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The information contained in the section about the Upper Prep School (Years 5-8) is also applicable to the Senior School (Years 9-11) with the following exceptions and additions.

THE SCHOOL DAY

Timetable

SENIORS (Years 9 and 10)	Mon, Tues & Thurs	Wed	Fri
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
Lesson 2a (Fri - House meeting every 3 rd week)	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
Pupil Briefing (Monday only)	1400-1415		
Lesson 5	1420-1510	1420-1510	1400-1450
Lesson 6	1510-1600	1510-1600	1450-1525
Form period			1525-1600
Prep/After school clubs	1600-1700	1600-1700	1600-1700
Late Club	1700-1800	1700-1800	1700-1800

Assemblies

Assembly takes place on Wednesday from 0845 to 0915.

House Meetings will be held every third Friday at 1025.

Individual classes and musicians will often lead Wednesday assemblies. These events are listed in the termly calendar and parents are welcome to watch their child perform.

Mobile Phones

Pupils are not allowed to bring their personal mobile phone into school. Should a mobile phone be needed for a reason such as travelling to and from school then the phone must be signed into the School Office on arrival and may be collected at the end of the day. However, the school does not accept responsibility for their safe keeping.

Lockers

All pupils in Years 7-11 will be allocated a locker for books and possessions.

The Duke of Edinburgh's Award

The Duke of Edinburgh's Award Scheme is devised to develop self-reliance, independence, physical activity and service to others.

In Year 9 students will have the opportunity to achieve the Bronze Award and then they may go on to achieve the Silver Award in Years 10 and 11.

To achieve the Bronze Award the pupils will have to undertake an expedition and complete three sections:

- Volunteering
- Physical
- Skills

REWARDS AND CONSEQUENCES

'e-Praise'

The School uses the e-Praise system to manage rewards and sanctions.

This is an online system where pupils earn 'points' for good behaviour, good effort, good attendance, achievement, extra-curricular activities, or 'other'. Demerits are logged for poor behaviour, lack of effort, poor attendance or poor punctuality.

Points can be monitored by form teachers, pupils and parents through an online login.

Demerits will result in sanctions such as break or lunch time detentions, Friday night detentions and losing town leave (for seniors). Demerits will not result in a loss of points and will be treated separately. It is the role of the form teacher to manage sanctions and monitor pupils' progress.

e-Praise points will count towards House Points. Commendations will also be logged onto e-Praise and will count towards the House Points too. A number of points can be awarded in one go for an outstanding piece of work and Milestone Certificates will be awarded as pupils earn a certain number of points (50, 100, etc.). Headmaster's Academic Certificates will still be issued but 'points' can be given alongside these to ensure that these achievements still contribute to the pupils' 'e-Praise' progress.

House Points are awarded for both good work and behaviour. They are also an incentive to encourage better working habits and positive behaviour. The work must be carefully presented and must be the result of special effort. House points are recorded online and are included in the House Competition.

Commendations are given for a special effort in work. When a pupil has achieved five, he is awarded a certificate in assembly. Commendations are included in the House Competition.

Headmaster's Academic Certificates are awarded for outstanding pieces of work.

Caught Being Good Certificates are awarded for pupils who have displayed excellent manners or who have carried out good deeds.

Consequences

Kingswood House pupils are expected to behave with high standards at all times and to be a force for good in all their School activities.

If these standards are not met, the following sanctions and levels will be used at the discretion of the School.

It is an expectation that parents will work in partnership with the School to help ensure that their child does not get placed on the Discipline Code, or, if on the Discipline Code, to reinforce targets at home and support the School's decisions.

All discipline cases are considered with great care on an individual basis using principled compassion for the child, for the School and wider school community. All at this School benefit from good behaviour and right actions which contribute to a collective wellbeing.

There may be occasions when a period of quiet reflection and time out of an activity or situation is necessary in order to refocus a pupil or pupils on the positive aspects of care for others and on the wisdom of changing their behaviour in order to restore harmony.

