



Serva Fidem

Headmaster: **Mr. Duncan Murphy** BA (Hons), MEd, FRSA
Member of IAPS & Society of Heads

Thursday 5th September 2019

Dear Parents

I trust you enjoyed a relaxing and enjoyable summer holiday – welcome to the start of the autumn term at Kingswood House.

GCSE

It is with great pride that I congratulate our inaugural cohort of Year 11 leavers who secured a strong set of GCSE results with 87% of grades 9-4 (A**- C) and 16% of grades 9-7 (A**- A). Importantly, and in keeping with our reputation as a holistic school, we have delivered excellent after-care during the holiday and all boys have been accepted onto A-Level or vocational courses of their choice for the next phase of their educational career.

Summer Works

A lot of work has been undertaken on the school site over recent weeks. I should like to thank all staff, especially Sally Witts, as well as Paul and Ron from the estates team, for their time and effort in this respect. Subsequently, Years 1-4 have their own designated Lower Prep area and all Years 5-6 classes are in the Katy Walton building. Additionally, the climbing wall has had a fresh repaint, there is a smart new wooden floor in the Langland's Hall and the Senior SENCo office has moved upstairs into the Study Centre.

The KHS Way

It is my expectation that the boys will understand the importance of listening carefully, trying their hardest in all aspects of school life and treating others as they would wish to be treated. In addition to the Kingswood House Way, I believe that these values are the platform for a convivial, purposeful and supportive environment where each child can achieve his potential and grow in self-esteem. I should be grateful if you were to reinforce these at home in order for there to be a consistency of approach, which will be a significant benefit to us all, not least the boys. The core value of the Kingswood House Way for this term is *RESPECT* and it will be explored and reinforced during Form Time, PSHE and Assemblies.

Engage

We have invested in a school management information system, Engage, which is in the process of being set up. It is an enormous challenge to move across to a new portal and we intend to do so carefully and pragmatically. The first elements of registration and timetable have already been installed and it is our aim to have homework electronically accessible for parents later in the academic year as well as grades and reports in due course. Please bear with us whilst we undertake this significant step forward and thank you to Pippa Webb for all of her oversight in this respect.

Mobile Telephones

A reminder that following a review of our safeguarding procedure, no boys will be permitted to have a mobile telephone on their person in school. It is understandable for those boys who travel to and from the school independently to have a mobile telephone for their own safety but it must be handed in to the front office upon arrival and collected at the end of the day. If you wish your son to be included on this register, please email Karen Harding accordingly. It is important to note that the school accepts no liability for the loss or damage to any mobile telephone whilst on the school property and it is our preference for boys not to bring them into the school at all. If a boy is discovered to have a mobile telephone on their person whilst on the school site then it will be considered a potentially serious matter.

Future Schools

I continue to network with a wide range of prestigious senior schools and our teachers will ensure that pupils are well-prepared to meet the demands of pre-testing in Year 6, as necessary. A letter from Liam Clarke, Head of Upper Prep, will outline further details in the near future.

With the evolution of our own Senior Years, parents are able to consider future schools carefully – secure in the knowledge that we already offer an excellent pathway for the boys through to GCSE. Strong links exist with independent and maintained sixth forms, as well as local employers, to ensure that each boy is guided carefully towards the next step in his educational career.

Please be assured that I will meet with each family to listen, give advice and act accordingly in their best interests. As such, I invite Year 8 parents to make an appointment to meet with me during the first half of this term; if you have already paid your son's deposit for the Senior Years and are committed to him staying at KHS then this is not compulsory but if you have yet to make up your mind, please arrange an appointment via the school office since there is considerable pressure on numbers into Year 9 in 2020. Thereafter, I cordially invite all Year 5 parents to book a meeting with me during the course of the spring term.

Pupil Appointments

I extend a warm welcome to the new pupils who start at Kingswood House today; I feel very sure, given the friendly nature of the school, that they will all settle in quickly. Additionally, I should like to congratulate Jack Fernandes (Senior Head Boy), Charlie Fowler (Deputy Head Boy), Thomas Gibson and James Szubert (Senior Prefects), William Hamilton (Y8 Head Boy), Edward Reece (Y8 Deputy Head Boy) as well as Thomas Collins, Peter Duncan, Hal Ferguson, Nicholas Hill, Alexander Hone, William Moffatt, Joseph Seager and Hadi Yousaf (Y8 Prefects) upon their appointments. Well done also to Jamil Hashemi and Frankie Larter who are this term's Lower Prep monitors. They will, I am certain, be fine ambassadors for Kingswood House. There will be plenty of other positions of responsibility in due course for other boys to aspire to and I trust that they will put themselves forward for consideration accordingly.

Staff Appointments

Today is the first school day at Kingswood House for Mr Matt Twinley (English & Drama), Mr Rana Iftikhar (Assistant Bursar), Mr Edward Cribb & Mr Marcus Caprano-Wint (GAP students). In the Study Centre, we welcome Mrs Sarah Austin (Literacy). I am sure you will join me in

wishing our new staff a long and successful association with Kingswood House. Over the summer, Mrs Michelle Johns moved to a new position at Eagle House, Bramley, and I should like to thank her for her time and effort in setting up the ELSA role. As an interim appointment, I am pleased that Miss Katey Timothy has agreed to continue her work in this respect which she started last term.

