



# **Student-Parent Handbook 2024 - 2025**

# CONTENTS

1. Introduction
2. What To Expect On Your First Day
3. Information About Your House
4. Your Working Day: Timetable, Sports, Activities and Exams
5. Grading System
6. General Information
7. Leave-Out
8. Your Health
9. Important Rules
10. Personal Problems Procedures
11. Parents' Section
12. Term Dates
13. Boarding Houses: Contact Details
14. Staff

*All information in this handbook is correct at the time of going to press  
(August 2024)*

# 1

## INTRODUCTION

This handbook is designed to give you some details about Hurtwood House and how it operates. It is written for you, the student, (although there is a section that your parents or guardian should read) and it should make life a little easier for you if you read it carefully. For example, it tells you how the school day is organised, how the grading system works (and how your parents can access your grades), how you sign out for weekends, and many other important 'hows'.

At Hurtwood we are very keen that you should develop as an individual and, more importantly, that you should be happy while you are here. We want you to work hard and realise your academic potential; we are committed to teaching you the skills needed to achieve the best results possible.

Hurtwood is a residential community with a home structure. In each House there is a Housemaster or Housemistress and a team of House Tutors. This team will look forward to getting to know you better and will always be there should you need them. One of them will discuss your grades with you, and what you have been doing each week and will take a special interest in your progress. They are available throughout the week and are more than happy to give you advice on any matters.

Hurtwood is a non-denominational, multi-cultural community. Although the majority of our students are from the United Kingdom, we have a number of overseas students, usually from twenty to thirty other countries. This offers you the exciting prospect of understanding more about their religions and cultures in a free and tolerant community. You are able to practise the religion of your choice. We ensure that the necessary dietary and other arrangements are part of the school structure.

Sport is voluntary at Hurtwood, as are all the extra-curricular activities which we provide. They are listed in your student diary which will be given to you at the start of each term. We would encourage you to support one or more of the teams, as their success depends on your participation. Even if you have not enjoyed organised sport at your previous school, why not try here and see how differently it is run?

As with all communities, there is a need for 'boundaries'. In our experience, most of you will have come from a school where there was a multitude of rules and very few were followed. We have done our best to keep our rules to a sensible minimum, but we do expect you to follow them.

If you are in any doubt about anything – just ask.

# 2

## WHAT TO EXPECT ON THE FIRST DAY

You will have already received a letter from the Headmaster telling you what boarding House you will be living in for the year. On Registration Day please arrive at the main campus and park in the main car park and leave your luggage in the car. Having arrived, you should check in at the Registration Office (follow the directions), where the staff will make sure that all the appropriate forms have been completed and you have an opportunity to be registered on our IT system and have your photograph taken. You will also be told, if you do not already know, which House you have been allocated to (see Section 3). If it is off-campus, you will either be given a map and directions if your parents or guardians are still with you, or transport will be arranged to enable you to go to your House to unpack and meet your Housemaster or Housemistress.

The Headmaster and the Deputy Head (Students) will be available all day to meet you and your parents and to discuss any queries or last-minute thoughts about your timetable, but with over 180 students arriving it is going to be a busy day with inevitable queuing and therefore it is advisable to sort out your academic programme in the week preceding the start of term.

We try hard to get the timetable into full operation as soon as possible. On Sunday you will have access to your personal timetable, via your 'Student Hub', and on Monday there is also an orientation programme which includes meetings with the Headmaster, the Deputy Heads and the House staff. The programme is well advertised around the School and your Housemaster or Housemistress will provide full details, so you won't miss anything.

You will need to log on to the School's IT system as soon as possible and access your 'Student Hub', which holds a very wide range of information relevant to your Hurtwood life; it is your 'go to' point of information.

Lessons will begin in earnest on Tuesday.

# 3

## INFORMATION ABOUT YOUR HOUSE

There are nine boarding houses at Hurtwood House, two on-campus and seven off-campus. They are:

Hurtwood House	On-campus	Girls
The Lodge	On-campus	Girls
Beatrice Webb House	Off-campus	Mixed
Cornhill Manor	Off-campus	Mixed
Ewhurst Place	Off-campus	Mixed
Peaslake House	Off-campus	Mixed
The Turrets	Off-campus	Girls
Highcroft Cottage	Off-campus	Girls
Spindles House	Off-campus	Girls

*(Addresses and telephone numbers are published in Section 13)*

When you join Hurtwood as a new student, the Headmaster will allocate you to a House and to a room. You are likely to be sharing with one or two other students. At the end of your first year you will be asked if you would like to change Houses and who you would like to share with. Some single rooms will be available for second-year students.

Within each House there is a Housemaster or Housemistress or House Tutor who is on duty during the evenings and weekends. They are only too happy to help if you have a problem. You will be assigned to a tutor group and your tutor will support your academic and personal progress in the School, as well as distributing your weekly subject grades (see Section 5).

We want you to be as comfortable as possible in your room. Pictures and posters help, so decorate it to your liking, but please put them up with drawing pins and sellotape or Blu-tak because these mark the walls. However, please avoid putting drawing pins into wooden surfaces. For Health and Safety reasons, in particular fire regulations, please do not attach anything to the ceiling of your room. You are jointly or individually liable for any damage caused to school premises or property and will be charged accordingly on your school account. Should you inadvertently break something, please let someone know; we are aware that accidents do happen.

You are welcome to bring electrical equipment with you, such as a hairdryer etc, but for safety reasons you must ensure that the correct plug and fuse are fitted. The School will test all electrical items within the first few weeks of your arrival – this is a Health & Safety requirement.

There is a recreational area in each House where you are able to watch TV or play pool or table-tennis during your free time. There is either a shop or vending machine in each House where you can buy snacks and drinks etc. There is also a small kitchen area where you can make snacks and hot drinks during the evening. For safety reasons, cooking is not allowed in bedrooms.

If you live in an off-campus House, your Housemaster or Housemistress will inform you of the times and arrangements for leaving in the mornings. (Breakfast is available at school any time up to 8.30 am). Likewise, the times for returning to Houses after supper are organised by your Housemaster or Housemistress. (You cannot go back to your House during the day, so you will need to be well organised and bring everything that you need for the day with you in the morning and use your locker if necessary. It is therefore a good idea to bring a weatherproof book bag with you, big enough to hold A4 files.) In the Summer term you may be allowed to walk back to your boarding house rather than being driven back, if you have discussed it with your Housemaster or Housemistress, agreed to follow certain guidelines and have the agreement of your parents. (If they would prefer you not to walk back then they should inform the School.)

If you are a day student and you are ill and unable to attend, you should inform your Housemistress by 8.45 am.

Each House has laundry facilities. For fire prevention and safety consideration you must *not* iron in your room or dry clothes on the storage heaters. If you experience problems with any of the machines, let your Housemaster or Housemistress know or tell the Domestic Bursar directly. You may find there are times when use of the facilities is restricted because the household staff are washing the bed linen, but these times are clearly displayed in each House. Bed linen is provided – and washed for you – but you may prefer to bring your own sheets and matching duvet covers in order to make your room more 'homely'. However, towels are not provided and you should bring at least two for personal use. (There is a standard charge per student per term for the laundry facilities – this does not include soap powder for your own personal washing).

There is a time set aside each weekday evening for prep and you are expected to work in quiet conditions. Times vary slightly from House to House and your Housemaster or Housemistress will inform you about these at the beginning of the year. However, 'lights out' is at 11.00 pm during the week and on Sundays, and at 11.30 pm on Fridays and Saturdays in all Houses. You are not allowed to work after this. We recommend that if you cannot finish your work that night, you set your alarm clock and get up an hour earlier the following morning.

# 4

## YOUR WORKING DAY: TIMETABLE, SPORTS, ACTIVITIES AND EXAMS

During your first day at Hurtwood, you will receive your timetable with the specific lesson times. In general, your working hours are between 8.50 am and 1.00 pm in the mornings, 1.50 pm and 3.00 pm in the afternoons and 5.00 pm and 6.10 pm in the evenings. During these times you are expected to be working in lessons or to be in Private Study. If you live off campus, this is held in the Naylor building. If you live on campus, you can use your study bedroom.

There are two morning breaks at 10.00 am and 11.30 am (10.30 and 11.45 on Wednesdays). There is also a break for activities and sports every afternoon. You are encouraged to participate in one of the many sports and activities on offer, but don't forget to bring your kit with you in the morning, as you cannot go back to off-campus houses during the day.

The afternoon activities session is very important at Hurtwood. We have found that you will work harder and enjoy it more if your day is balanced between work and play! On your first day you will be told about the sports which are on offer and your student diary will tell you on which afternoons they take place. Remember, sport is an important part of Hurtwood life – you will be participating for pleasure. The other important point to remember is that you do not have to be a regular participant. You can just turn up and join in. We never forget that sports should be fun. Experience tells us that many students elect not to join in, as sport has been compulsory in their previous schools. However, by the end of the first year they often admit that this has been an error. Don't make the same mistake!

On Wednesday afternoon the arrangement is rather different. Instead of having lessons after lunch, we provide an even more varied programme of sports. During this time some of you may be rehearsing for a theatre production and some of you may have been selected for the Hurtwood Film Academy or you may be playing in a fixture against another school. But at this time on a Wednesday everybody has to sign up for something or else attend supervised private study. After this session there is a period of 'free time' before lessons start again at 5.00 pm as usual.

Keen sportsmen and women will be pleased to know that Hurtwood has an extensive fixture list and puts out teams for all major sports to compete against other schools and clubs.

In addition to your lessons and the daily activities periods, there are two occasions during the week when the Enigma programme takes place and on Fridays there is a whole year-group Enigma session. You will be sent a separate booklet about Enigma – it is part of Hurtwood's Life Skills programme and consists of short courses

which are designed to broaden your outlook and teach you skills which are not normally available in the school curriculum. There are over 20 modules covering topics such as reflexology, cookery, kick-boxing etc. You will be asked to decide how many of the sessions you would like to be involved in and which modules you would like to take. We will do our best to meet your requests, and because we attach such importance to broadening your outlook, we will expect you to take at least one session per week.

