

# information

parents

Annual Information 2011/2012



ST JOHN'S  
SCHOOL  
LEATHERHEAD



# CONTENTS

## PAGE

INTRODUCTION	3
DEVELOPMENTS	4
SCHOOL ETHOS	4
SCHOOL COUNCIL	5
ACADEMIC STAFF	6
RESULTS 2011	8
COURSES OF STUDY	10
CURRICULUM PLAN	11
STUDY SKILLS	12
GIFTED AND TALENTED	13
LEARNING SUPPORT	13
ENGLISH AS AN ADDITIONAL LANGUAGE	14
CAREERS & UNIVERSITY ADVICE	14
SPORT	15
CO-CURRICULAR ACTIVITIES	16
DAILY ROUTINE	17
COMMUNICATION WITH PARENTS	18
CHILD PROTECTION	18
BUS ROUTES	18
ADMISSIONS	
Enquiries	19
Admissions Policy	19
Admission to Fourth Form (Year 9)	20
Common Entrance	20
Non Prep School Entrants	21
Admission to Sixth Form (Year 12)	21

continued on page 2

# CONTENTS

## PAGE

### SCHOLARSHIPS & AWARDS

Fourth Form (Year 9) Scholarships	22
Academic	22
All-Rounder	23
Sport	23
Music	23
Art	24
Sixth Form (Year 12) Scholarships	25
Academic	25
All-Rounder	25
Sport	26
Music	26
Art	26
Fee Remission for Awards	27
Bursarial Assistance	27
Grants	27
Standard Terms and Conditions	27

### SCHEDULE OF FEES

Registration Fee and Deposit	28
Termly Fees	28
Additional Expenses	28
Unavoidable Expenses	29
Fees for Children of Anglican Clergy (Foundationers)	29
Fees for Children of Old Johnians	29
Fees Reduction for Siblings	29
Paying Fees in Advance	29
Payment of Fees	30
School Fees Refund Scheme	30
Medical and Insurance Cover	30

CONTACT DETAILS	31
-----------------	----

LOCATION	33
----------	----

SCHOOL CAMPUS	34
---------------	----

# INTRODUCTION

St John's School is a Senior School of approximately 580 boarding and day pupils. Girls and boys are accepted from 13 to 18. The attractive 50 acre campus in Leatherhead offers the advantages of proximity to a town centre and to the cultural attractions of London, as well as access to the pleasant Surrey countryside. Communications by road and rail are excellent, and both Heathrow and Gatwick airports are within 30 minutes of the School. St John's seeks to provide an excellent all-round education and to encourage pupils to achieve high standards in all that they do.

## ACADEMIC

Each pupil has the opportunity to study a broad range of GCSE and A level subjects and the vast majority of pupils choose to proceed to university after St John's. Small class sizes, excellent staff support, a strong tutorial system and impressive ICT and modern teaching resources support the high standards of teaching and learning which are reflected in excellent public examination results.

## PASTORAL

Each House of approximately 70 pupils is run by a Housemaster or Housemistress who, along with a tutorial team and domestic staff, is responsible for every aspect of the boys' and girls' development for the duration of their time at St John's. The House is where the day begins and ends, and is the pupils' focus and centre of gravity. The Housemaster or Housemistress is also the first point of contact for parents.

## CO-CURRICULAR

Co-curricular activities form an important part of the St John's curriculum and pupils are encouraged to involve themselves fully in the wide range of sporting, cultural and service activities available. Such opportunities extend to trips beyond school and exposure to a variety of external events.

## SPIRITUAL

St John's is strongly committed to the development of the spiritual dimension in pupils' lives. By virtue of its Christian Foundation, the School promotes the idea of spiritual nurture and growth. The School welcomes and encourages pupils of all faiths, as well as those who have decided that affiliation to a particular faith or denomination is not for them.

# DEVELOPMENTS

From September 2010 St John's School admitted girls as well as boys from the age of 13 for the first time. The Sixth Form has been co-educational for twenty years and St John's is now a mixed day and boarding school of approximately 580 boys and girls. The School will increase its numbers gradually to around 600 by 2013. This will include a 6-stream entry (20 per class/form) supported by 6 boys' Houses and 3 girls' Houses offering day and boarding facilities with 65-70 boys or girls in each House.

The structure of the week has been refined to provide a taught curriculum from Monday to Friday, removing teaching from Saturday morning. New arrangements for boarding have been introduced with a weekly boarding option now available, in addition to boarding and day options. The outstanding pastoral support within the School will continue to be founded upon a 'House' system.

A new classroom block, The Henry Dawes Centre, opened in September 2010, includes purpose-built workshops for Design and Technology, Art Studios, a Library, IT suites and additional classrooms. A new girls' House, Haslewood House, was also opened in September 2010. A third Girls' House and a new Sixth Form Centre will both open in September 2012.

# SCHOOL ETHOS

## STATEMENT OF INTENT

The St John's education aims to encourage each boy and girl to develop their intellectual curiosity and, through a wide range of different experiences, to define the person they wish to be and the contribution they can make thereafter. The School aims to instil a sense of leadership and of service, be it locally, nationally or globally. It is an education in which the moral and spiritual growth of each individual is central, so that he or she may face with confidence the challenges and opportunities of our society. Each boy and girl is valued and nurtured on the basis of who they are and not according to year group, gender, natural gifts or background. It is a preparation for life.

## CORE OBJECTIVES

In accordance with its Christian Foundation, the core objectives of the St John's School education are:

To ensure that the health and welfare of the pupils is paramount and that St John's has well-established pastoral and medical procedures to confirm that the pupils receive the best possible care.

To provide an environment in which pupils can discover and develop their spiritual, intellectual, social, cultural and physical qualities to the full.

To aspire to high standards, which promote a culture of success in which confidence, high self-esteem and the power of action prevail.

To create a happy and secure environment in which pupils learn to live together in order to foster a sense of community, co-education, respect for each other and good citizenship.

To give pupils the opportunity to take advantage of a wide breadth of extra-curricular activities in order to develop all aspects of their character.

To provide opportunities for leadership and responsibility in order to prepare for life beyond school.

To enable all members of staff to strive for professional fulfilment in their work through appropriate responsibilities, opportunity and meeting their aspirations and expectations.

To encourage parents to share in its aims, participate in its life and consider it as an extension of their own nurture at home.

# SCHOOL COUNCIL

## **PATRON**

HRH The Duchess of Gloucester GCVO

## **VISITOR**

The Most Revd. & Rt. Hon. The Lord Archbishop of Canterbury DD

## **THE COUNCIL**

P C F Hickson, MA, FCA, Chairman

P H Thorne, MA (OJ), Vice-Chairman

A M Airey, LLB (OJ)

T Beckh, MA

The Rt. Revd. The Bishop of Dorking

P A Crossley, BA, BArch, RIBA (OJ)

Mrs S Dickinson, BA (Oxon)

P G Gardner, FRICS (OJ)

Mrs J Grant Peterkin, BA

Mrs J Harris, BA

The Rt. Revd. The Bishop of Guildford

H J Malins, CBE (OJ)

Mrs S M Meikle, BA

A J L Peake, FCA (OJ)

B Shaw, BSc, MRICS

L F Speller, FCA

Mrs C Swabey, MA, MSc

S A Westley, MA, MI Mgt

J Willis, BA

## **Secretary to the Council and Bursar:**

Mrs J V Maynard, BA, DMS

# ACADEMIC STAFF

## **Headmaster**

M A R Collier, MA, St John's College, Oxford University

## **Deputy Headmaster**

M D Mortimer, BA, London University

## **Deputy Head (Academic)**

M W Clarke, BSc, University College of Wales, Aberystwyth

P C Noble, BSc, University College of Wales, Aberystwyth

J Nuttall, BSc, PhD, University of Surrey, MSc, Chelsea College, London University, BPhil,  
Linacre College, Oxford University

A B Gale, BSc, CPhys, MInstP, Queen Elizabeth College, London University

A J Phillips, BA, Keble College, Oxford University

A P King, BA, Leicester University, FSA (Scot)

Mrs D J Burgess, BSc, Southampton University

Mrs L S Culm, BEd, Westminster College, Oxford, MA (Ed) Dip (SpLD), AMBDA

Miss J A Belfrage, BA, Camberwell Art School, MA, Kingston University

Mrs S Todd, BA, London University, MA (Ed), MCLIP

M Rogers, BSc, Lancaster University

R W L Allan, BA, University College, London (Housemaster of North)

A Bass, BEd, Nottingham Trent University (Housemaster of Montgomery)

P Reilly, BSc, Strathclyde University, MA, Campion Hall, Oxford University, PhD, Aberdeen University

N T Whitmore, BA, Nottingham University, MA, Leeds University

J Ward, BSc, Brunel University

N Smith, BA, Royal Scottish Academy of Music & Drama (Housemaster of Churchill)

Mrs B Davies, BSc, MA King's College, London

Mrs J Moriya, BA, Girton College, Cambridge University

Q Wiseman, BA, Newcastle University, FRGS (Housemaster of West)

R L Davidson, BA, Manchester University

Miss J Fowler, BSc, RHBNC London University

R J Gregory, BSc, University of Durham

J A Passam, BA, Manchester University, FRSA (Housemaster of East)

N Johnston-Jones, BA, York University (Housemaster of Surrey)

J Kidd, BA, University of Surrey, MA, Kingston University

N S Platt, BA (Ed), Exeter University

M A Sartorius, BA, University College of Wales, Swansea.

