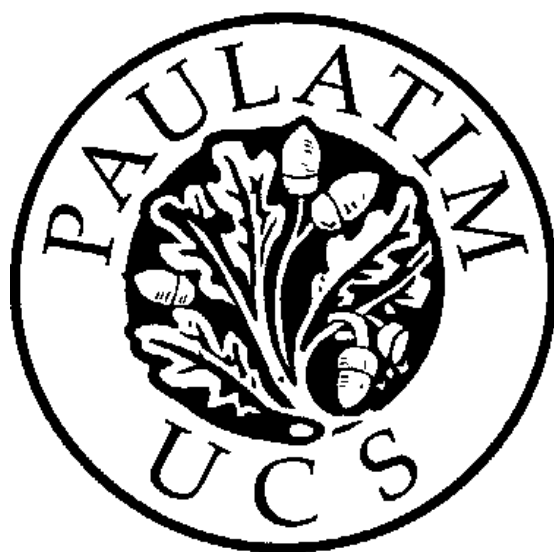


**UNIVERSITY COLLEGE SCHOOL**

**HAMPSTEAD**



**JOINING THE LOWER SCHOOL**

**SHELL**

**2011**



**Important Addresses  
Telephone Numbers & E-mail Addresses**

University College School  
Frognaal  
Hampstead  
London NW3 6XH

**School Office**

Telephone: 020 7435 2215  
Fax: 020 7433 2111  
Email: [seniorschool@ucs.org.uk](mailto:seniorschool@ucs.org.uk)

**Headmaster's Office**

Telephone: 020 7433 2102  
Fax: 020 7433 2116  
Email: [hmsec@ucs.org.uk](mailto:hmsec@ucs.org.uk)

**Admissions**

Telephone: 020 7433 2117  
Fax: 020 7433 2116  
Email: [ssadmissions@ucs.org.uk](mailto:ssadmissions@ucs.org.uk)

**Bursary**

Telephone: 020 7433 2140  
Fee Queries: 020 7433 2145  
Fax: 020 7433 2143  
Email: [jcawdell@ucsadmin.org.uk](mailto:jcawdell@ucsadmin.org.uk)

**Lower School Warden**

Mr Ian Gibson  
Telephone: 020 7433 2115  
Email: [icgibson@ucs.org.uk](mailto:icgibson@ucs.org.uk)

**Absence Line**

Telephone: 020 7433 2136  
Email: [absence@ucs.org.uk](mailto:absence@ucs.org.uk)

*If you wish to contact your son's form teacher or any other member of the school staff  
please telephone the school office on 020 7435 2215*

Website  
[www.ucs.org.uk](http://www.ucs.org.uk)

## **1. Before September**

### **Admissions Information Booklet, Medical History, Birth Certificate & Passport**

Enclosed in this mailing is a booklet of Admissions Information forms and a separate Medical History form. We will also need a copy of your son's Birth Certificate and of the photo page of his passport. These are purely for administrative purposes. Please complete all of these forms and return them, with the Birth Certificate and passport, to the Admissions Secretary in the Headmaster's Office by **Monday 25<sup>th</sup> July 2011**.

### **Meeting with Pastoral Staff**

Since numbers are so small, no formal welcome meetings are arranged for the boys joining Year 8 or for their parents. The Warden of Lower School will contact families privately to arrange for Shell boys to come into school before the end of the Summer Term. Term starts at the Senior School on Monday 5<sup>th</sup> September. There will be a meeting for parents of boys joining the Entry Year (Year 7) early in the Autumn Term (it is provisionally scheduled for 6.30 pm on Wednesday 14<sup>th</sup> September 2011). You will also be invited to this meeting. Reminders will be sent soon after the beginning of term.

### **Travel to School**

We are very keen at UCS to reduce the volume of traffic associated with the 'school run'. We believe that boys in the Lower School are old enough to make their way to school independently. There is more information about the options available, and about school policies, later in this booklet.

### **Ethnicity Questionnaire**

We are advised that it is good practice to collect data on the ethnicity of pupils at UCS. A simple form is enclosed for this purpose. You will note that you have the option not to complete it if you wish.

On the same form we ask for information about the languages that your son speaks and the language(s) normally spoken at home. Please do complete this information which can be important if we are to meet the educational needs of all students.

### **UCS Active**

The families of all UCS students are eligible to join our Health and Fitness Club, *UCS Active*. This gives access to the facilities of the Sir Roger Bannister Sports Centre (swimming pool, fitness centre, dance and aerobics studio and sports hall) at times when the school is not using them. A brochure outlining the Club's operation is enclosed with this mailing.

