

# Parent Handbook

2023-24

An A—Z Guide to Kingswood House School



## *Welcome from the Headmaster*

Dear Parents

I am proud to lead Kingswood House, a fine school with a distinguished heritage, where excellent teaching is underpinned by strong values. As an ex-pupil myself, a current parent and someone who has been associated with the school as a teacher for over twenty years, I appreciate most challenges your child may face during their schooling. At Kingswood House it is our priority to put the time and effort into ensuring your child has the very best experience and develops emotionally, personally and academically as they grow in years with us. Importantly, our size means that all the staff know and value each pupil as an individual – they are a name, not a number. We have a friendly, knowledgeable team who encourage, inspire and support the children in order that they can achieve their full potential both inside and outside the classroom.

We hope that this booklet will help both new, and current parents, to answer the many questions you may have about the structure and running of the school. A great deal of research with pupils, parents and members of staff has been done to prepare a thorough guide. If you have any suggestions or other information that you feel should be included in future communications like this, please do let us know.

I am confident you will have a fabulous experience as a parent as part of our KHS community, and equally your child will enjoy their time here with us, as we prepare them for life beyond the school gate.

Yours sincerely



Liam Clarke

Interim Headmaster

September 2023



# A Parent's A – Z Guide to Kingswood House School

*Please also do refer to your child's **Pupil Handbook an A-Z Guide to Kingswood House School** for anything else you may wish to know about.*

**A** is for Absence; Acceptable internet use in school; Access; Additional Needs; After School; After School Club (Lower Prep), Aims & Philosophy of the School; Assembly; Assessment

**B** is for Bags; Before school Breakfast Club; Break time; Bullying; Behaviour; Behaviour Code

**C** is for Chromebooks (Year 7 upwards); Clubs; Collection from school; Communication with school; Complaints procedure; Commendations; Consequences; Curriculum

**D** is for Dress Code; Drop Off; Duke of Edinburgh Award (Seniors only)

**E** is for e-Praise; ELSA; Equipment needed – lessons & games

**F** is for First Aid; Fixtures; Form Teachers

**G** is for Games; GCSEs (Seniors only); Governors; GTi

**H** is for History of the School; House system; House points; HPQ (Seniors only)

**I** is for Internet use in school

**J** is for Jewellery

**K** is for Kingswood House Way; Kingswood Active; KHA

**L** is for Late Club; Lockers (Year 8 upwards); Lost Property; Lunch

**M** is for Marketing; Medication; Minibuses; Mobile phones; Music; Music Tuition

**N** is for the Newsletter; Nut free zone!

**O** is Our responsibility for your child

**P** is for Parentmail; Parking; Policies; Prep; Privilege Time (Lower Prep only); PSHE

**R** is for Reasonable adjustment; Registration; Reports; Rewards; Rules

**S** is for School Rules; Second Hand Uniform; Senior Assessments; Senior Common Room; Scholarships; Site security; SLT; Sport; Staff; Study Centre

**T** is for Telephone Numbers; Timetable; Town Leave (Seniors only); Trips

**U** is for Uniform

**V** is for Violence; Visitors

**W** is for the Website

**Y** is for You...

**Z** is for Zzzz, the importance of sleep!

# A

**Absence** - permission to be absent from school for reasons other than illness, must be sought in advance by means of a letter / email to the Headmaster / School Office and is at the Head's discretion. 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.

Pupils are not excused from Games unless a note / email from their parents is shared with school.

When your child is absent from school owing to illness, a telephone call or email to the school is necessary before 0800. Late arrivals or early departures must be recorded by the pupil concerned, or their parents, in the Pupil Signing In / Out book kept in the Office.

## **Acceptable internet use in school - to be signed by pupil and parent**

The school has computers for pupils to use with internet access to help learning; if your child is in Year 7 and above, they will have their own device to use – a Chromebook. The following rules will keep everyone safe online and help us to be kind to each other in the digital world. Please read and sign below with your child.

- I will only access the school computer system when a member of staff is present in the room and I have permission.
- I will not access other people's files without permission.
- I will only use the computers for school activities.
- I will not bring in USBs, DVDs or my own devices from outside school / home unless I have been given permission.
- I will only e-mail people I know, and whom my teacher has approved, and only when my teacher gives me permission.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone by email, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me in order to protect other pupils and myself.
- I will only access websites that I am directed to by my teacher.
- I will only print with the permission of my teacher.

Pupil's Signature.....

Parent's Signature.....

Date.....

**Access** - as a school we take our pupils' safety seriously and maintain a secure site all day. Parents and visitors are not able to freely enter or roam the premises – an appointment must be made in advance. Everyone is asked to enter via the School Office / Reception and sign in; they will be given a red visitors lanyard to wear and be accompanied at all times by a member of staff until they sign out and leave. We appreciate your support in this matter.

**Additional Needs** - 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 Co-ordinator to extend the learning needs of pupils with high potential and two Special Educational Needs Co-ordinators, SENCos, one for older pupils and one for younger age pupils - to liaise and monitor those with Special Educational Needs and Disabilities.

Our SENCos liaise 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, Speech and Language Therapists and Occupational Therapists to meet these needs. The specialist team work closely with classroom staff and parents to provide 1:1 or small group tuition which builds confidence and self-esteem, aids progress and helps pupils realise their potential. Our specialists share their expertise with classroom staff through everyday practice and during INSET days.

Whilst EAL (English as an Additional Language) does not fit under SEND, the Study Centre team can also provide support for this where necessary.

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 Head of Study Centre.

**After School** Upper Prep and Senior pupils - there are a number of Clubs after school, which run from 1600-1700 along with a supervised Prep period which runs from 1605-1700. It should be emphasised that pupils must not wander around Epsom in uniform after school eating and drinking.

**After School Club** Lower Prep only - this is a supervised period between 1530-1700 in a Lower Prep classroom. This is a supervision club not a Prep / homework club. Pupils will be asked at morning registration whether they are expecting to stay and a register is always taken at the beginning of the club. A biscuit and drink of water is offered at the start of the session. Please collect your child promptly at 1700 because the member of staff on duty will have to wait until the last pupil is collected. Parents should collect their child from the car park gate if collecting by car and from the front door if arriving on foot.

### ***Aims and Philosophy of Kingswood House School, 'A Preparation for Life...'***

Kingswood House is committed to safeguarding and promoting the welfare of children:

- Staying safe
- Being healthy
- Enjoying and achieving
- Making a positive contribution
- Social and economic well-being

Kingswood House aims 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.

**Assembly** - is a whole school occasion, mid-week, usually taken by individual classes and staff; this schedule is listed in the termly Calendar. Some classes may attend in person in Langlands, others may view online. There are half termly, whole school assemblies in Christ Church to which pupils walk down accompanied by staff. Divisional Heads gather their year groups together for a Pupil Briefing at a regular time each week as below:

Monday	1400-1420 Senior Pupil Briefing in the Hall 1330 -1350 Lower Prep Pupil Briefing
Tuesday	1400-1420 Upper Prep Pupil Briefing
Wednesday	0845 Whole School Assembly
Friday	1025 House Meetings every three weeks for all pupils in their Houses

**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 comment. Reading, Spelling, Comprehension, Writing and Maths assessments are carried out termly for Years 1-6.



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 and occur in the first week of the Autumn Term.

## B

**Bags** - in the Prep Department, from Reception to Year 6, pupils use a green KHS rucksack; in Year 7 and above, pupils have a KHS black backpack that is suitable to hold and protect school belongings including a Chromebook. Lower Prep pupils have a green drawstring bag for their PE kit – available from the school Office, all other pupils use a black KHS Sports Holdall available from Stevensons; these can be embroidered with names / initials to help identify them.

Pupils must leave their bags in designated areas during the day. They should only carry around and contain the books relevant to the next two lessons on the timetable or for Prep. Otherwise, books should be carefully stored in lockers or shelves / trays in Form rooms.

**Before school - Breakfast Club** - Breakfast Club is held every morning from 0730-0830 in the Dining Hall. Lower Prep pupils will be taken to their class at 0830 but Seniors may go to the playground at 0800 when a member of staff is on duty. Cereals and toast/bread are provided and charged at £10.00 per session to be added to your term invoice in arrears. Breakfast Club is supervised by a Level 5 Teaching Assistant and a member of the SLT is always on site. All pupils arriving at school early - before 0800 when a member of staff is on duty in the playground - will be sent to the Breakfast Club and will be charged £5.00. Reception to Year 2 pupils may be dropped off in front of the school from 0815 and will be sent to Breakfast Club at no charge.

