



KING'S HOUSE SCHOOL  
RICHMOND

# **Parent Handbook**

**Academic Year**

**2023-2024**

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Welcome to King's House. We are delighted that you have decided to send your son or daughter to us and that you will be joining our school community. King's House is a school with a wonderfully friendly and caring atmosphere. We are proud of our reputations and traditions, and of the great children that we have here.

Although split over three sites, each with their own distinct feel, the same spirit and character run throughout the school. The children move seamlessly from one department to another, and then on to a range of senior schools, due to the integrated approach across the Schools.

King's House is a very busy school. Everywhere you turn, our children are involved in different activities, so we appreciate that trying to help you as parents understand how things work is very important. The aim of this booklet is to guide you through the key areas you need to be acquainted with as parents starting the school. We have tried to cover the main aspects we feel you ought to understand but we do appreciate that joining a new school as a parent can be a daunting experience, so we do want you to feel free to ask any of the staff about anything which you are unsure.

We hope you enjoy your time as King's House parents.

Mark Turner  
Headmaster

### Term dates 2023 – 2024

<b>Autumn Term 2023</b>	<b>Start</b> Half-term End	<b>Monday 4 September</b> Monday 16 October – Friday 27 October Wednesday 13 December
<b>Spring Term 2024</b>	<b>Start</b> <b>Staff training</b> Half-term End	<b>Thursday 4 January</b> Friday 9 February Monday 12 – Friday 16 February Wednesday 27 March
<b>Summer Term 2024</b>	<b>Start</b> Bank Holiday Half-term End	<b>Thursday 18 April</b> Monday 6 May Monday 27 May – Friday 31 May Thursday 4 July

#### Contact Details:

Nursery Department Office: 0208 948 5655  
Junior Department Office: 0208 940 7015  
Senior Department Office: 0208 940 1878

nursery@kingshouseschool.org  
juniordepartment@kingshouseschool.org  
schooloffice@kingshouseschool.org

## Daily Routine

### Nursery Caterpillars

8.45 – 9.05am	Gate opens
8.50am	Free-flow Play and focused activities
9.45am	Circle time
10.00am	Snack
10.30am	Outdoor play/activities
11.15am	Story time and songs
11.45 am	Home time
12.45pm	If staying for lunch

### Nursery Butterflies

8.40 – 9.00am	Gate opens
8.40am	Free-flow Play and specialist teaching
9.40am	Circle Time groups
10.20am	Snack
10.40am	Free-flow indoor/outdoor activities
11.30am	Tidy up time
11.40am	Story time
12.15pm	Lunch time
12.45pm	Outdoor Play
2.45pm	Home time

### Junior Department

8.20 a.m.	Door opens
8.40 a.m.	Registration/lessons
9.00 a.m.	Assembly/lessons
10.00 a.m.	Rec & Y1 break
10.25 a.m.	Rec & Y1 lessons
10.30 a.m.	Y2 & Y3 break
10.55a.m.	Y2 & Y3 lessons
12.00 p.m.	Rec & Y1 lunch
12.20 p.m.	Rec & Y1 break
12.40 p.m.	Y2 & Y3 lunch
1.05 p.m.	Y2 & Y3 break
	Rec & Y1 lessons
1.45 p.m.	Y2 & Y3 lessons
2.15 p.m.	Y1 & Rec break
2.30 p.m.	Y1 & Rec lessons
2.55 p.m.	Rec finish
3.05 p.m.	Y1 finish
3.25 p.m.	Y2 finish
3.30 p.m.	Y3 finish

### Senior Department

8.00 a.m.	Gate opens
8.30 a.m.	Registration
8.40 a.m.	Assembly
9.00 a.m.	Lessons
11.00 a.m.	Morning break
11.25 a.m.	Lessons
12.30 p.m.	Year 4 lunch
1.00 p.m.	Years 5 - 8 lunch
1.30 p.m.	Year 4 lessons
2.00 p.m.	Years 5 – 8 Lessons
3.30 p.m.	Year 4 finish
4.00 p.m.	Lessons end

### Games day pick up is at

**4.00pm at the Sports Grounds or 4.30pm at School.  
(Monday – Years 7 and 8, Tuesday - Years 5 and 6, Wednesday -  
Years 7 and 8, Thursday - Year 5, Friday - Years 4 and 6).**

## Pastoral and Academic Organisation

Early Years Foundation Stage – The Nursery Department/Reception make up the EYFS. This is a Department for Education term for these year groups.

### Nursery Department

From 3<sup>rd</sup> birthday  
(Caterpillar Class)

Five morning sessions with a full range of EY's activities. Specialist Music Teacher. Max year group size 24. Option to stay for lunch.

Age 3+ years  
(Butterfly Class)

Five days a week with a full range of Early Years activities. Specialist French, PE, Music, Computing and Drama Teachers. Max year group size 35 with specialist teaching and focussed circle times in small groups.

### Junior Department

Age 4+ years Reception.

Two mixed-ability classes, each with a Form Teacher and a Teaching Assistant. They have subject specialists for French, Music, Computing and PE.

Age 5+ years Year 1.

Two mixed-ability classes, each with a Form Teacher and a Teaching Assistant. They have subject specialists for Italian, Music, Computing and PE and Games.

Age 6+ years Year 2.

Two mixed-ability classes, each with a Form Teacher and Teaching Assistant. They have subject specialists for Italian, Music, Computing PE and Games.

Age 7+ years Year 3.

Three mixed-ability classes, each with a Form Teacher and two shared Teaching Assistants. They have subject specialists for Spanish, Computing, Music, PE and Games.

### Senior Department

Age 8+ years Year 4.

Three mixed-ability classes each with a Form Teacher, who teaches at least English and Maths to the Form Group. Most lessons take place in Form Room.

Age 9+ years Year 5.

Three mixed-ability classes each with a Form Teacher. Children visit subject specialists for all subjects. Lessons in Reasoning begin.

Age 10+ years Year 6.

Four mixed-ability classes each with a Form Teacher. Latin classes begin. Four sets for English and Maths.

Age 11+ years Year 7.

Three streamed classes (one top and two parallel) for all subjects; each class has a Form Teacher. Maths and Latin setted in the parallel groups.

Age 12+ years Year 8.

Three streamed classes (one top and two parallel) for all subjects; Each class has a Form Teacher. Maths and Latin setted in the parallel groups.

## Houses

King's House operates a House system. The Houses are: Oak (blue), Fir (red), Willow (green) and Sycamore (yellow). The names of the Houses are currently under review, and the pupils are voting on new names, but the colours will remain. Houses are headed by a member of staff and the Captain and Vice Captain of each House is a Year 8 child. Children join a House when they begin Reception and they remain in the same House throughout their time at King's House. Siblings are placed in the same House. House Points are awarded in school for good work and good behaviour and the scores are read out in Assembly. There are many house competitions, including the main sports, and the House Shield is awarded to the winning House at the end of each term.

## General Information

### Attendance

All children should arrive between the gates/door opening and registration. Children arriving late should go to the front door and report in to the relevant office.

