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Educational Visits/Trips and Outings

School trips are an extension of school activities and part of the curriculum. Safety and good discipline are vital. School rules are applied to ensure the control and discipline of the boys.

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.

Minibuses

The school operates five morning minibus runs that transport the children to school each morning. We also operate two afternoon runs. One bus leaves school at 5pm on Monday, Tuesday and Thursday to Esher and the other at 4pm on Monday, Thursday and Friday to Putney. Details of the bus runs are kept by the School Secretary and any queries from parents should be directed to her at office@kingswoodhouse.org.

Only children in Years 3-11 are allowed on the minibus runs except in exceptional circumstances and with the Headmaster's permission.

Kingswood House Association

The Parents' Association (KHA) is a valuable and important part of our school. It raises funds for the School and organises social events that many parents enjoy. Each family pays £8 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, summer ball, sporting dinner, comedy night and "Jollies" (school fete).

Links with the Community

Kingswood House School has a good relationship with the local community, based on the desire to establish links with both industry and local people. In fact, many of our staff and parents are from the direct locality. Various schools and local groups use our facilities, some regularly. We have links with local shopkeepers, schools and churches and our neighbours are invited to social events.

Years 9, 10 and 11 are involved with the local community through the Duke of Edinburgh's Award Scheme.

We also have regular visits from the local Police School Liaison Officers and vicar. Classes have been taken to old people's homes to sing or perform plays, and there are also trips to Horton Farm and Country Park. The local recreation ground is used for sport and a service is held at Christ Church at Christmas.

Holiday Activities – Kingswood Active

Staff hold regular Activity Courses in the holidays featuring a variety of sporting and fun activities, art and craft and computing. Details will be sent home in advance or email kingswoodactive@kingswoodhouse.org for more information.

Bags

The School has a standard issue games bag that is available from the School Office. In addition, there are standard rucksacks for use throughout the School.

Boys must leave these bags in designated areas in their classrooms when not in use. They should only 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 in classrooms.

Advertising

From time to time the School produces new advertising material such as prospectuses and newspaper articles. In addition, the School has its own website (www.kingswoodhouse.org). In accordance with the Data Protection Act if you have any objections to photos of your son 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.

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 Policy
- Staff Behaviour and Code of Conduct
- Induction of new Staff, Governors and Volunteers in Child Protection
- Taking, Storing and using Images of Children
- Pupils' Use of ICT, Mobile Phones and other electronic Devices
- E-Safety Policy
- Recruitment, Selection and Disclosure Policy and Procedure
- Missing Child Policy and Procedure to be Followed when a Child is not collected on Time
- Intimate Care Policy
- Restraint of Pupils 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. Other policies that may be viewed on our website are:

Admissions Policy

Anti-bullying Policy

Behaviour and Sanctions Policy

Complaints Procedure

Curriculum Policy

Early Years Policy

Educational Visits Policy

English as a Additional Language

Equal Opportunities

Exclusion Policy

First Aid and Administration of Medicines Policy

Health & Safety Policy

Privacy Notice

Special Education Needs, Learning Difficulties and Disabilities

Three Year Accessibility Plan

Whistle Blowing Policy

Please note:

All policies and procedures at Kingswood House School relate to the whole school including the EYFS

Senior Leadership Team

The Headmaster and his senior leadership team supervise the internal management of the School. This includes, at the Headmaster's discretion, the Deputy Headmaster, Director of Studies, the School Administrator/Bursar, the Head of Lower Prep, Head of Upper Prep and Head of Seniors.

The Role of the Governing Body

The Kingswood House School Trust Limited is controlled by a Board of Governors under the chairmanship of Mr C Shipley. The Governing Body oversees the strategic management of the School. There are various sub-committees set up to assist the Headmaster.

SLT and Teaching Staff 2018/2019

Headmaster Mr Duncan Murphy	M.Ed., B.A. (Hons) English Literature, F.R.S.A., I.A.P.S., S.o.H.	<i>English</i>
Deputy Headmaster Mr Ian Mitchell	M.A., B.A. (Hons), P.G.C.E., Pg. Dip. Ed.	<i>Geography, Mathematics, Games, Deputy DSL</i>
Director of Studies Mr James March	B.A. (Hons), P.G.C.E.	<i>English</i>
Head of Seniors Mr James Rudkin	M.Ed., B.A. (Hons) History	<i>Head of History, Year 10 Form Teacher, Games</i>
Head of Upper Prep Mr Liam Clarke	B.Sc., P.G.C.E.	<i>Year 5 Form Teacher, Games, Designated Safeguarding Lead</i>
Head of Lower Prep Miss Eleanor Henery	B.Sc. (Hons), P.G.C.E.	<i>Year 2 Form Teacher, Deputy DSL</i>
Teaching Staff		
Mr Mike Bailey	I.P.G.C.E.	<i>Head of Design Technology</i>
Mr David Barratt	B.Ed. Maths and Science	<i>Science Teacher, Year 7 Form Teacher, Games</i>
Miss Amanda Black	M.A. Education Practice, P.G.D.E.	<i>Head of Science</i>
Mr Barney Cowie	B.SC. Sports Science, I.P.G.C.E.	<i>Head of PE and Games, Year 10 Form Teacher</i>
Mrs G Celentano	B. Ed. (Hons)	<i>Year 6 Form Teacher</i>
Mr Fergus Darlow	Outdoor and Education Student	<i>Graduate Assistant</i>
Mr Robert Hendry	B.Sc. Sports Studies, I.P.G.C.E.	<i>Year 9 Form Teacher, PE and Games and Humanities Teacher</i>
Mrs Nicola Lambert	B.A., P.G.C.E.	<i>Year 4 Form Teacher</i>
Mrs Diana Lewis	M.A. (Oxon), P.G.C.E.	<i>Years 4 and 5 Maths</i>
Mrs Gemma Lindley	B.Sc., P.G.C.E.	<i>Head of Maths, Year 9 Form Teacher</i>