**Behaviour** - classroom disruption, for whatever reason, will not be tolerated. Children 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 Office and may also be viewed on the website; in serious, prolonged cases there may be the need for the school to invoke the Behaviour Code which is explained below,

### ***Behaviour Code all pupils:***

Misdemeanours	Sanctions
- Incidents of concern <u>General misbehaviour</u>	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 <b>Report Card</b> by the Head of Division for up to two weeks in order to support a change of behaviour.

	<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 pupil opportunities to earn praise.</p>
<p><b>- Level A –</b>  <u><b>Continued misbehaviour or serious incident</b></u></p>	<p><b>- Level A –</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Divisional Head will review targets with the pupil and parents after a week. Deputy Head to be informed of result.</li> </ul>
<p><b>- Level B -</b>  <u><b>Poor response by pupil to targets</b></u>  <u><b>Serious misbehaviour</b></u></p>	<p><b>- Level B -</b></p> <ul style="list-style-type: none"> <li>• 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 B of the Discipline Code.</li> <li>• 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.</li> <li>• Parents invited for a prompt meeting with key staff. All teachers to be informed.</li> <li>• Divisional Head renews targets with Form Teacher and Deputy Head.</li> <li>• Targets are monitored for four weeks.</li> </ul>
<p><b>- Level C -</b>  <u><b>Situation continues or worsens</b></u>  <u><b>Pupil involved in a very serious incident</b></u></p>	<p><b>- Level C -</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff will be informed.</li> <li>• Meeting for parents arranged with Headmaster, Deputy Head, Divisional Head and Form Teacher which may result in a temporary external suspension.</li> <li>• The Chair of Governors will be informed.</li> <li>• 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.</li> </ul>
<p><b>-Level D –</b>  <u><b>Child breaks the contract</b></u>  <u><b>Further serious incidents</b></u></p>	<p><b>- Level D -</b></p> <ul style="list-style-type: none"> <li>• This level 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.</li> <li>• Parents will have a right of appeal to the school's Governors.</li> </ul>



**Break Time** - there is a short break after the first two lessons in the morning and a longer one after lunch; the timings are staggered for the Prep Department and the rest of the school. Senior pupils in Year 11 have access to the Senior Common Room in the Peter Brooks Building. This has games, sofas to relax on and a study area but this privilege may be taken away if the room is not used properly. Milk and bread is available to all pupils on request, and £12 is charged on the termly fee account. All pupils may bring a piece of fresh fruit, vegetables or a small sandwich / roll / wrap for consumption at break-time.

**Kingswood House is a nut free school and no foods containing nuts may be brought into school at any time.**

Pupils should not need to snack at other times. Sweets, chocolate, snacks in a packet e.g. crisps, and particularly chewing gum, are not permitted. The exceptions to these snack rules are children with special dietary / medical requirements. If in doubt, please consult the Office.

Children have access to supervised, all weather outdoor areas at break times and a large enclosed Lower Prep area where they are able to run, socialise and play with their friends. When outside for break and lunch time play, supervision is by qualified KHS staff always allowing for sufficient child : adult ratios. There is also a “wet break” programme inside the buildings if necessary which are similarly supervised by staff.

**Bullying** - our school community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop his/her full potential. Bullying, harassment, victimisation and discrimination will not be tolerated in any form. This includes cyber-bullying and the use of mobile phones or Chromebooks to send unkind messages to anyone at this or another school. We have a strong and experienced pastoral team who are trained in handling any incidents and are alert to possible signs of bullying. Our policy on Bullying can be requested from the Office and may be viewed on the website.

We operate a ‘buddy’ system for new pupils whereby they are supported and helped to settle in smoothly. A pupil should talk to their Form Teacher, any member of the DSL team, or any KHS staff if they are concerned about any type of bullying behaviour.

## C

**Chromebooks** - each pupil from Year 7 upwards will have a Chromebook to help with their work and learning. These will be owned by the pupil / family and be their responsibility, but managed by the school. It should be brought into school every day along with the charger – there are no spares available to pupils. Chromebooks can be used at home, but there will be certain rules which must be followed regarding their safe and appropriate usage; sanctions

may be applied if these are not followed. If anything goes wrong with the Chromebook please contact Mrs Webb straight away [p.webb@kingswoodhouse.org](mailto:p.webb@kingswoodhouse.org) who will see if the problem can be fixed, or if a new device is to be issued – invoiced with school fees. It is the pupil's responsibility to look after their Chromebook carefully, use it sensibly and it should last throughout their school journey at KHS.

**Clubs** - a variety of extra-curricular Clubs and activities are provided by the school. These include Art, DT, Chess, Fencing, Judo and Board Games. Most clubs start at 1600 and end at 1700 but some will be held during lunch – all details and booking forms are on the school website each term. Some Clubs are run by external providers and there is an additional charge for these. Some Clubs are very popular and have limited spaces and so they may run all year with different children attending 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 After School Club or Prep. All sporting activities will end at 1655 for collection at 1700 at the car park gate.

**Collection from School** – the school day ends at,

1530 for Years 1-4

1545 for Years 5 and 6

1600 for Years 7 and 8

1605 for Years 9-11

Parents should collect younger pupils from the car park gate if arriving by car, remaining in their car until a member of staff will see their child safely into the vehicle. Pupils can be collected from the front door if arriving on foot. No child will be allowed to leave unless in the care of a known parent/carer; with the exception of pupils that catch the train independently. In the event of late parental collection children will be sent to the Lower Prep After School Club or Upper Prep / Senior Prep session. Pupils should wait inside the school gates school beside the field at the bottom car park; a member of staff will be present there until 1615.

Please inform the Form Teacher if you wish your child to be collected by someone other than a known parent/carer. Children will not be sent home with an unauthorised person so please inform the school of any changes in arrangements.

**Communication** - please feel free to contact the school by letter, telephone or email. The school endeavours to keep you in touch at all times. You are warmly invited to email your child's Form Teacher and, if necessary, arrange a convenient time to meet and talk. Good communication is a two-way process and vital to the happiness and success of a school. We currently use Parentmail to communicate with parents on a regular basis and we would ask you to check your emails regularly and inform school if there is a change in email address. We use a management information system called Engage for various school matters e.g. fees and reports are sent through the Engage Parent Portal.

Parents will be Parentmailed a termly Calendar at the beginning of each term. There is also a weekly Newsletter for your information which will be emailed to all families every Friday and placed on the website. Please ensure your personal email address supplied is correct.

**Commendations** - are given for noticeable special effort in work. Lower Prep 'Achiever of the Week' Certificates are awarded to one member of each class in Lower Prep every Monday in Pupil Briefing, to recognise hard work and outstanding effort.

**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 Office and on the website outlining steps to take.

**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, consequences are applied. 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 Behaviour Code, or, if on the Behaviour Code, to reinforce targets at home and support the School's decisions.

It must be stressed that discipline is appropriate to the age and stage of each child's development. The terminology used in discussion is adapted so that younger children understand expectations and discipline. 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. The following consequences and levels will be used with Lower Prep age pupils.

1	<b>Personal warning</b> by the teacher. A mistake has been made - a chance is given to put it right. Positive reinforcement and praise used where possible to balance out any negativity.
2	<b>Change the position of the pupil</b> in the classroom; with the teacher's experience of a class, strategic location and seating of pupils in the room is advised.
3	<b>Privilege time minutes system.</b> Give a child a warning for making the wrong choice and then take away a minute if behaviour persists.
4	<b>Move the pupil;</b> he/she can be sent out of the environment, this maybe a visit to another classroom or a fresh air break.
5	<b>Fifteen Minute Detention</b> either at break-time or during the lesson with work. If this is during break, the Head of Lower Prep will use a Think Sheet with the pupil to help them reflect on their behaviour.
6	<b>Parents called</b> or emailed by the class teacher or Divisional Head to inform them of behaviour and sanctions carried out during the day.
7	<b>Parents called in by the Divisional Head</b> to discuss the report card process. At this point, a weekly report card will normally be issued to monitor matters. Persistently poor behaviour during or after the report card will result in parents meeting with the Deputy Head and/or Headmaster to discuss next steps with the possibility that the Behaviour Code will be invoked.

8	<b>Deputy Head/ Head Detention</b> 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.
Note	In difficult, sensitive cases, particularly if pupils have become uncooperative or rude, pupils will be sent to the Head of Lower Prep. This should be seen as a last resort - not an everyday occurrence. In an extreme case of poor behaviour, the Deputy Head and Headmaster should be advised immediately so that the child can be spoken to as soon as possible. Sensible discretion should be used whilst remembering to try and see the good in all of our children.

