

School Documents 1950s

1950 Offer Letter

1950 Welcome Letter

1953 Headmaster's Letter

1954 Courteney Memo

1958 Allocation Letter

1958 School Uniform Letter

1958 Information Letter

1950 Offer Letter

FORD. Andrew Barnington.

SURREY COUNTY COUNCIL

Education Department,
County Hall,
Kingston-on-Thames.

Exam./62.

15/6/50.

Dear Sir/~~Madam~~,

Entrance to Secondary Schools, 1950.

I am pleased to inform you that as a result of the recent Examination for Entrance Awards to Secondary Schools your son/~~daughter~~ has qualified for an Award tenable from September 1950. The Committee propose, subject to their regulations, to reserve a place for him/~~her~~ in the

MITCHAM COUNTY SCHOOL FOR BOYS.

I should be obliged if you would kindly send to the above-named school a copy of your son's/~~daughter's~~ birth certificate, together with an addressed envelope or utility label for its return. If the Award is not being taken up, will you be good enough to notify me not later than 23/6/50.

Yours faithfully,

R. BELOE.

Chief Education Officer.

R.V. Ford bag.

NOTE In approved cases applications will be considered for assistance towards the cost of travelling for pupils living three or more miles from the school. A form of application for travelling expenses and dinner allowance may be obtained from

The Divisional Executive Officer
Divisional Education Office.
St. Mark's Road
Mitcham.

When asking for a form please state that your child has qualified for a 1950 Award. The form, when completed, must be returned to the Divisional Executive Officer and not to this office.

Applications for dinner allowances can be considered only in cases where the net income (after the deduction of rent and rates) falls below £1.2s.0d. per head. In calculating this income per head, the first £1 a week of any Disability Pension and of the wife's earnings is ignored.

Where application is made for a dinner allowance, a Statement of Income Form, which will be supplied by the Divisional Executive Officer, is required to be completed and returned to him.

1950 Welcome Letter

COUNTY GRAMMAR SCHOOL FOR BOYS,
COMMONSIDE EAST,
MITCHAM.

24th July, 1950.

Dear Mr. & Mrs. Ford,

Before your son comes to school on Wednesday morning, September 13th, at 9.00 a.m., I would like to remind you of the following school rules:-

1. School Hours and Attendance.

School hours are 9.00 a.m. to 4.15 p.m. Monday to Friday. Absence can only be allowed for illness which prevents attendance. If other serious reasons present themselves parents must ask the Head Master's permission beforehand.

2. Clothing.

Boys are expected to wear the School Cap and Blazer and to have the necessary clothing for Games and P.T.

3. Bicycles.

May only be brought to school if permission has first been obtained and the boy lives far enough from the school.

4. Employment.

Employment on paper rounds and the like is not beneficial to boys and the school cannot approve such employment.

5. School Life Agreement.

It is highly unlikely that any boy will reach the standard of the new Certificate of Education under 5 years. It is for this reason that the school life agreement is signed by all parents.

6. Out of Class Activities.

These are a big part of the life of the school and all boys are expected to take their proper place in these activities.

7. Appointments.

The Head Master is available to see parents at any time provided an appointment is first made. In addition to school hours this can normally be done on a Wednesday evening between 7 and 9 p.m.

8. Homework.

A reasonable amount of homework is set for educational reasons and in the Junior School should not exceed $\frac{3}{4}$ hours per evening. Each boy is given a Homework Time Table.

In addition to the above may I remind you of the Parents' Association. ~~A subscription envelope is enclosed~~ and the Annual General Meeting is to be held in October 1950 at 7.30 p.m.

I look forward to our mutual co-operation in the development of your son.

Yours sincerely,

A.J.DOIG.

Head Master.

1953 Headmaster's Letter

G.J.P. Courtney, M.A.
Head Master

County (Grammar) School for Boys,
Commonside East,
Mitcham.

24th July, 1953.

Dear Parent,

Reports will in future be sent by post, and I am taking this opportunity of writing to you on a number of points concerning school routine and discipline. May I ask that you sign the enclosed report as requested and give to your son to produce to his Form Master on the first day of next term? If there is any matter you wish to raise about the report please do not hesitate to do so.

Preps: The amount of prep. your son will be given each night is as follows:-

First Forms: 2 preps. of 30 minutes each.

Second Forms:

(but 3 on Friday night.)

Third Forms: 2 preps. of 30 minutes each.

(but 3 on Friday night.)

Fourth Forms: 2 preps. of 40 minutes each.

(but 3 on Friday night.)

