

SURREY COUNTY COUNCIL
EDUCATION COMMITTEE

OTTERSHAW SCHOOL

PROSPECTUS

OTTERS Shaw SCHOOL

In 1944 the Surrey County Council decided to provide a Boarding School for boys of 12 to 18 years of age—the first school of its kind in the country to be entirely in the hands of a Local Education Authority. Ottershaw Park, a house built in 1910 and later used as a private boarding school, was bought and, as soon as it had been vacated by its war-time occupants, was re-adapted to accommodate the Headmaster, three Assistant Masters and 120 boys.

At the beginning of 1948, Mr. A. E. Foot, C.B.E., who had just relinquished the Headmastership of the Doon School at Dehra Dun, in India, took up appointment as first Headmaster of the new Ottershaw School, and in the following September the first 70 boys arrived. The formal opening by the Minister of Education (The Rt. Hon. George Tomlinson) took place on October 19th. Numbers soon rose to the maximum possible in the School House and plans were made for the building of a pair of boarding-houses in the grounds, with the intention of raising the total places to 240. The first of these houses—West House—was opened in 1951.

The School, midway between Woking and Chertsey, stands in its own grounds of 148 acres, partly playing-fields, partly cultivated and partly woodland. Classrooms, Laboratories, Workshops and Art-rooms are provided in buildings adjoining the School House. In the Houses the boys' study rooms are furnished with "Toyes" on the Winchester College plan; these provide a certain amount of privacy for each boy and also a place where he can keep his books and other property. The Dormitories vary in size from 3 to 10 beds. In the School House are the Gymnasium, School Hospital (in charge of a trained nurse), the Assembly Hall (in which, until a chapel is provided, School Services are held), and a Swimming Bath available throughout the year.

Registration, Admission, Fees, etc.

Parents or Guardians may at any time inform the Headmaster of their wish to send a boy to the School and of their intention to make a formal application in due course. In acknowledging the Parent's or Guardian's enquiry, the Headmaster will in the case of boys over 8, give an indication of the applicant's priority. In making the final selection, other things being equal, consideration will be given to priority of application.

The Headmaster will send to the Parent or Guardian of all boys on the registration list, in the December before he becomes eligible by age, the full application form, which should be filled up, countersigned by the head of the boy's present school, and sent to the Chief Education Officer by February 15th.

Where practicable, all applicants will be interviewed at their present school during March, and the selected list will be published by about the end of April.

There will also be a notification in the press and to Surrey maintained schools during January of the vacancies to be filled. About half the total places will be allotted to boys who are in special need of boarding-school education. The Surrey Education Committee offer some places to boys sponsored by other Education Authorities.

Boys will be admitted between the ages of 12 and 14 years and will be expected to remain at least 3 years, and, it is hoped, until they sit for subjects in the General Certificate of Education at Ordinary level, which is usually taken during the year in which a boy will be 16 on or before 1st September. Those who are likely to profit by a longer school life are encouraged to stay on after this examination and of those many will take the General Certificate later at Advanced and Scholarship level.

The Boarding fee is payable by the parent or guardian in advance for each term in accordance with the arrangements of the Surrey County Council or, for boys from outside Surrey, of the appropriate Local Education Authority. The inclusive Boarding fee will pay for the activities available to all boys and will cover hair-cutting, laundry and ordinary soap. Items of a personal nature, such as shoe repairs, toilet requisites, stamps, clothes required during the school term, marking tapes, fares, etc., will be charged to the parent's or guardian's personal account. Special music lessons, special material used by a boy in workshop or art school and private athletic equipment will be charged to this account. Such items must be previously sanctioned by the parent or guardian in writing. Particulars regarding parental contribution towards the cost of boarding are enclosed.

Responsibility for tuition costs of boys resident in England and Wales must be borne by the Local Education Authority concerned.

Boys should have not less than 2s. or more than 3s. per week pocket money. All money in a boy's possession at the beginning of term must be paid into the School bank and payment will be made by cheques on that bank. Accounts will be made up weekly and checked by the boys; overdrawals will only be permitted in very exceptional circumstances. A boy will spend his money on sweets (which will be sold at the school tuck-shop, run on a co-operative basis), on writing paper, on subscriptions to school societies, on hobbies and on expense incurred through carelessness.