Every Monday afternoon there is a full staff meeting where the weekly grades are discussed (see Section 5). You are assessed in each subject for attainment and effort and you will discuss these with your Tutor on Monday evening. At this meeting you have the opportunity to plan strategies and set targets for the coming week. It is a process designed to help you make the most of your abilities and your time at Hurtwood. Your parents/guardians can access these grades weekly through the online MyGrade portal. Reports are provided for your parents/guardians at the end of each term. Hopefully, with this careful monitoring you will improve your study techniques and learn to take greater responsibility for your own studies.

You will be shown how to use your online 'Student Hub' where you can access information on many aspects of your life at Hurtwood: timetable, music lessons, your Enigma course choices, weekly grades, and examination results.

All schools have examinations and Hurtwood House is no exception. No matter what you are studying this year you will be involved in examinations. We offer a fully linear A Level curriculum, where all A Level courses are studied over a two-year period with final assessment in the summer term of your second year. You will not be sitting any free-standing AS examinations at the end of the first year, although you will be formally examined internally in both November and April of the first year in order to develop your examination skills and ascertain progress. You will be provided with relevant support, guidance and tools for revision at key points throughout the year.

Students typically study three A Level courses.



Monday		Tuesday		Wednesday Staff Team Meetings		Thursday		Friday	
8:50 to 10:00		8:50 to 10:00		9:30 to 10:30		8:50 to 10:00		8:50 to 10:00	
Break		Break		Break		Break		Break	
10:20 to 11:30		10:20 to 11:30		10:45 to 11:45		10:20 to 11:30		10:20 to 11:30	
Break		Break		Break		Break		Break	
11:50 to 1:00 (1:10)		11:50 to 1:00 (1:10)		12:00 to 1:00 (1:10)		11:50 to 1:00 (1:10)		11:50 to 1:00 (1:10)	
Lunch		Lunch		Lunch		Lunch		Lunch	
1:50 to 3:25	Activities	1:50 to 3:00		2:00 to 3:30	Wednesday programme	1:50 to 3:00		1:50 to 3:00	Enigma
3:30 to 4:25	Staff Meeting	3:10 to 4:55	Activities	3:30 to 5:00	free time	3:10 to 4:55	Activities	3:20 to 4:30	Break
4:30 to 5:40 (5:50)		5:00 to 6:10 (6:20)	Enigma	5:00 to 6:10 (6:20)		5:00 to 6:10 (6:20)	Enigma		
5:40 (5:50)	Supper	6:10 (6:20)	Supper	6:10 (6:20)	Supper	6:10 (6:20)	Supper		

# 5

## THE GRADING SYSTEM

The weekly grades are the cornerstone of our system of monitoring your progress. They serve several purposes. They exist so that **you** know exactly where you stand in relation to your progress in each of your subjects on a week-by-week basis. They provide us with the opportunity to help put things right swiftly if they are going wrong. The grades also give your parents or guardians valuable information about your weekly performance. They are very much a review of your achievement. In short, the grades give everyone involved with your education – you, the School and your parents – the reassurance that everything is under control.

Each grade consists of two components – the attainment grade and the effort grade. The tables below are designed to help you understand the system.

ATTAINMENT GRADES		
A Level		I/GCSE
A	Highest pass grade	a
B		
C	Middle pass grade	b
D	Lowest pass grade	c
E		d
U		Fail grades
		f

The attainment grades are in line with the national grading system at A Level, and are a very good indicator of the quality of work produced in any one week. It must be stressed that they cannot be precise in terms of eventual examination results, but if you take an 'average' over a period of time you will have a reasonable indication of what you could achieve if you reproduced the same standard of work in the examination.

Our attainment grades for our small number of Foundation students also reflect the I/GCSE grading system, but lower case letters are used so as not to confuse parents/guardians of students studying both A Levels and I/GCSEs. Hence, a, b, and c represent pass grades whereas d, e and f are fail grades. To aid simplicity for parents, we continue to grade I/GCSE subjects internally using letters and we use the following equivalents to represent the 9-1 numbering system for GCSE subjects: (a = 9, 8, 7; b/c = 6, 5 (strong pass), 4 (standard pass); d, e, f, g = 3, 2, 1).

EFFORT GRADES				
1	2	3	4	5
Very good	Good	Minimum acceptable	Poor	Very Poor

The effort grades are inevitably more subjective, but your teachers have been issued guidelines to work to. They will be only too happy to discuss your effort and your grades with you. Remember, your teachers are working *with* you and want you to succeed and produce your best.

At the Monday staff meeting, grades are discussed and teachers explain the reasons for their grades to the Deputy Head - Students and the House staff. If your grades are poor or disappointing, your tutor will be discussing with you the way forward for the following week. You should see this as a partnership and set yourself realistic objectives. If your grades are good then your tutor is likely to pass on to you congratulations from the meeting, and discussion will then centre on how to maintain or improve them. Always remember that the system exists for you!

We take this whole process very seriously and you must understand that if your grades fail to improve or you elect to ignore the advice and wise counsel on offer then sanctions such as a weekend work programme will be introduced.

# 6

## GENERAL INFORMATION

### Cash

The School has 'SumUp' card machines that can be used for some incidental payments via debit/credit card.

If you do not have a bank account, your parents/guardians may deposit cash for you with the School. You can then collect this as and when you need it from the School Receptionist.

Please note that cash will *not* be issued to you until the School has received funds for that purpose. (Remember, bank transfers may take a little time so don't leave your request until the last minute!)

### Mobile phones

Mobile telephone reception up in the hills is variable (check with your Housemaster or Housemistress about the best. Please remember that the sound of phones ringing at inappropriate times is very annoying and we ask you to make sure that parents and friends do not ring during working hours or after 'lights-out'; please make sure your phone is switched off during lessons and at night.

### Mail and parcel deliveries

There is one mail delivery and one collection every day at the main school. Incoming mail is delivered to the office, where it is sorted and then given to your House staff to distribute in your House. Your mail should be addressed to you at the main school for sorting.

Special items such as recorded deliveries, registered letters, packages and courier deliveries must be signed for at Reception. If you receive such a letter/package, a message will be sent to you asking you to go to Reception to collect your item. Always have these items sent to the main school address – they cannot be signed for in the empty boarding houses during the day and may not be left without a signature.

Outgoing mail should be posted with the correct postage attached, in the letter box outside the back door.

## Computers and E-mail

There are many computers around the school and all students are given an account for using the School's computer network during their time with us. A separate document – the E-Safety and Acceptable Use Policy – will be sent to you to read and agree to. This is a very important document and requires your fullest attention. It also lists the minimum PC/laptop requirements which can be supported by the IT department.

Each student has their own e-mail address at Hurtwood. This is of the form: firstname.familyname@hurtwood.net e.g. john.smith@hurtwood.net. Your teachers, the Health Centre or the Receptionists may send you messages via your school e-mail account so get into the habit of checking it on a daily basis. Students can send and download e-mails from any computer on campus.

The School has a number of 'follow me' printers. You will be allocated a 4-digit pin code to access any documents that you send to these machines for printing.

Parents can also contact the School by e-mail at info@hurtwood.net or they can e-mail direct to members of staff using the same format as for students, i.e: john.smith@hurtwood.net.

## Privacy and Data Protection

We take our students' privacy very seriously. It is important that you understand what we do with your data and your rights to your data. The School's Privacy Notice can be found on the website. Please ensure you have read it and you understand it.

## Student Council

There is a Student Council and elections are held for this and the House Councils early on in the first term. We want to hear your thoughts about Hurtwood and we want you to be involved in helping us to make it a good and happy place to work and live in.

## Noticeboards and messages

The main noticeboards are in the corridor outside the stationery room and there are also electronic noticeboards located around the campus. Collectively, they display information about sports and activities, events in the Theatre and rehearsals, and other important day to day information. The Receptionists or the Health Centre or your teachers may also post messages for you via the electronic noticeboards. Be sure to check all noticeboards regularly.

### Taxis and other transport

Taxi fares *cannot* be put on your Extras Account, with the exception of taxis to and from airports at the beginning and end of term. The School Receptionists can arrange for a taxi to collect you from the airport at the start of term in September. If you would like them to arrange this for you, please contact them by telephone or e-mail, giving all your flight details. This will be added to your Extras Account. The School Office is not open during Christmas, Easter or half-term holidays, so you will need to book your taxis for the beginning of the Spring and Summer terms at the end of the previous term when arrangements are being made for your departure.

If you need a taxi at any other time i.e. for University open days, medical appointments etc, we advise you to obtain your parents' permission in plenty of time. They must telephone or e-mail the School Reception to authorise this extra expense, and the taxi cannot be booked until this authorisation has been received. Taxis to London *cannot* be charged to the Extras Account at *any* time. All other taxis must be booked by the students and paid for by the students.

Whilst we are happy to be as helpful as possible with the booking of taxis for students, the School cannot accept responsibility for the reliability or conduct of the drivers or companies that we use, although we do ensure that the taxi companies below are suitably licensed and checked by the appropriate local authority.

The following telephone numbers may be useful if you want to make your own arrangements:

Bramley Cars:	07778045627
Magnum Cars and Carriages:	01483 281111
Surrey Cars:	01483 449999

There is school transport which leaves after classes on Fridays to take students to Guildford station. To reserve a seat, you should see the Receptionist, before 4.00pm on Thursday, who will put your name onto the list. The cost of your seat *cannot* be put onto your school bill. Once you have put your name on the list, it is up to you to make sure that you are at the departure venue at the correct time. Refunds cannot be given if you have missed the bus, so make sure that you are waiting in the top car park in plenty of time. Bookings for the bus are on a first come first served basis.

### Absence during the school day

You must obtain a 'blue card' from Reception and have it signed by all of your teachers and your Housemaster or Housemistress for any trips during lesson time.

## Personal belongings and insurance

The School cannot accept any responsibility for your personal belongings, so you are advised not to bring valuables to school. Your Housemaster or Housemistress will look after any spare cash or important documents if necessary, however, we do ask you to deposit any passports, airline tickets etc with the School Secretary for safe-keeping. Although the School has an 'open door' policy and thefts are usually rare, in a residential community where facilities are shared it is all too easy for things to get lost, mistakenly removed or put away by the wrong person. We therefore strongly advise you to check that your parents' household insurance covers your belongings while you are away at school, especially laptops, tablets/ipads, and mobile phones. Although many items may be retrieved, sometimes this is not possible and it is best to make sure that your belongings are insured in case you are unlucky. You may like to bring a lockable 'tuck box' with you for your bedroom. Individual lockers are available for 'off campus' students and can be issued with a combination lock for it in September. Use your locker for all valuables. In addition to these facilities, each study bedroom has an electronic safe for use by the students for small valuables. These are shared between room-mates and are accessible by security code. Make sure that you use these safes for all of your valuable belongings and do not reveal your security code to anyone apart from your room-mate.

