



## **Hitchhikers' Guide to Godolphin** **from the GPA**

Welcome to Godolphin! We have compiled some points which new parents might find useful. Obviously we will not have answered everyone's queries, so your Godolphin Parents' Association (GPA) year rep is available to help – see the School calendar or email [GPA\[year\]@godolphin.org](mailto:GPA[year]@godolphin.org), so [GPAfirst@godolphin.org](mailto:GPAfirst@godolphin.org) for the First Year reps and so on.

### **The Blue Pinny**

This is a weekly bulletin containing forthcoming events and the latest School news which lands in your email inbox each Friday. Most letters from the School about current and future events are sent out through The Blue Pinny. You will receive an email and just click on the link. It is really important to pick up this information each week. Some letters will require replies and have online reply slips which makes it easy.

We recommend making this priority reading each Friday as the majority of parents reply to the School that very same day.

**School website:** [www.godolphin.org](http://www.godolphin.org)

Here you can find a wealth of information, including recent photographs and accounts of School events, the up-to-date virtual School Calendar, the sports fixture list with details of the teams and venues, the Parent Portal, and links to the GPA. There are back-copies of The Blue Pinny although copies of letters are also put onto the Parent Portal (see next page).

## **Communications with individual staff:**

There is a generic address format for emailing staff which is : [surname+firstinitial@godolphin.wilts.sch.uk](mailto:surname+firstinitial@godolphin.wilts.sch.uk) . For example, Mr Richard Dain, the Senior Deputy Head, is [dainr@godolphin.wilts.sch.uk](mailto:dainr@godolphin.wilts.sch.uk). The Head can be contacted at [Head@godolphin.wilts.sch.uk](mailto:Head@godolphin.wilts.sch.uk) . It is worth putting into your address list your daughter's tutor's address and that of her housemistress. The tutor is the first port of call for matters academic and pastoral, although boarding matters are picked up most easily by the housestaff.

## **The Parent Portal**

You can access the portal via the School website [www.godolphin.org](http://www.godolphin.org). Look for 'Portals' on the menu, and then select 'Parents'. When you log on to the portal you will be presented with a number of icons. Click on the icons to open up information within the category, most of which we hope will be self-explanatory:

- The School calendar: important dates and events.
- Your daughter's timetable: Godolphin runs a two-week timetable; you will be able to see details of subjects, times, teachers and rooms for the current week.
- Your daughter's reports, including last term's report: these are in PDF format and can be read on any device.
- Your daughter's attendance: this will provide you with information about any occasions when your daughter has been absent from School.
- You can find back copies of letters from the School which have been sent out via The Blue Pinny
- Your details: please check and update these as necessary
- Change password: please use this to change the supplied password to one of your choice.

*(The School can reset your password for you if necessary)*

If you need help accessing the portal, please contact Richard Clarke whose email is [clarker@godolphin.wilts.sch.uk](mailto:clarker@godolphin.wilts.sch.uk)

## Printed Calendar:

In this booklet, you can find the names of staff at the School with key telephone numbers together with term dates, GPA contact details and future diary dates that will be helpful.

## The School Shop:

This offers an online ordering service for new uniform and sells secondhand uniform, where available. Additional School items are also available for purchase, including GPA merchandise. The times for opening are published in the School calendar. It is located at the end of the main School car park behind the Health Centre.

## Compulsory Events:

- First Sunday of the School year in September: Eucharist in the Cathedral for all girls. All parents are most welcome. Dr. Wood, the chaplain, sends out a letter about this.
- There is a Community weekend for all mid-week, weekly and full boarders on the first weekend of the Autumn Term.
- House Parties at Christmas (December) are compulsory and it is lovely that everyone attends. Please note there are **no tea time buses** that day but they are arranged for the **end** of the evening – please check the calendar! The School will send out details nearer the time.
- Carol Service on the last day of the Autumn Term
- Confirmation Service on the last day of the Spring Term (tbc)
- Speech Day – last day of summer term: a Saturday
- Parents' meetings and other events, such as talks for Parents, are all in the diary in bold. Best considered compulsory, the former are where you meet the subject teachers and have the chance to discuss your daughter's progress; they often have an extra meeting attached, such as information on University Applications or Study Skills, so are really valuable.