S G Briggs, Cert Ed, Greenwich University

J-P G Sutcliffe, BMus, Trinity College of Music, London  
P Thomas, BSc, Salford University  
Miss P J Whittingham, BSc, Loughborough University (Housemistress of South)  
D Atkinson, BSc, Bristol University, MSc, Reading University  
J Davies, BSc, University College, London, MSc, University of Manchester  
G Hicks, BA, University of Durham  
Miss T G King, MA, Corpus Christi College, Cambridge University (Housemistress of Haslewood)  
Miss A M Littlejohns, BA, University of Surrey, MSc, Loughborough University  
M Probert, BA, Exeter University  
A Vargas, BA, Newcastle University  
S Y Eales, HDE, Johannesburg College of Education  
S Blatch, BSc, Rhodes University  
Miss J Day, BSc, Newcastle University  
Ms L Pedret, BA, Open University  
Miss C E Hughes, BA, MA, York University  
Miss S L Gush, BSc, Bangor University  
R J Bristow, BA, Jesus College, Oxford University  
R G Jones, BA, Nottingham University  
Miss C L Byfield, BA, University of Durham  
Mrs L J Parker, BA, Warwick University  
Miss A D Rawlings, BSc, Auckland University  
M D Lotsu, BSc, Leicester University  
Mrs G White, BA, Leeds University  
G V Solomon, BA, BSc, MPhil, Pembroke College, Cambridge University  
J M A Ashton, BA, Manchester University  
M W Bawden, MA, Cambridge University  
G Wade, MA, University College, London  
The Revd. S E Bryant, BA, University of Durham, MPhil, Cambridge University  
Mrs J R Kirk, BSc, Nottingham University  
J K M Fulton-Peebles, BSc, University of Durham  
L D Bastin, BA, University of Durham  
Mrs K H Hughes, BA, Birmingham University  
Miss J C Michael, BA, Exeter University  
A D Mooney, BEd, Middlesex University  
Miss S D Dixon, BA, Warwick University  
Mrs J H Chaddock, BA, Staffordshire University  
S Hughes, BSc, Oxford Brookes University  
Miss J E Halford, BA, University of London  
Miss C S Finnegan, BSc, Southampton University  
P A Simkins, BA, Coventry University  
Mrs N Byrne, MA, Aberdeen University  
N J Evans, MA, Royal College of Art

# GCSE RESULTS 2011

A year group of 90 pupils was entered for GCSE:

Subject	Entries	A*	A	B	C	D	E	F	U	% A*/A	% A*-B	% A*-C	Ave Pts
Art	15		8	5	2					53	87	100	6.40
Classical Civilisation	4	1	1	1	1					50	75	100	6.50
Design & Technology	22	5	7	9	1					55	95	100	6.73
English	90	18	34	31	7					58	92	100	6.70
English Literature	90	6	37	35	11	1				48	87	99	6.40
French	50	11	22	15	1	1				66	96	98	6.82
Geography	50	14	25	7	4					78	92	100	6.98
History	68	34	28	4	1	1				91	97	99	7.37
ICT	14	5	6	2	1					79	93	100	7.07
Latin	17	4	7	3	2	1				65	82	94	6.65
Mathematics	90	24	48	16	2					80	98	100	7.04
Music	4	1	3							100	100	100	7.25
PE	35	10	16	8	1					74	97	100	7.00
Religious Studies	26	6	8	7	4			1		54	81	96	6.46
Science: Biology	45	41	4							100	100	100	7.91
Science: Chemistry	45	31	14							100	100	100	7.69
Science: Physics	45	30	13	2						96	100	100	7.62
Science	45	5	24	16						64	100	100	6.76
Science Additional	45	10	23	8	4					73	91	100	6.87
Spanish	48	11	13	13	9	2				50	77	96	6.46
<b>Totals</b>	<b>848</b>	<b>267</b>	<b>341</b>	<b>182</b>	<b>51</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>72</b>	<b>93</b>	<b>99.17</b>	<b>6.95</b>

Summary of GCSE Results 2002–2011	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
% pass (A* - C)	95	97	99	98	99	99	99	99	99	<b>99</b>
% A - A*	42	44	50	51	53	52	58	56	61	<b>72</b>
% A* - B	77	79	87	84	87	85	88	91	90	<b>93</b>
Points/candidate	57.0	57.1	58.0	58.8	58.6	58.6	59.9	61.7	62.8	<b>65.5</b>

# A LEVEL RESULTS 2011

A year group of 122 candidates was entered for A2 units producing the following A levels:

Subject	Entries	A*	A	B	C	D	E	U	% A*-B	% A-C	% Pass	Ave Pts
Art & Design	20	1	4	10	4	1			75	95	100	7.90
Biology	20	11	4	5					100	100	100	9.50
Business Studies	24			7	7	10			29	58	100	5.75
Chemistry	12	4	4	3		1			92	92	100	9.00
Design & Technology	16	4	1	6	5				69	100	100	8.00
Drama	10	1	1	4	4				60	100	100	7.60
Economics	25	4	11	7	1	1	1		88	92	100	8.72
English Literature	23	5	12	3	3				87	100	100	9.22
French	2	2							100	100	100	10.00
Geography	28	1	12	10	4		1		82	96	100	8.43
History	34	6	13	10	4	1			85	97	100	8.76
IT	14	1		7	2	3	1		57	71	100	6.57
Latin	2	1	1						100	100	100	10.00
Mathematics	33	8	10	10	2	1	2		85	91	100	8.48
Maths Further	5	2	2	1					100	100	100	9.60
Music	2	1			1				50	100	100	8.00
Music Technology	5		1	3	1				80	100	100	8.00
PE	26	1	5	7	9	4			50	85	100	7.15
Physics	12		6	3		3			75	75	100	8.00
Psychology	36	4	6	15	8	3			69	92	100	7.78
Religious Studies	16		3	5	7	1			50	94	100	7.25
Spanish	10	2	1	4	2	1			70	90	100	7.80
Other Languages	3		2	1					100	100	100	9.33
<b>Totals</b>	<b>378</b>	<b>59</b>	<b>99</b>	<b>121</b>	<b>64</b>	<b>30</b>	<b>5</b>	<b>0</b>	<b>74</b>	<b>91</b>	<b>100</b>	<b>8.10</b>

Summary of A Level Results 2002 - 2011	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
% Pass	100	100	100	100	100	99	100	100	100	<b>100</b>
% A* - B	43	57	76	77	73	70	74	81	73	<b>74</b>
% A* - C	69	87	94	91	93	91	91	95	94	<b>91</b>
Points/candidate	19.7	22.6	26.3	26.5	25.9	24.6	25.6	26.5	326*	<b>321*</b>
Points/subject	6.47	7.41	8.33	8.30	8.13	7.81	8.20	8.53	105*	<b>104*</b>

\*The new UCAS points system (incorporating points for A\* grades) are used from 2010

# COURSES OF STUDY

## LOWER SCHOOL

When pupils enter the School in the Fourth Form (Year 9), they study Art, Biology, Chemistry, Design & Technology, English, French, Geography, History, ICT, Mathematics, Music, Physical Education, Physics, Religious Education and Spanish. Up to half the pupils continue with Latin, the remainder study Classical Civilisation.

The second year is spent in the Lower Fifth Form (Year 10) where pupils begin GCSE courses in English, Mathematics, a Modern Language (French or Spanish), Science and three options. The options include Art, Classical Civilisation, Design & Technology, Drama, Geography, Graphic Communication, History, ICT, Latin, Music, Physical Education, Religious Education and a second Modern Language. An Information Technology course and a non-examined Religious Education course are also followed.

These courses continue in the third year, which is spent in the Upper Fifth Form (Year 11), and lead to GCSE exams at the end of that year.

## SIXTH FORM

Pupils generally follow four courses, leading to AS levels at the end of the Lower Sixth. In the Upper Sixth they will continue with A2 courses in three (or in some cases all) of their AS subjects, resulting in A level qualifications.

