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## THE SCHOOL DAY

### Timetable

Years 5-10	Mon, Tues & Thurs	Wed	Fri
Breakfast Club (optional)	0730-0830	0730-0830	0730-0830
Supervision starts	0815	0815	0815
Registration	0830-0845	0830-0845	0830-0845
Form Assembly		0845-0915	
Lesson 1	0845-0935	0915-1005	0845-0935
Lesson 2	0935-1025	1005-1055	0935-1025
Pupil Briefing (Monday only) / Lesson 2a	1025-1055		1025-1055
Break	1055-1125	1055-1125	1055-1125
Lesson 3	1125-1215	1125-1215	1120-1210
Lesson 4	1215-1305	1215-1305	1215-1305
Lunch	1305-1420	1305-1420	1305-1420
Lesson 5	1420-1510	1420-1510	1400-1450
Lesson 6 * Fri Assembly/House Assembly	1510-1600	1510-1600	1450-1525
Form period			1525-1600
Prep/After school clubs	1600-1700	1600-1700	1600-1700
Late Club	1700-1800	1700-1800	1700-1800

### 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 £6.00 per day will be added to your end of term fee account.
- 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.
- If you are late for any reason or you are dropping or collecting your son 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.

### **After School**

- There are clubs after school which run from 1600-1700.
- A supervised prep period runs from 1605 -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 from their parents. Boys who cycle home must have completed a Cycling Proficiency Course and must 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.

### **Assemblies**

Assembly takes place on Monday (pupil briefing) and Wednesday from 0845 to 0915.

On Friday afternoon between 1450 and 1520 there will be a House Assembly or House Meeting (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 sons 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.

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 specific 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. 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.

## 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 a little of everything.
- 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 / Prep**

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.

Prep will begin at 1600 in the IT Suite and Maths room. A register is taken and boys will be asked at registration whether they are expecting to stay. As far as possible boys staying for prep are committed to stay until 1700. Please collect the boys at 1700 because the member of staff on prep duty will have to wait until the last boy is collected. Parents should come into school to collect their son from prep 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 prep.

### **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, driveways, 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.

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.

### **Staff Supervision and Duties**

There is a rota of comprehensive staff supervision operating before and after school, during break-times and at lunch-time.

At break-time boys will be allowed on the playground, Astroturf pitch or adventure trail during the winter and on the field during the summer months, weather permitting. There is also a “wet break” programme in which boys are supervised by staff.

### **Communication**

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.

Please feel free to contact the School by letter, telephone, email or by writing in your son’s homework diary. The School endeavours to keep you in touch at all times. 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](mailto: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 3-11 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 / tutor 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. All boys in Years 7-11 are expected to attend. 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 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.

### **Prep Diary**

Every boy is given a diary to record prep. 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 in classrooms or in lockers located around the school. These lockers should be kept tidy at all times.

Books should be transported to lessons in our house 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 stored in lockers or 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.

### **Parental Contact**

- The Staff are happy to meet parents and you are encouraged to come in if you have a concern. We do ask that an appointment is made first, via the school office.
- Teachers are generally contactable via email or the school office. Please note that teachers will endeavour to reply to emails during the course of the school day but it is not always possible for them to do so. In the event of an important communication, the school office should be your first point of contact.
- We must ask you not to go to classrooms, lockers or changing areas. This is for the security of the School and for the safety of the pupils.

