

Hill House International Junior School



Information

for

Parents

2014/2015

Arriving in the mornings We know that travelling in London is difficult that is why half an hour is allowed for arrival. All our buildings are in residential areas so please do not arrive before our buildings open at 8.00am and do not allow your children to run up and down on the pavements outside our buildings. Local residents complain about this more than anything else in the morning. Teaching begins at 8.30am so please understand that children who arrive after that time interrupt the work of the whole class. Persistent latecomers may be refused admission until a suitable break in the morning's timetable.

Children should only ever be dropped off at their main building (i.e Hans Place, Cadogan Gardens or Flood Street) never at one of the external venues such as Founders' Hall. Likewise children may only be collected from their main building if leaving early for any reason.

Absence If your child is going to be absent from school for any reason it is *essential* that their Senior Tutor is informed by 9.00am. This can be done by email (absence@hillhouseschool.co.uk) or telephone.

Leaving in the evenings Pupils in Senior School and the Sixth Form must do their prep at school so that we can supervise their work and give help and encouragement where it is needed. Senior School pupils **must** stay until 5.30pm and Sixth Form pupils until 5.50pm (Juniors) or 6.00pm (Seniors) on Mondays to Thursdays. *Pupils will not be allowed home early without a written request in advance to the Second Master.*

There is ample time on Friday afternoons for extra activities, routine visits to doctors and dentists and appointments should be made for that time. *Any extra activities on Mondays to Thursdays should be booked after school hours and not during the school day (including prep time).* We reserve the right to suspend pupils whose attendance at school is irregular or unsatisfactory in the interests of the majority who abide by the school regulations.

Parking This is the most contentious point of all with local residents. The Tutors on parking duty are there to help the smooth flow of traffic and to keep inconvenience to a minimum. They do this with courtesy and efficiency in the best interests of everyone so please follow their directions, do not double park, block Residents bays, sound your horn to attract your child's attention or leave cars unattended.

Bags Please check your child's school bag regularly. Not everything is required every day! Often their bags are too heavy because they have become a repository for many unnecessary items. Organisation is the key word - please help them to gain this valuable skill.

Uniform We want all our pupils to take a pride in their appearance. The Hill House uniform is distinctive and immediately recognisable. All pupils should have uniform which is clean and tidy so that they are good ambassadors of the school and their family. We hope that parents will always see that their children leave home in the morning correctly and smartly attired in uniform which is all clearly marked with their name. We end up every week with a mountain of unclaimed Lost Property - unable to return it to its rightful owner because there is no name tag in the garment. Parents are often understandably quite cross when clothing is lost but they must take the responsibility of naming everything that comes to school so that we can return it. Please make sure they have the correct uniform when they leave home in the mornings. May we also remind you that cravats are compulsory wear at the Assembly on all Wednesdays for all pupils in Middle School, Upper School, Senior School, Transitus and Sixth Forms.

Code of Conduct Politeness, good manners and courtesy should be the hallmark of every Hill House pupil whatever their age. These are qualities which are not always evident in London at the present time with the rush and bustle of the capital. While we will always insist on them during school hours we hope that parents will do likewise out of school and on the journey to and from school. Each pupil is issued with a copy of our *Code of Politeness* and parents are asked to familiarise themselves with its principles.

Wednesday Assembly Parents are welcome guests at the Wednesday Assembly but we do expect that they will also observe the courtesy of a good guest and not bring food or drinks into the church, turn off mobile phones and - if they cannot stay for the whole Assembly - take a place close by a door so that an early exit does not disturb the proceedings. In particular the officials of St Columba's Church have taken great offence at those parents who have brought coffee into the church. We ask that even though you may not be familiar with the traditions of the church you abide by their customary disciplines.

