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KING'S HOUSE SCHOOL

HANDBOOK & ANNUAL REPORT 2019

KING'S HOUSE SCHOOL, 33-43 HIGH STREET, LEAGRAVE, LUTON, BEDS LU4 9JY
Telephone 01582 491430 or visit www.kingshouseschool.co.uk

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HEADMASTER'S INTRODUCTION & ANNUAL REPORT

Welcome to the 2019/20 School Handbook & Annual Report. King's House School has always had a tradition of aiming to provide the richest possible educational experience for its pupils and this past year has been no exception. With academic and extra-curricular advances across the board, there has been much to celebrate over the past 12 months.

These successes have happened against a wider backdrop of progress on a range of other fronts too. Reviewing such a full year has provided plentiful opportunities to reflect on the school's history and traditions. As we approach our 130th anniversary in 2021, we continue to focus on taking the school further forward as set out in our recent School Development Plan. However, for now, I hope the summary below provides a snapshot of life at King's House school in all its variety and fullness since last summer.

In addition to this summary report, this Handbook as a whole is an information guide for parents in which we detail our aims and values, introduce our teachers, staff and prefects, and explain the workings and procedures of the school.

The Formula for Success

This new Programme was launched in October 2018 and covers Life Skills, Debating & Speaking Skills, Financial Management Skills, Leadership Skills and Etiquette & Social Skills.

During the course of the year we welcomed a number of guest speakers and tutors who hosted FFS seminars either at school or at Wrest Park Mansion in Silsoe, where we now have accommodation that lends itself to such seminars. Two of particular note were hosted by K V Krishnaprashad QC ('Making a Case') and Rt Hon Jacob Rees Mogg MP ('Investing for Beginners').

A 'Learning About Money' session later in the year focussed on age-appropriate coverage of the main ways of making, keeping and growing money. This touched on concepts such as banks, budgeting, borrowing, saving, interest rates and compound interest.

Outdoor Education

The Outdoor Education Programme got off to a flying start in October with the Lower Third Form being the first class to participate. The Outdoor Education concept sees the environment as a classroom without walls, offering pupils quality learning in the great outdoors. It is also an important ingredient in developing life skills. Children will, during their time at school, take part in age-appropriate team working activities and challenges along with bush-craft skills, orienteering and water skills.

100% success rate for second year running

When the independent schools entrance results were published in February, we were delighted that for the second successive year, every single one of our pupils in the Upper Fourth Form (Year 6), who sat the exams, had received at least one place offer. In fact, the

vast majority of pupils received two or more offers. We would like to congratulate all our pupils, their parents and teaching staff who have supported them over the years, on such an outstanding achievement. Full details of these results and pupil destinations can be found further on in this Handbook.

The Sound of Music

For the second successive year King's House presented a school-wide musical at the Grove Theatre in Dunstable to a packed audience of parents and guests. Rogers and Hammerstein's 'The Sound of Music' turned out to be the perfect choice to follow last year's production of 'Oliver!' If we had not already got a school motto ('Facta Non Verba'), Climb Every Mountain would certainly be an ideal choice. The children certainly 'climbed every mountain' when they took to the stage in front of a full house after many months of preparation. Our thanks go to Co-Producers Mr Chidell and Miss Pawaar and to everyone involved in making the 'Sound of Music' such a big success.

Extra-Curricular

A vibrant and varied extra-curricular programme continues to be at the heart of what we do. During the course of the year, the majority of pupils took part in extra-curricular clubs and activities, and a wide range of visits took place, ranging from the High Courts of Justice to the Condover Hall residential trip.

Sport

This year we enjoyed probably our most successful year to date in terms of competitive sports with other schools. Having joined the Rural Schools Association in the spring of 2018, we participated throughout the year in a range of tournaments which included football, netball, athletics and rounders. Most pleasing of all was the fact that we managed to successfully compete against many schools who were somewhat larger than us and had a more extensive pool of pupils in terms of team selection.

Speech Day

Rounding up the year we were honoured to welcome Olympic gold medallist Steve Foster MBE to Speech Day at the Grove Theatre. In an inspiring address to guests, following the presentation of prizes, Tim Foster told the story of his personal quest to win an Olympic Gold for rowing and how, at first he failed by less than a second. With renewed resolve, he spent the following four years until the next Olympics, training incessantly until at last he achieved his lifelong goal.

In conclusion, the school is well placed to continue forging ahead in the future. Our commitment to developing technology resources to support the teaching of Science and indeed a range of subjects is demonstrated in the creation of a dedicated room for Science and Technology, which will be further resourced during the forthcoming year. Over and above everything, the most valuable resource in any organisation is the people who work within it. At King's House School, what characterises the life of the school is the energy and devotion of the staff for the overall development and well-being of pupils. I therefore look forward to the coming year with optimism and anticipation.

OUR ETHOS

King's House School is a happy and vibrant school made up of bright and inquisitive children, each with their own interests, abilities and personalities. The school offers each one exceptional opportunity to learn and achieve. We encourage individuality, initiative, creativity, independence and enquiry, together with a love of learning which we hope will last a lifetime. We want our pupils to become well rounded and confident individuals and we seek to achieve this by finding a proper balance between academic excellence, challenge and fun. The school & nursery will build a reputation for having a very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The development of each individual child's talents and interests lie at the heart of the education we provide and we are keen to ensure that this becomes a strong feature of the school.

AIMS OF THE SCHOOL

The School & Nursery has developed the following aims to help our pupils to become well motivated, enthusiastic pupils with a positive attitude towards learning.

EYFS Aims: (S,M,I,L,E)

- **S**timulating, Safe & Secure environment for ALL children in our school.
- **M**ulti-cultural ethos of the school which celebrates all denominations and faiths in which all individual beliefs are respected.
- **I**mplement Independence in all areas of the EYFS curriculum by engaging, motivating and enabling children to think critically to become an effective and motivated learner.
- **L**ife long, happy and contented learners who progress and achieve to their full potential.
- **E**nthusiastic, dedicated and knowledgeable staff who work with Parents as Partners to provide planning for individual children's needs.