### **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

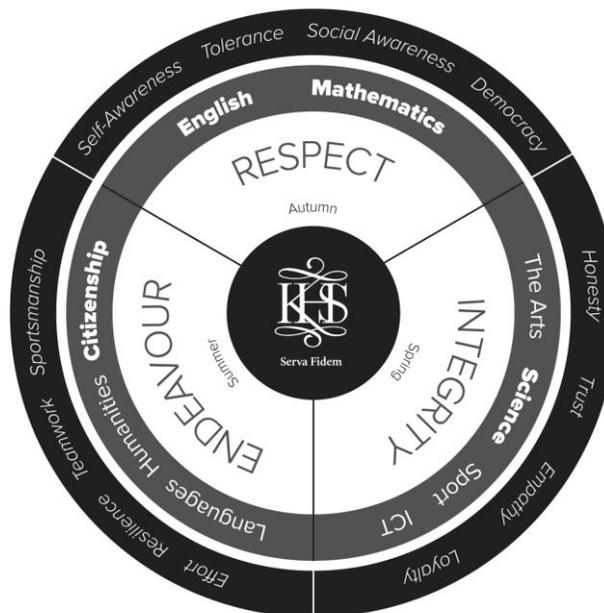
given a Visitors' badge after signing in. Parents are welcome, but should report to the School Office and not wander around the School. The gates at the front and rear of the School will be kept locked at all times. The code for the digital keypad on the back gate and car park gate may be obtained from the School Office. However, they are locked between 0930 and 1500 and access then will only be through the front door. 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 3<sup>rd</sup> bar on the wood ladder. No one is permitted on the Adventure Trail unless a member of staff is on duty.
- The climbing wall is out of bounds unless supervised by a member of staff.
- Dangerous games such as British Bulldogs are not permitted.
- During the summer pupils may be allowed to play on the field as well as the playground and astro.

### 7 **Dining Room/Food and Drink**

- 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 house points and commendations for good work, behaviour and achievement in all areas of school life.

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

### **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**

Kingswood House pupils are expected to behave with high standards at all times and to be a force for good in all their School activities. If these standards are not met, the following sanctions and levels will be used at the discretion of the School. It is an expectation that parents will work in partnership with the School to help ensure that their child does not get placed on the Discipline Code, or, if on the Discipline Code, to reinforce targets at home and support the School's decisions.

All discipline cases are considered with great care on an individual basis using principled compassion for the child, for the School and wider school community. All at this School benefit from good behaviour and right actions which contribute to a collective wellbeing.

There may be occasions when a period of quiet reflection and time out of an activity or situation is necessary in order to refocus a pupil or pupils on the positive aspects of care for others and on the wisdom of changing their behaviour in order to restore harmony.

## Upper Prep and Senior Sanctions

1	<b>Personal warning</b> 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	<b>Change the position</b> of the pupil in the classroom. With experience of a class, strategic location of pupils in the room is advised.
3	<b>Privilege time</b> (Upper Prep) minutes system. Give a child a warning for making the wrong choice and then take away a minute.
4	The pupil can be <b>kept behind</b> after the lesson and their name is recorded. This is an opportunity to discuss your expectations with each pupil.
5	<b>Fifteen Minute Detention</b> - either at break-time (work should be set or reading). Lines are not to be set, although an essay or letter of apology might be appropriate in certain instances). or <b>Community Service</b> - such as collecting litter (gloves and black sack should be issued!), tidying classroom / dining hall, etc... or <b>Detention Warning</b> is given (recorded in the incident book in staff room).
6	<b>30-minute lunchtime detention</b> with teacher (form teacher to be informed) – discussion about behaviour and strategies on how to improve current behaviour.
7	<b>A recurrence of poor behaviour may result in an Upper Prep/ Senior lunchtime detention.</b>
8	<b>Parents called in by the Form Teacher.</b>
9	<b>Divisional detention warning</b> – usually given for continual poor behaviour.
10	<b>Divisional after school detention</b> – this will occur between 4-5pm on a weekday evening and a notification slip will be sent home 24 hours in advance.
11	<b>Deputy Head/ Head Detention</b> - 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.

**Discipline Code:**

<b>Misdemeanours</b>	<b>Sanctions</b>
<p><b>- Incidents of concern - <u>General misbehaviour</u></b></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 <b>Report Card</b> 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><b>- Level A – <u>Continued misbehaviour or serious incident</u></b></p>	<p><b>- Level A –</b></p> <ul style="list-style-type: none"> <li>• Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, call parents, and follow up in writing, to inform them that their child has been put onto Level A of the Discipline Code. Staff will be informed.</li> <li>• Parents will meet with the Divisional Head and Form Teacher to set targets. A copy of the targets will be sent to the Deputy Head.</li> <li>• Divisional Head will review targets with the pupil and parents after a week. Deputy Head to be informed of result.</li> </ul>
<p><b>- Level B - <u>Poor response by pupil to targets</u> <u>Serious misbehaviour</u></b></p>	<p><b>- Level B -</b></p> <ul style="list-style-type: none"> <li>• Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, call parents, and Headmaster will follow up in writing, to inform them that their child has been put onto Level Two of the Discipline Code.</li> <li>• An internal suspension may be given for up to half a day at the discretion of the Headmaster. The child will be removed from his peer group and work under supervision at an appropriate venue to be agreed on the day.</li> <li>• Parents invited for a prompt meeting with key staff. All teachers to be informed.</li> <li>• Divisional Head renews targets with Form Teacher and Deputy Head.</li> </ul>

