



DERWENT LODGE

INFORMATION HANDBOOK FOR PARENTS

**Derwent Lodge Preparatory School for Girls
Schools at Somerhill
Tonbridge
Kent
TN11 ONJ**

**Tel: 01732 352124
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**The Head is a member of the Incorporated Association of Preparatory Schools.
This School is accredited to the Independent Schools Council.**

SM April 2011

June 2011

Dear Parents,

A very warm welcome to you all!

At Derwent Lodge, our expectation is that the school will enable your daughter to fulfil her potential; that it will provide an experience and a way of life that she will truly enjoy. We aim to give your daughter a first-rate broad academic education to meet the demands of the excellent independent secondary and maintained grammar schools in the area. At the same time we attach great importance to the development of other interests and skills, whether they be creative, sporting, cultural, or the qualities of initiative and leadership. We firmly believe that happiness and confidence will lead to the achievement of excellence in school life and beyond.

We value the close contact with our parents and we are very grateful for their supportive contribution to the life of our community. The Schools at Somerhill are a unique combination of three schools on one site, working separately yet living together. The Parents' Association comprises parents from all three schools. I hope that you will support the social and fund-raising events arranged by the Parents' Association; this will enable you to meet other parents and members of staff on an informal basis, and will also help you to keep in touch with what is going on at Somerhill.

I hope that this booklet will help you to understand how Derwent Lodge runs, particularly at the beginning of your daughter's career here. Please keep it for reference and let the School know if you think there are serious omissions; your views are always of great importance.

With best wishes

Yours sincerely

A handwritten signature in blue ink that reads "Sam Michau". The signature is written in a cursive style with a long, sweeping underline.

Sam Michau
Head Teacher



Aims of the School

As part of the Schools at Somerhill, we aim to provide our children with quality education in a happy environment.

We encourage all pupils to strive for their full intellectual, social and physical potential.

We will provide our children with a broad education extending beyond the classroom to encompass sporting and cultural activities.

We value our sense of community with its emphasis on respect for one and all. A happy and secure environment enables our boys and girls to learn the importance of good manners and polite behaviour.

We aim to work hard, play hard.....and enjoy doing both!

With these aims in mind, the ethos of Derwent Lodge reflects our efforts to

- offer experiences which encourage an enquiring mind**
- encourage every girl to work hard and show initiative**
- develop confidence through personal achievement**

We want every girl to explore and develop her talents and interests to the full, and to develop personal morality and spiritual values by learning from good example.

Contents

The information in this handbook is divided into sections:

- Preparing to start at Derwent Lodge
- Organisation of the school day
- The school curriculum
- Pastoral care
- Other useful information (alphabetically)

Please do contact us if you feel unclear on anything mentioned in this handbook. It is regularly reviewed and updated according to changes and improvements to the running of the school.

JOINING DERWENT LODGE

School Uniform

A Uniform List is enclosed. We are proud of the appearance of our girls and we appreciate the co-operation of parents in helping us to maintain the standard of our uniform. Our uniform is based on the blue chosen by our founder, the Hon. Helen Gully.

The **Somerhill School Shop** is where all the uniform supplied by Simmonds is sold. Stock is not held at their shop in Tunbridge Wells. During term times our school shop is open as follows:-

Monday	8.30 - 9.30 a.m.
Wednesday	3.00 - 4.30 p.m.
Friday	8.30 - 9.30 a.m.

It is open at advertised times in the holidays. Appointments can be made by ringing 01892 510123 and asking for the School Department. Simmonds now provide the opportunity to purchase uniform on line, using the links from The Schools at Somerhill website (www.somerhill.org) or by going direct to www.simmonds-ltd.com/derwent. However, Simmonds do not recommend that new entrant parents use this service initially.

Nearly-new uniform in good condition is available from the **school second-hand uniform shop**. Items you wish to sell should be handed in at Reception, clearly named, for processing. A certain percentage of the money charged is returned to the original purchaser with the remainder being donated to the school.

The second-hand shop is open:

Monday	3.15 - 4.15 p.m.
Wednesday	8.30 - 9.15 a.m.

It will also open for special appointments and at advertised times during school holidays.

It is essential that all uniform is clearly named, preferably with woven name tapes. Name tapes on sports kit should be sewn on the **outside** so they are visible. Please refer to the photographs in the appendix for guidance on exactly where the name labels should be placed.