As the parent's personal account, a sum of £2 must be kept as an advance with the Headmaster. This, with pocket money at the rate decided by the parent or guardian, will be credited to the boy's account and from this account payments will be made for items noted above. A statement of such expenditure will be rendered at the end of each term and the balance must be made up to £2 when payment for the following term is made.

Before the first term an advance of £7 is paid towards the school uniform clothes provided at the school after the boy arrives. For the second term the deposit is £4 to cover the cost of a second blazer.

School books will be supplied by the school and issued on loan to the boys. If books are lost or damaged, the boy will have to pay from his pocket money for their replacement. Stationery will be issued as needed free of charge, but any waste will be paid for from pocket money.

Organisation and Curriculum

No definite line is drawn at Ottershaw between "Grammar" and "Modern" education. The curriculum is designed both for boys who will follow the usual academic course leading to the University where appropriate or to a profession, and also for those who need a less academic education. Under the new Regulations for the General Certificate of Education most, if not all, boys will take papers in some subjects, but only those in the academic stream will take a foreign language in the examination.

For some subjects—*Divinity, Music, Art and Physical Training—divisions are made up by age groups. For other subjects the school is divided into two streams according to individual aptitude. Thus, for the General Certificate of Education a boy does either :—

- (A) English language, Latin and/or French, History, Geography, Mathematics, General Science or Physics and Chemistry and English Literature or Metalwork, or Technical Drawing.
- (B) English Language, History, Geography, Mathematics, General Science, Technical Drawing, Woodwork or Metalwork, and Art.

Until their Certificate year those doing course A do also Art and Handicraft and those doing course B can take French, if they show some aptitude.

It is possible for boys to change from one stream to the other so that they can do the work most suitable for them.

Boys in the VIth form are able to take subjects at the Advanced and Scholarship level according to their capacity. They are also prepared for the Civil Service Commissioners examinations for Sandhurst, Dartmouth and Cranwell. The VIth form is not limited to boys from the A course.

Subjects at which boys have reached the Advanced level are English, Latin, French, History, Geography, Mathematics, Physics, Chemistry, Biology, Art, Technical Drawing and Metalwork.

The workshops, art room and pottery room are available for all boys outside school periods for the development of hobbies.

Apart from actual teaching, each boy is allotted for the whole of his time at Ottershaw to a Tutor to whom he can go for advice or in any case of difficulty and whose co-operation would be invoked if his work or conduct were unsatisfactory.

* The arrangements for Divinity are in accordance with the provisions of the Education Act, 1944, for Religious Instruction in County Schools, teaching being given by members of the staff in accordance with the Surrey County Council's Agreed Syllabus.

Week-day Timetable (approximate)

a.m.

6.30 First Bell

7.10 Parade for before-breakfast duties

7.55 Breakfast

8.40 Assembly

- p.m.
- 1.00 Lunch, followed by half-hour's rest on beds
 - 4.05 School milk and sandwich
 - 6.45 Supper
 - 8.30 Prayers
 - 8.35 Cocoa and cake
 - 9.15 Lights out (8.50 for younger boys)

On Monday, Tuesday, Thursday and Friday there are five school periods in the morning and two in the afternoon. On Wednesday and Saturday there are five periods in the morning and none in the afternoon. Afternoon school begins in the summer at 2.45 and in winter at 4.15.

One and a half hours' homework is set on each day from Monday to Friday. In winter boys have to be in their Toyes from 7.00 to 8.30 p.m.; but in summer they can stay out till 7.30 p.m., provided they get their work completed.

Ottershaw is not attached to any religious Denomination and the arrangements for religious worship, like those for religious instruction in the school, are as provided by the 1944 Education Act. It is hoped that parents and guardians will encourage boys to continue at school the personal practice of religion according to the denomination in which they have been brought up and will inform the Headmaster of their wishes as to the place of worship to be attended on Sunday morning.

Sunday Arrangements

On Sunday there are no classes or organised games. In the morning arrangements are made to rouse at 7.15 a.m. boys who wish to go to Church at 8.00, and a school party assembles at 10.30 to go to places of worship of various denominations in the neighbourhood.

