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Early Years Foundation Stage

Staff Qualifications, Ratio Requirements

At Kingswood House School we ensure that the qualifications of staff and ratio requirements in the EYFS meet the minimum requirements as set out in the Early Years Foundation Stage Statutory Framework:

Reception Teacher, Mrs Marskell

Level 3 qualification

Ratio requirements: 1:8

Reception Teacher, Mrs Malcolm

Level 6 qualification

Ratio requirements: 1:13

EYFS Key Persons

Each child will be assigned a key person to ensure that every child's learning and care is tailored to meet their individual needs. The key person seeks to engage and support parents/carers in guiding their child's development at home. If more specialist support is needed key person will guide and advise parents/carers appropriately. The children's key person will be the class teacher/leader as small class sizes allow for teachers to oversee their current class.

Early Years Free Education

The parents of each child entitled to receive funding from the government for 3 and 4 year olds will be asked to complete Surrey County Council's application form and provide the school with proof of the child's date of birth – usually a birth certificate or, if not available, a passport. The Early Education free entitlement at Kingswood House School is offered within a package of integrated early learning and care.

Children are entitled to receive 15 hours of free Early Years Education a week for 38 weeks of the year. However, where Kingswood House School may not be open for the full 38 weeks provision in a year, the funding is pro rata for the length of each term, and the number of sessions offered. Kingswood House School makes the claim on the parents' behalf each term for the entitlement to Early Education provision.

The Fee structure for 2018/19 is as follows:

Fees – Reception

4 Year olds	All day provision £3,580.00
0830-1130	Government funded free entitlement

THE SCHOOL DAY

Time	<u>The School Day</u>
0730	Breakfast Club in the Dining Room (optional) – charges are £5 per day
0815	Children in Reception to Year 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	Doors open for registration and class activities start
0845	Assembly on Wednesday
0845 - 0935	Lesson 1
0935 - 1025	Lesson 2
1025 - 1055	Break
1055 - 1145	Lesson 3
1145 - 1225	Lesson 4 - Reception to Year 2
1145 - 1235	Lesson 4 - Years 3 and 4
1225 - 1330	Lunch and Break
1330 - 1400	Reading period / lesson
1400 - 1545	Lessons Reception to Year 4
1545 - 1700	Skills Club (optional)
1700 - 1800	Late club (optional)

There will be a short break during the afternoon.

Before School

- **Breakfast Club** is held each morning in the Dining Room from 0730-0830. A continental style breakfast of cereals, toast/bread, milk and juice is provided. A register is taken and a charge of £5.00 per day will be added to your end of term fee account. 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 0815 when a member of staff is on duty in the playground) will be sent to the Breakfast Club and those arriving at school before 0800 will be charged £3.00.
- Reception to Year 2 pupils may be dropped off in front of the school at 0815 and will be brought into breakfast club by the Gap Assistant.
- If you are late for any reason or you are dropping or collecting your child during the day, please report to the School Office and sign in.
- The back gates are electronic and entry is by digital keypad. The code for the digital keypad on the back gate and car park gate can be obtained from the School Office. However, these gates have an additional lock between 0930-1500 and entry to school during these times is only via the front. The gates at the front of the School are electronic and kept locked at all times. Entry is by answer phone to the School Office.
- Mobile phones and electronic games are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster in writing. If pupils are given permission to bring in mobile phones they must be signed into the school office for collection at the end of the day. However, the school does not accept responsibility for their safe keeping.

Registration

Children are welcomed into the classroom at 0830. Prior to this, parents are responsible for the supervision and care of their children. Registration takes place before 0845. This is done electronically and any late arrivals are sent to the office to sign in. This process is repeated at 1330. Reception children are to be collected from a supervised area and the carer/parent is to tell the teacher they are taking the child home. Children are supervised from the hours of 0830 to 1800, when after school club finishes.

Assemblies

<u>Lower Prep Assemblies</u>	
Monday	1330 Pupil Briefing
Tuesday	0815-0845 Choir
Wednesday	Whole School Assembly
Thursday	
Friday	Afternoon – House Meetings and Assembly on alternate weeks

Individual classes and musicians will often lead Wednesday assemblies. These events are listed in the termly calendar and parents are welcome to watch their children perform.

Break

Milk and bread is available to all pupils on request, and £12 is charged on the termly fee account.

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

All pupils may bring a piece of fresh fruit, vegetable or a ham or cheese sandwich (no nuts or sesame) to school for consumption at break-time.

Boys should not need to snack at other times. Sweets, chocolate and particularly chewing gum are not permitted.

The exceptions to these snack rules are boys with special dietary requirements. If in doubt, please consult the office.

N.B.

- (i) Expensive and delicate toys should not be brought to school for use at break-times. Only school equipment is permitted at break time on the Astroturf pitch. Sensible games of conkers are allowed and supervised cricket will be allowed on the field during the Summer. The use of other “fad” items will be dealt with as they become popular (for example, yo-yos, football stickers, etc.)

- (ii) Boys should not bring large amounts of money to school. However, we do have a pay phone and it would be sensible to have 30p available for use as appropriate. Sometimes money may be required for 'Mufti' or Charity Days, book fairs and the French Boulangerie on Tuesdays.
- (iii) Nobody is allowed on the adventure trail unless a member of staff is on duty. Children must play sensibly on the high structures with no jumping from heights and adhere to the rules.
- (iv) The Willow Village is a designated reading area.

Supervision

When outside for break and lunch time play, children are supervised by a qualified member of staff and an assistant who always keep the children in sight and hearing. There are always at least two members of staff on duty, allowing for sufficient child:adult ratios. Children have access to supervised all weather outdoor areas and a large enclosed area where they are able to run, socialise and play with their friends.

