

Joining the Transitus

2011



University College School





**Important Addresses
Telephone Numbers & Email Addresses**

University College School
Frognaal
Hampstead
London NW3 6XH

School Office

Telephone: 020 7435 2215
Fax: 020 7433 2111
Email: seniorschool@ucs.org.uk

Headmaster's Office

Telephone: 020 7433 2102
Fax: 020 7433 2116
Email: hmsec@ucs.org.uk

Bursary

Telephone: 020 7433 2140
Fee Queries: 020 7433 2145
Fax: 020 7433 2143
Email: jcawdell@ucsadmin.org.uk

Head and Deputy Head of 6th Form

Telephone: 0207 435 2215
Email: russell.chapman@ucs.org.uk
lisa.jenkins@ucs.org.uk
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Absence Line

Telephone: 020 7433 2136

Website

www.ucs.org.uk

1. Introduction

Welcome Meetings

Deme Wardens will contact all new boys and their parents in order to arrange individual meetings. All new girls and their parents are invited to a Welcome Meeting on Wednesday 15th June 2011 at 4.30 p.m. The meeting will be relatively brief, and gives the opportunity to meet key pastoral staff, to give further consideration to subject choice if necessary and to ask any remaining questions about the nature of study and the structure of school life in the UCS Sixth Form

GCSE Results

Students should receive GCSE results on Thursday 25 August. Please arrange for a copy of the Statements of Results to be sent the Headmaster's Office at UCS, to arrive on or before Wednesday 31st August 2011.

The Beginning of Term

All members of the Transitus must attend for a pre-term induction day on Friday 2nd September 2011 at 9.30 a.m.

9.30 to 10.00	Breakfast with Sixth Form Tutors and Form Tutors in the 6 th Form Centre
10.00 to 11.15	Year Meeting in the Lund Theatre
12.30 to 16.00	Induction Activities

There will also be time on Wednesday 31st August between 1:30p.m. and 3:30p.m. for students to discuss any final subject choices with Mr Simon Marshall (Academic Deputy Head). Please call Lucy Hyland (Mr Marshall's Secretary) to make an appointment.

The Autumn Term starts on Monday 5th September:

8.45	Full school assembly in the Great Hall
9.10 to 10.55	Tutor Periods
11.15 onwards	Normal Lessons

Key Staff & Key Relationships

All students in the Transitus are members of one of the UCS Demes. New girls will automatically join Olders under the Deme Wardenship of Mrs Jenkins and Ms Kung. New boys will join one of the five established Demes (Baxters, Black Hawkins, Evans, Flocks and Underwoods).

Within each Deme, students are allocated to a smaller tutor group, under the supervision of a Form-Tutor.

Co-ordinating both years of the Sixth Form is the Head of Sixth Form (Mr. Chapman) and the Deputy Head of Sixth Form (Mrs. Jenkins and Ms Kung) together with a team of Assistant Heads of Sixth Form (Miss Hudson, Mr. Finch, Mr. Tear, Mr. Thomson and Mr. Murphy)

The School Day

The UCS school day starts at 8.45 a.m. and finishes at 4.00 p.m. Meetings, rehearsals, team practices etc. may take place outside these hours.

Regular Meetings

All students must attend for registration with their Form-Tutor at 8.45 a.m. and at 2.10 p.m. each day.

All students attend Assembly in the Great Hall on Mondays, Wednesdays and Thursdays. Tuesdays and Fridays begin with a Tutor Period and the two Sixth Form years have their own Assembly.

One period is also set aside for all Transitus students – the first lesson on a Tuesday afternoon – to be used for presentations, group activities and visiting speakers, on a variety of themes covering PSHE, Higher Education and much more. This is known as T7 and is an important and compulsory element of UCS Sixth Form education. Sixth Form students have an equivalent period on Friday period 1.

Travel to School

We are very keen at UCS to reduce the volume of traffic associated with the ‘school run’. We expect senior students to make their way to school. Some information about these options are available later in this booklet.