## **2. School Dress**

### **Uniform Regulations**

The school outfitters are: *Howard Bros. Ltd.*, 30, The Broadway, Mill Hill, NW7 & *Uniform4Kids.*, 1103-1105, Finchley Road, NW11 0QB. Their price lists for these companies are enclosed with this mailing. The brand new PE tracksuit, t-shirt and shorts will soon be available to order on a new website, details of which will be sent to you in due course.

For everyday wear and for all outside visits and sporting fixtures, boys must wear the following clothing:

#### **Lower School (Entry and Shell) & Middle School (Lower Remove, Remove and Upper Remove)**

School blazer and School tie

White or plain coloured shirt (preferably white, grey or blue; there are occasions on which all boys must wear white shirts)

Dark grey or black trousers

In the Lower School, sweaters, if worn, must be grey and V-necked

Sweat-shirts featuring the UCS crest are permitted, those with words, prominent motifs or hoods are not allowed.

The following are not permitted in the Lower and Middle School:

Jeans

Visible jewellery

Training shoes

Sweat-shirts with hoods or with prominent designs

Striped shirts

Pupils are **not** required to wear their blazers on the journeys to and from school.

#### **Upper School (Transitus and Sixth)**

Pupils may dress formally or informally (smart casual)

All items of dress must be clean, tidy, serviceable, properly worn and **clearly marked with the pupil's name**. Shoes may be black or brown and must be of a strong and sensible design.

#### **Games Kit**

All boys require for the Winter and Spring Terms: one maroon rugby shirt, one Form coloured rugby shirt for the Lower School, one Deme coloured rugby shirt for Middle and Upper School, one pair of maroon rugby socks, one pair of black rugby shorts, one pair of rugby football boots, one pair of white training shoes. For the Summer Term for boys playing cricket: one pair of white cricket trousers, white shirt and cricket boots. All of these items are available from the school outfitters. Boys are also required to have the new school tracksuit and PE kit

(white UCS t-shirt and shorts) which can be purchased from UCS Active from the 1<sup>st</sup> August onwards between the hours of 9:00a.m. – 5.30p.m. Mon – Fri. Further details of these arrangements are enclosed.

## **Protective Clothing**

In all activities at UCS, every effort is made to ensure that the health and safety of pupils is protected.

We, therefore, require that, in addition to the official school games kit, parents equip their sons with items of protective clothing for particular sports and other activities.

### Sporting Activities

It is UCS policy that, in the interests of health and safety, all boys **must** wear **mouth guards** when playing rugby and hockey. We arrange for the issue of guards to all new boys early next term. These are the personal property of each boy and must not be shared. A small charge will be added to the school bill. If you prefer to make your own arrangements, you **must** ensure that your son brings his mouth guard to his first games session next term, or a standard guard will be issued and a charge made.

Shin protection **must** be worn when playing soccer and hockey.

All rugby and soccer boots **must** be fitted with **safety studs**. Occasional inspections will be carried out. Approved studs will display the British Standards kite mark.

The school provides a range of **cricket helmets** in a variety of sizes which will be available for games and for practices. Boys below the age of 18 **must** wear a helmet when batting in the field or in the nets or when keeping wicket close to the stumps.

We insist that all cricketers **must** wear **groin protection** when batting in games and practices.

For all summer sports, and particularly for cricket, we strongly advise that boys are protected from the sun by wearing sun-hats and using sun-creams.

This list is not exhaustive. Parents who would like further advice about the protective clothing and equipment recommended for particular sports should contact the Director of Sport.

### Design & Technology, Art and Drama

The school provides overalls in the Design and Technology workshops, but as a precise fit cannot be guaranteed, parents may wish to provide their sons with their own.

Parents should provide their sons with an overall or a large sized, old shirt to protect clothing whilst working in the Art Studios.

For all Drama lessons, boys must have plimsolls or training shoes. Pupils studying Drama at GCSE and A-level will also need tracksuit bottoms.

### **3. The Structure of UCS**

#### **Lower School**

The Shell Year (Year 8) is divided between four forms:

At the end of the Entry year, Entry becomes Shell (Year 8).

Shell Forms and Form-Teachers are:

SAHH	Form-Teacher: Mr A Hon
SPJB	Form-Teacher: Miss P Bradford
SERL	Form-Teacher: Miss E Lodato
SKAM	Form-Teacher: Miss K Merricks

The Lower School Wardens are Mr Barnish and Mr Gibson.

