01.08.2026 2026 - 2027 academic year

Information Letter for Teachers, Students and Parents

Dear friends,

We are delighted to welcome you to the new academic year, 2026–2027!

Every year, and sometimes each term, we update our information booklet for parents. Here you will find all the essential information about our school, our plans and our teaching team.

About our school

The full name of our school is **Russian School and Choir in Guildford**.

Our school is registered with Companies House under company number 10223924 and is classified under the category of *Cultural Education*.

The school has insurance that covers its liability for all school and choir activities and events.

You can find us on our website: www.ruscg.com.

We also share information about the school on our Facebook page, **Russian School and Choir in Guildford**. In addition, we have a private Facebook group called **Русская школа в Гилфорде** (*Russian School in Guildford*). This group is intended for communication between school families and for sharing announcements.

Each class also has its own WhatsApp group, where we discuss matters relating to lessons and learning. Our teachers do their best to share lesson updates, homework, messages to parents and other useful information.

If you need further information from the school administration, please email:

- educationforeu@gmail.com
- info@ruscg.com

Headteacher and Choir Director: Natalia Hagelin
Mobile: 07526 892379

Registered office address:
Summer Pool Cottage, High Street, Bramley, Guildford, GU5 0HB

Saturday classes take place at:

St Joseph's Catholic Primary School
155 Aldershot Road, Guildford, GU2 8YH

Our school follows teaching programmes developed when the school was established. These programmes are regularly expanded and adapted each year to reflect the needs of our pupils, taking into account the individual circumstances of each child wherever possible.

Our teaching team

- **Olesya Kasparis** — Russian language teacher for primary and senior classes.
- **Larisa Simpson** — Russian and English language teacher, specialising in speech and language development.
- **Lyudmila Terekhova** — Russian language and speech development teacher for younger children.
- **Olga Volkova** — Russian language and literature teacher.
- **Natalia Hagelin** — speech development teacher. She specialises in creative workshops, camps, outdoor lessons and working with children with additional needs. For the past five years, she has also taught Russian GCSE and A-level examination courses. She provides cover teaching and assists with individual lessons.
- **Elena Beloded** — singing and music teacher, artistic director of school productions and teacher of musical drama classes.
- **Anna Fraboni** — early-career teacher specialising in speech development and music, and lecturer in music history.
- **Polina Volkova** — teaching assistant and librarian. She is in her second year at a teacher-training university.
- **Ivan Hagelin** — library assistant.

We also have a vacancy for a teacher to work with our youngest children.

Fees and payments

Tuition fees

- Two 45-minute Saturday lessons, at the discounted rate: **£25.00**
- Second child from the same family: **£20.00**
- One 45-minute Saturday lesson: **£22.00**
- One one-hour online lesson during the week: **£25.00**
- Music or choir lesson: **£10.00**

Payment deadlines

All invoices must be paid before lessons begin, by the Friday before the start of each term or the second half of the term.

The invoice covering all three terms is issued as a single Excel file containing three worksheets, one for each term. Payment deadlines are stated on each worksheet. Parents are responsible for keeping track of these deadlines.

Late payment or failure to comply with the terms of study will result in the loss of the 80% discount.

Payment options

Option 1: Pay 100% of the fees before each term.

Option 2: Pay in two instalments:

- First instalment: 50% of the school and choir fees for the first half of the term.
- Second instalment: 50% of the school and choir fees for the second half of the term.

The original information sheet states that the first Friday before lessons begin is the deadline for both instalments. Please confirm the applicable dates with the school if you choose this option.

Monthly payments: Fees must be paid by the 5th of each month.

Bank details

Bank: Lloyds Bank
Account name: Russian School and Choir in Guildford
Account number: 45198368
Sort code: 30-96-26

PayPal: educationforeu@gmail.com
Please select the "Friends" payment option.

Term dates and the school calendar

Lessons take place on Saturdays. We follow a three-term academic year, with dates aligned as closely as possible with the official school holiday dates published by Surrey County Council.

You can find Surrey school term dates here:
https://www.surreycc.gov.uk/schools-and-learning/schools/term-dates#year2026

How do lessons work around school holidays?

We normally hold lessons on the Saturday at the end of the week before a half-term break or the winter, spring or summer holidays. We do not hold lessons on a Saturday during a week when the school holidays are still in progress.

