



Hampton Court House

Almanack

Spring Term 2012

Name:

Year:

Our Ethos

- We foster the habit of curiosity and the lifelong love of learning.
- We value scientific, artistic and sporting pursuits.
- We believe in truth and empathy - and therefore in reacting appropriately to wrongdoing.
- We take responsibility for our lives. This means accepting and learning from our mistakes (and not blaming others for them).
- We believe that having a sense of humour and understanding the viewpoint and feelings of others are essential for a happy and harmonious life.
- We believe that by speaking a foreign language, we enrich our lives and deepen our understanding of other cultures.
- We value differences. For this reason we actively seek a mix of staff and pupils which reflects a range of cultural, social and religious backgrounds.
- We promote an active engagement in media and current affairs, believing that it is a moral imperative to have an opinion on the events and decisions which shape our world.
- We recognise that sometimes adults (as well as children) make mistakes. We try to ensure that our communication channels are always open so that within the school there is always someone ready to listen with an open mind.
- Each member of the Hampton Court House community strives to be honest, considerate, compassionate and generous.
- We believe in questioning our beliefs.

Hampton Court House
Hampton Court Road
Surrey
KT8 9BS

Telephone: 020 8614 0865
Fax: 020 8977 5357
Exam Centre Number: 64808

Contents

Our Ethos.....	inside front cover
Who's Who	4
Governing Body	4
Senior Leadership Team	4
Upper School Management Team.....	4
Lower School Management Team	4
The Common Room.....	4
Musicians	5
Classroom Assistants	5
Sports	5
Support Staff and Internal Telephone List.....	6
Academic.....	6
Administration	6
IT Support	6
Buildings & Grounds.....	6
Forms & Student Council	7
Whom to Contact	8
Code of Conduct.....	10
Bullying	12
Cyberbullying	12
Suspension and Expulsion.....	13
Sanctions	14
Emergency Procedure.....	15
School Equipment Checklist	15
Dress Code	16
Sports Kit.....	17
Map & Location of Rooms	18
Daily Routine	20
Times of the Day.....	20
School Clubs	21
Other Regular Events.....	21
Diary.....	22
Year Ahead	50
Homework Schedule	51
Merits	52
Glossary	54
My Timetable	back cover

Who's Who

Governing Body

Alexander Houstoun-Boswall	Chair
Eliana, Lady Houstoun-Boswall	Founder, Head of Lower School
Tristram Jones-Parry	Visitor
Sarah Carroll	Registrar, Secretary to Governors

Senior Leadership Team

Eliana, Lady Houstoun-Boswall	Founder, Head of Lower School
Guy Holloway	Co-Founder, Head of Upper School
Sarah Carroll	Registrar, Secretary to Governors

Upper School Management Team

Guy Holloway	Co-Founder, Head of Upper School
José Alvarez-Campos	Head of Pastoral Care
Jon Hind	Director of Studies
Dominic Smith	Head of GCSE
Agnesa Tothova	Director of Music

Lower School Management Team

Eliana, Lady Houstoun-Boswall	Founder, Head of Lower School
Anne-Françoise Ropert	Deputy Head of Lower School

The Common Room

José Alvarez-Campos MA	Spanish	(JAC)
Raúl ALVES BSc MSc	Physics/Chemistry	(RA)
Claire Aubry MA	Y2 Teacher, French	(CA)
Sujata Biswas BSc MSc PhD PGCE	Biology/Chemistry	(SB)
Gerry Cirillo MA PGCE	English	(GLC)
Sarah COX BA Dip SpLD	Learning Support	(SC)
Helen Fishlock-Owens BSc PGCE Dip SpLD	Head of Learning Support	(HFO)
Caroline Géhin BA MA PGCE	Head of French & Examinations	(CAG)
Clarisse Gheur MA	Y3 Teacher, French	(CLG)
Jon Hind MA (Cantab)	Head of Mathematics	(JWLH)
Guy Holloway MA (Cantab)	Psychology, Music History	(GH)
Joanna House BA PGCE AMBDA	Learning Support	(JHH)
Eliana Houstoun-Boswall ISIT (Paris)	Junior English & French	(EHB)
Julia Houstoun-Boswall	Early Years English & Maths	(JHB)
Richard James BSc	Chess, Reasoning	(RJ)
Natalie Kavanagh BA PGCE	Senior Art & Photography	(NCK)
Nathalie Keuremennen	Early Years French & Maths	(NK)

Who's Who

Selwyn Leamy BA MA	Art	(SL)
Anja Lichtenau BSc PGCE	Mathematics	(AL)
Lourdes Moyà BA	Latin	(LMM)
Caith Olnick	Learning Support, EAL	(CO)
Morgana Osborne BA PGCE	Art	(MO)
Anne-Françoise Ropert MA	Y4 Teacher, C.N.E.D.	(AFR)
Tom Robson BA	Sport, PE	(TR)
Ben Ruddin BSc MSc PGCE	Geography	(BTR)
Dominic Smith BA (Oxon)	History, Drama	(DRS)
Julian Stewart Lindsay	Music Composition, Film Editing	(JSL)
Kathryn Sumner MA (Oxon) BA PGCE	English, Maths, Drama	(KMAS)
Agnesa Tothova MA	Music, Voice	(AT)
Carl Turland BA PGCE	ICT and Computing	(CRT)
Dominique Vellutini MA	French, Drama	(DV)
Nisar Zaker BSc	Mathematics	(NZ)