Trips

A reminder that it is our expectation for all boys to attend school trips during the year. A lot of time is spent organising excursions and residentials in order to augment the academic curriculum and also to instil in the boys the character and life skills we deem as important in keeping with our aim of a 'preparation for life beyond the school gate'. If there is a medical preclusion, please advise your son's form teacher and Divisional Head well in advance.

On a related note, Ian Mitchell received excellent news that his 'famous' Making of Modern Britain Trip for Year 9 boys has been short-listed for the final of a prestigious schools' travel competition. He will be accompanied by his wife to London for the awards ceremony later in the term – good luck!

Please be aware that boys will be expected to use their own re-usable water bottles, now a compulsory part of the uniform list, on all trips. In an effort to become more environmentally aware, the kitchen will no longer provide plastic bottles of water.

Communication

I am grateful to Ian Mitchell for his work on the timetable over the summer. He worked out that at our busiest time of the week, we will have 24 lessons running concurrently – this is definitely a new record for KHS!

In terms of channels of communication, please kindly note the following: Ian Mitchell, as Deputy Head, has whole school responsibility for all administrative and pastoral matters and will be in charge on a day to day basis as and when I am away on school business; likewise, James March, as Director of Studies, has whole school responsibility for all aspects of academic management and pupils' progress. The divisional heads are Eleanor Henery (Lower Prep Rec-Y4), Liam Clarke (Upper Prep Y5-8) and Jamie Rudkin (Seniors Y9-11). Please note that your first port of call should very much remain your child's form teacher on a day to day basis.

All teaching staff will remain contactable via their school email addresses but please note that pastoral matters should ideally be addressed in a meeting with the form teacher or divisional head at the school. The following standards are a basic premise:

- i. Email contact with staff should be on a 'needs must' professional basis and is expected to be polite and respectful in tone at all times in keeping with our values.
- ii. Teachers spend most of their time in direct contact with the boys – as such, please do not expect an immediate reply - but staff have been asked to check emails daily and you can anticipate a timely response.

- iii. Urgent emails should always be sent to the school office with the form teacher copied in.
- iv. In the event of a query, email should be used as a precursor to a telephone conversation or a meeting – not as a replacement.

There will always be plenty of informal opportunities to speak with staff throughout the term and there is a proud 'open door' culture at Kingswood House. Consequently, you are warmly invited to meet with any member of staff at mutual convenience to discuss your son throughout the year - it is not necessary to wait for a parents' evening or drop in event.

Drop off, Pick up & Parking

Please collect a KHS car sticker from the front office if you do not have one already. These should be displayed clearly in your windscreen to assist with safety at pick up times. If you would prefer your son to bring one home, please liaise with their form teacher. At the start of term especially, there will be some pressure on parking in and around the school. Do use drop-off points responsibly and with consideration for other drivers as well as our neighbours. A member of staff will be on duty from 8.15am. A reminder, please, that your child should arrive for the start of the school day in good time for registration - but no boy should be left unattended before the duty staff arrive at 8.15am.

Breakfast club runs from 7.30am each day and early arrivals should report there in the first instance. Any child coming in after 8.30am will be marked as 'late' on the register. The provision of effective registration is a statutory requirement and I would appreciate your support in making it as easy and accurate a procedure for us to apply as possible.

Equally, the light is already fading in the evenings and it will not be long before autumn draws in and summer becomes a distant memory. For the safety of the boys, please ensure you arrive promptly at the end of the school day and that you are visible to the member of staff on duty. This is especially important after the clocks change because it will be dark at the end of the school day.

Calendar Events

It is my strong recommendation that all parents attend the divisional meetings at the start of the academic year. It is a great opportunity to hear from key staff, glean useful information and ask any questions you may have.

Seniors (Y9-11):	Thursday 5 September, 6.00pm (Langland's Hall)
Upper Prep (Y5-8):	Wednesday 11 September, 6.00pm (Langland's Hall)
Lower Prep (Y1-Y4):	Monday 9 September, 6.30pm (Lower Prep)

Please also note that the Christmas Carol Service is a compulsory event for all pupils and will be held at Christ Church, Epsom, at 7.00pm on Wednesday 11th December.

As ever, there are plenty of exciting activities taking place in the coming weeks so please refer to the calendar to check specific timings throughout the term. Any changes will be posted on the website and included in the newsletter; these are published each week, and, if you so

desire, you can also receive regular updates throughout the term on Twitter by following @KingswoodHouse or my Headmaster's account @KHSPrep.

It is an expectation that boys volunteer as guides for the open mornings from time to time and Ian Mitchell will be in touch to this effect shortly; your help on these occasional Saturday mornings is greatly appreciated. Parental support at school matches, concerts and other occasions is also warmly encouraged. The Kingswood House Association (KHA) is a source of valuable information and I know that any parents who are keen to get involved would be most welcome; if you would like to assist, please let Sally Witts know and attend the AGM on Monday 23rd September.

Finally, I am looking forward to the rich and diverse opportunities on offer this term and hope to chat to you all on the touchline or at one of the many school events in the near future.

Yours sincerely

Duncan A I Murphy
Headmaster