Equipment needed for lessons

On entry in Year Three, each girl will need a named pencil case containing:

- HB pencils (at least 2)
- A rubber
- A pencil sharpener (which will contain the shavings)
- Scissors with slightly rounded points
- A 30cm ruler
- A Pritt Stick
- A set of colouring pencils

When she has mastered the use of a roller-writer she will need a fountain pen. Tippex is not allowed and we discourage the use of ink-erasers. Ball-point (biro) pens are not allowed.

From Year Four, each girl will also need geometry instruments (180° clear protractor, set square and compasses). Please purchase a pair of compasses which hold a pencil firmly and which can be tightened if necessary.

All these items need to be named.

Text and exercise books are provided by the School.

THE SCHOOL DAY

Calendars

Derwent Lodge is a busy, vibrant place with plenty going on every week. The Schools at Somerhill calendars are issued at the beginning of each term; we strongly encourage you to refer to these regularly to keep abreast of the events taking place. The website is also an excellent place to visit to see what is in store each week.

Daily routine

The school is open from 8.00 a.m.

Girls can be dropped off in the lower car park, or by the Rose Garden outside the front of the mansion. Please note that congestion is a significant problem in the morning. A 'kiss and drop' system works better than parking and taking your daughter to the door unnecessarily. There are stewards directing the parental traffic around a one-way system. We urge everyone to pay very careful attention to the many children getting out of cars and crossing the road. Please do not use your mobile phone whilst driving on school grounds.

Girls register in their form rooms from **8.20 a.m.** and start the school day at **8.30 a.m.**

Years Three and Four finish at **4.10 p.m.**. A supervised 'holding session' for juniors is available until 4.30 p.m. if these girls have older siblings at school. **Years Five and Six** finish lessons at **4.30 p.m.** on each day except Wednesday, when the day ends at **3.50 p.m.** for all year groups.

There is an optional homework period until 5.20 p.m. for girls in Years Five and Six.

There are extended day arrangements for girls to remain at school until 6.00 p.m., at which time the caretaker locks the buildings. This late supervision (known as '**late class**') is provided by non-teaching staff and a nominal charge is made for the service. A full school tea can be provided if required and is charged to the next fee account.

Assemblies

The timetabled school day begins at **8.30 a.m. prompt** with girls and staff gathering together for whole school assembly, hymn practice, a House meeting or form period. We value assemblies as time to congregate, share important messages and celebrate achievements of individuals and teams.

Whole school assemblies often contain a moral or lesson and the girls are often asked to speak or read aloud to the rest of the school. Prayers and hymns are included in the assemblies.

Lessons

Junior girls (Years Three and Four) tend to have most lessons with their form teacher in their own form room. As they progress through the school, girls will increasingly move between specialist subject teaching rooms.

Lessons are generally one hour long. Girls are expected to maximise this time by working hard and finishing tasks set without distracting, or being distracted by, others.

Breaks and mealtimes

Break-time snacks and lunches are included in the fees. Squash and biscuits are provided at morning break time and a piece of fruit in the afternoon. Water is always available from the water dispensers around the school.

Some girls like to bring birthday cakes to share with the class at break time; please ensure the cakes are guaranteed to be 'free from nuts' if they do this. Cakes should be handed to the Form Teacher on arrival at school.

Lunches are cooked on the premises. A vegetarian option is always available, and special diets can be catered for. Salads are provided as an alternative to a hot meal. Please let us know in writing if your daughter requires vegetarian meals or has other particular dietary requirements. We encourage all girls to eat a healthy, balanced meal at lunchtime, one that will provide enough energy to last through the afternoon.

Clubs and Activities

Extra-curricular activities in mixed age groupings are a feature of the school which helps to develop a family atmosphere and plays an important social role. Musical, artistic and sporting interests are provided for so that the girls can participate in shared interests and enthusiasms.

There are clubs and activities during the lunch break and after lessons at the end of the day.

Details of the term's clubs and activities, including timings for pick up, will be circulated at the end of each term in preparation for the start of term. Please discuss with your daughter what she is interested in doing. It can be tempting to do everything; however,

the girls do get tired, especially when they are just coming in to Year Three, so we advise starting with one or two clubs or activities a week and building up gradually.

Collecting your daughter

At the end of the normal school day, and after clubs and activities, a member of staff will accompany girls to the front of the mansion where they are collected by parents from the Rose Garden. Again, 4.30 p.m. is a busy time for traffic and we ask for your cooperation in collecting your daughter promptly so we can keep things moving.

