

A young man with dark skin and short black hair is sitting at a desk, leaning forward and writing in a notebook with a blue pen. He is wearing a dark grey school blazer over a grey V-neck sweater with green and white stripes at the collar, and a green and white striped tie. On his left lapel, there are three school badges: a small crest at the top, a shield-shaped badge in the middle, and another shield-shaped badge below it. On his right lapel, there is a large crest with the letters "KS" and the motto "Sera Fidem" below it. He is also wearing a colorful beaded bracelet on his left wrist. In the background, another student is visible, and the wall is decorated with colorful paper airplanes and the word "UNIQUE" in large letters.

INFORMATION FOR PARENTS 2023-24

Introduction

Kingswood House School is an I.A.P.S co-educational day school for pupils aged 4 to 16. We aim to:

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



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.

Entry

Pupils can enter the School at any time during the year if there is a place available as advised by the Head of Admissions.

Curriculum

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

Special Needs

We support children who come to us with Special Educational Needs (SEN) as well as children who are particularly Gifted and Talented (GTi)

Extra-Curricular

Extra-curricular activities form an important part of the School and pupils are encouraged to involve themselves fully in the wide range of sports and clubs available. Opportunities also extend to experience trips and events beyond school, details here www.kingswoodhouse.org/parents-information/extra-curricular/

Pastoral

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

Complaints Procedure

Kingswood House School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. Last year we received no formal complaints. However, if parents do have a complaint, they can expect it to be treated

by the School with care and in accordance with the Complaints Procedure, which can be found on www.kingswoodhouse.org

Admissions Procedure

Initial Contact and Parent Visit

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

Academic and All-Rounder Scholarships

We offer academic and all-rounder scholarships into Years 7 and 9. The award of a scholarship into Year 7 or Year 9 will be recorded on the Kingswood House honours board. Further details are on our website, www.kingswoodhouse.org

Taster Experience

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

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

Offering a Place

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

Please note: *Parents have a responsibility to inform the prospective school of any issues/ conditions and disclose any reports both medical and academic relating to the applicant. Withholding information may necessitate the school reviewing their offer of a place. For further information please contact Mrs Zoe Ashton, Head of Admissions admissions@kingswoodhouse.org*

Communication with Parents

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

Child Protection

Kingswood House is committed to safeguarding the welfare of children. We believe it is of the utmost importance to have excellent systems in place to protect children and to safeguard their welfare. Staff are alert to any possible concern and will report these in line with the School's Child Protection Policy. Parents may request a copy of this policy or it can be viewed on the School website at www.kingswoodhouse.org

Minibus Routes

Details of our School Minibus Routes are available on the website, www.kingswoodhouse.org or from the School Secretary on 01372 723590, email office@kingswoodhouse.org

Daily Routine

Timetable – Lower Prep, Years 1-4

Time	Lower Prep Activity
0730	Breakfast Club (optional - £10 per day charge)
0815	Pupils in Years 1 & 2 may be dropped off in front of the school where they will be collected and taken to Breakfast Club at no extra charge
0830	Classrooms open for Registration and activities start
0845 - 0915	Assembly on WEDNESDAY
0845 – 1025	Morning Lessons
1025 - 1055	Break
1055 - 1215	Mid-morning Lessons
1215 - 1330	Lunch and Break
1330 - 1400	Pupil Briefing MONDAY only
1330 - 1530	Afternoon Lessons
1530 - 1700	After School Club (optional)
1700 - 1800	Late Club (optional)

Timetable – Upper Prep, Years 5-8

Time	Upper Prep Activity
0730	Breakfast Club (optional - £10 per day charge)
0800	Supervision starts outside
0830 - 0845	Registration in classrooms
0845 - 0915	Whole School Assembly WEDNESDAY only
0845 - 1025	Morning Lessons
1025 - 1055	Break
1055 - 1235	Mid-morning Lessons
1235 - 1350	Lunch
1400 - 1420	Pupil Briefing TUESDAY only
1350 - 1600	Afternoon Lessons
1600 - 1700	Prep / After School Clubs (optional)
1700 - 1800	Late Club (optional)

Timetable – Seniors, Years 9-11

Time	Seniors Activity
0730	Breakfast Club (optional - £10 per day charge)
0800	Supervision starts outside
0830 - 0845	Registration
0845 - 0915	Whole School Assembly WEDNESDAY only
0845 - 1055	Morning Lessons
1055 - 1125	Break
1125 - 1305	Mid-morning Lessons
1305 - 1410	Lunch; Town Leave FRIDAY only
1400 - 1420	Pupil Briefing MONDAY only
1410 - 1420	Registration
1420 - 1600	Afternoon Lessons
1600 - 1700	Prep / After School Clubs
1700 - 1800	Late Club

Inclusion

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

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

Provision for Children with High Potential

The remit of the Gifted, Talented and Interested Co-ordinator is to encourage gifted boys and girls, and 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.

Schedule of Fees

Registration Fee and Deposit

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

Termly Fees

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

2023-24

Reception – Year 2	£3,940 per term
Years 3 and 4	£5,610 per term
Years 5 and 6	£5,855 per term
Years 7 and 8	£5,925 per term
Year 9 – 11	£6,280 per term

Registration Fee (non-refundable)	£100
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Acceptance Deposit all pupils	£1000
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Included in fees: Stationery, books, lunches, travel to matches and local trips.

Additional Expenses

GCSE exam fees, trips, Study Centre lessons /Learning Support, music lessons, milk & bread provision at break time, morning and afternoon minibus service, Breakfast and Late clubs and some other clubs presented by external providers.