Common Entrance Examinations & Public School Entrance A few words of explanation about the Common Entrance system may be helpful. The examination itself is neither set nor marked by Hill House. The examination, which is used by over 300 secondary schools, is administered by the Independent Schools Examination Board who draw up the syllabus. They appoint the examiners who draw up the papers which are marked by the secondary school of the candidate's first choice. The papers are never returned to Hill House nor will the Boards enter into any correspondence about them. There are a few secondary schools which do not use the CE papers but prefer to set their own examinations. The subjects that are examined are: English, Mathematics, Science, French, Latin, History, Geography and Religious Studies. Each secondary school sets its own pass criteria but, in general, the pass mark is 65% and the first four subjects are obligatory at the pass level for success. Another method of entry is by scholarship examination. At 13+ there is a wide range of choice with very valuable scholarships (up to full fees) in Music, Art, Sports, Design & Technology and "All Rounder". By invitation, we regularly provide talks for parents in Upper School and Senior School given by Housemasters or Registrars of leading Public Schools and these are open to all on request. Some boys schools have recently been promoting an 11+ entry. In our opinion this is generally too early for boys to move on. It means seven years in a secondary school dominated by 18 year olds. The choices and opportunities offered by the traditional 13+ entry are much more valuable and appealing and the greater maturity of the boys at 13+ makes it easier for them to adjust to the challenges of secondary education. We also offer places in the Sixth Form for girls who wish to stay on and take the examination for a 13+ entry school. Please ask for details if this interests you.

Everyone recognises that the leading London schools are heavily oversubscribed. There has been misunderstanding about the new entry procedures that some of these schools have introduced with preliminary assessments at 11+ for 13+ places. These assessments are intended to give schools an idea of the field of candidates that will be seeking 13+ entry. The assessments are in no way "final decisions": late developers and candidates with special abilities from well known feeder schools will still be seen as desirable entrants at any stage. All the work necessary for these assessments is done in the course of the normal curriculum at Hill House. Secondary schools strongly discourage the "grooming" of candidates. That is why several schools, notably Eton and Westminster, refuse to give any details of the assessment tests. For those who can consider boarding schools (which have so much to offer that inner city schools can only dream about) but would like to have a little more insight into how a boarding community thrives, Wellington College will offer Hill House boys a "Taste of Boarding" experience in June every year. Parents who are interested in this opportunity should contact the College secretary 01344 444 018 for full details.

Music Tuition is provided in all orchestral instruments, guitar, lute, piano, organ and solo singing by visiting specialist tutors. In the Middle School there is an introductory violin and cello course and from Upper School onwards all instruments (as appropriate to age) can be studied. Instruments and all necessary accessories and music are provided by the school. For further details and an application form to begin tuition please telephone 020 7589 0743.

Choirs Singing is regarded as an essential part of every child's musical education at Hill House and thus all children from Small School to Upper School will sing at least once a week with one of our Choral Animators. In addition we have seven choirs covering every level of ability including two touring choirs where entry is by invitation and audition. If you are interested in your child joining one of these choirs please telephone 020 7589 0743.

Swimming Swimming has always been a core part of a Hill House education and is considered to be an essential skill for all the children to learn. Every child has a swimming lesson once a week and it is very important for them to take part in order for them to develop their water skills and confidence. Generally if a child is well enough to come to school they should be well enough to take part in that day's timetable. If your child needs to miss swimming a note should be supplied to their Senior Tutor explaining the reason. Any recurring request for exemption from swimming should be accompanied by a doctor's note. We reserve the right to consult the doctor for clarification if needed.

Friday Clubs in sport, art, music, drama, chess and cooking run during term from 1.00-3.00 or 4.00pm. Please see the school website for details and an application form.

Glion Each year we offer up to fifteen courses in Switzerland. In principle there are skiing courses for boys in Senior School and girls in Transitus in the period January to Easter, courses for Art, Drama and Music during the Summer Quarter, and CE Geography project courses in September and October and a Choral course in November. The courses in Glion are by invitation only. Glion is a mountain village at over 600 metres so it is essential that all children have no medical condition which would make their life at such an altitude difficult. Accommodation is in a single dormitory so children must have respect for each other and have no night problems. The courses are relatively short so we do not expect parents to make any special arrangements to visit and, in the interests of all those on the course, they may not take their child away from the course at any time. As the timetable of the course depends on weather conditions any parents who do wish to visit are asked to telephone during the morning to ascertain the plans for that day and what part of the day it will be appropriate for them to make a visit. There is usually a small extra charge for courses at Glion.

Personal Possessions Pupils may not bring money to school other than their fare home. Nor may they bring computers, cameras, watches, jewellery, knives, or expensive pens to school under any circumstances without the written dispensation of the Headmaster. The school will not be held responsible for the loss or damage of any personal possessions. It is the responsibility of pupils to look after their own property at all times. Mobile telephones must be handed in to the office on arrival in the morning and may be collected on departure.

