

Pupil Handbook 2023-24

An A—Z Guide to Kingswood House



WHEN IT RAINS
look for **RAINBOWS**
WHEN IT'S DARK
look for **STARS**

A – Z Guide to Kingswood House School!

A is 'All about You'; Acceptable Use of IT Agreement *to be signed*

B is for Bags; Before School – Breakfast Club; Breaktime; Bullying

C is for Chromebooks; Clubs

D is for Duke of Edinburgh Award (Seniors only)

E is for e-Praise; Endeavour; Engage; ELSA; Equipment Needed

F is for Forest School (Prep Department only); Form Teachers

G is for Games

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I is for Integrity

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K is for Kingswood House School; Kingswood House Way; Kingswood Active

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T is for Talk to Someone! Tights; Town Leave; Trips

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School Rules

A-Z guide to Kingswood House School

A

About You – *please fill in the following details:*

Name.....

Form Group/Room.....

Emergency Contact (home).....

Telephone Number.....

School Computer login details

Username.....

Password.....

Printer code.....

Office 365 login details

School email.....@kingswoodhouse.org

Password.....

Other login details

Website 1.....

Username.....Password.....

Website 2.....

Username.....Password.....

Website 3.....

Username.....Password.....

Acceptable Use of IT in School - rules for internet / computer / device usage – **Agreement to be signed below**

The school has computers for you to use with internet access to help your learning; if you are in Year 7 and above you will also have your 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 them and sign and ask your parent / guardian to sign as well.

- 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..... Date.....

Parent’s Signature..... Date.....

B

Bags - From Reception to Year 6 you will have a green KHS rucksack; in Year 7 and above you will purchase a KHS black backpack that is suitable to hold and protect your school belongings and your *Chromebook*.

Before School - Breakfast Club - all pupils arriving at school early (before 0800 when a member of staff is on duty in the playground) will be sent to Breakfast Club and will be charged £5.00. Breakfast Club is held every morning from 7:30am in the Dining Hall. Lower Prep pupils will be taken to their class at 8:30am but Seniors may go to the playground at 8:00am when a member of staff is on duty.

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 Lower Prep Department and the rest of the school. As a Senior pupil in Year 11 you will also have access to the Senior Common Room in The Peter Brooks Building. This has games, sofas to relax on and a study area. You will be allowed to use this during break times but this privilege may be taken away if the room is not used properly. Years 9 and 10 will be able to use their form room as a common room. You may find that with an increased workload, break times are a good opportunity to catch up on any work or do some extra reading.

There is also a '*boulangerie*' in the playground or the French room every Wednesday break – bring in 50p if you like croissants or *pain au chocolat*, but remember you have to ask for what you would like in French!

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. We operate a 'buddy' system for new pupils whereby they are supported and helped to settle in smoothly.

Remember, talk to your Form Teacher, the Designated Safeguarding Lead, any member of the SLT or any KHS staff if you are worried about bullying.

C

Chromebooks - each pupil from Year 7 upwards will have a Chromebook to help with their work and learning. These will be owned by you but managed by the school and will be your responsibility. You must have it in school with you, charged and ready to learn. Chromebooks must be kept in their cases and carried around school in your school bag, not open in your hands. You must keep your Chromebook safe in your locker when not in use for lessons. You will take your Chromebook home with you each night and charge it ready for the next day. You will be free to use your Chromebook at home, but there will be certain rules which must be followed regarding what you can and can't use them for. If you fail to follow these rules, then this may result in sanctions being imposed. If anything goes wrong with your Chromebook you need to tell Mrs Webb straight away who will see if the problem can be fixed, or if a new device is to be issued – invoiced with school fees. It is your

responsibility to look after your Chromebook carefully, use it sensibly and it should last you throughout your time at KHS.

Clubs - most clubs start at 4pm and end at 5pm 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 people each term. Some clubs that run are for, example, Art, DT, Chess, Fencing, Judo and Board Games.

