

# Introduction

**Kingswood House School** is an I.A.P.S. and S.o.H. day school for boys aged 4 to 16. We aim to:

- Develop the individual abilities of each child in a secure, caring and friendly environment where they are happy and motivated to learn and to appreciate the benefits of healthy living and physical fitness.
- Encourage participation, enjoyment and success in all areas of the School's curriculum to create a well-rounded, confident child who shows respect, tolerance and compassion towards people and the environment.
- Help children develop self-worth and maturity so they are equipped to deal with life's challenges and are well-prepared for the next stage of their education.
- Create a strong partnership between parents, children and staff to foster social awareness and to allow all members of the School community to feel valued and appreciated.

## Entry

Pupils can enter the School at any time during the year if there is a place available.

## Curriculum

We aim to create a positive and stimulating working environment. The curriculum has breadth and balance. There is effective integration of knowledge, skills and understanding. Personal and social capabilities and identified cross-curricular aspects, including ICT, permeate the curriculum.

## Special Needs

We actively support children who come to us with Special Educational Needs as well as children who are particularly gifted and talented.

## Extra-Curricular

Extra-curricular activities form an important part of the School and pupils are encouraged to involve themselves fully in the wide range of sports and clubs available. Opportunities also extend to experience trips and events beyond school.

## Pastoral

Throughout the School, pupils have a form teacher. They take a particular interest in the academic performance, well-being and happiness of the pupils in their care. The form teacher should be the first point of contact with parents, and is, in effect, "in loco parentis". This means taking a parental role in welfare and discipline - encouraging good behaviour and performance, and dealing with those areas of difficulty, academically and socially. Please make contact with your child's form teacher, in a spirit of teamwork and co-operation, should anything give you cause for concern.

# Admissions Procedure

## Initial Contact and Parent Visit

Prospective parents who show an interest in the School are invited to visit, either on an Open Morning or on an alternative day which suits them, when they will be given a tour of the School by a Senior boy and have an opportunity to see the School in action and meet the Headmaster and SENCo if necessary.

## Academic and All-Rounder Scholarships

We offer academic scholarships for entry into Year 3 as well as academic and all-rounder scholarships into Years 5, 7 and 9. The award of a scholarship into Year 7 or Year 9 will be recorded on the Kingswood House honours board. Further details are on our website, [www.kingswoodhouse.org](http://www.kingswoodhouse.org).

## Taster Day

If the parents are not seeking a scholarship but wish to pursue a place at the School, and there is a place available in the appropriate year, then they will be asked to complete a Registration Form and pay the £100 Registration Fee before being assessed. A mutually agreed day will then be arranged for the child to attend the School.

During the Taster Day the child will have the opportunity to experience a day at Kingswood House and meet the peer group of the class. During this visit, the SENCo will meet with the child on 1:1 basis to talk and undertake a range of baseline tests to assess the level of performance.

## Offering a Place

The Headmaster will contact the parents after all feedback has been gathered in order to make a fair decision, based upon a range of evidence. A decision will always be made in the best interests of the child. If a pupil satisfies our entry criteria, a place is available and a satisfactory reference from the pupil's current school received, then an offer will be made. Written confirmation will be sent – and once accepted – full joining details will follow.

**Please note:** Parents have a responsibility to inform the prospective school of any issues/conditions and disclose any reports both medical and academic relating to the applicant. Withholding information may necessitate the school reviewing their offer of a place. For further information please contact Mrs Helen Parker, Admissions Registrar, in the School Office or at [admissions@kingswoodhouse.org](mailto:admissions@kingswoodhouse.org).

# Communication with Parents

All routine communication with parents is via email (ParentMail). The School sends the weekly newsletter to parents and guardians and it is also available to view on the School website at [www.kingswoodhouse.org](http://www.kingswoodhouse.org). This contains details of routine administration matters, as well as news of trips, functions and other School events.

# Child Protection

Kingswood House is committed to safeguarding the welfare of children. We believe 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 concern and will report these in line with the School's Child Protection Policy. Parents may request a copy of this policy or it can be viewed on the School website at [www.kingswoodhouse.org](http://www.kingswoodhouse.org).