Senior students may pass their driving tests whilst at school. They are **not** entitled to park on the school site and we hope that parents will discourage them from driving to school. Parents must let us know if they do give consent for their sons/daughters to drive to school.

Information to be Returned

Enclosed with this mailing is a series of forms to be completed and returned to the Admissions Secretary at UCS by **15th June**. In most cases these are self-explanatory. For administrative purposes, we request copies of a student's birth certificate and the photo page of their passport.

We are also advised by the Department for Children, Schools and Families that it is good practice to collect data on the ethnicity of our pupils. 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 or daughter 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. What makes the 6th Form different?

Being part of the Sixth Form at UCS is a distinct experience. The UCS Sixth Form aims to prepare students for life beyond school and therefore places greater emphasis on developing independence, responsibility and maturity. Students in the Sixth Form enjoy certain privileges, but are also expected to lead by example with regard to their behaviour, appearance and work habits. Students will also find that teaching groups are smaller and they enjoy more informal relationships with their teachers.

AS study is, in itself, very different from that at GCSE. Joining our Sixth Form means having access to the Sixth Form Centre – a space that is dedicated to students in the Transitus and Sixth. The centre encompasses a social area, a quiet study area with computers/PC access, a games room and a media room. Students will also have access to the café throughout the day, which will also have WiFi capabilities. The Head and Deputy Head of Sixth Form are based in the Sixth Form Centre meaning that they are easily on hand when advice and support are needed.

The Nature of AS Study

There is a significant difference between GCSE and AS level. Students will be studying only four subjects, instead of the eight or nine followed to GCSE and the pace will be faster. Teaching and learning styles will also be different. Much will depend upon the ability of students to adopt more independent patterns of study, together with increased self-discipline. Indeed, success at AS level depends upon these skills and all members of the Transitus will be encouraged to develop their own strategies for coping with the demands of courses that are more rigorous. Support will come from Form Tutors and from individual subject teachers. We require all students to be analytical of their own performance and to complete self-assessment progress reviews. These are then discussed with their Form Tutor, who can compare and contrast the content with the teacher-generated reports.

All students are expected to take greater responsibility for their academic progress. This includes the meeting of regular deadlines for researched assignments and practical work. *Study Periods* exist to promote the development of independent learning. All Transitus students are encouraged to use the library and other study facilities for these periods during the autumn term. As good work habits are established, so greater flexibility may be allowed in the use of study periods.

Students will sit AS level modules in each of their four subjects in the summer term of the Transitus year. They will then have the option of dropping one subject, or of continuing with all four to A2 level in the Sixth Form year.

AS Examinations and the Post-AS examination period

AS Level courses are surprisingly short. Some examinations take place as early as half way through the summer term. In order to protect teaching time, no formal period is dedicated for mock AS exams. Each department will make its own arrangements. The Easter holidays are a most important revision period and students are strongly advised to plan to make best use of this time.

During the examination period, students are only required to attend school for their exams. When the examinations are over (on a date announced by the school when exam timetables are known) all students are required to attend school in the normal way. Some time will be given over to academic classes in each subject. In addition to this, a programme of extra-curricular group activities, practical instruction and Higher Education advice together with opportunities to develop social and life skills is provided by the Sixth Form Management Team. Attendance at school during this period is compulsory.

It is possible to re-sit in the Sixth Form year AS modules taken for the first time in the summer of the Transitus. However, in most cases, these re-sits will only be permitted in the summer term of the Sixth Form year.

Games and Activities

In order to broaden the range of experience and education in the Sixth Form, one afternoon in the week (Wednesday) is devoted to sport and another (Friday) to a wider range of activities. Each of these elements of the Sixth Form programme is compulsory and a good deal of choice is offered to students.

The games programme is organised by the Director of Sport (Mr. Cooke).

The Activities programme is organised by Mr Collins (Head of General Studies), working with the Head of Sixth Form. A number of community service options will be available and students are strongly encouraged to take advantage of these opportunities. In addition to community service, there is a range of other courses and activities from which to choose. Students who are in the senior representative squads in rugby or football will have formal games coaching at this time.