*You should also be aware that we will not tolerate stealing. Any student caught doing so will be asked to leave immediately.*

You may leave some of your belongings over the Summer holiday if you are returning in September, but they must be securely boxed up and each item must be clearly labelled with your name. The School cannot accept responsibility for items that are left behind, so do check that your parents' insurance policy will cover their replacement if they go missing. Any belongings left in your room at the end of the year after you have left will be disposed of unless you have clearly marked them 'for storage'. If you are leaving the school, you must take all of your belongings with you.

## Driving Lessons

You may wish to learn to drive whilst at Hurtwood. The local driving schools are not able to accept school account bookings, so you are advised to contact them directly and arrange for them to be paid in advance by your parents. The School can suggest instructors who have in the past taught our students, although we cannot accept responsibility for the services they offer. Please ask at Reception for further details. Remember, you should not arrange to take driving lessons during working hours.

Before you can take driving lessons, you will need a provisional driving licence. This can be obtained by filling in the appropriate form online.

## Higher Education and Careers

In an increasingly competitive market for university places we are keen to do everything we can to give our students the very best chance of achieving their goal.

All through your time at Hurtwood as part of the Life Skills programme you will receive advice and support from the Careers department. In your first year this will involve meetings, interviews and visits from outside speakers, culminating in focussed careers sessions in the summer term. You will be given help in preparing to complete your on-line UCAS application and during the first few weeks of your final year you will be putting the finishing touches to your UCAS form under the guidance of House and Careers staff. Your applications will be closely monitored at every stage and the Careers department will let you know of open days at universities. Alongside academic enrichment opportunities to stretch students applying to elite universities, students who are called for interview have the opportunity to have a mock interview with one of the team or an outside subject specialist. Students are given verbal and written feedback which helps them to extend their subject knowledge and interview technique.

The Life Skills office, where the Careers department is based, is open from 8.30 am to 6.00 pm on weekdays (4.30 pm on Fridays), and you are welcome to come and browse or make an appointment to discuss your future plans in detail with a member of staff. The Careers department has a large team who provide specialist advice in a wide range of subject areas. They also offer support for those intending to apply to universities outside the UK and work in close contact with the Art and Drama and Theatre Studies departments to help students who apply for courses outside the UCAS system. Shown below is a step-by-step guide to the university applications process, so that you know what is planned throughout the year:

**Term 2** – There is a meeting for all A1 students in the first week back, followed by individual interviews with the Careers department. You start deciding on possible courses and universities, helped by the staff. Your parents will receive a letter from the Head of Careers towards the end of term which will summarise your discussions with the department. Your family are more than welcome to come in and discuss any aspects of the process at any time. Just call the Careers Department (01483 279186) or e-mail them on [careers@hurtwood.net](mailto:careers@hurtwood.net) to make an appointment.

**Term 3** – Individual interviews continue and after the Internal Assessments there are careers sessions for all A1 students which include speakers from universities, seminars on the UCAS application system and visits to universities.

**Term 4** – Choices are finalised and you complete your on-line application form, which is despatched to UCAS. It is School policy not to show students the confidential references written in support of applications. Please note that our experience has shown that those who submit their forms by early November tend to receive their offers more quickly, which helps them plan the rest of the year.



**Term 5** – You receive replies to your applications, and offers are monitored by the University Advice and Applications department. Students are prepared for interviews where this is necessary.

**Term 6** – It is now time to make a final decision on all the offers you have received. You must choose one - your 'firm' offer - and select a second which is known as your 'insurance'.

**After the A Level examinations** – the Careers department will be open when the results are published, and staff are here to help and advise you through the entire Clearing process.

**NB** With over 350 students, all at different stages of their applications, there can still be a fair amount of paper correspondence from universities (although much of this is now done by e-mail). It is vital that there are no delays or procedural mistakes, so *all* university mail, even though it is addressed to you personally, is directed straight to the Careers department, who record all offers and conditions on your file. Only in this way can we guarantee that your application is processed swiftly and efficiently. Once the details have been checked the correspondence is re-sealed and passed immediately to you via your Housemaster or Housemistress. If you object to this procedure, you can let the department know, but you must appreciate that if you handle your university correspondence yourself we cannot be responsible for the outcome.

### The Stationery Room

At the beginning of the academic year, all of your textbooks can be obtained from the School and will be charged to your Extras Account. The Stationery Room is open for basic stationery items during lunch breaks from Monday to Friday and at varying times in the afternoons. Any items required are payable by the student at the time of purchase.

### Guardianship

If you are coming to Hurtwood House from abroad it is possible that you will already have someone in the UK who can support and help you if you experience any difficulties or who can help you with holiday or weekend arrangements. This is usually a relative or close family friend in the UK. Please seek advice from the School Secretary if you would like further information on this or if you would like to consider some of the Guardianship agencies with which we are familiar.

### Excursions

During the year there are several excursions organised by Houses and departments, some of which involve travel abroad. We would encourage as many of you as possible to participate in such trips, but we would point out that

this is by invitation of the member of staff leading the group and you will be expected to behave appropriately at all times.

### Examination certificates

Examination certificates are issued by the Awarding Bodies several months after the results are published. The School will keep them safely for you until you ask for them. NB: If certificates are lost, the examination boards will not issue duplicates, although proof of results can be supplied.

# 7

## LEAVE OUT

Outside working hours you are free to go anywhere in the grounds that are not deemed to be out of bounds, but boys are not allowed in the Lodge or girls' rooms in the main House at any time. You may not return to off-campus Houses during the day.

The weekend at Hurtwood House begins after lessons on Friday at 4.30 pm. You are allowed to go out locally or further afield or home, provided your parents/guardians have given permission at the beginning of the year (see below for 'permissions') – permission will roll over from the first year unless specifically modified for the second year - and provided your Housemaster or Housemistress is happy and there have been no untoward problems during the week. Your Housemaster or Housemistress will ask you what your weekend plans are, and give you a form to fill in, by Wednesday evening each week. If you want to be away from school at any time over the weekend, he/she will then check that you have the appropriate parental permission and that you can 'afford the time'. If everything is OK, then permission is granted.

This is probably a good time to remind you that although we do not have Saturday School, there are times during the year when you may be needed to stay at school for the weekend, or part of the weekend, for ACT/SAT preparation, open studio sessions for Art and Textiles or extra-curricular activities such as Theatre rehearsals, filming or outdoor education events.

If you need to be away from school at any time during working hours, you must complete a 'blue card', which involves seeing all your teachers and then your Housemaster or Housemistress. You can obtain a blue card from Reception. You should only miss lessons if it is essential and you should be aware that teachers may feel so strongly about your proposed absence that they refuse to sign your card.

To summarise and help you get things right, a step-by-step procedure is given below:

### Leave out (weekends)

- 1 If your weekend plans require your parents' permission you must ask them to contact your Housemaster or Housemistress, as early in the week as possible, either by telephone or e-mail. (It must be by Wednesday evening).
- 2 Fill in the House weekend leave-out form by Wednesday night at the latest and give it to your Housemaster or Housemistress. If there are any problems with your arrangements he/she will let you know at this stage.
- 3 Make appropriate arrangements to return to your House by **10.30pm** on Sunday.

### Leave-out (special)

- 1 Obtain a blue card from Reception or the School Office.
- 2 Complete the top section (address etc.) yourself.
- 3 Obtain the signature of **all** your teachers.
- 4 Obtain your Housemaster's or Housemistress's signature, and leave the card with him or her.

### **'Permissions' for Leave**

There are three types of Leave that your parents/guardians need to understand and give permissions for (or otherwise) on the online InForm system before you start at Hurtwood:

Local Leave means that a student who is staying in school for the weekend may visit a local town such as Cranleigh or Guildford but must return to the boarding house by 10.30pm; all students are normally allowed this Leave unless you inform the Housemaster or Housemistress otherwise.

London Leave means that students may travel to London but must return to the boarding house by 10.30pm.

Weekend Leave means that a student may stay out overnight on a Friday or a Saturday. Parents/guardians can give permission for the student to stay overnight at specified addresses (**Specific Weekend Leave**) without having to contact the Housemaster or Housemistress on a weekly basis. These addresses need to be given in advance to the Housemaster or Housemistress and will normally include the registered home address(es). In addition, you can choose whether the student needs particular permission on each and every occasion (**Restricted Weekend Leave**).

### Half-term holidays

The dates for the half-term break in the Autumn and Spring terms can be found in Section 12. The School is closed during these periods and all the Houses are locked. There is no half-term break during the Summer term.

**The School does not observe public holidays which occur during term time.**

# 8

## YOUR HEALTH

Before starting at Hurtwood you and your parents should have completed an online medical questionnaire as part of the online InForm process. If this is not fully completed before the first day of the new school year then you will be required to see the School Doctor to ensure that you are in good health.

As a boarding student at Hurtwood you are registered with the School Doctor (day students may choose to stay registered with their existing doctor). This entitles you to medical attention under the National Health Service during your time at Hurtwood House. The Health Centre team is available every morning between 8.30 am and 8.50 am, 10.00 am and 10.20 am and 11.30 am and 11.50 am to deal with routine aches and pains, coughs, colds, headaches etc. The doctor holds a surgery in the Health Centre twice a week – Mondays and Fridays in the morning. If you need to see a doctor you must make an appointment through the Health Centre. If you are taken ill during the night, send a room-mate to your Housemaster or Housemistress or the Tutor on duty. They will give you treatment or contact the doctor as necessary. If you wake up in the morning feeling ill, ask your room-mate to fetch your Housemaster or Housemistress who will assess the situation and inform the Health Centre. You will be brought into school where you can be cared for properly.