The following subjects are currently available:

Art, Biology, Business Studies, Chemistry, Design and Technology, Drama and Theatre Studies, Economics, English Literature, French, Geography, Government and Politics, History, Information and Communication Technology, Latin, Mathematics, Further Mathematics, Music, Music Technology, Physical Education, Physics, Psychology, Religious Studies and Spanish.

Subjects offered throughout the School, including GCSE and A level options, are regularly reviewed and will change from time to time to reflect demand for specific subjects.

# CURRICULUM PLAN

## GENERAL

The curriculum operates on sixty 50-minute periods over ten days (two weeks). GCSE options are chosen for Years 10 and 11, with nine or ten GCSEs being taken. In the Lower Sixth Form (Year 12) most students study four AS levels and continue with three A2 levels in the Upper Sixth.

## FOURTH FORM (YEAR 9)

The subjects studied are detailed in Courses of Study.

English, Maths, Science, French and Spanish are taught in sets, each subject being setted separately. Other subjects are taught in six forms. Two or three forms study Latin; the other forms study Classical Civilisation.

## LOWER AND UPPER FIFTH FORM (YEARS 10 AND 11)

Pupils study GCSE courses in English, Mathematics and Science and are normally expected to take at least one Modern Language (although exceptions may be made for overseas pupils and pupils diagnosed as Dyslexic). In Science, pupils will sit two or three GCSEs, according to ability.

The other subjects studied are selected from option blocks. The option blocks are modified each year to maximise the number of subject combinations the School can offer pupils. This illustrates the range of combinations typically available:

### Option A

Art  
French  
History

### Option B

Drama  
Geography  
History  
Music  
Spanish

### Option C

Design & Technology  
Drama  
Geography  
Graphics  
History  
Physical Education  
Religious Education

### Option D

Art  
Classical Civilisation  
Design & Technology  
History  
ICT  
Latin  
Physical Education

## LOWER AND UPPER SIXTH (YEARS 12 AND 13)

Twelve periods over two weeks are allocated to each A/AS level subject. Two periods are allocated to a General Studies programme and the other periods are used for private study, which is supervised for Lower Sixth pupils. Upper and Lower Sixth receive a programme aimed at university entrance.

The option blocks are modified each year to maximise the number of subject combinations the School can offer pupils. This illustrates the range of combinations typically available:

<b>Block W</b>	<b>Block X</b>	<b>Block Y</b>	<b>Block Z</b>
Art	Business Studies	Chemistry	Art
Business Studies	Economics	Design & Technology	Biology
Drama	English Literature	Geography	Business Studies
Geography	Geography	History	Design & Technology
History	History	ICT	Economics
Latin	Physics	Music Technology	French
Mathematics	Psychology	Physical Education	Further Mathematics
Music		Politics	History
Religious Studies		Psychology	Psychology
		Religious Studies	Spanish
		Spanish	

## STUDY SKILLS

Study Skills are taught throughout the School by the Learning Support Department. Fourth Form students have two sessions over the course of their first year focusing on: how the brain works, organisation, thinking skills, memory and mind-mapping, as well as revision strategies and examination technique. In the Lower Fifth the whole year group attends a Brain Training morning to develop these ideas further.

During the Lower Fifth and Upper Fifth, Study Skills support continues via small group work in occasional clinics on Science, Geography and other subjects. The focus in these sessions is on developing overall learning techniques, rather than on extra teaching of the subject. Membership of the groups is usually by recommendation from the subject teacher.

At the start of the Lower Sixth, there is a whole year Study Skills session, led by a multi-disciplinary team based around the subjects chosen by the student for AS level. In addition, individual Study Skills sessions can be given to any student of the School, at extra cost, by the Learning Support Department.

# GIFTED AND TALENTED

The School seeks to identify pupils with the potential for high achievement, as well as those who are already performing at a consistently high standard. Teachers are encouraged to use a variety of techniques, in addition to standard differentiation, to help to ensure that these pupils remain inspired. All academic scholars join the Gifted and Talented programme (G&T) arranged for scholars and others in the School who have shown the requisite scholarly acumen.

'Broadening Horizons' is a discussion group which meets on a regular basis, and gifted pupils are encouraged to attend. There is also a 'Just Think' activity which seeks to develop group problem solving abilities. Fourth Form and Lower Fifth pupils participate in a G&T day in summer term and there is the opportunity for pupils in the Lower and Upper Fifth to attend a G&T conference in Oxford.

In the Sixth Form, pupils have the opportunity to work towards the Extended Project qualification, which helps to develop the skills involved in independent learning, and to study Further Mathematics. There is also a thorough programme of preparation for those wishing to apply to Oxbridge or highly competitive courses, such as Medicine and Law.

# LEARNING SUPPORT

Learning Support is available to all pupils of the School, particularly those with specific learning difficulties (SpLD), and the Special Needs Coordinator (SENCo) will contact parents before the end of the Summer term, prior to their arrival, and liaise with feeder schools where appropriate. Pupils with SpLD will normally be placed on the School's Special Needs Register, unless parents specifically request otherwise. The SENCo is also responsible for recommending whether individual support is necessary.

Specialist tuition, tailored to individual needs, is available to all pupils at St John's, on an individual basis. Sessions take place within the normal school day and will sometimes overlap with lessons but by rotating lessons disruption is minimised. Pupils will have their lessons in a private study period where possible. An additional charge, paid termly with the School fees, is made for any tuition received.

Basic skills are closely monitored throughout the first three years at St John's and any pupil who requires extra help with English, Maths, time management and organisation, or any other area of Study Skills, is referred by teachers or tutors to the Learning Support Department. As well as internal referrals, parents may request assistance, either through Housemasters, Housemistresses, form tutors or by contacting the SENCo by email on [lsc@stjohns.surrey.sch.uk](mailto:lsc@stjohns.surrey.sch.uk).

Support will sometimes continue into the Sixth Form, where the focus is on Study Skills, including time management and essay writing. Lessons generally take place during a private study period. At this point, the objective is not to give extra lessons in the specific subjects being studied, but to facilitate learning in a more general way and to promote autonomy.

# ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

EAL provides language acquisition and study support for pupils in all year groups. St John's favours the Cambridge Suite of Examinations, including IELTS which can be compulsory for University Entrance.

EAL staff are highly qualified and provide an extra pastoral provision, helping overseas pupils to settle into our community and play a full part in all aspects of school life. All overseas pupils have an EAL provision and pupils with English as an Additional Language are expected to have EAL lessons until such time that the School deems them unnecessary. There is a charge for these lessons as detailed in the Schedule of Fees.

## CAREERS & UNIVERSITY ADVICE

Pupils at St John's receive a comprehensive programme of guidance throughout their time at the School towards their choice of university and career. In the Fourth and Lower Fifth Forms, careers education is part of the Personal, Social and Health Education Programme delivered by careers advisers during the activities programme. This introduces pupils to themes such as Self Awareness and Decisions and Choices, before moving on to careers research using the Cascaid Kudos interactive website. Guidance begins as early as possible in their School career for those considering Oxbridge entrance or specialist university courses.

In the Upper Fifth, all pupils complete the Morrisby Careers Aptitude Tests, administered by the Independent Schools Careers Organisation (ISCO) and followed by an interview with ISCO staff. Parents are able to meet our ISCO representative to discuss the Morrisby results, both at the Upper Fifth parents' evening and at an evening to discuss AS level choices. Pupils are able to follow this process through to their university application by using the interactive programmes and their own web space on the ISCO Futurewise website.

During their time in the Sixth Form, all pupils are given careers and university advice and continue their research through the Futurewise website. They complete the Coursefinder questionnaire, receiving a comprehensive report giving information on higher education courses relevant to their aptitudes and interests. In December and January of each year there are Careers Conventions at St John's aiming to give information about a range of careers. During the rest of the Lower Sixth year there is an extensive programme of guidance for completing the university application form - the UCAS form. Also available to all our pupils are the resources of the Careers Centre; these include a wide range of computer-based materials, university and college prospectuses, reference books on courses and careers, as well as full access to internet resources from the universities and UCAS itself. Pupils in the Lower Sixth are encouraged to attend at least two University Open Days in late June or early September. We aim to complete as much of the UCAS form as possible before the end of the summer term, ensuring early application in the autumn. In addition, a visiting speaker talks to pupils and parents on gap year safety in January of the Upper Sixth year.

# SPORT

There is a healthy emphasis placed on sport at St John's, with all pupils catered for across the range of ages and ability levels. All pupils take part in sport for at least three sessions per week, each session being a minimum of one hour long. Competitive fixtures take place on Saturday afternoons and all pupils are expected to be available for selection.

St John's has a strong sporting tradition and is committed to providing the opportunity for the more able pupils to reach their potential and perform at an elite level. However, there is also an Alternative Games programme for pupils to enjoy the benefits of participation on a more recreational basis. The School has a regular touring programme for the major sports.