Mr Barnish will take special responsibility for the Shell Year.

#### **Middle School**

At the end of the Shell year, pupils are mixed into five new forms (together with some new boys) in the Lower Remove (Year 9). The five Lower Remove forms correspond to five UCS Demes:

Baxters	(Deme Warden: Mr FitzGerald)
Black Hawkins	(Deme Warden: Mr Hawley)
Evans	(Deme Warden: Mr Allen)
Flooks	(Deme Warden: Dr Plow)
Underwoods	(Deme Warden: Mr Wilkes)

Each Lower Remove form will also have its own Form-Teacher.

At the end of the Lower Remove year, students choose the subjects that they intend to study for GCSE. Lower Remove becomes Remove (Year 10), with the same Deme Wardens and Form-Teachers.

At the end of the Remove year, Remove becomes Upper Remove (Year 11) with the same Deme Wardens and Form-Teachers. At the end of the Upper Remove year, students sit their GCSEs and choose their AS-level subjects.

#### **Upper School**

At the end of the Upper Remove year, students remain in the same Demes (with the same Wardens) but are divided into smaller Tutor-Groups for the Transitus (Year 12) and Sixth Form (Year 13) years. A new Deme, Olders, is also created for the girls who join UCS at this point (the Deme Wardens are Mrs Jenkins and Ms Kung).

Each Tutor-Group in the Transitus and Sixth will have its own Form-Tutor. The same Tutor will look after pupils for both years. A team of Senior Tutors work with the Deme Wardens to oversee Form-Tutors in the care of students in these years, and, particularly, in offering advice on University applications.

## **4. The Relationship with Parents**

### **General Remarks**

When boys join the Lower School, the Middle School and the upper school parents will be invited to meet their son's new form-teacher, Year and Lower School Warden or Deme Warden. It is hoped that this marks the beginning of a valuable and, where possible, informal relationship that will support pastoral care for the coming years.

In addition to these meetings, there are annual consultation evenings at which parents may talk with each of their son's teachers and, in particular, those charged with his pastoral care. In years when important academic decisions must be made, there is more than a single meeting of this kind. Parents will receive at least two detailed, written reports on their son's progress during the school year, normally in the terms when a consultation evening is not scheduled.

We strongly hope that parents with concerns of any kind regarding their son's progress or well-being will not feel constrained to leave these until a consultation evening. Time on these occasions is often limited, and delay may cause further anxiety. Just as we will seek always to communicate our concerns to parents, we hope very much that parents will feel free to contact form-teachers, Lower School Wardens, Deme Wardens or the Headmaster about academic or social matters. Pastoral Staff need also to be informed about any developments at home that may affect a boy's attitudes or behaviour.

In the same way, just as parents properly expect to rely upon the support of the school in the effective care of their sons, so the school needs and deserves the support of parents. We hope that parents will respect the school's values and procedures - in particular by ensuring that their sons do not miss school for reasons other than illness and that they fulfil sporting or cultural commitments, even when these fall outside normal school hours.

### **Reporting Progress**

While your son is in the Lower School, there will be a number of opportunities to meet his teachers or to read written reports from them.

Your first meeting in the Shell Year (at the start of the Autumn Term) will be with pastoral staff. There will be a further consultation evening later in the Autumn Term. We hope that all subject teachers will be available at this meeting. You will also have a scheduled meeting with your son's form-teacher. You will receive full reports at the end of the Spring and Summer Terms. These reports will include descriptors for effort and for attainment in each subject, in addition to a detailed comment from the subject teacher and, in the Summer Term, results of end-of-year examinations.

At the start of each academic year in the Lower School, you will receive a copy of your son's weekly homework timetable. Your son will be issued with a personal organiser at the start of each year. This will include some useful pages of information and advice. He will also use it to record details homework assignments. We hope that you will oversee his study at home, endorse his organiser and report any problems or inconsistencies to his form-teacher.

## **Family Circumstances**

It is very important that parents should notify the School of any changes in their circumstances. Of course, we need to know about changes of address (including changes of business address and telephone number, as it is essential to be able to contact parents in an emergency). Mobile telephone numbers and e-mail addresses should be communicated to the School Office, initially on the enclosed form.

It is also vital that we should be informed if there is to be a separation or divorce, if there has been a death in the family or of any other events which might affect a boy's happiness or demeanour at school. Information will always be treated in confidence. Parents may prefer to write directly to the Headmaster or the Warden of the Lower School in matters of this kind.

