible hairstyles, which should be smartly groomed and of an acceptable length – neither excessively long, nor very short. Hair must be of one colour, which is a natural colour for hair.

Girls may wear a single pair of earrings or earstuds in the lower earlobes (facial or other body piercing is not allowed), and a ring or a crucifix, or other very discreet items of jewellery. However, discretion is the key word, and nothing ostentatious is allowed.

Boys' and girls' clothing is obtained from the Epsom College Store, which is the only authorised supplier of the items of regulation uniform.

Details of the clothing and equipment requirements are contained in this booklet. All articles of equipment and clothing, including shoes, must be **clearly marked** with the owner's initials, surname and House letter (*the House letters can be found on p1 of this booklet*).

All games kit must be clearly marked with the pupil's name and House on the outside of the garment. Uniform and sports clothing purchased from the College may be labelled while you wait using preprinted heat seal name tapes. There is a charge for this service. Alternatively, sew-in labels may be ordered through the College Store (please allow three weeks for delivery).



JUNIOR BOYS UNIFORM:

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|---|--|
| <ul style="list-style-type: none"> 1 Navy blue blazer* 2 Pairs of dark grey striped trousers* 1 College navy blue v-necked pullover* 2 House ties* 1 House scarf* (Optional) 2 Plain white shirts – to be worn for formal occasions 4 Striped College shirts* 6 Pairs of black or grey socks 1 Pair of black polishable shoes – sensible style and unadorned (no boots) 1 Plain, dark coloured overcoat, raincoat, waxed jacket or similar, which must be long enough to cover the blazer. It should not be leather, nor should it display large lettering or logos. 1 Navy blue College track suit* 1 Rugby shirt – College stripe* 1 Rugby shirt – House stripe* 1 Rugby shirt – plain navy blue with white collar* 2 Pairs navy blue rugby shorts* 2 Pairs rugby socks in House colours* 1 White College polo shirt* 1 Navy College base layer* 1 House Polo* 1 Singlet in House colours – PE and Athletics* 1 Pair of plain white PE shorts* | <ul style="list-style-type: none"> 2 Pairs of short plain white socks 1 Pair of swimming shorts* 1 Pair of rugby boots – with regulation safety studs 1 Pair of white indoor training shoes (non-marking sole) 1 Pair of outdoor training shoes 2 Towels – medium size with loops for hanging (only 1 for Day Boys) 1 Hockey stick 1 Mouthguard (<i>compulsory for rugby and for hockey. See O-PRO leaflet</i>) 1 White or cream cricket pullover or slipover (cricket opters only) 2 White or cream cricket shirts (cricket opters only) 1 Pair of white or cream cricket trousers (cricket opters only) 1 College waterproof top* (Optional) 1 College hooped athletics vest* (Optional) 2 Holdalls – one for books and one for sports clothing 2 Padlocks 1 Trunk or large case – plus padlock (recommended for Boarders) 1 Tuck box – plus padlock (recommended for Boarders) |
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JUNIOR GIRLS UNIFORM:

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| <ul style="list-style-type: none"> 1 Navy blue blazer* 2 Regulation grey striped skirts* to be fitted on the knee, and second skirt purchased is recommended to be of longer length. 1 Charcoal grey v-necked pullover with House trim* 1 House scarf* (Optional) 1 House lapel badge* 2 Plain white revere neck blouses – to be worn for formal occasions 4 Striped revere neck College blouse* 6 Pairs of tights – black, nearly black or flesh coloured 1 Pair of black polishable shoes. Max heel height 3cm (no stiletto heels of any height) sensible style and unadorned. No boots. 1 Plain, dark coloured overcoat, raincoat, waxed jacket or similar, which must be long enough to cover the blazer. It should not be leather, nor should it display large lettering or logos. 1 Navy blue College track suit* 1 Striped House games shirt* 1 Striped College games shirt* 1 White College polo shirt* 1 Navy games skort* 1 College hooped vest* 1 Navy College base layer* 1 House Polo* 1 Pair plain navy shorts | <ul style="list-style-type: none"> 1 White games skirt/shorts (Summer term for team tennis) 1 Swimming costume – one piece, navy blue or black 1 Pair of white indoor training shoes (non-marking sole) 1 Pair of outdoor training shoes 1 Pair of football/hockey/astro turf boots 2 Pairs of long sports socks (1 pair School colours / 1 pair House colours)* 2 Pairs of white sports socks 1 College waterproof top* (Optional) 1 College hooped athletics vest* (Optional) 2 Towels – medium size with loops for hanging (only 1 for Day Girls) 1 Hockey stick (Michaelmas Term) 1 Tennis racquet (Summer Term) 1 Mouthguard (<i>compulsory for rugby, hockey and lacrosse. See O-PRO leaflet</i>) 2 Holdalls – one for books and one for sports clothing 2 Padlocks 1 Trunk or large case – plus padlock (recommended for Boarders) 1 Tuck box – plus padlock (recommended for Boarders) |
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SIXTH FORM BOYS UNIFORM:

- 1 Traditional two or three-piece, single-breasted suit in black, navy blue or dark grey, plain or pinstripe
- 1 V-necked pullover of a single colour
- 2 House ties*
- 1 House scarf* (Optional)
- 2 Plain white shirts – to be worn for formal occasions
- 4 Other shirts – these must have a pale and delicate shade of colour and may have a feint stripe
- 6 Pairs of black or grey socks
- 1 Pair of black polishable shoes – sensible style and unadorned (no boots)
- 1 Plain, dark coloured overcoat, raincoat, waxed jacket or similar, which must be long enough to cover the jacket. It should not be leather, nor should it display large lettering or logos.
- 1 Navy blue College track suit*
- 1 Rugby shirt – House stripe*
- 1 Pair rugby socks in House colours* (2 pairs for rugby opters)
- 1 White College polo shirt*
- 1 Pair of plain white PE shorts*
- 2 Pairs of short plain white socks
- 1 Pair of white indoor training shoes (non-marking sole)
- 1 Pair of outdoor training shoes
- 2 Towels – medium size with loops for hanging (only 1 for Day Boys)
- 1 House Polo*

The following items may be required, depending on the sports to be played:

- 1 Rugby shirt – College stripe*
- 1 Rugby shirt – plain navy blue with white collar*
- 1 Pair of swimming shorts – navy
- 1 Singlet in House colours – PE and Athletics*
- 1 College vest or shirt (volleyball, basketball or table-tennis opters only)
- 1 Pair of rugby boots – with regulation safety studs
- 2 Pairs navy blue rugby shorts
- 1 Navy College base layer*
- 1 College waterproof top* (Optional)
- 1 Hockey stick
- 1 Mouthguard (*compulsory for rugby and for hockey. See O-PRO leaflet*)
- 1 White or cream cricket pullover or slipover (cricket opters only)
- 2 White or cream cricket shirts (cricket opters only)
- 1 Pair of white or cream cricket trousers (cricket opters only)
- 1 College hooped athletics vest* (Optional)
- 2 Holdalls – one for books and one for sports clothing
- 2 Padlocks
- 1 Trunk or large case – plus padlock
- 1 Tuck box – plus padlock

SIXTH FORM GIRLS UNIFORM:

A traditional suit to consist of 1 jacket with lapels and buttons at the front, and 2 skirts in dark navy, black or charcoal grey or pinstripe. The skirt must be tailored in style and of non-stretchy fabric and must be fitted on the knee. (The fabric must match the jacket of the suit).

- 1 Pair tailored dark navy trousers (optional item). If trousers are to be worn they MUST be purchased as part of a trio set, which includes a matching skirt and jacket which can only be purchased at the College Store. No other make or style of trousers is acceptable.
- 1 V-necked pullover of a single colour
- 1 House scarf* (Optional)
- 1 House lapel badge*
- 2 Plain white blouses – to be worn for formal occasions
- 4 Other blouses – these must have a pale and delicate shade of colour and may have a feint stripe
- 6 Pairs of tights – black, nearly black or flesh coloured (no bare legs)
- 1 Pair of black polishable shoes. Max heel height 5cm (no stiletto heels of any height) sensible style and unadorned. No boots or pumps.
- 1 Plain, dark coloured overcoat, raincoat, waxed jacket or similar, which must be long enough to cover the jacket. It should not be leather, nor should it display large lettering or logos.
- 1 Navy blue College track suit*