THE CURRICULUM

On entry at 7+ the girls study English and Mathematics, Science, History, Geography, Religious Education, French, Drama, Art, Information and Communication Technology, Music, PE, Games and PSHE.

This broad range of subjects offers the girls a good all-round curriculum, with opportunities to develop strengths and talents in different areas. Curriculum guides, issued for each year group and available to view on the school website, detail the topics covered and the skills taught during the year. Most subjects have included a list of suggested resources that can be used to support your daughter's learning.

Much emphasis is put on literacy and numeracy throughout the curriculum, as the foundations for accessing all types of learning. Above all, we want the girls to develop skills for life-long learning; thus, they are encouraged to question, explore, investigate and enquire in all subjects, and strive to become independent learners.

The only subject in which the girls are set by ability is Mathematics. In this subject in particular, it is essential that children work at a pace that enables them to develop a secure understanding of basic concepts and feel confident about applying their mathematical skills in different contexts.

Examinations

The curriculum content prepares girls for the 11+ Kent Secondary Entrance tests and/or the entrance tests for independent secondary schools in Year Six. Some of the most able and talented pupils aim for scholarships into secondary school. In all year groups throughout the school, there are internal assessments, end of term examinations and 'mocks' to prepare pupils for external tests.

Extra Tuition

Our Learning Support coordinator, Ms Helyar, is in regular contact with subject staff who occasionally refer individuals for informal screening. Parents are informed of any perceived need for extra tuition to support English, Mathematics or general learning. In-class support may be put in place, or individual one-to-one sessions suggested. These sessions may incur additional costs.

Educational Visits

In many subjects, pupils are given opportunities to visit places of interest which will enrich their learning. These trips are published in advanced in the termly calendar and additional details are sent out near the actual dates. Any transport and entrance fees are usually charged to parents on the end of term account.

For all outings and residential visits, we send out an emergency contact form which includes a section seeking your permission for urgent medical treatment if necessary. These forms are taken on all outings by the member of staff in charge. An up-to-date form is needed for any school outing and is a requirement before any girl can be included.

Homework

In Years Three and Four there will be weekly spellings to learn and your daughter will bring her reading book home. Multiplication tables are worked through according to individual progress and work in other subjects will occasionally be sent home to be 'finished off'.

From Year Five there is regular homework each evening from Monday to Friday, which should take about 30 minutes. The amount increases to about 45 minutes in Year Six. Your daughter should not take appreciably longer than the allotted time on her homework. By all means discuss with her what she is required to do but draw the line at doing the work for her.

More specific detail about homework can be found at the back of the curriculum guides issued for each year group.

Homework diaries are given to all girls so that they can record details of work which is set and parents can see what their daughters should be doing! Parents are asked to sign the homework diary at the end of each week to indicate that they know what their daughter should have done. Form teachers also sign the diaries on a weekly basis. There is space on each page for comments and messages between home and school; this is a very useful way to maintain regular contact.

Reports and Consultations

Parents are invited to consultation evenings during the school year. A written report is sent home just prior to these consultations, or very soon afterwards. Appointments should be made to see members of staff at consultation evenings.

A short progress report is issued in the Lent term. The longer reports in the Michaelmas and Summer terms summarise your daughter's achievements and highlight targets to work towards for further progress to be made.

You are always welcome to see your daughter's Form Teacher or the Head Teacher by appointment to discuss her progress if you wish.

Physical Education Programme

Derwent Lodge offers all the girls a wide and varied Physical Education programme. We value highly the importance of an active lifestyle; the girls thoroughly enjoy their P.E. and Games lessons.

In the Michaelmas and Lent terms, the girls take part in netball, hockey, gymnastics and cross-country running. In the Summer term, the girls take part in rounders, tennis and athletics. Throughout the year, girls swim in the indoor swimming pool, taught by a specialist swimming coach.

Girls take part in matches on a regular basis. The school has a wide and varied fixture list in all major sports and all girls have opportunities to join a team and play in matches, including Inter-House.

A number of individual cups and trophies are awarded termly and at the annual Prize Giving ceremony for achievements in Sport. P.E. colours are awarded for the major sports.

