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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 - 11)	Mon, Tues & Thurs	Wed	Fri
Breakfast Club (optional)	0730-0830	0730-0830	0730-0830
Supervision starts	0800	0800	0800
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 / Pupil Briefing (Monday only)	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
Study Period	1305-1320	1305-1320	1305 onwards, Town Leave
Lunch	1320-1420	1320-1420	Town Leave return by 1420
Lesson 5	1420-1510	1420-1510	1420-1510
Lesson 6	1510-1600	1510-1600	1510-1600
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 locked in lockers throughout the day.

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

SCHOOL RULES

A Kingswood House pupil is expected to show respect for himself or herself, respect for other people and respect for his or her 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:

- 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 0800 and 0830, when there is a member of staff on duty in the playground. If pupils arrive before 0800, 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, the parents should phone the School Office on 01372 723590 before 0900 on the first morning of absence. On return, pupils must bring a note or the parents should write an email to his or her form teacher.
- If a pupil wishes to be excused from school for a day or more, his or 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 his or her teacher’s permission and sign out in the School Office, as well as signing in if they return 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 child will be travelling to and from school home alone.
- It is compulsory for all pupils to attend all functions marked with an asterisk 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.
- Girls' skirts should be of modest length and never rolled up.
- Pupils are expected to have sensible hairstyles, which should be smartly groomed, of natural colour and gel is not to be used. 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 (not a smart 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.
- 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, including smart watches, 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 or seniors may keep them locked in personal lockers. However, this is a parental decision and the School does not accept responsibility for their safe keeping.
- School bags should be left only in the changing room or form room or area as advised by staff.
- 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 with relevant permissions in place.
- The school buildings are out of bounds during break unless 'wet break' arrangements are in force or unless in a designated common room (Year 9 and above).
- 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 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 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 Bulldog' 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 room for senior pupils and in the playground during short break when a snack or a piece of fruit or a 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 Around School**

- Bicycles must only be parked in the cycle shed by the car park and scooters in the scooter rack by the front gate.
- 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

- Pupils 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.

Senior 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 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>
<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

	<p>their child has been put onto Level C of the Discipline Code.</p> <ul style="list-style-type: none"> • 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 natural colour and gel is not to be used. 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 pupil to play if their 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; some items 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; a list of items waiting collection will be sent via Parentmail.

Uniform Lists

Clothing lists are set out below:

House Colours:

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

Item of Uniform – available from Stevensons, Epsom 01372 747474	Seniors	
	girls	boys
KHS grey jumper	Y	Y
KHS winter tartan kilt	Y	
Black anorak / coat with a hood	Y	Y
White revere collar blouse, short or long sleeves	Y	
White shirt, short or long sleeves		Y
KHS charcoal Senior blazer	Y	Y
Smart charcoal grey long suit trousers	<i>Personal choice</i>	Y
Black or natural tights	Y	
KHS Senior school tie		Y
Grey / black socks		Y
KHS scarf & gloves <i>optional</i>	Y	Y
Black KHS laptop rucksack <i>Year 7 upwards</i>	Y	Y
Black KHS sports holdall	Y	Y
Black flat shoes – <i>own choice of retailer - no boots or ballet pump styles, unadorned, heels no more than 3cm</i>	Y	Y

Item of Sports Uniform – available from Stevensons, Epsom 01372 747474	Seniors	
	girls	boys
KHS white polo shirt	<i>Y with green collar & cuff</i>	<i>Y with green collar & cuff</i>
White sports shorts	Y	Y
Black skort <i>optional, or black shorts</i>	<i>Y or black shorts</i>	
KHS tracksuit bottoms	Y	Y
Short white sport socks	Y	Y

Senior School

KHS waterproof cagoule & trousers	Y	Y
Trainers – own choice of retailer	Y	Y
KHS reversible rugby shirt (house colour* on reverse)	Y	Y
Black sports shorts <i>optional or black skort</i>	<i>Y or skort</i>	Y
KHS green long football socks	Y	Y
Football boots with rubber studs (<i>regulation kite mark studs for rugby may be metal</i>) – own choice of retailer	Y	Y
Shin pads – own choice of retailer	Y	Y
Mouth guard – own choice of retailer	Y	Y
Cricket pullover Cricket white shirt Cricket trousers Cricket Boots	<i>All cricket items are optional but required if team selected</i>	<i>All cricket items are optional but required if team selected</i>
Black mid-layer lycra top (<i>worn under polo shirt</i>)	Y	Y
Black sport lycra leggings	Y	
Black KHS sports holdall	Y	Y

Miscellaneous Items – only available from KHS school office: 01372 723590 office@kingswodhouse.org	Seniors	
	girls	boys
KHS summer hat <i>optional</i>	Y	Y
KHS winter hat <i>optional</i>	Y	Y
KHS cricket hat	Y	Y
Other Equipment needed Years 3 - 11		
<i>In a suitable pencil case, named please:</i> Cartridge pen with spare cartridges (blue) or 2 Berol Handwriting pens (or equivalent) Pencils (HB) Coloured pencils and felt tips Eraser Scissors Glue stick Highlighters Rulers (30 cm and 15 cm) Pencil sharpener Years 7 upwards Scientific Calculator with <i>Pi</i> function <i>Please note, no biro pens allowed</i> <i>Towel to be brought from home - named</i> <i>Water bottle to be brought from home - named</i>	Y	Y

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 for Year 11 pupils 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

All pupils in Years 7 and above will be required to have a Chromebook and protective case to facilitate their learning. These will be purchased by the school so that they will all be to the same specification which will enable the school to monitor their usage and download the necessary apps. The cost of the Chromebook will be included on the Autumn Term fee invoice. We would ask parents to ensure the Chromebook is added to your household insurance, since this is your responsibility.

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 the locker for games lessons. The charger should also be brought into school daily.

Pupils and parents will be required to sign a User Agreement with the school.

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.

Music 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, 8 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 Evenings + pupils
Year 8 – 11 Form Teacher meetings
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
Drop-In Event Years 8-11

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, 10 and 11
Drop-In Event Lower Prep and Years 5-7

Summer Term

Parent / Teacher Evenings for Study Centre
Assessment/Exam grades for Years 3-9 (except Year 8)
Full written reports for all pupils (except Year 11)
Year 8-11 Form teacher meetings
Drop-In Event Lower Prep and Years 5-10

Special Educational Needs and Disabilities (SEND) / Learning Support

SEN in School

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.

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*.