Musicians

Agnesa Tothova	Voice (Head of Department)
Viktor Bijelovic	Piano
Dominic Cotton	Trumpet
Milica Davies	Classical Guitar
Eddy Hackett	Drums
Rachel Hatton	Recorder
Michal Kaznowski	Cello
Roberto Manes	Jazz Guitar & Violin
Nikola Smedley	Flute
Aldevis Tibaldi	Saxophone & Clarinet
Gillian Tingay	Harp
Amy Tress	Violin
Paul Vincent Cable	Piano & Violin

Classroom Assistants

Tanya Bowskill	Nursery, Reception & Y1	(TB)
Agathe Daymand M.A.	Y1, CNED	(AD)
Nathanaël Bondu BSc	Nursery, Reception & Y1	(NB)

Sports

Tom Robson BA	England Sports Group
Hannah Curnow BA	England Sports Group
Peter Gould	Judo

Support Staff and Internal Telephone List

Academic

Head of Upper School.....	Guy Holloway.....	2001
Head of Lower School.....	Eliana Houstoun-Boswall.....	2002
Director of Studies.....	Jon Hind.....	2003
Head of Pastoral Care.....	Jose Alvarez-Campos.....	2004
Head of GCSE.....	Dominic Smith.....	2008
Director of Music.....	Agnesa Tothova.....	
Director of Outdoor Learning.....	Ben Ruddin.....	
Examinations Officer.....	Caroline Géhin.....	2008
Deputy Head of Lower School.....	Anne-Françoise Ropert.....	2002

Administration

Registrar.....	Sarah Carroll.....	2007
Bursar.....	Louise Collins.....	2005
Reception.....	Sheila Clancy.....	2035
	Carol Bradbrook.....	2035
Human Resources.....	Bev How.....	2036
Lab Technician.....	Helen Shaw.....	2038

IT Support

Network Administrators.....	Simon Harrison & Antony Coe.....	
IT Support, Admin.....	Naomi Owen.....	
IT Support, Creative.....	Max Richardson.....	

Buildings & Grounds

House Manager.....	Dzintra Luksta.....	2037
Gatekeepers/Security.....	Roger Malins.....	
Cleaning.....	Maria Spychaliska.....	
	Ivona Metkowska.....	
Buildings & Works.....	Waldemar Metkowski.....	
Works Assistant.....	Janis Luksts.....	
Groundsman.....	Phil Bowskill.....	
Gardens.....	Joy Adams.....	
Chef.....	Edson Lopes (Junior).....	2042

Forms & Student Council

The School inaugurates its first Student Council this term, to provide a formal channel for student expression with regards to the running of the school.

The School will assist students in drafting and maintaining a constitution and the development of teamwork and leadership skills. The remit of the Council will include matters such as contributing to the development of school policies and the process of appointing new members of staff.

Year 11 Representatives: Marat Guysin Form Tutor: Dominic Smith & Lourdes Moyà.....	G1
Year 10 Representatives: Emily Clayton & Harry Watkins Form Tutor: Ben Ruddin & Anja Lichtenau.....	G2
Year 9 Representative: Mitchell Smith Form Tutor: Gerry Cirillo.....	G3
Year 8 Representative: Haydn Roberts Form Tutor: Carl Turland.....	TF2
Year 7 Representative: Oscar Vie Form Tutor: Sujata Biswas.....	LG14
Year 6 Representative: Timothy Fortescue Form Tutor: Kathryn Sumner.....	TF3
Year 5 Representative: Hayden Vella Form Tutor: Dominique Vellutini.....	F2
Year 4 Form Tutor: Eliana Houstoun-Boswall.....	F5
Year 3 Form Tutor: Clarisse Gheur.....	F4
Year 2 Form Tutor: Claire Aubry.....	LG9
Year 1 Form Tutor: Julia Houstoun-Boswall.....	LG8
Reception Form Tutor: Julia Houstoun-Boswall.....	LG5
Nursery Form Tutor: Julia Houstoun-Boswall.....	LG2

Whom to Contact

Teachers' email addresses are available via the staff list on the school website.

Reception 020 8614 0865 reception@hchnet.co.uk
General information and enquiries – including morning registration, illness, medical information, and lateness – as well as general communications from the School. Our two receptionists are Sheila Clancy and Carol Bradbrook.

Absence pupilabsence@hchnet.co.uk
If your son or daughter is absent from school, please inform us quickly via email.

Music at@hchnet.co.uk
Agnesa Tothova, our Director of Music, deals with all enquiries pertaining to music lessons, both individual and classroom.

C.N.E.D. afr@hchnet.co.uk
Enquiries about C.N.E.D. (*Centre Nationale d'Enseignement à Distance* for French nationals who would like to continue their *Baccalauréat*) our *Français Langue Première* provision should go to Anne-Françoise Ropert.

Bursar 020 8614 0854 lcollins@hchnet.co.uk
Enquiries about tuition fees and financial matters go to Louise Collins, the School Bursar.

Registrar 020 8614 0857 sarah@hchnet.co.uk
Enquiries about pupils' joining or leaving the school, or pupils whose home circumstances are changing, should go to Sarah Carroll.