Except in case of illness, children should not be absent unless the parents have applied in writing or by e-mail to the Head of Nursery or the Head of the Junior Department or the Head for leave of absence stating the reason. Parents are asked to ensure that they plan their family holidays during the school holiday time. Parents should also avoid making routine dental, orthodontic and medical appointments during the school day. We can authorise them where absolutely necessary but it would be preferable if they are arranged for after school or the holidays

At the end of School, children in the Nursery and Junior Department will only be handed over to their parents or another designated adult. Please email the Nursery ([Nursery@kingshouseschool.org](mailto:Nursery@kingshouseschool.org)) or the Junior Department ([juniordepartment@kingshouseschool.org](mailto:juniordepartment@kingshouseschool.org)) if another adult is collecting your child. There is an Uncollected Child Policy and Procedure in place in line with the EYFS requirements which can be requested from the Nursery and Junior Departments.

When a pupil is absent an email should be sent to [absence@kingshouseschool.org](mailto:absence@kingshouseschool.org)

King's House prides itself on the large number of inter-school sports fixtures which take place throughout the year, and as the children get older they have some fixtures on Saturday mornings. If a pupil is selected to represent the school we ask that these fixtures should have priority over other engagements. This encourages children to show commitment and loyalty to the school.

### Pre- and After-School Care

#### Nursery

**Early Start:** 8am in the Butterfly Classroom. £8 per day, pre-booked in advance per half term.

#### Junior Department

**Early Birds:** 8.00am. £7 per session.

**After-School care:** until 5.30pm. £9 per 30 minutes.

After School Club will be free to children with an older sibling at King's House on the following basis:

Reception and Year 1 children staying on until 3.30pm to pick up siblings in Years 2 and 3. These children should be collected at 3.25pm please, **before** the older child is collected. Junior Department children staying on until 4.00pm to pick up siblings in the Senior Department. These children should be collected at 3.55pm please, **before** the older child is collected.

In all cases, if the younger siblings are not collected by the cut-off time, there will be a charge levied on the next fee bill.

### **Senior Department:**

Children can be dropped off in the playground from 8am, where there is supervision. Children in Year 4, who are waiting for older siblings to finish, may stay until 4.00pm free of charge. After this they should they should go home or join an after-school activity, if available, or join Homework Club.

**Homework Club:** until 5.15pm. £9 per day.

### **Medical Arrangements**

Please ensure that we know of any medical or physical condition suffered by your child and inform us of any pre-existing condition and update this information whenever necessary. We ask Parents to fill in a medical form each year in September.

Children who feel unwell or are injured are looked after in School. Parents are contacted if a child needs to go home or to hospital and in the event of an injury which causes any concern. Parents of children in EYFS are informed at the end of the day if their child has required any first aid treatment and asked to sign a form. In the Nursery and Reception, there is a Sick Child/Exclusion for Illness Policy in place for children in line with the EYFS guidelines.

Please check your child's hair regularly for hair lice and let us know if you discover any so that other parents can be alerted. If your child's clothing is accidentally soiled we will lend replacements and send the soiled items home in a plastic bag. Please launder the borrowed clothing and return it to School.

Children need to stay off School for 48 hours after the last incidence of vomiting or diarrhoea.

### **Administering Medication**

The School will administer medication which has been prescribed by a suitably qualified professional. No medicine will be administered unless a "Request to administer medication" form (available from the School Office or website) is completed and signed by the child's parent or guardian. Medication must be brought into school by an adult. For children with asthma or those at risk of a serious allergic reaction, we ask that parents provide the School with a spare reliever inhaler/Epipen as necessary. These will be kept safely in the School office. We discourage parents from bringing over the counter medication to School in the interest of safety of both children and staff. The School will supply and administer one dose of Calpol during a School day if necessary and according to an agreed protocol. Consent for this is obtained by way of tick box and signature on the pupil's medical card. For full details on all of the above, please see our First Aid/Medicines Management policies available at the School Office or on the website.

Parents of children in the EYFS are informed the same day if their child is given any medication.

## **The Curriculum**

In the Nursery topic bulletins are sent out every Monday morning to parents via their communication App. Parents are invited to a Welcome to Nursery evening the term before their child starts and a curriculum talk is given to the Butterfly parents at the beginning of the Autumn Term. Both classes follow the EYFS curriculum.

There are curriculum evenings at the beginning of each year in the Junior and Senior Department. These provide the opportunity for parents to gain more information about the curriculum content at each stage of their child's education. In the Junior Department, curriculum information is sent out at the beginning of each term to outline the curriculum for parents.

In Reception the children cover the key areas of learning for EYFS. In Years 1-3 they have classes in English, Maths, Science, Topic, Religious Studies, Computing, French, Music, PE, Art and PSHEE. They also have a games lesson once a week. Swimming lessons run from the start of Year 1 until the end of the Spring Term in Year 3, when an extra games session forms part of their transition to Year 4.

From Year 4 upwards children have lessons in English, Mathematics, Science, French, History, Geography, Religious Studies, Music, Art, Design Technology, Drama, Computing, PE and PSHE. They also have two games sessions a week.

In Year 5 and Year 6 there is also a lesson in Reasoning each week and from Year 6 the children start learning Latin. The children continue to study all subjects to Year 8.

## **Outings and Residential Trips**

There are numerous day outings, which take place throughout the year for all age-groups – some regular ones and some which happen as the opportunities arise. These provide the children with a vital chance to extend their learning beyond the classroom and see aspects of what they are covering in the curriculum in a different environment.

From Year 3 upwards annual residential trips take place for all children to a range of locations during the Summer Term. Years 3, 4 and 5 go away for 2 nights in May. Years 6 – 8 go away for four nights in June.

In the Senior Department recent trips include: Sports Tour, Ski Trip (Years 6 – 8), Classics Trip to Rome and Sorrento (Years 7 and 8), Choir Tour, Drama Tour (Years 7 – 8).

## **Learning Development**

Additional help is offered for children who are encountering a specific difficulty in a curriculum area. This could be due to an educational need or to close progress or attainment gaps in key areas. Many of these children respond to differentiated teaching strategies or other classroom adaptations in line with Quality First Teaching. However, where a pupil does not make the expected progress despite this early help they may be offered some additional Learning Support. We can offer up to two half-hour early morning sessions either 1:1 or in a small group. In addition, children can be supported less formally in the classroom setting by a teaching assistant working under the direction of the class teacher for a maximum of two core subject lessons per week. Should the progress gap still widen, the Head of Learning Development will suggest that external



advice should be sought; this might be from a Speech and Language Therapist, Occupational Therapist, Educational Psychologist or other relevant professional.

In common with all other schools, children are permitted to have a range of exam concessions if this is stipulated in an Educational Psychologist's report. Under certain circumstances, children may be entitled to extra time, the use of a laptop or a reader for examinations. Working in partnership with parents is extremely important to us so please inform us if you know your child has any Special Educational Need or difficulty when he/she joins us.

