



# GUILDFORD HIGH SCHOOL

*Further Information Booklet*

*2019-20*

# ADMISSIONS PROCEDURE AND ACADEMIC RESULTS

## ADMISSIONS PROCEDURE

Our admissions policy aims to select those girls who we believe will thrive academically, socially and in their personal development in the vibrant and exciting environment that Guildford High has to offer.

The main intake ages are 4, 7 and 11 and girls may also join at Sixth Form. Girls whose parents are moving to the Guildford area will be considered at other times if places are available.

## REGISTRATION

The first step for any girl wishing to join Guildford High is Registration; this involves completion of the registration form and payment of the non-refundable registration fee (currently £100). Parents may register their daughter(s) at any time (there is no advantage to early registration) but, in order to take the entrance examination, girls must be registered by the 1st November before the year of intended entry i.e. 1st November 2019 for entry in September 2020. Please note that the registration deadline for girls entering at Reception (4+) and Sixth Form (16+) is 1st October.

## OFFERS AND ACCEPTANCE

Offers of places are typically made within a fortnight of the entrance assessment and parents confirm acceptance of a place by returning a signed Acceptance Form and paying a non-refundable Acceptance Deposit (currently £500 for Reception – Year 6 and £1000 for Years 7-13).

## ENTRY AT 4+

For entry at 4+ girls will be invited to take assessment tests on Saturday 9<sup>th</sup> November 2018 and the week commencing 11<sup>th</sup> November 2019 for September 2020 entry. Each visit lasts approximately 45 minutes. The first visit includes a short interview and simple aptitude tests and the second involves group activities. Standardised tests are used to assess the learning potential in language development, number and general cognitive skills, manipulative and social skills. Reading ability is not assessed.

## ENTRY AT 7+

The entrance examination for ages 7+ and older will be held on Friday 3<sup>rd</sup> January 2020 for September 2020 entry. For entry to the Junior School, the tests consist of written papers in English comprehension, creative writing, spelling and grammar and Mathematics. A report will be requested from each applicant's current school prior to the examination.

## ENTRY AT 11+ AND OLDER

The entrance examination for ages 11+ (and older, excluding Sixth Form) will be held on Friday 3rd January 2020 for September 2020 entry.

For entry at 11+ candidates will sit written papers in English and Mathematics. The papers are designed to bring out the skills and potential of the girls, whatever they might have covered in the past, and the content is all relevant to the appropriate stage of the National Curriculum so whatever school your daughter is currently studying at, the material will be familiar to her. The candidates will also have a short interview on the day of the entrance assessment and a report will be requested from each candidate's current school prior to the examination.

The 11+ English examination is written by the English Department and comprises the following:

- A set of comprehension questions. Some of these questions require straightforward information retrieval, while others demand an appreciation of language used in the passage for particular effects
- A short creative writing task in which candidates' powers of description are tested

The Mathematics examination for ages 11+ and older (excluding Sixth Form) is set by the Mathematics Department. Using and applying number, using and applying shape, space and measure and using and applying handling data will all be covered in the test. The test has a short answer format and the candidates are required to show all of their working. In recognition of the variety of methods which might be used, any logical and accurate working would be acceptable. The questions test the understanding of concepts and processes and the use of Mathematics in everyday situations. There are a few questions which require facts, properties and geometrical names. The paper also includes a couple of more rigorous problem solving questions.

It is school policy not to issue past papers.

## ENTRY AT 16+

Candidates for entry to the Lower Sixth in September 2020 attend the Sixth Form Assessment Day on Monday 4th November 2019, when examinations take place and interviews are carried out by the Headmistress, Head of Sixth Form and other Heads of Department. Candidates sit three, one hour subject related papers (subjects of their choice from a set of options) and a separate general paper. A report will be requested from each candidate's current school prior to assessment. All candidates will be automatically entered for scholarship and there is no separate scholarship examination.

Offers of places are conditional on the following grades at GCSE:

- Minimum of seven grades 9-7 (or equivalent) including English Language and Mathematics
- Grades 9 or 8 in subjects being studied in the Sixth Form

## STRUCTURE OF GUILDFORD HIGH

Guildford High is an academically selective independent day school for girls from the ages of 4 to 18.