Learning Support hfo@hchnet.co.uk
Enquiries about special assessments, the need and availability of Learning Support and access arrangements for public examinations should go to our Head of Learning Support Helen Fishlock-Owens.

Subject Teachers "initials"@hchnet.co.uk
In the event of a query about a student's progress in a particular subject, parents can contact an individual subject teacher by e-mail. Alternatively, teachers are generally available at the end of the day for an informal consultation.

Form Tutors (as above)
In the event of a straightforward enquiry about a disciplinary, homework or academic matter, or a concern about student welfare, the Form Tutor should be the first point of contact. Again, parents may wish to make contact by email or meet informally at the end of the day.

Whom to Contact

Lower School (Nursery to Y4)

afr@hchnet.co.uk

In the event of all matters pertaining to the Lower School, including pastoral matters, enquiries should go to either Eliana Houstoun-Boswall or Anne-Françoise Ropert.

Director of Studies 020 8614 0858

jwlh@hchnet.co.uk

In the event of a more detailed and particular enquiry concerning a pupil's reports, timetable, subject choices or homework requirements, the first point of contact should be Jon Hind.

Exams Officer 020 8614 0858

cag@hchnet.co.uk

In the case of a query about any matter pertaining to public examinations, you should contact Caroline Géhin.

Heads of School

gh@hchnet.co.uk or ehb@hchnet.co.uk

In case of a more serious matter concerning student welfare, or of a concern or complaint, or if any of the above channels have not yet yielded a satisfactory response, parents should contact the Heads of School, Guy Holloway for the Upper School or Eliana Houstoun-Boswall. Guy and Eliana also welcome feedback and suggestions about the general running of the school. The Head should be contacted in case of special permissions – e.g. planned absence from school. Guy is also keen to receive anything which could be used in the Newsletter.

Chair of Governors

ahb@hchnet.co.uk

In the event that Guy or Eliana are not able to satisfy a parental concern, the next point of contact is Alex Houstoun-Boswall.

The Parents' Association

TPA@hchnet.co.uk

Catherine Everest is the Chair of the Parents' Association. If you would like to be involved in helping with social events and fundraising, she would love to hear from you.

Sports Kit

sportskit@hchnet.co.uk

For Sports Kit orders and in the case of any other queries pertaining to the sports kit, please contact the school supplier SPS Trading Ltd via the email above.

Code of Conduct

The School understands that children, and adults, make mistakes; we consider it strength of character to acknowledge mistakes and to seek to put them right (where possible) at the earliest opportunity.

At the beginning of the school year each pupil is issued with the *School Rules* and in the case of older pupils the *Supplement to the School Rules*. It is our wish that all pupils at Hampton Court House experience a great deal of freedom, but this is to be acquired by embodying the values of the School.

A school involves mutual respect between pupils and staff. Furthermore, it is essential that each member of the school (pupils and staff alike) accept that he/she is part of a community, and that therefore there needs to be a well understood (and accepted) code of behaviour.

Hampton Court House will try always to:

- care for your safety and happiness;
- ensure that you achieve your full potential as a valued member of the school community;
- provide a balanced and exciting curriculum to meet your individual needs;
- be available for meetings with you and your parents during lunch time and/or after school to discuss any concerns you may have.

Pupils at Hampton Court House are expected to act with responsibility and to show consideration at all times. We request that:

- you do your best to act with honesty and integrity and to treat all members of the school community and the public with respect, courtesy and kindness.
- you contribute to the high quality of learning by ensuring that you:
 - arrive calmly, punctually and correctly equipped for each lesson;
 - listen carefully and use your time in class appropriately and effectively;
 - keep a careful note of homework to be undertaken, complete it and hand it in on time;
 - do not disturb teaching, or the learning of others.
- you take responsibility for your own safety and that of others. Behave calmly and sensibly when moving around the school, when waiting for lessons and when not directly supervised.

Code of Conduct

- you take care of the school environment, ensuring that everyone's property is respected and safeguarded.
- you take pride in your appearance, adhering to the dress code.

Furthermore, we ask that you:

- never hurt another person, either physically or with words;
- not be aggressive or rude to other people;
- not exclude others from your games or activities;
- respect your own and others' property;
- not damage the school building or grounds;
- not use undesirable language.

We ask you to understand that serious injuries and deaths occur in schools each year, as a result of running and tripping. We ask therefore that you:

- do not run at any time inside the building.

We also ask that:

- you do not chew gum at any time whilst in school.

Public Displays of Affection

- Any prolonged physical contact during the day is not acceptable at school.

Code of Conduct

Bullying

At Hampton Court House, we expect each pupil to work together with the staff to prevent any form of bullying. If a pupil is being made unhappy by another pupil – or if a pupil witnesses an incident in which a pupil is being unpleasant to another – then we expect that pupil to report this immediately to a teacher. Pupils are regularly reminded (through assemblies and tutorials) of the anti-bullying policy.

What is Bullying?

Bullying is the act of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Verbal name-calling, sarcasm, spreading rumours, teasing

Differences are celebrated at Hampton Court House; anything which negatively focuses on differences is bullying and is wrong.