Upper Prep and Senior Sanctions

1	Personal warning by the teacher. A mistake has been made - a chance is given to put it right. Use positive reinforcement and praise where possible to balance out any negativity.
2	Change the position of the pupil in the classroom. With experience of a class, strategic location of pupils in the room is advised.
3	The pupil can be kept behind after the lesson and their name is recorded. This is an opportunity to discuss your expectations with each pupil.
4	Fifteen Minute Detention - either at break-time (work should be set or reading). Lines are not to be set, although an essay or letter of apology might be appropriate in certain instances). or Community Service - such as collecting litter (gloves and black sack should be issued!), tidying classroom / dining hall, etc... or Detention Warning is given (recorded in the behaviour log).
5	30-minute lunchtime detention with teacher (form teacher to be informed) – discussion about behaviour and strategies on how to improve current behaviour.
6	A recurrence of poor behaviour may result in an Upper Prep lunchtime detention.
7	Parents called in by the Form Teacher.
8	Divisional detention warning – usually given for continual poor behaviour.
9	Divisional after school detention – this will occur between 4-5pm on a weekday evening and parents will be notified by email.
10	Deputy Head/ Head Detention - this will occur between 5-6pm on a Friday evening and at least 48 hours' notice, slip sent home to be signed by the parent and returned (suitable work should be set). A Friday evening detention can be given for either persistent misdemeanours or any serious breach of behaviour. The Friday evening detention will be administered by either the Head or Deputy.

Discipline Code:

Misdemeanours	Sanctions
<p>- Incidents of concern - <u>General misbehaviour</u></p>	<p>Behaviour monitored by warnings, both verbal or in writing. Teacher concerned will deal with misbehaviour, fill out the Behaviour Log and initiate sanctions. Form Teacher will inform Divisional Head and parents, as necessary, and indicate the type of misdemeanour that occurred. A child may be placed on an individual <u>Report Card</u> by the Head of Division for up to two weeks in order to support a change of behaviour.</p> <p>N.B. Each Division has its own procedure to deal with, and prevent further occurrences of, misbehaviour. Form Teachers and Divisional Heads will communicate with all parties transparently and supportively in order to prevent further indiscretions and to positively reinforce the values of Kingswood House by giving each boy opportunities to earn praise.</p>
<p>- Level A – <u>Continued misbehaviour or serious incident</u></p>	<p>- Level A –</p> <ul style="list-style-type: none"> • Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, call parents, and follow up in writing, to inform them that their child has been put onto Level A of the Discipline Code. Staff will be informed. • Parents will meet with the Divisional Head and Form Teacher to set targets. A copy of the targets will be sent to the Deputy Head. • Divisional Head will review targets with the pupil and parents after a week. Deputy Head to be informed of result.
<p>- Level B - <u>Poor response by pupil to targets</u> <u>Serious misbehaviour</u></p>	<p>- Level B -</p> <ul style="list-style-type: none"> • Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, call parents, and Headmaster will follow up in writing, to inform them that their child has been put onto Level Two of the Discipline Code. • An internal suspension may be given for up to half a day at the discretion of the Headmaster. The child will be removed from his peer group and work under supervision at an appropriate venue to be agreed on the day. • Parents invited for a prompt meeting with key staff. All teachers to be informed. • Divisional Head renews targets with Form Teacher and Deputy Head. • Targets are monitored for two weeks.