Medicine & Medical Information All medicines must be given to the Nurse or medical assistant in each building by a pupil's parent with full information on the necessity and method of its dispensation. No pupil may keep medicine in their personal possession unless approved by the House Nurse and their Senior Tutor.

Catering Each building has its own catering staff who prepare the lunches and teas using the best fresh ingredients. Pupils must eat the food provided and are not permitted to bring their own food or drinks to school.

Parent - Tutor meetings are held regularly throughout the year - dates are to be found in the school calendar. In addition you may book interviews every morning 8.00-8.30am with your child's Senior Tutor to discuss any problems you may have.

Holidays The holiday pattern is set at three weeks at Christmas and Easter, six weeks in the Summer and one week in October, February and June. All children in England are required by law to attend school for 190 days a year. No formula will suit everyone but if you require time out during term please ask the Head of House well in advance.

Fees are kept as low as possible, commensurate with providing the quality of education that you expect for your child, in order that the school is accessible to as wide a range of children as possible; thus we do not offer any discounts for brothers or sisters or for any other reason. Fees must be paid promptly by the first day of the Michaelmas, Spring and Summer Quarters either by cheque delivered to Hans Place or preferably by direct bank transfer.

Books for the Library We are always grateful for books (in good condition) for one of our six libraries and a special book plate is available to record the donor's name.

School Shop The only official new uniform supplier is Harrods but we also have a second hand school clothes shop at Cadogan Gardens where you will find an enormous range of nearly new uniform at highly competitive prices. Uniform must not be bought from any other source.

Data The school complies with the Data Protection Act (1998). The school obtains, uses and holds personal data on pupils in accordance with the provisions of the Act. We will never pass on your information to third parties other than to secondary schools for which you have entered your child.

Communication & Queries In a large organisation like Hill House it is important, so that any problems can be settled speedily, that lines of communication are clearly understood. All parents first line of request should be to the Senior Tutor of their child's Division who is available for talks on a daily basis from 8.00-8.30am. Thereafter to the Head of House except for:

- Games queries please refer to Mr Slade Hastings
- Music queries to Miss Rebecca Tudor or Mr Lester Brown
- Medical queries to the Nurse in each building

Heads of House may then refer curriculum and teaching questions to the Second Master and all matters relating to general school policy to the Headmaster. For personal and family matters Mrs Janet Townend is available most mornings at Hans Place from 9.00am.

Telephone Numbers

For all General Enquiries and Admissions please telephone 020 7584 1331

For specific enquiries or messages for tutors or pupils please telephone the appropriate number from the list below:

Hans Place	Main School Line	020 7584 1331
<i>Sixth Forms, Transitus & Senior Schools</i>	Headmaster's Study	020 7589 0743
Cadogan Gardens	Head of House	020 7730 9154
<i>Upper School</i>	Fax	020 7730 9154
<i>Middle School</i>	Main Line/Matron	020 7730 9571
	Music Department	020 7589 0743
Pont Street	Head of House	020 7225 2563
<i>Lower School</i>		
Flood Street	Head of House	020 7352 8836
<i>Small School</i>		
Glion	House	00 41 21 963 26 02
	Fax	00 41 21 963 26 04
Bus Service	Escort Coaches	020 8804 3078

Address for the payment of all school fees and correspondence for the Headmaster:
Hill House, 17 Hans Place, London SW1X 0EP

For the dates of all current events please refer to the School Calendar which is sent to you each Quarter. Additional copies are available in all buildings.

The information provided here is correct at the time of printing but may be subject to change.

Hill House Faculty 2014-2015

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Headmaster

Richard Townend FLSM(Chm) FISM
Royal College of Music, London

Second Master & Curriculum Director

Edmund Townend BSc (Hons) PGCE
University College London
PGCE Cambridge University

Director of Admissions

Mrs Janet Townend Cert Ed
Saffron Walden College, Cambridge

Property Bursar

William Townend BA (Hons) LGSM
University of East Anglia

Heads of House

Miss Karen Traut Mrs Melanie Rickards
Miss Ria de Giorgi Mrs Jennifer Bright

Praelector

Mrs Kirsti Townend

Registrar

Mrs Anne Castle

Assistant Registrar

Mrs Susan Lappas

Honorary Chaplain

Rev Angus MacLeod

Senior Tutors

In each of the buildings pupils are grouped into Divisions under the direct supervision of a Senior Tutor