The following consequences and levels will be used for Upper Prep and Senior age pupils:

1	<b>Personal warning</b> by the teacher. A mistake has been made - a chance is given to put it right. Positive reinforcement and praise to balance out any negativity.
2	<b>Change the position</b> of the pupil in the classroom; with the teacher's experience of a class, strategic location / seating of pupils in the room is advised.
3	The pupil can be <b>kept behind</b> after the lesson and their name is recorded. This is an opportunity to discuss expectations with each pupil.
4	<b>Fifteen Minute Detention</b> - either at break-time (work should be set or reading). 'Writing lines' is not to be set, although an essay or letter of apology might be appropriate in certain instances. or <b>Community Service</b> - such as collecting litter (gloves and black sack should be issued), tidying classroom / Dining hall, etc... or <b>Detention Warning</b> is given (recorded in the behaviour log).
5	<b>30-minute lunchtime detention</b> with teacher (Form Teacher to be informed) – discussion about behaviour and strategies on how to improve current behaviour.
6	<b>A recurrence of poor behaviour may result in an Upper Prep / Senior lunchtime detention.</b>
7	<b>Parents called in by the Form Teacher.</b>
8	<b>Divisional detention warning</b> – usually given for continual poor behaviour.
9	<b>Divisional after school detention</b> – this will occur between 1600-1700 on a weekday evening and parents will be notified by email.
10	<b>Deputy Head/ Head Detention</b> - this will occur between 1700-1800 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.

**Curriculum - Lower Prep Curriculum Statement** - our curriculum has breadth and balance. There is effective integration of knowledge, skills and understanding. Personal and social awareness and cross-curricular links, including computer science, permeate the curriculum. The whole curriculum is based on the National Curriculum up to the end of Key Stage 2 (end of Year 6). We aim to create a positive and stimulating working environment where children can learn through social interaction, exploration and first-hand experience. We take a thematic approach, providing the children with a variety of topical activities to develop creativity and a knowledge and understanding of the world around them. We aim to enhance language development, pre-reading skills and numeracy, through a wide variety of interactive, practical and multi-sensory experiences.

**Curriculum – Upper Prep Curriculum Statement** - 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 in Mathematics, English, Biology, Chemistry, Physics, French, History, Geography plus Computer Science and Classics (in Year 8). In addition, all pupils continue to be taught Art, Design Technology, Music, Computer Science, Physical Education and Drama as a discrete subject by a specialist teacher.

In Year 8, GCSE option subjects are chosen following the late Spring Term exams; with guidance pupils therefore can make the right choices for their GCSE subjects which begin in Year 9.

**Curriculum – Senior Curriculum Statement** - in Year 9 pupils embark upon their GCSE subject choices. Our Senior department also allows pupils to further their independent learning skills through cross-curricular and project work. Year 9 enrichment programme includes optional, additional qualifications 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.

## D

**Dress Code** - we expect all pupils to be neat and smartly presented in school and follow the uniform rules, this means:

- Pupils must wear correct school uniform when travelling to and from school, or be in appropriate school sports kit.
- Girls' skirts should be of modest length and never rolled up; tights should be ladder / hole free.
- 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.
- 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 (except for religious or medical reasons and permission sought from the Head).
- 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.

**Drop Off** - if you are bringing your child to school in the morning you can either use the car park at the bottom of the school site, from where he / she can follow the path alongside the field up to the school buildings, or drive into the crescent outside the main school building. Here you will find a member of staff on duty to assist younger children.

**Duke of Edinburgh Award Scheme** (Seniors only) - in Year 9 pupils will have the opportunity to complete the D of E Bronze Award and this may lead into the Silver Award in Years 10 and 11. This is an award which consists of three different sections; Volunteering, Physical and Skills. Part of the award is an expedition which will be completed in the Summer Term. The award will be run by the school but your son / daughter will need to complete many of the activities in their own time. This is a great opportunity to attain an award which is widely seen as one of the most impressive achievements of any young person.

## E

**e-Praise** - e-Praise is a system to manage rewards - it is online and can be seen by parents, staff and pupils. Prep, or homework tasks, are also set and published on here for all to see.

**ELSA** - Emotional Literacy Support Assistant; we are lucky to have Miss Timothy in school in this role providing pupil support, as a first step intervention, with developing social skills, mental health awareness and emotional maturity where there is a need. She runs ad-hoc drop-in sessions in her office, or outside in the playground. Senior pupils can email her if they have an issue they would like to talk through and there is a box in the Office where a note can be left. 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 of 1:1 support; there may be external organisations or help sources further suggested.

**Equipment needed – lessons** - all pupils should be provided with the following for their academic lessons, you will need a full pencil case with...



- Two pens – must be blue and not a biro
- Three sharp pencils and a sharpener
- Ruler (can be any length but best to be 30cm)
- Rubber
- Protractor
- Compass
- Highlighter
- Glue stick
- Scissors
- Calculator – Years 7 and above will need a Scientific Calculator with Pi function
- Colouring pencils
- Felt tips

**Equipment – games** - all pupils will need appropriate PE and Games kit with the KHS uniform logo. Rugby boots must be fitted with regulation studs, bearing the British Standard Kitemark - obtainable from most reputable sports' shops. Rubber moulded studs will be acceptable provided that they are not sharp. The PE Department staff reserve the right to refuse to allow a child 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. 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, all pupils must wear a helmet and boys, an abdominal box, to bat or keep wicket.

## F

**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. Parents/carers are advised to read our First Aid and Administration of Medicines Policy which can be found on the school's website. We have a part time Matron in on a daily basis.

**Fixtures** - all parents are encouraged to attend sport fixtures, those against other schools or inter-House. If you are free, pupils greatly appreciate your support. Refreshments will be served. Details of fixtures are included in the termly Calendar and details sent by the Sports Department and found on SOCS. There are some fixtures on Saturdays and, if your child is selected to represent the school, they are expected to attend.

**Form Teachers** - throughout the school, all pupils have a Form Teacher. They are allocated a member of staff who will take particular interest in their academic performance, well-being and happiness. The Form Teacher registers the children from 0830 to 0845, checks their Prep and deals with any matters of administration.

The Form Teacher should be the first point of contact for 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; their email details can be found on the school website or by using initial dot surname@kingswoodhouse.org for example, [s.weston@kingswoodhouse.org](mailto:s.weston@kingswoodhouse.org)

The current list of Form Teachers for 2023-24 is below:

11W	Mrs S Weston	8L	Mr T Laudy	4S	Miss L Sumners
11H	Mrs J Haunstetter	8C	Mr B Cowie	2M	Mrs C Martins
10R	Mr R Anthony	7B	Mr D Barratt		
10P	Miss N Patel	7A	Mr L Allen		
10G	Ms A Garrib	6S	Madame Swift		
9P	Mrs R Pengelly	6F	Mr J Fitzgerald		
9J	Mrs J Jennings	5F	Ms B Forbes		
9A	Mr R Annang				

## G

**Games** - games lessons are part of the Sports Department curriculum. They appear on the timetable as a double or even triple session, often during which matches and fixtures are scheduled. The facilities at Ashted Cricket Club and Parsons Mead Football Club are also used for these lessons as an extension to our grounds. All pupils in Years 9 to 11 have three Games lessons per week.

**GCSEs** - these public examinations, in a wide range of subjects, are taken in the latter half of the Summer term when a pupil is in Year 11. We offer a range of subjects including a core of English Literature and Language, Mathematics and Science, where Chemistry, Physics and Biology are taught discretely, 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.

**Governors** - Kingswood House School Trust Limited is controlled by a Board of Governors under the Chairmanship of Mr J. R. Evans. The Governing Body oversees the strategic management of the School. There are various sub-committees set up to assist the Head including Finance, Marketing & Admissions, Health & Safety amongst others.

**GTi – Gifted, Talented & Interested Programme** - our GTi programme runs in school, as an invitation only initiative, alongside our existing extension and enrichment activities. This is a wonderful opportunity designed to challenge selected pupils and give them the opportunity to develop and hone their critical reasoning and thinking skills. There will be a series of

enrichment activities, supported by the Heads of Department, allowing the pupils to build relationships with subject specialist staff and access their expertise.

## H

***History of the School*** - Kingswood House School, founded in 1899, moved, thanks to the enterprise of the then Headmaster Rev. Sandberg, to its present site on West Hill (Tanglewood, a former girls' school) in 1920. At that time pupils were mainly boarders and much emphasis was placed on Chapel attendance.