## **Absence Notes and School Holidays**

If a boy is absent from school, it is essential that his parents provide the form-teacher with an absence note, explaining the circumstances as soon as he returns. **Parents should also inform the school by telephone by 10 am on the day of their son's absence. (Absence Line 020 7433 2136 or email: [absence@ucs.org.uk](mailto:absence@ucs.org.uk)).**

Dates of UCS terms are published well in advance. Parents must arrange family holidays and other appointments in such a way as to avoid clashes with term-dates. The school is happy to excuse boys for reasons of special religious observance. **However, absence for other reasons will only be permitted in exceptional circumstances, and only with the express permission of the Headmaster.**

## **The Parents' Guild**

The parents of all boys at UCS are encouraged to join and support the Parents' Guild. The Guild offers opportunities for parents and families to meet one another socially, to enjoy shared social activities, to raise money for charities and to raise funds for the school. The Guild is run by a committee of parents who share responsibilities, and who are always keen to welcome new members.

Arrangements are made early in the year for informal social gatherings for the parents of boys in each Lower School form. In addition, there is a broader programme of social events, and the Guild arranges sales of second-hand school uniform.

## **5. The School Day**

### **Times**

All boys are required to be at school in time for morning registration at 8.45 am. We hope that parents will ensure that their sons attend on time each day. The school day normally ends at 4.00 pm. Boys in the Shell Year are released at 4.00 pm. On days when boys are taught games in the afternoons (Wednesdays for those in the Shell Year), these times are necessarily more flexible. **On these days, the school day ends for most boys at the playing fields, rather than at the Senior School site in Frognal.** Supervision on the school site terminates at 4.45 pm. unless they are involved in an official school activity, boys should have left school by that time. A map showing the relative position of the playing fields is included with this booklet.

All boys in the Middle School and below must remain in school until the end of the school day and may only leave the premises at lunch-times with the permission of their Year Warden or Deme Wardens.

In the Transitus and Sixth Form, pupils are permitted to leave school during the lunch-hour and may (usually from the start of the Spring Term of the Transitus year) leave school for the day after their final afternoon lesson.

### **The Journey to and from School**

UCS is the first secondary school in the local area to prepare a School Travel Plan. We are very keen that UCS pupils (and UCS families) should be properly aware of the implications of their own private travel choices for the wider community. We believe that there are pressing arguments – both social and personal – to reduce the volume of traffic associated with travel to and from school and to encourage as many members of school community as possible to make their way on foot, by bicycle or on public transport.

In our Travel Plan, we have established targets for reducing the use of private cars on ‘the school run’. Meeting these targets will help to reduce pollution and congestion in the local area, promote healthy exercise for UCS pupils, make life more pleasant for our neighbours and help to develop the proper independence of our students. We hope that you will support these aims and think carefully about the best choices for your son’s travel to and from school.

There are a number of ways in which you can help:

1. Collecting Data. If we are to meet our targets, we need regular and up-to-date information about pupils’ travel arrangements. The first stage is to complete the accompanying form and return it to the School Office. We will be following this up with additional surveys during the school year.

2. Public Transport Options.

Please think seriously about encouraging your son to travel by public transport next year. The following services operate in the Hampstead area:

By Bus: Many buses stop in Hampstead or at Finchley Road Station including: 13 (from Golders Green to Central London); 46 (from Queens Park, Maida Vale and Kentish Town); 82 (from Finchley); 113 (from Edgware, Mill Hill and Hendon); 268 (from Belsize Park); C11 (from Archway, Parliament Hill and Gospel Oak); C12 (from Tufnell Park); 603 (from Muswell Hill Broadway).

By Underground: Hampstead Station is on the Northern Line. Finchley Road Station is on the Metropolitan and Jubilee Lines.

By Train: Finchley Road and Frognal Station is on the Silverlink Line which connects Richmond, Kew, Acton and Willesden with Camden, Highbury and Islington. West Hampstead Station is on the Thames Link line which connects stations in outer North London and Hertfordshire to King's Cross/St Pancras.

3. Cycling. There is secure accommodation for bicycles at UCS. We regularly publicise details of any cycling proficiency courses of which we are aware, especially those offered by the local authority.
4. Walking. If you live close to the school, please consider the benefits in terms of exercise and independence of allowing your son to travel to and from school on foot. We can advise of safe walking routes and (with the local Community Police) offer clear guidance to all UCS pupils regarding safety on the streets. Even if your journey is longer and you intend to use a private car, you might consider dropping and collecting your son at a small distance from the school in order to give him some daily exercise and to reduce the immediate congestion in and around Frognal.
5. Car-Sharing. If it is necessary for your son to travel to or from school by private car regularly, or on particular days, please consider the possibility of sharing the journey with other families who live nearby. If you would like details of other families in your area who are interested in car-sharing, please tick the appropriate box on the accompanying form so that we can help to put you in touch with potential partners.