We have full health day centre facilities at the School and we can take care of you there whilst you are ill. However, in the case of any lengthy or particularly contagious illness the doctor or nurses may feel that it would be best both for you and the School if you were able to rest and recuperate away from school. In that event, having consulted your parents, we will make all the necessary arrangements to get you home or to your guardian (or one arranged by the School). We have School Counsellors who are available Monday-Thursday afternoons – the Health Centre will be able to organise an appointment with a counsellor should this be helpful to you.

Should you need dental treatment or some other specialist treatment – physiotherapy, for example, - the Health Centre will be happy to make appointments for you. They will always consult with parents or guardians before making any appointments of this nature as these treatments are often not covered by the National Health Service. Your parents may well have taken out some medical insurance for you and may wish to deal with dentists and specialists directly. If you have any medical problems or queries, please do go and discuss them with the Health Centre.

There are many displays and presentations during the school year on themes related to health education. The School Doctor is retained to advise the School on such matters, to hold twice-weekly surgeries in the Health Centre and to see

students at other times at the surgery. The doctor is paid a retainer per student, per term, as recommended by the Medical Officers for Schools Association and this is charged to your Extras Account.

Always remember to follow the doctor's or nurses' instructions carefully. For Health and Safety reasons, it is School policy that you, and your parents, inform your Housemaster or Housemistress when any medication – either bought over the counter or prescribed by a doctor or practitioner other than the School Doctor, is brought into the House. You will be required to sign an agreement regarding the self-administration of the medication which acknowledges that you will adhere to certain rules and regulations whilst the medication is in your possession.

Never accept pills or medications from other students and always keep any medicines or tablets which the doctor prescribes to you in a safe place, such as your locked 'tuck box' or safe. Do not leave medications on view and please do not keep large quantities of medication in your room. The Health Centre can keep any excess locked away for you until you require it.

# 9

## IMPORTANT RULES

In the introduction, mention was made of having only a few rules. These are the ones we feel most strongly about.

### Alcohol

Alcoholic drinks may only be consumed at authorised School occasions. Alcoholic drinks may not be brought onto the School premises or sites. Drinking to excess under any circumstances is unacceptable. All pubs are out of bounds. Students found drinking, or in possession of, alcohol may be suspended in the first instance. On repetition the School will have no option other than to consider asking the student to leave the School.

### Appearance

Dress and appearance can be a major source of concern. Although there is no school uniform, we do attach great importance to how you look. You should aim to be presentable and appropriately dressed at all times whilst either at school or back in your boarding House.

Students should remember that:

- Extremes of fashion are not acceptable.
- Caps and hats may be worn around the campus, but not in classrooms, private study or the School Office. Hoods must not be worn up inside the buildings.
- Clothes must be clean and free of holes and excessive tears.
- Inappropriate slogans or offensive logos must not be worn on clothing.
- Shorts, skirts and dresses, if worn, should be of an appropriate length.
- See-through clothing, for example see-through blouses, strapless or 'string-strapped' tops, and clothing which is revealing or which reveals underwear, must not be worn.
  
- We advise against Flip-flops or backless footwear due to health and safety issues
- Hair should be neat and tidy, avoiding extremes of fashion, outrageous or cult styles or obvious colourings.
- Body piercings and tattoos are not acceptable. Apart from the ears, no other visible body piercing is acceptable with the exception of one small discrete nose stud. No other facial jewellery is allowed.

Your Housemaster or Housemistress will quickly advise you if you are not appropriately dressed. We do not want your appearance to be a source of conflict and we must all exercise common sense in this respect.

### Cars

You are not allowed to keep or use cars or motorbikes (including hire vehicles) while you are at School. However, students who have rehearsals at weekends are allowed to drive a car to School on those occasions, provided that prior permission has been granted. Any student found in possession of a motor vehicle without permission may be suspended.

If you are a Day Student you may be permitted to drive a car to School with prior permission from your Housemaster or Housemistress, but if you are seen to be driving irresponsibly, giving lifts to other students, or parking elsewhere than in Radnor House car park, this privilege will be withdrawn. We would also recommend that having passed your driving test you enrol on a driving 'Pass Plus' course before taking on the narrow lanes and tracks around the School. Pass Plus is a scheme designed by the Driving Standards Agency and helps new drivers to learn how to reduce the risk of accidents. Statistics show that new drivers are around 10 times more likely to be involved in an accident, and regrettably, two drivers under the age of 25 die every day in crashes in the UK. As part of the Life Skills programme, all students attend the national 'Safe Drive, Stay Alive' initiative.

### Conduct

You will be expected to act with consideration and respect at all times towards members of staff and fellow students alike. The School reserves the right to exclude any student whose behaviour, either inside or outside of school on an excursion, is unsatisfactory. You should be aware that if the School feels that your continued attendance here would benefit neither the School nor you, it reserves the right to terminate your registration.

### Drugs

Drug and solvent abuse is a national problem. We will continue to take positive steps to ensure you are not at risk. We reserve the right to use a drugs test to establish usership, and if you are discovered - either on or off the school premises - to be using or possessing illegal substances (including de-criminalised substances or substances formally known as 'legal highs') you will be instantly excluded. *There are no second chances for offenders.* You are liable, along with all other students, to be tested during the academic year and the cost of the test is charged to your Extras Account. A copy of the School's policy on the use of illegal substances, which includes details of the testing procedure, is available on request.

Remember – all you have to do is say NO to drugs.



### Firearms and knives

Firearms, airguns, knives of any description or any other weapons, including replicas, are not allowed on school premises.

### Gambling

Gambling for money is not allowed.

### Out of Bounds

In order to respect the privacy and personal space of our students, boys are not permitted in girls' rooms or corridors and girls are not permitted in boys' rooms or corridors. Breaches of this agreement are viewed most seriously.

The road between Hurtwood and the Art studios is out of bounds for safety reasons. You must use the paths within the campus.

### Pets

Pets are not allowed on school premises.

### Smoking/Vaping

Hurtwood House does not condone smoking and in keeping with current legislation, smoking (including the use of e-cigarettes/vaping devices) is not allowed anywhere on the main school campus or at the Houses by anyone – staff, students or visitors. If you are found breaking the School's smoking ban a tariff of sanctions will be applied, which includes informing your parents, attendance at an anti-smoking course and weekends in school. Continuous abuse of the no smoking policy will be regarded as an habitual breaking of a major school rule which could result in a further suspension or even permanent exclusion (refer to Discipline and Behaviour Policy).

### Visitors

Hurtwood is a friendly and welcoming community, but because our most important responsibility is the safety of all of our students, we have to take precautions with visitors to the School. Students must seek permission from the Deputy Head - Students before inviting a visitor to the campus. Visitors to boarding houses should notify the duty staff and must be accompanied by staff in student social areas and bedrooms. All visitors to the main campus must sign in at Reception.

### Searching and Confiscation

In the general course of school life, given Hurtwood students' good conduct overall and taking into account the very good relationships between students and

staff, it is unlikely that searching students and confiscation of their property will be necessary. There are however some occasions when it might be necessary, for example for items that are dangerous, illegal or detrimental to school discipline. These include:

- knives or weapons;
- alcohol, illegal drugs and items associated with them;
- stolen items;
- tobacco and cigarette papers, including items associated with smoking such as cigarettes, tobacco, vaping devices, lighters, matches and other smoking paraphernalia;
- fireworks;
- pornographic images;
- any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- any other item or associated paraphernalia banned by the school rules.

# 10

## WHAT TO DO IF YOU HAVE A WORRY OR COMPLAINT

### Students' Complaints Policy

Here at Hurtwood House, we want everyone to feel part of a safe and happy community. From time to time, you may be worried or upset about something. This policy tells you about various people available to help you, so that you can choose someone you feel you can trust. The experience of students in this and other schools is that, no matter how bad the problem may seem to be, it is almost always a great help to talk about it. You can talk to any member of staff if you have a concern.

#### Concerns about your studies

These should be discussed firstly with the teacher concerned or your House Tutor. Your Tutor will discuss the matter with the relevant teacher if you find it difficult to do so yourself. Your Housemaster or Housemistress and the Deputy Head - Students are also available if needed.

#### Concerns about your living conditions

Problems relating to your accommodation are best discussed with your Housemaster or Housemistress, who will liaise with the Domestic Bursar or Estate Manager as necessary. Any question about the food should be directed to the Chef Manager.

#### Concerns about bullying

Bullying can take various direct and indirect forms, but most bullying incidents will have three things in common: it is deliberately hurtful behaviour; it is repeated over a period of time; it is difficult for those being bullied to defend themselves.

We are determined that bullying should not happen at Hurtwood and it is important that you know what to do if it does. If you are being bullied and you find it difficult to tell a teacher or your Housemaster or Housemistress, tell your friends and enlist their help. They can discreetly alert your Housemaster or Housemistress on your behalf. It is essential that an adult is told. The School has an anti-bullying policy which can be found on the intranet and the School website. Do be assured, any student who is found to be bullying is liable to be asked to leave the School.

### Other personal problems

If you have problems, whatever they are, your House Tutor, Housemaster or Housemistress, the Deputy Heads and the Health Centre may be able to help with useful advice. They are all good listeners and will be able to point you in the direction of specialist advice if needed. If you would prefer to talk to an independent listener, one of our School Counsellors can help. Her name is Catherine Moss telephone number is 07725999552. Alternatively, Childline, the free national helpline for young people, provides a telephone counselling service 24 hours a day every day. The number (freephone) is 0800 1111.

Most importantly, do not bottle problems up. If you do they will only seem to get worse.

Remember – there are lots of people who may be able to help:

Your subject teacher

Any member of staff

Your House Tutor

Your Housemaster/Housemistress

The Deputy Heads

The Headmaster

The Health Centre

The School Doctor (01483 782478)

Catherine Moss (07725999552)

Office of the Children's Commissioner – 'Help at Hand' - Tel: 0800 528 0731

Email: [help.team@childrenscommissioner.gsi.gov.uk](mailto:help.team@childrenscommissioner.gsi.gov.uk)

Childline – 0800 1111

**If you have a problem, don't worry, don't panic – but do something!  
Seek help.**

### Who else needs to know?

The School understands that you may wish to talk about a problem only if it is kept secret. In many cases, this is possible, but there are two exceptions you should be aware of:

- the Headmaster is required to make sure he is aware of all issues affecting the safety and welfare of students at the School. This means that the Headmaster will need to be kept informed by school staff of the broad nature (but not usually the details) of any serious health, safety or welfare issue of which they are aware. If your problem or complaint involves the Headmaster, then Social Services will be informed instead;
- the School has a legal duty to keep your parents/guardians informed about your welfare and progress at school. However, if you do not wish them to be informed, please say so, so that the options can be discussed with you.