Later years saw Headmasters Mr Dixon, Mr Morley-Tabor, Mr Malden, Mr Thorne, Mr Scott-Malden, Mr Harvey, Mr Brooks and, most recently, Mr Murphy, accept leadership of the School.

By the late-sixties Kingswood House became exclusively a day school, allowing dormitories to be converted to music rooms and the Library. Later, in 1973, the Langlands building was opened, comprising an Assembly Hall, changing rooms, Art Room and Science Laboratory. In 1989 the Study Centre was opened and was refurbished as part of our development programme in 2009. The IT Suite and Library have been upgraded and an Astroturf pitch, climbing wall and an adventure trail have been added.

In 1963, the School was formed into an Educational Trust under a Board of Governors. Kingswood House is a member of the Independent Association of Preparatory Schools (IAPS) and featured in the Good School's Guide. The School's centenary was celebrated in 1999. In 2015 the Governors announced that the school will be extending to age 16 to enable pupils to complete their GCSEs with us and our first Year 9 class commenced in September 2016. In September 2021 Kingswood House became co-educational. This change has further enhanced our school community and embedded our ethos preparing pupils for life beyond the school gate.

This is a brief history of KHS and we are proud of its heritage.

***House System*** - there are four Houses at KHS – Drake (yellow), Marlborough (green), Nelson (red) and 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 meetings, events and House days. There is also a House Tutor in overall charge. Siblings are put in the same House unless otherwise requested. House Captains are selected from Year 11 pupils at the beginning of the year. House events for sport and the arts are held throughout the year. These, combined with the house points and commendations awarded by the teachers comprise the House Competition. The overall winners enjoy a day out at the end of the Summer Term.

**House Points** - all pupils can earn House Points and Commendations for good work, behaviour and achievement in all areas of school life. House Points are awarded for both good work and behaviour. They are also an incentive to encourage better working habits and positive behaviour. Points are recorded on e-Praise and go towards the House Competition.

**HPQ** - the Higher Project Qualification is undertaken in Year 10. 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.

## I

**Internet Use** - all pupils have access to the internet in school and are required to sign an agreement relating to their appropriate use of this – *see front of this booklet*. Sanctions will be applied if this is broken.

## J

**Jewellery** - 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 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.

## K

**Kingswood House School** - welcome to KHS! Your son or daughter may be joining the school in one of our younger year cohorts, or be joining us higher up, but either way there will be lots of new things that you need to remember and this booklet is a great place to start.

Our Lower Prep Department is Years 1-4; our Upper Prep Department is Years 5 – 8; our Senior Department is Years 9-11

**Kingswood House Association** - the Parents' Association, the KHA, is a valuable and important part of our School. It raises funds for us and organises social events that many parents enjoy. Each family pays £12 membership annually on the school fees. Officers are elected at each AGM, and we welcome new members. Among the usual calendar events are the fireworks night, a quiz, the summer ball / party and "Jollies" – a summer fete.

**Kingswood House Way** - you will see this circular sign all round school; it is a set of three values and many principles that the school is based upon and expects each pupil to follow. 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. Each term has a different value to focus on and pupils can earn badges by showing and demonstrating these qualities.

**Kingswood Active** – this is a holiday activity camp run by KHS staff, on the school site, on certain days / weeks during the school holidays. Mr Clarke is the overall co-ordinator. All details and booking forms are on the website in advance and it is open to non-KHS pupils too including siblings and local families. Any enquiries should be made to [kingswoodactive@kingswoodhouse.org](mailto:kingswoodactive@kingswoodhouse.org)

## L

**Late Club** - is held from 1700-1800 for all children in the Dining Room or on the playground. 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 emailed into the school Office no later than 1100 on the morning your child is attending, or on a Monday to book for the whole week.

**Lockers** - pupils in Lower Prep and Years 5 and 6 keep their books and possessions in their Form Rooms; pupils in Years 7 -11 will be allocated a locker near to their Form Room.

**Lost Property** - all lost property is put in labelled boxes in the Sports Department and pupils are encouraged to regularly check through for any misplaced items. Please ensure EVERYTHING BROUGHT INTO SCHOOL - UNIFORM, KIT AND EQUIPMENT - IS NAMED TO ALLOW FOR IT TO BE EASILY RETURNED IF IT IS MISPLACED.

**Lunch** - a very important part of the day! A break from lessons and time to refuel and relax with peers. The weekly Menu is published in advance in the Friday Newsletter, is on the website and daily written up on the board outside; there may be minor changes to what is published outside of our control. If your child has a food intolerance or allergy, the school should know; also any dietary requirements, so our chef can accommodate. All pupils are expected to behave politely and calmly in the Dining Hall, appreciate the food on offer, show

good manners and not waste food. Senior pupils can enjoy their lunch in Epsom on a Friday – a privilege called Town Leave – any food or drink bought then should be eaten in a café / restaurant / sat on a bench and not walking around in uniform.

First sitting: Lower Prep @ 1215-1235  
Second sitting: Upper Prep Years 5 to 8 @ 1235  
Third sitting: Seniors @1305 based on a rota

## M

**Marketing** - a daily part of the School's business is to advertise and market itself externally; this is done through social media platforms and sometimes with adverts or articles. There is also the KHS website which is in part a marketing tool for prospective families, as well as a place for information for current families. All of this may constitute photographs of your child in school. In accordance with the Data Protection Act if you have any objections to photos of your son/daughter being used in any of the above media, then we ask you to advise us by completing and signing the appropriate form in the joining pack. When pupils are in Year 8 they can withdraw, or give their own consent, and will be asked to update their preferences.



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**Medication** - should a pupil be required to take prescribed medicines during the school day, these MUST be securely stored 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 all children at all times, especially during PE and Games lessons. As with all equipment, please ensure that inhalers/Epipens are marked and a spare is kept in the 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 in date.

The Headmaster and members of staff are *in loco parentis* while your son/daughter is under our care during the school day. 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 son/daughter. Of course, we would always do our very best to consult you first. Pupils should not keep or administer their own medicines without specific permission from the Head.

**Minibuses** - the school operates five morning minibus routes that transport pupils into school each morning. We also operate two afternoon routes which leave school at 1700. Only children in Years 3-11 are allowed on the minibus runs except in exceptional circumstances and with the Headmaster's permission. Details of the bus runs are kept by the School Secretary and any queries from parents should be directed to Mrs Harding at [office@kingswoodhouse.org](mailto:office@kingswoodhouse.org)

**Mobile phones** - phones, smart watches and electronic games are not allowed in school except in exceptional circumstances and with the express permission of the Head. If required for pupils taking the train or travelling independently, they must be signed into the School Office (Years 1-6) for collection at the end of the day, or kept in lockers (Years 7-10). Year 11 pupils may keep their phones in their bag/pocket but they must be on silent and can only be used in the Common Room during breaks. If these rules are broken, then the phone must be handed to their form teacher each morning. If the rules are broken for a second time, phones must be handed into the Divisional Head each morning until the end of term.

**Music** - at KHS 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. Performing to others both individually and in a group is also recommended. We hope your son / daughter will enjoy his / her timetabled music lessons and take up the extra-curricular activities on offer and become involved in our thriving department.

**Music Tuition** - instrumental tuition is available at the school in a variety of instruments provided by visiting specialists / peri music teachers. 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 should contact our Director of Music stating which tuition is of interest. Once the school receives this, the peri music teacher concerned will make direct contact with parents to make arrangements for tuition and to explain the terms of any contractual arrangement. We strongly advise parents and peri teachers to enter into a written contract, and to settle any possible disputes 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 and are taken home to allow for practice!

## N

**Newsletter** - this is emailed home every Friday and a copy published in the Office – it reviews the school news from the week, and includes a round-up of House points and Sports Results, the lunch menu as well as giving out information about what is coming up on the calendar.

**Nut free zone!** - our school is a strictly NUT FREE ZONE to ensure the safety of some pupils, and staff, with a serious nut allergy. We appreciate your co-operation in this matter.

## O

**Our responsibility for your child** - we were judged to be 'Excellent in All Areas' in the ISI Inspection that took place in April 2023; this means we are compliant in all we do in terms of keeping each pupil safe on site during school hours, whilst delivering a fully rounded curriculum with breadth and depth that encourages and supports learning from the youngest to oldest pupil.