School Aims: (S,P,A,R,K,L,E)

- **S**ame as our Early Years, as we continue to build and grow.
- **P**hysical, intellectual, aesthetic, moral and spiritual education in a broad and balanced curriculum.
- **A**dopt different learning techniques and skills in order to be stimulated, challenged, enthused and positively guided by well qualified staff.
- **R**espect for others and encourage responsible behaviour and attitudes within a caring community, setting examples to our Early Years pupils and visitors to the school.
- **K**ing's House School promotes good relationships and communication amongst pupils, staff and parents which is an integral part in the successful provision of a good education.
- **L**eadership, management and the board of trustees provide an effective oversight in ALL sections of the school in line with these aims, educational standards, financial planning, investment in staff, accommodation and resources. They provide support, challenge and stimulus for growth and improvement.
- **E**ncourage individuality, initiative, creativity, independence and critical thinking in all areas of pupils' development.

SCHOOL ORGANISATION

Traditional independent school terminology

Lower School or Pre-prep

Form 1 (age 4+)

Lower Second Form (age 5+)

Upper Second Form (age 6+)

Middle School or Lower Prep

Lower Third Form (age 7+)

Upper Third Form (age 8+)

Upper School

Lower Fourth Form (age 9+)

Upper Fourth Form (age 10+)

National Curriculum terminology

Key Stage 1

Reception

Year 1

Year 2

Lower Key Stage 2

Year 3

Year 4

Upper Key Stage 2

Year 5

Year 6

THE BOARD OF TRUSTEES

Mrs A Bashir

Mrs C Beach

Mrs D Chauhan

Mrs A Clark

Dr A J Cook

Mr D Flere

Cllr M Hussain JP

Mrs A Lachlan

Miss J Pawaar

Mrs B Rook

SCHOOL CONSULTANTS

The Board of Trustees have appointed a Panel of Consultants to advise them on the following matters:

Building & Planning:	Neil Hansford
Data & GDPR:	Simon Sellars LLB
Finance:	David Cox FCA & Peter Cooper FCA
Fire & Security:	Michael Rayner
Health & Safety:	Clive Robbins
HR:	Alec Colson LLB
Marketing:	Colin Kendall
Medical Matters:	Dr Sam Bennett
Safeguarding:	Ben Twitchen
Wellbeing:	Gemma Bateman

THE PREFECTS

The prefectural system has long been established at King's House School. Appointments are made by the Headmaster from among pupils in the Lower and Upper Fourth Form. The Head Boy, Head Girl, President of the School Council and the House Captains are drawn exclusively from the Upper Fourth Form. Not only do school office holders materially assist members of staff, but the appointment provides pupils with valuable experience in practical leadership and administration.

Head Boy	Umar Mazhar
Head Girl	Aleena Azam
President of the School Council	Ava Rossiter
Prefect	Dami Adeoti
Prefect	Yusuf Ali
Prefect	Zaina Choudhury
Prefect	Ashante McPherson
Prefect	Juliette Mitrov
Prefect	Mustafa Shaffi
House Captain - Churchill	Aditi Gampa
House Captain - Filmer	Naomi Odewale
House Captain - Keens	Imaan Khan
House Captain - Windsor	Naima Mohib

In addition to School Appointments, a School Council, elected by a ballot of pupils, meets on a monthly basis to discuss school affairs, debate current issues and coordinate charitable initiatives.

The current School Councillors are:

Ava Rossiter	Ex-officio
Eleeza Ahmed	Lower Third Form 1
Seth Sydney	Lower Third Form 1
Aiden Arul	Lower Third Form 2
Maiya Bridgeman	Lower Third Form 2
Zeeshaan Mohib	Upper Third Form
Tamara Senouni	Upper Third Form
Aamina Khalid	Lower Fourth Form
Juliette Mitrov	Lower Fourth Form
Aleena Azam	Upper Fourth Form
Umar Mazhar	Upper Fourth Form

TEACHING & TEACHING SUPPORT STAFF

Dr A J Cook	Headmaster
Miss J Pawaar	Deputy Head
Mrs C Beach	Reception Teacher/Safeguarding Lead
Miss R Lambeth	Lower Second Form Teacher/TASS Teacher
Miss F Choudhury	Upper Second Form Teacher
Miss L De Vergori	Lower Third Form Teacher
Miss Z Wells	Lower Third Form Teacher
Mrs J Ahmed	Upper Third Form Teacher
Mr M Golby	Lower Fourth Form Teacher/Games & PE
Mrs N Ashfaq	Upper Fourth Form Teacher
Miss N Davda	Art Teacher
Mr J Murray	Expressive Arts/Games & PE Teacher
Miss C Parr	Mathematics/Music Teacher/TASS Teacher
Miss G Vinas	Modern Languages Teacher
Mrs S Azam	Teaching Assistant
Mrs E Mziu	Teaching Assistant
Miss N Young	Teaching Assistant

ADMINISTRATION & SITE STAFF

Mrs A Cook	Commercial Director
Mrs D Chauhan	Registrar & Office Manager
Mrs S Liaquat	Finance Assistant
Mrs J Wallace	Welfare & Administration Co-ordinator
Mr I Philpot	Site Agent
Mrs L Oppong	Kitchen Manager
Mr D Vitas	Cleaning

FOUNDERS DAY

In the early 1890s the Secretary of the Luton Chamber of Commerce, accountant Thomas Keens, wrote and published a booklet entitled 'Luton as an Industrial Centre' which outlined the economic incentives for new firms should they move to Luton.