Junior School	
Reception*	4 to 5 year olds
Year 1	5 to 6 year olds
Year 2	6 to 7 year olds
Year 3*	7 to 8 year olds
Year 4	8 to 9 year olds
Year 5	9 to 10 year olds
Year 6	10 to 11 year olds

Senior School	
Year 7*	11 to 12 year olds
Year 8	12 to 13 year olds
Year 9	13 to 14 year olds
Year 10	14 to 15 year olds
Year 11	15 to 16 year olds
Year 12 (Lower Sixth)*	16 to 17 year olds
Year 13 (Upper Sixth)	17 to 18 year olds

\*Main intake ages

## ACADEMIC RESULTS

Guildford High School pupils consistently achieve outstanding results at all age groups.

Most students take nine or ten GCSE subjects. All students will study at least 3 A Levels and many will take an additional subject such as an AS Level over two years.

Almost all students go on to the university of their choice, with around 20% gaining Oxbridge places. An increasing number of students choose to take a gap year before beginning their higher education courses.

# SCHOLARSHIPS, BURSARIES AND FEES

## SCHOLARSHIPS AND BURSARIES

Academic and Music Scholarships are available at 11+ and 16+.

### ACADEMIC SCHOLARSHIPS

At 11+ the Academic Scholarships are worth up to 5% of the fees and are awarded on the basis of the entrance examination and interviews. All candidates sitting the main entrance assessment are automatically considered and there is no separate scholarship examination.

At 16+ the Academic Scholarships are worth up to 5% of the fees. All candidates sitting for entrance will be automatically considered and there is no separate scholarship examination. All candidates are required to sit a general scholarship paper (logic and essay) plus three other papers.

All scholarships are available to internal and external candidates. Exhibitions (lesser awards) may also be available according to the calibre of the candidates.

### MUSIC SCHOLARSHIPS

Music Scholarships are open to girls who satisfy the normal academic entrance requirements. All Music Scholars are expected to be fully committed to school musical activities. An external adjudicator and the Director of Music will be present at the auditions. Application forms for Music Scholarships are available from the Admissions Office and from the website.

11+ Music Scholarships are worth up to 5% of the fees. Auditions take place shortly after the 11+ entrance examination day. The award is made in the light of musical potential as well as actual achievement. Candidates should normally have reached Grade 4-5 on their orchestral instrument and their playing should be of Distinction quality. On certain instruments or in special circumstances it may not have been possible to reach this standard. An award may be made in respect of a candidate's piano playing if this is of an exceptionally good standard. If in doubt, please consult the Director of Music. Candidates are required to perform one piece on an orchestral instrument and, normally, one on the piano. Pieces should be approximately three minutes in length. There are also sight-reading and aural tests and an interview. Original compositions are of interest, but not essential.

Sixth Form Music Scholarships are worth up to 5% of the fees. Auditions take place in mid October of the year prior to entry. Candidates will be expected to perform a piece of about four to five minutes in length on both their principal and second instruments. Candidates should be at Grade 8 standard on their principal instrument, although the examination may not have been taken, and their playing should be of Distinction quality. If the piano is the principal instrument, candidates should have reached a good standard on an orchestral instrument or be a good choral singer of Chamber Choir standard with the ability to sight-sing and sustain an independent part. There are also sight-reading and aural tests and an interview. The Director of Music and the Adjudicator would welcome the

opportunity to look at, and perhaps hear, a composition if the candidate has been involved in composing.

## BURSARIES

Bursaries are available for the daughters of the clergy.

## SIBLINGS

A reduction of 5% is made in the case of the second member of the same family. A 10% reduction is made for the third or subsequent members. This applies when all are in attendance as fee-paying pupils at one and the same time.

## ASSISTED PLACES

A limited number of United Learning Assisted Places are available to all internal and external candidates at 11+ entry. Candidates must apply through the Registrar prior to sitting the entrance examination. These are awarded on the basis of financial need.

Please contact the Admissions Office for further details regarding Scholarships, Bursaries and Assisted Places.