## **Sport:**

<b><u>Principal Sports:</u></b>	Autumn/Spring Term:	Hockey Netball Lacrosse Swimming
	Summer Term:	Tennis Athletics Rounders Swimming

Athletics and Tennis assessments take place at the end of the Spring Term, weather permitting!

The parents also get together to form additional groups at events such as riding competitions for those with their own ponies and ski competitions, competing under the Godolphin banner. Your Year Rep or the School PE Dept will be able to point you in the right direction for these if you are interested.

<b><u>Sports squads:</u></b>	<del>Autumn/Spring Term:</del>	<del>Hockey Lacrosse Netball Swimming</del>
	All year	Swimming

<b><u>Tennis coaching:</u></b>	First Year	Summer Term only
	Second Year +	Throughout the year, in PE time, after School and at lunch times

**Match Cancellation number:** Please check the School website or Schoolssports.com for details.

**Team Sheets:** These are posted on the notice board outside the PE office. Fixtures, teamsheets, venues and directions are on the website and diary and amended as and when needed.

**Times** in the diary are match start times, not arrival times

Team Teas: Girls are expected to stay for team teas at home (and to look after the guest team accordingly) and away fixtures. They must gain permission before leaving.

Uniform:

- Navy uniform is for PE and tennis whites for tennis
- Socks are navy and red for all girls and squads.
- Hair tied back and jewellery removed
- Goggles are compulsory for lacrosse
- There are variations in Sixth Form squad kits

If not going on the bus to matches:

Girls must sign up on the PE notice board by the preceding Wednesday stating whether they will be travelling on the bus or direct to Saturday fixtures. Failure to do so **could** result in girls being left behind at School as there may be no room on the bus!

Packed Lunches and Suppers:

**Boarders** – packed meals provided for matches during the week and weekend. Girls must let Mrs Edwards know if they need a packed or late supper.

**Sarums** – Lunch and tea provided during the week, but for weekend matches, you need to provide their lunch. Let Mrs Edwards in the PE Office know if you are boarding on a Friday night so that a packed lunch can be provided.

Sports bags for matches: Girls are expected to have a Godolphin bag with them with waterproofs, tracksuit (**top and leggings**), suncream, waterbottle etc.

Extra Equipment: Mouthguards are compulsory for hockey and lacrosse and goggles are compulsory for lacrosse.

Schoolssports.com This is a link on the godolphin.org site to show sports fixtures, team list and venues of matches.

## **School Bags:**

- **Sports bag** – Girls are advised to use this for sport.
- **Homework bag** - Girls can use their own bags to bring work etc in to School as there is no School satchel or bag. Girls tend to carry their books from their lockers.

## **Clubs and Activities**

Whilst some of these happen at lunchtimes, most take place in what the School calls 'Sessions' after lessons have finished. The girls go to a 'fair' at the start of each term and sign up for clubs they would like to join. Their choices are then ratified (or not, depending on space) by the teacher running the activity. Inevitably, some are very popular, and not all the girls can be accommodated in a given term (sugar craft being an example!). Girls not getting in for the Autumn Term are given priority in the other terms. The tutor will talk through the choices with your daughter to ensure she is not doing too much prep (!) or too little sport, say, and she will bring a timetable home for you to see. Some activities are by invitation or limited by level or age. If in doubt, contact your daughter's tutor.

## **Go Discover Activities**

In addition to Gifted and Talented days for groups in the younger years (aka Alpinists), Session 1 on Fridays hosts an activity which is compulsory for all academic scholars and comprises a talk or activity from well-known outside speakers, sometimes parents, our own staff or the girls themselves. In reality these sessions are open to all and add extra breadth to the girls' education and open up new areas of thought and enquiry. Worth encouraging your daughter to go along!

Certain concerts, exhibitions and other events are also compulsory – details will be sent out through The Blue Pinny.