As a result, many firms and individuals relocated to Luton, then only a small market town, during the following decades, drawn to the town by the new business and employment opportunities. The booklet was re-launched in 1900 by the Borough Council and larger industries such as Vauxhall also made the move to Luton. Due to the town's rapid growth, there were initially, in some instances, a lack of amenities. The lack of schools throughout the town concerned the affluent and expanding Luton business class. At this time, many children from such families were usually taught by a governess until they entered school at 8 or 11 years of age.

Thomas Keens, straw-plait merchant David Southam and chemist Richard Charker therefore decided to help found a private school in King Street, Luton to respond to demands of the business community. King's House School therefore opened in September 1891 at 35 King Street in the town centre and at the heart of the town's business district.

Thomas Keens later became a Luton Borough Councillor, Chairman of Bedfordshire County Council and a Member of Parliament. He was knighted as Sir Thomas Keens in 1934 and continued to be associated with the school until his death in 1953. His son, Robert Keens, later director and Chairman of Luton Town Football Club, continued the family association with the school and the family association remains to this day.

Founders Day, now held annually in mid-September, is a Gala day to commemorate the founding of the school and is centred around sports events participated in by pupils, along with food and refreshments provided by the King's House Parents Association and the 1891 Association.

RESULTS & DESTINATIONS

When the 11+ independent school entrance results were published February 2019, we were all highly delighted that for the second successive year, every single one of our pupils in the Upper Fourth Form (Year 6), who sat the exams, has received at least one place offer. In fact, the vast majority of pupils have received two, in some cases three place offers.

We would therefore like to congratulate all our pupils, their parents and the teaching staff who have supported them over the years, on such an outstanding achievement.

Place offers were made by the following selective schools:

Abbots Hill School	1
Aylesbury Girls' High School	2
Aylesbury Grammar School	1
Aldenham School	1
Bedford School	6
Bedford Girls' School	5
Bedford Modern School	6
Haberdashers' Aske's School for Girls	1
Henrietta Barnett Grammar School	1
North London Collegiate School	1
Northwood College for Girls	1
Princess Helena College	3
St Albans School	3
St Albans High School for Girls	4
St Helen's School Northwood	1

SCHOOL REPORTS & PARENTS EVENINGS

A written report is issued at the end of each school term. Earlier, in each term, a Parents' Consultation Meeting is held for each year group so that all parents can make appointments to meet with their respective class teachers.

Each half-term, parents will receive a Report Card, which is in essence a grade card, setting out grades for achievement and effort in each curricular subject.

Assessment takes place at many levels. For example, teachers are assessing pupils' progress on a daily basis through class work set and setting regular tests and assessments based upon class work. Furthermore, the school participates in national, externally marked tests in May of each year, which are set by a national assessment agency GL Assessment. Pupils' standardised results are reported back to parents on publication.

Pupils in the Upper Fourth Form (Year 6), take part in the nationally set SATS assessments in English, Mathematics and Science in the May of their final term.

SCHOOL UNIFORM

Winter Uniform – Boys’

Blazer with School crest - burgundy
Grey pullover with School crest
Shirts white - long sleeve
Boys’ long trousers – grey
Tie – school colours – tie up tie
Duffle coat – grey
Boys’ cap – burgundy & grey with crest
Paint smock - burgundy
Satchel
Linen Bag – burgundy with school crest
Socks – grey with burgundy turnover
Scarf – burgundy, gold & black
Gloves – grey

Winter Uniform – Girls’

Blazer with School crest - burgundy
Grey pullover with School
Shirts white – long sleeve
Pinafore – Prince of Wales check
Winter felt hat - grey with burgundy stripe band & school badge
Coat – grey with check lining
Paint smock – burgundy
Satchel
Linen bag- burgundy with School crest
Cotton tights – burgundy - twin pack
Hair accessories - burgundy
Scarf – burgundy, gold & black
Gloves - burgundy

Summer Uniform – Boys’

Boy shirts – white with short sleeve
Boys shorts – grey no pockets
Boys socks – long grey socks with burgundy turnover

Summer Uniform – Girls’

Summer dress – grey and white dogtooth checked with white collar
Socks – plain white ankle socks
Summer boater – cream with burgundy stripe & school badge
Hair accessories - burgundy

Sportswear- All Pupils

Polo shirt – white with embroidered School crest

Sports shorts – burgundy poly cotton
Tracksuit top – burgundy with white trim with School crest
Tracksuit bottoms – burgundy with white trim with School crest
Black trainers
Gym bags – burgundy with the School crest
Swimming costume – burgundy
Swimming trunk - burgundy
Swimming cap - burgundy with School crest
Water bottle - burgundy

Now you can buy all uniform requirements from your own school shop run by King's House School:

School shop address:

King's House School, 33 High Street, Leagrave, Luton, LU4 9JY
Tel: 01582-491430 Email: uniform@kingshousemoorlands.com

All items of clothing and sportswear should be **named**, preferably with woven nametapes. Pupils will require a burgundy crested school bag (obtainable from the School Office). The book bag is sufficient for pupils in Reception upwards.

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours (unless previously arranged with the Headmaster).

Dress and appearance

All pupils are expected to arrive at school and depart from school in school uniform unless permission has been granted not to. Great emphasis is placed upon tidiness and neatness of children as part of their development: for example, all children should arrive at school with clean shoes, clean shirts and shirts tucked into their skirt/trousers. Missing buttons on blazers/cardigans should be sewn back on. Children should be aware that their hat and cap are compulsory items of uniform and should always be worn with their school blazer.

Aims and objectives regarding our school uniform

Our policy on school uniform is based on the notion that school uniform:

- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;
- is designed with health and safety in mind;
- promotes a sense of pride in school.

Jewellery

On health and safety grounds we do not allow children to wear jewellery in school. The exceptions to this rule are small objects of religious significance, or for girls, a small pair of stud ear-rings. For ear-rings, they must be removed for all PE activities by the child. No member of staff will be permitted to do this for them. For the items of religious significance, they may be removed or covered with a plaster or sweatband. If this is not possible, the child will be excluded from the PE lesson. We recommend that if you choose to get your child's ears pierced, this be done at the start of the long summer break. In general, jewellers' guidelines specify a 6 week period for no removal of ear-rings.