On games afternoons, students will be free to leave at the conclusion of their particular activity. If games are held at the playing fields or at another site, they may make their way home; there is no need to return to Frognaal. All students are expected to notify their patrons in advance if they are likely to miss any Games or Activity session for a pre-arranged appointment. An 'off-games' facility exists for those unable to participate through illness/injury.

3. Care of Students

Pastoral

All members of the Transitus are allocated to a *Tutor Group* within their Deme. Boys transferring from the Middle School will maintain the link with their Deme Warden. The Form Tutor will assume responsibility for academic and pastoral matters, with the Deme Warden maintaining an interest in the general well-being of each student.

The Head/Deputy Head of Sixth Form (Mr Chapman, Mrs Jenkins/Ms Kung) take responsibility for the smooth running of the Transitus and Sixth Form and for all matters concerning Further Education and the social affairs of pupils in these year groups. They also manage the Sixth Form Centre together with the Assistant Heads of Sixth Form and regularly liaise with the respective Tutors and Deme Wardens about individuals' involvement in the sixth form. Clearly, an overlap of duties occurs, offering an opportunity for students to develop closer relationships of their choice.

The constant liaison between Form Tutor, Head/Deputy Head of Sixth Form and Deme Wardens ensures that each student will have support and advice whenever necessary. This is the defining feature of the UCS pastoral system.

Academic

Deme Wardens, Head/Deputy Head of Sixth Form and Form Tutors will continually monitor the progress a student is making, via the comment and report system. In addition, the system of student generated progress reviews forms the basis of a formal consultation that strengthens the dialogue between Form Tutors and their tutees. An honest review of an individual's strengths and weaknesses can help foster a more positive attitude to academic study and an awareness of the expectations of both the pupil and the school.

The Reviews are completed on two occasions in the Transitus year:

1. Midway through the autumn term. This tends to focus upon the success of a student in making the transition from GCSE to Advanced Level study and offers the opportunity to discuss immediate concerns and how to get the best out of life in the Sixth Form.
2. At the end of the spring term. The purpose of this review is to establish initial plans for life beyond UCS and takes into account possible plans for university and work experience.

School-Parent Links

Formal arrangements

There will be a number of opportunities both to meet teachers and read written reports from them. There is a consultation evening during the first term of the Transitus year, and full reports are written in the autumn and spring terms of that year. Full reports are also written

in the first two terms of the Sixth Form year. In the autumn term, the report is followed by a consultation evening at which progress may be discussed in greater detail.

Informal arrangements

When students join the school, parents will be invited to meet the new Form Tutor and Deme Warden. It is hoped that this marks the beginning of a valuable and informal relationship that will support pastoral care for the coming years.

We strongly hope that parents with concerns of any kind 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-Tutors, 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 student's attitude 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 children, 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 absence from school is not for reasons other than illness and that they fulfil sporting or cultural commitments, even when these fall outside normal school hours.

4. The Sixth Form and the UCS Community

Leadership Opportunities

There are numerous opportunities at this level of the school for students to involve themselves in positions of responsibility. UCS operates a system whereby students are encouraged to volunteer for positions of responsibility throughout the school. They have the chance to assist form teachers in the Lower and Middle Schools, organise and support inter- and intra-Deme competitions, as well as fulfilling duties such as conducting tours of the school for prospective parents, helping out on parents' evenings and mentoring younger students. It is hoped that as many students as possible will involve themselves in the day to day activities of the school. Opportunities to volunteer for responsibility of this kind will occur during the *Transitus* year.

The Sixth Form Common Room Committee

The Common Room facilities are managed by the Sixth Form Committee. Members of the *Transitus* are invited to join the committee, at an appropriate stage during the year, as Sixth Form students begin to devote more time to preparation for public examinations.

A number of sixth form students become involved with the organisation and running of their own café and tuck-shop, offering useful skills of planning and responsibility. Games facilities, tournaments and competitions are organised by the committee, who produce an annual yearbook and will arrange the Sixth Form ball. Individuals who are not on the formal committee are encouraged to generate their own initiatives with the full support of the Senior Tutors.