- 1 Striped House games shirt*
- 1 Striped College games shirt*
- 1 Navy College base layer*
- 1 House Polo*
- 1 White College polo shirt*
- 1 Pair plain navy shorts (Optional)
- 1 College waterproof top* (Optional)
- 1 Pair of white indoor training shoes (non-marking sole)
- 1 Pair of outdoor training shoes
- 1 Pair House sports socks* (optional)
- 2 Pairs white sports socks
- 2 Towels – medium size with loops for hanging (only 1 for Day Girls)

The following items may be required, depending on the sports to be played:

- 1 Swimming costume – one piece, navy blue
- 1 Navy blue games skort* (netball or hockey opters only)
- 1 College vest or shirt (volleyball, basketball or table-tennis opters only)
- 1 Pair College sports socks* (hockey players)
- 1 Mouthguard (*compulsory for rugby, hockey and lacrosse. See O-PRO leaflet*)
- 1 College hooped athletics vest* (Optional)
- 2 Holdalls – one for books and one for sports clothing
- 2 Padlocks
- 1 Trunk or large case – plus padlock
- 1 Tuck box – plus padlock

UNIFORM REQUIREMENTS



Those items marked with an asterisk* can only be purchased at the Epsom College Store. If your son or daughter is a Boarder, you will be advised by the College Store what quantity of each item of uniform is required. The parents of Day Boys or Girls may feel that their children can manage with less. All the items listed above are available from the College Store. All articles of clothing and

personal property must be clearly marked with the pupil's name and House initials – clothing purchased from the Store can be labelled with name and House at the time of purchase during kitting out. Quantities of uniform required are approximate and, for Boarders, enough clothing should be purchased to allow for up to one week for the return of laundered clothes.

COLLEGE STORE

During the summer holidays the College Store will be open Monday to Friday 9.00am to 4.30pm It will also be open on Saturday 3rd September from 9.00am to 4.00pm and on Sunday 4th September from 11.00am to 2.00pm.

Uniform is now available to order online at www.lesterbowden.co.uk. The Epsom College Store is managed on behalf of the College by Lester Bowden Ltd. Purchases in the store may be paid for immediately by cash, cheque or credit/debit card. Alternatively, during term time, purchases which have been sanctioned by the Housemaster/mistress on a store chit may be made by pupils and charged to a termly

account. The account is paid with the following term's fees, and a statement of purchases is sent out each term with the school fee invoice. All purchases in the Tuck Shop are made in cash.

SECOND-HAND SCHOOL UNIFORM

We like to promote second-hand uniforms and encourage parents to bring in any items no longer required which we offer for sale on their behalf.

Opening Times Summer 2011:

Friday 22nd July and Friday 19th August

ACADEMIC SUBJECTS

FOR PUPILS ENTERING THE MIDDLE FOURTH FORM (YEAR 9)

There is no significant subject choice in the first year. All pupils have lessons in English, Mathematics, French, German or Spanish, History, Geography, Physics, Chemistry, Biology, Religious Studies, Information Technology, Design Technology, Music, Art, Drama, PE and Personal and Social Education (including Citizenship). Latin GCSE is taken early in the Upper Fourth Form (Year 10) and therefore only pupils who have performed particularly well in Latin Scholarship or Common Entrance papers will study Latin.

FOR PUPILS ENTERING THE UPPER FOURTH FORM (YEAR 10)

All pupils have lessons in English, Mathematics, French, Physics, Chemistry, Biology, Religious Studies, as well as PE and Personal and Social Education during Key Stage 4. They then select three subjects from History, Geography, German, Spanish, Latin, Religious Studies, Design Technology, Information Technology, Art, Drama, PE and Music, although there is a small restriction in the choice. Those entering the Upper Fourth Form will already have advised us of their probable subject choices.

FOR PUPILS ENTERING THE SIXTH FORM

Forms will be sent to those pupils joining the Sixth Form in order for them to record their GCSE results and to confirm their AS-level subject choices. The Deputy Head (Academic), Mrs. Angela Drew, will be available on telephone number 01372 821108 or email amd@epsomcollege.org.uk in the final week of August to answer any queries.

PREPARATION

Pupils in their first year do about 1½ hours of prep each day including weekends (except Exeats). In the Upper Fourth (second year) and Fifth Form (third year) this increases to 2 hours per day. Sixth Formers are generally expected to do

around 20 hours of prep. per week. Day pupils will sometimes do part of their prep in school.