We never hold lessons on 7 January, which is Orthodox Christmas Day.

Our academic year includes no more than 38–39 lessons. This is a very limited number of lessons for children to achieve a good level of proficiency in a language. For this reason, we place great importance on regular attendance and the completion of homework.

We do not operate a "pay as you go" system. Invoices are issued before each term, and the full term's fees are payable.

An invoice may be cancelled or reduced if a family moves to another area and can no longer attend lessons.

All lesson dates for the academic year are announced at the beginning of the year. The school may occasionally change dates following a decision by the teachers' meeting.

Make-up lessons and additional activities

Children who miss lessons due to illness or other valid reasons may be offered make-up sessions.

Each year, we organise a number of **additional whole-school activities**. These activities are free for children who have been awarded make-up sessions.

Outdoor activities, walks, picnics, games and competitions are generally free for all school children. A charge may apply when admission tickets are required for venues or attractions.

Key dates for the academic year

- **First day of lessons:** 5 September 2026
- **Teachers' Day / Teachers' Evening:** 4 October
- **Christmas concert:** 12 December
- **Lessons resume in January:** 9 January 2027
- **Family Christmas Tree celebration:** 10 January
- **Voices of Surrey Festival:** Applications should be submitted by April each year. The festival takes place on the third Saturday in May; in 2027, it will be held on 15 May.
- **Last day of the academic year:** 17 July

Term 1 — 14 lessons

September: 5, 12, 19, 26

October: 3, 10, 17
Surrey school half-term holiday: 19–30 October

November: 7, 14, 21, 28

December: 5, 12, 19
Christmas concert: 12 December

Term 2 — 11 lessons

January: 9, 16, 23, 30
Camp: 2 January; Family Christmas Tree celebration: 10 January

February: 6, 13, 27
Surrey school half-term holiday: 16–20 February

March: 6, 13, 20, 27

Term 3 — 13 lessons

April: 17, 24

May: 1, 8, 15, 22, 29
Voices of Surrey Festival: 15 May
Surrey school holiday: 31 May–4 June

June: 12, 19, 26

July: 3, 10, 17

Total: 38 Saturday lessons.

Please share your views on the proposed dates. If you are planning family holidays or other activities, please review the calendar now and raise any concerns or suggestions as early as possible, rather than waiting until just before the holidays.

Lesson timetables

Our school welcomes families with several children of different ages. We do our best to arrange lessons so that siblings can attend at the same time. However, this is not always possible, and we cannot guarantee that children of different ages will have their lessons simultaneously.

We are a team and a school family

Every member of our community matters in every lesson.

Important information for parents

Our school has insurance in place, and we ask all parents to follow several important principles to help ensure the safety and smooth running of our school.

1. Keeping information up to date

Parents of new pupils must complete the relevant information forms and ensure that any changes are reported promptly. We need to have all the necessary information about children in our care during lessons.

Please also let the class WhatsApp group know **when your child will be absent**.

The forms include parents' contact details. However, if a nanny, grandparent or another person is bringing your child to school, please tell us who will be accompanying them each time. You can provide the person's details in the class chat or by email.

2. Good behaviour and punctuality

Please talk to your children about appropriate behaviour and the importance of respecting their teachers and classmates.

Remind them to follow basic manners: greet others, say goodbye and thank their teachers and one another.

We are a team and a school family. **Late arrivals are a serious problem. Even a short delay can disrupt the whole class and affect the teacher's lesson.**

3. Homework and practice at home

Please help your children practise regularly at home throughout the week.

Learning Russian can be challenging for our bilingual children. They need daily practice, encouragement and your support.

Children who attend choir also have additional work to do, as they need to learn the song lyrics.

4. Safety and supervision

Children should arrive at the designated time, accompanied by a parent, a registered accompanying adult or a Russian school teacher.

Where possible, please take your child to the toilet before the lesson. If a child needs to use the toilet during a lesson, they must be accompanied by a teacher, parent or authorised adult.

In most cases, we can manage without parental assistance, but occasionally we may ask parents to help.

Children should wear comfortable clothing and footwear to lessons.

Toys must not be brought into lessons.

Water bottles should be left inside the classroom entrance. Unfortunately, we have had to prohibit shop-bought plastic bottles containing drinks because the noise they make can disrupt lessons.

Children must never be left unattended outside the classroom. Children must not be allowed to leave the school building without a parent or authorised adult.