Fifth Forms: 3 preps. of 40 minutes each.

Detention: There will be a weekly school detention on Friday's, beginning next term, from 3.55 p.m. - 4.55 p.m. A record of boys sent to Detention is kept and I shall inform the parents of any boy who finds himself too frequently in Detention. For a very serious offence a boy may be required to attend school on a Saturday morning.

Absences: I should be grateful if parents would not ask for occasional absences for their boy except in the most urgent circumstances. When parents are obliged to take their annual holiday in term time I should appreciate notice of this as early in the school year as possible.

Clothing: I enclose a list of school clothing, and would ask parents to co-operate in ensuring that all boys possess the necessary articles and that they are clearly marked with a boy's name and initials. Prices shown are only approximate.

Times: Teaching now ends at 3.50 p.m. so that meetings and activities may begin earlier. Attendance at House Meetings and Tutorials on given days in the week is compulsory, and boys must attend meetings of any school society or club which they have voluntarily joined.

Sports Fund: The Governors have approved the creation of a Sports Fund to which all parents, through their boys, are invited to contribute 2/6d a term. The subscription will be collected early in the term by Forms. We need a good deal of extra equipment, and when the new Pavilion is built calls upon our school fund will be heavier than ever. I would most earnestly ask parents to help us improve our facilities for games by contributing each term to this Fund.

C.C.F.: We hope to expand the membership of the C.C.F. considerably next term. Boys who reach the age of 13-14 in the school year are eligible, and I hope parents will encourage boys to join if they wish to do so. We want to have a really flourishing unit at the school.

I am always glad to see parents by appointment on any matter. (Tel: Mitcham 0869).

Yours sincerely,

G.J.P. COURTNEY,

Head Master.

1954 Courteney Memo

County Grammar School for Boys,
Commonside East,
Mitcham, Surrey.
9-4-54

Dear Parent,

In asking parents again to send their Sports Fund subscriptions on the first day of next term, I would thank them for their prompt and generous assistance this term. It has enabled us, by freeing the General Fund from its sports liabilities, to purchase a Cinematograph Projector of the latest type. We propose to form a Film Society in the school and from September onwards to show to members some of the best films of all kinds.

Parents will be glad to learn that a start has been made on the building of the Pavilion. We have had to forgo certain refinements but, with the help of the Sports Fund, we expect to be able to add them gradually.

We hope before long to purchase a kiln and to introduce Pottery into the activities of the school.

May I remind parents that we are holding our annual Jumble Sale on May 22nd, and appeal to them to start saving articles for it now?

There will be certain minor changes in school times next term. Morning school will finish at 12.50 p.m. and afternoon school will begin at 2.10 p.m. School will end at 3.45 p.m.

Yours sincerely,

G. J. P. COURTNEY.

Headmaster.

1958 Allocation Letter

5x/55/b

SURREY COUNTY COUNCIL

EDUCATION DEPARTMENT,
COUNTY HALL,
KINGSTON-UPON-THAMES.

30 APR 1958

DEAR SIR/MADAM,

SCHOOL MITCHAM COUNTY SCHOOL FOR BOYS,

Your son has gained admission to the above school and is about to begin a very important period of his schooldays

The Surrey Education Committee directs me to write to you and ask your co-operation so that your child may have the best chance of gaining the full benefit of the course of education for which he has shown himself suitable. To ensure this it is essential that he should remain at school until the course of education he is now entering upon has been completed.

The cost of a pupil's education at a secondary school is high, and a pupil who fails to complete the course wastes both the public money and a place at the school which might have been filled by another. Above all the pupil loses a period of experience and education which can never be made up later in life.

The Education Committee therefore asks you to assure them of your intention that your son shall remain at school at least until the completion of the course; and, as earnest of that serious intention on your part, asks you to complete the enclosed statement and return it to me as soon as possible.

Yours faithfully,

L. P. Rowe, Secy.

R. BELOE,
Chief Education Officer.

1958 School Uniform Letter

MITCHAM COUNTY GRAMMAR SCHOOL FOR BOYS
Commonside East,
Mitcham.

May 1958.

SCHOOL UNIFORM

The School Uniform is supplied by Messrs. Horne Brothers Limited, 38/40 North End, Croydon, and consists of the items listed below.

Every endeavour is made to ensure that each boy is completely equipped for his first term.

A Representative of Messrs. Horne Brothers attends the School at intervals during the year to supply clothing or take orders. Full allowance is made for growing when the clothing is fitted. Boys are given good notice of such visits.