From time to time, and depending on the energies of the committee, a programme of social events is organised and joint functions with other schools encouraged.

Mentoring

Opportunities arise for students in the *Transitus* and Sixth Form to work with pupils and tutors in the Lower and Middle School on a regular basis. Responsibilities range from mentoring pupils over academic issues to discussing class projects and sporting events. The involvement of mentors may lead to running class discussions, starting up societies and organising events for the school's Community Action programme. UCS encourages peer-mentoring where students share their knowledge and expertise and support each other in their academic programme.

Community Service

The UCS *Community Action* programme depends upon the voluntary efforts of form representatives emerging from the *Transitus* and Sixth Form. These representatives liaise with the teachers in charge of Community Action and take responsibility for fund-raising events and administration. There are also opportunities for *Transitus* students to undertake individual Voluntary Service projects, under the Community Action programme, and these may well prove useful when reported in a student's university application.

Through the Friday afternoon Activities Programme some students will have the opportunity to work as volunteers in local state primary schools. Students work with individual pupils on numeracy and literacy, assist in the classroom and participate in class activities and games. In addition, a number of students work in the local charity shops and undertake a certain amount of fund-raising schemes on behalf of those charities. UCS has also fostered a strong link with Swiss Cottage School where our pupils support children with special learning difficulties.

Setting up/running Societies

Societies are an important part of the school and all students are encouraged to take on the responsibility for both establishing and running events throughout the year.

Rules and responsibilities

As senior pupils all Transitus and Sixth Formers are expected to set a good example to the rest of the school, as well as taking proper responsibility for their own work, progress and appearance. Whilst members of these two years enjoy a certain number of privileges a number of basic rules do apply:

Dress Code

Pupils may dress formally or informally. If they choose to dress informally, a 'smart casual' code should be adopted. Clothing which is torn or dirty, or dress which may be considered to invite inappropriate attention, is not acceptable.

School Teams

Once selected as a member of a school team or squad, students are expected to make themselves aware of, and available for, all fixtures.

Leaving the site

Permission may be granted for students to leave the school site at certain times throughout the school day. They may leave the site at break time and lunchtime, but should not expect to leave at any other times. On leaving the school students must 'sign out' at the school gate and 'sign in' on their return. When feeling unwell, students should not leave the site without seeking advice from the school nurse and the necessary records being completed.

Early departures

Once students have established satisfactory work patterns and achieved an acceptable standard of academic progress they may be permitted to leave school after their final afternoon lesson if it falls before the end of the day. Parental acknowledgement will be required and no member of the Transitus can expect to be granted this privilege until the start of the spring term. It should be remembered that many extra curricular activities take place after school and early departures should not be used to avoid involvement.

Travel to and from School

UCS was the first secondary school in the local area to prepare a School Travel Plan. We are very keen that our pupils (and their 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 child travel to and from school. There are a number of ways in which you can help:

- *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.
- *Public Transport Options.*
Please think seriously about encouraging your son/daughter 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.

- *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.
- *Walking.* If you live close to the school, please consider the benefits in terms of exercise and independence of allowing your son/daughter 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 child at a small distance from the school in order to give him/her some daily exercise and to reduce the immediate congestion in and around Frognal.
- *Car-Sharing.* If it is necessary for your son/daughter to travel to or from school by private car regularly, or on a particular day, please consider the possibility of sharing your journey with other families who live nearby.
- *Driving Lessons.* At no time should students expect to take time off school for driving lessons during the school day.
- *Parking at school.* Before students are permitted to drive to school, we must receive a statement of consent from their parents and details of the car that they will be

using. Students are **not** permitted to park their cars at the school site, nor is parking permitted in Frogna! Way (the private road close to the school). The absence of local parking spaces means that all students are advised to use public transport or walk to school. Those who choose otherwise should be reminded that the needs and property of our neighbours and other local residents should be respected at all times.

