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THE SCHOOL DAY

Timetable

Years 5-8	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	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 * 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

Before School

- **Breakfast Club** is held each morning in the Dining Room from 0730-0830. A continental style breakfast of cereals, toast/bread, milk and juice is provided. A register is taken and a charge of £10.00 per day will be added to your end of term fee account.
- All pupils arriving at school early (before 0815 when a member of staff is on duty in the playground) will be sent to the Breakfast Club and those arriving at school before 0800 will be charged £5.00.
- If you are late for any reason or you are dropping or collecting your child during the day, please report to the School Office and sign in.
- The back gates are electronic and entry is by digital keypad. The code for the digital keypad on the back gate and car park gate can be obtained from the School Office. However, these gates have an additional lock between 0930-1500 and entry to school during these times is only via the front. The gates at the front of the School are electronic and kept locked at all times. Entry is by answer phone to the School Office.
- Mobile phones and electronic games are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster in writing. If pupils are given

- permission to bring in mobile phones they must be signed into the school office for collection at the end of the day. However, the school does not accept responsibility for their safe keeping.

After School

- There are clubs after school, which run from 1600-1700.
- A supervised prep period runs from 1605-1700.
- Late Club is held from 1700-1800 for pupils in Humanities. There is a cost of £5 per child, or £10 if tea is provided, which will be added to your end of term fee account.
- Pupils who make their own way home must have written permission from their parents. Pupils who cycle home must have completed a Cycling Proficiency Course and must wear helmets and visible clothing if cycling.
- It should be emphasised that pupils must not wander around Epsom in uniform after school eating and drinking.

Assemblies

Pupils Briefing takes place on Monday from 1400-1415 and Assemblies on Wednesday from 0845-0915.

On Friday afternoon between 1450 and 1525 there will be a School Assembly or House Meeting.

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.

Break

Milk and bread is available to all pupils on request, and £12 is charged on the termly fee account. Kingswood House is a nut free school and no foods containing nuts may be brought into school.

All pupils may bring a piece of fresh fruit, vegetable or a ham or cheese sandwich (no nuts or sesame) to school for consumption at break-time. Pupils should not need to snack at other times. Sweets, chocolate and particularly chewing gum are not permitted.

The exceptions to these snack rules are pupils with specific dietary requirements. If in doubt, please consult the office.

N.B.

- (i) Expensive and delicate toys should not be brought to school for use at break-times. Only school equipment is permitted at break time on the Astroturf pitch. Sensible games of conkers are allowed and supervised play will be allowed on the field during the Summer. The use of other "fad" items will be dealt with as they become popular (for example, yo-yos, stickers, etc.)
- (ii) Pupils should not bring large amounts of money to school. Sometimes money may be required for 'Mufti' or Charity Days, book fairs and the French Boulangerie on Wednesdays.
- (iii) Nobody is allowed on the adventure trail unless a member of staff is on duty. Children must play sensibly on the high structures with no jumping from heights and adhere to the rules.
- (iv) The Willow Village is a designated reading area.

Lunch	First sitting	Years 5 and 6	1240
	Second sitting	Years 7 and 8	1305

- It is the responsibility of everyone to insist upon high standards of good manners and behaviour in the Dining Room.
- Pupils will be encouraged to eat a little of everything.
- Written details of any dietary requirements should be sent to the School.
- In extreme conditions of the above, packed lunches may be sent in, **but only where permission has been granted in writing.**

Extra-Curricular Activities

A variety of extra-curricular clubs and activities are provided by the School including: *drama, fencing, gardening, Lego, judo, cookery, art, skills, reading, rugby, tennis, soccer, netball, hockey and cricket.*

At the beginning of the school year your child will be given a clubs' booklet. Pupils sign up for clubs at the beginning of each term. If, for any reason a session has to be cancelled, the member of staff will attempt to give twenty-four hours' notice of cancellation.

If sport practices are cancelled because of the weather, pupils should go to prep. All sporting activities will end at 1700 for collection at 1705 in the playground. If you have any doubt whether practices and matches are taking place, please phone the P.E. department answer phone on 01372 746590.

After School / Prep

Between 1600 and 1615 pupils being collected from school must wait **inside** the school gates at the bottom of the field. A member of staff will supervise pupils there until 1615. If they have not been collected by then they will be expected to report to their respective prep room and await collection there. This rule is to safeguard your child and is especially important during the dark afternoons of winter. After prep or at other times, children will wait for their parents in the School Office.