Some examples are:

- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive or inappropriate comments
- Homophobic because of, or focussing on, the issue of sexuality

Cyberbullying

The use of text messages, email, or social networking sites to isolate, humiliate or spread rumours about others are serious and potentially criminal acts. The school runs seminars throughout the year on this issue. Bullying can and will lead to permanent exclusion from the school.

We are determined that Hampton Court House be a happy and harmonious place, free from bullying. The school will not allow any individual to spoil the happiness of others.

Code of Conduct

Suspension and Expulsion

You understand that you will be SUSPENDED (or, for a repeat offence, EXPELLED) from school for the following offences:

- leaving the school premises without authorisation;
- failing to attend a timetabled lesson (i.e. 'bunking off');
- damaging school property (e.g. graffiti, interfering with fire alarms etc);
- bullying (See *School Rules and Code of Conduct*)
- bringing cigarettes to school, or smoking on or near the school premises, or for associating with smokers;
- bringing alcohol to school, or drinking alcohol on or near the school premises;
- engaging in inappropriate sexual activity on or near the school premises.

You will be EXPELLED for the following offences: (i.e. Zero Tolerance)

- bringing illegal drugs to school, or using drugs on or near the school premises;
- bringing a knife or any other dangerous weapon to school;
- any significant act of violence on or near the school premises.

Internet Conduct

- The School requires that you adhere to an acceptable and civilised code of behaviour when online.
- If you post an unpleasant comment about another pupil online, even if out of school hours or during the holidays, the School will consider this bullying, which will lead to disciplinary proceedings and potentially expulsion from the School.
- There are an increasing number of cases across the country of children and teenagers ending up in criminal courts over comments they have posted online. Think very carefully before clicking 'send' or pressing 'enter'. **You should never write anything online that you are not prepared to defend publicly, to your parents and/or to the police.**

Code of Conduct

Sanctions

Disciplinary issues are resolved primarily through dialogue – and not through the imposition of sanctions and punishments.

Lunch Supervision (LS)

Issued by any teacher. Reasons could be persistent lateness, disruption, no appropriate material...

Students will be required to sit in silent contemplation of their actions.

Report to JAC in TF1 – 12.25 to 12.55

Failure to attend, lateness or unsatisfactory behaviour escalates to AS.

Afternoon Supervision (AS)

Imposed by JAC usually as a result of escalation, or for more serious incidents.

Report to JAC in TF1 – 16.15 to 17.15

Parents will be given 24 hours' notice.

Failure to attend or further unsatisfactory behaviour escalates to SS.

Saturday Supervision (SS)

Issued by JAC in consultation with GH, for failure to attend AS or more serious incidents.

Report to JAC in TF1 – Saturday 9.00 to 11.00.

The School will give parents as much notice as possible. Minimum notice 24 hours.

Failure to attend or further unsatisfactory behaviour escalates to suspension.

Suspension

As a result of escalation or as in the *Code of Conduct* – page 13.

Exclusion

As a result of escalation or as in the *Code of Conduct* – page 13.

Homework issues will be dealt with directly by the teacher concerned, and may involve the teacher's keeping the pupil in at lunchtime or after school. In the event that an after school supervision is required, the teacher will give the parents 24 hours' notice via email.

School Equipment Checklist

All students should have with them in all lessons:

- Two working pens in black or blue ink.
- Pencil and sharpener
- Rubber
- Ruler
- Glue-stick
- A copy of the Almanack
- The textbooks, vocabulary books and exercise books required.

In addition, all students in Years 7 and above should carry their own scientific calculator from the Casio FX83 range.

Emergency Procedure

When the fire alarm sounds and is continuous, this procedure will apply:

- Staff and pupils will immediately stop whatever it is he or she is doing and stand.
- All children will remain standing still whilst the teachers and other adults issue clear instructions as to what students should do.
- The staff will direct pupils to the nearest or safest exit.
- The teacher or adult in charge will walk pupils in an orderly and quiet manner to the designated evacuation point.
- Children must line up with their year group on the lawn outside the main entrance of the House. A register will be taken by the form teacher.
- At no time will any member of staff or any child enter the building until the 'All Clear' is given by the Headmaster.

Dress Code

Guidelines for School Dress and Appearance

In general...

- clothing and footwear must be clean, well fitted and in good repair
- sportswear – including tracksuits and gym shoes – may only be worn on designated Sports days
- clothing must be free of wording, lurid designs and prominent logos
- underwear is worn underneath clothes, not for purposes of display

Trousers and Jeans

Denim may only be worn in dark colours: navy or black and not in faded condition. Pupils may wear smart, well-cut trousers in other materials. Girls may also wear trousers.

Skirts and Dresses

We prefer HCH girls to wear trousers or dark, simple, good quality skirts with blouses. Luridly coloured, skimpy or showy dresses or skirts may not be worn. Skirts or dresses should be around knee length.

Shirts and Blouses

Pupils should wear smart long-sleeved shirts or blouses. Boys' shirts must be collared.

Jumpers and Pullovers

Boys and girls must have a woollen pullover or cardigan of V-neck or crew-neck design. We prefer darker, more muted colours. Sweatshirts and 'hoodies' must not be worn.

Socks and Tights

These need to be black or navy. In warm weather, girls wearing sensibly cut dresses or skirts need not wear tights. Tight-fitting 'leggings' are considered as tights and must be worn beneath an adequate length of skirt or dress. Tights may not be laddered nor have holes.