5. Use of ICT

All UCS students will make extensive use of the school's ICT network for many aspects of their study. Early in the Autumn Term, all new students will be introduced to the network, given their own unique username and their own unique password. This will give all students access to their own individual area on the network in which they can store their own files and documents. The school operates a web-based file manager, providing password protected access to these documents from home as well as at school.

Each student is also provided with an email account. The email system has a web-based interface, providing students with access at any time from school or home.

All students have access to the school's Virtual Learning Environment, where they will find a variety of resources for learning and study, details of homework tasks etc.

Use of the school's network is managed and monitored carefully. Access to the internet is screened and filtered. We reserve the right to restrict access for students who misuse the network.

Acceptable Use of the Internet

Netiquette

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. In order to provide for the appropriate use of the network in line with school policy, the following guidelines for acceptable use have been developed and agreed.

- **Network etiquette:** You are expected to abide by the general rules of network etiquette. These include but are not limited to the following:
 - Use polite language
 - Illegal activities are prohibited
 - Anonymous messages are not permitted
 - All email must include the sender's full name
- **Acceptable use.** Use of the Internet must be in support of educational research and consistent with the educational objectives of UCS. Any reference to UCS in an official capacity on any external website must have the permission of the Headmaster.
- **Privilege.** The use of the network is a privilege and inappropriate use will result in the cancellation of the privilege.
- **Inappropriate material.** Users are not permitted to transmit or receive obscene, offensive, prejudicial, abusive and discriminatory or sexually oriented material.
- **Copyright.** Copyright laws must be respected at all times. Plagiarism, transmission of or downloading of copyright material is strictly prohibited. Users must acknowledge sources.
- **Software.** Only software installed by UCS may be used. Adding, deleting or modifying installed software is not permitted.
- **Vandalism.** Vandalism will result in the cancellation of network access. Vandalism is defined as any attempt to harm or destroy data of another user or computers. This includes the uploading or creation of computer viruses and damage to hardware.
- **Security.** Security on any computer system is a high priority. If you identify a potential security issue, it is important to notify the Systems Manager immediately. Do

not demonstrate or discuss the issue with other users. Do not use another individual's account or attempt to access private or personal materials without prior authorisation.

- **Email.** This is an extremely powerful communication tool. Exercise caution and respect others' privacy in revealing personal details (for example, photos, addresses and telephone numbers) on the web or in dialogue with other Internet users.
- **Chat Rooms.** The network should not be used for online chat unless specifically authorised and supervised by a member of staff.

School/Parent/User Agreement

The school's Internet Access Policy has been drawn up to protect all users. UCS reserves the right to withdraw privileges if use is deemed inappropriate.

By signing the Internet Acceptable Use Policy, you agree and understand that access to the network is a privilege and that you have a responsibility to use the Internet and network in a sensible and mature way.

Users will be expected to sign this agreement and return it to the school office before access will be given.

6. Life beyond UCS

Higher Education

All UCS Sixth Form leavers progress to university or some other form of Higher Education, either directly, or after a GAP year. Information on the destinations of our recent leavers, and the courses they have chosen to follow, is regularly published in *The Gower* and is also displayed in the Sixth Form Centre. Whilst the Head/Deputy Head of Sixth Form will take an interest in the first Transitus Progress Review, and will be happy to discuss Higher Education with Transitus students throughout the year, the main thrust of the university application process (UCAS) begins with the 'Beyond UCS' Conference Day, usually held at the end of the Spring Term. Further support is offered as part of the t7 programme. Information on university open days and pre-university taster courses is displayed in the 6th Form Centre. In June, following the second Progress Review and the AS examinations, each student will have a private interview with a member of the Sixth Form Management Team.

UCAS applications are completed in the autumn term of the Sixth Form year, with further help and advice being readily available from Subject Teachers, Departmental Heads, Form Tutors, Deme Wardens and Head/Deputy Head of Sixth Form. The Head/Deputy Head of Sixth Form offer more specialist advice and oversee the whole process.

'Gap Year' Opportunities

An increasing number of students now take a 'year off' before going to university and UCS will provide advice and guidance on this. As well as issuing relevant information on GAP years we will hold meetings and invite representatives from a range of organisations to the school. A GAP year is a good year, if used wisely and well-planned.