## **Homework**

Homework is set because a pupil's academic success is dependent on acquiring and maintaining a steady routine of independent work undertaken outside lessons and generally at home. Homework may take a variety of forms: eg reading, learning for tests, research/project work, note making, essays, and text-book practice exercises. The amount set should be reasonably completed in the recommended time. For Children who are unable to attend school due to illness, work is posted on Google Classroom.

**In Reception** there are opportunities for home learning linked to current themes and **Reception and Year 1** children have regular reading and spelling homework. **In Year 2** there are two half-hour homeworks, one written and one Maths. There is also nightly reading practice and weekly learning of spellings and tables. **In Year 3** there are two written and one Maths homework in addition to the reading and learning of spellings and tables. Parents are encouraged to speak to their child's Form Teacher if there are any problems completing the set tasks.

**Year 4** have 30 minutes homework each night and **Year 5 and above** have 1 hour. There may be an extra half-hour of homework at the week-end.

Parents are asked to provide a quiet room, free from distractions, where this work can be done. Where children have Homework diaries parents are asked to sign them to signify that the child has fulfilled his commitment. No child should spend more than the allotted time. You may want to make a note at the end of the homework or in the contact book if there is an issue with this.

In the Senior Department, homework diaries are also used as a means of communication between the parents and the Form Teacher. It is therefore important to check them every night and initial any written comments. Homework in the Senior Department is also posted on Google Classroom.

## **Assessment and Examinations**

In the Nursery Department children are observed and their progress monitored throughout the year. An Age Two Progress check is completed during the child's first term in Caterpillar Class. Nursery staff maintain a personal portfolio for each child which records his/her learning journey through written observations and photographic evidence measured against EYFS guidelines. These portfolios provide a valuable record of progress and a lovely insight into the varied activities that take place throughout the year. Portfolios are sent home each term but are available on request at any time.

Children in Reception are also monitored and assessed against EYFS targets throughout the year. At the end of the EYFS (Summer term of Reception) Teachers complete the EYFS profile and parents are informed of their child's attainment.

Throughout the Junior Department there is regular assessment of reading, mathematics, writing and spelling. Formal assessments are carried out at specific times and parents are given an indication of how their child is performing in these through the parents' evenings and reports.

Year 4 have end of year tests in May in English, Maths and Science. In January, Year 5 have examinations in English, Mathematics and Reasoning. Year 5 are examined in May in English, Maths, Science and Reasoning. Year 6 are examined in November in English, Maths and Reasoning. In May, Years 6 and 7 are examined in English, Mathematics, Science, French, Latin, History and Geography. Year 8 are examined in all seven CE subjects. These examinations are an integral part of the learning process. Their purpose is to help children and teachers see what has been understood and to then address any difficulties. Revision guidance is given.

**In Years 6 and Year 7** most of the local independent secondary schools and boarding schools pre-test and interview children to offer places at 13+. These pre-testing procedures are competitive and children are prepared for these over the course of Years 5 and 6.

Most children sit the Common Entrance Exam at the end of **Year 8** as part of the process of transition to independent secondary schools but it is changing. The exam is sat at King's House and the papers are either marked in-house or sent to the secondary school of choice for marking. The Senior schools set their own pass marks and each child can sit for only one school. Advice is given to ensure that they are sitting for the appropriate school at 13+. A few children will sit Scholarship Exams in Year 8. These are competitive exams, set and marked by the individual secondary schools. We would discuss the possibility of entering a child for scholarship with his parents before a final decision is made.

### **Selection of Senior School**

The process of selecting a suitable Senior School starts in Year 4 when we hold a Future Schools evening. The aim of this evening is to help parents understand the process and what they need to be doing and what the school will do to help.

All parents in Year 5 are then invited to an interview with the Head. Parents will normally register their son for a few schools. Most schools now have some form of pre-assessment, whether this be an academic test or an interview, prior to offering conditional places at 13+. At all stages, parents are encouraged to be in contact with the Head or Deputy Head. By the time they are in Year 8 we hope that children will be down to one school.

### **Communication between Parents and the School**

In the Nursery Department parents are welcome to bring their children into the classroom each morning and staff can be given a brief message at this time. If parents require a longer conversation a meeting can be arranged after Nursery through the Nursery Secretary.

In addition to the termly portfolio updates, the Caterpillar class have parent consultations during their child's first term. The Butterfly class have parent consultations in the Autumn and Summer Terms. Topic bulletins are sent out every Monday morning to inform parents of the week's events and provide a useful prompt for discussions at home.

**In the Junior Department** parents of Reception children are welcome to bring their children into the School building during the first half term, to settle them in. Staff can be given a quick message at this time. If you need a longer consultation, please arrange a meeting after school. This can be done through the School Secretary. After half term, we encourage the children to be

dropped off at the main entrance, when their Form Tutor will be there to greet them. Conversations with Form teachers can then be arranged via the School Secretary. Parents have the opportunity to see the Form Teacher at the end of each day when the children are dismissed. Parents are encouraged to make contact if they have any concerns rather than leave them. Staff email addresses are at the back of this booklet.

**In the Senior Department** each child has a homework diary where they can write down their homework, although teachers post homework in Google Classroom every day. Please contact your child's teacher directly if there is a problem: do not wait for Parents' Evenings. The subject teachers will help over any academic matter; the Form Teachers will deal with a social or pastoral problem.

Staff in both departments can be contacted via **email** (see list at the end of the booklet) and this is often the easiest way to deal with small or routine issues. Increasingly the school is using email to send parents letters and documents as well. If you have a more serious concern it is often easier to contact the member of staff concerned and ask for a meeting rather than sending a lengthy email. Staff email addresses are at the back of this booklet.

**In the Junior Department** there are Parents' Evenings in the Autumn and Spring Terms where you may meet the teacher and discuss your child's progress. At the end of the Summer Term there is an Information Evening about the year ahead.

**In the Senior Department** there are Parents' Evenings once a year where you will receive feedback on your child's progress. Year 4 has an initial Form Teacher Parents' Evening in October and a full one in March. Years 6 and 7 have Parents' Evenings in the Autumn Term and Years 5 and 8 in the Spring Term.

There are two forms of **written reports**; an interim report is written on all children in Reception – Year 3 and Years 4, 5 and 8 at the end of the Autumn Term. An interim report is written on children in Year 6 and Year 7 in the Spring Term. All children in Year 8 receive their final full report at the end of the Easter Term, whereas all other years receive their full written report at the end of the summer term.

### **The King's House Newsletter**

The school Newsletter emailed to all parents every second Friday by department (Nursery, Junior and Senior). As well as match reports and examples of children work it also includes a message from the Head, Head of the Junior Department and Head of the Nursery Department. Important information and dates are often included and we recommend that all parents look out for the Newsletter each fortnight.

### **Pouches**

Nursery Department parents are asked to check their children's trays regularly, most correspondence is sent by email. In the Junior and Senior Department correspondence is usually sent via email. If there are hardcopy letters to be sent, Junior Department parents will receive them in the book bags.