Shorts

Pupils in Years 5 and above may not wear shorts to school.

Footwear

Boys must wear leather loafers or lace-ups to school; girls, boots or sturdy slip-on shoes. **All footwear must be dark: brown, black or navy.**

Dress Code

Jewellery, Make-Up and Hair

Girls in Year 9 and above may wear subtle, discreet make-up and some unobtrusive items of jewellery (which they bring at their own risk). The hair of all HCH pupils must be worn in a becoming and sensible fashion – eyes and faces should be on view. Girls are asked to tie back long hair. Discreet highlighting in natural colours is not encouraged but will be overlooked. Wholesale dyeing or bleaching of hair is not permitted.

Sports Kit

All students must have appropriate kit for Sports. In Years 6 and above, this consists of Hampton Court House branded sportswear supplied by SPS.

The full kit contains

- a crested poloshirt
- a pink and black checked jersey
- a pair of black socks with a pink band
- and black shorts for boys and a black 'skort' for girls

Years 5 and below are not required to have the branded kit, but are expected to wear something equivalent for sport.

All students also need a pair of indoor trainers and a pair of outdoor trainers, and boys will require a pair of football boots.

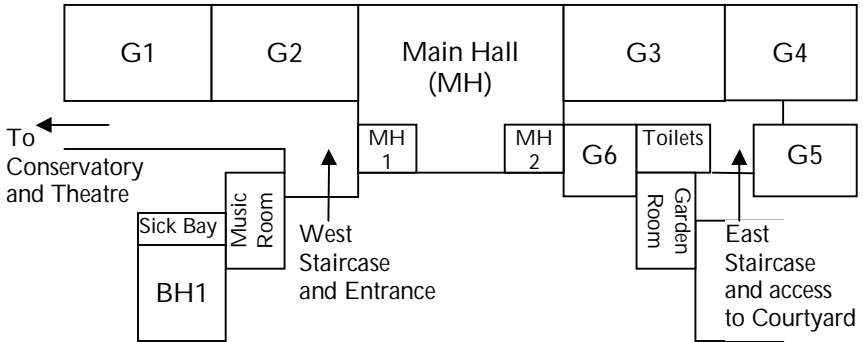
Students should come to school dressed in their kit on days in which they have sport.

Hampton Court House prides itself on not having a uniform. Students who turn up unsuitably dressed or presented (skimpy skirts, 'hot pants', hoodies etc) will not be admitted to lessons – and will be asked to return home to change.

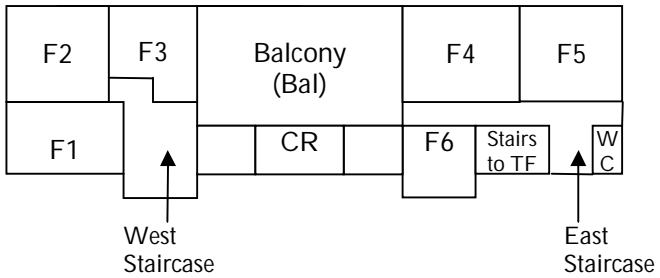
Map & Location of Rooms

G1	History	Ground Floor West
G2	Geography	Ground Floor West
G3	English and Music History	Ground Floor East
G4	Library	Ground Floor East
G5	ICT – Mac Suite	Ground Floor East
G6	Meeting Room	Ground Floor East
MH	Main Hall	Ground Floor Centre
MH1	Reception	Ground Floor Centre
MH2	Head of GCSE and Exams Office	Ground Floor Centre
BH1	Latin	West Wing
CON	Conservatory	Ground Floor Far West
ST	School Theatre	Ground Floor Far West
CY1	Senior Art Studio	Courtyard (East)
CY2	Junior Art Studio	Courtyard (East)
F1	Registrar’s Office and Bursary	First Floor West
F2	French	First Floor West
F3	Chess and Reasoning	First Floor West
F4	Year 3 Classroom	First Floor East
F5	Year 4 Classroom	First Floor East
F6	Head of Upper School	First Floor East
Bal	Balcony	First Floor Centre
CR	Common Room	First Floor Centre
TF1	Spanish, Head of Pastoral Care	Top Floor West
TF2	French	Top Floor West
TF3	English	Top Floor West
TF4	Pastoral Care Office	Top Floor West
TF5	Mathematics	Top Floor East
TF6	Learning Support	Top Floor East
TF7	Learning Support	Top Floor East
LG1	CNED, Head of Lower School	Lower Ground East
LG2	Nursery Classroom	Lower Ground East
LG3	EYU Activities Room	Lower Ground East
LG5	Reception Classroom	Lower Ground East
LG8	Year 1 Classroom	Lower Ground East
LG9	Year 2 Classroom	Lower Ground East
LG11	Music, Head of Music	Lower Ground West
LG12	PC Suite	Lower Ground West
LG14	Physics	Lower Ground West
LAB	Science Laboratory	Lower Ground West