Travel Scholarships

A number of Travel Scholarships do exist to support certain GAP year projects. Again, full information is provided in our GAP year document. It is important to give any travel plans early consideration and applications for our own scholarships are usually requested midway through the sixth form year.

Work Experience

The UCS Work Experience Scheme is designed to broaden the outlook of Transitus students and to give them a taste of the skills and relationships they will need to master in the outside world. Work Experience need not, necessarily, be in a student's planned precise career area. We believe that the best time for Work Experience placements is during the summer break between the Transitus and Sixth Form years, since it can then be fully reported on the subsequent UCAS form. A number of students will be able to arrange a suitable placement for themselves (indeed, for some careers/courses it will be an advantage for a student to report, on their application form, that they did arrange relevant Work Experience or 'Shadowing' for themselves) but we will endeavour to help all of those who seek a Work Experience placement. We are gradually building up contacts in a wide range of career areas, including Accountancy, Advertising, Publishing, Law, Journalism, Property, Computers, Engineering, Medicine, Pharmacy, Finance, Marketing, etc. Preparations for Work Experience will begin in the first term of the Transitus year.

Voluntary Service

As mentioned earlier, there are a number of opportunities for students to undertake personal acts of Voluntary Service. These have recently included placements at retirement homes and day centres in Hampstead as well as work with the "Friends of the Royal Free Hospital". We encourage all Transitus students to consider this and regard it as essential for those considering Medicine as a career.

We believe that every UCS student should endeavour to undertake Work Experience and/or Voluntary Service during their final two years at school.

7. Procedural Matters

Absence Notes and School Holidays

Authorised absences should be drawn to the attention of the Form Tutor in advance but in the event of illness or unforeseen circumstances we require a telephone call to the school office by 10.00 am (020 7433 2136 or email absence@ucs.org.uk).

The school is happy to excuse students from attendance from school for reasons of illness or special religious observance. Absence for other reasons will only be permitted in exceptional circumstances. Parents requesting such absence should write personally to the Headmaster giving as much notice as possible. Parents are also asked to support the school's games programme by ensuring that students are available to represent the school when selected to do so.

Dates of UCS terms are published well in advance. Parents are expected to arrange family holidays and other appointments in such a way that clashes with term-dates are avoided.

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). Where they exist, mobile telephone numbers and e-mail addresses should be communicated to the School Office.

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 student's happiness or demeanour at school. Information will always be treated in confidence. Parents may prefer to write directly to the Headmaster or the Deme Warden in matters of this kind.

The Parents' Guild

The parents of all students 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.

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 Wednesday 15th June 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 their 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. All staff receive 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 or daughter'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

Students should be aware that private counselling is also available at the school and individual appointments can be made at anytime.

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:

Point of Entry to UCS	Termly Charge
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, students do not bring expensive items, nor 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. 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 2011 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.

11. Future Dates

Please note some important dates for your son's/daughter's first term at UCS and future term dates. The school calendar will be distributed in September

Monday 15 th June 2011	4.30 pm	Welcome reception for parents and students
Friday 2 nd September 2011	9.30 am	Orientation Meeting (9.30 am – 4.00pm)
Monday 5 th September 2011	8.45 am	Autumn term begins
Monday 12 th September 2011	6.30 pm	Meeting for all Transitus parents
Monday 28 th November 2011	4.20 pm	Transitus Parents' evening

AUTUMN TERM 2011

Orientation Day for:

Year 7 Entry:	Friday September 2 nd
Year 9 Lower Remove:	Friday September 2 nd
Year 12 Transitus:	Friday September 2 nd
Begins:	Monday September 5 th
Two Week's Break:	Monday October 17 th to Friday October 28 th
Ends:	Friday December 16 th