Extreme haircuts

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Heels must be no higher than 3cms. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisurewear, but is not in keeping with the smart appearance of a school uniform. We require all children to wear shoes as stated in the uniform list.

Outdoor Wear

Coats must be brought to school during the Autumn and Spring terms as children will be outside, if only for a short "fresh air" break, in adverse weather. They will also be required to be worn by pupils when they attend events off-site including sports fixtures, educational visits and swimming lessons. Discretion should be exercised by parents during the summer term as regards to their child bringing a coat to school. We would suggest that if the weather is forecast to be inclement, that a coat is brought to school on such days to be worn at break times and off-site activities.

TERM DATES

MICHAELMAS TERM

Wednesday 4th September to Wednesday 11th December 2019

Half Term - 2 weeks commencing Monday 21st October 2019

LENT TERM

Tuesday 7th January to Thursday 26th March 2020

Half Term - 1 week commencing Monday 17th February 2020

SUMMER TERM

Tuesday 21st April to Wednesday 8th July 2020

Half Term - 1 week commencing Monday 25th May 2020

PASTORAL CARE AND COMMUNICATION WITH PARENTS

At King's House School we understand and appreciate that children grow and develop into confident young people when home and school work successfully in partnership. We encourage a healthy and helpful dialogue on both sides and hope that through this, parents feel fully involved in their daughter or son's education. We share information with parents that should help you to feel knowledgeable about aspects of the teaching, learning, curriculum enrichment and pastoral care, as well as information that relates specifically to your child. Each child's well-being is paramount to their happiness. Please let us know if you think anything is concerning your daughter or son, however trivial it may seem and whether the source is at school or at home. We will then be able to work with you to give the right kind of support and encouragement. It is important to let us know of any changes, large or small, in family circumstances, for instance: illness or bereavement; separation, divorce or remarriage; births or moving house. Do also let us know about things which might not seem worth mentioning, but which might still be unsettling – a pet's illness, your change of job, etc. If you or your child are worried, please talk to us as early as possible. All staff at the school are very experienced in helping young children and will, of course, discuss fully with you the best course of action to take. We may wish to encourage your child to deal with the situation independently or with quiet support from the Form Teacher or someone else.

We pride ourselves on responding to parental communication quickly. Parents can telephone the school office at any time to leave a message, as teaching staff are often unable to take calls during the school day, as they are busy with the children. Staff will return your calls at the earliest possible opportunity. We regard the privacy of the children and their parents as extremely important. All information you give us is treated sensitively and we will discuss with you how widely to circulate it. We never release the addresses and telephone numbers of parents or staff without prior permission.

Communication

The school works hard to ensure that parents are well informed about school life.

Calendar - A calendar of termly events is published at the beginning of each term.

As far as possible we aim to send all letters and newsletters home with your child each Friday, although there may be occasions when letters need to be sent on other days of the week. Parents are asked to check their child's book carrier or rucksack regularly as some letters do have a tendency to get lost at the bottom. For parents who have more than one child at the school, we aim to minimise post by sending whole school letters and newsletters with the oldest sibling. We use emails, text alerts and hard copy letters and newsletters to notify you of upcoming events as well as report on pupil and school successes and important events in the life of the school. Where letters require a reply slip to be returned to school it helps staff enormously if parents are able to respond as quickly as possible.

Keeping in touch and informed

Should you wish to discuss any matters with your child's teacher they are briefly available

before 8:30 and then after 4:00 pm on most days. Please contact the School Office for a mutually convenient appointment, if you wish to discuss matters in depth. You may also write a note in your child's reading record. In order to keep you in touch with school news generally, regular letters and newsletters are sent out regularly. A bulletin is issued fortnightly on a Friday which provides a round-up of past and forthcoming events. Our website is also updated regularly to provide information.

One to One Scheme

While small classes are of great social and educational benefit to pupils, they are also of considerable advantage and benefit to parents, particularly those who wish to play a close and supportive role in their child's education.

In large schools, the relationship between parents, the Head and their staff can be distant and not always immediately responsive. In contrast, we have always believed that parents are partners in the work of the school and are keen to foster and maintain a close working relationship with parents collectively and individually too.

In recognition of this, King's House Preparatory School has devised the 'One to One' scheme, an exclusive and personal service that is tailored to your specific needs. The One to One scheme aims to ensure that you receive a personal bespoke service, not just between 8.45am and 3.45pm each school day but 24/7, 52 weeks of the year (public holidays excluded).

While class teachers will always be the most effective first point of contact for parents there will, from time to time, be broader issues or matters, particularly out of school hours or in the holiday.

The One to One scheme aims to ensure that you receive an effective and personal service that will endeavour to answer your urgent questions or enquiries.

You can contact the One-to-One team, irrespective of whether the school is in session, by dedicated phone line: **01582 879311**. You can leave a voicemail or email us via **one2one@kingshouseschool.co.uk** if you need to leave a message for us to call you back, irrespective of whether the school is in session.

THE SCHOOL DAY

WRAP AROUND CARE

The school provides wrap around care provision. The times of this service are as follows:-

7:45 to 8:30 am

4:00 to 6:00 pm

ARRIVAL

The school day commences at 8.30 am. Children should arrive at school **no later than 8.50 am** and **no earlier than 7.45 am**. Children arriving between **7.45 am** and **8.30 am** must proceed to the Morning Club and should go directly to the school hall where they will be supervised until 8.30 am. Teachers will then register children between 8.45 am and 8.50 am before the first lesson of the day.

COLLECTION ARRANGEMENTS

Children who are not collected by 4.00pm will be taken to the After School Club.

Collection Points: Reception, Years 1 & 2 from the playground door.
Year 3 from the School Hall, Years 4, 5 & 6 from the back door.