## P

**Parentmail** - we use this system to communicate with families; either as a whole school letter, or it might just be a year group, or something specific, for example mixed ages attending a club. Please check your emails regularly, ensure we have up-to-date details and contact [office@kingswoodhouse.org](mailto:office@kingswoodhouse.org) if there is an issue.

**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 in an emergency, because access is required for minibuses. Please do not park on the green or in front of the houses on West Hill either. When dropping and collecting, please park with extreme care on the school side of West Hill Avenue and never on grass verges, drive ways, 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.

If you are collecting your child from the back gate, please use the car park one way system and remain in your vehicle. The staff member on duty at the gate will see your child safely to your car door.

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

**Policies** - Kingswood House School believes it is of the utmost importance to have excellent systems in place to protect children and to safeguard their welfare. Staff are alert to any possible concerns and will report these in line with the School's Child Protection Policy.

The Child Protection Policies consist of the following:

- Child Protection and Safeguarding Policy
- E-Safety Policy
- Induction of new Staff, Governors and Volunteers in Child Protection
- Intimate Care Policy
- Low Level Concerns Policy
- Missing Child from Education
- Policy for Pupils' on Confidentiality
- Pupils' Use of ICT, Mobile Phones and other Electronic Equipment
- Recruitment, Selection and Disclosure Policy and Procedures
- Restraint of Pupils Policy
- Staff Behaviour and Code of Conduct
- Taking, Storing and Using Images of Children
- Visiting Speaker Policy

A copy of the Child Protection Policies may be requested from the School or they can be viewed on the school website at: [www.kingswoodhouse.org](http://www.kingswoodhouse.org)

Other policies that may be viewed on our website are:

- Admissions Policy
- Anti-bullying Policy
- Behaviour and Sanctions Policy
- Careers Policy
- Complaints Procedure
- Curriculum Policy
- Data Protection Policy
- Early Years Policy
- Educational Visits Policy
- English as an Additional Language
- Equal Opportunities and Diversity
- Examination Policies
- Exclusion Policy
- First Aid and Administration of Medicines Policy
- Health & Safety Policy
- IT Acceptable Use Policy
- Privacy Notice
- Promoting Fundamental British Values
- PSHE Policy
- RSE (Relationships and Sex Education) Policy
- Risk Assessment Policy
- SEN and Disabilities
- School Rules
- Three Year Accessibility Plan
- Whistle Blowing Policy

**Prep** - Prep is homework / extra tasks that are set to be done outside lesson time.

Years 1 and 2 are set small tasks to reinforce key skills introduced/ learnt in class. They will broadly follow these themes:

Monday – Timetables/Number Work

Tuesday – Spellings/Phonics

Wednesday – Speedy Maths

Thursday – SPAG and Handwriting

Friday – Year 4 Project work

Each pupil has a reading record in their Lower Prep Homework Diary. It is expected that every child will read for 10-15 minutes per night with an adult. We value your feedback and would ask you to write a brief comment on your child's progress. In this way, we can work together to extend the skills we aim to teach in school. Prep will be sent home in the children's bags. As pupils rise through the years Prep is increased. 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 we provide provision for pupils to do their Prep at school from 1605 to 1700 every afternoon if they wish to stay.

Types and styles of Prep set; parents should be ready to observe numerous different forms of Prep, 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.

Years 3, 4     30 minutes each night

Year 5        30-40 minutes Monday - Thursday & one hour at the weekend

Year 6        50 minutes Monday - Thursday & 1 hour 15 minutes at the weekend

Year 7        60 minutes Monday – Thursday & 1 hour and 30 minutes at the weekend

Year 8, 9     60 minutes Monday – Thursday & 2 hours at the weekend

Year 10	90 minutes Monday - Thursday & 3 hours at the weekend
Year 11	90 minutes Monday - Thursday & 3 hours at the weekend (plus independent study as needed in subjects)

For pupils in Years 5-11, Prep will be set via the e-Praise platform which can be accessed from School or home using the pupil's Microsoft Office login.

**Privilege Time** (Lower Prep pupils only) - on a Friday afternoon, Lower Prep pupils may have a maximum of 30 minutes of Privilege Time, when they can choose from a range of fun activities. However, pupils can lose minutes of their Privilege Time for poor behaviour, wrong choices or below-standard work during the week.

**PSHE** – Personal Social & Health Education 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. 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.

## R

**Reasonable adjustment for disabled pupils** - charges for all extra support/therapy are clearly set out in our Information for Parents booklet and / or on the school website. 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 an Education and Health Care Plan (EHCP) 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.

**Registration** - children are welcomed into the classroom at 0830. Registration takes place electronically before 0845 and any late arrivals should report to the Office to sign in. Registration is repeated in the afternoon with the Form Teacher.

**Reports/ Reporting** - written individual pupil reports are available to parents through our Parent Portal on Engage at different points in the academic year. These may include comments on effort, attitude, successes, progress made, independent and collaborative work and assessment results. Reporting on a pupil to parents may also take the form of a Parent Teacher Meeting - in person or online, or by drop-in classroom events. An outline for the years' Reporting and Assessment Programme is included in an academic letter sent to parents at the start of the Autumn Term.

**Rewards** - positive reinforcement works with our pupils. They have the opportunity to achieve House points and Commendations can be awarded for good behaviour, manners and actions around school, as well as sporting, creative or academic performance. 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. Lower Prep 'Achiever of the Week' Certificates are awarded to one member of each class in Lower Prep every Monday in Pupil Briefing, to recognise hard work and outstanding effort. Privilege Time runs on a Friday afternoon in Lower Prep in which pupils may have a maximum of 30 minutes when they can choose from a range of fun activities.

## S

### 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**

- 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 0800 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 / Matron.
- 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, or appropriate KHS logo sports kit, in school and when travelling to and from school.
- Girls' skirts should be of modest length and never rolled up (modest length is generally accepted to be no more than one inch above the knee).
- Coats, when they need to be worn, should be plain black or dark blue with no logos. It is recommended that pupils travelling to or from school by public transport, or cycle, have a coat with luminous strips or detachable luminous strips/armbands.
- Coats, and other non-uniform items of clothing, are not to be worn in school buildings and should be left in the pupils' locker or designated year group shed during lessons, pupil briefing, assemblies, Study Centre sessions and lunch.
- 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. Long hair should be

tied up so that none falls over the eyes, eyebrows or face and 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 pupils 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 (if genuine medical or religious grounds exist for not shaving, then parents should seek reasonable adjustments to this aspect of the School Rules by writing to the Head Teacher).
- 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.
- Personal electronic devices are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster. If mobile phones are brought in by pupils in Years 7 – 10 they must be kept in lockers throughout the day; Year 11s may keep their phone on them but only use them in the Senior Common Room. Pupils up to Year 6 must hand their phones into the school office.
- School bags should be left in designated areas, form rooms or in lockers.
- Pupils must not bring knives, fireworks, firearms, toy guns, cigarettes, e-cigarettes, vapes, 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, betting and vape shops are out of bounds to all pupils.

## **6 Morning and Lunchtime Breaks**

- Years 10 and 11 pupils are allowed in their form rooms / designated common room (once agreed by Mr Sukhdeo and the form teacher); all other pupils must be outside.
- 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 3<sup>rd</sup> 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 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 the family will be asked to cover costs and a charge will go on the next term's fee invoice.

## **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.

**Scholarships** - in February we hold 11+ and 13+ Scholarship Exams for entry into Years 7 and 9 respectively the following September. These exams are open to children at both Kingswood House and other schools. Awards are offered to pupils who show outstanding ability and are reviewed annually, dependent upon consistent effort and attainment.

**Second Hand Uniform** - there is a second hand uniform shop at the school that is run by the KHA; termly sales are advertised in the Newsletter and on the Calendar. Please mark all items for sale with your name and address and a price and hand in to the Office. 50% of all sales will be donated to the KHA.

**Senior Common Room** - our Senior age pupils in Years 10 and 11 have the privilege of using the Senior Common Room where they may study or relax.

**Senior Assessments** - assessment is ongoing throughout the Seniors in both formal and informal contexts. A full programme of examinations will take place in the Summer Term during Years 9 and 10, and in the Autumn and Spring Terms for Year 11. Pre-Mock and Mock GCSE examinations are an essential part of preparing for the Summer Term GCSE examinations.

**Site security** - access into the School is via the front door which is kept locked at all times. The Office staff will let visitors / parents in, ask them to sign in and issue a visitor's red lanyard. Parents are welcome, but should report to the Office and are not allowed to wander around the School unsupervised.

