



New Joiners' Information 2024

Please retain for your reference





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Welcome to St George's, Ascot

St George's is a thriving independent boarding and day School of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at School and in fulfilling adult lives ahead.

Awarded 'excellent' in its latest ISI inspection, the School is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

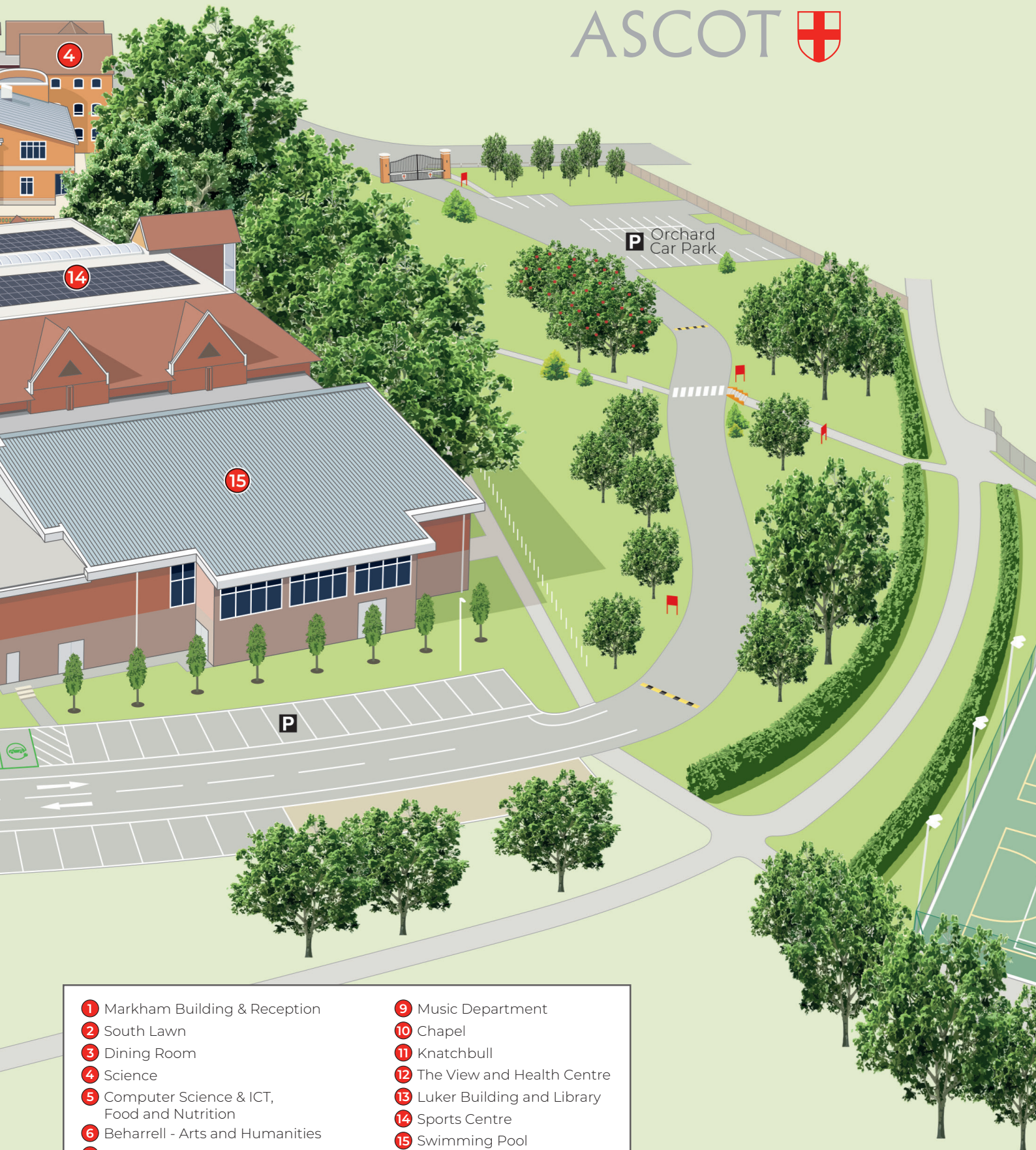
We are a welcoming School with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.





