CONTENTS

	Page
Educational Visits / Trips and Outings	2
Minibuses	2
Kingswood House Association	2
Kingswood House Sports Association	2
Links with the Community	3
Holiday Activities - Kingswood Active	3
Bags	3
Advertising	3
Policies	4
Senior Leadership Team	5
The Role of the Governing Body	5
Teaching Staff	6/7
Study Centre Teaching Staff	8
Administrative Staff	9
Learning Support Assistants	9
School Governors	10

Educational Visits/Trips and Outings

School trips are an extension of school activities and part of the curriculum. Safety and good discipline are vital. School rules are applied to ensure the control and discipline of the boys.

In keeping with our broad curriculum and culture of 'a preparation for life beyond the school gate', it is an expectation that pupils will attend all trips, including residentials, throughout the year unless there is a very significant mitigating reason approved by the Divisional Head.

Normally every class goes on at least one educational visit a year. You will be asked to sign a parental consent form on joining that allows travel locally and to away matches without specific permission every time. On longer trips we will send out a letter to inform you of the details and cost of the trip and ask that you return the slip only if you **do not** give permission for your child to attend. We adhere to the DfE's guidelines on ratios of adults to children depending on their age group and any coach company that is used has regulation seat belts fitted, as do the school minibuses. All trips are risk assessed.

Minibuses

The school operates five morning minibus runs that transport the children to school each morning. We also operate two afternoon runs. One bus leaves school at 5pm on Monday, Tuesday and Thursday to Esher and the other at 4pm on Monday, Thursday and Friday to Putney. Details of the bus runs are kept by the School Secretary and any queries from parents should be directed to her at office@kingswoodhouse.org.

Only children in Years 3-11 are allowed on the minibus runs except in exceptional circumstances and with the Headmaster's permission.

Kingswood House Association

The Parents' Association (KHA) is a valuable and important part of our school. It raises funds for the School and organises social events that many parents enjoy. Each family pays £10 membership annually on the school fees. Officers are elected at each AGM, and we welcome new members. Among the usual calendar events are the fireworks night, summer ball, sporting dinner and "Jollies" (school fete).

Links with the Community

Kingswood House School has a good relationship with the local community, based on the desire to establish links with both industry and local people. In fact, many of our staff and parents are from the direct locality. Various schools and local groups use our facilities, some regularly. We have links with local shopkeepers, schools and churches and our neighbours are invited to social events.

Years 9, 10 and 11 are involved with the local community through the Duke of Edinburgh's Award Scheme.

We also have regular visits from the local Police School Liaison Officers and vicar. Classes have been taken to old people's homes to sing or perform plays, and there are also trips to Horton Farm and Country Park. The local recreation ground is used for sport and we hold the Carol Service and other services during the year at Christ Church.

Holiday Activities – Kingswood Active

Staff hold regular Activity Courses in the holidays featuring a variety of sporting and fun activities, art and craft and computing. Details will be sent home in advance or email kingswoodactive@kingswoodhouse.org for more information.

Bags

The School has a standard issue games bag and rucksack that are available from the School Office.

Boys must leave these rucksacks in designated areas in their classrooms when not in use. They should only contain the books relevant to the next two lessons on the timetable or for prep.

Otherwise, books should be carefully stored in lockers or shelves in classrooms.

Advertising

From time to time the School produces new advertising material such as prospectuses and newspaper articles. In addition, the School has its own website (www.kingswoodhouse.org). In accordance with the Data Protection Act if you have any objections to photos of your son being used in any of the above media then we ask you to advise us by completing and signing the appropriate form in the joining pack.

Policies
Kingswood House School believes it is of the utmost importance to have excellent systems in place to protect children and to safeguard their welfare. Staff are alert to any possible concerns and will report these in line with the School's Child Protection Policy.

The **Child Protection Policies** consist of the following:

- Child Protection and Safeguarding Policy
- Staff Behaviour and Code of Conduct
- Induction of new Staff, Governors and Volunteers in Child Protection
- Taking, Storing and using Images of Children
- Pupils' Use of ICT, Mobile Phones and other electronic Devises
- E-Safety Policy
- Recruitment, Selection and Disclosure Policy and Procedure
- Missing Child Policy and Procedure to be Followed when a Child is not collected on Time
- Intimate Care Policy
- Restraint of Pupils Policy

A copy of the Child Protection Policies may be requested from the School or they can be viewed on the School website at: www.kingswoodhouse.org.