Miscellaneous

Miss Emilia Maciejewska	M.A. Arts Education, QTS	<i>Head of Art</i>
Mrs Jenny Malcolm	B.A. (Hons) Primary Teaching	<i>Reception Teacher</i>
Mrs Julie Marskell	NVQ Level 3	<i>Reception Teacher</i>
Miss Sam McSweeney	B.A Primary Education with Physical Education	<i>Year 3 Form Teacher</i>
Mrs Sarah Roberts	CACHE Level 3 Diploma	<i>Year 3 Teaching Assistant</i>
Mr Dylan Rogers	B.T.E.C. Sport and Exercise Science	<i>GAP Assistant</i>
Mr Colin Russell	B.Sc. Marine Biology and Ocean Geography, I.P.G.C.E.	<i>Year 6 Form Teacher, General Subjects and Games</i>
Mr Michael Sanderson	B.A. Sports Development and Coaching, I.P.G.C.E.	<i>Games</i>
Mrs Sally Seiver	B.Ed. (Hons)	<i>Year 5 Form Teacher</i>
Miss Zoe Smith	B.A. (Hons) Educational Studies, P.G.C.E.	<i>Year 4 Form Teacher</i>
Mr Sachin Sukhdeo	B.Sc. (Hons) Maths, Dip. In Education	<i>Maths Teacher, Year 9 Form Teacher</i>
Mrs Fiona Swift	NVQ Level 3, I.P.G.C. E Student	<i>French Teacher</i>
Mr Louie Swift	B.A. (Hons) Music, P.G.C.E.	<i>Head of Music, Year 8 Form Teacher, Games</i>
Mrs Stella Taylor	P.D.L.S., P.G.C.E.	<i>Head of French, Year 8 Form Teacher</i>
Mrs Phillipa Watkins	B.A. (Hons) Music & History, P.G.C.E.	<i>Head of Drama</i>
Mr James White	B.Sc. Sports Science, I.P.G.C.E. Student	<i>Games</i>
Mrs Pippa Webb	B.A. (Hons) English, P.G.C.E.	<i>ICT/Computer Science/Maths</i>
Mrs Stephanie Weston	P.G.C.E., Dip. C.O.T.	<i>Head of R.S., Classics, PSHE</i>

The Study Centre Teaching Staff - 2018/2019

SEN Co-ordinator

Mrs Janet Edmondson *B.Sc. Speech and Language Therapy
Advanced Diploma in Managing the Role of the SENCO
M.R.C.S.L.T., H.C.P.C. Registered*

Senior School SENCo

Miss Harriet Wilson *B.A. (Hons) Primary Teaching, Q.T.S.*

Mrs Deborah Archer *B.A. (Hons) French & European Literature, University of Warwick
Hornsby Diploma in Teaching Children with Specific Learning
Difficulties
Certificate in Teaching English as a Foreign Language*

Mrs Anne Ball *B.Sc. Speech and Language Therapy
M.R.C.S.L.T.; A.S.L.T.I.P.; H.C.P.C. registered*

Mrs Aniesa Blore *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.*

Ms Isabella Budasz *B.Sc. (Hons) Geography and Sociology, Cert. Ed.
Certificate in Supporting Adults with Dyslexia*

Mrs Mandy Grist *BA (Hons) Linguistics and Language Pathology,
M.R.C.S.L.T.; M.A.S.L.T.I.P.; H.C.P.C. Registered*

Mrs Jeanette Groves *Level 5 Diploma in Teaching Children with Specific Learning
Difficulties (Maths and Literacy)
Patoss Associate Member*

Mrs Juliet Grün *B.A. (Hons) French, P.G.C.E.,
Post Graduate Certificate in Dyslexia and Literacy*

Mrs Lucy Fanning *B.Sc. (Hons) Psychology, P.G.C.E.
Post Graduate Certificate in Dyslexia and Literacy*