ST GEORGE'S ASCOT



- | | |
|--|--------------------------------------|
| 1 Markham Building & Reception | 9 Music Department |
| 2 South Lawn | 10 Chapel |
| 3 Dining Room | 11 Knatchbull |
| 4 Science | 12 The View and Health Centre |
| 5 Computer Science & ICT,
Food and Nutrition | 13 Luker Building and Library |
| 6 Beharrell - Arts and Humanities | 14 Sports Centre |
| 7 Loveday | 15 Swimming Pool |
| 8 Sue Cormack Hall - Drama
and Theatre | 16 Sports Pavilion |
| | 17 Garden House |

Key Staff for New Pupils September 2024

SENIOR LEADERSHIP TEAM



Liz Hewer
Head



James Anderson
Bursar, Clerk to
the Governors



Jeremy Hoar
Deputy Head
(Academic)



Helen Simpson
Deputy Head
(Pastoral)
Designated
Safeguarding Lead



Alex Wright
Deputy Head
(Co-Curricular
and Connections)
Deputy Designated
Safeguarding Lead

CO-CURRICULAR, LEARNING SUPPORT AND EAL STAFF



Amanda Liddle
Director of Drama
From September 2024



Ian Hillier
Director of Music



Sophie Appleby
Director of Sport



Emma Shingles
Head of Learning
Support



Nichola Anderson
Head of EAL

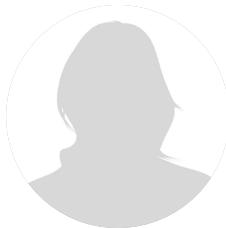
BOARDING AND PASTORAL STAFF



Sue Harmon
Markham
Housemistress



Tori Alford
Knatchbull
Housemistress



TBC
Loveday
Housemistress



Sami Watts
School Chaplain



Catherine Jones
Health
Professional

SUPPORT STAFF



Louise Stuart
PA to Head



Claudette Reader
Secretary to SLT

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General Information for New Pupils

Timings of the School Day and Important Events

Day girls must be in School by 8.10am.

Morning Registration is at 8.15am.

Day girls leave School after Prep (homework). The time varies according to your daughter's year group:

- Year 7 and 8 leave at 6.20pm
- Year 9 at 6.35pm
- Year 10 and Year 11 at 6.45pm
- Year 7 – Year 11 may leave after club at 5.20pm and do their prep at home on Tuesday or Wednesday with permission from the Head of Year
- Girls may leave School on Fridays at 4.00pm if they do not have a School commitment.

We hope that day girls will join in evening activities, including Open Mic nights, concerts, talks and plays, and they may take their supper in School on such occasions, if they have booked in advance.

Please note that official School events, eg; House Music, in the Spring Term, mostly take place during club time (between 4.15pm and 5.20pm) but can extend into Prep, and are compulsory. The School Calendar of events for the term can be found on our website and on Dragonfly which is our parent portal.

There are regular sports activities and fixtures on Saturdays and sometimes socials for the girls on a Saturday evening alongside boarders activities.

Term Dates 2024/25



Pupil and Parent Details

Parent Contact Details: please complete section one of the **Personal details and Finance form**.

If you are away during term time it is essential that we are able to contact you and that we have a name, address and phone number of two UK based local emergency contacts for your daughter while you are away.

With your permission, contact details for parents are made available to other parents in your daughter's year group via our secure Parents' Area on the Dragonfly communications platform. Please complete the Parent Contact Details form (above) to let us know whether or not you would be willing for your name and contact details to be included on the year group list, and then issued to others in the same year group.