Other policies that may be viewed on our website are:

Admissions Policy
Anti-bullying Policy
Behaviour and Sanctions Policy
Complaints Procedure
Curriculum Policy
Data Protection Policy
Early Years Policy
Educational Visits Policy
English as an Additional Language
Equal Opportunities
Examination Policies
Exclusion Policy
First Aid and Administration of Medicines Policy
Health & Safety Policy
Privacy Notice
Special Education Needs, Learning Difficulties and Disabilities

Three Year Accessibility Plan
Whistle Blowing Policy

Please note:
All policies and procedures at Kingswood House School relate to the whole school including the EYFS

Senior Leadership Team

The Headmaster and his senior leadership team supervise the internal management of the School. This includes, at the Headmaster's discretion, the Deputy Headmaster, Director of Studies, the School Bursar, the Head of Lower Prep, Head of Upper Prep and Head of Seniors.

The Role of the Governing Body

The Kingswood House School Trust Limited is controlled by a Board of Governors under the chairmanship of Mr C Shipley. The Governing Body oversees the strategic management of the School. There are various sub-committees set up to assist the Headmaster.

SLT and Teaching Staff 2019/20

Headmaster Mr Duncan Murphy	M.Ed., B.A. (Hons) English Literature, F.R.S.A., I.A.P.S., S.o.H.	*English*
Deputy Headmaster Mr Ian Mitchell	M.A., B.A. (Hons), P.G.C.E., Pg. Dip. Ed.	*Geography, Mathematics, Games, Deputy DSL*
Director of Studies Mr James March	B.A. (Hons), P.G.C.E.	*English*
Head of Seniors Mr James Rudkin	M.Ed., B.A. (Hons) History	*Head of History, Year 10 Form Teacher, Games, Deputy DSL*
Head of Upper Prep Mr Liam Clarke	B.Sc., P.G.C.E.	*Year 5 Form Teacher, Games, Designated Safeguarding Lead*
Head of Lower Prep Miss Eleanor Henery	B.Sc. (Hons), P.G.C.E.	*Year 1/2 Form Teacher, Deputy DSL*

Teaching Staff

Mr Mike Bailey	I.P.G.C.E.	*Head of Design Technology, Games*
Mr David Barratt	B.Ed. Maths and Science	*Science Teacher, Year 7 Form Teacher, Games*
Miss Amanda Black	M.A. Education Practice, P.G.D.E.	*Head of Science, Year 7 Form Teacher*
Mr Marcus Caprano-Wint		*Gap Assistant*
Mrs G Celentano	B. Ed. (Hons)	*Year 6 Form Teacher*
Mr Edward Cribb		*Gap Assistant*
Miss Bernice Forbes	M.A., P.G.C.E.	*Year 6 Form Teacher*
Mr Robert Hendry	B.Sc. Sports Studies, i.P.G.C.E.	*Head of Sport, Year 9 Form*
Miss Gemma Hylands		*Teaching Assistant*
Mrs Nicola Lambert	B.A., P.G.C.E.	*Year 4 Form Teacher*

Mr Thomas Laudy	iPGCE Student	*Year 8 Form Teacher, Sport and General Subjects*
Mrs Gemma Lindley	B.Sc., P.G.C.E.	*Head of Maths, Year 10 Form Teacher*
Miss Emilia Maciejewska	M.A. Arts Education, QTS	*Head of Art*
Miss Sam McSweeney	B.A Primary Education with Physical Education	*Year 3 Form Teacher*
Mrs Sally Seiver	B.Ed. (Hons)	*Year 5 Form Teacher*
Miss Zoe Smith	B.A. (Hons) Educational Studies, P.G.C.E.	*Year 4 Form Teacher*
Mr Sachin Sukhdeo	B.Sc. (Hons) Maths, Dip. In Education	*Assistant Director of Studies, Maths Teacher, GTI, Year 11 Form Teacher*
Mrs Fiona Swift	NVQ Level 3, I.P.G.C. E Student	*Year 6 Form Teacher, General Subjects*
Mr Louie Swift	B.A. (Hons) Music, P.G.C.E.	*Head of Music, Year 10 Form Teacher, Games*
Mrs Stella Taylor	P.D.L.S., P.G.C.E.	*Head of French, Year 8 Form Teacher*
Mr Matthew Twinley	M.A., iP.G.C.E.	*Year 9 Form Teacher, English Teacher*
Mrs Phillipa Watkins	B.A. (Hons) Music & History, P.G.C.E.	*Head of Drama*
Mrs Pippa Webb	B.A. (Hons) English, P.G.C.E.	*ICT/Computer Science/Maths*
Mrs Stephanie Weston	P.G.C.E., Dip. C.O.T.	*Head of R.S., Classics, PSHE*

