



Serva Fidem

**Headmaster: Mr. Duncan Murphy** BA (Hons), MEd, FRSA  
Member of IAPS & Society of Heads

Thursday 6 September 2018

Dear Parents

I trust you enjoyed a relaxing and enjoyable summer holiday. As you will no doubt be aware, a lot of work has been undertaken on the school site over recent weeks. I should like to thank all staff, especially Sally, as well as Paul and Ron from the estates team, for their time and effort in this respect. I offer my congratulations to Mrs Eleanor Henery (Walliss) and Mrs Grace Celentano (McSweeney) who were both married over the summer and to Gemma Lindley who gave birth to a baby daughter, Aurora, on 6<sup>th</sup> August – I am pleased to report that both mother and daughter are happy and healthy, if somewhat tired!

#### Building and Development Work

The “Peter Brooks” building is a fantastic new facility to showcase our Senior Years. Although it is ready for occupation, some finishing touches remain ongoing during the next month or so. You are warmly invited to an Opening Ceremony, together with our guest of honour, Mr Chris Grayling MP, during the afternoon of Friday 21<sup>st</sup> September; an invitation with further details is attached. We have also invested in a new Design & Technology suite and a new Drama studio. The staff room has moved downstairs and a Board Room established upstairs in its place. I feel certain that the boys will benefit immensely from these developments.

#### The KHS Way

It is my expectation that the boys will understand the importance of listening carefully, trying their hardest in all aspects of school life and treating others as they would wish to be treated. In addition to the Kingswood House Way, I believe that these values are the platform for a convivial, purposeful and supportive environment where each child can achieve his potential and grow in self-esteem. I should be grateful if you were to reinforce these at home in order for there to be a consistency of approach, which will be a significant benefit to us all, not least the boys. The core value of the Kingswood House Way for this term is *RESPECT* and it will be explored and reinforced during Form Time, PSHE and Assemblies.

#### Mobile Telephones

Following a review of our safeguarding procedure last term, no boys will be permitted to have a mobile telephone on their person in school. It is understandable for those boys who travel to and from the school independently to have a mobile telephone for their own safety but it must be handed in to the front office upon arrival and collected at the end of the day. If you wish your son to be included on this register, please email Karen Harding accordingly. It is important to note that the school accepts no liability for the loss or damage to any mobile telephone whilst on the school property and it is our preference for boys not to bring them into the school at all.

#### 11+ Pre-Testing, Common Entrance & Future Schools

I continue to work with a wide range of prestigious senior schools and our teachers will ensure that pupils are well-prepared to meet the demands of pre-testing in Year 6, as necessary. As announced at Prize Giving, we will continue to follow the Common Entrance curriculum in Years 7 & 8 because it is a useful precursor to the GCSE curriculum; however, boys will no longer sit the formal Common

Entrance examination in the summer of Year 8 unless it is a condition of a deferred offer. If this applies to your son, please liaise with James March to ensure we are aware of this requirement. You can be assured that I have communicated with all local senior schools in this respect and they are very supportive of our decision. There will instead be Year 8 examinations, based on the same material as the Common Entrance format, but delivered in our own time-frame like the rest of the school. The Year 8 After Common Entrance (ACE) programme will continue but with a different name to reflect it as a part of our whole School enrichment.

With the evolution of our own Senior Years, parents are able to consider future schools carefully – secure in the knowledge that we already offer an excellent pathway for the boys through to GCSE. Strong links exist with independent and maintained sixth forms, as well as local employers, to ensure that each boy is guided carefully towards the next step in his educational career. Please be assured that I will meet with each family to listen, give advice and act accordingly in their best interests. As such, I invite all Year 8 parents to make an appointment to meet with me during the first half of this term; please arrange an appointment via the school office. Thereafter, I cordially invite all Year 5 parents to book a meeting with me during the course of the spring term.

#### Pupil Appointments

I extend a warm welcome to the 49 new pupils who start at Kingswood House today; I feel very sure, given the friendly nature of the school, that they will all settle in quickly. Additionally, I should like to congratulate Rohan Bogues (Senior Head Boy), Sam Fowler, Elliot Leupolz and William Murrell (Senior Prefects), Ewan Walker (Y8 Head Boy), Edward Fisher and Theodore Spick (Y8 Deputy Head Boys) as well as Ayaan Anis, Rhys Battrick, Danial Idrees, Joseph Offen and Jestico Seemampillai (Y8 Prefects) upon their appointments. They will, I am certain, be fine ambassadors for Kingswood House. There will be plenty of other positions of responsibility in due course for other boys to aspire to and I trust that they will put themselves forward for consideration accordingly.