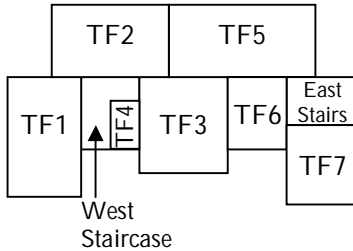
Ground Floor



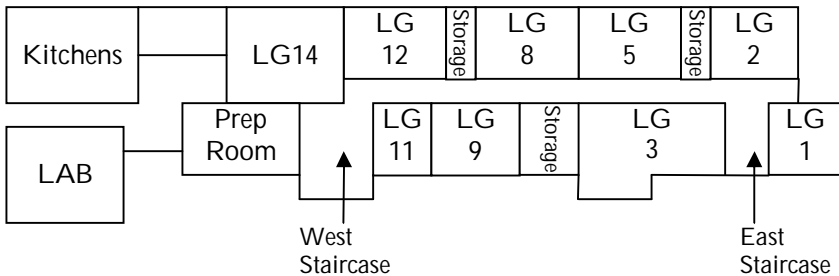
First Floor



Top Floor



Lower Ground



Daily Routine

Times of the Day

Registration.....	8.40
Assembly.....	8.45
Period 1.....	8.50 – 9.35
Period 2.....	9.40 – 10.25
Break.....	10.25 – 10.45
Period 3.....	10.45 – 11.30
Period 4.....	11.35 – 12.20
Lower School Lunch.....	12.00 – 13.15
Upper School Lunch.....	12.20 – 13.15
Lower School Sports Clubs.....	12.15 – 12.45
Upper School Sports Clubs.....	12.45 – 13.15
Lunchtime Clubs.....	12.35 – 13.15
Assembly/Life Skills.....	13.15 – 13.30
Period 5.....	13.35 – 14.20
Period 6.....	14.25 – 15.10
Period 7.....	15.15 – 16.00
After School Clubs.....	16.15

Train times

Morning

Arrives Hampton Court Station at 8.12.

The train arriving at 8.42 is too late for you to arrive at school on time.

Afternoon

Departs Hampton Court Station at 16.24, 16.54, 17.24 and so on.

Bus times

Morning

School Bus – Arrives Hampton Court House at 8.30.

Afternoon

School Bus – Departs Hampton Court House at 16.10.

Regular Events

School Clubs

Maths Clinic	Mondays	12.40 – 13.10	
	Thursdays	12.40 – 13.10	
Science Clinic	Tuesdays	12.40 – 13.10	
	Thursdays	12.40 – 13.10	
French Clinic	Wednesdays	12.40 – 13.10	
	Thursdays	12.40 – 13.10	
Judo	Lower School	Mondays	14.25 – 16.00
	Upper School	Mondays	16.15 – 17.15
Swimming	Lower School	Tuesdays	12.00 – 16.00
Charity Fundraising (Student Run)	Tuesdays	12.40 – 13.10	
Gardening	Tuesdays	12.40 – 13.10	
Art	Tuesdays	16.15 – 17.15	
Chess	Tuesdays	16.15 – 17.15	
History of Art	Tuesdays	16.15 – 17.15	
Scrapbook	Tuesdays	16.15 – 17.15	
SETi	Tuesdays	16.15 – 17.15	
Duke of Edinburgh	Wednesdays	16.15 – 17.15	
Photography	Wednesdays	16.15 – 17.15	
Computing (iClub)	Thursdays	16.15 – 17.15	
Football	Thursdays	16.15 – 17.30	
Headmaster's Tutorial	Thursdays (Alternate)	16.15 – 17.15	
Young Enterprise	Thursdays	15.50 – 16.30	

Other Regular Events

USMT Meeting	Every day	8.00 – 8.20
Morning Briefing (All Staff)	Every day	8.25 – 8.30
Staff Meeting (All Staff)	Mondays	16.20 – 17.20

Week 1

Diary

Spring Term

Monday Bank Holiday
02 January

Tuesday *10.00 - 15.00 INSET for Staff*
03 January

Wednesday Spring Term Begins
04 January 9.15 Upper School Assembly (MH)
 9.40 Period 2 - Lessons begin

Diary

Thursday Y11 Art Mock all day (CY1)
05 January

Friday Epiphany
06 January Y11 Art Mock all day (CY1)

Saturday
07 January

Sunday
08 January

Diary

Week 2

Monday First Week for Clubs
09 January **Art and Photography Exam papers released**
16.20 Staff Meeting (TF5)
19.00 Friends' AGM (MH)

Tuesday 11.35 - 12.20 Non-Verbal Reasoning (Y6-Y11)
10 January *16.00 - 19.00 INSET Evening (TF5)*

Wednesday *16.20 Curriculum Committee Meeting (LG1)*
11 January

Diary

Thursday
12 January

Friday **9.00 GCSE: ICT 1h30**
13 January

Saturday
14 January

Sunday
15 January

Diary

Week 3

Monday
16 January
Martin Luther King Jr Day (USA)
Y6 Assessment Tests (English and Maths)
13.30 GCE Spanish (OC Student)
16.20 Humanities Faculty Meeting (TF5)

Tuesday
17 January
Y6 Assessment Tests (English and Maths)

Wednesday
18 January
13.00 - 16.00 Y10-11 Football v TCC
16.15 CR General Meeting (TF5)
18.00 Y9 Options Evening (MH)

