

Headmaster: A.E.R. DODDS, M.A.

OTTERS Shaw SCHOOL,
NR. CHERTSEY,
SURREY.

Dear Sir or Madam,

I have now heard from County Hall that the agreement with the Education Committee about your boy's admission to Ottershaw School has been signed. The term begins on Monday, September 15th and boys must arrive at school by 12 noon. New boys' parents should see the Housemaster on arrival.

I enclose some further information. Please return sheets II, III, III (A) (B), IV and VII by the end of July.

1. SCHOOL NUMBER Your boy's school number is 127 This number should be put at the head of any letter to the School. Your boy will be in North House. Housemaster: Mr. WESTON
Tel: Ottershaw

His Tutor will be Mr. Wigman

2. CLOTHES The enclosed sheet VIII contains a clothes list in three sections, A, B and C. The items in Section A must be supplied by Bentalls to ensure uniformity. Parents are asked to buy these items well before the beginning of term: the enclosed letter should be produced at Bentalls when making the purchases. Boys who come from overseas or from outside Surrey can be supplied with these items on the first day of term at the School. If this is required please indicate on Sheet III. (Please note that boys who are not Prefects must wear the official school shirt). For these items the sum of £15 will be demanded by the County Treasurer as a deposit when he sends in August the demand for your contribution for boarding expenses. The account of expenditure will be sent at the end of term with reports. The deposit will be required to be made up to £5 at the beginning of each term thereafter.

For articles in Section B, a boy may bring back similar things which he has already in his possession, but when new are required they should be of the type described. They may be obtained at any shop of the parents' or guardian's choice.

All the articles in Section C are likely to be already in the boy's possession and will not normally be available at the School.

All the things brought to school by the boy should be marked with the number tapes, of which 6 dozen are enclosed. They need not be marked with the boy's name.

Requirements for the first night of the term should be brought in a small bag or attache case, which should be useful for keeping things in during the term.

The linen bag is to hold games clothes with tapes for hanging.

Each boy will have a cupboard in his toye, and a locker at his bedside. His spare clothes will be kept in the linen room and his empty trunk will be stored in the box-room. Clothes not on the list must not be kept at school.

All clothes should be obtained of a size to allow for laundry shrinkage and growth. Nothing should be sent which is likely to wear out before the end of the term.

The list must be filled up accurately with the actual numbers of articles sent with the boy in Column 1. Kindly send the things back in good repair. The list should be packed at the top of the trunk.

3. DOCUMENTS The following must be brought by the boy and handed in to his Housemaster on arrival:-

- a. Health Certificate (Sheet V)
- b. Medical Card
- c. Pocket money to cover, if possible, the term's requirements at the rate stated on Sheet III
- d. Note regarding telephone numbers (Sheet VI)

4. VISITORS are welcome at the School on Saturday afternoon and Sundays. Boys may have a 'leave-out' at weekends to go home or to go to people for whom parental approval has been given in writing. During their first two years boys must have their leave-out forms signed by the Headmaster, to whom they have to produce a letter in which the leave-out is mentioned. After their second year, boys obtain leave-outs from their Housemaster who may wish to see a letter. Leave-outs are from 5 p.m. (Autumn/Spring Terms) 6 p.m. (Summer Term) on Saturday to 7.20 p.m. on Sundays when there is an Evening Service and 11.15 a.m. (approx.) to 8.30 p.m. on Sunday only when the Service is at 10.30 a.m. (Parents are welcome at all Services as long as they let the School Office know that they are coming so that seats are made available.) A boy will not be allowed to have a leave-out if he is confined to the school grounds for bad behaviour. All visitors, other than parents or guardians are asked to see the Master-on-Duty when they arrive at the School.

There are many activities available at School on a Sunday and only three leave-outs in a term are allowed. Whilst we do not wish to restrict visiting, it is left to Parents' discretion to decide how often they should come: a word with the boy's Housemaster may be helpful in this respect, as the decision depends very much on the individual boy.

5. POCKET MONEY I would like to call your attention to the rule about pocket money. The upper limit of 4s. 0d. a week and lower limit of 2s. 6d. a week have been fixed to cover the normal requirements of a boy at school but they do provide some latitude, so that a parent should be able to vary the sum at his discretion. However, the object of the limits is missed if boys have money to spend outside the weekly allowance. It should be clearly understood, therefore, that it is contrary to the school rules for a boy to have with him any cash that has not been passed through the school pocket money account. If a boy is given a present by a visitor, it must be paid in at the first opportunity, but it is kept separately from his pocket money allowance and is known as private money. Any excess over the allowance brought back to school is also paid in as 'private money'. It cannot be used to supplement the weekly income, but can be used during term-time:

- (a) for the subscriptions to school societies
- (b) for some special article such as a pen or cricket bat
- (c) for a special expedition

For (b) and (c) the express permission of the Housemaster is required. This rule does not apply to boys in the Sixth Form, but they are still advised to hand in their money.

A boy really needs a minimum of £1 per term Private Money, exclusive of that allocated for purchase of paperbacks and the contribution of 6/- per term for the School Fund.

6. PAPERBACK BOOK SHOP The school runs a Paperback Book Shop which supplies recreational books on a credit or cash basis. Most parents prefer to send a sum which is put aside to their son's credit at the beginning of each term. A form for this purpose will be sent out with the report at the end of each term. There is, of course, no obligation to subscribe to this scheme.

7. PARCELS Parcels of food may not be sent or given to boys with the following exceptions:

- (a) FRESH fruit in small quantities
- (b) A cake (but nothing else) on a boy's birthday
- (c) As there is a school tuck-shop, and it is valuable for a boy to match his consumption with his pocket money income, parcels of sweets are unnecessary.

8. PENS We recommend an Osmiroid pen (price 8s. 9d.) which can be supplied at the school.

9. TELEPHONE Parents are requested NOT to telephone the school except in an emergency. For normal matters they should write to the Housemaster or the Headmaster. In cases of emergency they may phone the Housemaster or School Office (Ottershaw 2245). Enquiries regarding boys in hospital may be made to the Sister (Ottershaw 2265), but parents are reminded that all relevant details are included in the daily postcard which is sent by the Sister when a boy is sick.

10. SCHOOL FUND SUBSCRIPTION In order that the School Fund may be established to provide amenities that are not met from County Funds, I ask all parents to send back with their boys' Pocket Money a sum of 6s. 0d. a term as a subscription to this fund.

11. MENDING The staff available for mending at school is only adequate to put into repair clothes torn while at school so that they can be used during the rest of the term. They are not able to repair garments that are returned to school with holes in them, nor mend garments which require repair after return from the laundry in the last week of term.

12. SPECTACLES If your boy has to wear spectacles, a spare pair should be sent with him. These will be retained by the School Hospital and returned at the end of each term. If he is not absolutely dependent on glasses, a prescription is sufficient, but a boy loses greatly if he is not able to read in case of an accident.

13. DENTAL TREATMENT This will be arranged at school through the school dental service, unless the parent informs the Hospital Sister in writing that the boy will be treated at home. Such home dental appointments must be made in the school holidays.

14. CANCELLATION OF MUSIC LESSONS Notice must be given in writing within a week of the receipt of the reports otherwise half a term's fees will be payable.

15. SECOND-HAND SHOP We hope this will be of use to parents both for buying and selling clothes in good condition. It will be open at the school during the morning of the first day of term.

Yours faithfully,

A. R. Doodal

Headmaster.