Collection Times: Reception: 3.30pm
Years 1 & 2: 3.40pm
Years 3 & 4: 3.45pm
Years 5 & 6: 3.50pm

If there is to be any change in the arrangements for collecting your child, please notify the School Office in writing or by telephone (including arrangements for children who travel by taxi). It is important that you adhere strictly to this arrangement as staff will not release a child to a third party unless they have previously received instructions to do so.

PARKING

Parents should park in the car park at the end of Ely Way and access school via the pathway and gate at the rear of the premises. This entrance has both a ramp and steps that are in compliance with disability legislation. We lock the Ely Way car park at 6.00 pm each day. Parking is not allowed on the High Street, Ely Way, Oakley Road or Chatteris Close. Parents of young children are requested to hold their child's hand when accompanying them up or down the drive.

In line with our long standing policy on parking, any parents in special circumstances, i.e. disabled, pregnant, etc, will be able to apply for special dispensation to allow them to park at the limited-space dropping off zone outside the front of the school (controlled by an electronic traffic barrier). If you believe you may qualify for such dispensation, please contact the Headmaster or the School Office.

Parents are reminded that it is a contractual obligation on their part to abide by the school's parking policy and the directives issued from time to time regarding parking by the headmaster.

CONTACT FORM

This form is a very important document and must be completed and submitted as soon as possible once issued. A contact form can be obtained from the School Office. **It should then be filled in and returned as soon as possible.** The form asks for contact telephone numbers (so that we know how best to contact you during school hours should the need arise). It also records other additional information with regard to diet and medical conditions etc. It may be necessary for the school to request clarification of food allergies from a child's doctor. Please update this form during the year, should there be any changes, using a change of details form available from the office.

PUPIL ABSENCE

All absences should be reported immediately to the school office on the first day of absence by emailing absence@kingshouseschool.co.uk. All pupils should return to school with a brief letter regarding their absence, giving details of the reason and the dates involved.

Parents should seek to avoid taking their child out of school during term time and ensure they attend school regularly and punctually. Requests for children to be absent from school

should be made directly to the head teacher by completing a Request for Absence Form available from the school office. Requests for absence during term time are not encouraged as they are disruptive to both your child and the activities within the school. Legally, a maximum of ten day's absence can be granted within any one school year. Wherever possible, requests for absence should be made at least 5 working days prior to the first day of absence.

ILLNESS

Children who are unwell should be kept away from school until fully recovered. Please advise the school office of any ailment or condition on the child's return to school. If a child is prescribed antibiotics they must either have a letter from the doctor confirming that they are not infectious/contagious or be kept away from school for forty-eight hours from commencement. Children with diarrhoea or vomiting must be kept away from school and only return after being symptom free for forty-eight hours (as per Health Protection Agency guidelines). These measures are to help reduce the spread of infection to both children and staff. If a child is taken ill during the school day, the school will contact the Parent to make arrangements for the child to be collected from school.

ADMINISTRATION OF MEDICINE

Prescribed medication will be administered at school. Parents are requested to fill in an authorisation form which will apply to the whole course of the medicine (available from the School Office). Medicines should be brought to school in the original container clearly marked with the child's name, class and administration instructions. Please ensure the dosage measuring spoon is included in the package to allow us to administer the medicine accurately. Pre-measured sachets of paracetamol will be kept in school and we will contact you for permission to administer this medicine if required. The school reserves the right to use its own discretion in requesting that a child be collected from school if more than one dose of paracetamol, or equivalent analgesic, should be necessary in one school day.

ABSENCE FROM SCHOOL

If your child is unwell and not able to attend school, you must telephone the School Office (01582 491430) so that we are aware as to why they are not in school. Where this call is not received, we shall contact you on the first day of your child's absence.

When your child is well enough to return to school, please send a brief letter confirming the reason for their absence.

SCHOOL MEALS

Lunches

The school catering team provides a well-balanced and nutritious meal every day. Packed lunches are not a practical option in a school like ours and school dinners are therefore partaken by all pupils. Payment for dinners should be made in advance via the main school office. If your child requires a specific diet (i.e. no beef/pork/dairy products etc.) please put this request in writing, in addition to reference on the contact form. We do our utmost to be responsive in this area. If a dietary requirement is required for a medical reason confirmation may be asked for from the child's doctor.

The school has its own catering team, which provides a well-balanced and nutritious meal every day of the school term.

In order to encourage healthy eating and also to avoid loss of lunchtime appetite, we would ask for parents' co-operation in providing the following snacks only:

Morning break – one item of fruit or a plain sandwich

Afternoon break – a plain biscuit or fruit

For reasons of healthy eating (and indeed litter) we do not permit crisps and chocolate, and ask for parents' support on this issue.

For health & safety reasons please do not use plastic bags for snacks. A small **named** Tupperware style container is preferred for snack items. Should these be found unnamed, they are difficult to return to the owner and may therefore be disposed of for hygiene reasons.

ASSISTED PLACES TRUST FUND

The King's House Assisted Places Trust Fund provides awards to children age 4+ from the Luton and South Bedfordshire local government areas, to give them access to independent education irrespective of means, race, religion and social background. We are very much indebted to local businesses and indeed to our own former pupils who have generously made donations to the Trust Fund. The Assisted Places Fund seeks to identify talent not only through the assessment of current achievement but, as far as possible, the prediction of potential for the future.

EXTRA CURRICULAR ACTIVITIES

By the age of 7, the average child in the UK will have spent one whole year of their lives in front of a computer or TV screen. This can neither be healthy nor beneficial to becoming a rounded and well-balanced individual capable of achieving socially and academically in the future. This is one of the reasons why we place so much emphasis on sports and extra-curricular pursuits. We have, over the years, pioneered and established a series of clubs and societies encouraging extra-curricular variety and participation. An early King's House prospectus from the 1920s reveals, for example, that the school had a Debating Society, a Dramatic Society, a Historical Society and a Photographic Society as well as its own Wolf Cub pack and Brownie Troop.