Prep will begin at 1605 in Humanities for Years 5-8. A register is taken and pupils will be asked at registration whether they are expecting to stay. As far as possible pupils staying for prep are committed to stay until 1700. Please collect your child at 1700 because the member of staff on prep duty will have to wait until the last pupil is collected. Parents should come into school to collect their son/daughter from prep rather than wait at the gate for obvious reasons of security.

Under no circumstances are pupils to be collected from the car park or outside the school grounds.

A biscuit and drink of water will be offered at the start of prep.

Late Club

Late Club is held from 1700-1800 for all children in humanities classrooms. A register is taken and a charge of £5 will be added to the end of term account. A packed tea can be provided for an extra charge of £5 per day. To book a place a form must be completed and handed into the school office no later than 11am on the morning your child is attending or on a Monday to book for the whole week.

Pick Up

Years 5 and 6 finish school at 1545 and Years 7 and 8 finish at 1600. Pick up is from the car park at the bottom of the field.

Parking

Parking at the front of the School is limited and reserved for visitors and emergencies. Please **do not** park at the front of the School, unless it is for an emergency or illness, because access is required for minibuses.

Please do not park on the green or in front of the houses in West Hill. There is a car park at the bottom of the playing fields if required. Please park with extreme care on the **school side** of West Hill Avenue and **never** on grass verges, driveways, in front of the school gate or opposite a parked car. If you are stopping for any length of time, please park in the car park at the foot of the playing field.

We encourage an anti-clockwise one-way system on West Hill Avenue to avoid congestion and foster positive relations with our neighbours!

PASTORAL CARE

Form Teacher System

Throughout the School, pupils have form teachers. They are allocated a member of staff who will take particular interest in the academic performance, well-being and happiness of the pupils in their care.

The Form Teacher registers the children from 0830 to 0845, checks their homework and homework diary, and deals with any matters of administration.

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.

Lockers

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

The House System

There are four houses:

Drake (yellow) Marlborough (green) Nelson (red) Wellington (blue)

Every pupil is allocated a house when they join the School. The teachers are also appointed to a house and are responsible for the organisation of the fortnightly meetings. There is also a house tutor in overall charge. Siblings are put in the same house unless otherwise requested.

House Tutors select House Captains at the beginning of the year and other positions of responsibility may be given to Senior pupils. They are responsible for organising duty rotas and teams for house matches. Senior pupils are also expected to show prospective parents around the School and prepare the hall for assembly.

Competitions for sport and the arts are held throughout the year. These, combined with the house points and commendations awarded by the teachers for good work and effort, comprise the House Competition. The overall winners enjoy a day out at the end of the Summer Term.

Staff Supervision and Duties

There is a rota of comprehensive staff supervision operating before and after school, during break-times and at lunch-time.

At break-time pupils will be allowed on the playground, Astroturf pitch or adventure trail during the winter and on the field during the summer months, weather permitting. There is also a “wet break” programme in which boys are supervised by staff.

Communication

Good communication is a two-way process and vital to the happiness and success of a school. We use ParentMail to communicate with parents on a regular basis and we would ask you to check your emails regularly. However, we are currently installing a management information system called Engage and when the Parent Portal is up and running, then communication with parents will be via Engage.

The School endeavours to keep you in touch at all times. Please feel free to contact the School by letter, telephone or email. Parents will be sent a termly calendar at the beginning of each term. There is a weekly newsletter for your information, which will be emailed to all parents every Friday and placed on our website. Please use these methods of communication to ensure your child is aware of his/her commitments. Regular letters will be sent home either by post or by email regarding forthcoming events. We would ask you to watch out for, and respond to, these details as necessary.

The School Office is open from 0830 - 1700. The Office staff are very busy, so please restrict phone calls to the essential (01372 723590).

For other departments please call the following:

Sport: 01372 746590

Bursar: 01372 746592

Study Centre: 01372 746594

Website

The website is updated on a regular basis. If you have any 'news' or items of interest please email marketing@kingswoodhouse.org so that it may be included in the weekly newsletter.

One Note/Engage/TEAMS (Virtual Learning Environment)

The School is in the process of introducing a Management Information System called Engage. Until the Parent Portal is up and running, some teachers will be using One Note or Microsoft TEAMS, which is accessed via One Drive on Microsoft Office 365. There is a link to Office 365 from the Pupils' menu of the School website. Pupils are given their own individual Office 365 account and an email address. Teachers can upload resources, send assignments, create online forums and provide links to external websites of interest.