However, please do not let this stop you from raising complaints or saying when you are worried or upset. Most young people who speak up, say afterwards that it helped them enormously and that the problem did not seem quite as bad once they had a chance to talk it through with someone experienced and helpful.

### Making a formal complaint

If you feel that you have not been able to sort out a complaint on an informal basis you have the right to make a formal complaint. You may wish to involve your parents at this stage if you have not already done so. You or your parents should write to the Headmaster setting out the complaint and what you want to be done about it. The Headmaster may suggest a meeting to discuss the complaint but will in any case give you a written answer explaining what he has decided to do about the complaint. You will not get into trouble for making a complaint if you believe that you have a good reason for doing so.

The Headmaster will keep a record of serious complaints from students and what happened to those complaints and will review them from time to time.

Your parents can also use the School's formal complaints procedure which is available on the School's website and in the regulatory section of this handbook.

# 11

## PARENTS' SECTION

There is a wealth of information which you will have already seen in our prospectus and on our website and in our terms and conditions. This section is specifically designed to provide parents with the practical details which, in conjunction with the rest of this handbook, will help you and your son or daughter to understand how Hurtwood works and how to get the most out of the experience.

### 1. Keeping in touch with the School

It is very important to us that you should be able to enjoy the closest possible relationship with the School. It is our wish that you are kept right up to date, week by week, with academic progress, and that you can share any pastoral concerns about your son or daughter promptly and easily. The contact list below will help you to get in touch with the most appropriate person when you have something to discuss, but we would like to emphasise that the Housemaster/Housemistress is the key person, and that most things can be channelled through them in the first instance. We would like you to be on first-name terms with them and to feel that you can phone or e-mail at any time or arrange to meet for a more detailed discussion.

Because we want to share as much information as possible with you, we make academic grades available to you on a weekly basis via the internet. In addition, we send you a report every term; and in preference to the clumsy and inefficient conventional school parents' evening, we facilitate, on request, in-depth and more meaningful private meetings between parents, teachers and the Deputy Head-Students, Dave Fonseca, whose contact details are listed below.

### 2. Weekly grading/the importance of the parent portal – 'MyGrade'

#### *Weekly grades*

Weekly grades (details in Section 5) are the cornerstone of our unique system for monitoring academic progress and make a huge contribution to the outstanding examination results we achieve every year. They are also the most immediate way of sharing information with you and you can access them every week via the internet using the parent portal ('MyGrade').

**It cannot be stressed enough how important the parent portal, 'MyGrade', is to you and your relationship with the School. You will be using it not only to access the weekly subject grades and the weekend leave arrangements, but also the termly reports and, ultimately, the all-important A Level results.**

In order to access 'MyGrade', you will need to use a set of credentials – your e-mail address, a username and a password – that will be sent by the School's ICT department in the middle of September.

A similar system, 'InForm', is the School's on-line system for collecting and checking all the personal details we hold for your son or daughter in the weeks before they join us (see 'InForm' below). Using 'InForm', it is possible set up more than one parent or guardian to be associated with a student's 'MyGrade' page, hence allowing other members of the family to monitor progress.

The ICT department will be on hand when you arrive on the first day, and is always available to help and advise, should you experience any difficulties accessing grades or reports.

### *Reports*

We issue reports on a termly basis. These reports can only be accessed through 'MyGrade'. We have moved completely away from producing paper copies of reports and we therefore strongly recommend that you download a copy of each report for safekeeping as a permanent record. 'MyGrade' will no longer be accessible to you once your son or daughter has left us.

### *Examination results*

All the A Level results can be accessed by students you through their own dedicated portal (MyResults) on the day they are made available by the examination boards. The School will be open throughout this period and the Careers department staff will be here to help parents and students if any advice is needed at this time.

### 3. Parents' evenings

There are very many ways in which the traditional parents' evening as they are usually arranged in schools is highly unsatisfactory, not least because of the time when they occur. This may well be the most convenient time for the School, but it is very often far from convenient for busy parents who have no option but to fit in with what the School has arranged. Add to that the fact that when parents do arrive, they have very little private, in-depth, face-to-face time with the teachers, who unfortunately have to divide their time between all the parents whom they have to see on the night.

At Hurtwood we have what we believe to be a much better arrangement. We think that it is very important that all parents should be given much more convenient and much better quality access to their child's teachers. Therefore, we will arrange, at your request, a mutually convenient time for you to come in and have a private and personal in-depth meeting with the Deputy Head - Students and each teacher. This can be arranged through your Housemaster or Housemistress or directly with the Deputy Head - Students, who is responsible for the academic progress and well-being of all the students in the School (see contact details below).

Please note that these meetings are arranged at parents' request.

### 4. 'InForm' - personal information you supply electronically to the School

In the Spring prior to your son or daughter joining the School you will be sent a personal Username and Password which will allow you access to our 'InForm' system. The

'InForm' system contains a medical form, a leave-out form, a subject choice form and extra-curricular activities authorisation forms, together with all the personal contact details which we hold for you. The forms are all completed electronically so that all information can be entered onto the School's database. Medical information is kept separately on confidential database records.

The 'InForm' system will be closed during the first week of August, so please ensure that you have entered all the necessary information by then. After this time you can, of course, alter information by sending an e-mail to us at [info@hurtwood.net](mailto:info@hurtwood.net)

## 5. Insurance and safe keeping of student belongings

We enjoy an open-door policy and we are pleased to say that our students are respectful of other people's property and we do not generally suffer from theft. However, with the best will in the world, things do go missing from time to time – lost, mislaid or possibly stolen – and although we take all reasonable measures to make sure that students' belongings are safe, we do not accept any responsibility for belongings and you are strongly advised to make sure that:

(a) your household insurance covers your son or daughter's belongings while they are living here. This should include items such as mobile phones, tablets, watches, laptops, etc;

(b) they do *not* bring very valuable items or expensive clothing to school.

Students should deposit spare cash, important documents, passports, airline tickets with either the Housemaster or Housemistress or the School Secretary for safe keeping. Students may bring a lockable 'tuck box' to keep in their bedrooms, because bedroom doors are not locked. However, they are all equipped with electronic safes for small items. These are shared between roommates and are accessible by a unique security code.

Belongings can be boxed up and left over the summer holidays, but again the School cannot accept responsibility for them. Any belongings left behind after a student has left the School will be disposed of.

## 6. Higher Education and Careers

As you can see from Section 6, we provide your son or daughter with a thorough and comprehensive Careers service. As parents you can be relaxed in the knowledge that we will help them through the entire process of applying for higher education, from finding the right course and university to filling out each and every section of their UCAS form. We detail the exact process in our 'Life after Hurtwood' documents under the 'Careers' tab of the Hurtwood House website and strongly advise that you look at this. You will see that we hold seminars on UCAS and personal statements, take students to conferences and open days, provide visiting speakers for the top universities and call on our specialists from different departments to make sure their personal statements are second to none.



The Careers department is open in the holidays when the results are published and we are here to help you through the entire clearing process if required. However you will be pleased to know that a high percentage of our students secure their 'firm' choice university.

Although we are more than happy to supervise the entire process ourselves, we encourage parents to be actively involved and we would be delighted to meet with you at any stage of the process. We will in any case write to you regularly to keep you up to date with your son or daughter's progress in this matter and it would be helpful if you could encourage your son or daughter to research courses and visit university open days. We welcome your visit and look forward to discussing your son or daughter's future together. You can book an appointment or contact us on 01483 279186 or e-mail [careers@hurtwood.net](mailto:careers@hurtwood.net).

#### 7. Important rules and sanctions (See Section 9)

We are not keen on having a myriad of petty rules and regulations, but we do believe very strongly in having clearly delineated 'boundaries'. We have kept our rules to a minimum, but those we do have are well defined and rigorously enforced. They are detailed in Section 9, but the important thing for you to be aware of and, we hope, to be reassured by, is that there are three 'red line' offences – drug abuse, stealing and bullying – which result in automatic exclusion. (Please refer to the School's Discipline and Behaviour Policy and the Expulsion, Removal and Review Policy for further details – available on request). We also take a firm but less draconian line on smoking and alcohol. All school events, trips and visits are smoke free occasions. Students are not allowed to bring alcoholic beverages on to campus or into the boarding houses. At certain school social events, alcoholic drinks are made available under close staff supervision. Please contact the School if you do not want your son or daughter to be served alcohol under these circumstances.

In the main, our over-riding concern is that students should act with consideration and respect at all times towards all members of our community – staff and students alike.

#### 8. Medical matters (See Section 8)

The School's Health Centre is run by our Senior School Nurse and Health Care Assistant. They offer a safe and confidential service to our students. Should students become unwell during the day they are admitted to the Health Centre where the team cares for them. They are not allowed to stay in their boarding house for obvious safety reasons.

All the boarding students are registered with Cranleigh Medical Centre to ensure medical help is available at all times. The School Doctors hold clinics at the School every Monday and Friday morning, and students wishing to see the Doctor book appointments through our Health Centre. If students are unwell during the week, the Health Centre arranges for them to be seen at the doctor's surgery in Cranleigh. The provision of an onsite doctor incurs a shared termly charge which appears on the school account (see below 'Extras on the Account').

Emergency dental services can be arranged, but a charge will occur as this will not be covered by the National Health Service.

It is hoped that all students will have received their routine vaccinations in their previous schools, but if not, they can be arranged here. Travel vaccinations can also be arranged, but you should give at least six weeks' notice, because the travel clinic is extremely busy, especially at peak times.

We have School Counsellors who are available Monday-Thursday afternoons. Appointments are made by the student through the Health Centre and these sessions are free. Whilst there is no fixed number of sessions the students may have, after a certain amount, the Counsellor will discuss with the Senior School Nurse whether the student may benefit from longer term counselling. In that instance the Health Centre will ask the student's permission to contact the parent / guardian to arrange private sessions.

Our Counsellors are extremely well qualified and BACP registered. They offer individual and group therapy, undertake health promotion education and activities, and are an integral part of the Hurtwood House Health Centre team.