The cloth from which the Blazers are made is guaranteed fast colour for 12 months, and as a service to parents in the event of mishap to any Blazers, Messrs. Horne Brothers supply repairing pieces of material free which can be obtained from the School Secretary.

The School Uniform comprises:-

<u>Blazer</u>	Union Flannel, Lined Sleeves. Double Elbows. Strengthened facings. Complete with House Ribbon & Badge. Sizes 7 - 8 from 54/6d Sizes 9 - 10 from 62/0d	
<u>Cap</u>	Including Badge	8/6d
<u>Tie</u>	Wool Cashmere (Washable)	7/-
<u>Football Jersey</u>	School Colours	17/9d
<u>Football Jersey</u>	House Colour	13/9d
<u>Football Shorts</u>	White Twill - 2 pairs.	7/- each
<u>Football Hose</u>		8/9d

Items of clothing complementary to School Uniform

<u>Scarf</u>	All wool School Colours. Senior Size	12/-
<u>Shirts</u>	Grey Winceyette	from 17/9d
<u>Slipovers</u>	Grey trimmed with School Colours-from	21/6d

N.B. Trousers and socks must be grey. Slipovers (if worn) must also be grey (with or without School Colours) and must have low V necks, without collars.

1958 Information Letter

This leaflet contains information about the School which, it is hoped, will be helpful to parents of new boys.

May, 1958

SURREY EDUCATION COMMITTEE

Mitcham County Grammar School For Boys

HEADMASTER

G. J. P. Courtney, M.A. (Oxon.)

1. Governors' Rules

The following rules have been approved by the Governors of the School. They cover the most important matters but there are in addition a number of school rules with which boys are acquainted on joining the school.

1. No pupil may be absent from school except through illness or with the permission of the Headmaster. Such permission will be given only for urgent reasons after written application has been made.
2. In all cases of absence through illness a letter must be brought to the Form Master, signed by a parent, on the first day a boy returns to school.
3. All boys are required to wear the regulation school dress in school, and on all journeys to and from school.
4. Boys must wear the prescribed dress for games.
5. No boys are allowed to cycle to school without permission of the Headmaster.
6. Money or Valuables must on no account be left in cloak-rooms or desks.
7. All personal property must be clearly marked with the owner's name.
8. It is forbidden to bring to school weapons such as open knives, catapults, etc.

The Governors and Headmaster wish to draw the attention of all parents to the following points:—

1. Notice is taken of the behaviour of boys out of school.
2. Homework must be properly prepared, and parents are asked to ensure that facilities for quiet work are available. Amusements and social engagements are not accepted as an excuse for neglect of homework.

2. Curriculum

Work in the school is planned on the assumption that boys will stay at school at least until they have taken the General

Certificate of Education at Ordinary Level (i.e. until about the age of 16). For all boys who aim at the higher posts in teaching, Civil Service, industry, banking, etc., there is a further two-year course in the Sixth Form, at the end of which the G.C.E. at Advanced Level is taken. It is important that all boys whose ability justifies it should remain at school until they have taken Advanced Level and for a third year where this is considered advisable.

3. Houses

Each boy is assigned to a House. There are four of these, each with a House colour:—

Canons (amber)	Ravensbury (green)
Lodge (blue)	Witford (red)

Boys wear their House Colour on the pocket of their blazer above the crest.

4. Forms

New boys enter Form 1H, 1L or 1M. These forms are not selective, so that the particular form in which a boy is placed is of no significance.

The Form Master (who will usually be one of the boy's subject masters also) is concerned, amongst other things, with absence. Parents are particularly asked to write to the Form Master when a boy is absent from school and likely to be away for several days. In any case a boy returning from absence must always bring a note from his parent.

5. Tutors

Each boy on entry is assigned to a master who is attached to his House and who acts as his Tutor until the boy reaches the Sixth Form. The Tutor follows a boy's progress through the

school and is always available to give help or advice. Each boy meets his Tutor once a week at 3.45. Tutorial meetings are compulsory for all boys.

6. School Uniform

A list of items which comprise the school uniform is sent with this leaflet. Boys must wear a blazer and tie in school. A school cap is worn on all journeys to and from school by boys in Forms 1—4 inclusive.

In the interests of good appearance and neatness parents are asked to co-operate by ensuring that, whenever possible, trousers, pullovers, socks, etc. are grey. Boys are not allowed to wear loud colours.

Open-necked shirts are not permitted.