## **Physical Education and Games**

All year groups from Nursery Butterfly Class upwards have PE lessons with one of our PE staff and from Year 1 upwards all children go to games at our sports grounds in Chiswick. Years 1-3 have games once a week and Years 4-8 have games twice a week. The main sports played are football (Autumn Term), rugby (Autumn and Spring Term), cricket and athletics (Summer Term). We have lots of fixtures against other schools and we try to get as many children as possible to take part. Parents are encouraged to come along and support. The fixtures are planned well in advance and are listed in the calendar and parents are sent a message from the PE department. Unfortunately these matches do occasionally get cancelled or arrangements changed. The school will make every effort to inform parents of any change. Children travel to the grounds and matches by coach.

Swimming is taught at the Pools on the Park for children in Year 1 – Year 3.

**Off-Games Arrangements** - Please telephone or write to the Office if your child is unable to take part in games, PE lessons, swimming or any other activity. An oral message through your child is not sufficient. They will then be supervised in School during the session or taken to the games field or pool if appropriate. Children who are well enough to come to school should swim unless there is a very specific reason not to such as a broken limb.

## **Rewards**

In the Nursery Department we celebrate kind and thoughtful behaviour, as well as super work or great effort. Teachers are always generous with specific praise and focus on a can-do attitude. The children earn “warm fuzzies” for whole class rewards, receive stickers or take home Butterfly Pup.

In the Junior Department children are awarded house points for good behaviour, effort and achievement. Work of special merit, kindness or good behaviour may be recorded in the Gold Book and announced in assembly.

In the Senior Department children can earn house points which count towards their personal total, form total and house total.

An outstandingly good piece of work can be rewarded with a distinction which is worth five house points. There are other awards like ‘Artist of the Term”, and Colours in sport and the arts. In both the Junior and Senior Departments there are Special Work boards where outstanding work is celebrated.

We aim to give all children in Year 8 the chance to take on a position of responsibility. A few children in Year 8 may be awarded the rank of Prefect, House Captain, Vice House Captain, Head Child or Deputy Head Child. Some children will also be captains of sports. Other children will be prefects and monitors for particular aspects of school life, and all Year 8 children are mentors to the younger children.

## **Sanctions**

In the Nursery Department challenging behaviour does occur from time to time but usually an appropriate intervention from the Nursery Teacher or Head of Nursery is enough to settle the matter. We feedback any concerns at the end of the day.

In the Junior Department usually a word from a teacher is enough. Children may have to miss a break for bad behaviour or may be sent to the Deputy or Head of Junior Department.

In the Senior Department, children are spoken to by their Form Teacher or, for further poor behaviour, given a Conduct Card, which details their misdemeanour. The Conduct Card is taken home to be discussed and signed by a parent. On the following day the Conduct Card is returned to school to be taken to the Head of Pastoral Care. Children may have to miss a break for bad behaviour. Three Conduct Cards in a term result in an after school detention. On rare occasions children are given a Head's detention.

## **Pastoral Care**

Every child in the Nursery is allocated a key carer who will help them settle in during the first few weeks although all Nursery staff will be observing and working with every child throughout the Nursery term. There is a strong emphasis on Personal, Social, Health and Emotional Development in the Nursery and children will be nurtured through those early skills of sharing, turn-taking, learning to be independent and being kind to others.

In the Junior Department each form has a Form Teacher. These Teachers have the responsibility for looking after the general welfare of their form. They monitor the behaviour and happiness within the group and promote social development. Classroom Assistants in the Junior Department are also a key part of the pastoral support for the children.

In the Senior Department each form has a Form Teacher, who should be the first point of contact for parents. The Form Teacher has the responsibility for looking after the general welfare of their form. They will check homework diaries and follow up problems over completion of homework. They are also involved in monitoring general academic progress. Parents may also contact the relevant Head of Year first and then the Head of Pastoral Care.

Parents should contact Form Teachers about any social problems or other issues about which the school should be informed and in the Senior Department parents may also contact the relevant Head of Year or the Head of Pastoral Care.

The school has a programme of Personal, Social, Health and Economic Education (PSHE) including RSE (Relationships and Sex Education). The Form Teachers have time set aside in the timetable to address these issues.

## **School Uniform**

All Nursery children are required to wear the School navy tracksuit and polo shirt available from Stevensons. They also require a smock for messy play and these are provided at your child's first induction day and the cost of £25 is added to your first term's fee bill.

For children in the Junior and Senior Departments, the school uniform supplier is Stevensons in Twickenham. The store is open from 9.00 a.m. – 5.30 p.m. and items of uniform can also be ordered by telephone and delivered to the school. A full uniform list and contact details are at the back of this handbook.

School sports equipment for Year 1 upwards is supplied by Serious Stuff, either on-line or from their store at Rosslyn Park. A list is at the back of this handbook together with contact details.

Children are expected to be well turned out for school. Uniform should be clean and tidy, and we encourage the children to take a pride in their appearance. Children should wear black shoes (not trainers) and these should be kept clean too. Children are expected to have neat hair.

## **Second hand Uniform Shop**

This is run by a member of the Friends and Second Hand Uniform sales are advertised well in advance in the school Newsletter. Proceeds go to the Friends. Parents wishing to donate items should bring them to the School Office in a carrier bag.

## **Lost Property**

We ask that all possessions should be clearly labelled with your child's name. Shoes should have labels in each one and all other possessions should be clearly marked.

In the Junior Department lost property is returned to the Form Teacher via the school office. In the Senior Department all named lost property is returned to the children via the Form Teachers. Unnamed property is taken to the lost property bin in the Lobby where it can be claimed at any time during the term. All unnamed lost property is put on display in the playground during the last week of each term and it is disposed of if unclaimed.

## **School facilities and services**

### **Music Tuition**

In addition to the Music lessons which form part of the curriculum, there is also the opportunity for children to learn to play a musical instrument in school. There is a wide range of instruments on offer (and singing) and a large number of children learn and take grades at school. Normally children take up an instrument in Year 2. It should be noted that these lessons take place during the school day and that on a rotational basis, children will miss lessons. Parents are charged separately for these classes.

Children are encouraged to join the choirs and instrumental groups, of which there are many. Some rehearse before school, some at lunch and some after school. We have many opportunities for the children to perform including assemblies, Music Teas and concerts.

## **School Lunches and Snacks**

In the Nursery Department children are provided with a mid-morning snack of fresh fruit or vegetables and a plain biscuit with a choice of water or milk to drink. Butterfly children bring in a packed lunch from home or can book a School packed lunch and will be supervised for the lunch hour by members of the Nursery staff. A mid-afternoon snack of fresh fruit and a bread stick is offered with a choice of water or milk.

In the Junior Department, children are provided with healthy snacks at break time. Milk is also available daily in the Junior Department and is charged directly by the supplier.

Children in the Senior Department may bring a small healthy nut-free snack to eat at mid-morning break.

**Lunches** in the Junior and Senior Departments are provided by the School at no extra cost. In the Junior Department menus are on display on the noticeboard beside the front door. In the Senior Department menus are on display outside the dining room. There is a vegetarian option available on request. Our kitchens are nut free and we ask that parents ensure that all snacks are nut free. In the Senior Department there is a pupil food council which allows pupil feedback and input into the menus.