## 2019-20 FEES

Tuition fees include the cost of textbooks and stationery but exclude school lunches, extra subjects and public examinations. Fees are paid by termly Direct Debit in advance. The termly fees are as follows, depending on the payment method used:

Termly Fees (excluding lunches)	Payment by Direct Debit Termly	Annual DDT	Payment by other method (Direct Debit Monthly/Cheque/Card )	Annual other payment method
<b>Senior School</b> Years 7 to 13	£5,834	£17,502	£5,911	£17,733
<b>Junior School</b> Years 3 to 6	£4,719	£14,157	£4,784	£14,352
<b>Junior School</b> Year 2	£4,177	£12,531	£4,234	£12,702
<b>Junior School</b> Reception and Years 1	£3,634	£10,902	£3,684	£11,052

Extra Items		Termly Direct Debit
<b>Lunches</b>	Seniors (compulsory in Year 7)	£288
	Juniors (compulsory)	£259
	Charge to pupils (Year 8 and above) bringing in packed lunches	£10
<b>Instrumental</b>	Individual lessons	£210
	Shared lessons (two pupils)	£123
	Admin charge per term	£8
	Theory classes for Associated board examinations	£42.65
	Hire of instruments (limit four terms)	£50.75

Registration and Acceptance		Single Payments
<b>Registration Fee</b>	Non-refundable fee to be sent with Registration Form	£100
<b>Acceptance Deposit</b>	Payable on acceptance of a place. The deposit is non-refundable until your daughter leaves the school. Should your daughter not take up her place, the deposit is forfeited.	£500 (Reception – Year 6)  £1000 (Years 7-13)

## NOTICE OF WITHDRAWAL

Notice of intention to withdraw a pupil from school, or to discontinue an extra subject, must be given in writing to the Headmistress not later than the first day of the term at the end of which the pupil is to leave. Failing this notice, a full term's fees will be charged.

The United Church Schools Trust reserves the right to require a pupil to be withdrawn for any cause which, at its discretion, it shall deem reasonable. Full Standard Terms and Conditions can be found on the Guildford High website and are provided to all parents on offer of a place.

## GOVERNANCE AND SCHOOL INFORMATION

### GOVERNANCE

The United Church Schools Trust, part of United Learning, is the independent Christian educational charity that lies behind Guildford High and a number of other schools. Founded in 1882, the company has built a reputation for considerate and skilful management and there is no doubt that membership of a group of schools gives Guildford High an added stability and breadth of contact.

We seek to maximise every individual's potential, nurturing the self-confidence and self-esteem that will enable them to make the most of their talents. Our objective is to bring out the best in everyone, enabling each student to become a balanced, happy and articulate person with the:

- Intellectual freedom to be creative;
- Confidence to initiate;
- Flexibility to respond to challenge, change and adversity;
- Compassion to serve others;
- Spirit to enjoy life;
- Integrity to be trustworthy;
- Motivation to have a lifelong love of learning.

Title	Name	
<b>President of United Learning</b>	Rt Rev and Rt Hon The Lord Carey of Clifton	
<b>Chair of United Learning Trust</b>	Mr Nigel Robson	
<b>Chair of the Group Board and Chair of United Schools Trust</b>	Mr Richard Greenhalgh	
<b>The Trustees</b> <i>In accordance with its articles of association, the Trustees of United Learning Trust are appointed by the United Church Schools Trust board.</i>	Mary Curnock Cook	Mr Richard Greenhalgh
	Dr Rosalind Given-Wilson	Mr Mike Litchfield
	Mr Ben Gordon	Sarah Squire
<b>Patron of GHS</b>	The Rt Rev The Lord Bishop of Guildford	
<b>Local Governing Body</b>	Mr Mark Barlow	Miss Zip Jila (Link Governor for EYFS)
	Ms Karen Braganza	Mr Dan Perrett (Chairman)
	Rev Canon Robert Cotton	Mr John Rigg
	Mrs Anna Lise Gordon (Child Protection representative)	Mr Robert Turnbull
	Prof Ortwin Hess	Mr Richard Webb

## HOW TO CONTACT US

### GUILDFORD HIGH SCHOOL

Guildford High School, London Road, Guildford, Surrey GU1 1SJ

Main Switch Tel: 01483 561 440

Admissions Tel: 01483 543 853

Email:

*General enquiries:* [Guildford-Office@guildfordhigh.co.uk](mailto:Guildford-Office@guildfordhigh.co.uk)

*Admissions enquiries:* [Guildford-Admissions@guildfordhigh.co.uk](mailto:Guildford-Admissions@guildfordhigh.co.uk)

Web: [www.guildfordhigh.co.uk](http://www.guildfordhigh.co.uk)

### UNITED CHURCH SCHOOLS TRUST, PART OF UNITED LEARNING

Tel: 01832 864 444

Email: [enquiries@unitedlearning.org.uk](mailto:enquiries@unitedlearning.org.uk)

Web: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

Registered in England No. 27780748.

A company limited by guarantee. Registered Charity No. 1016538.