## Minibus Routes

Details of our School Minibus Routes are available on the website, [www.kingswoodhouse.org](http://www.kingswoodhouse.org), or from the School Secretary on 01372 723590, email [office@kingswoodhouse.org](mailto:office@kingswoodhouse.org).

## Daily Routine

<b>UPPER PREP &amp; SENIORS (Years 5-11)</b>	<b>Mon, Tues &amp; Thurs</b>	<b>Wed</b>	<b>Fri</b>
Breakfast Club (optional)	0730-0830	0730-0830	0730-0830
Supervision starts	0815	0815	0815
Registration	0830-0845	0830-0845	0830-0845
Form Assembly		0845-0915	
Lesson 1	0845-0935	0915-1005	0845-0935
Lesson 2	0935-1025	1005-1055	0935-1025
Pupil Briefing (Monday only) / Lesson 2a	1025-1055		1025-1055
Break	1055-1125	1055-1125	1055-1125
Lesson 3	1125-1215	1125-1215	1120-1210
Lesson 4	1215-1305	1215-1305	1215-1305
Lunch	1305-1420	1305-1420	1305-1420
Reading period or games	1400-1415	1400-1415	
Lesson 5	1420-1510	1420-1510	1400-1450
Lesson 6 Fri Assembly/House Assembly/Form period	1510-1600	1510-1600	1450-1525 1525-1600
Prep/After School Clubs	1600-1700	1600-1700	1600-1700
Late Club	1700-1800	1700-1800	1700-1800

<b>LOWER PREP (Reception to Year 4)</b>	
Breakfast Club	0730-0830
Supervision starts	0815
Registration	0830-0845
Form Assembly	Weds 0845
Lessons	0845
Short break	0945-0955
Lessons Reading/Phonics	0955-1025
Break	1025-1055
Lessons	1055-1220
Lunch and Break	1225-1330
Reading/Assembly/Hymn Practice	1330-1400
Afternoon Lessons	1400-1545
After School Club (Optional)	1545-1700
Late Club (Optional)	1700-1800

# Special Educational Needs

As a school we pride ourselves on being small enough to appreciate and consider the needs of each individual, to recognise and challenge their strengths and support weaknesses. To this end Kingswood House has both a Gifted, Talented and Interested Co-ordinator to extend the learning needs of pupils with high potential and a Special Needs Co-ordinator (SENCo) to liaise and monitor those with Special Educational Needs and Disabilities.

The SENCo liaises with relevant staff to co-ordinate the formulation of individual support plans. For many years Kingswood House has had a Study Centre with specialist tutors and Speech and Language Therapists and an Occupational Therapist to meet these needs. The specialist tutors and therapists work closely with classroom staff and parents to provide 1:1 or small group tuition to build confidence and self-esteem, to aid progress and help pupils realise their potential. Our specialists share their expertise with classroom staff through everyday practice and during inset days.

## Provision for Children with High Potential

The remit of the Gifted, Talented and Interested Co-ordinator is to encourage gifted boys and to extend their horizons. Each term a programme of extension and enrichment activities offers a diversity of experience. The boys are encouraged to air their views on the development of their own education, to build on their strengths and to develop areas in which they have an interest.

# Schedule of Fees

## Registration Fee and Deposit

A registration fee of £100 is payable upon submission of the Registration Form and is not refundable. An offer of a place at the School is accepted by return of the Acceptance Form and payment of a deposit of £1,000, which is refunded when your child leaves the school.

## Termly Fees

Termly fees and charges for additional expenses are reviewed annually. Fees cover normal curriculum tuition and lunches for pupils. Full details concerning the payment of fees are provided in the Parent Contract.