## **6. The Curriculum**

All boys in the Lower School will study English, Mathematics, French, Latin, History, Geography, Science, Art, Design & Technology, Music, Drama, Personal, Social and Health Education, Games and Physical Education. ICT skills are delivered in the context of other subjects most specifically Science and Geography.

Boys are taught most subjects in form groups and some in smaller units. They are neither set nor streamed according to ability. Teaching groups in French are determined by a boy's experience of the language. Beginners are taught separately from those who have learned French before. Parents of all new entrants to UCS should read the enclosed letter from the Head of Modern Languages and complete the attached form, so that appropriate setting arrangements can be made.

This core curriculum remains in place throughout the two Lower School years. In the Shell Year the three sciences are taught separately.

In the Lower Remove, boys may choose to study German and or Spanish, to carry on with Latin, or to take up Greek. There is also an optional course in European Cultural Studies. Only these subjects, French and Mathematics are taught by set rather than by form.

GCSE choices are made at the end of the Lower Remove. UCS boys currently take ten GCSEs. AS-level choices are made at the end of the Upper Remove Year. All pupils currently study four subjects to AS chosen from: English Literature, Mathematics, French, German, Spanish, Latin, Greek, History, Geography, Economics, Politics, Philosophy, Physical Education, Physics, Chemistry, Biology, Art, Design & Technology, History of Art, Music, and Drama. They will continue with at least three of these subjects to A-level.

## 7. Music Lessons

Individual lessons can be arranged at School on any of the following:

Piano	Harp	Trumpet	Classical Guitar
Organ	Flute	Horn	Electric Guitar
Violin	Oboe	Trombone	Bass Guitar
Viola	Clarinet	Tuba	Jazz Techniques
Cello	Saxophone	Percussion/Drums	Singing
Double Bass	Bassoon	Bagpipes	Theory
Drum Kit	Aural Training	Composition*	Jazz Double Bass

\*Lower Remove and above

Lessons are usually arranged on a rota basis throughout the day, including before school, lunchtime and after school, where this is agreeable. It should be noted that this generally necessitates missing another school lesson for the lower and middle school year groups, but a change is made each week and great care is taken to ensure that work does not suffer.

There are ensemble classes for which usually no charge is made and which any pupil regardless of whether or not he/she has lessons at UCS, may join.

Most music lessons last for 35 minutes and from September 2010 the fee for ten such private lessons will be £210. The instrumental teachers are self-employed, independent professional teachers and will invoice you direct at the start of term for the forthcoming term's lessons. Payment must be made upon receipt of invoice. Lessons may be terminated if fees are not received within 14 days of being invoiced. On average, each pupil should receive 30 lessons during the school year, although because of the unequal length of the terms, they may be unevenly distributed through the academic year. **A term's written notice, or payment in lieu, is required to stop lessons.** This must be sent to the teacher concerned, with a copy to the Director of Music. Full details of the terms and conditions of tuition appear on each invoice and a copy can be provided upon request. From time to time the school may be prepared to provide free or subsidised lessons on certain instruments, for suitable candidates.

Tuition can start at any time, but it is a great help to know at or before the start of term of a pupil's wish to learn an instrument. In some cases an instrument can be borrowed from the Music Department for an initial period, for which a small charge may be made and for which parents assume responsibility for adequate insurance.

If you would like your son/daughter to start music lessons here, please complete and return the form below to the Music Administrator, at the School, telephone 020 7433 2315. If your son/daughter is already engaged on a course of lessons, it is not necessary to repeat a request. Mr Bradbury, Director of Music, is pleased to discuss matters with parents or pupils at any time and can be contacted by letter or telephone at school during term time on 020 7433 2314. It would be helpful to know if your son/daughter has had any previous tuition, and if so, to what level.

## **8. Medical Matters**

### **Confidential Medical History and Consent Form**

Medicals are offered to all pupils who join the senior school. The purpose is to identify medical problems that may require further management or could affect learning.

Parents are requested to complete the enclosed medical form and **return it to the School Nurse via the Headmaster's Office by Monday 25<sup>th</sup> July 2011.** Any matters of concern will be drawn to the attention of parents.