ORDERS AND REPORTS

For all pupils there are usually two Orders each term, in which they are given a grade for effort and achievement for each subject. Housemasters/mistresses and/or House Tutors review these Orders in discussion with each pupil, and a copy of the Orders is sent home to parents and is available online. Parents receive a report each term: normally two full A5 reports and one brief A4 report over the course of the year. The Headmaster sees all reports and will often comment on individual pupil's progress.

PARENT/TEACHER MEETINGS

Each year parents are invited to the school to talk to those teaching their children. Information on dates is sent in the preceding end of term letter.

CAREERS

Careers education begins at Epsom in the M4 year and continues throughout the school. We are sure that, like us, you will appreciate the importance of career planning and we enclose details of the Futurewise Scheme which we use to support the work of the careers team. We think very highly of the service and all pupils entering the school below the Sixth Form are enrolled in the Scheme automatically as part of the programme. The main testing takes place when pupils are in the Fifth Form to assist in the choice of subjects for the Sixth Form and to give initial careers guidance. Parents of pupils entering the Sixth Form are asked to write to the Head of Careers if they wish their sons or daughters to become members of the Scheme.

GAMES AND EXTRA-CURRICULAR ACTIVITIES

Pupils are expected to take part in a minimum of three physical activities per week, usually Tuesday, Thursday and Saturday after lunch. In the Michaelmas Term the major games are rugby for boys and hockey for girls. In the Lent Term the major games are hockey for boys, and netball for girls. In the Summer Term the major games are athletics, cricket (boys) and tennis and rounders (girls). In the Senior School, pupils who are not involved in the major sports may opt for a minor sport instead.

Extra-curricular activities take place throughout the week after lunch. Both boarders and day pupils are encouraged to take a full part in these and pupils will agree a suitable programme

with their tutors during the first week of term with a mix of physical and non-physical activities. Information about Games, Clubs and Societies will be found in the document *Guide to Extra-Curricular Activities*, available in Houses, and from notices on the Quadrangle notice boards. For those who need to develop an Art Portfolio, the Art School is open every afternoon from Monday to Saturday. The Design Technology Department and the Library are also available six days a week, whilst the Music School is open Monday to Saturday for lessons and practice and IT rooms are also accessible Monday to Saturday for private study.

MUSIC

There are good facilities for music at Epsom College. The Music School comprises a recording studio, a band room, and sixteen practice rooms that are also used for instrumental teaching. In addition the department shares an IT room with Photography, equipped with 16 Apple Macs running Sibelius software. Over thirty part-time tutors assist the three full-time musicians. At present, over 350 instrumental lessons are taught each week outside the academic timetable. Class music lessons are given to all first-year pupils and then courses are offered leading to GCSE, AS and A2 level in Music. Classes preparing for ABRSM Grade Five Theory and Aural (grades 6-8) are also offered throughout the year. Composition clinics are also available.

The Department organises a Symphony Orchestra, Big Band, Chapel Choir, Choral Society, Rock Groups and several Ensembles, so there are plenty of opportunities to become involved. Naturally we shall expect those who appeared earlier in the year for Music Scholarships, or All-Rounder Scholarships with a music contribution, to become active in the Department on arrival. However, we are also anxious that all members of College should have the opportunity to take advantage of our facilities, tuition and range of musical activities. **All pupils who learn an instrument at school are required to participate in a suitable ensemble when they have reached an**

appropriate standard, to enhance their musical education.

Details of concerts are published termly in the College Calendar and a separate concert brochure. There are usually more than 20 concerts during the school year, in addition to informal lunchtime and early evening recitals. We are always delighted to welcome parents and friends of the College to our concerts and musical events.

Over many years we have also welcomed parents and friends as members of the Epsom College Choral Society and extend to you a warm invitation to join us. There is no need to audition and there is a membership fee of £30 per year. We rehearse on Tuesday evenings in Big School at 8.00 p.m. to 9.15 p.m. and for the coming academic year our first rehearsal will be on Tuesday 6th September 2011. For more details please contact Jacqui Bustard, Music Department, on 01372 821143.

INSTRUMENTAL MUSIC TUITION

A form is enclosed on which to record your requirements for individual instrumental Music tuition. The form should be returned to the Director of Music by July so that he can make appropriate plans before the start of term.