**SLT - Senior Leadership Team** - the Head and the SLT senior supervise the internal management of the School. This includes the Deputy Head, Deputy Head Academic, the School Bursar, Assistant Head – Seniors, Assistant Head – Upper Prep, the Head of Lower Prep and the SENCos.

Mr Clarke	Interim Headmaster <a href="mailto:l.clarke@kingswoodhouse.org">l.clarke@kingswoodhouse.org</a>
Mr Mitchell	Deputy Head <a href="mailto:j.mitchell@kingswoodhouse.org">j.mitchell@kingswoodhouse.org</a>
Mr March	Deputy Head – Academic <a href="mailto:j.march@kingswoodhouse.org">j.march@kingswoodhouse.org</a>
Mrs Witts	Bursar/School Administrator <a href="mailto:s.witts@kingswoodhouse.org">s.witts@kingswoodhouse.org</a>
Mr Sukhdeo	Assistant Head – Head of Seniors <a href="mailto:s.sukhdeo@kingswoodhouse.org">s.sukhdeo@kingswoodhouse.org</a>
Mrs Jennings	Interim Head of Upper Prep <a href="mailto:j.jennings@kingswoodhouse.org">j.jennings@kingswoodhouse.org</a>
Mrs Ibbitson	Head of Lower Prep & SENCo <a href="mailto:e.ibbitson@kingswoodhouse.org">e.ibbitson@kingswoodhouse.org</a>
Mrs Angus	Head of Study Centre & SENCo <a href="mailto:h.angus@kingswoodhouse.org">h.angus@kingswoodhouse.org</a>

**Sport** - at KHS we have a 'sport for all' policy and try to ensure pupils feel included whatever their ability. Training and Sports Practices run for those who wish to develop their skills outside of lessons; if your child is selected to represent the School in a fixture or match they are expected to attend. Wearing the correct KHS kit is encouraged and an inhaler or Epipen, if necessary, must be brought to lessons / practice sessions / fixtures.

Mr Cowie is our Director of Sport [b.cowie@kingswoodhouse.org](mailto:b.cowie@kingswoodhouse.org)

At KHS the main school sport each term is as follows:

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

There is a sport options programme for Years 7-11 that runs alongside the main team events, which includes climbing, badminton, squash, golf and fitness – some of these take place off site. 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.

**Staff** - a list of all staff at KHS can be found towards the end of this booklet.

**Study Centre** – tucked away at the top of the main building, and overseen by Mrs Angus, are all the specialist Literacy, Dyslexia and Maths tutors who give 1:1 support to pupils. Both Mrs Angus and Mrs Ibbitson are our SENCos. Mrs Angus is also our Access Arrangements Assessor.

## T

**Telephone Numbers** - the School Office is open from 0730 – 1700. The Office staff are busy, so please restrict phone calls, 01372 723590, to the essential or leave a message. For other departments please call the following:

Sport:	01372 746590
Bursar:	01372 746592
Study Centre:	01372 746594

### **Timetable – Lower Prep, Years 1-4**

Time	Activity
0730	Breakfast Club in the Dining Room – optional - £10 per day charged
0815	Children 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	Assembly on Wednesday
0845 - 0935	Lessons
0935 - 0940	Movement Break
0940 - 1025	Lessons
1025 - 1055	Break
1055 - 1215	Lessons
1215 - 1330	Lunch and Break
1330 - 1400	Reading period / Choir / Pupil Briefing
1400– 1530	Afternoon Lessons
1530 - 1700	After School Club (optional)
1700 - 1800	Late Club (optional)

## ***Timetable – Upper Prep, Years 5-8***

Upper Prep Activity	Monday, Tuesday, Thursday	Wednesday	Friday
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	0915-1025	0845-0935
Lesson 2	0935-1025	1005-1055	0935-1025
Break	1025-1055	1025-1155	1025-1155
Lesson 3	1055-1155	1055-1145	1055-1145
Lesson 4	1145-1235	1145-1235	1145-1235
Lunch	1235-1350	1235-1350	1235-1350
Pupil Briefing (Tuesday only) / Study periods	1350-1420	1350-1420	1350-1420
Lesson 5	1420-1510	1420-1510	1400-1450
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

## ***Timetable – Seniors, Years 9-11***

Seniors Activity	Monday, Tuesday, Thursday	Wednesday	Friday
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	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 Pupil Briefing (Monday only 1400-1420)	1305-1410	1305-1410	Town Leave, return by 1410
Registration	1410-1420	1410-1420	1410-1420
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

***Town Leave*** - a privilege of the Senior Department is being allowed to visit Epsom every Friday lunchtime as a reward for good behaviour and effort in the week; this will be supervised by members of staff and pupils have to sign in and out of School at the Office. This privilege can be removed if not used sensibly. Any food or drink bought whilst in school uniform, must be eaten in a café or restaurant; pupils are not allowed to walk around Epsom eating or drinking. Please note pupils do not have to go down into Epsom and may remain at school and have normal lunch.

***Trips*** - trips are an extension of school activities and part of the curriculum. In keeping with our ethos of, “A Preparation for Life” is an expectation that pupils will attend all trips,



including residential trips, throughout the year unless there is a very significant mitigating reason approved by the Divisional Head. Safety and good discipline are vital. School rules are applicable at all times on each trip. Normally, every class goes on at least one educational visit a year. You will be asked to sign a parental consent form on joining that allows travel locally and to away matches without specific permission every time. On longer trips we will send out a letter to inform you of the details and cost of the trip and ask that you return the slip only if you do not give permission for your child to attend. We adhere to the DfE's guidelines on ratios of adults to children depending on their age group and any coach company that is used has regulation seat belts fitted, as do the school minibuses. All trips are risk assessed. KHS organises a very popular ski trip each February half term for pupils and (optional) their families / siblings too.

## U

**Uniform** - all KHS uniform is obtainable from [Stevensons](#), Epsom 01372 747474; some items are only available from the School Office. All items should be clearly named!

Item of Uniform	Lower Prep Years 1-4		Upper Prep Years 5-8		Seniors Years 9-11	
	girls	boys	girls	boys	girls	boys
KHS white polo shirt – daily wear						
KHS grey jumper	Y	Y	Y	Y	Y	Y
KHS winter tartan kilt	Y		Y		Y	
KHS summer tartan dress	Y		<i>Y but optional</i>			
Grey long trousers / grey shorts	<i>personal choice</i>	Y	<i>personal choice</i>	Y		
Grey or white short socks	Y	Y	Y			
KHS green blazer	Y	Y	Y	Y		
Black anorak / coat with a hood	Y	Y	Y	Y	Y	Y
White reverse collar blouse, short or long sleeves	Y		Y		Y	
KHS green cardigan	Y		<i>Y but optional</i>			
Grey tights	Y		Y			
KHS tie		Y		Y		
KHS long green & white stripe socks (with short trousers only)		Y		Y		
White shirt, short or long sleeves		Y		Y		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	Y	Y	Y	Y

Black padded back pack: <b>Year 7 and upwards only</b>			Y	Y	Y	Y
Black flat shoes – own choice of retailer - no boots or ballet pump styles, unadorned; heels no more than 3cm	Y	Y	Y	Y	Y	Y
Wellington boots for Forest School: own choice of retailer	Y	Y				

Item of Sports Uniform – available from <a href="#">Stevensons</a> , Epsom 01372 747474	Lower Prep Years 1-4		Upper Prep Years 5-8		Seniors Years 9-11	
	girls	boys	girls	boys	girls	boys
KHS white sports logo polo shirt	Y	Y	Y	Y	Y with green collar & cuff	Y with green collar & cuff
White sports shorts	Y	Y	Y	Y	Y	Y
Black skort	Y		Y		Y	
KHS green fleece	Y	Y	Y	Y		
KHS tracksuit bottoms	Y	Y	Y	Y	Y	Y
Short white sport socks	Y	Y	Y	Y	Y	Y
KHS waterproof cagoule & trousers	Y	Y	Y	Y	Y	Y
Trainers – own choice of retailer	Y	Y	Y	Y	Y	Y
<b>Additional sports clothing for Years 3 &amp; 4 upwards</b>						
KHS reversible rugby shirt (house colour* on reverse)	Y	Y	Y	Y	Y	Y
Black sports shorts	Y or skort	Y	Y or skort	Y	Y or skort	Y
KHS green long football socks	Y	Y	Y	Y	Y	Y
Football boots with rubber studs (regulation kite mark studs for rugby may be metal) – own choice of retailer	Y	Y	Y	Y	Y	Y
Shin pads – own choice of retailer	Y	Y	Y	Y	Y	Y
Mouth guard – own choice of retailer			Y	Y	Y	Y
Cricket pullover Cricket white shirt Cricket trousers Cricket boots	All cricket items are optional but required if team selected	All cricket items are optional but required if team selected	All cricket items are optional but required if team selected	All cricket items are optional but required if team selected	All cricket items are optional but required if team selected	All cricket items are optional but required if team selected
Black mid-layer lycra top (worn under polo shirt)					Y	Y
Black sport lycra leggings					Y	
Black sports holdall <b>Year 3 and upwards only</b>			Y	Y	Y	Y

## V

**Violence** - any form of physical violence towards another pupil or member of staff will not be tolerated and will face severe sanctions and consequences.