### **Medical Examination**

New pupils are examined during their first year. Testicular examinations are offered for boys under 12 (to ensure both testes are descended). A doctor and nurse will be present during the examination. For older boys this examination would only be performed if there were concerns. UCS does not conduct routine dental or vision checks or hearing.

### **Severe Asthma, Diabetes, Epilepsy and Severe allergies**

Parents will be asked to complete a treatment plan if your child suffers from one of the above. Further details should be obtained from the school nurse. These need to be updated on an annual basis. The majority of teaching staff receives regular training regarding basic management of these conditions. Strict policies must be followed in relation to the above conditions to ensure your child's safety and well being. If we do not have parental consent we are not permitted to administer medication.

### **Medication**

Paracetamol, Ibuprofen (Nurofen) and Piriton (anti-histamine) may sometimes be required and will be offered if parents have consented on their medical form. Prescribed medications may only be stored and given to pupils if the school has received signed instructions from parents. Forms can be obtained from the school office. Any medication such as antibiotics must be given to the nurse together with consent to administer form.

### **Injuries and Minor Ailments**

A qualified nurse is on site throughout the day for injuries and minor ailments occurring at school. Parents will be informed if they need to collect their child if appropriate. No student will be able to leave school without a parent / guardian present. This is to ensure that all students return home safely. Please ensure you update the school if your contact details change in case we need to contact you urgently. A written report will also be completed outlining details of any treatment given.

Parents are asked not to send children for specific advice which should be obtained from their family doctor.

## **Immunisations**

It is important that pupils are up-to-date with their immunisations. A full list of immunisations previously given to your child can usually be obtained from your GP.

We suggest all pupils are vaccinated against meningitis C. It can sometimes be difficult to establish whether or not your child has had the vaccination. You may be able to find out from his/her GP records or by contacting the nurse at his previous school. If uncertain, it is more advisable to repeat the vaccination than to miss it. The vaccine can be obtained from your GP. Travel and other immunisations are dealt with by your family doctor.

Immunisations against TB (BCG) are no longer routinely available. Please discuss with your GP if you consider that your child may be at a particular risk of developing TB (e.g. if he has travelled widely in high risk countries).

All pupils in Year 10 will be offered Diphtheria, Tetanus & Polio booster immunisations (for which parental consent is, of course, required). A team from the Child Health Department at the Camden primary Care Trust visits the school once a year to carry these out. Details about the vaccination and a consent form will be sent before administering.

## **Infectious Diseases**

Advice regarding appropriate action if students are suffering from infectious diseases is available from the School Nurse. This includes guidelines on periods of absence from school, and from sporting or other communal activities, in respect of common diseases such as: Athlete's Foot; Chicken Pox; Conjunctivitis; Diarrhoea and Vomiting; Impetigo; Measles; Mumps; Tinea (Ring Worm); Warts.

If your child is infectious please do not send them into school. Your child must remain at home for at least 24-48 hours after the symptoms have disappeared, such as temperature, vomiting or diarrhoea.

## **Head Lice**

From time to time pupils will be infected by head lice and/or nits. As a school we do not routinely conduct head searches of our pupils but we do ask that you inform the School Nurse if you discover lice/nits in your son's hair. The school doctor recommends that infected hair be treated with one of the proprietary lotions or shampoos, obtainable from chemists or health clinics, and combed with a fine-toothed comb. Treatment leaflets are available from the School Nurse, as are leaflets describing the "bug-busting Method".

## **Contact**

If you need to contact the school Nurse please ring 020 7433 2173 or email [lindy.harper@ucs.org.uk](mailto:lindy.harper@ucs.org.uk)

## **9. Bursarial Matters**

### **Fees**

Fees are due on the first day of each term. Fee invoices are usually sent out four weeks prior to the start of each term. A separate invoice is despatched for each pupil and is sent to the parent(s), unless a specific request has been made that invoices should be sent to a third party (grandparents, or a family trust, perhaps). Invoices show the itemised charges, including academic fees for the term, books and examinations. Lunch is included in termly fees.

The Council of UCS will normally agree any changes in fees for the following academic year at its Summer Term meeting. Notification of revised fees will then be sent to parents (or the payer, if different) as soon as possible.

### **Payment of Fees**

In accordance with the UCS Admission Agreement, the due date for payment of fees is the first day of each term. To assist parents (and payers) the School operates a Direct Debit scheme which is the most convenient and economical method of fee collection. Parents may choose one of two Direct Debit arrangements:

Termly Direct Debit, where fees are collected on or shortly after the first day of each term. This is the most popular arrangement.