Chromebooks: All children in Years 7, 8, 9 and 10 will be required to purchase a Chromebook from the school as part of their uniform / learning. The total cost of this will be invoiced in the term of receipt.

- Music Lessons £23 per 30 minute lesson (one term's notice required)
- Dyslexia/Maths Tuition £37 per weekly 35 minute lesson
 - £47 per weekly 45 minute lesson
- Speech and Language Therapy £47 for 35 minute individual lesson; £60 for 45 minute individual lesson
 - £41 for 35 minute group session; £49 for 45 minute group session
- Occupational Therapy £45 for 35 minute individual session; £38 for 35 minute group session
- Learning Support £15 per hour
- Membership of the KHA £12 per family per annum

- Minibus £200 per term for morning run and a variable rate for afternoon runs depending on location (please enquire office@kingswoodhouse.org)
 - Breakfast Club 0730-0830 £10 with breakfast per session; £5 without breakfast per session
 - Late Club 1700-1800 £10 with tea per session; £5 without tea per session
- Note: a charge of £20 per hour pro rata will be charged for late pick up.
- GCSE Exam Fees will be charged on the fee invoice in Year 11.
 - Activities/Trips/Clubs: These are organised by various members of staff and charges are made according to the activity, e.g. educational visits, etc.

Fees Reduction for Siblings

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

School Fees Refund Scheme

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

Medical and Insurance Cover

All pupils are included in a Personal Accident Insurance Scheme.

Payment of Fees

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

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

Early Years Free Education

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

Contact Us

Prospective Parents

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

Head of Admissions:

Mrs Zoe Ashton
01372 723590 | admissions@kingswoodhouse.org

School Office:

Kingswood House School
56 West Hill, Epsom, Surrey KT19 8LG
01372 723590 | office@kingswoodhouse.org

Senior Leadership Team

Interim Headmaster, DSL

Mr Liam Clarke

l.clarke@kingswoodhouse.org

Deputy Headmaster, Deputy DSL

Mr Ian Mitchell

i.mitchell@kingswoodhouse.org

Deputy Head Academic

Mr James March

j.march@kingswoodhouse.org

Bursar

Mrs Sally Witts

s.witts@kingswoodhouse.org

Head of Lower Prep; SENCo

Mrs Emma Ibbitson

e.ibbitson@kingswoodhouse.org

Interim Head of Upper Prep

Mrs Jackie Jennings

j.jennings@kingswoodhouse.org

Assistant Head - Seniors, Deputy DSL

Mr Sachin Sukhdeo

s.sukhdeo@kingswoodhouse.org

Head of Study Centre, SENCo, Deputy DSL

Mrs Harriet Angus

h.angus@kingswoodhouse.org

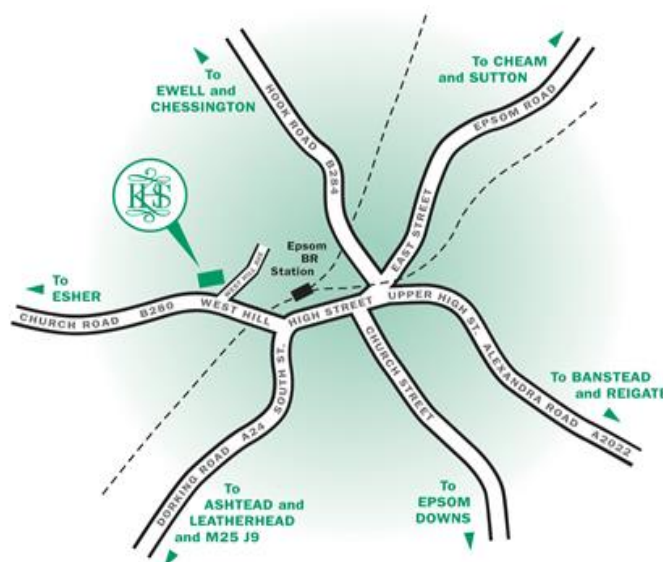
How to Find Us

By Road

M25 junction 9

a. Follow the A24 through Ashted for 6km. On entering the Epsom High Street filter left through pedestrian lights (B280 towards Chessington (and under the railway bridge). Kingswood House is on the right at the top of the first hill after 450m.

b. Follow the A243 towards Chessington. Turn right at the traffic lights onto the B280. After the roundabouts pass Christ Church on the right and the school is on the left at the top of the next small hill.



From the North

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

By Rail

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

Visitors & Parking

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

Additional Information

Policies

Parents may request a copy of the following policies from the School or they can be viewed on the School website at www.kingswoodhouse.org

Admissions
Anti-Bullying
Behaviour & Sanctions
Child Protection Policies
Complaints Procedure
Curriculum
Early Years
Educational Visits
English as an Additional Language

Equal Opportunities
Exclusion
First Aid & Administration of Medicines
Health & Safety
Privacy Notice and Data Protection Policy
School Rules
Special Educational Needs & Disabilities
Three Year Accessibility Plan
Whistleblowing Policy

Staff & Governors

A list of the current staff and Governors is available on request or can be viewed on the School website at www.kingswoodhouse.org

The Chair of Governors, Mr Richard Evans, can be contacted c/o the School, as below.



Kingswood House School

56 West Hill, Epsom, Surrey KT19 8LG

admissions@kingswoodhouse.org

www.kingswoodhouse.org

01372 723590

'A Preparation for Life'