## **Photographs**

At the start of the year, a commercial photographer takes simple photographs of the girls which are available for purchase. You will be sent a set by the company and invited to purchase them.

There is whole School photo approximately every 3 years. School notifies parents re purchasing the whole School photo.

Team photos are taken for each sport at the end of the season. The girls sign up for the sports photos themselves.

## **Lunch times : who eats where?**

Most of the First to Fourth Years have lunch in South dining-room which is located between Coopers & Walters. To ease circulation and give the girls plenty of time to eat, a rota is set up for different sittings. In the first half of the Autumn Term, the First and Second Years go in first, and then each half-term the rotation moves on to give parity over the School year to all the year groups. Fifth Years and Sixth Form eat in North Dining-Room, which is part of the Sixth Form Centre, and Fourth Year tutor groups rotate through the year to eat in this dining-room.

## **Sixth Form Centre Café: Illy**

The Sixth Form Café, Illy, is situated in the Sixth Form Centre over the footbridge. Essentially for Sixth Formers during the day, each year group is also designated a session when they can go **after school**. Parents are welcome to drop in and purchase coffee and a muffin from 8.00am-5.30pm Monday to Friday, and 8.45am – 12 noon on Saturday.

## **Drop off and Pick up:**

The staff members who are out in front of the main entrance of the School are there to assist with directing the traffic. They are only too pleased to help with any queries.

- **Drop-off:** pull into the drive on the left where there is a drop-off zone. There is no parking in these areas and they are solely for dropping off the girls and exiting quickly. If you want to park, enter in the right hand lane and find parking down toward the boarding houses. There are numerous buses parked there so take care and please drive at 10mph!
- **Pick-up:** the morning drop-off zone is reserved for the School buses in the afternoon. To collect your girls you should enter the drive, turn right and park down toward the boarding houses to wait for your children.
- **PLEASE DO NOT PARK ON THE DOUBLE YELLOW LINES AS THIS HINDERS TRAFFIC MOVEMENT.**
- **KEEP YOUR SPEED DOWN TO WALKING PACE AND WATCH OUT FOR GIRLS WALKING AROUND NOT NOTICING YOU!**
- **Going Home:** Sarums are able to leave School from **5.15pm** onwards on Monday to Friday unless special permission has been granted. On Fridays, Fifth Years and above may leave at 4.00pm.
- **Buses** It is worth checking the timetable to make sure your daughter's clubs fit in with the bus departures!
- For any queries about the bus routes, contact the **HR Administrator:** [wilsonj@godolphin.wilts.sch.uk](mailto:wilsonj@godolphin.wilts.sch.uk)

## **Exeats and half-term**

- Usually begin at 4pm, although may be from 1pm if there is CPD for staff . There are no regular clubs and activities that day.
- ~~To improve traffic flow and safety at these busy times, if the timetable allows it, the School allows girls in the First Year to go home at 3pm — should you and they wish — although the girls may stay in School until 4pm if more convenient. Consult the School calendar for details.~~
- The return time for boarders is from 6pm when bread and spreads are available as snacks for the girls in the boarding houses.

## **End of the Autumn Term**

The year ends with the Carol Service but prior to this there are concerts, plays and other events including parties for girls in all years. **All years** have a fancy dress theme, but there is no need to splash out on a costume; the more inventive the better. A great chance to upcycle.

Pick-up times change but are announced in letters on The Blue Pinny.

## **Lost Property:**

- Tutor groups will check and give any lost property to the Boarding House Staff to be returned. Lost property lockers are by the library **for the girls to access.**
- First and Second Years have their lockers in Walters, so this should mean that we have less of a problem with Lost Property for them. **Third and Fourth Years have a locker in the GLR and Fifth Years have theirs in Cooper House.**
- Parents should contact the Housemistresses or tutor in the first instance, if they have any concerns about Lost Property. Please name all items as there is always a large amount to sort through at the end of each term. Any unclaimed unmarked items will be sent to charity.
- Name Tapes must be put on all clothes.
  - For sports kit, the tape goes under the crest on the front of the shirt, and above the hem on the outside front of the skirt.
  - For the sports bag, put the tape on the outside, the bigger the letters the better!
  - Name tapes can be any colour but, again, the bigger and clearer the letters the better.
  - Perry Uniform (the School supplier) sells/sews names tapes
  - Alternatively, Cashes online is good for ordering your tapes, as is John Lewis