Monthly Direct Debit, where each term's fees are collected in three equal monthly instalments, beginning on the first day of each term.

If you wish to pay by either of these Direct Debit schemes, please complete the enclosed mandate and return it to the UCS Bursary promptly.

If you wish to pay by cheque, please ensure that this reaches us by the first day of each term.

If you wish to transfer funds directly into our account, please include the child's surname as a reference in the transfer.

Our bank details are as follows:

Barclays Bank – Hampstead and Highgate.

Sort Code 20-36-16

A/C Name University College School

A/C Number 50291307

## **Late Payment of Fees**

A charge of £250 per term will automatically be added to all fee invoices that are not settled promptly on the first day of term (unless the Monthly Direct Debit scheme is in place). In addition, interest on any overdue balances will be charged at 1% per month. Where fees (including late payment and interest charges) are not paid by the fourth week of term, the pupil will normally be suspended from school. If non-payment persists until half-term, permanent exclusion is likely. Any costs incurred in the collection of unpaid fees will be recoverable in full from the parent (or payer).

Parents or payers who anticipate difficulty in settling fees are strongly advised to contact the Bursary at an early date.

## **Optional Charges**

Certain optional charges as explained below are added to all fee invoices unless parents indicate they wish to opt out of any. Parents wishing to do so should contact the bursary.

School Fees Refund Scheme: If a pupil is unable to attend school for reasons specifically defined within the policy (principally, ill health, accident or quarantine) the insurer will, after a waiting period, reimburse fees paid. Further details of this can be found at the back of this booklet.

Old Gowers Club: The school works hard to keep in touch with former pupils (Old Gowers) through publications, web-sites, reunions and other gatherings. To contribute to the cost of these activities, termly charges are added to fee invoices whilst pupils are at UCS. To preserve some equality for pupils joining the school in different years, a sliding scale of charges is employed:

<b>Point of Entry to UCS</b>	<b>Termly Charge</b>
Junior Branch (Years 3 to 6)	£10
Lower School (Years 7 or 8)	£15
Middle School (Years 9 to 11)	£20
Upper School (Years 12 or 13)	£30

Parents Guild: Subscriptions for the senior School and Junior Branch Parents Guilds are collected in the Autumn Term. Currently set at £10 per annum, these charges are passed on in their entirety to the Guilds and help to support social and other activities.

## **School Trips & Outings**

Cheques for school trips and outings should always be made payable to UCS, never to a named member of staff. Except by prior agreement, the cost of such trips and outings must be paid prior to departure. It is school policy that pupils in respect of whom fees are overdue will not be permitted to participate in such activities.

## **Music Charges**

Music charges for pupils in both the Senior School and Junior Branch will be invoiced separately and directly to parents by the respective Visiting Music Teacher. These charges are paid in advance of termly tuition. Normally, one term's written notice is required to stop lessons. Missed lessons are charged.

## **Insurance**

### Possessions

Loss of pupils' personal possessions at school, on journeys to and from school and when pupils are travelling on school trips, is not generally covered by the School. The School will, of course, endeavour to ensure that pupils' possessions are safeguarded. However, the School cannot accept liability for loss or damage to items of personal property and parents should ensure that their household contents insurance is adequate to provide cover. This is particularly important where items of high replacement cost are concerned such as bicycles, portable electronic equipment, cameras, musical instruments, sports equipment and clothing. We firmly recommend that, if it can be avoided, boys do not bring expensive items, or mobile telephones, to school and do not carry more money than they need for daily travel etc.

### Accidents

All pupils at UCS are covered by a Personal Accident Insurance policy which will provide various levels of benefit in the event of accidental injury leading to permanent disability. The cover is provided 24 hours a day, 365 days a year and world-wide. Medical expenses and private healthcare costs are not covered. The Personal Accident Insurance Scheme is organised by HSBC. Any benefit payable under this scheme is in addition to any compensation which may be obtained following a successful liability claim. It should be noted that the School's Public Liability insurance covers only accidents for which the School is held legally liable, for example where an injury results from negligence on the part of the School or its staff.

### Third Party Liability

As in the case of personal accidents, the School's Public Liability insurance covers only incidents for which the School can be held legally liable, for example where damage to property results from negligence on the part of the School or its staff. Accidental damage caused by a pupil to third party property will not be covered by the School. Most domestic insurance policies relating to buildings and/or contents include Third Party liability cover which should extend to members of the policyholder's family and to situations outside the home. Parents are advised to establish that they possess such cover.