If students arrive at Hurtwood with prescribed medication it is important that the Health Centre team is alerted to this, so that they can then arrange an appointment with the Doctor to ensure further supplies are available. Housemasters/Housemistresses should also be notified of any medications brought into school. The students are responsible for their medications and a safe is provided in each bedroom for the keeping of any such medication. If your child has been prescribed a controlled drug, this MUST be handed over to the Housemaster or Housemistress for safe-keeping and administration.

The Health Centre encourage communication between home and School, so please do not hesitate to call should you have any questions or concerns.

Senior School Nurse: Rowena Wilson  
Health Care Assistant: Michaela Baldock  
E-mail: [nurses@hurtwood.net](mailto:nurses@hurtwood.net)  
Contact number: 01483 279188

School Doctor: Cranleigh Medical Centre

School Counsellors: Zoe Jackson and Catherine Moss

## 9. Leave Out

The procedure for leave-out is fully explained in Section 7.

The important thing to understand about weekend leave from a parent's point of view is that you have full control over the whole system. It is you who decides whether your son or daughter can go out at the weekend and where they can go to, and you provide the School with your instructions in advance prior to joining us on InForm. These

instructions can be varied at any time and, in practice, parents will liaise very closely with Housemasters or Housemistresses about what is appropriate and advisable.

Housemasters or Housemistress will always check that students have appropriate parental permission before they leave for the weekend, and you should note that they may detain students if they feel that they need to spend more time on their work.

There are three types of Leave:

Local Leave means that a student who is staying in school for the weekend may visit a local town such as Cranleigh or Guildford but must return to the boarding house by 10.30pm; all students are normally allowed this Leave unless you inform the Housemaster or Housemistress otherwise.

London Leave means that students may travel to London but must return to the boarding house by 10.30pm.

Weekend Leave means that a student may stay out overnight on a Friday or a Saturday. You can give permission for the student to stay overnight at specified addresses (**Specific Weekend Leave**) without having to contact the Housemaster or Housemistress on a weekly basis. These addresses need to be given in advance to the Housemaster or Housemistress and will normally include the registered home address(es). In addition, you can choose whether the student needs particular permission on each and every occasion (**Restricted Weekend Leave**).

## 10. Guardianship

If your son or daughter is coming from abroad and you have no relatives or family friends who can act 'in loco parentis' in case of emergency or ill-health, we strongly recommend that you should appoint an educational guardian with legal authority to act on your behalf (see Terms & Conditions). Please seek advice from the School Secretary if you would like further information on this or if you would like to consider some of the Guardianship agencies that we are familiar with.

## 11. Promotion to Year Two

Having enrolled your son or daughter at Hurtwood he or she will normally progress through the two years without any problems. However, in a limited number of cases it may be necessary to review the progress of your son or daughter and a decision about whether they may continue to the final year may well depend on their performance in the Internal Assessments (which take place after the Easter holidays) and whether they are deemed to be working hard enough to benefit from continuing. The Deputy Head - Students or your son or daughter's Housemaster or Housemistress will have let you know of their concerns during the Spring Term and it is possible that you may wish to come in and discuss the situation in more detail. We would welcome this, and an appointment can be made by contacting the Deputy Head - Students on 01483 279116 or by e-mail at [dave.fonseka@hurtwood.net](mailto:dave.fonseka@hurtwood.net).

## 12. Extras on the account

Every term a deposit of at least £400 is paid in advance to cover the cost of extras such as textbooks, medicines, outings including socials and educational visits/field trips, exam fees, laundry, taxis at the start and end of term, photographs, clothing and equipment etc. A reconciliation is made at the end of each term and a summary of expenses is sent with the following term's account. A detailed statement is available on request.

The School will not routinely advise parents in advance for trips and visits under £100. Similarly, parental consent will not be sought for these trips, unless they carry additional risk.

An Art 'tool box' or investigative coursework or field trips or visits to the theatre are compulsory for students studying either Art (including Photography and Textiles) Science, Geography or Drama & Theatre and English, and are charged at cost on the Extras Account. Whenever possible we commission visiting theatre companies to perform in our own theatre, which is considerably cheaper than travelling to the West End. Drama & Theatre and several other subjects, such as Music Technology, Photography and Media Studies require some practical coursework which incurs associated technology costs or 'input' from outside agencies and professionals, and likewise these are charged at cost on the account. It is also possible that activities such as the Hurtwood Film Academy may incur an additional cost.

Students who wish to study A Level Mathematics (including A Level Further Mathematics) must have a calculator capable of iterative functions and that can access probabilities from standard statistical distributions. The model which will be used in our A Level Mathematics classes is the NumWorks Graphing Calculator. Once students begin the course, a model will be provided for them and charged at cost on account. In the case where a student arrives with their own calculator of the same model, no charge will be made, however, it is essential that the model be the NumWorks Graphing Calculator.

Students who wish to study A Level French must have their own laptop.

At the beginning of the academic year, **stationery** items can be obtained from the School and will be charged to the Extras Account. Thereafter, the Stationery Room is open for basic stationery items and any items required are payable by the student at the time of purchase.

Students who study A Level Dance and members of the Dance Company are required to make use of the '**Dance Pass**' each term. The 'Dance Pass' is an additional fixed fee and gives students access to the different dance classes that are offered each week. Hurtwood encourages an 'open class' attitude allowing students to take advantage of the various styles of dance that are offered as part of our far-reaching, extracurricular programme. Students can sign up for the 'Dance Pass' by emailing the Head of Extra Curricular Dance, or by attending classes. It will be assumed that students continue with the use of the pass, unless they withdraw by email. If they do not formally withdraw, by the first week of the new term, they will continue to be charged. Students are encouraged to attend as many classes as possible to enjoy the value of the pass.

Students who wish to have additional tuition or take part in extra-curricular music, drama, acting and dance lessons will have the costs of the tuition/lessons and any additional costs such as examination fees, charged to the Extras Account. Late cancellation or non-attendance is chargeable unless appropriate notice is given to the Head of Department and/or the Peripatetic Teacher.

The **School Doctor** is retained to advise the School on student medical matters, to hold twice-weekly surgeries in the Health Centre and to see students at other times at the surgery. The Doctor is paid a retainer per student, per term, as recommended by the Medical Officers for Schools Association. This provision incurs a shared termly charge appearing on the Extras Account.

There is a standard charge per boarding student per term for the **laundry** facilities which is added to the Extras Account.

**Taxis** booked on behalf of students with prior agreement from parents, are charged at cost to the Extras Account.

Any wilful loss or damage to School property or the property of any other person, caused by the student alone or with others will be charged to the Extras Account.

Any **bank charges** will be passed onto parents on the school account.

### 13. Mail and parcel deliveries

Regardless of which house your son or daughter is in, it is simplest and safest to address all mail to the main school, where it is sorted and then distributed by House staff. All items requiring a signature such as Recorded Delivery, Special Delivery and courier deliveries **MUST** be sent to the main school, where they will be signed for at Reception. There is one mail delivery and two collections every day at the main school.

### 14. E-mail

You can contact your son or daughter on the School network at first name.surname@hurtwood.net, e.g. [mary.king@hurtwood.net](mailto:mary.king@hurtwood.net). The School can be contacted at [info@hurtwood.net](mailto:info@hurtwood.net) and contact details for individual members of staff are published below; if you have not had an acknowledgement of your e-mail within 72 hours please assume that the message has been filtered out by a server somewhere in the world and make contact by phone.

### 15. Cars

Students are not allowed to keep or use cars or motorbikes while they are at school. However, students who have rehearsals at weekends are allowed to drive a car to school on those occasions, provided that prior permission has been granted. Any student found in possession of a motor vehicle without permission may be suspended.

Day Students may be permitted to drive a car to school with prior permission from their Housemaster or Housemistress, but if they are seen to be driving irresponsibly, giving lifts to other students, or parking elsewhere than in Radnor House car park, this privilege may be withdrawn.

#### 16. Transport

The School arranges transport to Guildford station after lessons on Friday, but although much requested, we are sorry to say that there are many practical reasons why we cannot provide transport to return to the various houses late on Sunday evening. Students are therefore advised to arrange to share a taxi. These taxis cannot be added to the Extras Account. Guildford transport is payable by the student at the time it is booked.

#### 17. Taxis

Taxis to and from airports can be arranged with the School Receptionist. Flight details should be sent well in advance and, as the School office is not open during Christmas, Easter or half-term holidays, you should book return taxis at the end of the previous term. These taxis will be charged on the Extras Account, but we will need your authorisation to put other taxis on the bill such as visits to Open Days and medical appointments. All other taxis must be booked by the students and paid for by the students.

The following numbers may be useful:

Bramley Cars:	07778045627
Magnum Cars and Carriages:	01483 281111
Surrey Cars:	01483 449999

#### 18. Cash

The School has 'SumUp' card machines that can be used by students for some incidental payments via debit/credit card for, for example, stationery, charity fund raising and Friday transport.

If students do not have a bank account, parents/guardians may deposit cash with the School. Students can then collect this as and when they need it from the School Receptionist.

#### 19. Telephones

Most students now have their own mobile phones. We would ask, however, that you observe 'mobile phone etiquette' and do not try to contact your son or daughter at inappropriate times (i.e. during lessons, prep times or after 'lights out').

A list of all important phone numbers can be found in Section 13.

#### 20. PSHEE and RSE

(Personal, Social, Health, Economic Education) and (Relationships and Sex Education)

PSHEE is concerned with the development of students' knowledge, skills, understanding and values and their relationship with others and the wider world. The PSHEE programme at Hurtwood contributes positively to students' lives and helps to prepare them for the changes, opportunities and range of roles which will be encountered throughout their life.

All students at the School are involved in the PSHEE programme during their two or three year course. We plan the programme so that all students can access a range of PSHEE activities; in particular the weekly presentation programme for A1 students is protected time which does not coincide with other commitments students may have. The outcomes of the School's PSHEE provision contribute directly to the spiritual, moral, social and cultural (**SMSC**) development of our students.

A tailored programme of PSHEE themes is delivered formally through our Life Skills programme. Friday afternoons (1.45 – 3.00pm) are utilised as an Enigma session where whole year group activities and presentations are organised. The PSHEE programme for GF (Yr 11) students is delivered through a weekly classroom lesson/tutorial and is supplemented with the Friday afternoon speaker programme as appropriate.