During the day workshops and art rooms are open and boys are able to play tennis or squash or to work at their special interests. From 6.45 to 7.30 p.m. there is Toye-time for letter writing; and at 7.40 there is a service in the school hall, taken sometimes by visitors from outside, sometimes by the Headmaster and sometimes by one of the Assistant Masters.

Duty Squads—Estate work, Games, etc.

Three-quarters of the boys are allotted to squads of six, one boy being in charge. Each squad has certain duties to perform for a week, changing over to new duties on Monday. The duties comprise :—Servers (who lay tables and bring in food); Sweepers (who sweep the public rooms before breakfast); Household Maintenance (care of panelling, etc., in houses); Workshop Maintenance (sweeping Workshop, arranging and sharpening tools); and others who keep the outside of the buildings free from litter and arrange the hall for Sunday Services, Lectures and Entertainments.

The remaining quarter of the boys have individual tasks requiring continuity, such as Assistants to the Housekeeper, Hospital Orderlies, care of Laboratories and Art School, Collection of Laundry, Clocks and Bells, and care of Sports equipment.

Each boy is allotted to a squad for outdoor work on one afternoon in the week. The tasks comprise :—care of pitches and playing fields, gardening, construction of paths, etc., and the work of the Young Farmers' Club.

It is hoped that by these means every boy will learn to take a pride in the state of his surroundings and that leadership of squads—coupled with the Prefect system—will provide training both in initiative and in the wise use of authority.

Rugby football is played in Michaelmas term, Association and some Rugby in Lent term, Cricket in Summer term. There are Athletics, Swimming, Boxing, Lawn Tennis and Squash Rackets all the year round.

There is a Squadron of the Air Training Corps in the School.

A boy is not allowed to bring back a bicycle for his first few terms but may do so subsequently with the Headmaster's permission and the written approval of his parent or guardian.

There is training of suitable boys for the Duke of Edinburgh's Award, and many boys take the tests of the Royal Life Saving Society.

Visitors

Parents and guardians, and friends for whose visits they have sent written authorisation to the Headmaster, may visit boys on Sundays between 10.30 a.m. and 6.00 p.m.—except that new boys (for their own sake during the period of settling in) will not be allowed to go out with parents or friends during their first month at the School; visits during this period should be avoided. Boys will not be allowed out of a school class or away from an organised game to see a visitor.

Telephone

The school telephones are for official use only and may not be used for conversations with boys. Except in cases of special urgency, all communications with school authorities should be by letter and not by telephone.

Sickness

In accordance with the provision of the School Medical Service, the general physique and the teeth of all boys are examined regularly. The school doctor visits the school hospital twice a week and whenever there are boys ill in bed. If a boy is admitted to the school hospital a communication is sent to the parent or guardian and subsequently a card is sent daily as long as he has a temperature and finally when he is discharged.

Address of school for correspondence :—

Ottershaw School,

Ottershaw Park,

near Chertsey, Surrey

Transport

There is a thirty-minute service (Aldershot & District, 48) from Chertsey to Woking via The Otter Hotel and a thirty-minute service (London Transport, 461A) from Walton via Addlestone to The Otter.

OTTERSHAW SCHOOL

CLOTHES LIST

LIST "A"

- 1 School Cap
- 2 School Blazers
- 2 School Ties
- 1 School Belt
- 2 Rugger Shorts
- 1 Blue Rugger Jersey
- 1 White Rugger Jersey
- 1 Blue Windcheater
- *3 pairs Blue Football
Stockings

LIST "B"

- 3 Grey Shirts
- 3 Grey Flannel Trousers
- 3 White Cricket Shirts
(long sleeves)
- 6 pairs Socks
- 1 pair Garters
- 2 Plain Grey Pullovers
with V neck
- 2 or 3 pairs Black Walking Shoes
- 1 pair House Shoes
- 1 pair Football Boots
- 1 pair Plimsoles
- 1 pair Blue P.T. Shorts
- 1 pair White Cricket Boots
(optional)

LIST "C"

- 1 pair Rubber Boots (optional)
- 1 pair Bathing Trunks
- 1 Raincoat or Duffle Coat
- 1 Overcoat (optional)
- 1 Dressing Gown
- 3 pairs Pyjamas
- 3 Vests
- 3 pairs Pants
- 12 White Handkerchiefs
- 4 Bath Towels
- 1 Hair Brush
- 1 Comb
- 1 pair Nail Scissors
- Sponge Bag and Contents
- Shoe Cleaning Materials
- 1 Plain White Sweater with V neck (optional)

Articles in List "A" must be obtained from the school when required. Those in List "B" may be obtained at school but should be brought from home if possible. Those in List "C" must be brought from home.

