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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 pupils.

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 residential trips, 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 routes that transport the children to school each morning. We also operate two afternoon routes. 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. We hold the Carol Service and other assemblies and 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.

Pupils must leave these rucksacks in designated areas 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/daughter 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 Equipment
- E-Safety Policy
- Recruitment, Selection and Disclosure Policy and Procedures
- Missing Child Policy
- Intimate Care Policy
- Restraint of Pupils Policy
- Policy for Pupils on Confidentiality
- Taking, Storing and Using Images of Children
- Visiting Speaker 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

COVID-19 Policies

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
IT Acceptable Use Policy
Privacy Notice
Promoting Fundamental British Values
PSHE Policy
RSE (relationships and Sex Education) Policy
Risk Assessment Policy
SEN and Disabilities
School Rules
Three Year Accessibility Plan
Visiting Speaker Policy
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 SenCo, the Head of Lower Prep, Head of Upper Prep and Head of Seniors.

The Role of the Governing Body

Kingswood House School Trust Limited is controlled by a Board of Governors under the Chairmanship of Mr JR Evans. 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 2021/22

Headmaster Mr Duncan Murphy	M.Ed., B.A. (Hons) English Literature, F.R.S.A., I.A.P.S., S.o.H.	<i>English, HPQ</i>
Deputy Headmaster Mr Ian Mitchell	M.A., B.A. (Hons), P.G.C.E., Pg. Dip. Ed.	<i>Head of Geography, Mathematics, Games, Deputy DSL</i>
Director of Studies Mr James March	B.A. (Hons), P.G.C.E.	<i>Head of English</i>
Head of Seniors Mr Sachin Sukhdeo	B.Sc. (Hons) Maths, Dip. In Education	<i>Maths, GTI Coordinator, Deputy DSL</i>
Head of Upper Prep Mr Liam Clarke	B.Sc., P.G.C.E.	<i>Designated Safeguarding Lead, Games</i>
Head of Lower Prep Mrs Nicola Lambert	B.A. (Hons), P.G.C.E.	<i>Years 2 and 3 Form Teacher, Deputy DSL (EYFS)</i>
Teaching Staff		
Mr Mike Bailey	I.P.G.C.E.	<i>Head of Design Technology, Games, Year 11 Form Teacher</i>
Mr David Barratt	B.Ed. Maths and Science	<i>Math, Science & Games Teacher, Year 7 Form Teacher,</i>
Miss Amanda Black	M.A. Education Practice, P.G.D.E.	<i>Head of Science, Year 7 Form Teacher, Careers Coordinator</i>
Mrs Eleanor Bray	B.A (Hons) Philosophy, P.G.D.E.	<i>English Teacher, Year 9 Form Teacher, Independent Learning and Life skills Coordinator</i>
Mr Edward Cribb		<i>Gap, Sports and Grounds Assistant</i>
Miss Laura de Klerk	B.Ed. (Early Childhood Development)	<i>Reception Teacher, Clubs Coordinator</i>
Miss Bernice Forbes	M.A., P.G.C.E.	<i>Year 5 Form Teacher, General Subjects</i>
Miss Kimberley Foster	M.A.Teaching Musician, B.A. Music (Hons)	<i>Head of Music, Year 8 Form Teacher</i>

Miscellaneous

Mrs Julie Haunstetter	B.A. (Hons) Medieval and Modern History, P.G.C.E.	<i>Head of History, Year 10 Form Teacher, HPQ</i>
Mr Robert Hendry	B.Sc. Sports Studies, iP.G.C.E.	<i>Head of Sport, Year 9 Form Teacher</i>
Mrs Belinda Horley	H.N.D. Performing Arts, P.G.C.E.	<i>Head of Drama</i>
Miss Gemma Hylands		<i>Teaching Assistant, Eco Coordinator</i>
Mr Thomas Laudy	iPGCE	<i>Geography & Games Teacher, Year 8 Form Teacher, Trips Coordinator</i>
Mrs Gemma Lindley	B.Sc., P.G.C.E.	<i>Head of Maths, Year 6 Form Teacher</i>
Mrs Chantel Martins	B.A. (Hons) Ceramic Design, Grad Dip Interior Design, T.E.F.L.	<i>Graduate Assistant</i>
Mrs Sandra O'Shea	NVQ Level 3 in Supporting in Learning and Teaching	<i>Independent Learning Supervisor</i>
Miss Nikita Patel	B.Sc. (Hons) Genetics, P.G.C.E.	<i>Science Teacher, Year 7 Form Teacher, D of E Coordinator</i>
Miss Ilse Roets	M.A. Leadership and Management in Education	<i>Maths Teacher</i>
Mrs Sally Seiver	B.Ed. (Hons)	<i>General Subjects Teacher</i>
Miss Julie Smith	Level 2 in Supporting Teaching and Learning, H.L.T.A., Level 3 in Education and Training	<i>Functional Skills Teacher</i>
Miss Zoe Smith	B.A. (Hons) Educational Studies, P.G.C.E.	<i>Year 4 Form Teacher, Houses, Charities and School Council</i>
Mrs Fiona Swift	iP.G.C.E	<i>Year 6 Form Teacher, General Subjects Teacher, PSHE Coordinator</i>
Mrs Stella Taylor	P.D.L.S., P.G.C.E.	<i>Head of French, Year 8 Form Teacher</i>
Mrs Pippa Webb	B.A. (Hons) English, P.G.C.E.	<i>Head of ICT, Computer Science</i>
Mr Jeremy Westcott	B.Sc. (Hons) Sports Fitness & Coaching, L.T.A. Coaching Level 2, P.T.R.	<i>Graduate Assistant</i>