Possessions

The School cannot be held responsible for a girl's possessions in the case of loss, theft or damage while she is at St George's. We discourage girls from bringing expensive items of equipment or jewellery to School and if they do so we would strongly advise parents to have these insured separately on their own policies. Musical instruments should also be insured on a separate policy.

Mobile Phones and other Mobile Devices

The Government's 'Mobile Phones in Schools Guidance' states that Schools should 'Develop a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones throughout the School day, including during lessons, the time between lessons, breaktimes and lunchtime'. In common with many Schools, we have aligned our policy with this guidance.

Parents of girls in Year 7 and 8 must request permission from their Head of Year, with a reason, to bring their phone to School, and it must be handed in to the office before 8.15am and collected after they have finished prep. Boarders in Year 7 upwards will want a mobile phone or tablet to communicate with home. These are kept securely in the Boarding House and are accessible after the end of the School day.

Girls in Year 9, 10 and 11 are able to bring their phones to School should they wish to do so. **All** phones will be placed in an individual Yondr Pouch which locks and prevents the pupil from using their phone throughout the School day. The pouch will be kept on the pupil's person, in their bag or stored in their locker. The pouch will be unlocked at the end of the School day.

Girls in the Sixth Form are allowed to have mobile phones in School. These should be used discreetly, only at break and lunch times and not in public areas, including the dining room and corridors. Mobile phones are for the girls' personal use rather than sharing/sitting and watching media. Mobile phones must not be used in lessons or during prep unless specifically directed by a member of staff.

The School cannot be held responsible in the case of loss, theft or damage of these, and other expensive items, which must be insured on parents' own policies.

Security/Visitors

For the safety and security of your daughters, all visitors, including parents, are asked to report to Reception when visiting the School at any time other than for a School event. Parents are always most welcome to watch sports matches and attend all concerts, plays, talks and other School events that are mentioned in the calendar.

Exeats

On Exeat weekends School finishes for all girls at 4.00pm on Friday afternoon when the School closes for the weekend. All boarders are expected to make arrangements to be away from School during the Exeat weekends and may return on Sunday evening from 6.00pm. Year 7 to Year 10 boarders should return to School by 8.00pm on Sunday evening, Year 11 boarders by 8.30pm and the Sixth Form by 10.00pm. If the Exeat in May falls on the bank holiday weekend, which it usually does, the Exeat will include the bank holiday Monday and boarders will return on the Monday evening.

Communications from the School

The School communications system is called Dragonfly and this is where you will find important and current information about School events, trips and other arrangements. You will be alerted to the letters for each week in an email on Friday afternoon. You will also find on Dragonfly your daughter's timetable, prep tasks and reports/grades. It is accessible from an icon on the front page of the School website. You and your daughter will receive your log-ins and more information on how Dragonfly works when she starts in September.



Behaviour, Rewards and Sanctions

St George's aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional wellbeing of all our pupils is key to their development. We aim to promote trust and mutual respect for everyone in an inclusive environment. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of teamwork and leadership through our extensive

programme of co-curricular activities.

The link below takes you to the Behaviour Policy on the School website which you and your daughter should familiarise yourself with before she starts at St George's.

Please read the Behaviour Policy

Reporting and Parents' Meetings

Each pupil's academic progress is carefully monitored and tracked by teachers, Heads of Department, Tutors and Heads of Year and overseen by the Deputy Head (Academic). Each year group has a cycle of reports, grades and parents' meetings during the School Year providing plenty of opportunities for monitoring and feedback, both formal and informal, for both pupils and parents/guardians. Some parents' meetings will be in person at School and others online.

The cycle for each Year group is found on Dragonfly from the beginning of the year. It is expected that all parents (or guardians where appropriate) attend parents' meetings in order to discuss their daughter's progress with the staff who teach her. Each parents' meeting is usually preceded by a talk (or for online parents' meetings, a video) from the Senior Staff relevant to her Year group covering topics such as GCSE and A Level subject choices, trips, careers, university entrance and pastoral issues. Parents are encouraged to contact their daughter's Tutor at any time should they wish to discuss their daughter's progress.