Sixth Form

Senior Tutor Mr Martin Barnett
House Tutors Mr Christopher Carlson
Miss Catherine Watson

Transitus

Senior Tutors Miss Jean Wallace
Miss Catherine Maas

Senior School

Senior Tutor Miss Beryl Lang

Upper School

Alpha Mrs Sophie Proctor
Beta Mrs Nicole Smith
Gamma Mrs Barbara Harley-Bulatovic
Delta Mrs Alexandra Lee
Kappa Dr Emma Freedman

Middle School

Senior Tutor Mrs Melanie Rickards

Lower School

Senior Tutor Miss Ria de Giorgi
House Tutor Miss Poppy Theodore

Small School

Senior Tutors Mrs Jennifer Bright
Mrs Catherine Hindson

Senior Art & Design Tutor

Mrs Katherine Gutteridge

Art Co-Ordinator

Miss Rae Constant

Director of Performing Arts

Miss Rebecca Tudor

Music Co-Ordinator

Mr Lester Brown

Sports Director

Mr Slade Hastings

Academic Tutors

Sixth Form, Transitus & Senior Schools

Mr M Barnett	BSc Brookes University
Miss C Basset	Dip University of Angers
Miss E Brown	BA (Hons) Durham University
Mrs Z Blunt	BSc London University
Miss N Coussmaker	MA St Andrew's University
Mr C Carlson	BSc Swansea University
Mr S Dolan	Cert Ed Phillipa Fawcett Col
Mr K England	BA Birmingham University
Mlle C Fournès	DEUG Toulouse University
Mme M Hayat	BA Poitiers University
Mr C Hayward	BA Nottingham University
Mrs N Horrocks	BSc Loughborough Univ
Mrs A Kaur	MA Delhi University
Miss B Lang	BSc London University
Miss C Maas	BA (Hons) Stellenbosch University
Miss A Nelligan	BMus Cork University
Miss A Nwume	MA Brighton University
Mr M Pellow	BEd Gloucester University
Mrs A Rendimonti	BEd Newcastle University
Mme Y Redgwell	DUEL Nancy University
Ms D Richardson	MPhil Dublin University
Mr M Rickard	MA Manchester University
Miss A Sargent	PGCE London University
Mrs K Townend	MA Canterbury University
Miss J Wallace	BA Liverpool University
Miss C Watson	BA Canterbury University
Mr N Winter	BEd London University

Upper School

Mrs T Ahmed-Bacha	BEUG Lyon University
Miss N Brown	MA Waikato University
Mrs B Bulatovic	BSc Ulster University
Mr D Clark	BA (Hons) Walter Sisulu University
Mrs L Clark	BEd Fort Hare University
Miss E Dean	BA Roehampton University
Miss A Dearden	BSc Reading University
Mme A-M Dolan	BA Caen University
Miss L Fisher	BA Oxford University
Dr E Freedman	PhD London University
Mrs D Hastings	BA (Hons) London University
Miss M Husen	BA (Hons) Sussex University
Mr A Hepburn	Dip Tec Waikato Polytechnic
Mrs S Proctor	BSc Roehampton University
Mr M Reid-Moore	BSc Reading University
Miss K Ridley	Dip Ed CapeTown University
Miss V Russell	BSc Kent University
Mrs N Smith	BA Rhodes University
Mr R Su'a	BEd Victoria University NZ
Miss K Traut	BEd (Hons) Stellenbosch University

Middle School

Miss M Arbuthnott	MA St Andrews University
Ms A Buckle	BA Leeds University
Miss E Bulgin	MTeach Australian Catholic Uni
Mrs V Butcher	BEd Southampton University
Mrs J da Cunha	BA Bristol University
Miss S Gunee	BA Newcastle University
Miss S Kelliher	BEd Dublin University
Miss S Noda	BEd Massey University
Mrs M Rickards	DipEd St Nicholas College
Miss A Silva	BEd Nipissing University
Mrs J Story	Dip Ed Montessori
Mrs F Strong	St Nicholas Montessori