Miscellaneous

Mrs Stephanie Weston	P.G.C.E., Dip. C.O.T.	<i>Head of R.S., Classics, PSHE, Year 10 Form Teacher</i>
Mrs Monica Wraith	Cert. Ed., Higher Dip Fine Art, Dip. Art and Design	<i>Head of Art, Year 11 Form Teacher, Character and Values Coordinator, Deputy DSL</i>

The Study Centre Teaching Staff - 2021/2022

Head of Study Centre Upper Prep & Senior SENCo

Miss Harriet Wilson	<i>BA (Hons) Primary Teaching, QTS National Award for SEND Coordination (NASENCo) BPS RQTU - Certificate in Psychometric Testing, Assessment and Access Arrangements (CPT3A) Deputy DSL</i>
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Lower & Upper Prep SENCo

Mrs Emma Ibbitson	<i>B.Eng. (Hons) Electronics and Communications, P.G.C.E., QTS</i>
Mrs Sherryn Alton	<i>BSc (Hons) Logopaedics (Speech and Language Pathology and Audiology), MSc (Hons) Human Communication, ACS in Deafness; BSL Level 2, HCPC registered, Member of RCSLT, Member of ASLTIP</i>
Mrs Miranda Bagley	<i>Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties</i>
Mrs Aniesa Blore	<i>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.</i>
Ms Isabella Budasz	<i>B.Sc. (Hons) Geography and Sociology, Cert. Ed. Certificate in Supporting Adults with Dyslexia</i>
Ms Ashna Ganatra	<i>P.G. Dip. Speech and Language Therapy B.Sc. Business Management and Law</i>
Mrs Jeanette Groves	<i>Level 5 Diploma in Teaching Children with Specific Learning Difficulties (Maths and Literacy), Patoss Associate Member</i>
Mrs Juliet Grün	<i>B.A. (Hons) French, P.G.C.E., Post Graduate Certificate in Dyslexia and Literacy</i>
Mrs Lucy Fanning	<i>B.Sc. (Hons) Psychology, P.G.C.E. Post Graduate Certificate in Dyslexia and Literacy</i>
Mrs Joanna McMurtrie	<i>Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties, NCFE Cache Level 2 in Understanding Children and Young Peoples Mental Health</i>

Mrs Amandeep Rai	<i>B.A. (Hons) Educational Studies and RS P.G.C.E., Q.T.S. Level 5 Certificate in Dyslexia Intervention Support C.E.L.T.A.</i>
Mrs Emma Rendle	<i>B.Sc. (Hons) Speech Sciences, M.R.C.S.L.T., M.A.S.L.T.I.P., H.C.P.C. Registered</i>
Mrs Leanne Stewart	<i>B.Ed., Unicorn Maths</i>

Learning Support Assistants

Mrs Abi Anderson	iPGCE
Mr Calum Barnes	Level 3 Health & Social Care
Mr Ian Bennetts	TQUK Level 2 Cert in Understanding Autism
Mrs Kelly Bishop	Level 3 NVQ Supporting Teaching and Learning Level 2 Understanding SLD, Cache Level 2 Understanding Autism
Mrs Sarah Conner	NCFE Level 2 Support Work in Schools Supporting Children on the Autistic Spectrum
Mrs Tessa Curnin	B.A, (Hons) Modern Arts, PGCE, Level 5 Literacy ESOL
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
Mrs Emma Darbshire	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, TQUK Level 2 Cert in Understanding Specific Learning Difficulties
Mrs Glenda Du Plessis	B.A. (Hons) Geography & PE, PG Diploma in Education
Mrs Heather Jones	B.A. (Hons) English and RS, H.D.E. Youth Mental Health First Aider
Mrs Kate Long	Level 2 Understanding Autism, Level 3 Supporting Teaching & Learning in Schools, Level 2 Dyslexia/Specific Learning Difficulties
Mrs Claire McGill	NVQ Level 3, Learning and Development