	Spring Term 2021	Summer Term 2021
Reception – Year 2	£3,755 per term	£3,755 per term
Years 3 and 4	£4,890 per term	£4,890 per term
Years 5 and 6	£4,960 per term	£5,035 per term
Years 7 and 8	£4,990 per term	£5,090 per term
Year 9 – Year 11	£5,300 per term	£5,405 per term

## Additional Expenses

- Music Lessons £20 per 30 mins lesson
- Dyslexia/Maths Tuition £34 per one weekly 35 mins lesson  
£32 per two weekly 35 mins lesson

- Speech and Language Therapy £43 for 35 mins (individual lesson)
  - Speech and Language Therapy £38 for 35 mins (group lesson)
  - Occupational Therapy £42 for 35 mins session
  - Membership of the KHA £10 per family per annum
  - Minibus £150 per term for morning run
  - Breakfast Club £5-10 per session (0730-0830)
  - Late Club £5-10 per session (1700-1800)
- Note: a charge of £15 per hour pro rata will be charged for late pick up.
- GCSE Exam Fees will be charged on the final invoice at the end of the Summer Term in Year 11.
  - Activities/Trips/Clubs: These are organised by various members of staff and charges are made according to the activity, e.g. educational visits, etc.

Items such as the minibus, activities, trips and breakfast and late club are invoiced termly, in arrears.

## Fees Reduction for Siblings

There is currently a 5% discount of the basic fees for the second or third child in situations where a family has more than one child at the School at any one time.

## School Fees Refund Scheme

The School Fees Refund Scheme is optional and provides insurance cover for a remission of fees for pupils' absence through illness or injury. Fees will be refunded for each period of absence from the School of more than five consecutive days. Details may be obtained from the Bursar.

## Medical and Insurance Cover

All pupils are included in a Personal Accident Insurance Scheme.

## Payment of Fees

Each termly invoice must be paid in full on or before the first day of term. The School reserves the right to refuse to allow a pupil to attend, and to withhold any references, while fees remain unpaid.

A full term's notice in writing is required before the withdrawal of a pupil or the change of status, otherwise a full term's fees will be payable. If a pupil is withdrawn from the School without such notice, or if for any reason a pupil leaves the School or is required by the School to leave during the course of the term, no fees are returnable. A term's fees will also be payable where a parent fails to provide the required notice of withdrawal, after acceptance of a place. Cases of serious illness or genuine hardship may receive special consideration on written request.

## Early Years Free Education

The parents of each child entitled to receive funding from the government for four year olds will be asked to complete Surrey County Council's application form and provide the School with proof of the child's date of birth – usually a birth certificate or, if not available, a passport. The Early Education free entitlement at Kingswood House School is offered within a package of integrated early learning and care. Children are entitled to receive 15 hours of free Early Years Education a week for 38 weeks of the year. However, where Kingswood House School may not be open for the full 38 weeks provision in a year, the funding is pro rata for the length of each term, and the number of sessions offered. Kingswood House School makes the claim on the parents' behalf each term for the entitlement to Early Education provision.

# Contact Us

## Prospective Parents

If you are a prospective parent interested in Kingswood House for your son, please contact the Admissions Registrar in the first instance, who will be happy to make an appointment for you to visit, or to advise you of our future Open Mornings.

**Admissions Registrar:**

Mrs Ines Witts  
01372 723590 | [admissions@kingswoodhouse.org](mailto:admissions@kingswoodhouse.org)

**School Office:**

Kingswood House School  
56 West Hill, Epsom, Surrey KT19 8LG  
01372 723590 | [office@kingswoodhouse.org](mailto:office@kingswoodhouse.org)

**The Chair of Governors**, Mr Chris Shipley, can be contacted c/o the School, as above.

**Headmaster**

Mr Duncan Murphy  
[office@kingswoodhouse.org](mailto:office@kingswoodhouse.org)

**Head of Lower Prep**

Mrs Nicki Lambert  
[n.lambert@kingswoodhouse.org](mailto:n.lambert@kingswoodhouse.org)

**Deputy Head, Deputy DSL**

Mr Ian Mitchell  
[i.mitchell@kingswoodhouse.org](mailto:i.mitchell@kingswoodhouse.org)

**Head of Upper Prep, Designated Safeguarding Lead, Kingswood Active**

Mr Liam Clarke  
[kingswoodactive@kingswoodhouse.org](mailto:kingswoodactive@kingswoodhouse.org)