Absence

Permission to be absent from school for reasons other than illness, must be sought in advance by means of a letter or form, which is available in the School Office, to the Headmaster and is at the discretion of the Headmaster. The law requires the Headmaster's consent except for routine medical appointments. Please note that as a rule of thumb, important family occasions such as weddings will normally be authorised - but holidays during term time will not.

If your child is unable to participate in a Games session, he/she may be given work to do. In these circumstances you may collect him/her early. Pupils are not excused from Games unless a note from their parents is brought to school.

When a pupil is absent from school owing to illness, a telephone call to the School IS necessary before 8.30 a.m. and a note on their return to the School Office or his teacher / tutor SHOULD be sent. Late arrivals or early departures must be recorded by the pupil concerned, or their parents, in the signing in book kept in the School Office.

School Fixtures

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.

Details of fixtures are included in the termly calendar and team sheets will be sent home and posted on the SOCS system (sports software) by a member of the PE Department at least 24 hours before the game with details of times and venue, including the post code. Pick up times and locations should be clear along with the directions to the game if possible. Directions to all away games are available on the school website (www.kingswoodhouse.org).

There are some School matches on Saturdays and, if your son is selected to represent the School, he is expected to attend.

Medication

A copy of the School's First Aid Policy and Administration of Medicines Policy is kept in the School Office and on the School's website.

Should a pupil be required to take prescribed medicines during the school day, these MUST be lodged in the school office, and an "Administration of Medicines in School" form must be completed before medicine can be dispensed. It is suggested that in the case of courses of medicines requiring to be taken over a number of days, only one week's supply should be brought to the School at a time.

Asthma inhalers and Epipens should be kept at hand by your child at all times especially during P.E. lessons and Games. As with all equipment, please ensure that inhalers/Epipens are marked and a spare is kept in the School Office. Pupils may be excluded from games sessions and outings if they do not have their inhaler with them. Parents should ensure that all inhalers and Epipens are not out of date.

The Headmaster and members of staff are *in loco parentis* while your child is under our care. In this regard we will undertake all necessary steps to safeguard the health and wellbeing of your child. In cases of emergency, this might extend to consenting to emergency medical treatment on behalf of your child. Of course, we would always do our very best to consult you first.

N.B. Pupils should not keep or administer their own medicines without specific permission from the Headmaster.

First Aid

Should any child be involved in an accident or injury, parents will be informed on the same day or as soon as reasonably practicable of any first aid treatment that has been given.

Prep

Staff will email your child his/her homework using their Kingswood House email account. It will also be available on the smartboard if your child attends prep at school. If you wish to make contact with any member of staff, please email them directly or if important make an appointment to see that person with the School Office. There is a full list of staff email addresses on the school website.

Books

All school exercise and textbooks are to be handled with extreme care. Books are to be kept in shelves in classrooms or in lockers located around the school. These lockers should be kept tidy at all times.

Books should be transported to lessons in our house rucksacks, which are purchased from the school office. Bags should not be crammed with books, but only the books relevant to the next two lessons should be carried. When not in use, rucksacks should be stored in lockers or storage areas in form classrooms. Lost or damaged books will need to be replaced and parents will be charged on the end of term fee account.

Parental Contact

- The Staff are happy to meet parents and you are encouraged to come in if you have a concern. We do ask that an appointment is made first, either via email or the school office.
- Teachers are generally contactable via email or the school office. Please note that teachers will endeavour to reply to emails during the course of the school day but it is not always possible for them to do so. In the event of an important communication, the school office should be your first point of contact.
- We must ask you not to go to classrooms, lockers or changing areas. This is for the security of the School and for the safety of the pupils.