**Visitors** - all visitors to the school must enter by the front door, sign in at the Office and wear a red lanyard when on site. Parents are welcome with a pre-arranged appointment time for meeting with a teacher, or to spectate at a match or event but will also need to sign in. Thank you for your co-operation.

## W

**Website** - [www.kingswoodhouse.co.uk](http://www.kingswoodhouse.co.uk) is the school website and has lots of information for you and your child, do check it often.

## Y

**You!** - as a parent, carer, guardian, step-family member or relative we actively encourage a two way relationship between yourself and school. It is far more beneficial to email our staff with a query than rely on hearsay.

## Z

**Zzzz** - the importance of sleep for your child (and yourself!); school is a busy, lively environment and whilst we appreciate our pupils have interests and hobbies outside of school as well, it is vital that they are guided and supported in achieving a good night's sleep with time to unwind and relax. Sleep, and self-care, is all part of our mental well-being and health and an aspect we are committed to in school.

# KHS All Staff List 2023-24

## Senior Leadership Team

<b>Interim Headmaster:</b> Mr Liam Clarke	<i>B.Sc. Open, P.G.C.E.</i>	Games, Designated Safeguarding Lead
<b>Deputy Headmaster:</b> Mr Ian Mitchell	<i>M.A., B.A. (Hons), P.G.C.E. Pg. Dip. Ed.</i>	Head of Geography, Mathematics, Games, Deputy DSL
<b>Deputy Head Academic:</b> Mr James March	<i>B.A. (Hons), P.G.C.E.</i>	Head of English
<b>Bursar:</b> Mrs Sally Witts		
<b>Assistant Head – Seniors:</b> Mr Sachin Sukhdeo	<i>B.Sc. (Hons) Maths, Dip. Education</i>	Maths Teacher, Deputy DSL
<b>Interim Head of Upper Prep:</b> Mrs Jacqueline Jennings	<i>B.A. (Q.T.S.) Secondary Education and PE</i>	Teacher of PE and Games, Year 9 Form Teacher
<b>Head of the Study Centre, SENCo:</b> Mrs Harriet Angus	<i>BA (Hons) Primary Teaching, QTS National Award for SEND Coordination (P.G. Cert NASENCo) BPS RQTU - Certificate in Psychometric Testing, Assessment and Access Arrangements (CPT3A)</i>	Deputy DSL
<b>Head of Lower Prep, SENCo:</b> Mrs Emma Ibbitson	<i>B.Eng (Hons) Electronics and Communications, P.G.C.E., Q.T.S .National Award for SEND Coordination (P.G. Cert NASENCo)</i>	

## Teaching Staff

Mr Luke Allen	<i>B.Mus. P.G.C.E. Q.T.S.</i>	Director of Music, Year 7 Form Teacher
Mr Richard Annang	<i>B.A English</i>	Teacher of English (Maternity Cover), Year 9 Form Teacher, Life Skills and Independent Learning Coordinator
Mr Rudolf Anthony	<i>B.A. Accounting and Finance, P.G.C.E.</i>	Head of Computer Science, Digital Learning Coordinator and Year 10 Form Teacher
Mr Mike Bailey	<i>iP.G.C.E.</i>	Head of Design Technology, Games
Mr David Barratt	<i>B.Ed. Maths and Science</i>	Science Teacher, Year 7 Form Teacher, Games
Mrs Ella Bray	<i>B.A (Hons) Philosophy, P.G.D.E.</i>	English Teacher (Maternity Leave)
Mr Barney Cowie	<i>B.Sc. (Hons), P.G.C.E.</i>	Director of Sport, Year 8 Form Teacher, KHA Staff Rep
Ms Bernice Forbes	<i>M.A. P.G.C.E.</i>	Year 5 Form Teacher, General Subjects
Mr John Fitzgerald	<i>B.A. Photography, P.G.C.E.</i>	Head of Art, Year 6 Form Teacher
Ms Akila Garrib	<i>B.A. History and English</i>	Teacher of Science, Year 10 Form Teacher, EDI Coordinator
Mrs Julie Haunstetter	<i>B.A. (Hons) Medieval and Modern History, P.G.C.E.</i>	Head of History, Year 11 Form Teacher, HPQ Coordinator
Mrs Belinda Horley	<i>H.N.D. Performing Arts, P.G.C.E.</i>	Head of Drama
Miss Gemma Hylands		Cover Supervisor, Eco Club, Houses, Charities and Student Council Coordinator
Mr Tom Laudy	<i>iP.G.C.E.</i>	Year 8 Form Teacher, Sport and General Subjects Teacher, Trips Coordinator
Miss Hannah Luff	<i>B.Sc. Level 2 RFU Coaching</i>	Trainee Teacher
Mrs Gemma Lindley	<i>B.Sc, P.G.C.E.</i>	Head of Maths (Maternity Leave)
Mrs Chantel Martins	<i>B.A. Ceramic Design, T.E.F.L, iP.G.C.E.</i>	Year 2 Form Teacher
Mrs Claire McGill	<i>Level 3 NVQ Learning &amp; Development</i>	Lower Prep Assistant, LSA
Mr Kasim Mohamed	<i>B.Eng (Electronic and Electric) M.B.A. Finance</i>	Teacher of Maths
Mrs Sandra O'Shea	<i>NVQ Level 3 Support in Learning and Teaching</i>	Independent Learning Supervisor, DoE Assistant

Miss Nikita Patel	<i>B.Sc. (Hons) Genetics, P.G.C.E.</i>	Head of Science, Year 10 Form Teacher, DoE Coordinator
Mrs Rachel Pengelly Teacher, Careers Coordinator	<i>M.Sc. Grad. Dip. (Maths Ed) P.G.C.E. B.Sc. (Hons), A.I.S.T.D.</i>	Teacher of Maths (Maternity Cover), Year 9 Form
Mrs Sally Seiver	<i>B.Ed. (Hons)</i>	General Subjects Teacher
Miss Julie Smith	<i>Level 2 Cert in Supporting Teaching and Learning, H.L.T.A., Level 3 in Education and Training</i>	Functional Skills Teacher, LSA
Mrs Fiona Swift	<i>iP.G.C.E.</i>	Year 6 Form Teacher, General Subjects Teacher, PSHE/RSE/Citizenship Coordinator, Deputy DSL
Miss Lana Sumners	<i>B.A. (Hons) Music, P.G.C.E</i>	Year 4 Form Teacher, GTi Coordinator
Mr Jeremy Westcott	<i>B.Sc. (Hons) Sport, Fitness and Coaching, iP.G.C.E.</i>	Teacher of PE and General Subjects, DoE Assistant
Mrs Stephanie Weston	<i>iP.G.C.E. Dip. C.O.T.</i>	Head of RS and Classics, Year 11 Form Teacher

## The Study Centre Teaching Staff

Mrs Joanna McMurtrie	<i>Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties NCFE Cache Level 2 in Understanding Children and Young Peoples Mental Health</i>
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## The Study Centre Peripatetic Tutors and Therapists