## SPORTS OFFERED

### Boys:

---

Athletics	Hockey
Badminton	Rugby
Basketball	Sailing
Cricket	Shooting
Cross-Country	Squash
Conditioning	Swimming
Cycling	Tennis
Fives	Volleyball
Football	Wakeboarding
Golf	

### Girls:

---

Aerobics	Hockey
Athletics	Netball
Badminton	Pilates
Conditioning	Rounders
Cricket	Sailing
Cross-Country	Shooting
Cycling	Squash
Dance	Swimming
Fitness	Tennis
Fives	Volleyball
Golf	Wakeboarding

# CO-CURRICULAR ACTIVITIES

A broad range of activities is offered to pupils with two hour-long sessions offered weekly. In addition, on one afternoon a week, the majority of pupils are also involved in the Combined Cadet Force (CCF) - a Ministry of Defence sponsored youth organisation. An activity programme is offered to those Sixth Formers who are no longer members of the CCF. Fourth Form pupils do not participate in the CCF, but are involved in a Physical Education and Personal Social Health and Citizenship Education (PSHCE) programme.

## ACTIVITIES OFFERED

Combined Cadet Force (Army, Navy and RAF) for Lower Fifth upwards

Community Service Placements (predominantly for Sixth Form)

Duke of Edinburgh's Award Scheme (Gold and Silver)

Music (including Chapel and Chamber Choirs, St John's Clerkes, Orchestra, Wind Band, Rock Ensembles, String Ensembles and Jazz Band)

Drama

Information Technology (including Computer Animation, Web Design and Touch Typing)

### Societies

---

Geography

Library

Natural History

Politics

Science Investigations

Young Enterprise

### Clubs

---

Art

Broadcasting/Pod casting

Chess

Culture

Maths Puzzles

One Pot Wonders

Relaxation

Sixth Form Cooking

### Sports Clubs

---

Athletics

Badminton

Circuit Training

Cricket

Croquet

Dinghy Sailing

Fighting Fit

Fives

Girls' Rugby

Golf

Gym / Circuits

Hockey

Kayaking

Mountain Biking

Recreational Football

Recreational Tennis

Rock Climbing

Sevens

Shooting

Speed and Agility

Squash

Swimming

Wakeboarding

# DAILY ROUTINE

The structure of the School week provides a taught curriculum from Monday to Friday.

7:45am - 8:10am	Breakfast for Boarders
8:30am	Day pupils arrive Registration for all pupils
8:45am - 9:00am	Chapel / Assembly / Tutorial
9:00am - 10:45am	Periods 1 and 2 (50-minute Periods with a 5-minute break)
10:45am	Break
11:10am - 12:55pm	Periods 3 and 4 (50-minute Periods with a 5-minute break)
12:50pm	Lunch
2:00pm - 3:45pm	Periods 5 and 6 (50-minute Periods with a 5-minute break) (Wednesday - 1.50pm – 3.35pm)
3:45pm - 4:10pm	Preparation for Games / Activities
4:10pm - 5:10pm	Games / Activities
5:15pm - 5.30pm	De-registration for all pupils Day pupils leave to go home
6:15pm	Supper for Boarders
7:00pm	First Prep Session (Monday to Friday)
8:15pm	Second Prep Session (Monday to Friday)

On Saturdays there are sports fixtures for those selected to represent the School.

Occasionally, and at the discretion of Academic Staff, there will be a requirement for pupils to attend School on Saturday mornings for co-curricular activities.

The detail outlined above reflects the Summer timetable. From early November to mid February a Winter timetable is in operation where Games and Activities take place after Lunch (to benefit from the limited daylight hours) and lessons follow from 4:10pm.

# COMMUNICATION WITH PARENTS

Every Thursday, *Quad-Cast*, the School's weekly newsletter to parents and guardians is published on the School's website. This contains details of routine administration matters, as well as news of trips, functions and other School events. All routine communication with parents by the School is via e-mail.

The School uses a system called *ClarionCall* to inform parents and guardians about sudden changes to the School day, such as the cancellation of classes or trips due to inclement weather, or matters affecting routes to/from School. This service allows St John's to communicate to all parents and guardians quickly and accurately. The three types of messages that parents and guardians could receive via this system are texts, voicemails, and e-mails.

## CHILD PROTECTION

St John's School believes it is of the utmost importance to have excellent systems in place to protect children and to safeguard their welfare. Staff are alert to any possible concerns and will report these in line with the School's Safeguarding and Child Protection Policy. Parents may request a copy of this policy or it can be viewed on the School website at [www.stjohnsleatherhead.co.uk](http://www.stjohnsleatherhead.co.uk)

## BUS ROUTES

Bus routes are organised and run by Jackie Tomala, an independent school coach operator, for more details contact her on Tel: 01372 464231 or e-mail: [coaches4schools@hotmail.co.uk](mailto:coaches4schools@hotmail.co.uk).

# ADMISSIONS

## ENQUIRIES

Applications are welcome from girls and boys at two main points of entry: Fourth Form (Year 9) and Lower Sixth (Year 12). Places may occasionally become available in other year groups and further details are available from the Admissions Registrar.

Choosing a senior school for your son or daughter is an important decision for a family and we would encourage both prospective parents and pupils to visit the School. You will be most welcome at one of our Open Events or, should you wish to explore your interest in the School further, arrange to meet the Headmaster on an individual or group visit. Dates of our Open Events including details of a separate evening for pupils wishing to join the Sixth Form are listed on the School website. If you wish to attend our Open Events or arrange a visit, please call the Admissions Registrar on 01372 373000 or e-mail: [admissions@stjohns.surrey.sch.uk](mailto:admissions@stjohns.surrey.sch.uk)

## ADMISSIONS POLICY

In 2012/13 the School will offer approximately 80 places to boys and 40 places to girls aged 13 wishing to enter the Fourth Form (Year 9) and approximately 40 places to girls and 10 places to boys aged 16 wishing to enter the Lower Sixth (Year 12).

Selection is made on the basis of recommendation from a pupil's current Head and a pre-assessment at St John's in the January of Year 6 or an academic assessment and interview in the November of Year 11, as well as taking into consideration his or her co-curricular strengths. A conditional place will then be offered subject to him or her achieving the required grades at Common Entrance or GCSE. Special arrangements are made for pupils who attend schools that do not prepare for these examinations and they will be required to sit St John's School's own Maths, English and Abilities assessment in the year prior to entry.

Allowances are made for those with specific learning difficulties (SpLD), such as Dyslexia. However, an offer of a place may not be made if it is felt that the presence of such pupils in class will be detrimental to the learning of other pupils or if the School feels unable to meet the specific needs of the pupil.

A copy of St John's School Admissions Policy can be seen on the School's website.

## ADMISSIONS CONTACT

Propective parents should contact the Admissions Registrar, Mrs Sally Stuart, who can advise on our Admissions process and will be happy to make an appointment for you to visit the School.

Tel: 01372 373000 e-mail: [admissions@stjohns.surrey.sch.uk](mailto:admissions@stjohns.surrey.sch.uk).

# ADMISSION TO FOURTH FORM (YEAR 9)

## TIMELINE

**Prior to closing date:** request prospectus and visit the School.

**By 1 November when in Year 6:** closing date for Applications.

**January when in Year 6:** candidates invited to group activity and pre-assessment. Reports requested from current school.

**February when in Year 6:** conditional offers made.

**1 March when in Year 6:** closing date for acceptance of offers.

**By 15 December when in Year 8:** closing date for Scholarship applications, which must be endorsed by current Head. Bursary applications should also be received by this date.

**January when in Year 8:** Candidates not taking Common Entrance sit St John's Entrance assessment.

**February when in Year 8:** Scholarship examinations and assessments.

**June when in Year 8:** Common Entrance examination. Conditional places confirmed on meeting entry requirements.

Parents who wish their child to be considered for entry at 13 should firstly discuss their choice with their current Head whilst he or she is in Year 5. Should you wish to proceed with an application, a completed Application Form, together with £100 registration fee should be received at St John's by 1 November, at the latest, when a pupil is in Year 6 i.e. 34 months prior to entry.

Once the closing date is passed, St John's will request reference reports from an applicant's current Head and all applicants will be invited to a pre-assessment session which will be held in the final week of January when they are in Year 6.

Based on a satisfactory report and pre-assessment a conditional offer may be made by the Headmaster of St John's and a closing date given by which a deposit of £1,000 (£3,000 for pupils living overseas at the time of application) will be requested to accept the place. The deposit is subject to the School's terms and conditions as listed in the Parent Contract and may be refunded up to 20 months before the date of entry. Parents are requested that in accepting a place at St John's, they agree not to accept a place at another senior school.