Security

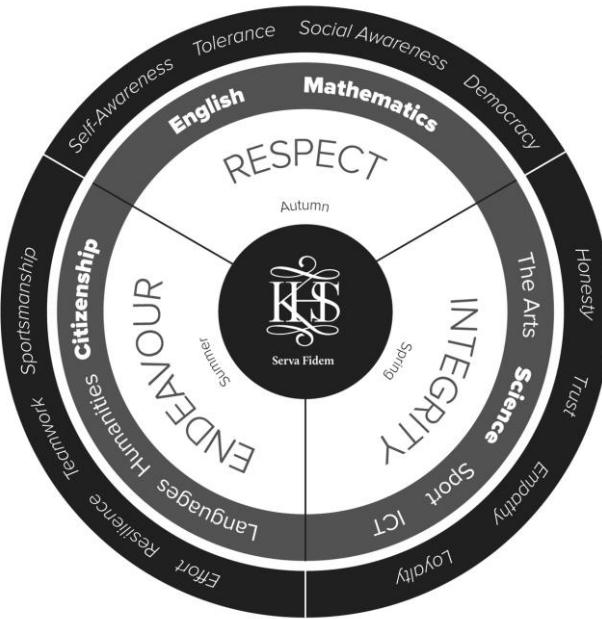
All visitors to the School must report to the School Office via the front door, which is kept closed all day. If they are "bona fide" they will be given a Visitors' badge after signing in. Parents are welcome, but should report to the School Office and not wander around the School. The gates at the front and rear of the School will be kept locked at all times. The code for the digital keypad on the back gate and car park gate may be obtained from the School Office. However, they are locked between 0930 and 1500 and access then will only be through the front door. We would be grateful if parents could co-operate in our attempts to make this environment as secure as possible for your child.

Complaints Procedure

The School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this procedure. A copy of the Complaints Procedure is kept in the School Office and on the School's website.

BEHAVIOUR IN SCHOOL

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 pupils are encouraged and inspired every day so that they grow in self-esteem and achieve more than they believe is possible.

Classroom behaviour

Class disruption, for whatever reason, will not be tolerated. Pupils who disrupt classes interfere with the right of others to learn.

A copy of the School's Behaviour and Sanctions Policy may be requested from the School Office and may also be viewed on the School's website.

Bullying

Bullying is not tolerated at Kingswood House. Our policy on Bullying can be requested from the School Office and may be viewed on the School's website.

SCHOOL RULES

A Kingswood House pupil is expected to show respect for him/herself, respect for other people and respect for his environment. Any breach of courtesy or common sense may be seen as a breach of the school rules, as may any action which compromises safety.

These rules apply to pupils while in the School, its grounds and outside of the school premises, including while:

- taking part in any school-organised or school-related activity, or
- travelling to or from school, or
- wearing school uniform, or
- in some other way identifiable as a pupil at the school.

1. General Conduct

- Pupils must show respect and politeness to one another, staff and visitors. Pupils should open doors, stand back for teachers and visitors, offer to carry things – be helpful and thoughtful. Say ‘Good morning’ or ‘Good afternoon’ when you meet staff or visitors.
- Pupils must be punctual.
- Pupils should move around the school quickly, quietly and sensibly.
- Pupils should not run while inside; they must walk in the corridors and staircases, keeping to the left.
- Pupils should always treat everyone’s property with sense and care. Pupils should always keep within recognised, safe and sensible boundaries.
- Pupils should never use bad language, even if others cannot hear.
- Pupils should never bring sweets into the school, especially not chewing gum, and never drop litter.
- Pupils should never tease or bully in any way.
- Pupils should keep hands, feet, objects and unhelpful comments to themselves.

2 Attendance

- Breakfast Club is held each morning in the dining room from 0730 to 0830.
- Pupils should arrive at school between 0815 and 0830, when there is a member of staff on duty in the playground. If boys/girls arrive before 0815, they will be sent to Breakfast Club.

- Registration is at 0830. Pupils who are late for registration must report to the School Office to sign in.
- If a pupil is absent, his/her parents should phone the School Office on 01372 723590 before 0830 on the first morning of absence. On his/her return, he/she must bring a note or his/her parents should write an email to his/her form teacher.
- If a child wishes to be excused from school for a day or more, his/her parents should write via email to the Headmaster several days in advance for permission.
- Any pupil leaving school early for any reason must seek the teacher's permission and sign out in the School Office, as well as signing in if he/she returns on the same day.
- Pupils who become ill or are injured during the school day must report to the School Office.
- Parents must inform the school if their son/daughter will be travelling to and from school home alone.
- It is compulsory for all pupils to attend all functions marked with an asterix in the calendar. These include Sports Day and Prize Giving.

3 Appearance

- Pupils must wear correct school uniform when travelling to and from school.
- Pupils must wear either school uniform or appropriate school sports kit.
- 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.
- Pupils must not eat in public while wearing school uniform.