Equipment

In addition to the usual contents of a pencil case, girls need:

- a cartridge fountain pen with washable ink cartridges
- a geometry set which should include a protractor and a pair of compasses with pencil
- a ruler (at least 20cm)
- an HB pencil
- scissors
- a glue stick
- a US1 compatible Chromebook stylus which can be purchased from Amazon or similar suppliers and retails from £35
- mobile phone pouch for Years 9 to 11

The Casio fx-83GT PLUS scientific calculator can be bought through the School at a bulk purchase discount price, details of which will be sent to parents via email. Girls may purchase a bookbag or backpack of their choice from any store. There is **no** SGA branded bookbag on the uniform list.

All pupils will be issued with a School hymn book and the cost of this will be added to the School bill.

Boarders – what to bring with you?

Guidance about casual clothes, toiletries, bed linen, small electrical items etc, are detailed in the boarding handbooks found on the New Joiners' webpage.

School Tuck Shop

St George's operates its own small shop, which is open at various points during the week for the sale of such items as stationery, magazines, toiletries and tuck (snacks). Each girl may have her own account to the amount stipulated by her parents. The total spent is then added to your School Bill at the end of each term.

Please confirm whether you would like your daughter to have such an account by completing the School Tuck Shop form.

Please complete section two of the **Personal details and Finance form**



Health and Wellbeing

An important element of the pastoral care we provide at St George's, centres on the services of our Health Centre.

Day To Day Care

The Health Centre is well-equipped and run by an experienced Healthcare Professional who is available throughout the School day and together with a team of support staff qualified in first aid, advanced first aid and mental health first aid, provides a holistic approach to care needs, aiming to support the pupils in taking part as fully as possible in School life.

The Health Centre staff aim to promote good health and sensible lifestyle choices. First Aid and immediate Health Care are available to day pupils and boarders taken ill or injured during the School day although parents of day pupils will be contacted and should be available to collect their child if they are considered unfit to return to class. An individual with diarrhoea and vomiting will be excluded from School until 48 hours after their last episode.

Day pupils at School are not expected to go home without consulting the member of staff on duty in the Health Centre beforehand. If your daughter contacts home asking to go home as she is unwell, please contact the Health Centre before agreeing to collect her.

GP And Dental Services

Parents of boarders are encouraged to register their daughter with the local GP in order to have access to our Doctors surgery and the local NHS services including Monday to Friday clinics, consultant referrals, travel clinics, asthma clinics and sexual health services via Green Meadows Surgery.

For boarders, private appointments can be organised for local services such as dentistry and orthodontics as appropriate. It is expected that routine dental and optician appointments are scheduled outside of term time.

Emergency Treatment

Whenever possible, parents are informed before a girl is sent to hospital. Occasionally, however, it is difficult to contact a parent or guardian, and, in such circumstances, a member of the Senior Leadership Team will give consent should emergency treatment or an operation be required, including the administration of anaesthetics.

Throughout the time your daughter remains at St George's, the School Doctor reserves the right to give parents, guardians or the Head any confidential information about her that the Doctor considers to be in her best interest or necessary for the protection of others in the School community.

After a holiday or exeat it is essential that we are notified if your daughter has:

- been having treatment from her own doctor
- been prescribed tablets or ointment to be continued at School
- had, or has been, in contact with, an infectious illness
- had a serious illness, accident or operation while at home
- any change in personal circumstances

Medicines

Non prescribed medicines are dispensed via the Health Centre staff to all pupils who have returned a completed medical questionnaire and consent form. Parents should inform the Health Centre of any changes to their child's medical information.