#### Staff Appointments

I am excited to announce some very talented recruits to the KHS team. Zoe Smith joins us in Year 4; she is not only an accomplished teacher but also a Premiership rugby player with Wasps. Amanda Black is now Head of Science and she will be assisted in the department by David Barratt who joins us from Ripley Court. Harriet Wilson is our new Senior SENCo; she is a qualified teacher and previously worked for the local authority as a senior co-ordinator. Sachin Sukhdeo joins us as Acting Head of Mathematics and Gifted & Talented Co-ordinator from Greenfield School in Woking and I am pleased to confirm he will now be a permanent addition to work alongside Gemma Lindley upon her return in January. Phillipa Watkins is taking on a new position to manage the School production and become Head of Drama on a part-time basis whilst Louie Swift, from Ripley Court, joins as our new full-time Director of Music, who will oversee provision across the whole School, and establish it as a GCSE option. Patrick Maclarnon is taking on Latin Club, Fergus Darlow is now our Graduate Assistant and James White, another former KHS pupil, joins us as an iPGCE student this year. In the Study Centre, we welcome Mel Taylor, Linzi Suddell, Kelly Bishop and Leanne Stewart. At the end of the term, Colin Russell will be moving on in order to travel extensively and a recruitment process is underway to appoint a second specialist English teacher in his stead. I am sure you will join me in wishing our new staff a long and successful association with Kingswood House.

#### Divisional Structure

I am grateful to Ian Mitchell for his work on the timetable over the summer. In terms of channels of communication, please kindly note the following: Ian Mitchell, as Deputy Head, has whole school responsibility for all administrative and pastoral matters and will be in charge on a day to day basis as and when I am away on school business; likewise, James March, as Director of Studies, has whole school responsibility for all aspects of academic management and pupils' progress. The divisional

heads are Eleanor Henery (Lower Prep Rec-Y4), Liam Clarke (Upper Prep Y5-8) and Jamie Rudkin (Seniors Y9-11). Please note that your first port of call should very much remain your child's form teacher on a day to day basis.

### Communication

I am pleased to advise that all teaching staff will remain contactable via their school email addresses following a trial last year. A list is posted on the Kingswood House website for your information. Please remember, I request the following as a basic premise:

- i. Email contact with staff should be on a 'needs must' professional basis and is expected to be polite and respectful in tone at all times in keeping with our values.
- ii. Teachers spend most of their time in direct contact with the boys – as such, please do not expect an immediate reply - but staff have been asked to check emails daily and you can anticipate a timely response.
- iii. Urgent emails should always be sent to the school office with the form teacher copied in.
- iv. In the event of a query, email should be used as a precursor to a telephone conversation or a meeting – not as a replacement.

There will always be plenty of informal opportunities to speak with staff throughout the term and there is a proud 'open door' culture at Kingswood House. Consequently, you are warmly invited to meet with any member of staff at mutual convenience to discuss your son throughout the year - it is not necessary to wait for a parents' evening.

### Drop off, Pick up & Parking

Please collect a new KHS car sticker from the front office. These should be displayed clearly in your windscreen to assist with safety at pick up times. If you would prefer your son to bring one home, please liaise with their form teacher. At the start of term especially, there will be some pressure on parking in and around the school. Please use drop-off points responsibly and with consideration for other drivers as well as our neighbours. A member of staff will be on duty from 8.15am. A reminder, please, that your child should arrive for the start of the school day in good time for registration - but no boy should be left unattended before the duty staff arrive at 8.15am.

Breakfast club runs from 7.30am each day and early arrivals should report there in the first instance. Any child coming in after 8.30am will be marked as 'late' on the register. The provision of effective registration is a statutory requirement and I would appreciate your support in making it as easy and accurate a procedure for us to apply as possible. Equally, the light is already fading in the evenings and it will not be long before autumn draws in and summer becomes a distant memory. For the safety of the boys, please ensure you arrive promptly at the end of the school day and that you are visible to the member of staff on duty. This is especially important after the clocks change because it will be dark at the end of the school day.

### Calendar Events

It is my strong recommendation that all parents attend the divisional meetings at the start of the academic year. It is a great opportunity to hear from key staff, glean useful information and ask any questions you may have.

Seniors (Y9-11):	Thursday 6 September, 6.30pm
Upper Prep (Y5-8):	Thursday 13 September, 6.30pm
Lower Prep (Rec-Y4):	Monday 10 September, 6.30pm

Please also note that the Christmas Carol Service is a compulsory event for all pupils and will be held at Christ Church, Epsom, at 7.00pm on Wednesday 5<sup>th</sup> December.

As ever, there are plenty of exciting activities and trips taking place in the coming weeks so please refer to the calendar to check specific timings throughout the term. Any changes will be posted on the website and included in the newsletter; these are published each week, and, if you so desire, you can also receive regular updates throughout the term on Twitter by following @KingswoodHouse or my Headmaster's account @KHSPrep. It is an expectation that boys volunteer as guides for the open mornings from time to time and Ian Mitchell will be in touch to this effect shortly; your help on these occasional Saturday mornings is greatly appreciated. Parental support at school matches, concerts and other occasions is also warmly encouraged. The Kingswood House Association (KHA) is a source of valuable information and I know that any parents who are keen to get involved would be most welcome; if you would like to assist, please let Sally Witts know and attend the AGM on Monday 1<sup>st</sup> October.

Finally, I am looking forward to the rich and diverse opportunities on offer this term and hope to chat to you all on the touchline or at one of the many school events in the near future.

Yours sincerely



Duncan A I Murphy  
Headmaster