<p><b>- Level C -</b>  <u><i>Situation continues or worsens</i></u>  <u><i>Pupil involved in a very serious incident</i></u></p>	<ul style="list-style-type: none"> <li>• Targets are monitored for two weeks.</li> </ul> <p><b>- Level C -</b></p> <ul style="list-style-type: none"> <li>• Divisional Head will consult with the Deputy Head and Headmaster and, if it is approved, the Headmaster will call parents, and follow up in writing, to inform them that their child has been put onto Level C of the Discipline Code.</li> <li>• Staff will be informed.</li> <li>• Meeting for parents arranged with Headmaster, Deputy Head, Divisional Head and Form Teacher which may result in a temporary external suspension.</li> <li>• The Chair of Governors will be informed.</li> <li>• All concerned will negotiate a contract of targets for return of the child. The contract will then be monitored by the Form Teacher and Divisional Head in <u>weekly</u> meetings, with the Deputy Headmaster also in attendance.</li> <li>• The school reserves the right to make appropriate comment on future references.</li> </ul>
<p><b>- Level D –</b>  <u><i>Child breaks the contract</i></u>  <u><i>Further serious incidents</i></u></p>	<p><b>- Level D –</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The Chair of Governors will be informed of an impending permanent exclusion.</li> <li>• 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.</li> <li>• Parents will have a right of appeal to the School's Governors.</li> </ul>

## 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 Lester Bowden, Epsom. Regulation Kingswood House hats, games bags and school rucksacks in house colours 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

<b>Years 5-8</b>		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 (optional)
	B	Baseball cap – Summer (optional)
A	School scarf and gloves (optional)	
B	KHS rucksack	
<b>Sports Clothing All Terms</b>	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
	B	KHS kit bag
<b>Winter / Spring</b>	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).
<b>Summer</b>		Cricket boots (optional, recommended for team players)
	A	Cricket Pullover (optional)
		Cricket shirt and trousers (teams only)
		Cricket hat (available from the school office)

### House Colours:

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

**A = only available from Lester Bowden - Tel 01372 747475 [www.lesterbowden.co.uk](http://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.

In Years 5 and 6 the syllabus content and skills taught in Mathematics, English, ICT / Computer Science, DT, Art, Science, French, RS and History and Geography are broadly in line with the National Curriculum.

The broad curriculum continues to be delivered with generous allocations of time to specialist-taught French, Music and Physical Education. Many subjects are specialist-taught in Year 6.

In Years 7 and 8 pupils prepare for the following examined subjects through what is broadly a Common Entrance curriculum: Mathematics, English, Biology, Chemistry, Physics, French, History, Geography and RS.

Some pupils will follow an additional scholarship programme.

In addition, all pupils continue to be taught Art, Design Technology, Music, IT and Physical Education and Drama is taught as a discrete subject from Year 7.

Throughout the school, PSHE is an integral part of the curriculum and as such is the responsibility of all staff who come into contact with the children. It is also taught as an independent subject for all year groups, including Reception Class. The syllabus is delivered through these designated lessons, and through subject teaching, circle time, assemblies, church services, charity/community involvement, outings, class roles and responsibilities and guest speakers. In addition, the senior years 6-8 follow a programme of discrete lessons including sex education, drugs education, bullying, healthy living, money management etc.

### **Choosing the Right Senior School**

This is one of the most important decisions parents will ever make for their child. Individual schools have different academic standards, traditions and their own unique atmosphere. We will help parents

choose the school most suitable for their son, whether this is here at Kingswood House, or at another senior school. Whilst it is our hope that many pupils will wish to continue their academic career here, you can be assured that applications to other senior schools will be fully supported and no aspect of preparation will be left unturned.