5. Supporting the school

We are very grateful to the group of parents who have already organised support for the school and contributed so actively.

However, we will continue to need volunteers throughout the year to help with:

- The school library.
- Teaching resources and learning materials.
- The school website, including reviewing and selecting photographs and educational materials, photographing resources and publishing them online.
- Bookkeeping and accounting support.

Any time or skills you can offer will be greatly appreciated.

Rules for the use of St Joseph's school premises

St Joseph's premises are a school site, and all visitors must respect the school's rules.

- **Please do not touch or use school property without permission.** Please help younger children understand the boundaries and ensure they do not enter the playgrounds or damage teaching materials and toys on the premises.
- **Parents and children should remain near the buildings where the lessons take place.** In bad weather, parents may wait in the Junior School building, in the foyer.
- **Parents must not use the children's toilets.** An adult toilet is available in the main building, beyond the hall.
- **Parents bringing siblings onto the premises must supervise them at all times.** Unfortunately, there have been increasing incidents of very young children being left unsupervised and wandering around the school grounds.

- **Please do not dispose of rubbish or food waste in the bins belonging to St Joseph's.** Our school provides its own waste bins in the foyer.
- **Vandalism is strictly unacceptable.** Parents may be held responsible for covering the cost of damage and arranging or paying for cleaning if such incidents occur.

Further administrative information

1. Checking invoices

When you receive your invoice, please check all lesson dates and payment deadlines carefully.

The invoice is an Excel file containing three worksheets, one for each term.

Parents are responsible for keeping track of payment deadlines. We do not send payment reminders.

2. Reporting absences due to illness

If your child is ill and cannot attend school, please notify the class WhatsApp group **by midday on Friday at the latest**.

Our teachers spend considerable time preparing their lessons. If they know in advance that a child will be absent, they can take this into account and prepare materials so that the child can receive the lesson content and study independently at home.

3. Books and workbooks

The invoice will also list any workbooks and books that need to be purchased.

For several years, we have provided beginners' reading books and textbooks for older pupils on loan, free of charge. These books must be returned in good condition at the end of the academic year. They must also be returned if you decide to discontinue or temporarily suspend your child's studies.

Workbooks and handwriting practice books should be purchased at the beginning of the course. Their prices generally reflect the cost of purchasing them from outside the UK, including delivery.

Each child will have a reading diary in which the books they read at home should be recorded. Parents are asked to read with their children and note how much they have read and what they have understood. Retelling the story in their own words is encouraged.

Older children should record the books they read themselves and practise summarising what they have read.

4. School bags and stationery

Children are also provided with **school bags** for their use. These bags have been specially selected for our needs and have name labels.

Please help your child keep their bag clean and tidy. Encourage them to talk about what they did at school and unpack their learning materials when they get home.

School bags must be returned if your child leaves the school or temporarily suspends their studies.

Children should bring their own pencil cases, pens and pencils to lessons. However, we also have a large box of shared classroom supplies, including coloured pencils, markers, felt-tip pens, glue, scissors and coloured paper.

Please do not put food or water in the school bags.

5. Snacks

Toys and plastic drink bottles must not be brought into lessons.

Snack time is short, so please think carefully about what you pack and how you pack it. You know best how quickly your child eats and how independently they manage their food. Please choose snacks that your child can eat unaided within the time available.

Please avoid foods that crumble or stain the carpet.

Be mindful of potential allergens. If you would like to bring treats to share with the class, or if you are preparing food for a themed lesson, please discuss this with the other parents in the class WhatsApp group beforehand.

6. Class WhatsApp groups

The class WhatsApp groups are our main platform for communication between teachers and parents.

You will find photographs of lessons, children's work, learning materials and many other useful updates in these groups.

Please avoid contacting teachers through private messages where possible and use the class group instead. We also ask that you avoid topics unrelated to the children's learning.

We encourage you to ask questions, share observations and provide constructive feedback. Please also share examples of your children completing homework and celebrating their achievements. This is very motivating for both other parents and our teachers.

Our teachers are deeply committed to their work, and it brings them great joy and satisfaction to see children learning and making progress. Naturally, everyone—including your headteacher, who works tirelessly to develop the school—wants to see the results of this shared effort.

We wish you every success in the new academic year!

Your teacher and headteacher,

Natalia Hagelin

1 August 2026