Diary

Thursday 13.00 - 16.00 Y7-9 Football v TCC
19 January

Friday
20 January

Saturday
21 January

Sunday
22 January

Diary

Week 4

Monday **13.30 GCSE: Psychology (B541) 1h15**
23 January *16.20 Staff Meeting (TF5)*

Tuesday **9.00 GCSE: Biology (A221) 0h40**
24 January **13.30 GCSE: Geography (5GA02) 1h00**
13.35 - 16.00 Y6 Media Enhancement Project (NCK)
Parents' Evening for N, R, Y1 and Y2

Wednesday *16.20 Curriculum Committee Meeting (LG1)*
25 January

Diary

Thursday **9.00 GCSE: Chemistry (A321) 0h40**
26 January 13.35 - 16.00 Y6 Media Enhancement Project (NCK)

Friday Burns Night
27 January *13.30 - 16.00 Governors' Meeting (F6)*

Saturday
28 January

Sunday
29 January

Diary

Week 5

Monday **9.00 GCSE: Geography (5GA03) 1h00**
30 January **13.30 GCSE: Physics (A331) 0h40**
16.20 Language Faculty Meeting (TF1)
16.20 Science Faculty Meeting (TF5)

Tuesday **9.00 GCSE: Biology (A222) 0h40**
31 January 6pm - 8pm Open Evening

Wednesday **13.30 GCSE: Chemistry (A322) 0h40**
01 February **13.30 GCSE: Psychology (3543) 1h00**

Diary

Thursday **9.00 GCSE: Physics (A330) 0h40**
02 February Intermediate Maths Challenge

Friday
03 February

Saturday *Y5-Y11 Interim Report Deadline*
04 February Friends' Ball

Sunday
05 February

Diary

Week 6

Monday

Final date for science coursework submissions

06 February

Final date to receive June 2012 GCSE entries

16.20 Staff Meeting (TF5)

Tuesday

07 February

Wednesday

16.20 Curriculum Committee Meeting (LG1)

08 February

18.00 - 20.00 Y5 Parents' Evening

Y5-Y11 Review interim reports in Lifeskills period

Y11 Spanish Writing 2 (some point in the week)

Diary

Thursday
09 February

Friday Y10 - Y11 Trip to Paris
10 February Fundraising Club's Valentine's Disco

Saturday Half Term
11 February Y10 - Y11 Trip to Paris
 Mathematics Challenge Competition

Sunday Half Term
12 February Y10 - Y11 Trip to Paris

Diary

Week 7

Monday	Half Term
13 February	Y10 - Y11 Return from Paris

Tuesday	Half Term
14 February	St Valentine's Day

Wednesday	Half Term
15 February	

Diary

Thursday Half Term
16 February

Friday Half Term
17 February

Saturday Half Term
18 February

Sunday Half Term
19 February

Diary

Week 8

Monday *16.20 Staff Meeting (TF5)*
20 February

Tuesday Shrove Tuesday
21 February Parents' Evening for Y3 and Y4

Wednesday Ash Wednesday, the beginning of Lent
22 February

GCSE French Writing 2 (some point in the week)

Diary

Thursday 13.00 - 16.00 Y7-9 Netball v Canbury
23 February

Friday
24 February

Saturday
25 February

Sunday
26 February

Diary

Week 9

Monday

Book Week

27 February

16.20 *Humanities Faculty Meeting (TF5)*

19.00 Parents' Forum - Social Media (MH)

Tuesday

28 February

Wednesday

Activities Day

29 February

Diary

Thursday St David's Day (Patron Saint of Wales)
01 March *Closing Date 13+ Entries*

Friday
02 March

Saturday
03 March

Sunday
04 March

Diary

Week 10

Monday 16.20 Staff Meeting (TF5)

05 March

Tuesday

06 March

Wednesday 13.35 - 16.00 Y9 Media Enhancement Project (NCK)

07 March 16.20 Curriculum Committee Meeting (LG1)

Diary

Thursday

Release of Jan 2012 GCSE results

08 March

13.35 - 16.00 Y9 Media Enhancement Project (NCK)

Friday

09 March

Saturday

10.00 - 12.00 Open Day

10 March

Sunday

11 March

Diary

Week 11

Monday 16.20 Language Faculty Meeting (TF1)
12 March 16.20 Science Faculty Meeting (TF5)

Tuesday
13 March

Wednesday 18.00 - 20.00 Y7 Parents' Evening
14 March

Diary

Thursday 13.00 - 16.00 Y7-9 6-a-side Football @ Goals
15 March

Friday 13.30 - 16.00 *Governors' Meeting (F6)*
16 March

Saturday St Patrick's Day (Patron Saint of Ireland)
17 March

Sunday Mothering Sunday
18 March

Diary

Week 12

Monday Music Department Concert Rehearsals (All day)
19 March 16.20 Staff Meeting (TF5)

Tuesday
20 March

Wednesday 13.00 - 16.00 Y10-11 5-a-side Football @ Goals
21 March 13.00 - 16.00 Y10-11 Netball @ Goals
Y5-Y11 End of Term Report Deadline
16.20 Curriculum Committee Meeting (LG1)

GCSE French Speaking 1 (some point in the week)