4 Possessions

- Any pupil in possession of, or involved with, drugs, psychoactive substances or legal highs whilst under school discipline, cannot expect to remain a member of Kingswood House.

- Money and valuables should not be left in cloakrooms or changing rooms at any time except on designated occasions in the school calendar when we recommend that younger pupils give their money to the form teacher for safe keeping until required.
- Pupils must report any loss or damage to property to their teachers and to the Divisional Heads.
- Mobile telephones and other personal electronic devices are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster. If pupils are given permission to bring in a mobile phone they must be signed into the school office for collection at the end of the day. However, this is a parental decision and the School does not accept responsibility for their safe keeping.
- School bags should be left unattended only in the changing room or form room.
- Pupils must not bring knives, fireworks, firearms, toy guns, cigarettes, E cigarettes, tobacco, lighters or alcoholic drinks to school; chewing gum is forbidden.
- Smoking, e cigarettes and vaping is forbidden during school time, on all school premises, travelling to and from school, whenever wearing school uniform, and on all school excursions.
- Gambling is not permitted on or off school premises during school hours.

5 **Bounds**

- Pupils must not leave the school premises during school hours unless accompanied by a parent or an authorised member of staff.
- Senior pupils will be allowed into town on a Friday lunchtime.
- The school buildings are out of bounds during break unless ‘wet break’ arrangements are in force.
- Pupils must not enter classrooms without the permission/presence of a teacher.
- Public houses and betting shops are out of bounds to all pupils.

6 **Morning and Lunchtime Breaks**

- Lower and Upper Prep pupils must go outside during break. In wet weather all pupils must go to the school hall in the morning and at short and lunch break pupils return to their form rooms.

- Pupils must play sensibly on the Adventure Trail with no jumping from heights and adhere to the rules, i.e. no climbing over the top bar on the rope or metal ladder, no feet allowed on the upper rope on the rope walk and no feet on or beyond the 3rd bar on the wood ladder. No one is permitted on the Adventure Trail unless a member of staff is on duty.
- The climbing wall is out of bounds unless supervised by a member of staff.
- Dangerous games such as British Bulldogs are not permitted.
- During the summer pupils may be allowed to play on the field as well as the playground and astro.

7 **Dining Room/Food and Drink**

- Pupils must wait in an orderly manner outside the dining room until told they may enter.
- Pupils should queue in an orderly manner to collect their food.
- Pupils must have high standards of good table manners and behaviour.
- Eating is not permitted anywhere else in the school except in the common rooms for senior boys/girls and in the playground during short break, when a snack or a piece of fruit, cereal bar or sandwich is permitted.
- Dropping litter is unacceptable.
- Food and drinks must not be consumed in the street during the school day or by pupils when under school discipline.
- The consumption of all caffeine energy drinks is forbidden while in school uniform.

8 **Movement**

- Bicycles must only be parked in the cycle shed by the car park.
- Bicycles must not be ridden on the school premises.
- When moving between buildings, pupils must keep to the paths.
- Pupils may enter labs or workshops only when supervised.

9 **Breakages and Replacements**

- The school will make a charge to parents to cover the cost of breakages or damage where this is the result of a pupil's misbehaviour.
- If a pupil loses an exercise book a charge must be levied to buy another book and money should be handed to the school office.

- The Bursar will include the cost of these on end of term bills for lost or damaged books.

10 Health and Safety

- All children must familiarise themselves with fire evacuation procedures and the assembly point. Pupils must remain silent during a fire evacuation or lock down procedure.
- Pupils should use their common sense with regard to their own safety and they have a responsibility not to endanger the safety of others. Any accidents, near misses or potential risks to the health and safety of pupils staff or visitors must be reported to the Bursar immediately.

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
- Incidents of concern - General misbehaviour	<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 Report Card 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>
- Level A – <u>Continued misbehaviour or serious incident</u>	<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.
- Level B - <u>Poor response by pupil to targets</u> <u>Serious misbehaviour</u>	<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 -</p> <p><u>Situation continues or worsens</u></p> <p><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 –</p> <p><u>Child breaks the contract</u></p> <p><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. The School cannot accept responsibility for lost articles of clothing.