Today, more than ever before, we see these opportunities and virtues as a priority. To this end we have already established partnerships with the Football Association, the MCC, the Rugby Football Union, the Lawn Tennis Association. Among the extra-curricular activities typically offered in any given year are:

Gymnastics & Dance Club, Cookery Club, Netball Club, Football Club, Chess & Checkers Club.

In addition to the extra-curricular clubs that take place during the lunch hour and after school, there is an additional layer of school wide extra-curricular trips and visits organised by a range of school societies. These trips and activities are offered periodically on a ‘first-come-first serve’ basis and are notified to parents on a termly basis. Such societies include:

Art Society

Debating Society

Economics & Enterprise Society

History & Archaeology Society

Law Society

Media Society

Medical Society

Music Society

Sea Scouts

INDIVIDUAL MUSIC TUITION

Individual musical instrument tuition is available to all pupils. The school endeavours to respond to demand from parents in terms of the particular instruments offered. Currently these include guitar, piano, violin and cello.

THE ‘FORMULA FOR SUCCESS’ PROGRAMME

King’s House School is a ‘preparatory’ school in the truest sense of the word, providing children with the key skills and knowledge they need to be prepared for the future, a future that more than ever before, will be a highly competitive and challenging one.

Almost nine in 10 (87%) UK adults feel that school did not provide them skills they needed for life after education, according to opinion polling research published in September 2019. More than a third (42%) of those surveyed felt that they would have benefited from being taught a range of concepts such as finance and budgetary skills, effective communication and social skills.

Talent by itself is only part of the reason why children achieve success. Research suggests that the three vital ingredients are talent, skill and effort. Success can, of course, be measured in a number of different ways; however, most highly successful people, whatever their goals in life, have common traits which helped them get to the top in their chosen field. While many assume that these skills are innate, many of them can actually be learned and therefore taught. By going above and beyond the academic curriculum, we aim to teach children the vital ingredients and characteristics necessary to achieve success.

The concepts currently covered by the ‘Formula for Success’ Programme are:

Life Skills

Debating & Public Speaking Skills

Financial Management Skills

Leadership Skills

Etiquette & Social Skills

THE SCHOOL LIBRARY

A new school library was built and opened in 2017 and has an excellent reference and non-fiction section and a broad collection of fiction.

The opening of the new library has been the culmination of over a year’s work which has resulted in the most comprehensive and wide-reaching library facility that the school has ever had at its disposal.

A new library data system, linking the school’s Integris database with the ‘Reading Cloud’ system, deals with day to day library administration. It provides monthly reports about the school library usage, manages overdue book stock and generates reminders.

As part of our on-going plan to further develop the library, we plan to progress towards introducing the Reading Cloud’s eBook system that gives access to a digital collection of over one thousand premium eBook titles.

ANNUAL SCHOOL PRODUCTION

The Annual School Musical production takes place at the Grove Theatre in Dunstable during the Lent Term. The 2019 production was Rogers & Hammerstein’s ‘The Sound of Music’ on the evening of Wednesday 6th February. It is a tradition that all pupils from Reception to Upper Fourth take part.

The main cast

Maria	Zara Bhatti
Captain Von Trapp	Joshua Mokaya
Mother Abbess	Ava Rossiter
Frau Schmidt	Aleesha Bola-Ayoade
Sister Sophia	Anna Qureshi
Sister Bertha	Maariya Aslam
Rolf	Louis Mitrov
Liesl	Aleena Azam

Friedrich	Azaan Khan
Louisa	Ayesha Mazhar
Kurt	Aansh Lohia
Brigitta	Eleeza Ahmed
Marta	Niah-Mai Peters
Gretl	Arya Azam

The 2020 Production, to be held on Wednesday 11th March, will be Richard & Robert Sherman's 'Mary Poppins'.

THE HOUSE SYSTEM

The school is divided into four Houses and each child is allocated to one House. If children have siblings, they will be placed in the same House as their older brothers or sisters. There are 4 Houses:

Churchill House

Filmer House

Keens House

Windsor House

The four Houses are named after the following individuals:

Sir Winston Churchill (1874-1965)

The son of Lord Randolph Churchill and the American heiress Jennifer Jerome, Winston Churchill was both a Liberal and Conservative cabinet minister during a political career that spanned 65 years. He served as Prime Minister from 1940 to 1945 and from 1951 to 1955. Educated at Harrow and Sandhurst, he thereafter joined the army where he met and served with Sir Robert Filmer in Sudan and South Africa. They again briefly served together during World War 1 in the Grenadier Guards and remained firm friends until Filmer's death in 1916.

Churchill Day is on 30th November.

Sir Robert Filmer (1878-1916)

The son of Sir Edmund Filmer MP, 9th Baronet of East Sutton and Lord of the Manor of Leagrave. Sir Robert became the 10th and last Baronet in 1886 at the age of 8. Educated at Eton and Sandhurst, he joined the Grenadier Guards and saw action at the Battles of Omdurman and Khartoum and also fought in the Boer War. Like his friend Winston Churchill, he left the army to follow a political career but rejoined the army at the outbreak of World War 1. He was awarded the Military Cross for gallantry in 1915 and died in battle in January 1916.

Filmer Day is on 25th February

Sir Thomas Keens (1870-1953)

Born in Luton, Thomas Keens was the founder of accountancy firm Keens, Shay Keens and the Luton Chamber of Commerce. Through the Chamber he led a drive to attract new industries to Luton in the late 1890s which transformed the town from a small market town to a major centre of industry and commerce. In 1891 he and other prominent members of the Luton business community banded together to encourage the establishment of King's House Preparatory School.