All medication for boarders brought from home must be given to the Health Centre staff, including any vitamin tablets or supplements and written parental consent for their use provided, using the parental consent form. Prescribed medication for day pupils should be handed in to the Health Centre, labelled in the original box with name and full instructions with completed parental consent form. Pupils will be expected to report to the Health Centre for their medication at the appropriate times.

Health Promotion And Screening

The East Berkshire Immunisation team attend routinely for administration of HPV in Year 7 and Meningitis ACWY, Tetanus, Diphtheria and Polio in Year 9 for all pupils. The Health Centre hosts Specialist Nurse visits for monitoring, training and care as required. The School Health Professional ensures the training needs of teaching staff are met in caring for pupils with specific illnesses and conditions. Routine monitoring and screening of pupils is continued throughout the academic year and parents notified should there be any concerns regarding a pupil's health, development and wellbeing.

A parent or guardian who does not wish their child to be included in the School screening programme should state this in an email addressed to our Healthcare Professional, Mrs Jones at: healthcentre@stgeorges-ascot.org.uk

Wellbeing Services

Two counsellors are available to girls at various times throughout the week. The counsellors help pupils to work through a range of issues, for example, exam stress, School workload, relationship issues at School and at home, identity issues, additional learning needs or anything else that is worrying them. Pupils can self-refer, or be referred, by teachers, Heads of House, Heads of Year, boarding staff, Health Centre staff, peer mentors, parents and the Deputy Head (Pastoral), along with additional support staff. Remote counselling with an outside counsellor can also be arranged if required.

The Peer Mentoring 'PeerPoint' programme is voluntary for Lower Sixth pupils and as part of the programme they learn basic listening skills. The aim is that the pupils can provide a listening ear for their peers and younger pupils to share concerns or worries. They have been trained so they can refer pupils to our counselling service, if need be.

Any Questions?

If you have any questions about how the Health Centre can support your daughter while at St George's School, please contact **01344 629940** or email: healthcentre@stgeorges-ascot.org.uk.

Please complete the **Medical Form**





Learning Support and the Helen Arkell Dyslexia Centre

If your daughter has special educational needs then you will be contacted separately by Marina Johnston, Head of Learning Support, in the Summer term regarding setting up support lessons if this is deemed appropriate. All girls benefit from study skills sessions in the first year. These sessions cover topics such as personal organisation, learning styles, memorisation strategies and revision skills and they are therefore particularly beneficial for those pupils with special educational needs. A Learning Support Pupil Profile (LSPP) will be created for every girl with special educational needs and shared with her teachers.

This document gives an overview of the individual girl's areas of difficulty, strategies for classroom support, as well as her strengths. If your daughter has had an Educational Psychologist's report carried out and you have not yet shared it with the School, or if your daughter has received extra support at her previous School, please contact Marina Johnston at mjohnston@stgeorges-ascot.org.uk to discuss further.

Individual support lessons are set up through the Helen Arkell Dyslexia Centre. These lessons are paid extra and payment is arranged through the Helen Arkell Centre. St George's works in conjunction with the centre to provide additional, specialist help for pupils with specific learning difficulties. The benefits of using the Centre are as follows:

- A comprehensive service of highly specialised staff from an organisation well-known for its teacher training expertise and research in the field.
- Flexibility in accommodating the timetable of individual pupils.
- Objectivity is given by using an outside agency.

The Helen Arkell Dyslexia Centre also provides a general advisory service for parents, staff and pupils.

For further information about the centre, please contact:

Helen Arkell Dyslexia Charity



24 West Street
Farnham
Surrey
GU9 7DR

Tel: 01252 792400

Tuition coordinator:

Julie Hall

julieh@helenarkell.org.uk

For further information from the Learning Support Department, please contact: Marina Johnston, Head of Learning Support.

mjohnston@stgeorges-ascot.org.uk

Or from September 2024, Emma Shingles, Head of Learning Support.
eshingles@stgeorges-ascot.org.uk

ICT Provision and Guidelines

Chromebooks

All pupils in Year 7 to Year 11 are issued with a School Chromebook for all their needs in School and will require all parents to pay an annual insurance charge of approximately £35. This charge will be added to the Autumn term bill.