<p>- Level C - <u>Situation continues or worsens</u> <u>Pupil involved in a very serious incident</u></p>	<p>- Level C -</p> <ul style="list-style-type: none"> • Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, the Headmaster will call parents, and follow up in writing, to inform them that their child has been put onto Level C of the Discipline Code. • Staff will be informed. • Meeting for parents arranged with Headmaster, Deputy Head, Divisional Head and Form Teacher which may result in a temporary external suspension. • The Chair of Governors will be informed. • All concerned will negotiate a contract of targets for return of the child. The contract will then be monitored by the Form Teacher and Divisional Head in <u>weekly</u> meetings, with the Deputy Headmaster also in attendance. • The school reserves the right to make appropriate comment on future references.
<p>- Level D – <u>Child breaks the contract</u> <u>Further serious incidents</u></p>	<p>- Level D –</p> <ul style="list-style-type: none"> • The Deputy Head and Divisional Head will interview the pupil concerned and write a summary of key findings, with supporting evidence, and discuss the outcome with the Headmaster and parents. • The Headmaster will write to the parents and invite them in for a further meeting at which the suggestion of finding another school will be made, prior to an exclusion. • The Chair of Governors will be informed of an impending permanent exclusion. • Level Four will usually result in permanent exclusion. The School may support the parents in finding a new school, as much as realistically possible, by speaking with other Heads. • Parents will have a right of appeal to the School's Governors.

UNIFORM

Dress Code

- Pupils must wear correct school uniform when travelling to and from school.
- Pupils must wear either school uniform or appropriate school sports kit.
- Pupils must not eat in public while wearing school uniform.
- Girls' skirts should be of modest length and never rolled up.
- Pupils are expected to have sensible hairstyles, which should be smartly groomed, of an acceptable length and style, of natural colour and gel is not to be used. Boys' hair should stop short of the collar line. Girls' hair should be tied up so that none falls over the eyes, eyebrows or face and long hair must always be fastened back for sports/PE and practical subjects such as Science and DT. Any exceptions to this should be explored in writing to the Headmaster.
- Nails must be kept short and nail varnish is not permitted.
- Make-up is not to be worn except for girls in Year 11 who may wear natural foundation and minimal mascara. In the case of any dispute, the Divisional Head or the Headmaster will decide on the appropriateness and their decision will be final. A clear lip balm is allowed.
- No jewellery is allowed except for a wrist watch, earrings (as below for girls only) and a religious medal, cross or chain, which should not be visible. Earrings should be of a simple stud or small sleeper design, worn as a pair, and there should be a maximum of one per ear, placed centrally in the lobe. All jewellery must be removed for sport or PE.
- Boys old enough to shave must be clean-shaven.
- Shoes should be kept clean and polished.
- In summer, when permission is given by the Head, summer uniform may be adopted: this is an open-neck shirt (without tie for boys) and shirt sleeves rolled above the elbows; no blazer or pullover should be worn. However, pupils should wear full uniform on leaving school.
- All uniform must be named.

NB: The School cannot accept responsibility for lost articles of clothing.

Sports Clothing

Rugby boots must be fitted with regulation studs, bearing the British Standard "Kitemark". They are obtainable from most reputable sports' shops. Rubber moulded studs will be acceptable provided that they are not sharp. The Games Staff reserve the right to refuse to allow a boy to play if his boots do not conform.

All pupils must wear shin pads for football and hockey. Mouth guards are compulsory for both rugby and hockey. OPRO visit the School for a fitting session at the start of each Autumn Term. Pupils without mouth guards will not be allowed to take part in any contact training session or school match and the School will provide them with a temporary mouth guard at a cost of £2.00.

For cricket, pupils must wear a helmet and abdominal box to bat or keep wicket. The School has a supply though regular team members may wish to purchase their own.

School Uniform

All Kingswood House School uniform is obtainable from Stevenson's Epsom - (different from LP information) . Regulation Kingswood House hats, games bags and school rucksacks in house colours are available from the School Office.

Second Hand Uniform

There is a second hand uniform shop at the School that is run by the KHA and advertised in our weekly newsletter. Please mark all items for sale with your name and address and a price and hand in to the School Office. 50% of all sales will be donated to the KHA.

Lost Property

All lost property is put in labelled boxes in the sports department and will be displayed on tables in the playground at the end of each half term.