## **Activities**

There are a wide range of extra-curricular activities available in both the Junior and Senior Departments. These change on a regular basis. Joining up arrangements are announced in assemblies and through letters and can be booked online via SOCS.

Holiday clubs are often run in the holidays by external organisations. Letters about these are emailed out a few weeks beforehand and places allocated on a first-come, first served basis. There is a charge for these.

## **The Friends of King's House School**

Membership of the Friends is automatic for all parents or guardians of children at King's House School. A variety of events are organised each year to raise money and provide an opportunity for parents to meet each other. Money raised is used to purchase items of equipment for the school and to contribute to charities nominated by the Friends. Each Form has a Form Representative who helps co-ordinate activities within the school. Anyone interested in becoming involved with the Friends should attend the AGM at the beginning of the September term or contact their Form Rep.

## **Travel to School**

We encourage parents wherever possible to walk or use public transport in order to bring children to school and take them home. For parents in the Nursery, please do remember that we have a no-cars in Princes Road policy as part of our agreement with our neighbours.

Parking is also very difficult in King's Road but please do remember that the parking restrictions apply from 10am-4.30pm. Please do park considerately and be conscious of the needs of our neighbours, and do not block their driveways. The school has two bus services running from Barnes and Chiswick. For further details please contact Mrs Helen Grell on [Grell.h@kingshouseschool.org](mailto:Grell.h@kingshouseschool.org).

Temporary Parking Permits may be obtained for parents of children in Reception and the Nursery, who live outside TW10.

## School Policies

The school has a large number of policies which govern its operations. Those listed below can be found on the King's House website: [www.kingshouseschool.org](http://www.kingshouseschool.org).

Able, Gifted and Talented Children	Educational Visits
Academic and Curriculum	First Aid Medicines and Medical Conditions
Accessibility	Health and Safety
Admissions	Management of Food Allergies
Annual Provision of information	Missing Child
Anti-bullying	PSHEE
Anti Money Laundering	Privacy Notice
Bursary	Pupil Supervision
CCTV	Learning Development
COVID-19 Risk Assessment Statement	Pupil Behaviour, Discipline and Exclusions
Chromebook Acceptable Use	Relationship and Sex Education
Complaints Procedure	Remote Learning
Data Protection	Safer Recruitment
English as an Additional Language	Safeguarding
Equality of Opportunity	Taking and Storing Images of Children
EYFS Information	Whistleblowing

### Behaviour

King's House children are expected to behave in a polite and responsible way at all times. Standards of tolerance and respect are instilled in the children from an early age and children learn the importance of a caring approach towards others.

### Anti-bullying

King's House School does not tolerate bullying in any form. Strong action will be taken in the case of any form of bullying being discovered. Bullying may be verbal or physical and teasing, joking and high spirits can be interpreted by the victim as bullying. All incidents are investigated and dealt with immediately and parents of all parties are informed.

### Spiritual, Moral, Social and Cultural Development of the Children

King's House actively promotes mutual respect and tolerance of those with different faiths and beliefs. Children are expected to respect the rights of others and respect those with different beliefs.

### Relationships and Sex Education (RSE)



RSE is taught as part of the Science and PSHE syllabus. From time to time wider aspects of the subject are raised by children and are dealt with by teachers in an appropriate way, bearing in mind the age of the children. Children in Year 8 are given talks by suitably qualified people about health issues as part of their 'life-skills' course after Common Entrance. If you wish your child not to partake in these please let the School Office know.

### **Religious Education**

All Forms have weekly lessons of Religious Studies which cover Christianity and the other major religions.

The School's ethos and assemblies are based on Christian values, and we have a whole-school assembly twice per term. At Christmas we have a Carol Service and Nativities.

## **FAQ - Nursery**

### **Does my child need to be toilet-trained?**

Yes, we expect children to be toilet-trained before joining us as this is generally an indication of their independence and readiness for Nursery life. If there is a medical reason why toilet-training may be difficult, please speak with the Head of Nursery.

### **Do you have a settling-in procedure?**

We offer an information evening for parents and a “stay and play” session for parents and children before starting Nursery. Most children settle very quickly but if your child experiences some anxiety we will work with you to identify a route that best suits your child. We want this to be a happy, relaxed and positive experience for your child and we are all aware that some children will need to make this transition more slowly.

### **What time does Nursery start and end?**

The Caterpillar class (rising 3s) runs from 8.45am- 11.45am with the option to stay for lunch until 12.45pm.

The Butterfly class (rising 4s) runs from 8.40am –2.45pm Monday to Friday.

Nursery Early Start is available from 8am in the Butterfly Classroom. No breakfast is provided.

### **How do you deal with challenging behaviour?**

Usually an appropriate intervention from the Nursery teacher or Head of Nursery is enough to resolve any issue. We feedback any concerns at the end of the day.

### **Do you provide a mid-morning snack for the children?**

Yes, children are offered fresh fruit and vegetables and a plain biscuit with milk or water mid-morning.

Children staying for lunch club bring their own packed lunch or there is the option of a packed lunch provided by the School kitchen. They are offered fresh fruit mid-afternoon.

### **What do the children wear to Nursery?**

Children wear navy jogging bottoms, a navy King’s House sweatshirt and a white polo shirt. See uniform list on page 25. We have our own smocks which will be provided at the first induction day and charged to your first term’s fees.

### **What is the staff to pupil ratio?**

There are 10 members of staff in the Nursery team with a maximum of 59 children. In addition there are visiting staff from the Junior and Senior Departments each week to teach French, Music and PE and ICT.

### **Do you organise any Nursery outings?**

The Butterfly Class visit Richmond Park and The Wetlands Centre to support our study of the local environment and changing seasons. We also take small groups of children on number or sound walks around the local area.

### **Can I claim the Early Education Funding?**

Yes. We organise this for you every term, the universal 15 hours EEF and is available for all children who are 3 at the start of each term.

**Do you accept childcare vouchers?**

Yes. To confirm whether your employer's voucher scheme is valid please contact the Bursar's office on 020 8940 1878.

## **FAQ's Junior Department**

### **What time do the doors open?**

8.20am. All Junior Department children must be in School by 8.40am.

### **Early Birds**

8.00am in the Junior Department. £6 per session.

### **After-School care**

Until 5.30pm in the Junior Department. £8 per 30 minutes.

### **When do the children swim?**

Years 1 and 2 swim every term. Year 3 swim in the Autumn and Spring Terms. The actual days on which children swim is explained at the Information Evening at the end of the Summer Term.

### **When do they need their games/PE kit?**

On games and PE days children in Years 1, 2 and 3 arrive with their games/PE kit on and remain in the kit all day. The day on which a year group plays games or has PE is explained at the Information Evening in the early part of the Autumn Term.

### **Do they really need a fleece?**

Yes. Fleeces are kept in School at all times and are used at playtimes.