Diary

Thursday
22 March

Friday 14.30 - 16.00 Music Department Concert
23 March

Saturday
24 March

Sunday *Y6-Y11 Internal Assessment Results Deadline*
25 March Clocks go forward

Diary

Week 13

Monday 16.20 Staff Meeting (TF5)
26 March

Tuesday 12.40 Staff vs Students Chess Match (MH)
27 March

Wednesday Media Enhancement and Photography Exhibition (ST)
28 March

Y5-Y11 Review End of Term reports in Lifeskills period
GCSE Spanish Speaking 1 (some point in the week)

Diary

Thursday
29 March

Friday 10.00 - 12.00 End of Term Show
30 March

Saturday Easter Holiday
31 March Easter Quiz

Sunday Easter Holiday
01 April Palm Sunday

Diary

Week 14

Monday

Easter Holiday

02 April

Tuesday

Easter Holiday

03 April

Wednesday

Easter Holiday

04 April

Diary

Thursday Easter Holiday
05 April

Friday Easter Holiday
06 April Good Friday

Saturday Easter Holiday
07 April End of Lent

Sunday Easter Holiday
08 April Easter Sunday

Year Ahead

Summer Term 2012

Start of Term – Monday 23 April

Bank Holiday – Monday 7 May

Half Term

Monday 4 June – Friday 8 June

13+ Week

Monday 11 June – Thursday 14 June

End of Term – Wednesday 4 July (midday)

GCSE Results

Thursday 23 August

Homework Schedule

This list indicates the days on which homeworks are set. They should generally be done that evening and handed in during the next lesson with that teacher.

Year	Monday	Tuesday	Wednesday	Thursday	Friday
Year 5 30 mins per night + 10 mins Maths	Science	History or Geography	English	French	English
Year 6 2 × 25 mins per night	Maths Latin	Spanish Art or ICT	French History	Maths Geography	Science English (40 mins over the weekend)
Year 7 3 × 20 mins per night	Chemistry Biology Maths	Latin English Spanish	French ICT Maths	English History Geography	Physics Art Performing Arts or Perspectives
Year 8 3 × 25 mins per night	Chemistry Spanish Maths	Physics French English* *Set on Monday	Art Latin Performing Arts or Perspectives	Biology English Maths	ICT History Geography
Year 9 3 × 30 mins per night	History Geography Latin	Maths English French	Chemistry Art ICT	Biology Physics English	Spanish Maths Performing Arts or Perspectives
Year 10 3 × 35 mins per night	Maths Option C Perspectives	Physics Biology English	Maths Option A Option D	English Option B Option E	Chemistry Science Performing Arts
Year 11 40 minutes per subject	Maths English Art or French Biology A	Geography PE or Photo Chemistry A	Maths English Psychology Science	History Art, Latin or Spanish Science	Science ICT or Spanish Physics A

Glossary

Almanack	Essential information, contact details and diary.
Common Room	Either the collective body of teaching staff or the physical room which they inhabit.
Director of Studies	In charge of the day to day administrative running of the school, timetabling and curriculum.
Head of Pastoral Care	In charge of pupil welfare and discipline.
Lower School	Nursery to Year 4.
Upper School	Year 5 to Year 11.
East Gate	The gate at the end of Campbell Road, nearest the Palace.
West Gate	The gate near the sports fields, accessed through the public car park opposite the petrol station.
USMT	Upper School Management Team.
MH	Main Hall
ST	School Theatre (For other rooms check the school map).

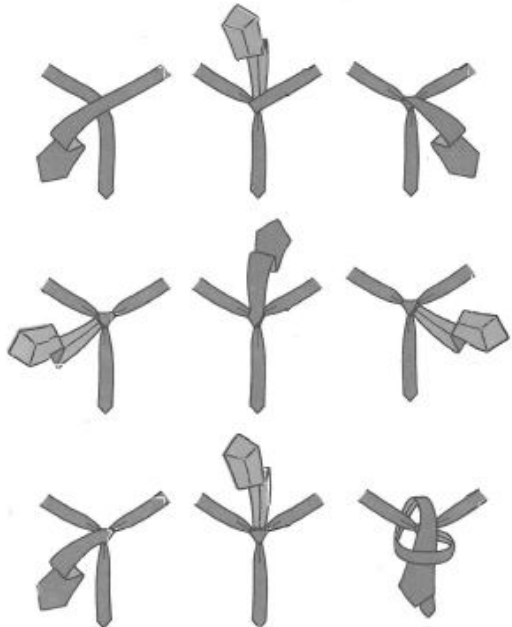
A Guide for Self Improvement

From *The 85 Ways to Tie a Tie*

The Windsor Knot

When the trend setting Prince of Wales, later the Duke of Windsor, took a liking to large tie knots in the 1930s, it did not go unnoticed. Within years men everywhere wore ties 'fastened with the popular Windsor knot, larger than the usual four-in-hand'.

Discarding the ubiquitous four-in-hand in favour of the large knot was, at the time, a conspicuous gesture; but it was an elegant one, and the knot has never really fallen out of fashion since.



September 2011						
M	Tu	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2012						
M	Tu	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2011						
M	Tu	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2012						
M	Tu	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

November 2011						
M	Tu	W	Th	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2012						
M	Tu	W	Th	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2011						
M	Tu	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June 2012						
M	Tu	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

January 2012						
M	Tu	W	Th	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2012						
M	Tu	W	Th	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2012						
M	Tu	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

August 2012						
M	Tu	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		