Individual Music Lessons

In addition to class music lessons, girls have the opportunity to learn instruments or have individual voice lessons with peripatetic music teachers. An application form for individual music lessons is enclosed. Parents are asked to note the following points which apply to all children attending lessons with peripatetic staff:

Fees are payable directly to the teacher concerned, who will invoice parents accordingly.

Music instrumental tuition is held during normal school lesson times, and therefore is organised on a rota basis in order to keep absence from a particular subject to a minimum.

Teachers are under no obligation to make up lessons missed by pupils.

On occasion, because of the varying length of terms or because of illness, it may be necessary for fewer lessons to be given during one term and more during another.

Timetables are posted on the Music Notice Board, which is situated in the corridor outside the music practice rooms. It is the responsibility of the pupils concerned to read these timetables regularly and to abide by the instructions given on them.

Pupils may be entered for graded examinations if their parents so wish and their teachers consider it to be appropriate.

A term's notice in writing must be given to Head of Music if a pupil wishes to discontinue instrumental lessons.

Please do contact Mrs Saby, Head of Music at Derwent Lodge, if you have any specific enquiries regarding music lessons.

PASTORAL CARE

Every girl has the right to be happy and to enjoy learning, which is why we nurture positive behaviour and celebrate individuals' effort and achievement in all areas of school life. The school aims to promote a 'culture of success' and sense of security within the community.

The form teacher has responsibility for your daughter's day-to-day welfare and progress and you are encouraged to make first contact with them over any minor concerns. The form teachers are in regular daily contact with the Head Teacher and keep her fully informed of all contacts with parents. Any matters causing major concern are dealt with personally by the Head Teacher in consultation with your daughter's form teacher.

Houses

The House system promotes a sense of belonging to, and contributing to, a different community than the form group. Each House has girls from all year groups, with Year Six girls serving as House captains and members of staff acting as House convenors. Family connections with one of the houses are encouraged - sisters are placed in the same house on entry to the school.

As befits the name of the school, there are four houses which have names linked to the Lake District - Ullswater (Blue), Windermere (Red), Coniston (Yellow) and Grasmere (Green).

Girls accrue House points through their school work and by competing in Inter-House contests. The winning House at the end of each term is awarded the House Cup. The Inter-House Rose Bowl, specifically for sporting activities, is awarded at Prize Giving at the end of the year.

Discipline

There are clear links between pastoral care and the discipline policy. Every girl is encouraged to think of others, respect differences and develop the skills of being a good citizen.

Our school rules are kept to the minimum needed to ensure that life in our community is safe, calm and orderly. The over-riding principle is that the girls should treat others as they would wish to be treated themselves and that their behaviour should always be courteous and well-mannered. The rules which we do have are intended to help the girls develop consideration and self-discipline.

We expect the girls:

- To wear full school uniform as detailed on the uniform list, in letter and in spirit!
- To arrive punctually for registration and lessons, bringing the necessary books and equipment with them.
- To complete any homework set and hand it in on time.

- To respect the buildings and grounds.
- To respect other people's property.
- To walk when inside the buildings and to keep in single file on staircases and in passageways.
- To remain within sight of the member of staff on duty when out of doors at break times and to remain 'within bounds' at all times. (Out of bounds areas are explained to the girls when they join the school.)

Sanctions

These are few and are seldom necessary. We aim to encourage and guide the girls towards self-discipline. Minor misdemeanours are corrected by pointing out the aspect of behaviour which has been found unacceptable. More serious issues warrant a demerit or an interview with the Head Teacher. If a girl's work is inadequate by comparison with her ability she will be asked to re-do it. Parents will always be informed of any major problems and you are asked to let us know at an early stage if you are unhappy with any aspect of your daughter's work or personal development.

Rewards and Recognition of Achievement

Commendations are awarded for consistently good work and for discrete examples of excellent achievement. The girls bring their work to the Head Teacher who signs it on the House board. Merits are awarded for good conduct and exemplary citizenship. Commendations and merits are converted into House points which are displayed each week. Games points are awarded for achievement in Sport. At Prize Giving, awards are given for attainment, effort and progress, as well as individual subject prizes for Year Six leavers.

<u>OTHER INFORMATION</u>

Absence

Attendance registers are taken at the start of morning and afternoon sessions. All absences have to be recorded together with the reason for the absence. If the absence is unexpected, such as when your daughter is suddenly taken ill, please telephone to let us know and try to give an estimate of how long she is likely to be away. The reason for absence should be confirmed in a brief written note to your daughter's form teacher on the day she returns.