We find that pupils enjoy the independence of having their own machine which they are able to personalise and use for their work.

While the Chromebooks will be covered by insurance, it is important that everyone takes care of them, damage through willful negligence is not covered under the policy.

We expect pupils from Years 7 to 11 to use the Chromebooks for their work at St George's in order to make the most of innovative learning. They are not allowed to have a different laptop for use in School (apart from in the boarding houses). There are several reasons for this but schoolwork oversight, IT support and online safety are the most prevalent.

Terms and Conditions of Chromebook Insurance

To best support you, our IT Department will oversee the management of claims, repairs and a temporary replacement of the Chromebook if this is required.

- No Excess
- Cover includes accidental damage, theft, flood damage, fire damage, malicious damage
- Worldwide cover up to 90 days in a 12 month period
- Automatic reinstatement after a successful claim
- Loss is NOT covered (this includes devices that go missing from an unlocked/unattended classroom)

- Accessories such as cases, power cables, stylus, external keyboards, etc are not covered
- Student claims limit: 2 successful claims within the first 12 months, 3 successful claims over the duration of the scheme (if device being used as a 1:1 device)
- The School is the insurance policy holder, pupils are 'authorised users'
- Device must be kept in an approved case at all times
- £10,000 single claim limit

Sixth Form

Experience has shown us that, as pupils enter the Sixth Form, they gravitate towards their own laptops and that often this is in readiness for university. Sixth Form pupils are required to provide their own laptop/Chromebook for their academic work at School. An entry point machine should be suitable but iPads, especially without keyboards, are not recommended. Only in very exceptional circumstances, for example hardship, would the School be able to provide support to Sixth Form pupils. This will be limited and an approach should be made to the Bursar in the first instance.

The School cannot be held responsible in the case of loss, theft or damage of these, and other expensive items, which must be insured on parents' own policies.

Acceptable Use Policy

The School's Acceptable Use Policy (AUP) for Information Communication Technology (ICT) has been prepared so that pupils use the School ICT systems in a responsible way, to ensure there is no risk to their safety or the safety and security of other users and the School ICT systems. Parents and pupils will be expected to sign the form before having access to the School's ICT systems or being issued with a School Chromebook.



Pupils will be expected to abide by the School's AUP. Pupils are educated on how to stay safe online, the School's ICT AUP and on the negative impact of excessive screen time. The presence of personal mobile electronic devices and their use in School is a privilege and not a right. Any use of these devices that undermines the School's policies on good behaviour will be taken very seriously.

For pupils' own safety the School will monitor the use of all ICT systems and any electronic device connected to the School Wi-Fi.

Please refer to section two of the online form and read the **ICT Acceptable Use Policy for Pupils** on the website.



General Permissions and Agreements

Please complete section two of the **Personal details and Finance form**

Photography and Public Domain

We believe that photographs are a special way to share life at St George's with family, friends and the local community and hope that every girl will be proud to be photographed representing her School. No pupil will be photographed against her will.

In order to record School events and celebrate successes we often photograph memorable moments and/or girls who have achieved something of significance. These photos tend to be used for School social media, our newsletters and on the School website. They may also be sent to the press or used in wider marketing materials and adverts to publicise the School. These images may also be used after your daughter has left the School.

Safeguarding our pupils in the public domain is very important to the School. Any publications that have a photo of a child will use first names only and Year Group when referencing a photo. In the Parent and Pupils form, we request blanket permission from you to photograph your daughter whilst she is at St George's. If there is an important reason why your daughter cannot be photographed, please indicate this on the form.

If you have any concerns or queries, please contact the Marketing Department on **01344 629994**.