SPRING TERM 2012

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

SUMMER TERM 2012

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

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

12. How to Contact the School

Senior Staff			
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
Bursary			
Mr J J Witts	Bursary	0207 433 2144	jcawdell@ucsadmin.org.uk
	Fees	0207 433 2145	feequeries@ucsadmin.org.uk
Administration			
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
Absence	Absence Line	020 7433 2136	absence@ucs.org.uk
Medical			
Mrs L Harper	School Nurse	020 7433 2173	Lindy.harper@ucs.org.uk
Sports Club	UCS Active	0207 433 2127	club.reception@ucs.org.uk
PE & Games			
Mr J P Cooke	Director of Sport	0207 433 2322	jon.cooke@ucs.org.uk
Music			
Mr J Bradbury	Director of Music	0207 433 2314	john.bradbury@ucs.org.uk
Drama			
Ms G R Rabie	Director of Drama	0207 433 2248	
Pastoral Staff			
Mr A Barnish Mr I Gibson	Lower School Wardens	0207 433 2183 0207 433 2115	abarnish@ucs.org.uk 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	Flocks Deme	0207 433 2302	flocks@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	Head of 6 th Form	0207 435 2215	russell.chapman@ucs.org.uk
Mrs L Jenkins Ms J Kung	Deputy Head of 6 th Form		As above As above

Add Map for three sites

Insert fees insurance page

The UCS Timescale

<p>Autumn Term – Transitus Year</p>	<p>August: Deliver GCSE results to HM Office Induction day (Friday 2nd September 9.30am)</p> <p>September: Meeting for Transitus Students & Parents' (Monday 12th September 6.30pm)</p> <p>October: Internal comments from teachers and self-generated progress reviews</p> <p>November: Consultation Evening for Parents' & Students</p> <p>December: End-of-Term Reports</p> <p>Throughout the Term: Introductory talks during T7 sessions regarding: personal & social education (drugs, alcohol, personal stress, sexuality etc); UCAS procedures; the question of a GAP year – advice and examples.</p>
<p>Spring Term – Transitus Year</p>	<p>Second half of term: Trial AS examinations, as organized by Departments</p> <p>March: End-of-Term Reports</p> <p>Throughout the term: Talks during T7 sessions regarding: the importance of the ‘personal statement’ information, involving personal presentations; information on HE funding, loans, accommodation and debt; preparing for Oxbridge, Medical and other highly competitive HE applications; briefing on the significance of Work Experience</p>
<p>Summer Term – Transitus Year</p>	<p>April: UCS Higher Education Seminar Day: specialist subject sessions; advice on the value of Higher Education.</p> <p>April: Second student progress review</p> <p>First half of term: Remaining trial AS examinations, as organized by Departments</p> <p>April/May: ‘Beyond UCS’ evening for students and families Circulation of UCS Handbook for University application</p> <p>May/June: AS Examinations</p> <p>May/June: Finalisation of summer Work Experience</p> <p>June: Personal HE interviews with members of Sixth Form Management Team Personal Statement sessions with Form Tutors - submission of draft personal statement by the end of term Reading list and essay titles provided for Oxbridge candidates where needed Two visits to university open days permitted</p> <p>Throughout the term: Further information for potential Oxbridge applicants and liaison with subject teachers and Heads of Department</p>

<p>Autumn Term – Sixth Form Year</p>	<p>September/October: Students complete their UCAS applications using the electronic ‘on-line’ system</p> <p><u>Mid- September deadline for completion of all early applications – Oxbridge and Medics</u></p> <p><u>Mid- October deadline for ALL other applicants</u></p> <p>Personal interviews with Senior Tutors continue until applications are completed</p> <p>November: Full subject reports on each student</p> <p>November/December: Consultation Evening for Parents & Students</p> <p>Throughout the term: Applicants to visit departmental open days at chosen venues. Interview practice for all Oxbridge candidates and medics and other students where necessary</p>
<p>Spring Term – Sixth Form Year</p>	<p>Responses from universities (please keep Form Tutors informed) and applicants select Firm (F) and Insurance (I) places</p> <p>Decisions made by late April – facility to use ‘UCAS extra’ if unsuccessful</p> <p>Requirement to inform LEAs re fees / funding</p> <p>March: End-of-Term report</p>