There is also a "wet break" programme in which boys are supervised by staff.

Un-supervised areas

Children do not have use of unsupervised areas unless accompanied by an adult. Children are made aware of this rule at the beginning of each term.

Access

Access into the School is by key code on the back gates and parents are informed of the code except between 0930-1500 when the gates are locked and parents must enter via the front door. Entry to the front of the school is via the front door which is kept locked at all times. There is also an electronic front gate controlled by a digital keypad with a digital phone system to the school office. Parents are not informed of the code to the front gate.

Lunch

First sitting	Lower Prep	1230
Second sitting	Upper Prep	1305
Third sitting	Seniors	1325

- It is the responsibility of everyone to insist upon high standards of good manners and behaviour in the Dining Room.
- Boys will be encouraged to eat healthily and to try a little of everything. We provide healthy, balanced and nutritious lunch time
- meals and the children are carefully supervised when eating to ensure they have a balanced diet. Menus are on our website.
- Written details of any dietary requirements should be sent to the School.
- In extreme conditions of the above, packed lunches may be sent in, **but only where permission has been granted in writing.**

Extra-Curricular Activities

A variety of extra-curricular clubs and activities are provided by the School including: *drama, fencing, gardening, Lego, judo, cookery, art, skills, reading, rugby, soccer and cricket.*

At the beginning of the school year your son will be given a clubs' booklet. Boys sign up for clubs at the beginning of 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, boys should go to prep. All sporting activities will end at 1700 for collection at 1705 in the playground. If you have any doubt whether practices and matches are taking place, please phone the P.E. department answer phone on 01372 746590. If your son is selected for a school team you will receive a team sheet by ParentMail at least 24 hours in advance; please note the venue, collection time and pick up points.

After School

- Lower Prep after school club runs from 1545-1700.
- There are clubs after school which run from 1600-1700.
- A supervised prep period runs from 1600 -1700.
- Late Club is held from 1700 - 1800 for pupils in the IT Suite. There is a cost of £5 per child, or £8 if tea is provided, which will be added to your end of term fee account.
- Boys who make their own way home must have written permission in advance from their parents and should wear helmets and visible clothing if cycling.
- It should be emphasised that pupils must not wander around Epsom in uniform after school eating and drinking.

Collection from School

School ends at 1545 for Reception to Year 2 and parents should wait outside the classroom for their children to be dismissed. No child will

be allowed to leave the classroom unless in the care of a known parent/carer.

Between 1545 and 1615 boys being collected from school must wait **inside** the school gates on West Hill Avenue until their "lift" arrives. A member of staff will supervise boys there until 1615. If boys have not been collected by then they will be expected to report to their respective prep room and await collection there. This rule is to safeguard your son and is especially important during the dark afternoons of winter. After prep or at other times, boys will wait for their parents in the School Office.

Changes in Collection Arrangements

Please inform your class 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 who will be collecting your child and of any other irregularities. Children will not be allowed to leave the premises unsupervised unless the school has received written permission from the parents. In the event of late collection after 1545, children will be sent to the after school club. If you are unavoidably delayed, please call the School Office.

Skills Club

There is a supervised period between 1545-1700 in a Lower Prep classroom. This is a skills based club not a homework club.

A register is taken and boys will be asked at registration whether they are expecting to stay. As far as possible boys staying for skills club are committed to stay until 1700. Please collect the boys at 1700 because the member of staff on duty will have to wait until the last boy is collected. Parents should come into school to collect their son from skills club rather than wait at the gate for obvious reasons of security.

Under no circumstances are boys to be collected from the car park or outside the school grounds.

A biscuit and drink of water will be offered at the start of skills club.

Late Club

Late Club is held from 1700-1800 for all children in the IT Suite. 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 £3 per day. To book a place a form must be completed and handed into the school office no later than 11am on the morning your child is attending or on a Monday to book for the whole week.

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 it is for an emergency or illness, because access is required for minibuses.

Please do not park on the green or in front of the houses in West Hill. There is a car park at the bottom of the playing fields if required. When dropping and collecting boys, 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 at the foot of the playing field.

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

PASTORAL CARE

Form Teacher System

Throughout the School, boys have form teachers. They are allocated a member of staff who will take particular interest in the academic performance, well-being and happiness of the boys in their care.

The Form Teacher registers the boys from 0830 to 0845, checks their homework and homework diary, and deals with any matters of administration.

The Form Teacher should be the first point of contact with parents, and is, in effect, "in loco parentis". This means taking a parental role in welfare and discipline - encouraging good behaviour and performance, and dealing with those areas of difficulty, academically and socially. Please make contact with your son's Form Teacher, in a spirit of teamwork and co-operation, should anything give you cause for concern.

The House System

There are four houses:

Drake (yellow) **Marlborough (green)** **Nelson (red)** **Wellington (blue)**

Every boy is allocated a house when he joins the School. The teachers are also appointed to a house and are responsible for the organisation of the fortnightly meetings. There is also a house tutor in overall charge. Siblings are put in the same house unless otherwise requested.

Each house will be sub-divided into vertical “families” to foster a programme of mentorship across the School.

House Tutors select House Captains at the beginning of the year and other positions of responsibility may be given to boys in Year 8. They are responsible for organising duty rotas and teams for house matches. Senior boys are also expected to show prospective parents around the School and prepare the hall for assembly.

Competitions for sport and the arts are held throughout the year. These, combined with the house points and commendations awarded by the teachers for good work and effort, comprise the House Competition. The overall winners enjoy a day out at the end of the Summer Term.