Mrs Amanda Hall *B. Ed. (Hons) (London), Phono-Graphix Therapist
R.S.A. Diploma in Teaching Children with SpLD*

Mrs Isabelle Picken *B.A. (Hons) English with Medieval Studies, P.G.C.E. Primary
Education T.E.F.L, Post Graduate Certificate in Structured
Teaching for Dyslexia and Literacy Intervention (Dyslexia Action
Guild), Supporting Study Skills in Learners with Dyslexia*

Mrs Emma Rendle *B.Sc. (Hons) Speech Sciences, M.R.C.S.L.T., M.A.S.L.T.I.P.,
H.C.P.C. Registered*

Mrs Leanne Stewart *B.Ed., Unicorn Maths*

Emotional Literacy Support Assistant

Mrs Michelle Johns

Administrative Staff

Mrs Caron Alford	Head of Marketing and Development
Mrs Katie Edwards	Compliance and Exams Officer
Miss Karen Harding	School Secretary/Head's PA
Mrs Susan Lucas	SEN Secretary
Mrs Helen Parker	Admissions Registrar
Mrs Debbie Steer	Finance Assistant
Mrs Michelle Stepney	Accountant
Mrs Sally Witts	Bursar

Learning Support Assistants

Mr Ian Bennetts	
Mrs Kelly Bishop	Level 3 NVQ Supporting Teaching and Learning
Mrs Raquel Campbell	B.Sc (Hons) Logic and Maths, M.A. (Hons) Portuguese
Mrs Sarah Conner	NCFE Level 2 Support Work in Schools Supporting Children on the Autistic Spectrum
Mrs Joanna Danks	B.A. (Hons) History, NCFE Level 3 Supporting Teaching & Learning in Schools
Mrs Emma Darbishire	B. Nursing (Hons)
Mrs Glenda Du Plessis	B.A. (Hons) Geography & PE, PG Diploma in Education
Mrs Linda Kitchen	
Mrs Kate Long	Level 2 Understanding Autism, Level 3 Supporting Teaching & Learning in Schools
Mrs Claire McGill	NVQ Level 3, Learning and Development
Mr Campbell McKenzie	O.A.Dip. (SEN Advanced)
Mrs Jo McMurtrie	Level 3 Course for Teaching Assistants Supporting Learners with Specific Learning Difficulties

Ms Nicola Parsons	Cert SLPS (Open)
Mrs Karen Santos	NVQ Level 2 TA
Mrs Emma Sharpe	
Mrs Linzi Suddell	Level 3 Supporting Learners with Specific Learning Difficulties
Mrs Melanie Taylor	B.A. (Hons) Creative Writing, Level 3 NVQ Supporting Teaching and Learning
Ms Katey Timothy	NVQ Level 3 TA, Youth Mental Health Course
Mrs Maria West	B.Sc. (Hons) Occupational Therapy, Level 3 Childcare

Governors' List

Mr R. Austen	B.Sc. (Eng), C.Eng., M.I.C.E., M.I.H.T. Chair from October 2005-August 2015 Deputy Chair Former parent and retired Engineer
Sub-Committees:	Finance, Development, Chair of Risk Management
Mrs V. Bacon	B.Ed. (Hons), Apple Distinguished Educator Former director of Digital Learning at Co-Ed Independent College Independent Education Consultant
Sub-Committees:	Early Years, Technology Advisor
Mrs J.H. Bourne	B.Sc. Former biochemist Experience in IT and school administration
Sub-Committees:	Chair of Marketing
Dr H.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
Mr R.L. Clarke	Dip.Arch., RIBA Former parent Local architect with own practice
Sub-Committees:	Chair of Development

Mrs L. Culm	M.Ed. (Hist) Oxon, R.S.A. Dip., Sp.L.D., P.A.T.O.S.S Tutor and Assessor at St. John's School, Leatherhead
Sub-Committees:	SEND, Risk Management
Mr J R Evans	B.Ed. (Hons), AD Dp., Ed. Man. Headmaster of Great Ballard Preparatory School
Sub-Committees:	Chair of Academic
Mr R. Johnstone	B.A., P.G.C.E., AMDIS Marketing Diploma Teacher and House Tutor at Epsom College
Sub-Committees	Academic
H. H. Judge G. Kent	L.L.B. (Hons) Former parent and former barrister Circuit Judge in criminal law
Sub-Committees:	Chair of Pastoral
Mr A. Law	F.C.A., A.C.A. Bursar at a non-competing Independent School
Sub-Committees:	Chair of Finance
Mr A. Matthews	M.A. (Hist) Cantab, I.C.A.E.W. Former parent Private equity investment and advisory services
Sub-Committees:	Finance
Mr C.C. Shipley	L.L.B. (Hons), M.B.A. Chair from September 2015 Former parent, Local Solicitor (Corporate Law) Senior Partner, Downs Solicitors, Dorking
Sub-Committees	Chair of Governors, Finance, Development, Pastoral

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