7. School Times

Morning school begins at 8.45 and ends at 12.50. Afternoon school begins at 2.10 and ends at 3.45. On the first day of term only school begins at 10.00. It should be noted, however, that Tutorial and all Society meetings begin after 3.45. Activities are usually over by 5.30 and often earlier. Boys not engaged upon House or Society activities should normally leave school not later than 4.15.

There is no school on Saturday mornings.

The Calendar for the term (printed by members of the Hopton Press) gives details of all after-school activities.

8. Games

All boys are expected to play games unless excused on medical grounds.

Boys must turn out for school teams on Saturdays when selected.

Rugby is played in the autumn and winter terms, cricket and tennis in the summer term. Swimming and athletics are also summer activities.

The kit required for games and P.T. is:—

Rugger: House jersey, school jersey, white shorts, rugger boots, school stockings.

Cricket: White open-necked shirt with collar attached, white or grey flannels or shorts, cricket boots or cricket shoes or gym.shoes (white or black).

P. T: White or black gym. shoes, white shorts, towel.

Athletics: As for P.T. plus House jersey (as used for rugger).

Swimming: Trunks, towel.

9. Sports Fund

A contribution of 2s. 6d. a term, payable if possible on the first day of term, is invited from every parent. This enables the school to make a more generous provision of games equipment than would otherwise be possible.

10. Meetings with Staff

The Headmaster may be seen at any time by appointment.

A Parent-Staff meeting, held in the summer term in the evening, affords an opportunity for parents to meet masters who teach their boy and to talk with his Tutor. Such meetings are valuable and are welcomed by the staff.

11. Reports

A report is sent by post to parents at the end of each term.

12. Library

The school library is open during the dinner-hour and after school. It is used during the day as a private study room for senior boys.

13. Clubs and Societies

Art Group
Badminton Club
Chess Club*

Christian Fellowship*
Dramatic and Operatic Society*
Field Club*
Film Club*
Gym Club
Handicraft Club*
Hopton Press
Music Society (Choir, Violin, Recorder, Gramophone Recitals)*
National Savings Group*
Phalanx Club
Phoenix Society (Debating, Geographical, & Historical)
Photographic Society
Tennis Club
Thursday Club*

Forms 1—3 are at present restricted to activities marked*.

Camps are sometimes held abroad and parties of senior boys visit areas such as the Lake District or N.Wales to do geographical field work.

14. School Magazine

A School Magazine is published and it is hoped that every boy will buy one. At present it appears once a year, at the end of the summer term.

15. Homework

Parents receive a homework time-table at the beginning of the school year. Boys are set homework in two or three subjects each night. The approximate time to be spent on each subject is thirty minutes up to the Third Form and forty minutes in the Fourth and Fifth Forms.

16. Meals and Milk

School dinners are available. They are paid for in advance on Monday mornings.

Boys are expected to drink school milk unless excused by a note from their parents.

17. Tuck Shop

Sweets, soft drinks and cakes are on sale at the tuck-shop during break and lunch-hour.

18. School Funds

Any profits made by school performances, tuck, etc. go to the General Fund from which payments are made each year for a variety of purposes of benefit to boys in the school.

19. School Charity

The school has adopted a Dr. Barnardo's Home — Netherheys—and a collection is made from boys every week. In the past boys have contributed an average of £100 annually to this excellent cause.

20. Cycles

In general, boys in the First Form may not cycle to school. Permission is given to boys in the Second Form and upwards who qualify by the distance of their homes from school. Permission is withdrawn from boys whose cycles are not maintained in good order.

21. Travel Cards

Parents who wish to apply for free travel permits for their boys should do so to the Divisional Education Officer, whose address is:—

Merton Cottage,
Church Path,
Merton Park, S.W.19.

Boys who are between the ages of 14 and 18 are given Travel Identity Cards by the school at the beginning of each term enabling them to travel at half-fare to and from school.

22. Marking of Clothing and Property

It is of the utmost importance that all clothing and property should be clearly marked with the owner's name and initials.

23. Careers

Parents of boys in the Fifth Form are interviewed by the Headmaster and Careers Master in the Spring Term. Such meetings enable a boy's choice of subjects in the Sixth Form to be discussed tentatively. In the case of boys likely to leave, advice is given as to what appears to be the most suitable career.

24. Parents' Association

All parents are invited to join the Parents' Association. The annual subscription, covering both parents, is a shilling. The Association holds a number of social events during the year and some of an educational nature. It has always been most generous in the assistance, financial and otherwise, which it has given to the school.

25. Address

The address of the school is:—
Mitcham County Grammar School for Boys,
Commonside East,
Mitcham.
Telephone: Mitcham 0869.