Shirts, Pullovers and Sweaters must not have zip fasteners.

**New boys may wear for football plain grey stockings they already possess. These will be replaced when necessary by uniform blue stockings.*

OTTERSHAW SCHOOL

Scale of parental contributions towards boarding fee applicable to boys who belong to the area of the Surrey Local Education Authority.

<i>Parental Income (1 child) not exceeding</i>	<i>Parental Contribution</i>	
	<i>For boys up to the age of 16 years</i>	<i>For boys over 16 years</i>
£	£	£
350	10	10
400	20	10
450	30	20
500	40	30
550	50	40
600	60	50
650	70	60
700	80	70
750	90	80
800	100	90
850	110	100
900	120	110
950	130	120
1,000	140	130
1,050	150	140
1,100	160	150
1,150	170	160
1,200	180	170
1,250	190	180
1,300	200	190
1,350	209	200
Over 1,350	209	209

In both the foregoing scales the parental income is reduced by £50 for each dependent child after the first.

Boys who live outside Surrey can attend Ottershaw only with the consent of the Local Education Authority in whose area they reside. The Local Education Authority accepts responsibility for paying to the Surrey County Council the whole of the combined tuition and boarding fee and for recovering from the parent or guardian of the boy such amount to meet the cost of boarding as they may decide.

OTTERSHAW SCHOOL

GOVERNING BODY

Mr. J. C. THOMSON, M.C. (Chairman)

Mr. S. BLACK, O.B.E., J.P.

Mr. A. D. FINNEY

General SIR ROBERT HAINING, K.C.B.,
D.S.O., J.P.

SIR SIDNEY MARSHALL, J.P., D.L.

Mr. E. R. SIMMONS, J.P.

Mr. JOHN STRUDWICK, J.P.

Mrs. M. WALKDEN, J.P.

Miss D. WEEDING

SIR SAMUEL GURNEY-DIXON, J.P., M.A.,
M.D., LL.D.

Mr. W. C. REDMAN, C.B.E.

Mr. F. E. A. MANNING, C.B.E., M.C., T.D.,
B.SC. (Eng.)

Mr. J. C. THOMSON, M.C., M.A., B.SC.

*Representing the
Surrey County
Council.*

*Nominated by the
Association of
Education
Committees.*

*—Nominated by the
Senate of London
University.*

*—Nominated by the
Governing Body
of Charterhouse.*

Clerk to the Governors

R. BELOE, M.A. (Chief Education Officer)
County Hall
Kingston-upon-Thames

STAFF

Headmaster: Mr. A. E. FOOT, C.B.E., M.A. (Cambridge)

Mr. J. H. BURROW, Ministry of Education Certificate:

Advanced Art, (Housemaster of West House)

Mr. T. A. CHRISTOPHER, B.A. (Oxford)

Mr. P. M. CUNNINGHAM, M.A. (Cambridge), (Housemaster of
East House)

Mr. J. DERRICK, B.SC. (London)

Mr. T. C. GREEN, B.A. (Swansea), Diploma in Physical
Education

Mr. D. J. N. HALL, M.A. (Cambridge)

Mr. C. S. HINDLEY, B.A. (Oxford)

Mr. R. JOHNSON, B.SC. (Manchester), (Deputy Head)

Mr. A. A. OETTINGER, Ministry of Education Certificate:

Advanced Woodwork; Metalwork; Technology and Art.
(Housemaster of North House)

Mr. T. WESTON, M.A. (Oxford)

Mr. R. G. WHITE, M.A. (Oxford)

Mr. R. L. WHITE, B.A. (Oxford)

Mr. M. N. WIGRAM, B.A. (Cambridge)