Miscellaneous

Mr Campbell McKenzie	O.A.Dip. (SEN Advanced), TQUK Level 2 Cert in Principles of Working with Individuals with Learning Difficulties
Mrs Claire Mills	B.Sc. (Hons), PGCE, TESOL, Level 5 ESOL
Ms Sandra O'Shea	NVQ Level 3 Support in Learning and Teaching, Supporting Children with Language and Communications, Independent Learning Supervisor
Ms Nicola Parsons	Cert SLPS (Open), TQUK Level 2 Cert in Counselling Skills (RQF)
Miss Sophie Roberts	TQUK Level 3 Supporting Teaching and Learning in Schools
Mrs Karen Santos	NVQ Level 2 TA
Mrs Emma Sharpe	Level 2 Supporting Children, Teenagers and Young Adults with PDA, Certificate in AADD, Level 2 Dyslexia/Specific Learning Difficulties
Miss Julie Smith	Level 2 Cert in Supporting Teaching and Learning, H.L.T.A., Level 3 in Education and Training Level 3 in Education and Training, Functional Skills Teacher
Mrs Linzi Sudell	Level 3 Supporting Learners with Specific Learning Difficulties. TQUK Level 2 Cert in Understanding Autism
Ms Katey Timothy	NVQ Level 3 TA, Youth Mental Health Course, Cache (Prog.) Sexual Health Awareness, TQUK Level 2 Cert in Counselling Skills (RQF), Adult Mental Health First Aider
Mrs Maria West	B.Sc. (Hons) Occupational Therapy, Level 3 Childcare
Mrs Rosie Wood	M.A. Graphic Design, Level 3 Elkan S&L Support for 5-11's, Level 2 Mental Wellbeing

Emotional Literacy Support Assistant

Ms Katey Timothy

Administrative and Support Staff

Mrs Zoe Ashton	Head of Admissions
Miss Emily Burdon	Science Technician (Maternity Cover)
Mrs Amanda Earl	Head of Marketing
Mrs Katie Edwards	Compliance and Exams Officer
Miss Karen Harding	School Secretary/Head's PA
Mr Rana Iftikhar	Financial Controller
Mrs Susan Lucas	SEN Secretary
Mrs Huma Raza	Science Technician (Maternity Leave)
Mrs Debbie Steer	Bursar's PA
Mrs Ines Witts	Admissions and Office Administrator
Mrs Sally Witts	Bursar

Governors' List – 2021/2022

Mrs V I Bacon	B.Ed. (Hons) Apple Professional Learning Specialist Teacher – 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, Risk Management
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 on the Council of Epsom College
Sub-Committees:	Chair of Health, Safety & Welfare, Safeguarding
Mr R L Clarke	Dip. (Hons) Architecture. R.I.B.A. Former parent Local architect with own practice
Sub-Committees:	Chair of Development

Mrs L Culm M.Ed. (Hist) Oxon, R.S.A. Dip., Sp.L.D.,
PATOSS
Retired Senco and Assessor in Learning
Development Department at St. John's School,
Leatherhead

Sub-Committees: SEND, Risk Management

Mr J R Evans B.Ed. (Hons), M.Ed., I.A.P.S.
Retired Prep School Headmaster.
Educational Consultant,
ISI Independent School and Boarding Inspector
IAPS Heads Mentor and Appraiser
Chair from June 2021

Sub-Committees: Chair of Academic, Finance and Strategy

Mr R Johnstone B.A., P.G.C.E., AMDIS Marketing Diploma
Teacher and House Tutor at Epsom College

Sub-Committees: Academic

HH Judge G Kent L.L.B. (Hons)
Former parent
Circuit judge in criminal law – former barrister

Sub-Committees: Chair of Pastoral, Risk Management

Mr A Law F.C.A.
Bursar at a non-competing Independent School
Vice President of Old Freemen's Association

Sub-Committees: Chair of Finance, Strategy

Mr R B G Laudy L.L.B. (Hons)
Former parent
Partner in Pincent Masons LLP

Sub-Committees: Strategy

Mr A R Matthews M.A. (Hist) Cantab, A.C.A.
Former parent
Chartered Accountant
Private equity investment and advisory services

Sub-Committees: Finance

Mr C C Shipley

L.L.B. (Hons), M.B.A.
Deputy Chair from September 2021
Chair from September 2015-June 2021
Former parent
Former senior partner (Corporate Law)

Sub-Committees: Finance, Development, Strategy, Co-Ed