Other absences necessitating girls missing lessons or days at school must be requested by writing directly to the Head Teacher. Each request is considered individually but in general, family holidays taken during term time will **not** be authorised.

Please try to arrange dental and other non-urgent appointments outside of school hours or during the school holidays.

Asthma

If your daughter is asthmatic and manages her own inhaler this should be the normal procedure at school provided that you give us written details for our records. A spare inhaler should be kept at school and should be carried in a 'bum bag' during all sports activities.

Cake Sales

Forms take it in turns to bring in 'goodies' to sell at cake sales, which are on Fridays at morning break. Girls in each form decide themselves to which charity they wish to donate the proceeds of their cake sale. The calendar will tell you which date is allocated for your daughter's class. Form teachers will generally remind girls in advance and encourage them to note the date in their homework diaries. We recommend that girls bring about 50p (no more than £1) in change, in a clearly named purse, to school on Fridays if they wish to buy cakes.

Communication

Although most important letters are mailed directly to you, the school often sends out letters to parents which are delivered by the girls themselves. Please ask your daughter at the end of each day whether there has been any communication from school which is still in her bag!

Increasingly we are communicating with parents via e-mail so parents should inform the school of their e-mail address and also sign up for 'Parentmail' as a more efficient means of communication. (See www.parentmail.co.uk which is an electronic mailing system that we use). Staff do not have phones in their classrooms, so trying to use the telephone to communicate is difficult. An e-mail sent via the school office (office@somerhill.org) will be passed on to the relevant member of staff, who will contact you at the earliest convenient opportunity. Please note, however; the priority for staff is to be teaching and looking after the girls during the school day. We do our best to respond to e-mails quickly, but do not expect an instantaneous reply.

Emergency Contact

Please ensure that we have your up-to-date address, home and daytime telephone numbers in case we need to contact you in an emergency. You are also asked to let us know the names and telephone numbers of relatives or close friends who can be contacted if both parents are unavailable. A contact form is enclosed for you to complete and return. Please let us know at once of any changes, especially to numbers for mobile telephones.

Fees

All parents have been sent a copy of The Standard Terms and Conditions (for acceptance of a place at Derwent Lodge School) with the offer of a place at the school. All parents new to The Schools at Somerhill are required to pay fees by direct debit. A form will be sent to all parents. Please ask the school secretary if you require another one.

Illness, Accidents and Medicines in school

If your daughter becomes unwell during the day we will contact you so that she can be sent home as soon as possible. Parents are asked to make arrangements to be able to collect their daughter if requested to do so by the School.

If any injury occurs requiring hospital treatment, arrangements will be made to take your daughter to the Accident and Emergency Department at the Kent & Sussex Hospital or to the Minor Injuries Unit at Sevenoaks Hospital. Every effort will be made to contact a parent and the pupil will be accompanied by a member of the school staff until the parent arrives.

A medical form is also enclosed. It is very important for us to know of any medical conditions or allergies affecting your daughter. Please complete and return the medical form and let us know of any changes or new developments during your daughter's school career.

If your daughter needs to take any medicines during the school day, please note the following points:

The smallest practical dose should be brought to school, preferably by the parent, to be handed to the Form Teacher or First Aid officer.

The medicine should be accompanied by written details giving your daughter's name, the name, dose and timing of medicine, and, in the case of any difficulties, where and when a parent can be contacted.

Written advice must also be provided on the storage of the medicine, including pharmaceutical requirements (e.g. refrigeration if necessary).

The school will decide the way of ensuring access to the medicine taking into account the age and responsibility of your daughter.

In general, arrangements will be made for self-administration, under adult supervision, of the medicine concerned.

Library facilities

Somerhill has a recently refurbished library for use by the girls of Derwent Lodge and the boys of Yardley Court. There is a fiction section and a central reference library with computers for online research. The librarian has details of how you can access the school library catalogue from your home computer.

Children from both schools act as librarians. The issuing of books is computerised. Girls are responsible for the safe-keeping and return of all library books issued to them. If books are lost and cannot be found after a reasonable period of time then the cost of a replacement will be charged.

Derwent Lodge also has an extensive collection of books for personal reading in each form room.

Lost Property

Named lost property is returned to the girl concerned when it is found. We depend on parents to ensure that all clothing and other items of equipment are named so that prompt return of property can take place. Un-named lost property is taken to Mrs Dicks' room, or the Reception Office. The Head Teacher will announce details of lost items in assembly provided that she is given a written description by your daughter.