As a National Liberal politician he was a Luton Alderman and councillor from 1901 to 1952 and became an MP in 1923. He retired from national politics in 1931 and was Chairman of Bedfordshire County Council from 1935 to 1952. Knighted in 1934 for political and public services, his wife, Lady Ella Keens, was also active in local politics and became the first woman Mayor of Luton in 1944. Keens died at the age of 83 in 1953.

Keens Day is on 1st November

The Duke of Windsor (1894-1972)

The eldest son and heir of King George V, Edward became Prince of Wales in 1911. In 1914, after leaving Oxford University, he joined the Grenadier Guards as a junior officer and served on the western front during World War 1. A member of the same regiment as family friends Winston Churchill and Sir Robert Filmer, he too won the Military Cross for gallantry in 1915.

After the war, as Prince of Wales he toured the world on official visits during the 1920s and 30s. On the death of his father in January 1936, he briefly became King Edward VIII before abdicating the throne in December of the same year in order to marry American divorcee Wallis Simpson. The Duke became Governor of the Bahamas during World War II before retiring to France where he died in 1972.

Windsor Day is on 23rd June.

House Captains

Four senior pupils are appointed House Captains on Speech Day. The job of a House Captain is to take responsibility for the leadership and organization of their House throughout the academic year.

Rewards in the House System

Children have the opportunity to earn House Points to go towards their House totals. Each term the House with the most points wins the House Point Competition. At the end of the academic year the House with the most points overall wins the House Cup. Teachers will also have their own additional and individual reward systems in place for each child's achievement and attainment.

Teachers award House Points for many things, including:

- Good behaviour
- Good standard of work
- Effort and industriousness
- Progress/improvement in work
- Helpfulness
- General attitude

House Points are awarded at three levels:

- 1 House Point
- 2 House Points
- 3 House Points

The class teacher will keep a record of House Points awarded. House Points promote team work and team spirit as well as personal achievement. On a weekly basis the children are made aware of the House Point totals for the week.

HOMEWORK

Homework is an important part of a child's education and can add much to a child's development. One of the aims of our school is for children to develop as independent learners. We believe that homework is one of the main ways in which children can acquire the skill of independent learning. Homework plays a positive role in raising a child's level of attainment. We also acknowledge the important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children.

The aims and objectives of homework are:

- to enable pupils to make maximum progress in their academic and social development.
- to help pupils develop the skills of an independent learner
- to promote a partnership between home and school in supporting each child's learning
- to consolidate and reinforce learning done in school and to allow children to practise skills taught in lessons
- to help children develop good work habits for the future.

Types of Homework

In Reception, homework consists of practising phonics and reading, dependent on ability, followed by the introduction of spellings where appropriate. They also take home a learning log each weekend. In the Lower School we encourage the children to read by giving them books to take home to read with their parents. We also ask Lower School children to learn spellings or mathematical tables as part of their homework. They will generally be asked to complete short tasks at the weekend to support what they have learnt during the week in Mathematics and English. Sometimes we ask children to talk about a topic at home prior to studying it in school. For example in the history topic on toys, we ask children to find out what toys were popular when their grandparents were young and, if possible, to bring examples into school to show the other children. Sometimes we ask children to find and collect things that we then use in science lessons and occasionally we ask children to take home work that they have started in school when we believe that they would benefit from spending further time on it. When we ask children to study a topic or to research a particular subject, we encourage them to use the school and local library and the Internet.

Homework and Reading

As well as homework, time should be spent reading a variety of books both silently and aloud every evening and weekend. We give children a reading record where the teacher, pupil or classroom assistant notes progress, book titles and any homework instructions. Parents should initial this daily, commenting appropriately if required.

Other recommended activities to do at home:-

- Research any topics current being studied in school
- Practise presentation of all homework
- Practise handwriting with all homework

The Role of Parents regarding homework

Parents have a vital role to play in their child's education and homework is an important part of this process. We ask parents to encourage their child to complete the homework tasks that are set. We invite them to help their children as they feel necessary and provide them with the sort of environment that allows children to do their best. Parents can support their child by providing a good working space at home, by enabling their child to visit the library regularly and by discussing the work that their child is doing. We ask parents to check the reading record/ homework record daily and to initial it as requested. If parents have any problems or questions about homework, they should contact the child's class teacher.

ANNUAL SPEECH DAY

On 12th July 2019 the school held its 95th Speech Day at the Grove Theatre in nearby Dunstable. The school's first Speech Day was held in May 1924 at the Palace Theatre in Mill Street, Luton, a building like so many other parts of the old town centre, that disappeared in the redevelopment of the 1960s.

Each year, we invite a Principal Guest Speaker, who presents the awards and prizes to pupils throughout the school. Previous Guest Speakers over the past 5 years have been:

2015	Rt Hon Lord Ashton of Hyde
2016	Sharon Davies MBE
2017	His Excellency Mazen Kamal al-Homoud, Ambassador of Jordan
2018	Tim Foster MBE
2019	Professor Christopher Anderson MBChB, FCS, SA FRCS

The 2019 prize winners were:

Reception 1

Form Prize	Maryam Khan
Progress Prize	Joshan Nijjar
Most House Points	Maya Leslie

Reception 2

Form Prize	Muhammed Ali
Progress Cup	Zunairah Ayub
Most House Points	Dua Nisar

Lower Second Form

Form Prize	Zayn Iqbal
Progress Prize	Inaya Irshad
Most House Points	Ashaeya Brown

Upper Second Form (1)

Form Prize	Zahra Ali
Burgin Cup for Progress	Lamees Ali
Most House Points	Seth Sydney

Upper Second Form (2)

Form Prize	Khadija Ahmed
Progress Prize	Fatima Mahmood
Most House Points	Khadija Ahmed

Lower Third Form

Form Prize	Muhammed Abubakar
Progress Prize	Luca Wells
Most House Points	Tamara Senouni