Recommendations regarding senior schools are made by the Headmaster only. When the boys reach Year 5, parents will be invited to a meeting to discuss early thoughts. In addition, parents are welcome to make an appointment with the Headmaster to discuss next school options at any time. Should you decide to consider alternative senior provision, it is recommended that you visit the local schools, meet the Headteacher and choose a school with which your son feels comfortable.

Some schools require earlier registration than others and some have a Pre-Common Entrance assessment called a Pre-Test. In the case of most senior schools, this consists of examinations in English, Mathematics, Non-Verbal Reasoning (NVR) and Verbal Reasoning (VR). Pre-Tests are usually taken in Year 6. The curriculum at Kingswood House is designed to take preparation for such assessments into account - and, as such, a good deal of exam technique and related disciplines are incorporated into work in Year 5 onwards. In Years 7 and 8, the Common Entrance curriculum offers a good platform for study at GCSE. With effect from September 2018, boys will only be entered for the formal Common Entrance exams at the request of a senior school as a condition of a deferred offer.

### **Prep (Homework)**

Prep is a vital part of our study programme. It reinforces what has been taught and teaches the boys to work independently and plan their work. When parents take an interest in their son's prep this provides immediate support, telling him that both parents and school have the same objectives.

It is the policy of the School that prep is set on a regular basis for all boys according to their individual needs. In addition to this, parents are asked to check their son's prep every night, and to sign his homework diary accordingly. Please be aware that prep set in September may take slightly longer to complete as your son adjusts to the pace of work in his new year.

We provide provision for boys to do their prep at school from 1605 to 1700 every afternoon if boys wish to stay.

## Prep Allocation

### Lower Prep

Reception	At the discretion of the teacher
Year 1	15 minutes every night
Year 2	20 minutes every night
Year 3	30 minutes every night
Year 4	30 minutes every night

### Upper Prep

Year 5	40 minutes Monday – Thursday 1 hour at weekends
Year 6	50 minutes Monday – Thursday, 1 hour 15 minutes at weekends
Year 7	1 hour Monday – Thursday, 1 hour 30 minutes at weekends
Years 8 and 9	1 hour Monday – Thursday, 2 hours at weekends (plus revision)
Year 10	1 hour 30 minutes Monday – Thursday 3 hours at weekends (plus revision)
Year 11	1 hour 30 minutes Monday – Thursday 3 hours at the weekend (plus independent study)

## Types and Styles of Prep Set

Parents should be ready to observe numerous different forms of prep (homework) all of which are valid and essential. For example:

1. the writing or redrafting of an essay
2. learning by rote: vocabulary, poems, multiplication tables, etc.
3. drawing / diagrams
4. reading
5. an investigation into a topic, requiring some form of home experiment or activity
6. the completion of classwork
7. watching or listening to a particular TV, Internet or radio programme.

We take prep seriously. Boys who miss it will be expected to make it up. Consistently poor quality or incomplete prep may result in a Friday

detention being given. We hope that this does not occur, and if any parents are worried about any aspect of prep, please liaise with the relevant member of staff.

## **The Prep Diary**

Every boy is given a diary to record prep. 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 11

### **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    7<sup>th</sup> February 2018
- 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 – 11)**

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.

**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. CDs, DVDs, videos and audio books are available to use and must be signed out.

**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

There is an options programme for Years 5-10 that runs alongside the main team events that includes climbing, badminton and golf.

Many parents choose Kingswood House for their sons because of the sporting opportunities we offer at a young age. However, 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.

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 at the School 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**

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. There are also exam grades in Autumn and Spring Term for Year 8 and in Summer Term for Years 3 to 10. The Summer Term report also includes written subject reports.

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

### **Reporting**

School reports may include comments on effort, attitude, successes, progress made, independent and collaborative work and examination 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 - Parent's Information Talk*

#### **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***

**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 and an exciting Gifted, Talented & Interested (GTi) programme is being developed across the whole School. As such, Kingswood House is proud to be a member of the *National Association for Able Children in Education*.