Money and valuables

Any cash payments brought into school should be handed straight to the member of staff concerned. Money should not otherwise be brought to school. Valuable items, including electronic games, mobile telephones, laptops and personal stereo equipment should not be brought to school. Neither should sweets. The girls are not allowed to swap or purchase each other's possessions. Please do check that your own personal insurance covers the personal property of your daughter while she is away from home. This should include her watch, if she wears one.

Moving on to Secondary Schools

The Head Teacher is happy to discuss plans for your daughter's secondary education and an early start is advised. The choice is extensive and the process can be complex. The Head Teacher is always willing to suggest schools which parents might wish to consider, but the choice lies firmly with them. Alternative and 'fall back' plans are strongly advised in order to relieve the pressure felt by your daughter when the time comes. Parents of Year Five girls are invited to attend information evenings to discuss options and share experiences.

Parents are reminded that the intention to remove a girl from the school before the normal age of transfer to secondary education, at the end of Year Six, must be sent to the Head Teacher at least one full term in advance, or fees for the following term will be

required in lieu. Such notice must be received by the Head Teacher on or before the first day of the 'notice term'.

Newsletters

A fortnightly Schools at Somerhill newsletter is published for parents. The newsletter contains a variety of news, anecdotes, celebrations of pupils' work, match reports and reminders of forthcoming events. The link for accessing the newsletter is sent to parents via a Parentmail notice.

School Policies

As with all schools, The Schools at Somerhill have many policies concerning the various aspects of our operation which are regularly reviewed. It is our duty to inform you that you may request a hard copy of these from the school and below is a list of those you may have reason to see. These policies may also be viewed via links from the Schools at Somerhill website.

- Admissions
- Accessibility
- Behaviour, Discipline, Rewards and Sanctions
- Exclusions
- Special Educational Needs
- Curriculum
- First Aid
- School Trips
- Missing Child
- Anti-Bullying
- Health and Safety including School Visits
- Complaints *
- Child Protection/Safeguarding
- Equal Opportunities

** There were no formal complaints in respect of Derwent Lodge in the last 12 months.*

Please let us know if there are any forms mentioned in this booklet which you have not received or if you require further copies.

UNIFORM LIST

Unless indicated otherwise, all uniform is obtainable from: The Somerhill School Shop, which is run by "Simmonds" at Somerhill Tel: 01732 352124

Winter Uniform

'Blue Ramsay' knife-pleated tartan skirt
Blue jumper (v-neck) with striped insert
Cream open-necked blouse
'Winter white' polo-necked jumper – optional
Black knee length socks or black cotton tights
Black shoes (with sensible support; no pumps or high heels)
Blue DL blazer with badge
Navy blue waterproof fleece jacket (with DL Logo)
DL blue woollen hat
DL blue scarf

Summer Uniform

Blue patterned dress
White socks – knee or ankle length (not trainer liners)
Black shoes
Blue DL blazer with badge
Blue DL sun cap

Sportswear

School tracksuit
White sports shirt with school badge
Blue netball skirt
Blue running shorts (for Athletics, Gymnastics and for modesty, if needed, under netball skirt)
Long-sleeved 'base layer' top with school name
Royal blue knee-length football socks
Plain white sports ankle socks
DL Kit Bag
Shin pads
Gum Shield (We can put you in touch with a supplier who will custom fit these)

Swimming Kit

DL Swimsuit - black
Swimming cap (obtained from school)
Swimming towel
Swimming bag with Derwent Lodge Logo

Footwear

White non-marking indoor trainers/plimsolls (for use in hall)
White Trainers – for outdoor sports activities (and for use at breaks)
Football boots (moulded Soles for Yrs 3 & 4)

Additional

Girls in Years 3 & 4 - Derwent Lodge book bag
Girls in Years 5 & 6 - Derwent Lodge school bag, with school logo
Royal blue painting apron

ALL ARTICLES OF CLOTHING MUST BE MARKED CLEARLY WITH THE OWNER'S NAME, PREFERABLY WITH WOVEN NAME TAPES. ALL SHOES SHOULD HAVE SPECIAL SHOE NAME LABELS AND BE NAMED WITH PERMANENT MARKER PEN.