Upper Third Form

Form Prize
Henchey Shield for Progress
Most House Points

Aamina Khalid
Talia Mokaya
Megan Yu

Lower Fourth Form

Form Prize
Progress Prize
Most House Points

Umar Mazhar
Ryyan Akhtar
Ava Rossiter

Upper Fourth Form

Form Prize
Progress Prize
Most House Points

Kaiya Bateman
Azaan Khan
Zara Bhatti

GENERAL PRIZES:**Reception**

Literacy Prize
The Watson Cup for Maths
The Tyson Cup for Courtesy
General Knowledge Prize
Art & Prize
Physical Education

Arya Azam
Muhammed Ali
Nicholas Chow
Khalyn Headley-George
Dua Nisar
Sami Hasnaoui

Lower School

Hughes Cup for English
Spelling Prize
Creative Writing Prize
Reading Prize
Poetry Prize
Holes Cup for Mathematics
Arithmetic Prize
Mental Arithmetic
Science Prize
Courtesy Prize
General Knowledge Prize
History Prize
Geography Prize
Parish Cup for Neatness
Day Cup for Music
Art Prize
Gudgin Cup for Dramatic Ability
ICT Prize
Physical Education Prize
Latin Prize

Ayesha Mazhar
Seth Sydney
Aaron Okesola
Lamees Ali
Nyiah-Mai Peters
Pranith Balraj
Zeeshaan Mohib
Eesa Akhtar
Danisan Sathiskumar
Musa Shaffi
Elijah Trenchfield
Jamal Sajawal
Ashaeya Brown
Zara Miah
Sarrinah Ahmed
Jerome Ushewekunze
Maya Bridegman
Eesa Askar
Zayn Bhatti
Ameena Zaidi

Spanish Prize
Mandarin Prize
The Downshire Cup for General Helpfulness

Eesa Khan
Zunairah Menolee
Zahra Ali

Upper School

Ashton Cup for English
Essay Prize
Spoken English Prize
Spelling Prize
Neatness Prize
Harmsworth Cup for Mathematics
Arithmetic Prize
Mental Arithmetic
Algebra Prize
Keens Cup for Science
Biology Prize
Chemistry Prize
Physics Prize
Southam Cup for History
Geography Prize
Costin Cup for General Knowledge
Art Prize
Music Prize
Design Technology Prize
Spencer Cup for ICT
Courtesy Prize
Expressive Arts Prize
Physical Education Prize
Worthington Cup for Latin
Spanish Prize
Mandarin Prize

Imaan Khan
Joshua Mokaya
Zara Bhatti
Amaana Rahman
Aamnia Khalid
Ryyan Akhtar
Maariya Aslam
Adedamola Adeoti
Haaris Javaid
Mustafa Shaffi
Aleena Azam
Naima Mohib
Ayan Sharma
Zaina Choudhury
Umar-Farooq Shaffi
Nahum Abiaka
Alissa Rajput
Vernon Yu
Masie Emerton
Sheharyar butt
Tamara Masuku
Jasleen Bihal
Muhammed Umar
Megan Yu
Aansh Lohia
Juliette Mitrov

Whole School Awards

The House Sports Shield
The Governors' Award for Endeavour
The Challenge Cup
The House Cup (most House Points)
The House Football Trophy
The House Cricket Trophy
The House Netball Trophy
Sports Person of the Year Trophy

Windsor
Aditi Gampa
Ayan Sharma
Churchill
Windsor
Filmer
Windsor
Kaiya Bateman

SPORTS DAY

An important annual event in the King's House School calendar is Sports Day, which is held at the Stockwood Park Athletic Centre, where the following events are contested:

Reception Sprint Race	40 metres
Lower Second Sprint Race	60 metres
Upper Second Sprint Race	60 metres
Lower Third Sprint Race	80 metres
Upper Third Sprint Race	80 metres
Lower Fourth Sprint Race	100 metres
Upper Fourth Sprint Race	100 metres
Reception Specialist Race	Skipping
Lower Second Specialist Race	Bean Bag
Upper Second Specialist Race	Egg & Spoon
Lower Third Specialist Race	Connect 3 Set
Upper Third Specialist Race	Hoop Jumps
Lower Fourth Specialist Race	Mixed Ball Race
Upper Fourth Specialist Race	Three-Legged
Lower & Upper Second	Tunnel Ball Race
Lower & Upper Third	Shuttle Relay
Lower & Upper Fourth	Relay

Pupils are awarded points for first, second and third place, which contribute towards the point total for each House. The winning House is presented with the King's House Sports Shield.

Recent Winners:

2014	Keens House
2015	Churchill House
2016	Churchill House
2017	Churchill House
2018	Churchill House
2019	Windsor House

THE KHS PARENTS' ASSOCIATION

All parents are members of the Association. A Parents Council of 15 members is elected every 2 years at the beginning of the academic year through a school wide ballot of parents. Eight members of the Parents' Council form the Association Committee and hold office for 2 years.

The Association organizes social events for parents and where appropriate, between governors and staff. It supports the provision of information to parents and engages in activities which support and advance the curricular and extra-curricular experience of pupils.

1891 ASSOCIATION & MUSEUM

The 1891 Association was founded as an alumni association for former pupils, parents, staff and associates of the school. At the present time it has a membership stretching back to the late 1950s. The Association is represented on the Board of Trustees who pay close attention to their views on the progress and welfare of the school and its pupils.

Recent re-unions have been held at Luton Hoo and Flitwick Manor. The Association has its own website and newsletter.

A number of photos, exhibits and correspondence have been donated by members of the Association who are assisting in creating a Museum to commemorate the school's 130th Anniversary to be celebrated in 2021.

SCHOOL POLICIES

The following policies can be found on the school website: www.kingshouseschool.co.uk

Admissions Policy

Behaviour/Exclusions/Anti-Bullying Policy

Complaints Procedure

Curriculum Policy

First Aid Policy

Health & Safety Policy

Safeguarding Policy

SEN/EAL Policy