Communication

Please feel free to contact the School by letter, telephone or email, or by writing in your son’s homework diary (Years 3 and 4) or Reading Record for Reception to Year 2. The School endeavours to keep you in touch at all times. You are warmly invited to speak to your child’s class teacher informally at the beginning and end of the school day, or you may wish to arrange a convenient time for a more private chat if necessary.

Good communication is a two-way process and vital to the happiness and success of a school. We use ParentMail to communicate with parents on a regular basis and we would ask you to check your emails regularly.

Parents will be sent a termly calendar at the beginning of each term. There is a weekly newsletter for your information which will be emailed to all parents every Thursday and placed on our website. Please use these methods of communication to ensure your son is aware of his commitments. Regular letters will be sent home either by post or by email regarding forthcoming events and slips will be sent home (sometimes by ParentMail) with the start and collection times of any fixtures. We would ask you to watch out for, and respond to, these details as necessary.

The School Office is open from 0830 - 1700. The Office staff are very busy, so please restrict phone calls to the essential (01372 723590).

For other departments please call the following:

Sport: 01372 746590

Bursar: 01372 746592

Study Centre: 01372 746594

Website

The website is updated on a regular basis. If you have any 'news' or items of interest please email marketing@kingswoodhouse.org so that it may be included on the site and in the weekly newsletter.

One Note (Virtual Learning Environment)

The School's virtual learning environment (VLE) uses One Note which is accessed via One Drive on Microsoft Office 365. All pupils in Years 3-10 use One Note in conjunction with the prep diary and staff use this as the main information tool for revision notes and preps. There is a link to Office 365 from the Pupils' menu of the School website. Pupils are given their own individual Office 365 account and an email address.

Teachers can upload resources, send assignments, create online forums and provide links to external websites of interest.

Absence

Permission to be absent from school for reasons other than illness, must be sought in advance by means of a letter or form, which is available in the School Office, to the Headmaster and is at the discretion of the Headmaster. 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.

If your son is unable to participate in a Games session he may be given work to do. In these circumstances you may collect him early. Boys are not excused from Games unless a note from their parents is brought to school.

When a boy is absent from school owing to illness, a telephone call to the School IS necessary before 9 a.m. and a note on their return to the School Office or his teacher SHOULD be sent. Late arrivals or early departures must be recorded by the pupil concerned, or their parents, in the signing in book kept in the School Office.

School Fixtures

All parents are encouraged to attend school matches. If you are free, we would greatly appreciate your support. Refreshments will be served

to boys and parents on match days. Details of fixtures are included in the termly calendar and team sheets are sent by ParentMail at least 24 hours before.

There are some School matches on Saturdays and, if your son is selected to represent the School, he is expected to attend.

Open Mornings

Once a term we hold an Open Morning on a Saturday for prospective parents. We encourage pupils to attend and a letter will be sent home in advance asking whether your child may be able to join us. There are often sporting fixtures arranged during Open Mornings. Parental help is also most welcome.

Medication

A copy of the School's First Aid Policy is kept in the School Office and on the School's website.

Should a boy be required to take prescribed medicines during the school day, these **MUST** be lodged 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 boys in Years 3-10 at all times especially during P.E. lessons and Games. As with all equipment, please ensure that inhalers/Epipens are marked and a spare is kept in the School Office. Boys 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 not out of date.

The Headmaster and members of staff are *in loco parentis* while your son is under our care. In this regard we will undertake all necessary steps to safeguard the health and wellbeing of your son. In cases of emergency, this might extend to consenting to emergency medical treatment on behalf of your son. Of course, we would always do our very best to consult you first.

N.B. Boys should not keep or administer their own medicines without specific permission from the Headmaster.

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.

Prep Diary

Every boy in Years 3-10 is given a diary to record prep. Reception to Year 2 use a Reading Record where teachers will write in homework, reminders and notes regarding reading. Please check and sign his diary daily. If you wish to make contact with any member of staff please write a note in the diary or if important make an appointment to see that person with the School Office.

Books

All school exercise and textbooks are to be handled with extreme care. Books are to be kept in shelves/trays in classrooms.

Books should be transported to lessons in our book bags and rucksacks, which are purchased from the school office. Bags should not be crammed with books, but only the books relevant to the next two lessons should be carried. When not in use, rucksacks should be neatly hung up in storage areas in form classrooms. Lost or damaged books will need to be replaced and parents will be charged on the end of term fee account.

Security

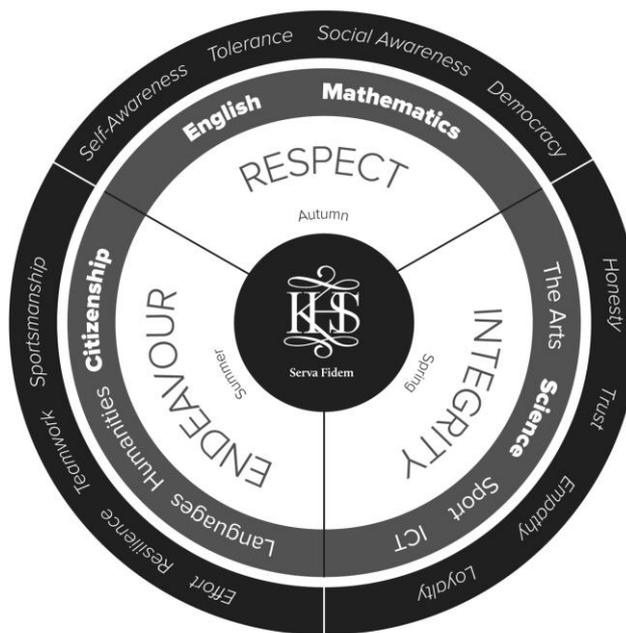
All visitors to the School must report to the School Office via the front door, which is kept closed all day. If they are "bona fide" they will be given a Visitors' badge after signing in. Parents are welcome, but should report to the School Office and not wander around the School. The gates at the front and rear of the School will be kept locked at all times. The code for the digital keypad on the back gate and car park gate may be obtained from the School Office. We would be grateful if parents could co-operate in our attempts to make this environment as secure as possible for your boys.