D

Duke of Edinburgh Award Scheme (Seniors only) - in Year 9 you will have the opportunity to complete the Duke of Edinburgh Bronze Award and you may then go on to 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 you will need to complete many of the activities in your 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 and sanctions - it is online and can be seen by staff, pupils and parents. House Points and Commendations can be awarded for good behaviour, manners and actions around school, as well as sporting, creative or academic performance. Demerits are given when something has gone wrong and an accumulation of these can lead to a detention, or loss of privileges / town Leave. Teachers set prep through e-Praise which pupils can access at any time and return prep tasks online digitally or print out when in school.

ELSA - Emotional Literacy Support Assistant. We are lucky to have Miss Timothy in school in this role providing pupil support with developing social skills, mental health awareness and emotional maturity where there is a need. You may want to see her and talk to her at one of her ad-hoc drop-in sessions (her office, or outside in the playground) It may be that our teachers, or even your parents, suggest a chat with her to help. 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 you can leave her a note.

Endeavour - is one of Kingswood House Way values. We expect our pupils to work hard and put the effort in at all times. We focus on this value in the Summer Term and give consideration to application, attitude, resolve, dedication, maturity, sportsmanship, camaraderie, resilience, determination, teamwork, perseverance, grit, hope, conviction and expectation.

Equipment - Lessons - for your 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 – Casio Fx series
- Colouring pencils
- Felt tips

Equipment - Games you will need appropriate KHS logo PE / Games kit as detailed on the school website and in the Parent Handbook. There will be lots of new sports for you to try but you don't need to buy new equipment each time although, if you enjoy it, you may want to, for example:

Cricket: Windball, cricket bat, cricket helmet, cricket gloves, cricket pads, cricket box, arm guard, leg guard, spiked shoes and cricket bag.

Rugby: Scrum cap, rugby gloves, shoulder pads, lycra shorts and armourfit.

Golf: Golf clubs

Hockey: Hockey stick & hockey glove

Running: Spiked shoes

Tennis: Tennis racket

F

Forest School (Lower Prep pupils only) - our grounds provide a wonderful environment for our youngest pupils to enjoy a session of outdoor, physical and practical learning with Jay who comes in from Forest School. Pupils will need waterproof trousers and wellington boots in school to wear for these sessions which run outside whatever the weather!

Form Teacher / Tutor - you will be part of a certain class / form and have a member of staff as your Form Teacher who you will see on a daily basis at Registration, or they may even be one of your subject teachers. It is always good to approach your Form Teacher first if there is an issue, or if something troubling you. All staff details at KHS can be found on the website.

Seniors:

11W Mrs S Weston
 11H Mrs J Haunstetter
 10R Mr R Anthony
 10P Miss N Patel
 10G Ms A Garrib
 9P Mrs R Pengelly
 9J Mrs J Jennings
 9A Mr R Annang

Upper Prep:

8L Mr T Laudy
 8C Mr B Cowie
 7B Mr D Barratt
 7A Mr L Allen
 6S Madame Swift
 6F Mr J Fitzgerald
 5F Ms B Forbes

Lower Prep:

4S Miss L Sumners
 2M Mrs C Martins

G

Games - part of the Sport Department's curriculum. Games lessons appear on the timetable as a double or even triple session, often during which matches and fixtures are scheduled. The facilities at Ashtead Cricket Club and Parsons Mead grounds are also used for these lessons as an extension to our grounds.

H

Hair - pupils are expected to have sensible hairstyles, which should be smartly groomed, of an acceptable length and style and of natural colour. 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. Boys old enough to shave should be clean-shaven (if genuine medical or religious grounds exist for not shaving, then parents should seek reasonable adjustments to this by writing to the Head).

Headmaster's Dinner (Senior pupils only) - there will be a Headmaster's Dinner for each Senior year group; it is a compulsory event. This will be a sit down dinner with the Headmaster, Form Teachers, and members of the SLT. The evening is an opportunity to talk to the Headmaster and the rest of the senior team about all aspects of school life and most importantly, enjoy a convivial dinner. The pupils will have an input into the menu that will be served.