SOCIETIES

FRIENDS OF EPSOM COLLEGE

Founded in 1976, the Friends of Epsom College is a society made up of parents, former parents and others connected to the College. On joining Epsom College, all parents automatically become members of the Friends of Epsom College. Membership is free and entitles parents and their friends to enjoy the many social functions organised throughout the year by the Friends' Committee. Each year there is a range of events to suit all tastes. Past events have included an ABBA Night, Tom Jones Evening, Summer Pimms and Jazz party, Race Nights, Summer Dinner Dance at the Royal Automobile Club, Clay Pigeon Shooting, Wine Tasting, French Soiree and Drinks Parties. We also organise an annual Burns Supper in January, and a Quiz Night later in the Lent Term.

We aim to ensure that these events are good value, as well as providing quality entertainment for the wider College community, including parents, past parents and their friends and the Common Room. These social events are not linked to any fund raising activities, although any surplus monies raised are put towards suitable College projects. Recently, money raised by the Friends has provided school equipment for extra-curricular activities, contributed to bursaries for academic endeavours and supported sports tours. Further details are available from Carol Creevey (Common Room), email: c-creevey@epsomcollege.org.uk

EPSOM COLLEGE PARENTS' SPORTS CLUB

This club is for the parents of current and past pupils and their guests, allowing them to take advantage of the excellent sports facilities of the College every Saturday morning throughout the year (including College holidays). Members can retain their membership for long after their children have completed their schooling. If you would like more information about this club, please contact Colin Chapman on 020 8394 2992, or alternatively just come along and meet us in the badminton hall at 11.30am on a Saturday.

OLD EPSOMIAN CLUB



On leaving Epsom College, pupils automatically become Life Members of the Old Epsomian Club. Life subscription is included in the consolidated fees. Members are increasingly active in supporting the work of the College, offering careers advice and university guidance as well as assisting with sport and music development. For more information please contact the OE Secretary, Sue Croucher, on 01 372 821294 or e-mail s-croucher@epsomcollege.org.uk.

DATA PROTECTION, DRUG POLICY, INFORMATION COMMUNICATIONS TECHNOLOGY (ICT), EMAIL AND THE INTERNET

Under Data Protection we are required to specify for what purposes we use data collected by the College and to ensure that a data subject is aware of and understands the purpose for which his/her data is being processed.

At Epsom College we have taken a firm stand against drug abuse, but feel that we need to extend our policy so that we identify those at risk, educate all in the danger of drugs, and help people to resist the temptation to experiment. We review our policy on drug abuse regularly.



Information regarding all of the above can be found on the Epsom College website. Once you have read the information, please complete and return the Parental and Pupil Agreement Form.

EMAIL CONTACT WITH PARENTS

We have initiated a system of regular email contact with parents. Ultimately this should make life easier for parents and less costly for the College. However, in order to do this we are governed by the Privacy and Electronic Communications (EC Directive) Regulations 2003. Unlike with paper communications, regulations for electronic mail provide that in order to email individuals with marketing information they must have 'opted in' to the receiving of this type of information. Much of the information you would receive would be academic and administrative communications, but, for example, internal brochures such as The Link, The Epsomian Magazine, Ezine and ticket booking forms for Founder's Day may be deemed to be marketing material.

Payment of Fees

School fees are invoiced termly in advance and are due for payment seven days before the start of each term. Invoices are issued at the end of each term and will show, in addition to the fee for the following term, charges for any extras that are due for payment. Invoices will be sent to the pupil's custodial address unless otherwise advised, and wherever possible will be sent electronically by email attachment.

Payment can be made by cheque and sent to the Bursar at the College, or by Bank transfer with any associated costs for the payer's account. Payments by cheque or Bank transfer must always include notification of the pupil code (as provided by the College Accounts Department) to ensure that remittances are credited to the correct account. **However, we strongly encourage parents to take advantage of the College scheme for paying by Direct Debit, either on a termly or monthly basis.** Under the scheme for termly payments, the fees (in advance) and extras (in arrears) are both debited seven days before the start of term. For monthly payments, the annual fee is divided into ten equal instalments, which are debited on or just after the 10th day of each month, from August to May inclusive; the extras are debited by Direct Debit (in arrears) seven days before the start of term. The College does not charge either interest or an administration fee for this facility. (Parents should note that it might not be possible to collect fees by Direct Debit from some bank accounts, particularly non-UK banks.)



If you are interested in participating in the Direct Debit scheme, please complete the mandate form and the instalment agreement enclosed and return them to the Bursar. For queries regarding the payment of fees telephone 01372 821133 or e-mail bursar@epsomcollege.org.uk.