## **10. Future Dates**

Please note the following important dates for your son's first term at UCS and future term dates:

Wednesday 14 <sup>th</sup> September 2011	6.30 pm	Meeting for all Entry Year parents (new Shell Parents are welcome)
17 <sup>th</sup> or 24 <sup>th</sup> November 2011	4.20pm	Parents evening

### **AUTUMN TERM 2011**

Begins:	Monday September 5 <sup>th</sup>
Two Week's Break:	Monday October 17 <sup>th</sup> to Friday October 28 <sup>th</sup>
Ends:	Friday December 16 <sup>th</sup>

### **SPRING TERM 2012**

Begins:	Wednesday January 11 <sup>th</sup>
Week's Break:	Monday February 13 <sup>th</sup> to Friday February 17 <sup>th</sup>
Ends:	Friday March 30 <sup>th</sup>

### **SUMMER TERM 2012**

Begins:	Thursday April 19 <sup>th</sup>
INSET DAY	Friday June 1 <sup>st</sup> ( <b>School is closed</b> )
Week's Break:	Monday June 4 <sup>th</sup> to Friday June 8 <sup>th</sup>
Ends:	SS – Tuesday July 3 <sup>rd</sup> ( <b>School closed at 12pm</b> )
	JB – Wednesday July 4 <sup>th</sup>
	PX – Thursday July 5 <sup>th</sup>

*Note: Members of school teams must make themselves available for matches on all Saturdays, including those during mid-term breaks.*

## **11. Contact Details at a Glance**

<b>Senior Staff</b>			
Mr K J Durham	Headmaster	0207 433 2102	hmsec@ucs.org.uk
Mr C M Reynolds	Vice Master	0207 435 2215	creynolds@ucs.org.uk
Mr S R J Marshall	Deputy Head Academic	0207 435 2215	simon.marshall@ucs.org.uk
Dr D J Colwell	Deputy Head Pastoral	0207 435 2215	colwelld@ucs.org.uk
<b>Bursary</b>			
Mr J J Witts	Bursary	0207 433 2144	jcawdell@ucsadmin.org.uk
	Fees	0207 433 2145	feequeries@ucsadmin.org.uk
<b>Administration</b>			
Miss S Samuels	School Secretary	0207 435 2215	seniorschool@ucs.org.uk
Mrs J Scott	Headmaster's PA	0207 433 2102	hmsec@ucs.org.uk
Mrs L Quantick	Admissions Secretary	0207 433 2117	ssadmissions@ucs.org.uk
<b>Absence</b>	Absence Line	020 7433 2136	absence@ucs.org.uk
<b>Medical</b>			
Mrs L Harper	School Nurse	020 7433 2173	Lindy.harper@ucs.org.uk
<b>Sports Club</b>	UCS Active	0207 433 2127	club.reception@ucs.org.uk
<b>PE &amp; Games</b>			
Mr J P Cooke	Director of Sport	0207 433 2321	jon.cooke@ucs.org.uk
<b>Music</b>			
Mr J Bradbury	Director of Music	0207 433 2314	john.bradbury@ucs.org.uk
Mrs C Goldblatt	Music Administrator	0207 433 2315	carol.goldblatt@ucs.org.uk
<b>Drama</b>			
Ms G R Rabie	Director of Drama	0207 433 2248	
<b>Pastoral Staff</b>			
Mr A Barnish	Lower School	0207 433 2183	<a href="mailto:abarnish@ucs.org.uk">abarnish@ucs.org.uk</a>
Mr I Gibson	Wardens	0207 433 2115	ian.gibson@ucs.org.uk
Mr S FitzGerald	Baxters Deme	0207 433 2202	baxters@ucs.org.uk
Mr S Hawley	B Hawkins Deme	0207 433 2191	bhawkins@ucs.org.uk
Mr T Allen	Evans Deme	0207 433 2304	evans@ucs.org.uk
Dr G Plow	Flooks Deme	0207 433 2302	flooks@ucs.org.uk
Mr A Wilkes	Underwoods Deme	0207 433 2196	underwoods@ucs.org.uk
Mrs L Jenkins Ms J King	Olders Deme	0207433 2220	olders@ucs.org.uk
Mr R Chapman Mrs L Jenkins Ms J Kung	Sixth Form Team	0207 435 2215	russell.chapman@ucs.org.uk