DERWENT LODGE SCHOOL STAFF LIST

PRINCIPAL

J T Coakley M A (New Brunswick) BA Hons York PGCE (Oxon)

HEADTEACHER

Mrs S Michau MA (Oxon) BA Hons (Oxon) PGCE (Roehampton)

DEPUTY HEAD

Mrs H Humphry-Baker B Sc Hons (Exeter) PGCE (Sussex)

TEACHING STAFF

Mrs Clair Bingham BSc Hons (University of Teesside) QTS (Canterbury)

Mrs G Bird B Ed (London) Cert Ed

Mrs J Green B Ed (Southampton) Cert Ed.

Mrs K Harman B Ed Hons (Sussex)

Mrs K Helyar PGCE (The Institute of Education, London) BA Hons (Portsmouth)

Miss E Howard-Williams BA QTS Hons (Froebel College, Roehampton)

Mrs D Jones BA Hons (Lancaster) PGCE (Univ. of Wales)

Mrs J Lane-Cole – B Ed Hons (Reading), MA (London)

Mrs L Lester BA Hons (Exeter) PGCE (OU)

Mrs M Lilley BSc Hons (Goldsmiths) PGCE (Canterbury)

Mrs S Pendlebury-Bowe BSc (Greenwich) PGCE (Canterbury)

Mrs J Saby GTCL Hons, LTCL, PGCE (Roehampton)

Mrs A M Taylor B Ed (Southampton) AMBDA

Mrs K Forward Assistant Teacher

Miss L Kerr-Sheppard Gap Student

Mrs M Dicks Classroom Assistant, First Aider, Admin Assistant

Mrs Jan McGeary – School Secretary

SCHOOLS AT SOMERHILL GOVERNING BODY

Mr Peter Braggins *Education Committee, Eco Club Committee*

Educated at Christ's College, Cambridge. Head Teacher, The Skinners' School, Tunbridge Wells 1992 -2005. Previously, Head of History and Assistant House Master, Bedford School. Member of the Secondary Transformation Team and School Improvement Partner for KCC. Chairman, Management Committee, Study Support Centre for West Kent Learning Federation. Coach to debating teams, Citizen Foundation's Magistrates' Court Competition teams and school football and water polo teams. Umpire and involved in junior cricket for over twenty years. Magistrate, North Kent Branch.

Mr Joe Davies

Master of Haileybury, formerly Head of Sutton Valence School. Educated at Christ College, Brecon and St. John's College, Cambridge. Former Housemaster at Tonbridge School and Deputy Head at St. John's School, Leatherhead. Married with four children.

Mr Nicholas Héroys MA FCA *Finance and General Purposes Committee (Chairman)*

Chairman of The Finance and General Purposes Committee. Married with two sons, both educated at Yardley Court. Educated Tonbridge School and Sidney Sussex College, Cambridge. Finance Director of McCorquodale PLC, an international publicly quoted printing group (1977-86). Finance Director of Slaughter and May, City Solicitors (1987-95). Fellow of the Institute of Chartered Accountants. President of Kent County Cricket Club 1995/96, appointed an Honorary Life Member of the Club in 2006 and currently Chairman of Trustees of their Benevolent Fund. Trustee of the High Hilden retirement home.

Mrs Diane Huntingford *Finance and General Purposes Committee*

Prior to working in education, worked in hospital administration in London, the British High Commission in New Delhi and the American Embassy in Jakarta. Formerly a Parish Councillor, Vice-Chairman Board of Governors of Yalding Primary School and member of Board of Governors of South Borough School for Girls (Maidstone). One son educated at Yardley Court and Sevenoaks School and one daughter educated at Hilden Oaks and Sevenoaks School. Lives locally and was formerly the Bursar of The Schools at Somerhill. Currently Honorary Secretary of Tonbridge Civic Society.

Mr Mark Jiskoot *Public Benefit*

Educated at Tonbridge School and graduated Imperial College, London; Honours Degree in Engineering. Married with two children (boy/girl who passed through SPP, Yardley/Derwent). Held roles in development before moving to Houston to establish a company from grass roots. International consultant on loss control; published and presented numerous papers at variety of international conferences. UK representative to the ISO standards committee in field of crude oil sampling. Chairman/Managing Director of a niche systems design engineering company based in Tunbridge Wells; 60 employees, wholly owned US subsidiary. Former Kent 'Exporter of the Year,' ISO 9001 accredited and an Investor in People. Supports Young Enterprise. Pension Fund trustee. CBI - member of Regional Council and National Executive.