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 School Office and on the School's website.

BEHAVIOUR IN SCHOOL

The Kingswood House Way



The three precepts of Respect, Integrity and Endeavour underpin the nucleus of The Kingswood House Way. We believe that the need for young people to have emotional tools, such as resilience, as well as academic knowledge, has never been more important. Our boys are encouraged and inspired every day so that they grow in self-esteem and achieve more than they believe is possible.

Classroom behaviour

Class disruption, for whatever reason, will not be tolerated. Boys who disrupt classes interfere with the right of other boys to learn.

A copy of the School's Behaviour and Sanctions Policy may be requested from the School Office and may also be viewed on the School's website.

Bullying

Bullying is not tolerated at Kingswood House. Our policy on Bullying can be requested from the School Office and may be viewed on the School's website.

SCHOOL RULES

A Kingswood House boy is expected to show respect for himself, respect for other people and respect for his 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 while:

- 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**

- Boys must show respect and politeness to one another, staff and visitors. Boys 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.
- Boys must be punctual.
- Boys should move around the school quickly, quietly and sensibly.
- Boys should not run while inside; they must walk in the corridors and staircases, keeping to the left.
- Boys should always treat everyone's property with sense and care. Boys should always keep within recognised, safe and sensible boundaries.
- Boys should never use bad language, even if others cannot hear.
- Boys should never bring sweets into the school, especially not chewing gum, and never drop litter.
- Boys should never tease or bully in any way.
- Boys should keep hands, feet, objects and unhelpful comments to themselves.

2 **Attendance**

- Breakfast Club is held each morning in the dining room from 0730 to 0830.

- Boys should arrive at school between 0815 and 0830, when there is a member of staff on duty in the playground. If boys arrive before 0815, they will be sent to Breakfast Club.
- Registration is at 0830. Boys who are late for registration must report to the School Office to sign in.

- If a boy is absent, his parents should phone the School Office on 01372 723590 before 0930 on the first morning of absence. On his return, he must bring a note or his parents should write an email to his form teacher.
- If a boy wishes to be excused from school for a day or more, his parents should write via email to the Headmaster several days in advance for permission.
- Any boy leaving school early for any reason must seek his teacher's permission and sign out in the School Office, as well as signing in if he returns on the same day.
- Boys who become ill or are injured during the school day must report to the School Office.
- Parents must inform the school if their son will be travelling to and from school home alone.

3 **Appearance**

- Boys must wear correct school uniform when travelling to and from school.
- Boys must wear either school uniform or appropriate school sports kit.
- Hair must be tidy, its natural colour and of an acceptable length (off the collar), above the ear, not too short and an appropriate style. Gel is not to be used.
- Boys old enough to shave must be clean-shaven.
- Shoes should be kept clean and polished.
- In summer, when permission is given by the Head, summer uniform may be adopted; this is an open-neck shirt (without tie) and shirt sleeves rolled above the elbows; no blazer or pullover should be worn. However, pupils should wear full uniform on leaving school.
- No jewellery is allowed except for a watch and a religious medal, cross or chain, which should not be visible.
- Boys must not eat in public while wearing school uniform.

4 **Possessions**

- Any boy 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.

- Boys must report any loss or damage to property to their teachers and to the Divisional Heads.
- Mobile telephones and other personal electronic devices are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster's. If pupils are given permission to bring in a mobile phone they must be signed into the school office for collection at the end of the day. However, this is a parental decision and the School does not accept responsibility for their safe keeping.
- School bags should be left unattended only in the changing room or form room.
- Boys must not bring knives, fireworks, firearms, toy guns, cigarettes, E cigarettes, tobacco, lighters or alcoholic drinks to school; chewing gum is forbidden.
- Smoking, e cigarettes and vaping is forbidden during school time, on all school premises, travelling to and from school, whenever wearing school uniform, and on all school excursions.
- Gambling is not permitted on or off school premises during school hours.

5 **Bounds**

- Boys must not leave the school premises during school hours unless accompanied by a parent or an authorised member of staff.
- Senior boys will be allowed into town on a Friday lunchtime.
- The school buildings are out of bounds during break unless 'wet break' arrangements are in force.
- Boys must not enter classrooms without the permission/presence of a teacher.
- Public houses and betting shops are out of bounds to all boys.

6 **Morning and Lunchtime Breaks**

- Lower and Upper Prep boys must go outside during break. In wet weather all boys must go to the school hall in the morning and at short and lunch break boys return to their form rooms.

- Boys 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

- Boys must wait in an orderly manner outside the dining room until told they may enter.
- Boys should queue in an orderly manner to collect their food.
- Boys 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 boys and in the playground during short break when a snack or a piece of fruit, cereal bar or sandwich is permitted.
- Dropping litter is unacceptable.
- Food and drinks must not be consumed in the street during the school day or by boys when under school discipline.
- The consumption of all caffeine energy drinks is forbidden while in school uniform.

8 Movement

- Bicycles must only be parked in the cycle shed by the car park.
- Bicycles must not be ridden on the school premises.
- When moving between buildings, boys must keep to the paths.
- Boys 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 boy's misbehaviour.
- If a boy loses an exercise book a charge must be levied to buy another book and money should be handed to the school office.
- The Bursar will include the cost of these on end of term bills for lost or damaged books.

10 **Health and Safety**

- Boys must familiarise themselves with fire evacuation procedures and the assembly point. Boys must remain silent during a fire evacuation or lock down procedure.
- Boys 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 boys, staff or visitors must be reported to the Bursar immediately.