Mrs Sherryn Alton	<i>B.SC (Hons) Logopaedics, M.Sc. (Hons) Human Communication, ACS (Deafness); BSL Level 2, Registered MHPC; Cert MRCSLT</i>
Mrs Miranda Bagley	<i>OCR Level 5 Diploma in Teaching Learners with Specific Learning Difficulties</i>
Mrs Aniesa Blore	<i>Bachelor of Occupational Therapy, Clinical Specialist Paediatric Occupational Therapist, Member of Health Professions Council, Senior Associate of the Royal Society of Medicine, Member of British Association of Occupational Therapists</i>
Ms Isabella Budasz	<i>B.Sc. (Hons) Geography and Sociology, Cert Ed. Certificate in Supporting Adults with Dyslexia</i>
Mrs Jeanette Groves	<i>Level 5 Diploma in Teaching Children with Specific Learning Difficulties (Maths and Literacy), Patoss Associate Member</i>
Mrs Lucy Fanning	<i>B.Sc. (Hons) Psychology, P.G.C.E. Post Graduate Certificate in Dyslexia and Literacy</i>
Mrs Kitty Jones	<i>B.Sc. (English) P.G.C.E. Q.T.S.</i>
Mrs Susan Jones	<i>LLB (Hons), P.G.C.E., Level 4 Certificate in Specific Learning Difficulties</i>
Miss Samantha McCrindle	<i>Bachelor of Occupational Therapy</i>
Mrs Amandeep Rai	<i>B.A. (Hons) Educational Studies and RS, P.G.C.E. Q.T.S. Level 5 Certificate in Dyslexia Intervention Support, C.E.L.T.A.</i>
Mrs Emma Rendle	<i>B.Sc. (Hons) Speech Sciences, M.R.C.S.L.T, M.A.S.L.T.I.P. H.C.P.C. Registered</i>
Mrs Leanne Stewart	<i>B.Ed. Unicorn Maths</i>
Mrs Rosie Wood	<i>B.SC (Hons) Logopaedics, M.Sc. (Hons) Human Communication, ACS (Deafness); BSL Level 2, Registered MHPC; Cert MRCSLT</i>

## Music Peripatetic Teachers

Mr Stephen Bradfield	Guitar	Ms Alison Knight	Piano
Miss Jemma Love	Singing, Woodwind and Composition	Mr Alex Temple-Heald	Drums

## Support Staff

### Learning Support Assistants

Mrs Nicola Adam	<i>B.A. (Hons) English Literature, SEN Support Assistant</i>
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Mr Calum Barnes	<i>Level 3 Health &amp; Social Care</i>
Mrs Caroline Browne	<i>B.A. (Hons) French, PGDE (S. Africa)</i>
Mrs Patricia Carswell	<i>B.A. Business Information Technology</i>
Mrs Sarah Conner	<i>NCFE Level 2 Support Work in Schools, Supporting Children on the Autistic Spectrum</i>
Mrs Tessa Curnin	<i>EHCP Co-ordinator, B.A. (Hons) Modern Arts, PGCE, Level 5 Literacy ESOL</i>
Mrs Joanna Danks	<i>B.A. (Hons) History, NCFE Level 3 Supporting Teaching &amp; Learning in Schools. NCFE Cache Level 2 in Understanding Children and Young People's Mental Health, Level 2 Certificate in Behaviour that Challenges in Children</i>
Mrs Glenda Du Plessis	<i>B.A. (Hons) Geography &amp; PE, PG Diploma in Education</i>
Mrs Robyn Hall	<i>Personal Trainer Diploma, Level 1 Gymnastics and general coaching certificate</i>
Mrs Alice Kiddie	<i>B.A. (Hons) Theology, Level 2 Understanding SLD</i>
Mrs Claire McGill	<i>Level 3 NVQ Learning &amp; Development</i>
Mrs Claire Mills	<i>B.Sc. (Hons), PGCE, TESOL, Level 5 ESOL</i>
Mrs Christine Newman	<i>WEA Helping with SEN in primary schools, SALT Specialist Course</i>
Ms Nicola Parsons	<i>Cert SLPS (Open), TQUK Level 2 Cert. in Counselling Skills</i>
Mrs Amelia Rahaman	<i>B.Sc. (Hons) Clothing Marketing, P.G.C.E., Level 5 Diploma Specific Learning Difficulties</i>
Mrs Amanda Reed	<i>NVQ Level 2 Supporting Teaching and Learning in Schools, ELKAN course</i>
Mrs Karen Santos	<i>NVQ Level 2 TA</i>
Mrs Emma Sharpe	<i>Level 2 Supporting Children, Teenager and Young Adults with PDA. Certificate for pick and mix your AADD. Level 2 Dyslexia/Specific Learning Difficulties</i>
Miss Julie Smith	<i>Level 2 Cert in Supporting Teaching and Learning, H.L.T.A., Level 3 in Education and Training</i>
Mrs Michelle Tomlinson	<i>NNEB Level 3</i>
Mrs Maria West	<i>B.Sc. (Hons) Occupational Therapy, Level 3 in Childcare</i>
Mrs Nicketa Williams	<i>MIPD</i>

## ELSA

Miss Katey Timothy	<i>NVQ Level 3 TA, Youth Mental Health course, TQUK Level 2 Cert. in Counselling Skills, Cache Sexual Health Awareness, Traumatic Bereavement: supporting children and young people at school.</i>
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## Administrative Staff

Mrs Zoe Ashton	Head of Admissions
Mrs Kelly Bishop	Study Centre Secretary
Mr Walid Chaudhry	Finance Manager
Mrs Tessa Curnin	EHCP Co-ordinator, Functional Skills Verifier and LSA
Mrs Emma Darbishire	School Matron
Mrs Amanda Earl	Head of Marketing
Mrs Melissa Evans	Science Technician
Mrs Karen Harding	School/Headmaster's PA
Mr Campbell McKelvie	Compliance Officer
Mrs Ann Miller	Admissions and Office Administrator, Clubs Coordinator
Mrs Debbie Steer	Bursar's PA
Mrs Pippa Webb	Head of ICT and Exams Officer

Mrs Sally Witts

Bursar

## Catering Staff

Mrs Jane Chandler

Catering Manager

Miss Maria Lopez

Assistant Cook

Miss Aaliyah Hafiz

Catering Assistant

Mrs Irene Lau

Catering Assistant

Ms Annie Lim

Catering Assistant

Mrs Shirin Yasin

Catering Assistant

Mrs Andrea Yeang

Catering Assistant

## Grounds, Maintenance, Minibus

Mr Paul Hylands

Groundsman / Minibus Driver

Mr Ron Gummer

Maintenance

Mr David Stutter

Minibus Driver

Mr Bernie White

Minibus Driver

Mr Martin Wood

Minibus Driver

Mr Kwai Choi Yeung

Minibus Driver

## Governors List

Mrs J H Bourne

B.Sc. Former Cytogeneticist and Biochemist

Experience in IT and school administration

*Sub-Committees:*

*Chair of Marketing*

Dr H Bowen-Perkins

M.R.C.S. L.R.C.P. M.B. B.S. L.M.S.S.A. P.G.D. Cardiology

Old boy and former parent

Local GP and Governor of Epsom College

*Sub-Committees:*

*Chair of Health, Safety and Welfare, Safeguarding*

Mrs L Culm

M.Ed. (Hist) Oxon, R.S.A. Dip., Sp.L.D., P.A.T.O.S.S.

Retired Senco and Assessor in Learning Development Dept. at St. John's School, Leatherhead

*Sub-Committees:*

*SEND, Risk Management*

Mr J R Evans

B.Ed. (Hons), AD Dp., Ed. Man., I.A.P.S.

Chair from September 2021; Retired Prep School Headmaster, Educational Consultant,

ISI Independent School and Boarding Inspector, IAPS Heads Mentor and Appraiser

*Sub-Committees:*

*Chair, Finance, Strategy, Academic, Risk Management*

Mr R Johnstone

B.A., P.G.C.E., AMDIS Marketing Diploma

Teacher and House Tutor at Epsom College

*Sub-Committees:*

*Academic*

Mr R B G Laudy

LLB (Hons)

Deputy Chair from September 2022; Former parent, Retired Partner in Pincent Masons L

*Sub-Committees*

*Finance, Strategy*

Mr A Law

F.C.A.

Bursar at a non-competing Independent School, Vice President of Old Freemen's Association

*Sub-Committees:*

*Chair of Finance, Strategy*

Mr A Matthews

M.A. (Hist) Cantab, I.C.A.E.W.

Former parent; Private equity investment and advisory services

*Sub-Committees*

*Finance*

M H Scott

Dip.M., A.C.I.B.

Retired Corporate and Business Bank Executive

*Sub-Committees*

*Finance, Strategy, Risk Management*

## The Role of the Governing Body

*The Kingswood House School Trust Limited is controlled by a Board of Governors under the chairmanship of Mr Richard Evans. The Governing Body oversees the external and strategic management of the school. There are various sub-committees set up to assist the Head Teacher including Finance, Strategy, Risk Management, Marketing, Safeguarding and Academic.*





**Kingswood House School**

**56 West Hill**

**Epsom**

**Surrey, KT19 8LG**

**01372 723590**

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