### **How do you communicate if someone else is collecting?**

Please telephone or email the Junior Department School office:  
0208 940 7015                      juniordepartment@kingshouseschool.org

### **What do they eat?**

All meals are freshly cooked on the premises every day and menus are displayed on the noticeboard in the central Lobby area.

### **What do they have for a snack?**

Children are provided with a variety of healthy snacks. Milk is optional.

### **Can we bring children to Parents' Evenings?**

We offer an early and a late session. For the early session (4-6pm) childcare for Kings House children is available on site. For the late sessions (6-8pm) there will be no childcare, so children should remain at home.

### **Who gets a parking permit?**

Reception parents who live outside the TW10 postcode. First come, first served.

### **What happens if my son is going to take the School bus?**

The School Bus is met by a member of staff each morning and children are escorted to the Junior Department. At the end of the day Senior Department children are walked to the Junior Department by a member of staff and Junior and Senior children are escorted to the bus together.

### **Are there holiday clubs?**

Holiday clubs usually run for the first few days of the holidays and details are sent out to parents a few weeks prior to the end of term.

**What happens if my child is sick?**

When a pupil is absent an email should be sent to [absence@kingshouseschool.org](mailto:absence@kingshouseschool.org)

**Can I take my child out of School in term time?**

Except in case of illness, no pupil is allowed to be absent until the parents have applied in writing or by e-mail to the Head of the JD for leave of absence stating the reason. Leave of absence should be asked for well in advance. Parents should ensure that they plan their family holidays during the school holiday time and should not make arrangements which conflict with this rule. We do also ask that dental appointments and non-urgent medical appointments are not made during the School day.

## **FAQ's Senior Department**

### **What clubs and extra curricular activities are there?**

Chess is on a Wednesday afternoon, sign up is at the beginning of each term.

Sax Ensemble, Chamber Choir, Senior Orchestra, Kings House Singers, Guitar Ensemble, Brass Ensemble and Senior Strings all take place before school and children can join by audition at the beginning of each term.

Sports clubs are seasonal and change every term – they are announced at the beginning of term.

Clubs are bookable via SOCS – an on-line booking system. Details of which will be sent to all parents.

There are also a wide range of lunchtime clubs which are announced in assembly in the first week of term and children can sign themselves up for these.

### **What time can I drop off my son in the mornings?**

The Senior Department gate opens at 8am. Registration is at 8.30am.

**Homework Club** – until 5.15pm Senior Department. £8 per day.

**Late Children for Year 4** - children may go to late children until 4.00pm when the rest of the Senior Department children finish. There is no charge for Late Children.

### **What happens if my child is sick?**

Please email [absence@kingshouseschool.org](mailto:absence@kingshouseschool.org) each morning that your child is unwell.

### **Can I take my child out of School in term time?**

Except in case of illness, no pupil is allowed to be absent until the parents have applied in writing or by e-mail to the Head for leave of absence stating the reason. Leave of absence should be asked for well in advance. Parents should ensure that they plan their family holidays during the school holiday time and should not make arrangements which conflict with this rule

We do also ask that dental appointments and non-urgent medical appointments are not made during the School day.

### **When should I talk to the Head about selection of Senior Schools?**

The Head will talk to parents about the Senior School entry process in Year 4 and this is followed up by interviews with the Head in Year 5.

## Main School Events

### Autumn Term

September	Nursery Department Junior Department Senior Department	Curriculum Evenings Curriculum Evenings Curriculum Evenings
October	Nursery Butterfly Class Junior Department Junior Department Senior Department	Parents' Meetings Harvest Festival Parents' Evenings Y4 Parents' Evenings
November	Senior Department	Y6 Exam day Y6/Y7 parents' Evenings
December	Nursery Butterfly Class Whole School Junior Department Senior Department Senior Department Junior and Senior Departments Junior Department Senior Department	Nativity Christmas Fair Nativities Year 7 Production Carol Service Combined Assembly Interim reports Y4/Y5/Y8 Interim reports

### Spring Term

January	Senior Department	Y5 exam day Y8 Exam week
March	Senior Department Nursery Caterpillar Class Junior Department  Junior and Senior Departments Senior Department	Y4/Y5/Y8 Parents' Evenings Mother's Day performance Parents' Evenings Music Groups Spring Concert Combined Assembly Y6/Y7 Interim reports Y8 Full Reports

### Summer Term

May	Nursery Butterfly Class Nursery Butterfly Class Nursery Junior Department  Senior Department	Summer Richmond Park walk Parent Meetings Class photographs Class photographs Y3 residential trip Y4/Y5 exams Y4/Y5 PGL trip (residential) Y6/7 Exam week
June	Junior Department Senior Department Whole School Whole School Senior Department	Y2/Y3 Productions Y8 Exam week Sports Day Summer Fete Theme Week (year 6, 7 and 8 away all week) Y4 Production

July	Nursery Butterfly Class	End of Nursery performance
	Junior Department	Information/Open Evening
	Senior Department	Summer Concert
	Junior and Senior Departments	Combined Assembly
	Junior Department and Years 4 - 7	Full Reports



**UNIFORM – Nursery Department**

**Stevensons, 1 – 15 Heath Road, Twickenham, TW1 4DB. Tel 0208 892 2201.**

**KHS Polo Shirt – white with embroidered school crest**

**Stevensons**

**KHS Sweatshirt – navy with embroidered school crest**

**Stevensons**

**Jogging bottoms – navy**

**Stevensons**

**(or any navy jogging bottoms/leggings)**

**Any retailer**

**Gym shorts – navy ‘David Luke’**

**Stevensons**

**(or any navy elasticated shorts)**

**Any retailer**

**KHS Sun Cap – royal blue**

**Stevensons**

**KHS Fleece Hat - navy**

**Stevensons**

**KHS Beanie hat – royal blue**

**Stevensons**

**Smock – blue gingham**

**Nursery**

**Drawstring bag – royal blue printed with KHS crest**

**Nursery**

**Items in bold are compulsory**

**UNIFORM – Junior Department (Reception, Year 1, Year 2 and Year 3)**  
Stevensons, 1 – 15 Heath Road, Twickenham, TW1 4DB. Tel 0208 892 2201.