Fees in Advance Scheme

The Bursar is always able to supply details and to give a quotation to parents who wish to pay fees in advance.

SCHOOL FEES PROTECTION SCHEME

The cost for this scheme will be included on the first term's invoice. Parents who do not wish to be in the scheme should delete the charge and inform the Bursar, in writing, that they do not wish to participate in the scheme. For those in the scheme, the cost will be charged termly in advance. Fees for periods of absence are refunded for absences of a minimum duration as detailed in the enclosed leaflet.

Personal Property

It is suggested that, apart from pupils resident overseas, personal items should not be brought to College at the start of the first term. During the first few weeks your son or daughter will discover which items can be accommodated, and they can then bring them to school after the first Exeat.

Enclosed are details of a special Insurance Scheme for Students' Personal Effects, the premium for which is included as part of the basic fees. However, our general advice is that articles of great value should not be brought to school. Please note that the scheme places limits upon both the total value and the maximum value of any one article.

Parents are recommended to take out a separate insurance for items such as mobile telephones, laptops and other accessories that are specifically excluded.

The single item limit for bicycles is £250 and watches or jewellery with an individual value of over £500 are specifically excluded. Laptops are included, but have a policy excess of £100. Parents are advised to note all specific exclusions to the policy, including the fact that items over 1 year old are not replaced on a 'new for old' basis, and to note that the policy will only cover theft occurring during the holidays if there is evidence of violent entry. It is strongly advised that all valuables be taken home during the holidays. Pupils are encouraged to have their own Bank or Building Society Account, and boarders who do not have an account should deposit spare cash with their Housemaster/mistress.

Personal Accident Insurance, including Dental Cover

All pupils are insured by the College, at no extra charge, against permanent disability resulting from any accident which occurs while they are pupils at Epsom College. The College has recently included dental cover in the policy offered to all pupils. The cover is for both term time and holidays. The Bursar should be notified of any claim. A leaflet is enclosed detailing the cover.

BUPA HEALTH INSURANCE



Parents should complete the form enclosed in the New Pupil Welcome Pack if they wish their sons or daughters to participate in BUPA. Cover will commence and premiums will be charged once the application has been received and processed.

FINANCIAL INFORMATION

CONFIRMATION FEE

Upon leaving Epsom College a final fee account will be raised to cover any extras incurred and not previously billed. Any such costs will be deducted from the confirmation fee deposit retained by the College and the balance will be refunded to the

person to whom the most recent invoice has been sent. Those in receipt of the final bill are asked to check the account and raise any queries within 14 days in order to assist in the timely return of any balance from the confirmation fee deposit.

GUARDIANS

It is a condition of entry to Epsom College that all pupils living overseas have a nominated guardian who is resident in the UK. The guardian is the parents' representative in this country; essential in times of crisis or need for support and advice, and available not only to the pupil, but also to the College as a proxy for the parents who might not be easily contactable.

The guardian's responsibilities normally include making all arrangements for somewhere to stay during Half Term, Exeat weekends and any shorter periods at the start and end of term, if flights do not correspond with term dates. In addition, the guardian should be available during term time in the event of an emergency, medical or otherwise. Guardians of pupils having non-UK nationality will also be expected to ensure that pupils fulfil their Visa entry conditions on arrival in the UK.

We recommend that guardians meet the respective Housemaster/mistress when the pupil joins the school and that regular communication takes place thereafter in order to provide effective support for the pupil. Guardians are strongly encouraged to attend parents' evenings (usually one per year) and are also welcome at sports fixtures, concerts and recitals,

drama productions and other House and College events. For this reason, the appointed guardian should live within a reasonable distance from the College such that travelling time should be no longer than two hours.

No international pupil will be admitted to the College unless a guardian has been appointed. Parents unable to find a suitable guardian may wish to engage the services of an accredited educational Guardianship, and the College is happy to pass on details of Guardianships with whom we have had a successful working partnership.

Parents of boarders living in the UK, but too far away from the College to be available in the event of an emergency, are reminded that they too should have a guardian in place. The guardian must be able to satisfy the requirements listed above.

Parents who live in the UK are reminded that they must let the College know (via the Housemaster/mistress) if they are out of the country for any period of time and should provide contact details in case of an emergency.



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