**Director of Studies**

Mr James March  
[j.march@kingswoodhouse.org](mailto:j.march@kingswoodhouse.org)

**Head of Seniors, Deputy DSL**

Mr Sachin Sukhdeo  
[s.sukhdeo@kingswoodhouse.org](mailto:s.sukhdeo@kingswoodhouse.org)

**Bursar, Deputy DSL**

Mrs Sally Witts  
[s.witts@kingswoodhouse.org](mailto:s.witts@kingswoodhouse.org)

**Head of Admissions and Marketing**

Ms Angela Liu  
[a.liu@kingswoodhouse.org](mailto:a.liu@kingswoodhouse.org)

**Study Centre (01372 746595)**

Miss Harriet Wilson  
[senco@kingswoodhouse.org](mailto:senco@kingswoodhouse.org)

**Head of Sport (01372 746590)**

Mr Robbie Hendry  
[r.hendry@kingswoodhouse.org](mailto:r.hendry@kingswoodhouse.org)

# How To Find Us

## By Road

### M25 junction 9

- Follow the A24 through Ashted for 6km. On entering the Epsom High Street filter left through pedestrian lights (B280 towards Chessington (and under the railway bridge). Kingswood House is on the right at the top of the first hill after 450m.
- Follow the A243 towards Chessington. Turn right at the traffic lights onto the B280. After the roundabouts pass Christ Church on the right and the school is on the left at the top of the next small hill.

### From the North

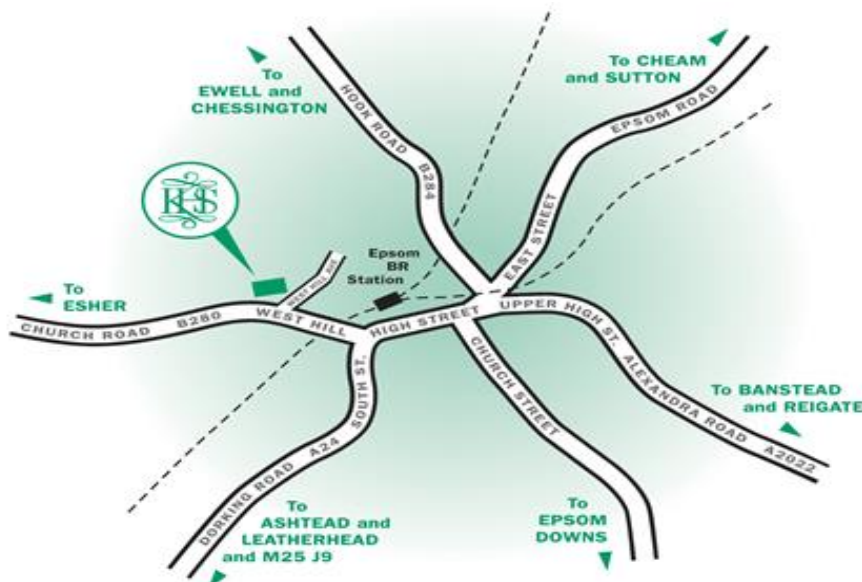
Follow the A24 along the Ewell by-pass. Turn right into the Epsom one-way system and follow signs for Chessington. Leave Epsom on the B280 (West Hill) and under the railway bridge. Kingswood House is on the right at the top of the first hill after 450m.

## By Rail

There are frequent services from Victoria, Waterloo, London Bridge, Guildford and Dorking.

## Visitors & Parking

All visitors to the School must report to the Reception via the front door, which is kept closed at all times. Visitors are able to park directly outside the School, although not in front of the private houses next to the School. There is also a small car park at the back of the School (entrance in West Hill Avenue).



# Additional Information

## Policies

Parents may request a copy of the following policies from the School or they can be viewed on the School website at [www.kingswoodhouse.org](http://www.kingswoodhouse.org):

Admissions	Equal Opportunities
Anti-Bullying	Exclusion
Behaviour & Sanctions	First Aid & Administration of Medicines
Child Protection Policies	Health & Safety
Complaints Procedure	Privacy Notice and Data Protection Policy
Curriculum	School Rules
Early Years	Special Educational Needs & Disabilities
Educational Visits	Three Year Accessibility Plan
English as an Additional Language	Whistleblowing Policy

## Staff & Governors

A list of the current staff and Governors is available on request or can be viewed on the School website at [www.kingswoodhouse.org](http://www.kingswoodhouse.org).