Sport

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. 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

Upper Prep Girls' Uniform List

- A KHS green blazer
- A KHS tartan kilt (or grey trousers / shorts)
- A KHS grey jumper
- Plain white revere collar blouse with short or long sleeves
- Grey tights or white/grey ankle socks
- Black flat shoes, sensible style and unadorned. No boots or ballet style pumps.
- Black anorak/coat (with hood)
- B KHS green rucksack

For summer (optional)

- A KHS summer tartan dress
- A KHS green cardigan
- White ankle socks

Sports clothing

- A KHS white polo shirt
- A KHS fleece
- A KHS tracksuit bottoms
- A KHS waterproof cagoule and trousers
- A White shorts
- A Black skort
- 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

Upper Prep Boys' Uniform List

- A KHS green blazer
- A KHS grey jumper
- A KHS tie
- A School socks with green and white stripe - not necessary with long trousers
White shirt with short or long sleeves
Grey shorts or long trousers
Black shoes
Black anorak/coat (with hood)
- B KHS green rucksack

Sports clothing

- A KHS white polo shirt
- A KHS fleece
- A KHS tracksuit bottoms
- A KHS waterproof cagoule and trousers
- 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

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.

In Years 5 and 6 the syllabus content and skills taught in Mathematics, English, Computer Science, DT, Art, Science, French, RS and History and Geography are broadly in line with the National Curriculum.

The broad curriculum continues to be delivered with generous allocations of time to specialist-taught French, Music and Physical Education. Many subjects are specialist-taught in Year 6.

In Years 7 and 8 pupils prepare for the following examined subjects through what is broadly a Common Entrance curriculum: Mathematics, English, Biology, Chemistry, Physics, French, History, Geography and RS (Year 7) and Classics (Year 8).

Some pupils may follow an additional scholarship programme.

In addition, all pupils continue to be taught Art, Design Technology, Music, Computer Science and Physical Education and Drama is taught as a discrete subject from Year 7.

Throughout the school, PSHE is an integral part of the curriculum and as such is the responsibility of all staff who come into contact with the children. It is also taught as an independent subject for all year groups, including Reception Class. The syllabus is delivered through these designated lessons, and through subject teaching, circle time, assemblies, church services, charity/community involvement, outings, class roles and responsibilities and guest speakers. In addition, Years 6-8 follow a programme of discrete lessons including sex education, drugs education, bullying, healthy living, money management etc.

Choosing the Right Senior School

This is one of the most important decisions parents will ever make for their child. Individual schools have different academic standards, traditions and their own unique atmosphere. We will help parents

choose the school most suitable for their son/daughter, whether this is here at Kingswood House, or at another senior school. Whilst it is our hope that many pupils will wish to continue their academic career here, you can be assured that applications to other senior schools will be fully supported and no aspect of preparation will be left unturned.

Recommendations regarding senior schools are made by the Headmaster only. When the boys/girls reach Year 5, parents will be invited to a meeting to discuss early thoughts. In addition, parents are welcome to make an appointment with the Headmaster to discuss next school options at any time. Should you decide to consider alternative senior provision, it is recommended that you visit the local schools, meet the Headmaster and choose a school with which your son feels comfortable.

Some schools require earlier registration than others and some have a Pre-Common Entrance assessment called a Pre-Test. In the case of most senior schools, this consists of examinations in English, Mathematics, Non-Verbal Reasoning (NVR) and Verbal Reasoning (VR). Pre-Tests are usually taken in Year 6. The curriculum at Kingswood House is designed to take preparation for such assessments into account - and, as such, a good deal of exam technique and related disciplines are incorporated into work in Year 5 onwards. In Years 7 and 8, the Common Entrance curriculum offers a good platform for study at GCSE. With effect from September 2018, pupils will only be entered for the formal Common Entrance exams at the request of a senior school as a condition of a deferred offer.

Prep (Homework)

Prep is a vital part of our study programme. It reinforces what has been taught and teaches the pupils to work independently and plan their work. When parents take an interest in their child's prep this provides immediate support, telling them that both parents and school have the same objectives.

It is the policy of the School that prep is set on a regular basis for all pupils according to their individual needs. Please be aware that prep set in September may take slightly longer to complete as your child adjusts to the pace of work in his new year.

We provide provision for pupils to do their prep at school from 1605 to 1700 every afternoon if they wish to stay.