Uniform Lists

Clothing lists are set out below:

House Colours:

Drake – yellow, Marlborough – green, Nelson – red, Wellington - blue

A = only available from Stevenson's - Tel 01372 747475

B = only available from School Office

Clothing List

Senior Girls' Uniform List

- A KHS charcoal jacket
- A KHS tartan kilt (or charcoal trousers)
- A KHS grey jumper
- Plain white revere collar blouse with short or long sleeves
- Black or natural tights
- Black shoes, sensible style with heels no more than 3cm high
(No boots or ballet style pumps)
- Black anorak/coat (with hood)
- B KHS black rucksack

Sports clothing

- A KHS white polo shirt (green collar and cuff)
- A KHS tracksuit bottoms
- A KHS waterproof cagoule and trousers
- A Black mid layer top
- A White shorts
- A Black skort
- A Black sport leggings
- Short white socks
- Trainers
- Towel (with loop for hanging)
- B KHS games bag

Winter / Spring

- A Reversible rugby shirt (House colour on reverse)
- A Black shorts
- A Green football socks
- Football boots with rubber studs (regulation "kitemark" studs for rugby which may be metal).
- Shin pads
- Mouth guard

Summer

- A Cricket pullover (optional)
- A Cricket shirt (required for team players)
- Cricket trousers (required for team players)
- Cricket boots (optional, recommended for team players)
- B Cricket hat

Optional items

- A KHS scarf and gloves
- B KHS summer/winter hats
- Water bottle

Senior Boys' Uniform List

- A KHS charcoal jacket
- A KHS grey jumper
- A KHS senior school tie
- Charcoal long trousers
- White shirt with short or long sleeves
- Black shoes
- Grey/black socks
- Black anorak/coat (with hood)
- B KHS black rucksack

Sports clothing

- A KHS white polo shirt (green collar and cuff)
- A KHS tracksuit bottoms
- A KHS waterproof cagoule and trousers
- A Black mid layer top
- A White shorts
- Short white socks
- Trainers
- Towel (with loop for hanging)
- B KHS games bag

Winter / Spring

- A Reversible rugby shirt (House colour on reverse)
- A Black shorts
- A Green football socks
- Football boots with rubber studs (regulation "kitemark" studs for rugby which may be metal).
- Shin pads
- Mouth guard

Summer

- A Cricket pullover (optional)
- A Cricket shirt (required for team players)
- Cricket trousers (required for team players)
- Cricket boots (optional, recommended for team players)
- B Cricket hat

Optional items

- A KHS scarf and gloves
- B KHS summer/winter hats
- Water bottle

THE CURRICULUM

Curriculum Statement

Our academic curriculum offers both breadth and balance, and it allows for the effective integration of knowledge, skills and understanding. In Year 8, GCSE options are chosen and pupils therefore need to experience and explore a wide range of subjects during this year before they can make the right choices for their GCSE subjects which begin in Year 10.

Our Senior School also allows pupils to further their independent learning skills through cross-curricular and project work.

GCSE Options

We offer a range of subjects including a core of English Literature and Language, Mathematics and Science, where Chemistry, Physics and Biology are taught but are counted as two GCSEs. Options include a Modern Foreign Language, Music, Drama, Classics, Computer Science, Physical Education, Art, Design Technology, History and Geography, depending on the cohort and chosen subjects.

There will be an Options Evening in the Spring Term of Year 8 for parents and pupils.

GCSE Examinations

The GCSE Mock Examinations will take place during the first two weeks of the Spring Term. GCSE Examinations start in May during the Summer Term.

Further Qualifications

In Year 10 pupils have the opportunity to undertake an accredited Higher Project Qualification (HPQ). This award takes the form of a largely self-directed and self-motivated project: pupils choose, plan and research their own topic area before deciding on an appropriate format in which to present their work. Extremely valuable and rewarding in its own right, this award also provides an excellent foundation for attempting an Extended Project Qualification (EPQ) after leaving Kingswood House.