<b>KHS Blazer – royal blue with embroidered ‘KH’</b>	<b>Stevensons</b>
<b>KHS V-neck Jumper / Sleeveless V-neck Jumper – royal blue with grey band</b>	<b>Stevensons</b>
<b>Shirt – short or long-sleeved - grey</b>	<b>Stevensons</b>
<b>Shorts – grey Bermuda lined</b>	<b>Stevensons</b>
<b>Trousers – grey elastic (or belted)</b>	<b>Stevensons</b>
<b>Tie – royal blue/white Velcro for Reception to Year 2</b>	<b>Stevensons</b>
<b>Tie – House colour for Year 3 upwards</b>	
<b>Winter Coat – navy Vancouver jacket (or any plain black or navy coat / raincoat)</b>	<b>Stevensons</b> <b>Any retailer</b>
<b>KHS Sun Cap – royal blue (optional but KHS only if worn)</b>	<b>Stevensons</b>
<b>KHS Fleece Hat – navy (optional but KHS only if worn)</b>	<b>Stevensons</b>
<b>KHS Beanie hat – royal blue (optional but KHS only if worn)</b>	<b>Stevensons</b>
<b>KHS Book Bag</b>	<b>Stevensons</b>
<b>KHS Fleece – royal blue embroidered with the school crest and name</b>	<b>FoKH</b>
<b>Shoes – black (not trainer style)</b>	<b>Any retailer</b>
<b>Socks – charcoal ankle</b>	<b>Any retailer</b>

**PE KIT – Junior Department (Reception, Year 1, Year 2 and Year 3)**

<b>KHS Polo Shirt – white with embroidered school crest (or KHS Cricket shirt - Year 3 upwards) (see below)</b>	<b>Stevensons</b>
<b>KHS Sweatshirt – navy with embroidered school crest</b>	<b>Stevensons</b>
<b>Gym shorts – navy ‘David Luke’ (or KHS Shorts – Year 3 upwards) (see below)</b>	<b>Stevensons</b>
<b>Jogging bottoms - navy</b>	<b>Stevensons</b>
<b>Trainers</b>	<b>Any retailer</b>
<b>Socks – white</b>	<b>Any retailer</b>

**SWIMMING KIT – Junior Department (Year 1, Year 2 and Year 3)**

<b>Swimming Trunks – navy ‘Zika’</b>	<b>Stevensons</b>
<b>Swim Hat – House colour</b>	<b>Stevensons</b>
<b>Swim Bag – House colour</b>	<b>Stevensons</b>
<b>KHS Swimming Towel – embroidered with name</b>	<b>FoKH</b>

**SPORTS KIT – Junior Department (Year 1 upwards)**

**Serious Stuff:** Kit can be bought online: [www.serious-stuff.com](http://www.serious-stuff.com) (password 45gmp9)

<b>KHS Sports Shirt – hooped blue and white</b>	<b>Serious Stuff</b>
<b>KHS Shorts – navy</b>	<b>Serious Stuff</b>
<b>KHS Socks – blue and white</b>	<b>Serious Stuff</b>
<b>KHS Training Top – navy</b>	<b>Serious Stuff</b>
<b>KHS Trackpants – navy</b>	<b>Serious Stuff</b>
<b>KHS Fleece-lined Jacket – navy (optional Years 1+2 - compulsory Year 3 upwards)</b>	<b>Serious Stuff</b>
<b>KHS Polar Fleece – navy (optional but KHS only if worn)</b>	<b>Serious Stuff</b>
<b>KHS Base Layer – navy (optional but KHS only if worn)</b>	<b>Serious Stuff</b>
<b>Shin-pads (for football)</b>	<b>Any retailer</b>

**Rugby and football boots (Year 3 upwards)**  
**KHS Cricket Shirt – white (Year 3 upwards)**  
**Cricket Trousers – white (Year 3 upwards)**  
**KHS Cricket Cap – navy (Year 3 upwards)**  
Cricket Jumper – white (Year 3 upwards)  
**Trainers – white (summer term for cricket Year 3 upwards)**  
**Socks – white (summer term for cricket Year 3 upwards)**  
**KHS Boot Bag**

**Any retailer**  
**Serious Stuff**  
**Any retailer**  
**Serious Stuff**  
Any retailer  
**Any retailer**  
**Any retailer**  
**Stevensons**

**Items in bold are compulsory.**

**UNIFORM – Senior Department (Years 4 - 8)**

Stevensons: 1 – 15 Heath Road, Twickenham, TW1 4DB. Tel 0208 892 2201

<b>KHS Blazer – royal blue with embroidered ‘KH’</b>	<b>Stevensons</b>
<b>KHS V-neck Jumper / Sleeveless V-neck Jumper– royal blue with grey band</b>	<b>Stevensons</b>
<b>Shirt – long or short-sleeved - grey</b>	<b>Stevensons</b>
<b>Trousers – grey elastic (or belted)</b>	<b>Stevensons</b>
<b>Shorts – grey Bermuda lined</b>	<b>Stevensons</b>
<b>Tie – House colour</b>	<b>Stevensons</b>
<b>Winter Coat – navy Vancouver jacket</b>	<b>Stevensons</b>
<b>(or any plain black or navy coat / raincoat)</b>	<b>Any retailer</b>
<b>KHS Sun cap – royal blue (optional but KHS only if worn)</b>	<b>Stevensons</b>
<b>KHS Fleece Hat – navy (optional but KHS only if worn)</b>	<b>Stevensons</b>
<b>KHS Beanie hat – royal blue (optional but KHS only if worn)</b>	<b>Stevensons</b>
<b>KHS Rucksack</b>	<b>Stevensons</b>
<b>Shoes – black (not trainer style)</b>	<b>Any retailer</b>
<b>Socks – charcoal ankle</b>	<b>Any retailer</b>

**PE KIT – Senior Department (Years 4 - 8)**

**Serious Stuff:** Kit can be bought online: [www.serious-stuff.com](http://www.serious-stuff.com) (password 45gmp9)

<b>KHS Cricket shirt – white</b>	<b>Serious Stuff</b>
<b>KHS Shorts – navy</b>	<b>Serious Stuff</b>
<b>Trainers/Astros</b>	<b>Any retailer</b>
<b>Socks – white</b>	<b>Any retailer</b>

**SPORTS KIT – Senior Department (Years 4 - 8)**

<b>KHS Sports Shirt – hooped blue and white</b>	<b>Serious Stuff</b>
<b>KHS Shorts – navy (see above)</b>	<b>Serious Stuff</b>
<b>KHS Socks – blue and white</b>	<b>Serious Stuff</b>
<b>KHS Training Top – navy</b>	<b>Serious Stuff</b>
<b>KHS Trackpants – navy</b>	<b>Serious Stuff</b>
<b>KHS Fleece-lined Jacket – navy</b>	<b>Serious Stuff</b>
<b>KHS Polar Fleece – navy (optional but KHS only if worn)</b>	<b>Serious Stuff</b>
<b>KHS Base Layer – navy (optional but KHS only if worn)</b>	<b>Serious Stuff</b>
<b>Shin-pads (for football)</b>	<b>Any retailer</b>
<b>Rugby and football boots</b>	<b>Any retailer</b>
<b>Mouth Guard (for rugby)</b>	<b>Any retailer</b>
<b>KHS Cricket Shirt – white (see above)</b>	<b>Serious Stuff</b>
<b>Cricket Trousers – white (summer term Year 3 only)</b>	<b>Any retailer</b>
<b>KHS Cricket Cap – navy</b>	<b>Serious Stuff</b>
<b>Cricket box</b>	<b>Any retailer</b>
<b>Cricket Jumper – white (Year 3 upwards)</b>	<b>Any retailer</b>
<b>Trainers – white (summer term for cricket)</b>	<b>Any retailer</b>
<b>Socks – white (summer term for cricket)</b>	<b>Any retailer</b>
<b>KHS Boot Bag</b>	<b>Stevensons</b>

Items in bold are compulsory

## Board of Governors

The school was founded in 1946 and was established as a Charitable Educational trust in 1957. The Trust is administered by a Board of Governors. The Head is a member of the Independent Association of Preparatory Schools (IAPS). The Chair of Governors can be contacted via the Senior Department School Office, King's House School, 68 King's Road, Richmond, TW10 6ES.