REWARDS AND CONSEQUENCES

House Points, Commendations, Certificates and Privilege Time

All boys are entitled to gain stars and commendations for good work, behaviour and achievement in all areas of school life.

Points are awarded for both good work and behaviour. They are also an incentive to encourage better working habits and positive behaviour. The work must be carefully presented and must be the result of a special effort. Points are recorded in prep diaries and collected by each House Tutor and are included in the House Competition.

Commendations are given for a special effort in work. When a pupil has achieved five, he is awarded a certificate in assembly. Commendations are included in the House Competition.

Headmaster's Academic Certificates are awarded for outstanding pieces of work.

Caught Being Good Certificates are awarded for boys 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 Wednesday in assembly. This recognises hard work and outstanding effort.

Privilege Time

During a form period boys may have a maximum of 20 minutes privilege. However, minutes may be taken from the pupils during the week for poor behaviour or work.

Consequences

For any boy who chooses not to keep the rules the following staggered disciplinary procedure will be followed:

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 in order that younger children understand expectations and discipline. Lower Prep sanctions are as follows:

1	Personal warning by the teacher. A mistake has been made - a chance is given to put it right. Use positive reinforcement and praise where possible to balance out any negativity.
2	Change the position of the pupil in the classroom. With experience of a class, strategic location of pupils in the room is advised.
3	Privilege time (Lower Prep) minutes system. Give a child a warning for making the wrong choice and then take away a minute.
4	The pupil can be sent out of the environment, this maybe a visit to another classroom or a fresh air break.
5	Fifteen Minute Detention - 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	Parents called or emailed by the class teacher or Divisional Head (Head of Lower Prep) to inform them of behaviour and sanctions carried during the day.
7	Parents called in by the Divisional Head 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 School Behaviour Code will be invoked.
8	Deputy Head/ Head Detention - this will occur between 5-6pm on a Friday evening and at least 48 hours' notice, slip sent home to be signed by the parent and returned (suitable work should be set). A Friday evening detention can be given for either persistent misdemeanours or any serious breach of behaviour. The Friday evening detention will be administered by either the Head or Deputy.
NOTES	In difficult, sensitive cases, particularly if pupils have become uncooperative or rude, boys should be sent to The Divisional Head – 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 boy can be spoken with as soon as possible. Sensible discretion should be used whilst remembering to try and see the good in all of our boys.

Discipline Code:

Misdemeanours	Sanctions
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<p>- Incidents of concern - <u>General misbehaviour</u></p>	<p>Behaviour monitored by warnings, both verbal or in writing. Teacher concerned will deal with misbehaviour, fill out the Behaviour Log and initiate sanctions. Form Teacher will inform Divisional Head and parents, as necessary, and indicate the type of misdemeanour that occurred. A child may be placed on an individual Report Card by the Head of Division for up to two weeks in order to support a change of behaviour.</p> <p>N.B. Each Division has its own procedure to deal with, and prevent further occurrences of, misbehaviour. Form Teachers and Divisional Heads will communicate with all parties transparently and supportively in order to prevent further indiscretions and to positively reinforce the values of Kingswood House by giving each boy opportunities to earn praise.</p>
<p>- Level A – <u>Continued misbehaviour or serious incident</u></p>	<p>- Level A –</p> <ul style="list-style-type: none"> • Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, call parents, and follow up in writing, to inform them that their child has been put onto Level A of the Discipline Code. Staff will be informed. • Parents will meet with the Divisional Head and Form Teacher to set targets. A copy of the targets will be sent to the Deputy Head. • Divisional Head will review targets with the pupil and parents after a week. Deputy Head to be informed of result.
<p>- Level B - <u>Poor response by pupil to targets</u> <u>Serious misbehaviour</u></p>	<p>- Level B -</p> <ul style="list-style-type: none"> • Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, call parents, and Headmaster will follow up in writing, to inform them that their child has been put onto Level Two of the Discipline Code. • An internal suspension may be given for up to half a day at the discretion of the Headmaster. The child will be removed from his peer group and work under supervision at an appropriate venue to be agreed on the day. • Parents invited for a prompt meeting with key staff. All teachers to be informed. • Divisional Head renews targets with Form Teacher and Deputy Head. • Targets are monitored for two weeks.
<p>- Level C - <u>Situation continues or worsens</u></p>	<p>- Level C -</p> <ul style="list-style-type: none"> • Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, the

<p><u>Pupil involved in a very serious incident</u></p>	<p>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.</p> <ul style="list-style-type: none"> • Staff will be informed. • Meeting for parents arranged with Headmaster, Deputy Head, Divisional Head and Form Teacher which may result in a temporary external suspension. • The Chair of Governors will be informed. • All concerned will negotiate a contract of targets for return of the child. The contract will then be monitored by the Form Teacher and Divisional Head in <u>weekly</u> meetings, with the Deputy Headmaster also in attendance. • The school reserves the right to make appropriate comment on future references.
<p>- Level D – <u>Child breaks the contract Further serious incidents</u></p>	<p>- Level D –</p> <ul style="list-style-type: none"> • The Deputy Head and Divisional Head will interview the pupil concerned and write a summary of key findings, with supporting evidence, and discuss the outcome with the Headmaster and parents. • The Headmaster will write to the parents and invite them in for a further meeting at which the suggestion of finding another school will be made, prior to an exclusion. • The Chair of Governors will be informed of an impending permanent exclusion. • Level Four will usually result in permanent exclusion. The School may support the parents in finding a new school, as much as realistically possible, by speaking with other Heads. • Parents will have a right of appeal to the School's Governors.