Other additional qualifications are tailored to the strengths and interests of each pupil. Within our extra-curricular and citizenship programmes, pupils are able to achieve many types of vocational qualifications which equip them with essential life skills and a platform for further study after Kingswood House. From practical First Aid training and The Duke of Edinburgh's Award Scheme, to preparing pupils for their future careers, the school will create opportunities for every pupil to pursue their own interests and talents.

Chromebooks

The school is changing from iPads to Chromebooks from 2022. Each pupil in the Senior School will require a Chromebook to facilitate their learning.

These will be purchased by the School and the cost will be spread out over three years and will be added to the end of term fee invoice. Purchasing the Chromebook in this way will enable the School to monitor their usage and give us the ability to add necessary apps. Please note that parents are responsible for insuring the Chromebook.

We hope that pupils will appreciate the need to keep the Chromebook safe at all times. We would appreciate parental help to remind their children that the Chromebook must be kept in the protective case at all times, to secure it in their school bag when moving around the school and to store in their locker for games lessons, etc.

Sport

When pupils arrive at Kingswood House, we like to give them the opportunity to participate in as many different sports as possible. The main school sports in each term is as follows:

- Autumn - Football & Netball (with some Rugby & Hockey in the last few weeks)
- Spring - Rugby & Hockey (with some Rugby Sevens for the senior squad and U11s in the second half of term)
- Summer - Cricket, Athletics & Tennis

Fixtures take place during Games sessions with home matches usually either on the school pitch other local venues. Pupils selected for the Saturday matches/tournaments are all expected to attend. Parents are encouraged to watch games and refreshments are served to teams and

their parents afterwards. Details of fixtures are included in the termly calendar.

All parents are encouraged to attend school matches. If you are free, we would greatly appreciate your support. Refreshments will be served to pupils and parents on match days.

Team sheets are to be sent home and posted on the SOCS system by a member of the PE Department at least 24 hours before the game with details of times and venue, including the post code. Directions to all away games are available on the school website (www.kingswoodhouse.org).

There is an options programme for Years 7-11 that runs alongside the main team events that includes climbing, badminton, squash and golf. Sports practice will take place once a week on designated nights as set out in the calendar. Pupils who represent the school regularly in fixtures are expected to attend.

Pupils must bring all their kit to each sports lesson and remember to take their inhaler or EpiPen if required.

Music

We believe that music can play an important role in building self-confidence, and in providing personal fulfilment. Pupils are encouraged both to learn to play and sing, and to perform to others.

Tuition

Instrumental tuition is available at the school in a variety of instruments, usually by visiting specialists. These lessons take place in school hours, but a rota operates to ensure that pupils do not miss the same lesson each week. We currently have: Piano, Trumpet/Trombone, Drum Kit, Guitar/Ukulele/Bass and Singing on offer, and a violin teacher waiting for more lessons.

Parents are sent an "extras" list each term containing information about music tuition and other extra-curricular activities. Once the school receives this completed form, the teacher concerned will make direct contact with parents to make arrangements for tuition and to explain the terms of any contractual arrangement made. We strongly advise parents and visiting teachers to enter a written contract, and to settle

any possible dispute that may arise between themselves; the school cannot involve itself in any such disagreements.

There is a store cupboard in the music department where large instruments may be left when not in use. It is strongly recommended that instruments are only left there on the day they are needed.

School Choirs and Instrumental Groups

There is a school choir for Years 5-8 run during the school day, and a Lower Prep (Reception to Year 4) choir run during the school day. There is Kingswood Singers that perform in assemblies, concerts and at the carol service. Entry to the Kingswood Singers is by invitation and/or audition.

There is an instrumental ensemble (any age/level), a Junior and Senior Ukulele club and pupils are encouraged to utilize the music rooms to practice/create music in the studio, during the school day (with prior booking).

REPORTING AND ASSESSMENT

Assessment helps a child to build on strengths and eliminate weaknesses. It continues throughout the child's time at the School and takes two main forms.