## Terminology!

- The Blue Pinny – weekly newsletter sent out by email and also available online
- GPA – Godolphin Parents’ Association
- Parent Portal – A dedicated website protected by your username and password where you can access day-to-day details about your daughter in School
- PAC – Performing Arts Centre / Blackledge Theatre
- GLR – Girls’ Locker Room (Third and Fourth Years)
- Brome – School building next door to the Health Centre
- Rose Villa – where music lessons take place, to the right of the car park
- Sarum – Day Girl
- Community weekend – compulsory weekend stay at School for all types of boarders
- School Shop – as it sounds! **Located by** the Health Centre
- Board (n) – the boater which girls wear on very formal occasions
- Session – after School time for Prep and Activities.  
  
Session 1 (obligatory); Sarums can go home after this at 5.15pm; session 2: **5.15 - 6.00pm**; **Session 3: 6.00-6.45pm.**
- House – **Boarding houses** are Cooper for Prep boarders, Walters for Senior First to Fifth Years. **School House is for the Sixth Form boarders, and the Jerred Study Centre for Sarums .**
-

- Elizabeth Godolphin Award (EGA) – additional extra-curricular programme of activities for all the Sixth Form, covering six strands of cultural, academic and softer skills which will set the girls up well for life beyond the Sixth Form. Those who commit themselves fully to the programme and gain the commensurate number of credits gain a Diploma.
- Alpinists – Accelerated Learning Programme: activity mornings for groups in First and Second or Third and Fourth Years. By invitation, letters are sent nearer the time for each event.
- **Competitive houses:** Douglas (red), Hamilton (yellow) and Methuen (blue); these run across all year groups for Boarders and Sarums and involve the girls in competing with their peers in events such as sport, performing arts – there is even a pancake race! Girls also raise money through different initiatives for their house charity of the year.

## The GPA – Godolphin Parents' Association.

- This has recently achieved charitable status (Registered Charity Number; 1155611) and is comprised of volunteer parent representatives from each year group (one Sarum and one Boarder), led by five elected Trustees. The purpose of the GPA is to enhance each girl's Godolphin experience through the provision of additional resources and provide their parents with a forum in which to socialise, should they so desire. Names and numbers can be found in the School diary. Parents pay a voluntary subscription of £10 per term per family, which is added to the School bill.
  
- We raise money through a variety of social events, open to both the Prep and Senior School. The GPA currently meets twice a term with the Head and the Deputy Head. We address any issues parents may have and discuss potential ways of raising additional funds. This money is then disseminated through bids submitted to the GPA by the staff body, and agreed by the School's Senior Management Team.

### Events often run by the GPA

- Autumn Term:
  - Year group social event
  - Christmas Fair
  - Drinks evening
  
- Spring Term:
  - Social Evening (such as a quiz or wine tasting)
  - Year group social event
  
- Summer Term:
  - Year group social event
  - Parent-daughter sports and BBQ
  - Drinks reception on Speech Day

## **The GPA Structure**

The GPA is a registered charity governed by volunteer Trustees, of whom there are currently five: a Chair, Vice Chair, Treasurer, a Secretary and one other. There are also two reps from each year group (one Sarum and one Boarder parent); you can find all their names and contact details in the School diary.

This is not an exclusive club and volunteers are always welcome and appreciated however small the job!

Funds raised at the GPA events are to purchase additional items for the benefit of the girls. Some of the funds also sub parental events (such as the drinks reception on Speech Day).

In addition, there are often talks organised for parents which are usually highly practical and informative. Recent topics have included Health and Sex Ed; Risk Behaviour; e-safety; parenting teenagers; mental health and adolescents. ***Do come along if you possibly can.***