## COMMON ENTRANCE

Candidates who have accepted the conditional offer of a place based on a predicted achievement are required to take the Common Entrance Examination at their current Prep School in the June prior to entry in September. The Common Entrance pass mark for entry is 55% and above in all subjects. Candidates who perform exceptionally across a range of subjects will be considered for Academic Scholarships. Should a candidate's performance in Common Entrance be unsatisfactory and we are not able to confirm a place, the deposit will be refunded.

# NON PREP SCHOOL ENTRANTS

Candidates at schools that do not prepare for Common Entrance and have accepted a conditional offer are required to take St John's own Maths, English and Abilities assessment which they must pass to the required standard. These examinations are held in January of the year prior to entry in September. Should a candidate's performance be unsatisfactory and we are not able to confirm a place, the deposit will be refunded.

## ADMISSION TO SIXTH FORM (YEAR 12)

### TIMELINE

**Prior to closing date:** request prospectus, visit the School and attend Sixth Form Information Evening.

**By 15 October when in Year 11:** closing date for Applications.

**Early November when in Year 11:** Academic assessment and interview. Reports and examination predictions requested from current school. All candidates considered for Academic Scholarships. Other Scholarship assessments will take place the same week as interviews.

**1 December when in Year 11:** conditional offers made together with a closing date for acceptances.

**May and June when in Year 11:** candidates take GCSEs.

**August prior to joining Sixth Form:** GCSE results announced. Places confirmed by St John's on receipt of GCSE results if entry requirements have been met.

Selection for Year 12 entry is made on the basis of recommendation from an applicant's current Head and predicted GCSE results, as well as an academic assessment and short interview. A completed Application Form and a registration fee of £100 should be received by 15 October prior to the year of entry and assessments and interviews are held in November. A conditional offer will be made subject to achieving at least six B grades at GCSE, which must include B grades or above in the subjects they wish to study at AS level (where appropriate). In addition, all applicants must achieve at least a C grade at GCSE Maths and English Language (or equivalent). The same entry requirements apply to pupils already at St John's.

On acceptance of the place offered, a deposit of £1,000 (£3,000 for pupils living overseas at the time of application) is payable. The deposit is subject to the School's terms and conditions as listed in the Parent Contract. If a pupil's performance at GCSE is unsatisfactory and regrettably we are not able to confirm a place, the deposit will be refunded. Parents should note that, on accepting a conditional place, they become liable for the first term's fees if they do not subsequently take up the place.

# SCHOLARSHIPS & AWARDS

The School offers a number of scholarships to candidates who demonstrate leadership, excellence in their specified field and also possess the potential to further develop in their time at St John's. It is expected that any candidate awarded a scholarship should maintain a level of excellence and commitment to that area of School life. Awards will be reviewed annually and may be removed if a pupil fails to maintain the criteria specified.

Fourth Form Scholarships are tested in the Spring Term prior to the pupil joining the School the following September. All candidates must be recommended by their current Head and be under 14 on 1 September in the year they are tested. Sixth Form Scholarships are assessed in the Autumn Term prior to a pupil joining the School the following year.

## FOURTH FORM (YEAR 9) SCHOLARSHIPS

---

For candidates entering the School in September 2012, examinations and assessments will take place as follows:

**Music Scholarship** – 30 January 2012

**Academic Scholarship** – 20-22 February 2012

**All other Scholarships** – w/c 20 February 2012

Applications for scholarships will normally be accepted only on the recommendation of a candidate's current Head, and candidates may apply for more than one award. Application forms are available from the Admissions Registrar and must be received by 15 December when the appropriate applicant is in Year 8, i.e. the year before the proposed year of joining St John's.

Scholarships are normally held for the full time of a pupil's career at St John's, provided the award-holder continues to show appropriate effort, enthusiasm and performance. A scholar's performance is reviewed annually and retaining an award is subject to the Headmaster's approval. Sports scholarships will also be awarded to pupils who perform particularly well whilst they are in the Fourth Form at St John's.

## ACADEMIC

The following subjects will be tested: English, French, Geography, History, Latin (if studied), Mathematics, Religious Studies and Science. Candidates can also have the option of taking a paper in German, Greek or Spanish. All the papers are set as part of the ISEB common academic scholarship examination. St John's is not permitted to supply copies of these papers but they can be obtained from ISEB, tel: 01202 487538 or e-mail on [enquiries@iseb.co.uk](mailto:enquiries@iseb.co.uk). Reference Reports will also be requested from an applicant's current school.

All academic scholars join the Gifted and Talented programme arranged for scholars and others in the School who have shown the requisite scholarly acumen. Candidates benefit from a programme of support, monitoring and encouragement. Academic scholars are expected to participate actively at the top end of their classes, not only for their own benefit but for the academic benefit of those around them.

Candidates who sit the Academic Scholarship will normally be admitted to the School, at the Headmaster's discretion, without the need to sit the Common Entrance examination.

## ALL-ROUNDER

All-Rounder awards will take into consideration a candidate's personality, leadership ability and potential. The successful candidate is expected to demonstrate the potential to offer strength to the all-round life of the School in at least two of the following disciplines: sport, art, design, drama, music or other appropriate areas. Furthermore, they are expected to offer a strong academic profile through the Common Entrance or Scholarship examination.

## SPORT

Sports scholarships will be awarded to candidates who show considerable natural ability and who have reached a high standard in their sport(s), with the potential to reach a standard which would enable them to be considered for selection to a representative team. We are looking for enthusiastic individuals who display both talent and good sportsmanship.

They will justify their scholarship by acting as an example to others through their high levels of motivation and their approach to all aspects of School life. We are particularly looking for players of cricket, football, hockey, rugby, netball, tennis or athletics, but will consider those who show promise in other sports.

If you would like to know more about Sport Scholarships, please contact the Director of Sport by e-mail on [nsp@stjohns.surrey.sch.uk](mailto:nsp@stjohns.surrey.sch.uk)

## MUSIC

St John's offers Music scholarships for candidates with exceptional ability and potential. In addition to an award, successful candidates may receive free music tuition on up to three instruments (which includes singing), benefit from a programme of support, monitoring and encouragement, and also have the guidance of a specialist music tutor.

Successful candidates are expected to make an active and positive contribution to the musical life of the School, both as a soloist and in ensemble work with, for example, choirs, orchestras and productions. Music scholars are expected to study Music as an academic subject to GCSE and should continue to contribute fully to the extra-curricular music at the School if they do not study the subject formally at A level.

A scholarship candidate would normally be expected to offer two instruments, one of which may be singing, or two instruments together with singing. The experience of choristers studying at schools affiliated to the Choir Schools Association is welcomed. Choral awards can be made to those who offer singing as a first instrument.

**The assessment** will consist of:

- two prepared pieces on first instrument (Grade V would be expected for entry at 13, although a candidate below this standard who shows promise may be considered)
- one prepared piece on second instrument
- a sight-reading test
- an aural test
- an interview with the Director of Music

Candidates will be expected to discuss their musical studies and interests, including their involvement in musical groups and activities, and should provide references testifying to their musical abilities. Candidates are welcome to bring their own accompanist to the examination or supply us with copies of the music in advance.

If you would like to know more about Music Scholarships, please contact the Director of Music by e-mail on [ns@stjohns.surrey.sch.uk](mailto:ns@stjohns.surrey.sch.uk) at the earliest opportunity, as we are interested in getting to know a candidate ahead of the assessment.

## ART

St John's School offers Art Scholarships for candidates of exceptional potential and ability. Successful candidates are expected to make an active contribution to school life, to study art as an academic subject at the appropriate level and to take an active part in other art events at the School. This will be under the guidance of the Head of Art. Art scholars who cease to study the subject at A level will forfeit the award.

**The assessment** will comprise:

- an observational drawing test
- a review of the candidate's portfolio
- an interview with the Head of Art

**The portfolio** should contain:

- drawings from direct observation that show an exceptionally mature level of skill and perception
- evidence of sustained pieces of work
- evidence of work that has been done at school with the guidance of a teacher
- at least one full sketchbook of drawings
- evidence of an interest in art that has developed over a number of years

Most of the above should have been done in the previous twelve months.

If you would like to know more about the Art Scholarships, please contact the Deputy Head (Academic) by e-mail on [mwc@stjohns.surrey.sch.uk](mailto:mwc@stjohns.surrey.sch.uk)

# SIXTH FORM (YEAR 12) SCHOLARSHIPS

---

For candidates entering the School in September 2012, assessments will take place week commencing 7 November 2011 for the following awards:

## **All-Rounder Scholarship**

## **Sport Scholarship**

## **Art Scholarship**

## **Music Scholarship**

St John's offers a number of Music, Art, All-Rounder and Sport Scholarships to Sixth Form applicants and applications must be received by 15 October when the applicant is in Year 11, i.e. the year before the proposed year of joining St John's. Assessments will take place at St John's. Please note that, due to an agreement between the Headmasters' and Headmistresses' Conference (HMC) and the Girls' Schools Association (GSA), no firm offers of places will be made to Sixth Form applicants in advance of 1 December.