UNIFORM

Dress Code

- Smart uniform makes a smart school. A pupil dressed smartly feels good; a pupil who feels good works well.
- Pupils should wear correct school uniform during term time, in school hours, on Saturdays if for any reason they are coming to school, and on special occasions - Speech Day, Sports' Day, Carol Service, etc.
- Please note that outer garments worn over the school blazer **must be plain black**.

- In the Summer Term, members of school cricket teams may travel home in white cricket kit plus blazer. Also in summer, when permission is given by the Headmaster, summer uniform may be adopted; this is an open-neck shirt, no tie and shirt sleeves rolled above the elbows; no blazer or pullover should be worn. However, pupils should wear the correct uniform on leaving school.
- Hair must be kept tidy, neither too long nor too short, and without colour highlights. Gel is not to be used. The Headmaster reserves the right to send a boy home to return with a more suitable hairstyle.
- Jewellery of any form may not be worn, except on 'mufti' days, apart from a watch and a religious medal, cross or chain, which should not be visible.
- Each article of clothing, including shoes, plimsolls, trainers and personal belongings such as watches **MUST** be clearly marked. Please sew nametapes into the backs of collars/tops and shorts/trousers and onto the sole of socks and not use a marker pen.
- Shoes should be kept clean and polished.
- Pupils must leave the premises looking smart with their shirts tucked in and blazer on.
- Pupils must not eat in public while wearing school uniform.

NB: The School cannot accept responsibility for lost articles of clothing.

Sport

Rugby boots must be fitted with regulation studs, bearing the British Standard "Kitemark". They are obtainable from most reputable sports' shops. Rubber moulded studs will be acceptable provided that they are not sharp. The Games Staff reserve the right to refuse to allow a boy to play if his boots do not conform.

All boys must wear shin pads for football and hockey. Mouth guards are compulsory for both rugby and hockey. OPRO visit the School for a fitting session at the start of each Autumn Term. Boys 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, boys must wear a helmet and abdominal box to bat or keep wicket. The School has a supply, though regular team members may wish to purchase their own.

School Uniform

All Kingswood House School uniform is obtainable from Stevensons, Epsom. Regulation Kingswood House hats, games bags and school rucksacks are available from the School Office.

Second Hand Uniform

There is a second hand uniform shop at the School that is run by the KHA and advertised in our weekly newsletter. Please mark all items for sale with your name and address and a price and hand in to the School Office. 50% of all sales will be donated to the KHA.

Lost Property

All lost property is put in labelled boxes in the sports department and will be displayed on tables in the playground at the end of each half term.

Clothing List

Reception to Year 2	A	KHS blazer
	A	White shirt
	A	KHS tie
		Grey shorts or trousers
	A	Grey KHS socks
	A	Grey KHS jumper
	B	KHS games bag and shoe bag
		Black shoes
		Black Anorak/coat (with hood)
		Simple trainers
		Shin pads (optional)
	A	White shorts
	A	KHS white polo shirt
	B	KHS sun hat/fleecy baseball cap
	A	Short white socks
	A	KHS fleece & new tracksuit bottoms
	A	Waterproof cagoule & trousers (optional)
	A	Swimming trunks/costume and towel (Years 1 and 2 only)
	B	KHS Kit bag and book bag
	B	KHS Water Bottle
Years 3 and 4		Plain black anorak or reefer coat
	A	Green school blazer
	A	Grey school sweater with school logo
		Grey long trousers or grey shorts
		White short or long sleeved shirt
	A	School socks with green and white stripe - not necessary with long trousers
	A	School tie
		Black shoes

- B Fleecy winter baseball cap or summer cap (optional)
 A School scarf and gloves (optional)

Sports Clothing
All Terms

- A Green tracksuit bottoms
 A Green fleece with school logo
 A KHS white polo shirt
 White running shorts
 White ankle socks
 Trainers
 Towel with loop for hanging
 B Regulation KHS games bag
 A Waterproof cagoule & trousers with school logo
 B KHS Water Bottle

Winter / Spring

- A Rugby shirt (House colour)
 A School rugby shirt
 A Black shorts
 A Green football socks
 Football boots with rubber studs (regulation "kitemark" studs for rugby which may be metal).

Summer

- Cricket boots (optional, recommended for team players)
 A Cricket Pullover (optional)
 Cricket shirt and trousers (teams only)
 Cricket hat (available from the school office)

Forest School (Reception to Year 3):

Please provide any brand of the following:

Wellington boots, Waterproof trousers, Light-weight rain jacket

House Colours:

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

A = only available from Lester Bowden - Tel 01372 747475

www.lesterbowden.co.uk

B = only available from School Office

THE CURRICULUM

Curriculum Statement

The curriculum has breadth and balance. There is effective integration of knowledge, skills and understanding. Personal and social capabilities and identified cross-curricular aspects, including ICT, permeate the curriculum. The whole curriculum is designed to accommodate the National Curriculum up to the end of KS2 and runs parallel with the Common Entrance or Scholarship exams.

Our Aims

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, tactile and sensory experiences.

Special Needs

We actively support children who come to us with Special Educational Needs as well as children that are particularly gifted and talented. Parents and teachers work together to provide appropriate support for each individual child and we will organise specialised support when necessary. We aim to provide a caring environment where children can learn and achieve to their full potential. We want children to be happy, confident individuals.

The Foundation Stage

Children in Reception follow the Foundation Stage Curriculum. There are seven areas of development within the Foundation Stage:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Mathematics
4. Literacy
5. Understanding of the World
6. Expressive Arts
7. Physical Development

Our curriculum plans meet the Quality Curriculum Assurance (QCA) requirements.