Mrs C Lavery (Chair)  
Mr R Ward (Vice Chair)  
Mr D Barbour  
Mr D Boorman  
Mr J Davison  
Mr A Edwards  
Mr R Gale  
Mrs J George  
Dr S Hendry  
Mr J Owen  
Mrs L Peacock  
Mr C Pollitt  
Dr C Urch  
Mr P Williams

## Administration and Finance Staff

Mr J Loveland, BA, ACA (ICAEW)  
Mrs S Tse, BA (Hons), FCA

Bursar and Secretary to Governors  
Finance Manager

Mrs S Bass  
Mrs J Bullough  
Mrs J Atkinson  
Mrs S Hale  
Mrs V Cozens  
Mrs F Brown  
Mrs M Fernandes  
Mr N Clark  
Mr G Hughes  
Miss H Grell, BA  
Mr J Morris  
Mr W Cullen  
Ms G Towersy-Veal  
Mrs R Peasnell  
Miss B Frost

Registrar  
Senior Department Secretary and Heads PA  
Junior Department Secretary  
Junior Department Secretary  
Nursery Department Receptionist/Secretary  
Admin Assistant  
Admin Assistant  
Enterprise Manager  
ICT Manager  
PA to Bursar  
ICT Technician  
Operations Manager  
HR Officer  
Compliance Manager  
Marketing and Communications Manager

## Senior Department teaching staff

Mr M Turner, BA, PGCE, NPQH	Head
Mr M Shore, MA, PGCE	Deputy Head
Mr A Churcher, BSc, PGCE, QTS	Year 4/Key Stage 2/Head of Pastoral Care
Mr A Austin, BA, PGCE, QTS	Physical Education, Head of Year 8
Mr D Baillie, BA, PGCE, QTS	Humanities/RS
Mr S Bennett BA, PGCE, QTS	Maths
Mrs H Birchall, MA, PGCE, QTS	Head of Music
Mr R Chaudary, MEd, QTS, PGCE, BSc	Head of Computing/Digital Learning
Mr T Corbin, BA, QTS	Music
Mr J Connery, BSc, PGCE, QTS	Head of Science
Miss G Denman, BA, MA, PGCE QTS	Head of Maths, Head of Year 6
Mr R Evans, BA, PGCE, QTS	Year 4
Mrs N Fisher, BA, PGCE, QTS	Year 4
Miss I Gheorghe, BA, MA, PGCE, QTS	French
Mr R Hill, BA, PGCE, QTS	English
Miss L Jones, BA, QTS	Head of English
Miss A Kirk, BA, MA, PGCE	Head of History, Head of Y7
Mrs R Lane, BSc PGCE QTS NASENCO	Head of Learning Development
Mr B Miller, MA, GTP	Year 4/Head of Geography
Mr M Picknett, BA, PGCE	Head of French
Miss E Patten, BA Fine Art	Technology
Mrs C Powell, BA, PGCE	Head of Drama
Ms D Sharma, BA, PGCE	Head of Art
Mr A Sparke, BA	Head of Latin
Mr G Standen, BSc, PGCE	Science
Mr C Tanner, BSc, PGCE, QTS	Physical Education, Head of Year 5
Mr S Janes	Lab Technician
Mr B Williams, BA, QTS	Head of PE
Mrs H Ingham	Librarian
Mrs S Adams, BSC, MSC, HLTA	HL Teaching Assistant
Miss S Hungwe	Nurse

## Junior Department teaching staff

Mr S Gower, MA, QTS, NPQH	Head of the Junior Department
Mrs A Doliveaux, Dip Ed Montessori, BA, PGCE	Deputy Head, Teacher
Mr M Allen, BA, PGCE	Teacher
Mrs J Budgen, BA, PGCE	Teacher
Ms G Edwards, BA, PGCE	Teacher
Mrs R Geary, BA	Teacher
Miss L Hurry, BA, PGCE	Teacher
Mrs V Maguire, BA, PGCE	Teacher
Miss E Swainsbury, BA, QTS	Teacher
Mrs C Trundley, BEd	Teacher
Mrs J Bellamy, NVQ4	Teaching Assistant
Mrs L Buckle, NVQ2	Teaching Assistant/After Care

Mrs S Crutchfield, NVQ3	Teaching Assistant
Mr D Daporta, NVQ4	Teaching Assistant
Ms P Fisher	Teaching Assistant
Mrs B Harrison, NVQ3	Teaching Assistant
Mrs N Hill, BA, PGCE, QTS	Teaching Assistant
Miss L Kerrison-Davey, NVQ3	Learning Development Co-ordinator
Miss R McIntosh, NVQE	Teaching Assistant
Mrs W Nicol, NVQ3	Teaching Assistant
Ebony Olumegbon	Teaching Assistant
Mrs S Skelton, HND, PGCE	Teaching Assistant
Miss H Kite, NVQ3	Playground Supervisor
Mrs F Begum, NVQ3	Playground/After-care Supervisor
Mrs R Parker-Andrew, NVQ3	Playground/After-care Supervisor

### **Nursery Department teaching staff**

Mrs J O'Brien, BA, QTS	Head of Nursery
Mrs M Hughes, NNEB	Assistant Head/Caterpillar Class Teacher
Mrs S Robinson, BA, QTS	Butterfly Class Teacher
Mrs P Beezadhur NVQ4	Nursery Practitioner
Ms Z Couch, NVQ3	Nursery Practitioner
Mrs A Dias-Madeira, NVQ3	Nursery Practitioner
Mr C Chih	Nursery Practitioner
Mrs J Reid NVQ3	Nursery Practitioner
Ms M Adjbishe	Nursery Practitioner and ASC
Ms P Fisher	Nursery 1:1 LSA
Mrs J Harris, Montessori Diploma	Nursery Practitioner
Miss M Parker-Andrew	Nursery Assistant

## Staff email addresses

### Nursery Department

[nursery@kingshouseschool.org](mailto:nursery@kingshouseschool.org)

[Obrien.j@kingshouseschool.org](mailto:Obrien.j@kingshouseschool.org)

### Junior Department

[juniordepartment@kingshouseschool.org](mailto:juniordepartment@kingshouseschool.org)

[Gower.s@kingshouseschool.org](mailto:Gower.s@kingshouseschool.org)

[Allen.m@kingshouseschool.org](mailto:Allen.m@kingshouseschool.org)

[Budgen.j@kingshouseschool.org](mailto:Budgen.j@kingshouseschool.org)

[Doliveux.a@kingshouseschool.org](mailto:Doliveux.a@kingshouseschool.org)

[Edwards.g@kingshouseschool.org](mailto:Edwards.g@kingshouseschool.org)

[Geary.r@kingshouseschool.org](mailto:Geary.r@kingshouseschool.org)

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