## ACADEMIC

All Sixth Form applicants will be considered for Academic Scholarships.

## ALL-ROUNDER

St John's offers a number of All-Rounder scholarships. All-Rounder awards will take into consideration a pupil's personality, leadership ability and potential. The successful candidate is expected to demonstrate the potential to offer strength to the all-round life of the School in at least two of the following disciplines: sport, art, design, drama, music or other appropriate areas.

## SPORT

We assume that candidates for sport scholarships will show considerable natural ability and that they will have reached a high standard in their sport(s), which would enable them to be seriously considered for selection to a representative team. We are looking for enthusiastic individuals who display both talent and good sportsmanship.

They will justify their scholarship by acting as an example to others through their high levels of motivation and their approach to all aspects of School life. We are particularly looking for players of cricket, football, hockey, rugby, netball, tennis or athletics, but will consider those who show promise in other sports.

If you would like to know more about Sport Scholarships, please contact the Director of Sport by e-mail on [nsp@stjohns.surrey.sch.uk](mailto:nsp@stjohns.surrey.sch.uk)

## MUSIC

St John's offers Music scholarships for candidates with exceptional ability and potential. Successful candidates may also receive free music tuition on up to three instruments (which includes singing), benefit from a programme of support, monitoring and encouragement, and also have the guidance of a specialist music tutor.

Successful candidates are expected to make an active and positive contribution to the musical life of the School, both as a soloist and in ensemble work with, for example, choirs, orchestras and productions. Music scholars are expected to contribute fully to the extra-curricular music at the School even if they do not study the subject formally at A level.

Prospective candidates are encouraged to make contact with the Director of Music by e-mail on [ns@stjohns.surrey.sch.uk](mailto:ns@stjohns.surrey.sch.uk) at the earliest possible opportunity, as we are keen to get to know candidates well in advance of the Scholarship assessment. At the Scholarship assessment, the candidates are expected to play two contrasting pieces on their first and second study instruments. They will also be asked to do some sight-reading, aural tests and scales. It is to the candidate's advantage if they are also able to offer singing.

## ART

Art scholars are required to study art as an academic subject. The assessment will consist of a short interview and a review of GCSE work. It is expected that the review and the interview will enable candidates to demonstrate exceptional artistic ability and commitment to the subject. Candidates must therefore bring their full portfolio of work from the previous year. It is hoped this will contain:

- Work done in a variety of forms across a range of media
- Two-dimensional and three-dimensional work
- Drawing from direct observation showing a mature level of perception, skill and understanding
- Examples of both short and long-term projects
- Evidence of work that has been carried out independently

If you would like to know more about Art Scholarships, please contact the Deputy Head (Academic) by e-mail on [mwc@stjohns.surrey.sch.uk](mailto:mwc@stjohns.surrey.sch.uk)

# FEE REMISSION FOR SCHOLARSHIPS AND BURSARIAL AWARDS

A scholarship or award will attract some remission of fees by means of a percentage reduction which will be applied to the basic day fees payable.

## BURSARIAL ASSISTANCE

The Bursary Scheme is designed to assist families who for financial reasons might otherwise be unable to afford their child's attendance at the School. There are four categories:

- Admissions Bursaries for new pupils entering the School at Fourth Form or Lower Sixth
- Hardship Bursaries for families whose financial position worsens unexpectedly during a pupil's education at the School
- Albany Award Bursaries for pupils from very low income families
- Foundation Remission Bursaries for children of Anglican clergy (Foundationers)

Bursary application forms are available from the Bursary (email [bursdept@stjohns.surrey.sch.uk](mailto:bursdept@stjohns.surrey.sch.uk)) and should only be completed after the offer of a conditional place. All bursaries are means tested.

Bursaries may supplement the award of a Scholarship or Discount and are expressed as a percentage reduction of the basic day fees, except in cases of Albany or Foundationer places where it may be deemed in the best interests of the child to board at the School. The total value of assistance awarded may be up to 100% of basic day fees. Support for additional educational expenses is also available for Albany Award pupils and Foundationers.

All applications for bursarial support presuppose that the child will meet the School's entrance criteria or if already in School, continue to meet the expected standards of achievement. Bursarial awards are reviewed annually and may be withdrawn if parents, circumstances change during a pupil's time at the School.

## GRANTS

Where further financial assistance is needed in excess of bursarial assistance, the School will support applications to other grant-making bodies. Further information is available from the Bursary.

## STANDARD TERMS AND CONDITIONS

All places at St John's are offered subject to acceptance of the School's Standard Terms and Conditions, as set out in the Parent Contract. A copy may be obtained from the Admissions Registrar.

# SCHEDULE OF FEES

## REGISTRATION FEE AND DEPOSIT

A Registration Fee is payable upon submission of the Application Form and is not refundable. An offer of a place at the School is accepted by return of the Acceptance Form and payment of a Deposit.

Registration Fee	£100 £50 (Foundations)
Deposit	£1,000 (UK Residents) £3,000 (Parents domiciled abroad) £150 (Foundations)

## TERMLY FEES

Termly fees and charges for additional expenses are reviewed annually. Fees cover normal curriculum tuition, textbooks, a contribution to the Old Johnian activities fund and lunches for all pupils, and full board and lodgings, linen and laundry services for boarders. Full details concerning the payment of Fees are provided in the Parent Contract. Fees for the 2011/12 School year are:

Basic full boarding fees per term	£8,865
Basic weekly boarding fees per term*	£8,175
Basic day fees per term	£6,465

\*Weekly boarding will allow a pupil to board up to five nights a week (either Sunday to Thursday or Monday to Friday).

Ad-hoc boarding (maximum 2 nights per week) £44 per night.

## ADDITIONAL EXPENSES

Charges for the 2011/2012 School year are:

(a) Music Lessons	£180 per term per instrument
(b) English as an Additional Language	£480 per term
(c) Study Support/Dyslexia Tuition	£260 per term
(d) Membership of ISCO (Independent Schools Careers Organisation)	approx £62 per term when pupils are in the Upper Fifth
(e) St John's Parents' Association	£10 (one off payment)
(f) Voluntary Activities: these are organised by various members of staff, and charges are made according to the activity, e.g. concerts, theatre and outdoor expeditions.	

## UNAVOIDABLE EXPENSES

Items such as those listed below are invoiced termly, in arrears:

- Examination fees
- Stationery and magazine subscriptions
- Uniform and sportswear

## FEEES FOR CHILDREN OF ANGLICAN CLERGY (FOUNDATIONERS)

Fees for Foundationers are based on total family income and are assessed by the completion of an Application Form. If any Scholarships or other reductions are applied, this will reduce the fees further, subject to a maximum total remission of 90%.

## FEEES FOR CHILDREN OF OLD JOHNIANS

There is currently a 5% discount of the basic day fees for the children of Old Johnians.

## FEEES REDUCTION FOR SIBLINGS

There is currently a 10% discount of the basic day fees for the second or third child in situations where a family has more than one child at the School at any one time. A sibling discount may be given in addition to an Old Johnian discount.

## PAYING FEES IN ADVANCE

The School operates a scheme which gives a saving to those who pay a capital sum in advance towards their child's fees. Estimates can be provided of either the capital required to cover a known amount of fees each term, or how much the termly fees' bill would be reduced by depositing a given sum.

The rate of yield of deposit is guaranteed for the full period of time up to and during the child's education. Should the child for some reason not come to St John's, either the agreed amount of secured termly fees can be paid to another school or the deposit can be returned. For further details of this scheme, and for information about any other aspect of fees or expenses, please contact the Bursary.

## PAYMENT OF FEES

Each termly invoice must be paid in full before the first day of term, or if fees are paid by direct debit, in monthly instalments. A surcharge of ½% will be imposed on the balance of fees remaining unpaid one week after the start of term, and each week thereafter, plus all administration and legal costs in relation to any sums that are unpaid by the due date. The School reserves the right to refuse to allow a pupil to attend, and to withhold any references, while fees remain unpaid.

A full term's notice in writing is required before the withdrawal of a pupil or the change of status, otherwise a full term's fees will be payable. If a pupil is withdrawn from the School without such notice, or if for any reason a pupil leaves the School or is required by the School to leave during the course of the term, no fees are returnable.

A term's fees will also be payable where a parent fails to provide the required notice of withdrawal, after acceptance of a place. Cases of serious illness or genuine hardship may receive special consideration on written request.

Full details of the terms and conditions in relation to the payment of fees and notice requirements are provided in the Parent Contract.