Help in School - who to talk to... the most important thing to remember is that all the adults in school are here to help you. Although it may be difficult, it is important to talk to somebody if you have any concerns or worries over anything. Try talking to your *Form Teacher*, the staff in the School Office or any member of the SLT. There are also key members of staff who are the Designated Safeguarding Lead, or Deputy Designated Safeguarding Leads:

| | | |
|---------------------------------------|--------------|--|
| Designated Safeguarding Lead: | Mr Clarke | i.clarke@kingswoodhouse.org |
| Deputy Designated Safeguarding Leads: | Mr Mitchell | i.mitchell@kingswoodhouse.org |
| | Mr Sukhdeo | s.sukhdeo@kingswoodhouse.org |
| | Mrs Angus | h.angus@kingswoodhouse.org |
| | Madame Swift | f.swift@kingswoodhouse.org |

Our Elsa is Miss Timothy.

Whoever you talk to in school will take you seriously, but won't ask too many questions. We will try and help you, to keep you safe, but you may also need professional support from a specialist outside school. We promise to do all we can to help but please remember that no teacher is allowed to keep information about you to themselves. They have to pass it on so that help can be obtained. However, only those who need to know will be told. We will explain this at the time and tell you who has to be told and the reason. We will suggest that you talk to them yourself. REMEMBER - nobody has the right to abuse children. It is very important that you tell someone.

All pupils should read the full Policy for Pupils on Confidentiality Issues, which is part of the Child Protection Policies and can be found on the school website.

House System - There are four Houses at KHS - Drake (yellow), Nelson (red), Marlborough (green) and Wellington (blue).

When you join us you will be assigned a House and meet other pupils in all the year groups who are in your House. There is a House Meeting every two weeks and each member of staff in school is also assigned a House to belong to. Each House competes to win a trip at the end of the year. Houses compete against each other to see who can earn the most Points and Commendations. There are numerous events at which you can earn points, such as the Christmas Quiz, Sports Day, Public Speaking, House Music, Art and Sports competitions. Each House has a House Day to raise money for charity when there are stalls and games at lunch time and pupils of that House may come to school in mufti that day. You will need around £5 in change to spend.

I

Integrity - is one of our Kingswood House Way values. It means doing the right thing even when no one is looking! We expect our pupils to behave in this manner and badges can be awarded for acts of integrity. We focus on this value in the Spring Term and consider acting with honesty, trust, empathy, loyalty, dedication, discretion, kindness, maturity, wisdom, judgement, reason, prudence, sincerity and being your best self.

J

Jewellery - is not 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.

Jumpers - like everything you bring into school they should be *NAMED* so if lost, they will easily find their way back to you or to Lost Property; we find many of these lying around school in all sizes!

K

Kingswood House School - welcome to Kingswood House School. You may be joining the school for the first time lower down with our younger pupils, 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 Prep Department is Years 1 - 8; Lower Prep is Years 1 - 4; Upper Prep is Years 5 - 8

Our Senior Department is Years 9 - 11

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. 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.

L

Late Club - is held every evening after school for any age pupils from 5pm-6pm. If you choose, you may also order a snack during Late Club.

Lockers - you will get your own locker in Year 7 and above. In the Lower Prep Department you will have a desk tray or area in your Form Room for your belongings that you need in school. You should only have the items in your bag at any one time for your next two lessons - everything else should be in your locker. This will help protect your back from carrying heavy bags around all day! All lockers must be locked. Sort your bags every night and remember to give anything sent home from the school to your parents / guardians immediately.

Lost Property - if you have lost something, look for it in the lost property box which is by the Sports Office and if you can't find it, tell the School Office who will put it in the Newsletter. To avoid this, make sure you have your name in all your clothing and don't bring things in that are expensive or important to you, just in case they do get lost.

Lunch - a very important part of the day! A break from lessons and time to refuel and relax socially with your class / friends. The weekly menu is published in advance in the Friday Newsletter, is on the website and daily written up on the board outside. However this may change at short notice at the discretion of the kitchen team. There are always choices of hot and cold, meat and vegetarian dishes along with pasta, jacket potatoes, soup and salads. Fruit, yoghurts and often a pudding are also offered. If you have any dietary requirements or a food intolerance or allergy, the school must be informed so our chef can provide you with an alternative. 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 eating in uniform.