Department for Education statutory guidance states that all schools must deliver Relationships and Sex Education (Secondary). Our small cohort of GCSE Foundation (Yr 11) students follow a tailored programme of PSHEE and RSE according to statutory guidance. Given these students are on a one-year programme, we have to assume prior knowledge from their previous KS2, 3 and 4 education. To this end we include specific, age-appropriate elements of RSE in our two-term programme. Our A Level students are exposed to a wider programme of PSHEE which incorporates appropriate elements of RSE.

The PSHEE and RSE programme can be found on the School's website. The policy also outlines a parent's 'right to withdraw' their son or daughter from sex education:

*Parents will be able to withdraw their child from sex education (other than the sex education which sits in the curriculum as part of science). However, a student will also have a right to opt into sex education from their 15th birthday (specifically three academic terms before they turn 16) even if it is against his/her parents' wishes. Before granting such a request, the Deputy Head - Students will discuss with parents and, as appropriate, with the student to ensure their wishes are understood and to clarify the nature and purpose of the curriculum. The School will respect the parents' request to withdraw the student up to and until 3 terms before the student turns 16. After that point, rather than be withdrawn, if the student wishes to receive sex education, the School will make the provision. If a student is withdrawn from sex education, the School will ensure the student receives purposeful education during the period of withdrawal. The School will keep a record of all such decisions.*

## 21. Places to stay and places to eat

When you visit the school we are pleased to recommend accommodation:

The Hurtwood Hotel  
Walking Bottom  
Peaslake, Surrey  
GU5 9RR  
Tel: + 44 1306 730514  
E-mail: hurtwoodhotel@mail.com  
Website: www.hurtwoodhotel.co.uk

Bulmer Farm Bed and Breakfast (Mr & Mrs Sue and Graham Walker)  
Pasturewood Road  
Holmbury St Mary  
Dorking, Surrey  
RH5 6LG  
Tel: + 44 1306 731871  
Email: enquiries@bulmerfarm.co.uk  
Website: www.bulmerfarm.co.uk

#### Restaurants:

The William Bray (local pub with good food, open all day)  
Shere Lane  
Shere, Surrey  
GU5 9HS  
Tel: 01483 202044  
Website: www.thewilliambray.co.uk

The Parrot Inn (local pub with good food, open all day)  
Forest Green, Surrey  
RH5 5RZ  
United Kingdom  
Tel: 01306 621 339  
Email: parrot@brunningandprice.co.uk  
Website: [www.theparrotpub.co.uk](http://www.theparrotpub.co.uk)

The Richard Onslow (Restaurant and hotel rooms)  
Cranleigh Village  
Surrey, GU6 8AU  
Tel: 01483 274922  
Email: hello@therichardonslow.co.uk  
Website: [www.therichardonslow.co.uk](http://www.therichardonslow.co.uk)

#### 22. Contact list

In order to help you to contact the most appropriate member/s of staff when you have something to discuss, we have compiled the following list:

*Academic & Pastoral progress, grades and timetable changes:*  
Your son or daughter's Housemaster/Housemistress  
or Dave Fonseca, Deputy Head (Students)



Direct line + voicemail: 01483 279116  
E-mail: [dave.fonseka@hurtwood.net](mailto:dave.fonseka@hurtwood.net)

*Account queries:*

Emma Dean/Steph Mills, Finance Department  
Direct line: 01483 279178/01483 279187  
E-mail: [bursar@hurtwood.net](mailto:bursar@hurtwood.net)

*Administration:*

Jan Key, School Secretary  
Direct line + voicemail: 01483 279000  
E-mail: [info@hurtwood.net](mailto:info@hurtwood.net)

*Careers & higher education:*

Jane Collier, Head of University Advice and Applications  
Direct line + voicemail: 01483 279186  
E-mail: [careers@hurtwood.net](mailto:careers@hurtwood.net)

*Exams :*

Stella Sharma, Exams Officer  
Direct line + voicemail: 01483 279159  
E-mail: [stella.sharma@hurtwood.net](mailto:stella.sharma@hurtwood.net)

*Educational Reports & Access Arrangements:*

Annabel Parker, Learning Support Coordinator  
Direct line + voicemail: 01483 279174  
E-mail: [annabel.parker@hurtwood.net](mailto:annabel.parker@hurtwood.net)

*General Queries/Concerns:*

Your son or daughter's Housemaster/Housemistress  
or James Baker, Deputy Head (Personnel)  
Direct line + voicemail: 01483 279106  
E-mail: [james.baker@hurtwood.net](mailto:james.baker@hurtwood.net)

*Leave-out:*

Your son or daughter's Housemaster/Housemistress  
Contact details are listed in Section 13

*Medical:*

Rowena Wilson and Michaela Baldock – Health Centre  
Direct line + voicemail: 01483 279188  
E-mail: [nurses@hurtwood.net](mailto:nurses@hurtwood.net)

*Taxi authorisations and Cash:*

School office - Reception  
Direct line: 01483 279000  
E-mail: [info@hurtwood.net](mailto:info@hurtwood.net)

Please remember to inform the School **immediately** if **any** of your contact details change at any point during the school year.

### 23. Regulatory Information

There is a statutory requirement to provide parents with the following information:

#### a) Name and address of Headmasters

C.M. Jackson B.Ed, and K.R.B. Jackson MA  
Hurtwood House  
Holmbury St Mary  
Dorking  
Surrey  
RH5 6NU

Tel: +44 [0]1483 279000  
E-mail: info@hurtwood.net

Hurtwood House is an LLP and the partners of the LLP are Cosmo Jackson and Richard Jackson. The registered office address is Radnor House, Holmbury St Mary, Dorking, Surrey, RH5 6NX.

#### b) About Hurtwood

Hurtwood House was founded in 1970 with the clear vision that the needs of the modern sixth-former have changed, and that after GCSE many students are ready for the challenge and the fresh impetus which can best be provided by a more mature community specialising exclusively in their own age range. To this end, everything we do at Hurtwood is specifically geared to the academic, personal and cultural needs of the sixth-former. One of the main characteristics of Hurtwood is its strong boarding ethos (90% of our students are boarders). We believe strongly that sixth-form students need the care and attention that we provide in our well-supervised, closely-knit boarding community. Hurtwood House is structured and safe, but less formal and institutional than the traditional public schools. We believe that by being smaller and friendlier and more personal we are more capable of responding to the needs of each individual.

Hurtwood House has a strong work ethic. Its 350 students comprise one of the largest and strongest sixth-forms in England. Uniquely, all the staff are specialist A-level teachers and Hurtwood provides a very broad range of academic, creative and vocational subjects to choose from. It provides closer monitoring and support than is usually found in public schools through an exceptionally rigorous weekly system of assessment, grading and feedback. We are committed to teaching students all the skills they need to realise their true academic potential, to stimulating their intellectual curiosity, and to helping them achieve the best possible examination results and, often, to succeed beyond their dreams.

The defining feature of the school is its creativity. Hurtwood House is a centre of excellence for the Performing and Creative Arts. We aim to provide outstanding opportunities for the aspiring actor, singer, artist, fashion designer, composer, and filmmaker both in the A-level courses we provide and more importantly in specially-arranged and professionally organised activities such as our Film, Dance and Acting Academies and our concerts and our drama productions.

It is important to us that we provide a "complete" and "broad" education and we put a great deal of emphasis on personal development. We encourage students to develop their talents and skills in a wide range of extra-curricular activities. The Life Skills programme and the Enigma component in particular provides access to a rich variety of stimulating experiences and all of this helps to provide a realistic preparation for life beyond school. Major sports are encouraged on a voluntary basis and there is a full range of different activities organised for every weekday afternoon.

Hurtwood House is a non-denominational, multi-cultural society. Although the majority of our students are from the United Kingdom, we have a number of overseas students, usually from twenty to thirty other countries. This offers the exciting prospect of understanding more about other religions and cultures in a free and tolerant community. Students are able to practise the religion of their choice. We ensure that the necessary dietary and other arrangements are part of the school structure.

Hurtwood House is one of England's most exciting and successful schools and we are very proud of what we have achieved. We have retained traditional values but have broken new ground educationally and we have filled a need by creating a stepping-stone between public school and university.

### c) Our Mission Statement, Ethos and Aims

#### Mission Statement

We strive to create a structured, safe environment, which is focussed on the needs of today's Sixth Form student, is less formal and institutional than traditional independent schools but characterised by high expectations of academic performance and personal growth.

#### School and Boarding Ethos

Students are encouraged to develop independence in their learning, supported by a system of weekly monitoring, grading and feedback. We believe in providing a broad education in which teaching is carried out by specialist teachers, an exciting enrichment programme is offered as part of the weekly timetable and a wide range of extra-curricular activities is provided for those who wish to take advantage. We encourage our students to make choices for themselves, to respond positively to challenge and to find the right balance between work and leisure time. A culture of creativity, originality and professionalism permeates the school, reinforced through the curriculum and our extra-curricular programme; this is a community of young people who know what they want to achieve and who are working with confidence and enthusiasm towards their ambitions.

## School and Boarding Aims

- To provide a caring, safe environment for students and staff which is personal rather than institutional
- To foster academic and personal development through a focus on a few key rules, a structured daily routine and close weekly monitoring
- To provide a balanced curriculum which values academic, creative and practical knowledge and skills equally
- To encourage each student to reach their potential through small, mixed ability classes, an awareness of individual learning needs and an emphasis on study skills and support
- To develop independence, self-discipline and good behaviour by guiding students to take responsibility for their own learning and development in and out of school time.
- To develop students' confidence and their ability to make sound moral judgments by integrating them in our community, providing a rich mixture of extra-curricular activities and fostering pride in themselves and their school
- To encourage a sense of community through trust, respect and integration of all races, cultures, religions, abilities, gender and status.