Lower School

Miss R de Giorgi	Dip Ed London Montessori
Mrs K Field	BSc Rhodes University
Mrs J Hughes	Dip Ed London University
Mrs P Hunloke	Dip Ed St Nicholas College
Miss Y Mehta	Dip Ed Zimbabwe University
Mme N Moreau	Dip d'état d'instituteur
Miss C Oikelome	BA Greenwich University
Miss K Pym	BA West of England University
Miss P Theodore	BA Brookes University
Miss A Thompson	Dip Ed London Montessori
Miss S Wright	BA Leeds University

Small School

Mrs C Archer	BA West of England University
Miss J Baldocchi	MA Roehampton University
Mrs J Bright	BEd Queensland University
Miss S Buchanan	MTeach Melbourne University
Mrs S Cella	BA Roehampton University
Mme G Fauré	Dip Ed Bordeaux University
Miss D Hakkens	PGCE Hogeschool Holland
Mrs C Hindson	AMI Dip Montessori
Miss E McKay	BSc Melbourne University
Miss D Parkes	Dip Montessori
Mrs V Rogers	Dip T South Australia University
Mrs M Shannon	BA West of England University
Miss P Simpson	Dip Montessori
Mrs K Vine	BSc Brookes University
Miss A Zsarnovszky	BA Jaszbereny College Hungary

Special Study Support Tutors

Mrs E Payne	
Miss G Tsagka	MEd Exeter University
Mr N Winter	BEd London University

Drama Tutors

Mrs L Beckley	BA Exeter University
Miss J Wakefield	BEd Exeter University

Art & Design Tutors

Miss C Chouin	Cert City & Guilds
Miss R Constant	BA Byam Shaw School of Art
Mrs K Gutteridge	BA Lancaster University

Music Tutors

Mr L Brown	BA Liverpool University
Miss R Tudor	BA Durham University
Miss A Whetman	BA Bristol University

Instrument & Chamber Music Tutors

Miss M Gonçalves	Flute
Miss L Griffiths	Oboe
Mr F Patterson	Clarinet/Saxophone
Mrs I Garvie	Bassoon
Mr S Sturgeon-Clegg	Trumpet/Trombone
Mrs F Hill	Guitar
Miss D Linell	Guitar
Mr M Robinson	Guitar
Mr M White	Guitar
Miss E Alter	Violin & Viola
Mrs K Bjork	Violin
Miss H Correa	Violin
Mr J Lau	Violin & Viola
Mrs S Longe	Violin
Miss P Reinoso	Violin
Mrs A White	Cello
Miss L Aoki	Piano
Miss C Grewe	Piano
Miss J Haney	Piano
Mr H Persson	Piano
Mr J Rowan	Piano
Miss A Tchaushyan	Piano
Miss E McNulty	Harp

Sports Tutors

Miss S Dickens	Ballet & Gymnastics
Mr L Doliveux	Tennis & Squash
Mr D Faithful	All Sports
Mr D Fauré	Cricket & Swimming
Mr K Golisz	Fencing
Mr J Hampton	Tennis & All Sports
Mr S Hastings	Swimming & All Sports
Mr J Highton	Swimming & All Sports
Mr G Hunter	All Sports
Miss C Maas	Swimming & All Sports
Miss N Miranda	All Sports
Mrs E Mitchell	All Sports
Mr K O'Connor	All Sports
Mrs E Outram	Hockey & Lacrosse
Miss E Scrimshov	Swimming & Gymnastics
Mr S Simeonov	All Sports
Mr D Stocken	All Sports

Matrons

Mrs P Jarvis	SRN Charing Cross Hospital
Mrs S Lappas	SRN Guy's Hospital
Mrs J Novelli	SRN, RSCN Gt. Ormond St.

Catering Staff

Mrs T Morris	Chef Hans Place
Mr M Cheniti	Chef Cadogan Gardens
Mr E Hoar	Chef Flood Street
Mrs F Aoneh	Assistant Cook Cadogan
Mrs E Patino Prieto	Assistant Cook Hans Place
Miss F Cherqaoui	Catering Assistant
Mrs L Prieto Diaz	Catering Assistant
Mrs L Embaka	Catering Assistant
Mrs F Enswer	Catering Assistant
Miss A Foronda	Catering Assistant
Miss S Levi	Catering Assistant
Miss C Merchan	Catering Assistant
Miss M Nuñez	Catering Assistant