## SCHOOL FEES REFUND SCHEME

The School Fees Refund Scheme provides insurance cover for a remission of fees for pupils' absence through illness or injury. Fees will be refunded for each period of absence from the School of more than eight days for a boarder and five days for a day pupil. Details of this scheme may be obtained from the Bursary and participation is provided by payment of a termly charge.

## MEDICAL AND INSURANCE COVER

Normal medical attention (including admission to the School Medical Centre) is covered by the fees, and specialist/hospital treatment under the National Health Service will be arranged where necessary. Private medical treatment under such schemes as BUPA is the responsibility of parents. All pupils are included in a Personal Accident Insurance Scheme which includes dental cover.

The insurance policies of the School do not cover loss of pupils' effects. Parents', Householders', Comprehensive or All Risks policies should be suitably extended to give adequate cover. Alternatively, the School has arranged access to a Pupils' Personal Effects Insurance Scheme, details of which may be obtained from the Bursary. Cover is provided through payment of a termly premium.

# CONTACT DETAILS

## PROSPECTIVE PARENTS

If you are a prospective parent interested in St John's for your son or daughter, please contact the Admissions Registrar in the first instance, who will be happy to make an appointment for you to visit, or to advise you of our future Open Events.

<b>Admissions Registrar:</b>	Mrs Sally Stuart Tel: 01372 373000 E-mail: admissions@stjohns.surrey.sch.uk
<b>Postal Address:</b>	St John's School Epsom Road Leatherhead Surrey KT22 8SP

## USEFUL CONTACT DETAILS:

### Main Reception

01372 373000  
reception@stjohns.surrey.sch.uk

### Headmaster's Office

Headmaster  
Martin Collier  
headmaster@stjohns.surrey.sch.uk

Headmaster's P.A.

Mrs Sue Ashe  
01372 385441  
secretary@stjohns.surrey.sch.uk

### Deputy Headmaster's Office

Deputy Headmaster  
Mark Mortimer  
01372 385440  
mdm@stjohns.surrey.sch.uk

Deputy Headmaster's Secretary  
Mrs Laura Mott  
01372 385442  
depheadsec@stjohns.surrey.sch.uk

### Deputy Head (Academic)

Martin Clarke  
01372 385457  
mwc@stjohns.surrey.sch.uk

### Director of Studies and Information Systems

Jon Nuttall  
01372 385465  
jn@stjohns.surrey.sch.uk

### Director of Co-Curricular

Stephen Eales  
01372 373000  
sye@stjohns.surrey.sch.uk

### Chaplain

The Revd. Sarah Bryant  
01372 385487  
chaplain@stjohns.surrey.sch.uk

## Housemasters and Housemistresses

### Churchill House

Nicholas Smith  
01372 385488  
ns@stjohns.surrey.sch.uk

### East House

James Passam  
01372 385492  
jap@stjohns.surrey.sch.uk

### West House

Qin Wiseman  
01372 385493  
qw@stjohns.surrey.sch.uk

### North House

Richard Allan  
01372 385491  
rwa@stjohns.surrey.sch.uk

### Surrey House

Paul Thomas  
01372 385490  
njj@stjohns.surrey.sch.uk

### Montgomery House

Andrew Bass  
01372 385489  
ab@stjohns.surrey.sch.uk

### South House

Miss Philippa Whittingham  
01372 385495  
pjw@stjohns.surrey.sch.uk

### Haslewood House

Miss Tania King  
01372 384418  
tgk@stjohns.surrey.sch.uk

## Director of Music

Nicholas Smith  
01372 385463  
ns@stjohns.surrey.sch.uk

Music Secretary  
Mrs Fayona Norris  
01372 385471  
fn@stjohns.surrey.sch.uk

## Director of Sport

Nick Platt  
01372 385455  
nsp@stjohns.surrey.sch.uk

## Head of Art

Neil Evans (from January 2012)  
01372 385470  
jab@stjohns.surrey.sch.uk

## Learning Support

Mrs Linda Culm  
01372 373000  
lsc@stjohns.surrey.sch.uk

## Bursar

Mrs Julia Maynard  
bursdept@stjohns.surrey.sch.uk

Bursar's Secretary  
Mrs Linda Sharpe  
01372 385446  
bursdept@stjohns.surrey.sch.uk

## Deputy Bursar

Geoff Arthur  
01372 384421  
depbursar@stjohns.surrey.sch.uk

## Finance Bursar

Peter Blacow  
01372 385451  
financebursar@stjohns.surrey.sch.uk

## Director of Marketing

Richard Heptonstall  
01372 385448  
marketing@stjohns.surrey.sch.uk

## Domestic Bursar

Mrs Diana Greenhill  
01372 385461  
dombursar@stjohns.surrey.sch.uk

## Human Resources Manager

Mrs Carol Robinson  
01372 384422  
hr@stjohns.surrey.sch.uk

## School Shop

Mrs Alison Gosnell  
01372 385454  
schoolshop@stjohns.surrey.sch.uk

## Catering and Lettings

Hugh Robertson  
01372 385475  
catering@stjohns.surrey.sch.uk

## Medical Centre

Duty Sister  
01372 385485  
medicalcentre@stjohns.surrey.sch.uk

## Development and Old Johnian Office

Development Director  
Mrs Abbie Carr  
01372 385450  
acd@stjohns.surrey.sch.uk

Development and OJ Officer  
Mrs Karen Nowland  
01372 385450  
development@stjohns.surrey.sch.uk

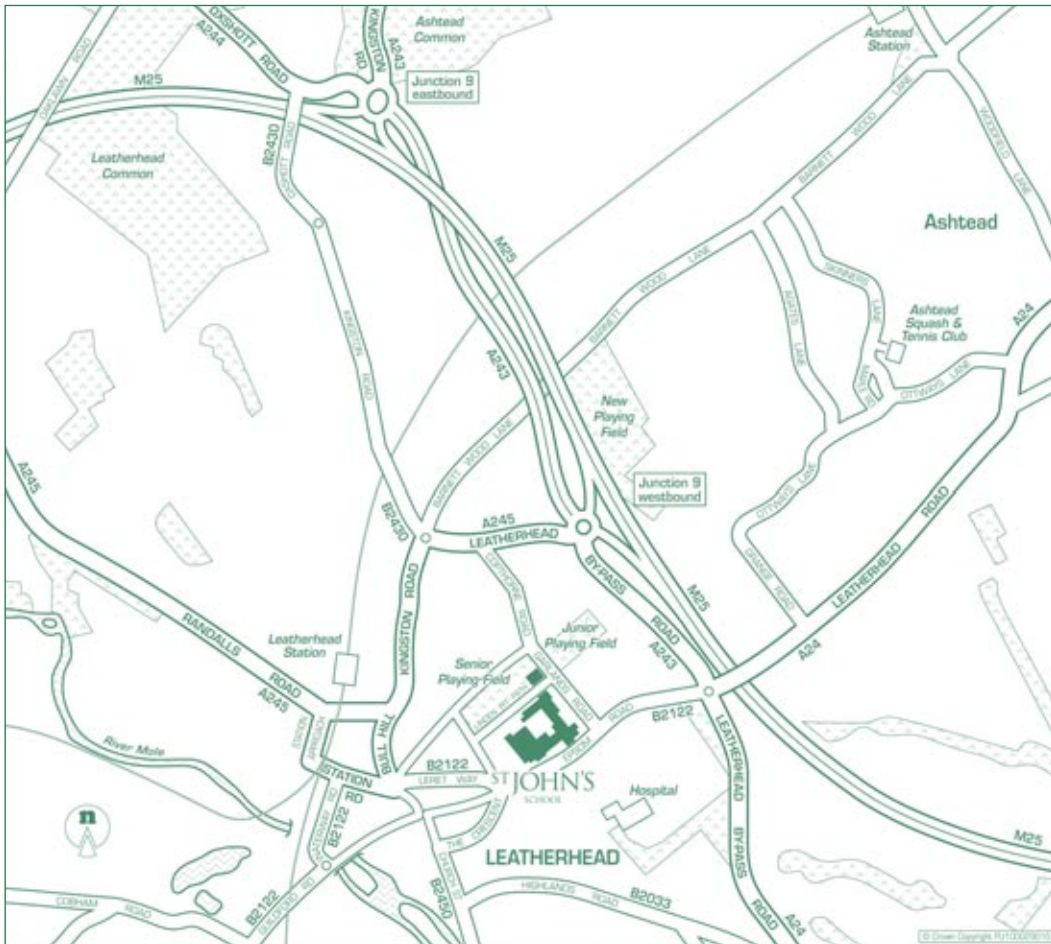
# LOCATION

Post Code KT22 8SP – Epsom Road, Leatherhead.