The Study Centre Teaching Staff - 2019/2020

SEN Co-ordinator Mrs Janet Edmondson	*B.Sc. Speech and Language Therapy* *Advanced Diploma in Managing the Role of the SENCO* *M.R.C.S.L.T., H.C.P.C. Registered*
Senior School SENCo Miss Harriet Wilson	*B.A. (Hons) Primary Teaching, Q.T.S.* *R.Q.T.U., B.P.S. Registered, Cert in Psychometric Testing and Access Arrangements*
Mrs Deborah Archer	*B.A. (Hons) French & European Literature, University of Warwick* *Hornsby Diploma in Teaching Children with Specific Learning Difficulties* *Certificate in Teaching English as a Foreign Language*
Mrs Sarah Austin	*B.A. (Hons) Modern History, P.G.C.E., OCR Level 5 Specialist Dyslexia Tutor*
Mrs Anne Ball	*B.Sc. Speech and Language Therapy* *M.R.C.S.L.T; A.S.L.T.I.P; H.C.P.C. registered*
Mrs Aniesa Blore	*Bachelor of Occupational Therapy, Clinical Specialist Paediatric Occupational Therapist, Member of Health Professions Council, Senior Associate of the Royal Society of Medicine, Member of British Association of Occupational Therapists.*
Ms Isabella Budasz	*B.Sc. (Hons) Geography and Sociology, Cert. Ed.* *Certificate in Supporting Adults with Dyslexia*
Mrs Mandy Grist	*BA (Hons) Linguistics and Language Pathology,* *M.R.C.S.L.T; M.A.S.L.T.I.P; H.C.P.C. Registered*
Mrs Jeanette Groves	*Level 5 Diploma in Teaching Children with Specific Learning Difficulties (Maths and Literacy), Patoss Associate Member*
Mrs Juliet Grün	*B.A. (Hons) French, P.G.C.E,* *Post Graduate Certificate in Dyslexia and Literacy*
Mrs Lucy Fanning	*B.Sc. (Hons) Psychology, P.G.C.E.* *Post Graduate Certificate in Dyslexia and Literacy*
Mrs Isabelle Picken	*B.A. (Hons) English with Medieval Studies, P.G.C.E. Primary Education T.E.F.L, Post Graduate Certificate in Structured Teaching for Dyslexia and Literacy Intervention (Dyslexia Action Guild), Supporting Study Skills in Learners with Dyslexia*
Mrs Emma Rendle	*B.Sc. (Hons) Speech Sciences, M.R.C.S.L.T., M.A.S.L.T.I.P., H.C.P.C. Registered*
Mrs Leanne Stewart	*B.Ed., Unicorn Maths*

Emotional Literacy Support Assistant Miss Katey Timothy

Administrative Staff

Mrs Amanda Earl	Head of Marketing and Development
Mrs Katie Edwards	Compliance and Exams Officer
Miss Karen Harding	School Secretary/Head's PA
Mrs Susan Lucas	SEN Secretary
Mrs Helen Parker	Admissions Registrar
Mr Rana Iftikhar	Assistant Bursar
Mrs Debbie Steer	Finance Assistant
Mrs Jill Shipsey	Accountant
Mrs Sally Witts	Bursar