Formative assessment occurs continuously, even from lesson to lesson. It involves judgements about a child's progress and achievements with suggestions and plans for improvement. There is also an element of diagnosis in formative assessment.

Summative assessment occurs at the end of each term. School reports comprise effort and progress grades and a form tutor report. There are also exam grades in Autumn Term (Year 11) and Spring Term (Years 8 and 11); and in Summer Term for Years 3 to 10 (with the exception of Year 8). The Summer Term report also includes written subject reports.

Standardised tests in literacy and numeracy are administered annually in Years 1 to 6; other forms of standardised testing take place termly. MidYIS assessments take place in Years 7 and 9, and YELLIS assessments in Years 10 and 11; all are computer adaptive tests.

Reporting

School reports may include comments on effort, attitude, successes, progress made, independent and collaborative work and examination results.

Autumn Term

Parent / Teacher Evenings for Reception to Year 6 and Study Centre

Year 7 Parent / Teacher Evening + pupils

Reception – Full Reports; Years 1 to 11: Effort, Progress and Form

Teacher Reports

Exam grades for Year 11

Lower Prep, Upper Prep and Seniors - Parents' Information Talk

Spring Term

Examination Reports where appropriate

Parent / Teacher Evenings for Years 8, 9, 10, 11 (+ pupils) and Study Centre

Reception – Full Reports; Years 1 to 11: Effort, Progress and Form

Teacher Reports

Exam grades for Years 8 and 11

Lower Prep and Upper Prep – Drop In Event

Summer Term

Parent / Teacher Evenings for Study Centre

Assessment/Exam grades for Years 3-10

Full written reports for all pupils except Year 11

Lower Prep and Upper Prep – Drop In Event

Special Educational Needs / Learning Support

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 an Gifted and Talented 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 the 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 insets days.

Whilst EAL (English as an Additional Language) does not fit under SEN, the Study Centre has two qualified tutors in this field.

We believe it is a sign of excellent teaching that the Staff can get the best out of all children in both the classroom and Study Centre. Any enquiries about the Study Centre at Kingswood House should be directed to the SENCo.

(A list of the tutors and speech and language therapists is included at the back of this document.)

Emotional Literacy Support Assistant

The role of the ELSA is a first step intervention to support children with emotional and behavioural difficulties to enable them to effectively access the curriculum and to support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills. Pupils are referred to the ELSA from the Divisional Head after discussion with the form teacher and parents. Pupils will initially be offered 4-6 sessions. The school ELSA also operates informal drop-in sessions for pupils two break times a week.

Reasonable Adjustment for Disabled Pupils

Charges for all extra support/therapy are clearly set out in our Information for Parents booklet within the prospectus. However, Kingswood House will make reasonable adjustment for disabled pupils, including the provision of auxiliary aids and services, if they are likely to suffer substantial disadvantage.

In considering whether the adjustment is reasonable various factors need to be taken into account:

- Whether the adjustment will overcome the substantial disadvantage
- Practicability
- The effect of the disability on the pupil
- Cost
- Whether it will be provided under a statement from the Local Authority
- The School's resources
- Health and safety requirements
- The need to maintain academic, musical, sporting and other standards
- The interests of other pupils.

Any decision regarding reasonable adjustment should follow the procedure set out below:

- The proposal of an adjustment.
- Input should be sought from teachers, experts, the pupil and the parents.
- The Senior Leadership Team and SENCo will then meet to discuss and decide whether the adjustment is reasonable on the basis of the above factors and therefore whether the school will pay for it.
- The parents have the right to appeal under the School's Complaints Procedure.

Gifted Talented and Interested (GTi)

The remit of the GTi Coordinator is to encourage children with high potential to extend their horizons. Each term a programme of extension and enrichment activities offers a diversity of experience.

The pupils 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.

Creative thinking workshops are held for Years 3-5 and an exciting Gifted, Talented & Interested programme is being developed across the whole School. As such, Kingswood House is proud to be a member of the *National Association for Able Children in Education*.