## d) Policies and Procedures

Hurtwood House has policies and procedures relating to all aspects of School life. Any school policy is available to students, parents of current students or parents of prospective students, on request, in both electronic or paper form. Policies available on request or via our website [www.hurtwoodhouse.com](http://www.hurtwoodhouse.com), include:

- Admissions Policy and Procedure
- Anti-bullying Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Curriculum Policy
- Discipline and Behaviour Policy
- English for Speakers of Other Languages Policy
- Expulsion, Removal and Review Policy
- Health and Safety Policy
- Medical Care and First Aid Policy
- Misuse of Drugs and Substances Policy
- Personal, Social, Health and Economic Education Policy (PSHEE)
- Privacy Notice
- Relationships and Sex Education (RSE)
- Special Educational Needs and Disability Policy (SEND)

- Trips and Visits Policy
- Visitors to the School Policy

If you would like further information on any of the School's policies, please e-mail [info@hurtwood.net](mailto:info@hurtwood.net).

e) Examination Results

The latest examination results are available from the School and are posted on our website – [www.hurtwoodhouse.com](http://www.hurtwoodhouse.com).

f) Details of Previous Inspections

Our last ISI inspection report is available to view on our website - [www.hurtwoodhouse.com](http://www.hurtwoodhouse.com).

# 12

## TERM DATES

### **Autumn Term 2024**

**Commences: Sunday 8 September 2024**

Half term: Friday 25 October 3.05 pm to Sunday 3 November 10.30 pm

**Ends: Saturday 21 December 2024**

*(Students may leave from their Houses on the Saturday morning or, if they are not involved in the Christmas musical, they can leave at 2.00 pm on Friday 20 December)*

### **Spring Term 2025**

**Commences: Sunday 12 January 2025** (Students should arrive by 10.30 pm on Sunday)

Half term: Friday 14 February 3.05 pm to Sunday 23 February 10.30 pm

**Ends: Friday 4 April 2025** (3.05pm)

### **Summer Term 2025**

**Commences: Sunday 27 April 2025** (Students should arrive by 10.30 pm on Sunday)

**Ends: Friday 4 July 2025** (midday for students)

*Classes and academic arrangements are severely disrupted when students leave early at the end of term or arrive back late at the start of term. The school dates are published well in advance and you are encouraged to book flights early.*

# 13

## BOARDING HOUSES: CONTACT DETAILS

- Hurtwood House,** Holmbury St Mary, Dorking, Surrey RH5 6NU  
Telephone: 01483 279000 (main school and house staff after 7.00 pm)  
Housemistress: Katherine Cuff  
Direct line/voicemail: 01483 279170 / 07932 714841  
E-mail: sophie.murenu@hurtwood.net
- Beatrice Webb,** Pasturewood Road, Holmbury St Mary, Dorking, Surrey RH5 6LJ  
Telephone: 01306 730404 (house staff)  
Housemaster: Peter Ions  
Direct daytime line/voicemail: 01483 279182 / 07946399872  
E-mail: peter.ions@hurtwood.net
- Cornhill Manor,** Shere Road, Ewhurst, Surrey, GU6 7PJ  
Telephone: 01483 277621 (house staff)  
Housemaster: Doug Quinn  
Direct daytime line/voicemail: 01483 279155 / 07721 160016  
E-mail: doug.quinn@hurtwood.net
- Ewhurst Place,** Shere Road, Ewhurst, Surrey GU6 7NR  
Telephone: 01483 277251 (House staff)  
Housemaster: Ian Barter  
Direct daytime line/voicemail: 01483 279117 / 07932 714825  
E-mail: ian.barter@hurtwood.net
- The Lodge,** Hurtwood House, Holmbury St Mary, Dorking, Surrey RH5 6NU  
Telephone: 01483 277642 (House staff)  
Housemaster: Jamie Thorns  
Direct daytime line/voicemail: 01483 279131 / 07301 085816  
E-mail: jamie.thorns@hurtwood.net
- Peaslake House,** Lawbrook Lane, Peaslake, Guildford, Surrey GU5 9QW  
Telephone: 01306 731481 (House staff)  
Housemaster: Adam Grant  
Direct daytime line/voicemail: 01483 279172 / 07932 713654  
E-mail: adam.grant@hurtwood.net

**The Turrets,** Ewhurst Place, Shere Road, Ewhurst, Surrey GU6 7PJ  
Telephone: 01483 277251  
Housemaster: Ian Barter  
Direct daytime line/voicemail: 01483 279117 / 07932 714825  
E-mail: [ian.barter@hurtwood.net](mailto:ian.barter@hurtwood.net)

**Day students:**  
Housemistress: Susannah Robertson  
Direct daytime line/voicemail: 01483 279120 / 07932 714778  
E-mail: [susannah.robertson@hurtwood.net](mailto:susannah.robertson@hurtwood.net)

**Highcroft Cottage,** Highcroft Drive, Church Street, Rudgwick, RH12 3DB  
Telephone: 01403 823419 (House staff)  
Housemistress: Susannah Robertson (see Day students for contact details)  
Teacher in charge: Nicola Jones  
Direct daytime line/voicemail: 01483 279157 / 07932 714865  
E-mail: [nicola.jones@hurtwood.net](mailto:nicola.jones@hurtwood.net)

**Spindles House,** Hollow Lane, Abinger Common, Surrey. RH5 6LN  
Telephone: 01306 730332 (House staff)  
Housemistress: Susannah Robertson (see Day students for contact details)  
Teacher in charge: Ashleigh Jackson  
Direct daytime line/voicemail: 07812 073038  
E-mail: [ashleigh.jackson@hurtwood.net](mailto:ashleigh.jackson@hurtwood.net)



# 14

## STAFF

### Headmasters

Cosmo Jackson, BEd Bristol  
Richard Jackson, MA Corpus Christi, Cambridge

### Deputy Head (Personnel)

James Baker MA PGCE

### Deputy Head (Students)

Dave Fonseka BEd EDM MCMI

### Deputy Head (Curriculum)

Abi Hoyle BA PGCE

### TEACHING STAFF

Jo Austwick, BA  
Ian Barter, BA  
Carl Bates, BEd BSc  
Stephanie Berryman, BA PGCE  
Françoise Bull, MEd  
Stuart Butcher, BA PGCE  
Mark Collins, BA MA PGCE  
Clare Crossley, BA  
Katherine Cuff, BA, PGCE  
Dawn Davies, BA PGCE  
Clare de Wilde, BSc PGCE  
John Doyle, BSc PGCE  
Sarah Fassam, BSc, PGCE  
Rebecca Fisher, BA  
Nicola Furminger  
Roman Gancedo  
Stephen Garrett, BSc PhD, PGCE  
Christopher Gayle, BEd  
Hester Gill  
Luke Gilchrist, BA  
Adam Grant, CELTA  
Bethan Greenhalgh, MSc PGCE  
Gerard Griffin-Keane, BA PGCE  
Louise Haile, MA PGCE  
Geraldine Hanlan, BSc PCGE  
Jonathan Haylock, BA PGCE  
Ezra Hjalmarsson, DipTheatre Jaques Lecoq  
Alastair Horsford, BA PGCE  
Zoe Hunter, BA PGCE  
Peter Ions, MSc PGCE  
Harvey Jackson, BA  
Andy Johnson, BA  
Lee Johnson, BA PGCE  
Nicola Jones, BA QTS  
Nick Larkin  
Annick Lieutaud, DEUG Licence FLE PGCE  
Amy Lipscombe, BSc PGCE  
Jon Lipscombe, BA PGCE  
Matt McIvor, BSc  
Richard Meanwell, PhD MEng PGCE  
Rebecca Miller, BA PGCE  
Ali Mirmak, BA MA PGCE  
Mike Niland, BA PGCE  
Annabel Parker, BA PGCE  
Dave Parsons, Dip Sound Rec & Mus Tech  
Daniel Pearson, BA PGCE  
Clifford Pemberton, BSc MSc  
Jara Pizarro De La Calle, MA QTS  
Simon Power, Cert Ed  
Stuart Price, MMath PGCE  
Abi Prior, BA PGCE TESOL  
Doug Quinn, BA PGCE  
Susannah Robertson, BA PGCE  
Adam Rood, BA  
Stella Sharma, LLB PGCE  
Naushad Sheikh, BSc PGCE  
Stephen Smith, Dip Acting PGCE  
Jamie Thorns, BSc MSc PGCE  
Nina Thorns, BSc PGCE  
Paul Thornton, BA MA  
Mike Timson, BEd BA  
Sam Turton, BA MA  
Natalie Wallis, BA PGCE  
Philip Ward, BA PGCE  
Simon Watson, BA  
Lynne Whitehead, BA MA PGCE RSA  
Dan Whitehouse, BSc PGCE  
Greg Whiteman, BA PGCE  
Tom Wichelow, BA

## ADMINISTRATIVE, SUPPORT AND PASTORAL STAFF

Cathy Ellis, BSc, DipCIM, Chartered MCIPD – Bursar  
Emma Dean – Finance Officer  
Stephanie Mills – Finance Assistant  
Michael Fanya, MA – Admissions  
Tina Jackson, MA - Admissions  
Ashleigh Jackson, BSc - Domestic Bursar  
Nicola Prince – Domestic Cleaning Supervisor  
Christine Bennett – Chef Manager  
Joe Giacomuzzi Snr – Estates Manager

Jan Key – Secretary to the Headmasters  
Pauline Llewellyn – Personal Assistant to the SMT  
Fiona Brown – Secretary to the Staff  
Vanessa Alexander - Receptionist  
Emma Oldroyd – Receptionist  
Jan Van der Weyden – Life Skills Administrator

Rowena Wilson, RN – Senior School Nurse  
Stacey Luck, RN – School Nurse  
Michaela Baldock – Health Care Assistant  
Zoe Jackson – School Counsellor  
Catherine Moss BACP – School Counsellor

Karen Barter – House tutor  
Mark Bickenson – House tutor  
Stacey Ions – House tutor  
Ellie Quinn – House tutor  
Peter Stevenson – House tutor

Rebecca Clarke – Lab Technician  
Jane Collier, BSc MEd – Head of Life Skills  
Rob Cooper, BSc – Data Manager  
Philip Richardson, BA – ICT Network Administrator  
Dave Penny, BSc – ICT Technician  
Jiebin Zong, PhD – ICT Technician  
Alastair Coulton – Theatre Production Manager  
Guy Davey, BA – Theatre Technical Manager  
Elizabeth Poulter, BA – Performing Arts Administrator  
Maureen Domoney – Art Technician  
Remy Martin – Art Technician  
Lottie Stent – Dance Co-ordinator  
Tasos Zervas – Photography Technician