Learning Support Assistants

Mr Ian Bennetts	TQUK Level 2 Cert in Understanding Autism
Mrs Kelly Bishop	Level 3 NVQ Supporting Teaching and Learning. Level 2 Cert in Understanding SLD
Mrs Raquel Campbell	B.Sc (Hons) Logic and Maths, M.A. (Hons) Portuguese
Mrs Sarah Conner	NCFE Level 2 Support Work in Schools Supporting Children on the Autistic Spectrum
Mrs Joanna Danks	B.A. (Hons) History, NCFE Level 3 Supporting Teaching & Learning in Schools, CACHE Level 2 Cert in Understanding Children and Young People's Mental Health
Miss Jennifer Dartnell	B.Sc. (Hons) Psychology and English Literature
Mrs Emma Darbishire	B. Nursing (Hons), Level 3 CACHE Cert in Understanding Children and Young People's Mental Health, Level 3 Cert in Meeting the Needs of Learners with ADHD, Cert of Participation in supporting Pupils with Anxiety and Worry
Mrs Glenda Du Plessis	B.A. (Hons) Geography & PE, PG Diploma in Education
Mrs Kate Long	Level 2 Understanding Autism, Level 3 Supporting Teaching & Learning in Schools
Mrs Claire McGill	NVQ Level 3, Learning and Development

Mr Campbell McKenzie	O.A.Dip. (SEN Advanced), TQUK Level 2 Cert in Principles of Working with Individuals with Learning Difficulties
Mrs Jo McMurtrie	Level 3 Course for Teaching Assistants Supporting Learners with Specific Learning Difficulties
Ms Nicola Parsons	Cert SLPS (Open), TQUK Level 2 Cert in Counselling Skills (RQF)
Mrs Karen Santos	NVQ Level 2 TA
Mrs Emma Sharpe	Level 2 Supporting Children, Teenagers and Young Adults with PDA, Certificate in AADD
Mrs Linzi Sudell	Level 3 Supporting Learners with Specific Learning Difficulties. TQUK Level 2 Cert in Understanding Autism
Mrs Melanie Taylor	B.A. (Hons) Creative Writing, Level 3 NVQ Supporting Teaching and Learning
Ms Katey Timothy	NVQ Level 3 TA, Youth Mental Health Course, Cache (Prog.) Sexual Health Awareness, TQUK Level 2 Cert in Counselling Skills (RQF)
Mrs Maria West	B.Sc. (Hons) Occupational Therapy, Level 3 Childcare

Governors' List

Mr R. Austen	B.Sc. (Eng), C.Eng., M.I.C.E., M.I.H.T. Chair from October 2005-August 2015 Deputy Chair Former parent and retired Engineer
Sub-Committees:	Finance, Development
Mrs V. Bacon	B.Ed. (Hons), Apple Distinguished Educator Former director of Digital Learning at Co-Ed Independent College Independent Education Consultant
Sub-Committees:	Early Years, Technology Advisor
Mrs J.H. Bourne	B.Sc. Former biochemist Experience in IT and school administration
Sub-Committees:	Chair of Marketing

Dr H.H. Bowen-Perkins	M.R.C.S. L.R.C.P. M.B. B.S. L.M.S.S.A. P.G.D.Cardiology Old boy and former parent Local GP and Governor of Epsom College
Sub-Committees:	Chair of Health, Safety and Welfare, Safeguarding
Mr R.L. Clarke	Dip.Arch., RIBA Former parent, Local architect
Sub-Committees:	Chair of Development
Mrs L. Culm	M.Ed. (Hist) Oxon, R.S.A. Dip., Sp.L.D., P.A.T.O.S.S Tutor and Assessor at St. John's School, Leatherhead
Sub-Committees:	SEND, Chair of Risk Management
Mr J R Evans	B.Ed. (Hons), AD Dp., Ed. Man. Headmaster of Great Ballard Preparatory School
Sub-Committees:	Chair of Academic
Mr R. Johnstone	B.A., P.G.C.E., AMDIS Marketing Diploma Teacher and House Tutor at Epsom College
Sub-Committees	Academic
H. H. Judge G. Kent	L.L.B. (Hons) Former parent and former barrister Circuit Judge in criminal law
Sub-Committees:	Chair of Pastoral
Mr A. Law	F.C.A., A.C.A. Bursar at a non-competing Independent School
Sub-Committees:	Chair of Finance
Mr A. Matthews	M.A. (Hist) Cantab, I.C.A.E.W. Former parent Private equity investment and advisory services
Sub-Committees:	Finance

Mr C.C. Shipley	L.L.B. (Hons), M.B.A. Chair from September 2015 Former parent, Local Solicitor (Corporate Law) Senior Partner, Downs Solicitors, Dorking
Sub-Committees	Chair of Governors, Finance, Development, Pastoral

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