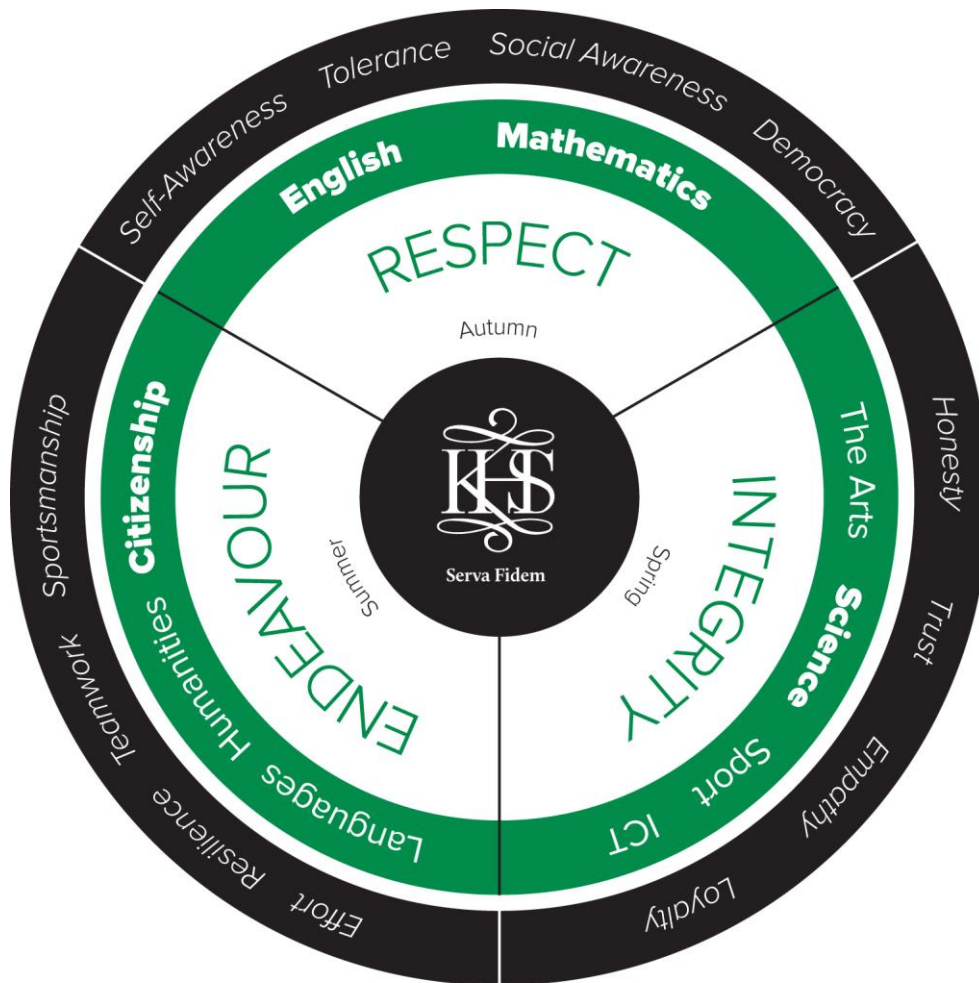
## Please Note:

For the academic year 2020-21, whilst we endeavour to maintain procedures and routines as closely as we can to those as outlined in this handbook, there will be adjustments as guided by current government recommendations in response to Covid-19.





# The Kingswood House Way



*The three precepts of Respect, Integrity and Endeavour underpin the nucleus of “The Kingswood House Way”. We believe that the need for young people to have emotional tools, such as resilience, as well as academic knowledge, has never been more important. Our boys are encouraged and inspired every day so that they grow in self-esteem and achieve more than they believe is possible.*



**Serva Fidem**

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www.kingswoodhouse.org  
01372 723590

**'A Preparation for Life'**