Children in Reception compile a 'Record of Achievement' which is run alongside the EYFS requirements. 'Special Books' contain: samples of

work, observations, and school reports. We welcome contributions and observations from parents/carers.

Parents are given free access to developmental records about their child. Written requests must be made for personal files on the children and we have a duty to take into account data protection rules when disclosing records that refer to third parties.

During the final term of the Foundation Stage, (the Summer Term of Reception) all children are assessed to monitor their progress and the EYFS Profile is completed. This information is available to parents.

The following subjects are introduced in Reception and are taught by specialist teachers:

- French
- Music
- PE
- Forest School

Examples of Foundation Stage Topics

- People Who Help Us
- Stories & Christmas
- Our Senses
- Growth
- Pets
- The World Around Us
- Colours
- Homes
- Ourselves
- The Seaside
- Transport
- Mini beasts

Homework

Homework is set to reinforce key skills. Homework is to be completed at home (not in Skills Club) and will follow a weekly format.

Monday – Timetables

Tuesday – Spellings

Wednesday – Arithmetic

Thursday – SPAG and Handwriting

Friday – Year 4 Project work (optional)

Each pupil has a reading record. 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.

Homework will be sent home in the children's book-bags.

The Prep Diary

Every boy in Years 3 and 4 is given a diary to record prep. Reception to Year 2 use Reading Records. Parents should check and sign his diary daily and form teachers should monitor this process. Notes in the Prep Diary may be used for teacher-parent contact.

Presentation of Work

Year 3 – Year 10

1. Heading up and layout of work

- a) Use the top line.
- b) Put the book and page number, title and date on this line and underline it.
eg: Ginn Book 2 pg10 Fractions 7th February 2016
- c) Leave a line before starting work.
- d) On second and subsequent pages start at the top of the page.
- e) Never write below the bottom line of the page.
- f) Always use the margin for the numbers or letters of questions.
- g) Rule off a piece of work only if asked to do so.

2. Diagrams

- a) Always draw diagrams in pencil.
- b) Always label in ink (seniors).

3. Pen

- a) Blue ink should be used at all times (no biros).
- b) If using a cartridge type pen spare cartridges should always be at hand.
- c) Berol pens are recommended, however, red-barrelled pens, which have a medium point, are suitable for Juniors and green-barrelled pens which have a fine point are suitable for Seniors.

4. Handwriting Style

Cursive script should be used, having been introduced in Year 1. Although children develop their own style, as they get older, a cursive script is advisable for aiding spelling and for speed of writing.

5. Correction of work

- a) No correcting fluid such as Tippex should be used unless directed by a teacher.

- b) Ink erasers are permitted but wait until the solution has dried before overwriting.
- c) If an error has been made strike it out with one line ruled through the word.
- d) Always correct carefully, clearly and neatly following your teacher's instructions.
- e) Everyone should have the equipment listed below.

6. Spelling and Punctuation

- a) Work should always be set out properly, no matter what the subject is.
- b) Remember to punctuate and paragraph carefully.
- c) Concentrate on spellings that are associated with a particular subject. If you are writing a particular word frequently it would be advisable to spell it correctly.

Main Rules

- Always follow the teacher's instructions.
- Check all work carefully.
- Take pride in its appearance as well as its content.

Equipment (Years 3 – 10)

You should have the following items with you at all times in a suitable case:

- Cartridge pen with spare cartridges (blue) or 2 Berol pens (or equivalent)
- Pencils (HB)
- Coloured pencils and felt tips
- Eraser
- Scissors
- Glue stick
- Highlighters
- Rulers (30 cms and 15 cms)
- Protractor and compasses (seniors)
- Pencil sharpener
- (Years 7, 8, 9 & 10) Scientific Calculator with *Pi* function

NB: Biro's are not permitted.

Targets

At the beginning of each term all children are set targets. Years 1 to 4 are encouraged to explore areas for development and strategies to do

so. All children work with their teacher to identify several individual targets which they will be working towards. Targets may relate to both academic skills and personal development. Targets are displayed in the classroom.

The Library

The Library is manned by parents, staff and appointed Librarians. Pupils can only frequent the library when a Librarian is present.

One book may be signed out and kept for a maximum of two weeks. Every book must be scanned out and back in by a designated Librarian or member of staff when supervising a class. If books are overdue and have not been renewed, a reminder will be sent home to parents. If the book is not returned by the end of term, the cost of a new copy will be charged to the pupil. Reference books cannot be removed from the Library.

Pupils are asked to respect the Library and its contents. They must read quietly and put books back where they found them.

The Library should be kept neat and tidy at all times.

Sport

When boys arrive at Kingswood House, we like to give them the opportunity to participate in as many different sports as possible. The main school sport in each term is as follows:

- Autumn - Football (with some Rugby in the last few weeks)
- Spring - Rugby (with some Hockey and Rugby Sevens for the senior squad and U11s in the second half of term)
- Summer - Cricket and Athletics

Many parents choose Kingswood House for their sons because of the sporting opportunities we offer at a young age. But it must be made clear, however, that it is not our policy to be too elitist at what we consider too young an age. For this reason, it is our plan to have limited inter-school competition from under 7 up to under 9. Within these age levels, we will field as many teams as is realistically possible in any given year.

The Head of P.E. will make it his business to see and monitor the sporting progress of all boys in the Lower Prep. Inevitably, some teams

will not win on a regular basis, but we feel that the thrill and pride a boy will gain from representing the School will more than compensate for

this. From Year 3 (Under 8s) we will try and select as many teams as possible.

Sports practice will take place once a week on designated nights as set out in the calendar.

Art and Technology

It is our aim that by the time boys leave Kingswood House, they will have built a portfolio suitable for use in Art Scholarship or All-round Scholarship papers.