M

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 you travel to school independently and bring your phone, it must be signed into the school office by Years 1-6 for collection at the end of the day, or placed in your locker – pupils in 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 - apart from your timetabled lesson in the subject, you may wish to learn a musical instrument or be taught to sing. This can be arranged through the Director of Music who has a number of peripatetic Music Teachers who come in to teach violin, keyboard, guitar, Ukulele, drums and singing.

N

Named Belongings - anything you bring in to school should be named!

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! - due to pupils and staff on site with severe nut allergies requiring epipens, we are a NUT FREE school.

O

Our School - welcome to Kingswood House School. You are part of an 'excellent in all areas' ISI rated school; we are compliant and have met rigorous safety standards so you can enjoy the school environment and thrive whilst you are here with us each day. We have a long history going back to 1899 - have you seen our Leavers Bricks?! We became co-educational in 2021 and are enjoying educating boys and girls together, for the benefit of each pupil.

P

Prep Department - Welcome to KHS Prep Department; Lower Prep is Reception to Year 4; Upper Prep is Years 5 to 8. This booklet explains many different things at school that you might have questions about, your Form Teacher or the Divisional Heads will always be happy to help you at any time.

Mrs Ibbitson – Head of Lower Prep, Mrs Jennings - Interim Head of Upper Prep.

Prep - Prep is homework / extra tasks that are set to be done outside lesson time; as you get older you will be expected to spend more time on this. Your *Form Teacher* or subject teachers will set the task on e-Praise.

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 30 minutes at the weekend.

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

There may be reading and spellings as well.

Year 9 60 minutes Monday –Thursday, 2 hours at the weekend (plus revision)

Year 10 1 hour 30 minutes Monday –Thursday, 3 hours at the weekend (plus revision)

Year 11 1 hour 30 minutes Monday –Thursday, 3 hours at the weekend (plus independent study)

Prep Club - This is a Club that runs every day from 4:05pm to 5pm and it is where you do your homework / prep if you are going home late. If you know you will be staying to prep, you must tell your Form Teacher at Registration in the morning. If your parents haven't arrived by 4:15pm you must go to prep and wait there until picked up.

Prefects / Positions of Responsibility - we select pupils from Year 8 and Year 11 to be our Head Prefect and Deputy Head Prefects. There are also two teams of Senior and Upper Prep Prefects and a Lower Prep monitor. Pupils are nominated for these positions by staff. Four House Captains, Senior Music Captains and Sports Captains are also chosen.

Pupil Briefing - this happens for all pupils once a week and will consist of a topical assembly, usually taken by your Divisional Head, who will read out 'Mention in Despatches' and award any sporting certificates or those for any other notable achievements.

Q

Queuing for lunch or outside any classroom - this should always be done in a quiet and orderly manner; a teacher will ask you to enter the classroom, Dining Hall, Langlands or any building when you are ready. Queue outside for Langlands for the Science Labs and outside Katy Walton building stairs for the Katy Walton upstairs classrooms.

R

Registration - this takes place at 8:30am each morning in your Form Room and all pupils must attend if they are in school that day. Prep (Homework) is often handed in at Registration and you must tell your Form Tutor if you will be staying to Prep Club that evening. If you arrive late to school, please ensure you sign in at the School Office.

Respect - this is one of our three Kingswood House Way values. We expect all our pupils to show respect to themselves, to others, to things around them and the environment they are in at all times.

We focus on Respect in the Autumn Term and consider respect for self, respect for others, tolerance, democracy, freedom of speech, listening, acceptance, inclusion, courtesy and gratitude.

S

Senior Common Room - our Year 11 pupils have the privilege of using the Senior Common Room to relax or study. It may be used by some other year groups for timetabled study sessions.

Senior Department - Welcome to KHS Senior Department. You may be joining the school for the first time or have been here with us in the Prep Department, but either way there will be lots of new things that you need to remember now you are in the Seniors, Years 9 and above. If you have any questions about the Seniors go and see Mr Sukhdeo – Head of Seniors - and he will help.

Senior Lecture - there will be an evening lecture, which all Senior pupils are expected to attend. This will take place once a term and will consist of a speaker talking about something, hopefully of interest to our pupils. You will have the opportunity to ask questions and speak with the guest.