Mr Charles Kinloch FRICS *Finance and General Purposes Committee*

Married with three grown-up children. Educated at St Edward's, Oxford, and The College of Estate Management, London. Joined Ibbett Mosely in 1964 becoming Joint Senior Partner with responsibilities for general practice surveying, estate agency, property management and planning. Retired in March 2003, but remains as a consultant and he is also a Fellow of the Royal Institute of Chartered Surveyors. A trustee of High Hilden Home and House Chairman of Abbeyfield Tonbridge Society Ltd. Interests are gardening and equine support activities.

Mrs Catherine Mayhew *Finance and General Purposes Committee*

Read Law at Cambridge University and then worked in the City of London and in a local law firm. For the last 10 years has been a local Councillor and is currently the Deputy Leader of Tunbridge Wells Borough Council. Extensively involved in a range of local organisations and also a Governor of a primary school. One son attended Somerhill Pre-Prep and then Yardley Court.

Mrs Jill Milner *Education Committee*

Educated St. Anne's College, Oxford. Headmistress of Walthamstow Hall, Sevenoaks. Previously, Assistant Head Teacher/Acting Deputy Head at Tonbridge Grammar School. Teacher elected Governor at TGS serving on Personnel, Curriculum and Finance Sub-Committees. Member of the Secondary Heads' Association and of the Girls' School Association. Sidesperson and Bible-study Group Leader, St. Mary's Church, Speldhurst and Trustee of The Hospice in the Weald, Pembury.

Mr Michael Norrie

Married with son (Yardley Court and Tonbridge School) and two daughters. Chartered Accountant and director of Corporate Finance company specializing in mergers and acquisitions. Governor (Chairman 2002 - 2006) of Tonbridge Grammar School. Vice President of Tonbridge Juddians RFC.

Mr Michael Stevens

Educated at St Edward's School, Oxford, and Exeter University. Qualified as a solicitor in 1975 and then worked in the City of London. Joined Cripps Harries Hall in 1985 and became Senior Partner in 2006. Specialises in real estate law. Married with four children, two sons educated at Yardley Court and two daughters educated at Derwent Lodge. Involved in a range of local organisations. A director of Locate in Kent, the inward investment agency for Kent, and a Kent Ambassador.

Miss Helen Tebay

Always resident in the area, educated at Walthamstow Hall Junior School, Tonbridge Grammar School for Girls and St. Catharine's College, Cambridge with a Mathematics degree and PGCE. Taught Mathematics at Tunbridge Wells Girls' Grammar School for six years; Assistant Head of Lower School for the last two years. Currently teaching at Sevenoaks School. Lower School tutor for five years, Divisional Head of Middle School for five years and Divisional Head of Sixth Form since 2007. Fully involved in co-curricular activities including Sports, the Duke of Edinburgh's Award Scheme, and the Combined Cadet Force.

Mr Hugh Tebay *Education Committee (Chairman), Finance and General Purposes Committee and Child Protection*

Educated at the Simon Langton Grammar School, Canterbury, and King's College London. Degree in Mathematics and Physics and a Postgraduate Certificate in Education. Schoolmaster at The Judd School for three years and then at Tonbridge School for thirty-five years. Taught mathematics, coached all major sports, Housemaster and Deputy Head. Headmasters' Conference Schools inspector. Married with four children, of which two sons were educated at Yardley Court and Tonbridge School. Involvement in local community in Crime Protection.

Mr Philip Thomas *Chairman of the Governors and Finance and General Purposes Committee*

Educated at St. Dunstan's College. Qualified as a Chartered Accountant in 1966. Joined Creaseys in 1971 and became partner in 1974 and senior partner in 1990. Invited by Michael Bickmore to be a trustee of Somerhill Charitable Trust in 1993 on its formation and then appointed as Chairman in 1995. Also a trustee of TACT – a fostering and adoption agency. Married with four children (three girls and a boy), son educated at Yardley Court and Tonbridge.

Mr Charles Warner

Educated at Yardley Court, Marlborough College and Fitzwilliam College, Cambridge. Solicitor and Notary Public working at Warners Solicitors in Tonbridge since 1977. Former Governor of Tonbridge Grammar School (1996–2003) and former Director of West Ham United Football Club (1988-2006). Trustee of Tonbridge United Charity. Married with three children (two sons educated at Yardley Court).

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