Prep Allocation

Upper Prep

Year 5	30 - 40 minutes Monday – Thursday 1 hour at weekends
Year 6	50 minutes Monday – Thursday, 1 hour 15 minutes at weekends
Year 7	1 hour Monday – Thursday, 1 hour 30 minutes at weekends
Years 8 and 9	1 hour Monday – Thursday, 2 hours at weekends (plus revision)
Year 10	1 hour 30 minutes Monday – Thursday 3 hours at weekends (plus revision)
Year 11	1 hour 30 minutes Monday – Thursday 3 hours at the weekend (plus independent study)

Types and Styles of Prep Set

Parents should be ready to observe numerous different forms of prep (homework) all of which are valid and essential. For example:

1. the writing or redrafting of an essay
2. learning by rote: vocabulary, poems, multiplication tables, etc.
3. drawing / diagrams
4. reading
5. an investigation into a topic, requiring some form of home experiment or activity
6. the completion of classwork
7. watching or listening to a particular TV, Internet or radio programme.

We take prep seriously. Pupils who miss it will be expected to make it up. Consistently poor quality or incomplete prep may result in a Friday detention being given. We hope that this does not occur, and if any parents are worried about any aspect of prep, please liaise with the relevant member of staff.

Presentation of Work

Years 5 – Year 8

1. Heading up and layout of work

- a) Use the top line.
- b) Put the book and page number, title and date on this line and underline it.
eg: Ginn Book 2 pg10 Fractions 7th February 2018
- c) Leave a line before starting work.
- d) On second and subsequent pages start at the top of the page.
- e) Never write below the bottom line of the page.
- f) Always use the margin for the numbers or letters of questions.
- g) Rule off a piece of work only if asked to do so.

2. Diagrams

- a) Always draw diagrams in pencil.
- b) Always label in ink (seniors).

3. Pen

- a) Blue ink should be used at all times (no biros).
- b) If using a cartridge type pen spare cartridges should always be at hand.
- c) Berol pens are recommended, however, red-barrelled pens, which have a medium point, are suitable for Juniors and green-barrelled pens which have a fine point are suitable for Seniors.

4. Handwriting Style

Cursive script should be used, having been introduced in Year 1. Although children develop their own style, as they get older, a cursive script is advisable for aiding spelling and for speed of writing.

5. Correction of work

- a) No correcting fluid such as Tippex should be used unless directed by a teacher.
- b) Ink erasers are permitted but wait until the solution has dried before overwriting.
- c) If an error has been made strike it out with one line ruled through the word.
- d) Always correct carefully, clearly and neatly following your teacher's instructions.
- e) Everyone should have the equipment listed below.

6. Spelling and Punctuation

- a) Work should always be set out properly, no matter what the subject is.
- b) Remember to punctuate and paragraph carefully.
- c) Concentrate on spellings that are associated with a particular subject. If you are writing a particular word frequently it would be advisable to spell it correctly.

Main Rules

- Always follow the teacher's instructions.
- Check all work carefully.
- Take pride in its appearance as well as its content.

Equipment (Years 3 – 11)

You should have the following items with you at all times in a suitable case:

- Cartridge pen with spare cartridges (blue) or 2 Berol pens (or equivalent)
- Pencils (HB)
- Coloured pencils and felt tips
- Eraser
- Scissors
- Glue stick
- Highlighters
- Rulers (30 cms and 15 cms)
- Protractor and compasses (seniors)
- Pencil sharpener
- (Years 7, 8, 9 & 10) Scientific Calculator with *Pi* function

NB: Biros are not permitted.

The Library

The Library is manned by staff and appointed Librarians. Pupils can only frequent the library when a Librarian is present.

One book may be signed out and kept for a maximum of two weeks. Every book must be scanned out and back in by a designated Librarian or member of staff when supervising a class. If books are overdue and have not been renewed, a reminder will be sent home to parents. If the book is not returned by the end of term, the cost of a new copy will be

charged to the pupil. Reference books cannot be removed from the Library.

Pupils are asked to respect the Library and its contents. They must read quietly and put books back where they found them. The Library should be kept neat and tidy at all times. CDs, DVDs, videos and audio books are available to use and must be signed out.

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.

Art and Technology

It is our aim that by the time boys/girls leave Kingswood House, they will have built a portfolio suitable for use in Art Scholarship or All-round Scholarship papers.

All equipment is provided by the School. However, the donation of any "junk", i.e. boxes, card, etc. that might be suitable for use in Design and Technology, would be gratefully received. Art aprons are not 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 breaktimes 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*.