Registered office:

Worldwide House, Thorpe Wood, Peterborough, PE3 6SB

The Chair of the Local Governing Body, Mr Dan Perrett, can be contacted via the Guildford High office.

## MISSION AND ETHOS

Guildford High is a happy, purposeful and vibrant community.

### OUR MISSION

Our mission is to provide a first class education for academically able girls.

### OUR VALUES

Every member of our community will be treated with dignity and respect and their contribution valued.

## OUR VISION

Our purpose is to provide an atmosphere and surroundings in which individuals can:

- Be happy
- Be positive about their own gifts and abilities
- Maximise their potential
- Develop the confidence to take appropriate risks
- Develop the resilience to cope with adversity
- Become responsible citizens

## USEFUL INFORMATION

### SCHOOL HOURS

**Junior School:** 08:30 to 15:05 or 15:45 (depending on age), **Senior School:** 08:30 to 16:00

An After-School Care Scheme for girls in the Junior School operates from 15:45 until 18:00 each school day. There is a daily charge which includes a snack and drink.

### CLASS SIZES

In Reception class sizes are usually between 16 and 18, in Years 1 and 2 this increases to around 20 and for Year 3 upwards it is approximately 24. In Senior School class sizes are typically between 22 and 26 per form throughout Years 7 to 11. Sixth Form Tutor Groups range from 9 to 12 girls per group.

### UNIFORM

Uniform is worn by all pupils below the Sixth Form and is supplied by Stevensons.

210 London Road Burpham, Guildford, Surrey, GU4 7JS | Tel: 01483 577 835 |  
Web: [www.stevensons.co.uk](http://www.stevensons.co.uk)

### SCHOOL LUNCHES

Pupils are expected to take school lunch, which is prepared by contract caterers. From Year 8, they may bring a packed lunch if they wish.

## MEDICALS

A medical examination of all pupils is required approximately every two years. It is carried out by the School Medical Officer and a charge is made for the medical to cover the doctor's fees. While the girl remains a pupil of the school, the School Medical Officer has the right to give the girl's parents or guardians or the Headmistress any confidential information about the girl if she considers it to be in the girl's own interest or necessary for the protection of other members of the school community.

## FRIENDS OF GUILDFORD HIGH SCHOOL

The Friends of Guildford High School is an enthusiastic and committed body which runs numerous events to raise funds. They organise the annual Christmas and Summer Fairs, hold second hand uniform sales and host many social occasions. It is hoped that parents will join the Friends of Guildford High School which exists to support the school and encourage co-operation between parents and teachers.

## SCHOOL POLICIES

School policies can be downloaded in PDF format from our website:  
[www.guildfordhigh.co.uk/policies](http://www.guildfordhigh.co.uk/policies)

## MEMBERS OF STAFF

A full list of staff is available on the Guildford High website.

Title	Name	Degree(s)
<b>Headmistress</b>	Mrs Fiona Boulton	<i>BSC Hons University of Wales, Cardiff, MA London</i>
<b>Deputy Heads</b>	Mrs Karen Laurie (Pastoral)	<i>BA Hons Leeds</i>
	Mr Duncan Peel (Academic)	<i>BA Hons Bristol, MA London</i>
	Mr William Saunders (Co-Curricular)	<i>BA Hons Bristol, MA St Mary's University College</i>
<b>Head of Junior School</b>	Mr Mike Gibb	<i>BA Hons London</i>
<b>Deputy Head of Junior School</b>	Mr Toby Day	<i>BA Hons Southampton</i>
	Mrs Wendy Bengoechea (Year 7)	<i>Bed Hons Bath</i>
	Mrs Samantha Buxton (Year 8)	<i>BA Hons University of Wales, Cardiff, MA Warwick</i>
	Mrs Sarah Glyn-Davies (Year 9)	<i>BA Hons East Anglia</i>
	Mrs Emilie Forrest-Biggs (Year 10)	<i>MA Downing College Cambridge</i>
	Mrs Catherine Gilmore (Year 11)	<i>BSc Hons Bath</i>
	Miss Katrina Sloan (Director of Sixth Form)	<i>BA Hons Reading, MA Warwick</i>
	Mr Dan Martin (Head of Sixth Form – Year 12)	<i>BA Hons Fitzwilliam College Cambridge, MA London</i>
	Mr Will Forse (Head of Sixth Form – Year 13)	<i>BSc Hons Southampton</i>



# *Inspiring Girls*

Guildford High School, London Road, Guildford, GU1 1SJ

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