All equipment is provided by the School. However, the donation of any "junk", i.e. boxes, card, etc. that might be suitable for use in Design and Technology, would be gratefully received. Art aprons are not required.

Music

We believe that music can play an important role in building self-confidence, and in providing personal fulfilment. Pupils are encouraged both to learn to play and sing. Performing to others both individually and in a group is also recommended.

Music Tuition

Instrumental tuition is available in a variety of instruments, usually by a visiting specialist. These take place in school hours, but a rota operates wherever possible to ensure that boys do not miss the same academic lesson each week.

Parents are sent an "extras" list each term containing information about music tuition and other extra-curricular activities. Once the School receives this completed form, the teacher concerned will make direct contact with the parent to make arrangements for tuition and to explain the terms of any contractual arrangement made. We strongly advise parents and visiting teachers to enter into a written contract, and to settle any possible dispute that may arise between themselves; the School cannot involve itself in any such disagreements.

There is a store cupboard in the Music department where instruments may be left when not in use. It is strongly recommended that instruments are only left there on the day they are needed.

School Choirs and Instrumental Groups

There is the School Choir (Year 3 upwards) and the Kingswood Singers (Year 4 upwards) that perform in assemblies, concerts and at the Carol

Service. All pupils are encouraged to take part in the Choir but entry to Kingswood Singers is by audition and/or invitation.

REPORTING AND ASSESSMENT

Assessment helps a child to build on strengths and eliminate weaknesses. It continues throughout the child's time at the School and takes two main forms.

Formative assessment occurs continuously, even from lesson to lesson. It involves judgements about a child's progress and achievements with suggestions and plans for improvement. There is also an element of diagnosis in formative assessment.

Summative assessment occurs at the end of each term. School reports comprise effort and progress grades and a form tutor report.

Standardised tests in spelling are administered annually. Accelerated Reader and other forms of Reading assessment take place in the Prep School and are ongoing.

Year 7 and Year 9 sit MidYIS assessments and Years 1 to 6 sit INCAS; both are computer adaptive tests. Year 10 sit YELLIS in June.

Reporting

School reports may include comments on effort, attitude, successes, progress made, independent and collaborative work and assessment results.

Autumn Term

Parent / Teacher Evenings for Reception to Year 6 and Study Centre

Year 8 Parent / Teacher Evening + boys

Reception – Full Reports; Years 1 to 11: Effort, Progress and Form Teacher Reports

Lower Prep, Upper Prep and Seniors – Parents' Information Talks

Spring Term

Examination Reports where appropriate

Parent / Teacher Evenings for Years 7, 8, 9, 10, 11 (+ boys) and Study Centre

Reception – Full Reports; Years 1 to 11: Effort, Progress and Form Teacher Reports

Exam grades for Years 8 and 9

Summer Term

Parent / Teacher Evenings for Study Centre

*Assessment/Exam grades for Years 3-10
Full written reports for **all pupils except Year 11***

End of Early Years Tracking Assessments

In the Summer Term parents/carers are informed of their child's assessment results. These results are also displayed on end of term reports and parents/carers are invited to discuss the results by appointment with the teacher.

Special Educational Needs / Learning Support

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

The SENCo liaises with relevant staff to co-ordinate the formulation of individual support plans. For many years Kingswood House has had the Study Centre with specialist tutors and Speech and Language

Therapists and an Occupational Therapist to meet these needs. The specialist tutors and therapists work closely with classroom staff and parents to provide 1:1 or small group tuition to build confidence and self-esteem, to aid progress and help pupils realise their potential. Our specialists share their expertise with classroom staff through everyday practice and during insets days.

Whilst EAL (English as an Additional Language) does not fit under SEN, the Study Centre has two qualified tutors in this field.

We believe it is a sign of excellent teaching that the Staff can get the best out of all children in both the classroom and Study Centre. Any enquiries about the Study Centre at Kingswood House should be directed to the SENCo.

(A list of the tutors and speech and language therapists is included at the back of this document.)

Emotional Literacy Support Assistant

The role of the ELSA is a first step intervention to support children with emotional and behavioural difficulties to enable them to effectively access the curriculum and to support and encourage a learning environment throughout the school which allows children to acquire and develop emotional literacy skills. Pupils are referred to the ELSA from the Divisional Head after discussion with the form teacher and parents. Pupils will initially be offered 4-6 sessions.

Reasonable Adjustment for Disabled Pupils

Charges for all extra support/therapy are clearly set out in our Information for Parents booklet within the prospectus. However, Kingswood House will make reasonable adjustment for disabled pupils, including the provision of auxiliary aids and services, if they are likely to suffer substantial disadvantage.

In considering whether the adjustment is reasonable various factors need to be taken into account:

- Whether the adjustment will overcome the substantial disadvantage
- Practicability
- The effect of the disability on the pupil
- Cost
- Whether it will be provided under a statement from the Local Authority
- The School's resources
- Health and safety requirements
- The need to maintain academic, musical, sporting and other standards
- The interests of other pupils.

Any decision regarding reasonable adjustment should follow the procedure set out below:

- The proposal of an adjustment.
- Input should be sought from teachers, experts, the pupil and the parents.
- The Senior Leadership Team and SENCo will then meet to discuss and decide whether the adjustment is reasonable on the basis of the above factors and therefore whether the school will pay for it.
- The parents have the right to appeal under the School's Complaints Procedure.

Provision for Children with High Potential

The remit of the AbCo is to encourage children with high potential to extend their horizons. Each term a programme of extension and enrichment activities offers a diversity of experience. The pupils are encouraged to air their views on the development of their own education, to build on their strengths and to develop areas in which they have an interest. Creative thinking workshops are held for Years 3-5. The school is also a member of the *National Association for Able Children in Education*.