SLT – Senior Leadership Team

| | |
|--------------|--|
| Mr Clarke | Interim Headmaster, DSL |
| Mr Mitchell | Deputy Head |
| Mr March | Deputy Head – Academic |
| Mrs Witts | Bursar/School Administrator |
| Mr Sukhdeo | Assistant Head – Head of Seniors |
| Mrs Jennings | Interim Head of Upper Prep |
| Mrs Ibbitson | Head of Lower Prep & SENCo Lower Prep & Upper Prep |
| Mrs Angus | Head of Study Centre & SENCo Upper Prep & Seniors |

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 you are selected to represent the school in a fixture or match you are expected to attend. You must bring and wear the correct kit to each sports lesson and remember to take your inhaler or EpiPen if you have one.

Mr Cowie is our Director of Sport.

Study Centre - tucked away at the top of the main building are all the specialist Literacy, Maths and SALT tutors who give 1:1 support to pupils. Mrs Angus is the Head of the Study Centre and SENCo for pupils in Years 7-11 alongside Mrs Ibbitson who is also a SENCo for Reception – Year 6 pupils.

T

Talk to someone! If there is something troubling you it is always best to get it off your chest and share it. Want to talk with someone outside school? Try any of these excellent organisations...

- ChildLine is a free confidential helpline for children and young people. You can call any time on 0800 11 11 or look at their website www.childline.org.uk

- The NSPCC have a contact line on 0808 800 5000 for children and young people or you can email them help@NSPCC.org.uk
- Kidscape has helpful advice on bullying, their helpline no. is 07496 682785 – you can even use this number to text them or look at <https://www.kidscape.org.uk/advice/advice-for-young-people/>
- Another helpful website is [Young Minds](#)
- The Samaritans can be called at any time on 08457 909090
- In a crisis, call the police on 999

Tights - where tights are worn in the Autumn and Winter terms, these should not be laddered or have holes in them. Replacement pairs can be obtained from the Office and will be charged to fees.

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 you 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. You are not allowed to walk around Epsom eating or drinking. Please note that you do not have to go down into Epsom and may remain at school and have normal lunch if you wish.

Trips - there are a wide range of trips planned as part of our curriculum across all age ranges. We feel these offer the perfect opportunity for learning outside of the classroom. These can be day or residential and are the ideal opportunity for you to see how your knowledge and skills are relevant to the world and country that we live in - your teachers will talk to you about such trips in advance. KHS organises a very popular ski trip each February half term for pupils and (optional) their families / siblings too.

U

Uniform - you should wear your KHS uniform with pride at all times. All items should be clearly named! The proper uniform must be worn when outside of school and leaving in the afternoon.

V

Violence - any form of physical violence towards another pupil or member of staff will not be tolerated and will face severe sanctions (as outlined in the **School Rules** below)

W

Water bottles - you should have a named one in school with you every day; there are water fountains you can use to refill it and many classrooms have sinks / taps too you can use. Metal ones are good for keeping water cooler for longer.

Website - www.kingswoodhouse.co.uk is the school website and has lots of information on for you and your parents.

X

XX - teachers care! All the KHS staff are concerned for your personal, social and emotional development alongside your academic achievements.

Y

You - your best self! We hope by following the Kingswood House Way, and growing and developing as a person at KHS, you will achieve so much more than you ever thought possible – whether that is in the classroom, on the sports field, up on a stage, or even how you are at home and outside school.

Z

ZZZZ - the importance of sleep and relaxation after a busy school day! Sleep is an essential part of our daily lives that enables us to function properly, and be at our best, when we are all in school together. If you are having trouble sleeping tell someone as it can impact your day at school.

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, daily 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 3rd bar on the wood ladder. No one is permitted on the Adventure Trail unless a member of staff is on duty.
- The climbing wall is out of bounds unless supervised by a member of staff.
- Dangerous games such as British Bulldogs are not permitted.
- During the summer pupils may be allowed to play on the field as well as the playground and Astro.

7 Dining Room/Food and Drink

- Pupils must wait in an orderly manner outside the Dining Room until told they may enter.
- Pupils should queue in an orderly manner to collect their food.
- Pupils must have high standards of good table manners and behaviour.
- Eating is not permitted anywhere else in the school except in the common rooms for senior 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.



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