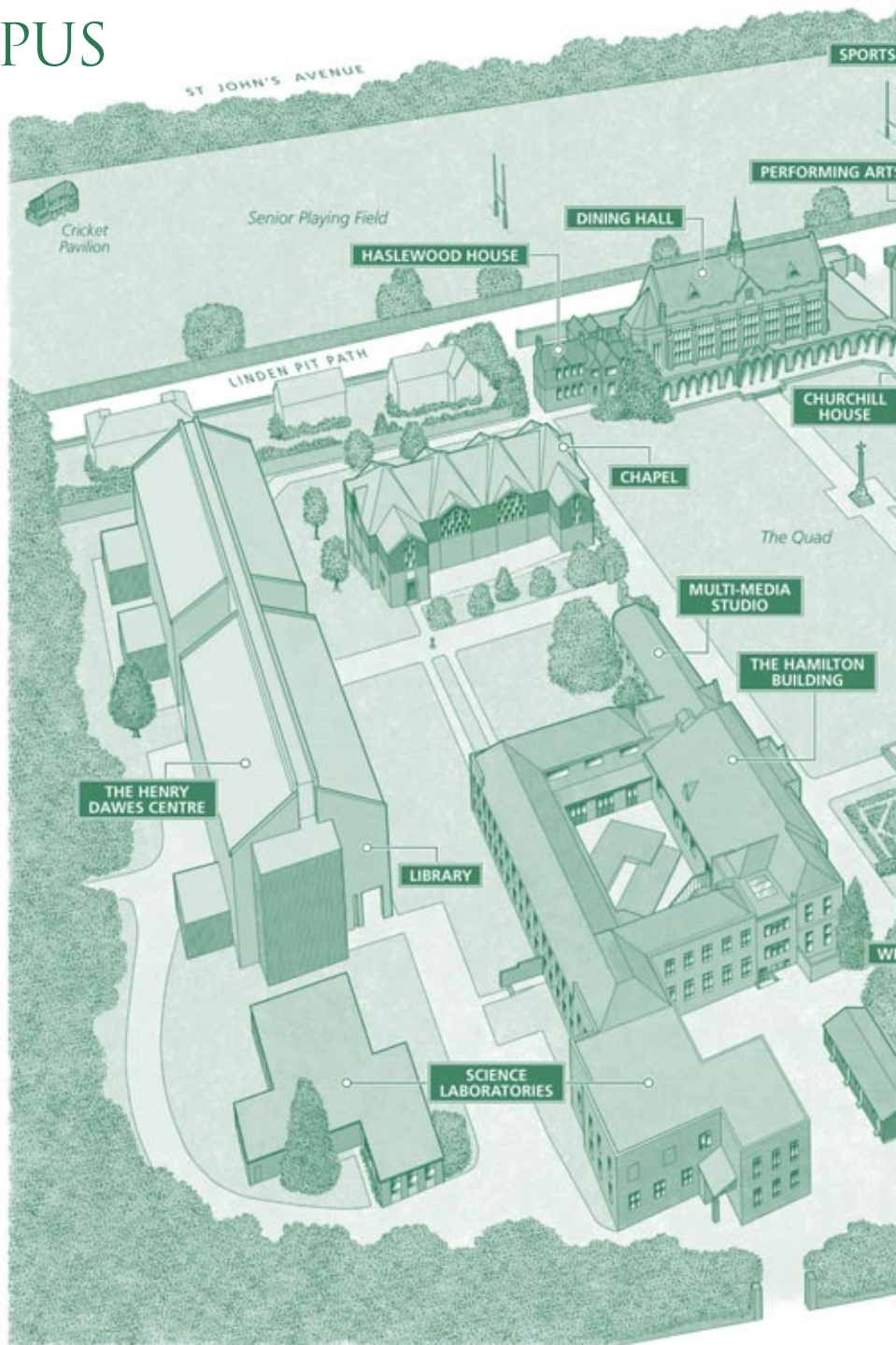
By Road: From M25 junction 9 eastbound, take the third exit A243 dual carriageway towards Leatherhead. After approximately one mile at the roundabout continue straight across onto the A243 Leatherhead By-pass Road. \*At the next roundabout take the third exit B2122 Epsom Road, continue for approximately a quarter of a mile and the entrance to St John’s School is on the right-hand side, soon after Garlands Road.

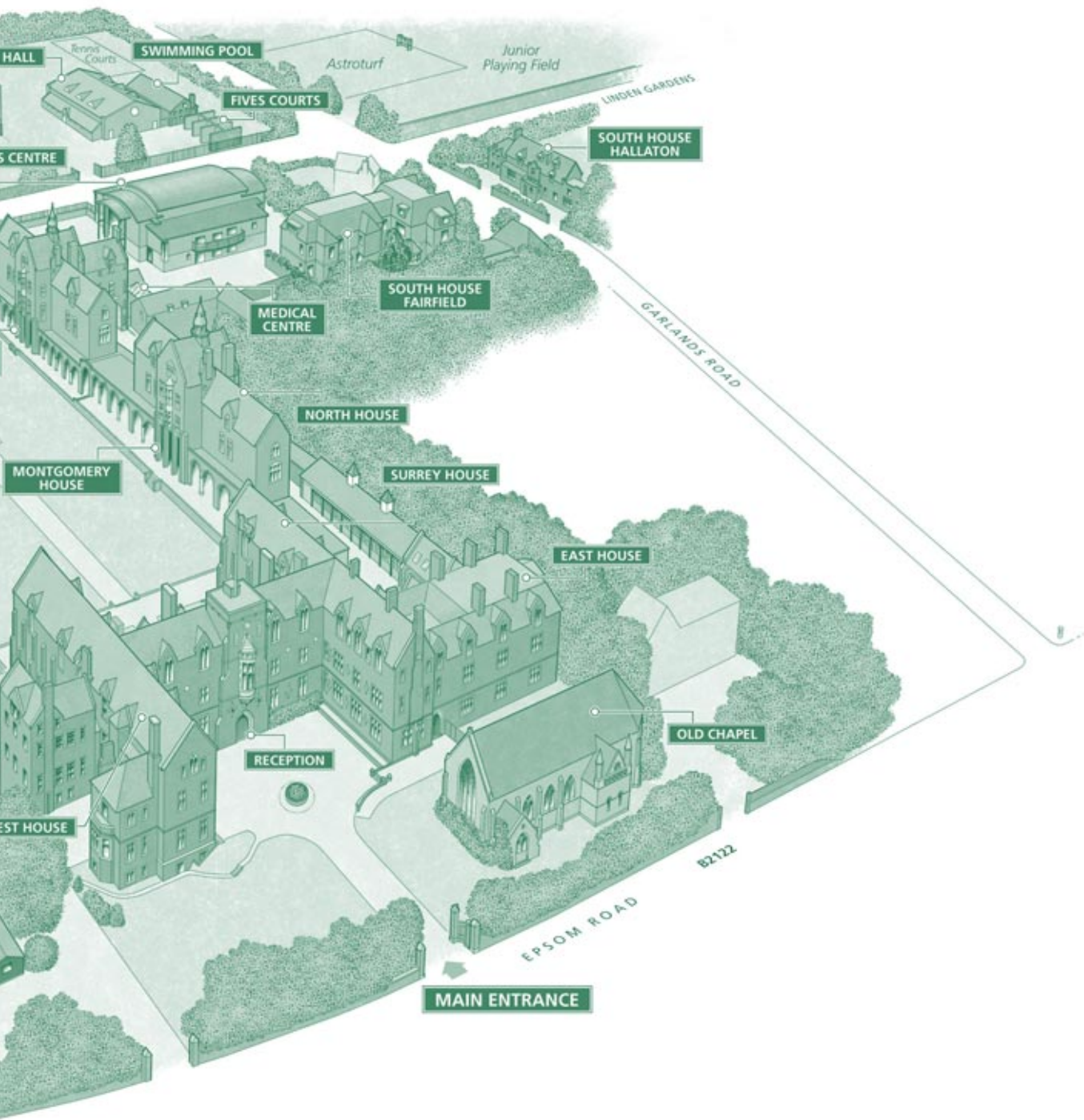
From M25 junction 9 westbound, take the first exit A243 Leatherhead By-pass Road. Continue from \* above.

Leatherhead Railway Station is approximately a five minute walk. Heathrow and Gatwick Airports are approximately 30 minutes by car.



# SCHOOL CAMPUS







St John's School is an independent  
HMC day and boarding senior school  
for boys and girls aged 13 to 18 years.

St John's School  
Epsom Road  
Leatherhead  
Surrey KT22 8SP

Tel: 01372 373000

Fax: 01372 386606

E-mail: [school@stjohns.surrey.sch.uk](mailto:school@stjohns.surrey.sch.uk)

[www.stjohnsleatherhead.co.uk](http://www.stjohnsleatherhead.co.uk)

Registered Charity No. 312064

September 2011