Parents Photographing and Filming School Events

We welcome parents to our concerts, plays and sporting events, as well as to more formal occasions during the School year, and this is an important part of our

School community and it is lovely to see so many of you at these events.

It is important that children and young people feel happy with their achievements and have photographs and films of their special moments. We also understand that family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of them or their children being shared. It is important to be aware of child protection and safeguarding issues when taking photos or filming children and young people and the potential for misuse of images can be reduced if we are aware of the potential dangers and put in place appropriate measures.

The School's Flickr account is updated regularly with professional photographs, as are our social media channels and there is also coverage in our regular Newsletters which help keep parents fully abreast with the news and images of our active community. The images that we use for public displays and communications purposes never identify an individual pupil. We only use images of School activities, such as plays, concerts, sporting fixtures, prize giving and trips in their proper context. Pupils are always properly supervised when professional photographers visit the School.

Parents are welcome to take photographs of their own children taking part in sporting and other School events, however we ask parents not to take photographs of other pupils on their own, without the prior agreement of that child and/or the child's parents. We also ask that parents do not place images of other children onto social media accounts.

We have specific regulations in relation to use of photography in the swimming pool which follows guidance from Swim England's Wave Power Safeguarding document.

These guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume. Full length shots are permitted if the children are fully clothed.
- Photographs should not be taken from behind the starting blocks or that show children climbing in and out of the pool.

Swim England does not wish to stop parents/guardians photographing their child if they wish, but we must ensure that we do all we can to safeguard every child's wellbeing, so helping parents/guardians understand why they should refrain from including other individual children in such shots is important.

The guidance applies to all images and videos, taken on any type of camera or recording device (including mobile/smart phones). It applies to all training sessions, activities and events.

It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

This guidance aims to help organisations avoid the often unintended and unforeseen potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.

We hope that sharing this guidance will reassure parents of the measures we take to safeguard their children and also support parents with understanding our policy in relation to photographs and videos being taken at School events. If you have any questions or concerns please do not hesitate to contact our Deputy Head (Pastoral) and Designated Safeguarding Lead, Helen Simpson.

Please complete section two of the **Personal details and Finance form**





School Trips and Other Off-Site Activities

School visits are a vital part of your daughter's education at St George's and she will be able to enjoy a variety of exciting, fun and informative trips during her time at the School.

In order to give permission for your daughter to attend any School trip, rather than have to return a separate signed consent form for all individual visits, please give permission by signing the online form. This will enable your daughter to go on all non-residential trips and to participate in all off-site activities as organised by the School.

Most educational trips are part of the curriculum and usually take place during the normal School day. Details of visits will be shared with parents in advance and are accessible on the Dragonfly communications platform. You can, if you wish, inform the School that you do not want your daughter to take part in any particular trip or activity.

Please note the following important information before signing the form. The trips and activities covered by this consent include:

- all educational trips
- all visits (excluding residential trips) which take place during the holidays or a weekend
- all off-site sporting fixtures outside the School day, including at weekends.
- all adventure activities
- boarders' outings

During School visits

- School rules must always be obeyed.
- Last minute changes may have to be made for circumstances beyond the School's control.
- This form, or any consequent updated versions, will apply throughout your daughter's time at St George's, including the Sixth Form, unless the School receives written information to the contrary.
- You consent to any charge for the trip being added to your next fee bill. Details of extra costs will be included in the information shared with parents before the visit. Please note, the School does not profit from visits, but must ensure that the costs of a trip are covered by those attending it.
- If, subsequently, your circumstances change, and your daughter is no longer able to go on the trip, charges may still be incurred up to and including the full amount of the visit.



CONFIDENT



CAPABLE



CONNECTED

HOW TO CONTACT US

Telephone the School Office: 01344 629900

Email: admissions@stgeorges-ascot.org.uk

www.stgeorges-ascot.org.uk

St George's School, Wells Lane, Ascot, Berkshire SL5 7DZ