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KING'S HOUSE SCHOOL

HANDBOOK 2023

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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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 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 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 or Prep

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 C Sillars

Dr A J Cook

Mr D Flere

Cllr M Hussain JP

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 & Javaria Sarmad
Fire & Security:	Michael Rayner
HR:	Alec Colson LLB
Marketing:	Colin Kendall
Medical Matters:	Dr Sam Bennett
Wellbeing:	Gemma Bateman

THE PREFECTS

The prefectural system has long been established at King's House School. Appointments are made by the Chief Executive and Executive Head 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.

School Librarian	Maya Leslie
Sports Captain	Eesa Askar
Junior Prefect	Da'ud Gillani
Junior Prefect	Maryam Khan
Junior Prefect	Muhammed Ali
Junior Prefect	Arya Azam
Junior Prefect	Mikaeel Uddin
Junior Prefect	Zunairah Ayub
House Captain Churchill	Max Goodenough
House Captain Filmer	Inaya Irshad
House Captain Keens	Ama Boffah
House Captain Windsor	Ethan Mokaya
Senior Prefect	Elizabeth Allen
Senior Prefect	Ayaan Bilgrami
President of School Council	Malaika Hoque
Vice President of School Council	Raiyan Azmutally
Head Boy	Zayn Bhatti
Head Girl	Joeliyn Addai

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:

Lower Third	Eshaal Askar
Lower Third	Zahra Hussain
Upper Third	Mohammed Abubakar
Upper Third	Soha Jafri
Lower Fourth	Maya Leslie
Lower Fourth	Anaya Sakib
Upper Fourth	Malaika Hoque
Upper Fourth	Eesa Askar

TEACHING & TEACHING SUPPORT STAFF

Dr A J Cook	Chief Executive
Miss J Pawaar	Executive Head/ Head of Lower School
Mrs N Ashfaq	Safeguarding Lead/ Subject Teacher
Mrs M Goreova	Head of Upper School / Lower Fourth Form Teacher / SENCo
Miss V Tarsey	Reception Teacher
Miss Z Rukhsar	Lower Second Form Teacher
Miss M Morgan	Upper Second Form Teacher
Mrs M Ogden	Lower Third Form Teacher
Mr M Golby	Upper Third Form Teacher/ PE Teacher
Mr L Hawkes	Upper Fourth Form Teacher/ PE Teacher
Mrs S Azam	Cover Support Teacher
Mrs J Wallace	Cover Support Teacher
Mrs E Mziu	Cover Support Teacher
Miss S Watt	Teaching Assistant
Miss A Seaton	Teaching Assistant
Miss A Begum-Choudhury	Teaching Assistant

ADMINISTRATION & SITE STAFF

Mrs A Cook	Commercial Director
Mrs S Mullane	Senior Administrator
Mrs S Liaquat	Bursar
Mrs N Kauser	Welfare & Administration Co-ordinator
Mr I Philpot	Site Agent
Mrs L Oppong	Kitchen Manager

SCHOOL HISTORY

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.

RESULTS & DESTINATIONS

When the 11+ independent school entrance results were published in Spring, we were all highly delighted that 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 schools:

Bedford Girls School	1
Katherine Warrington School Harpenden	1
Moorlands School	10
Queen's School Watford	1
St Albans School	1
St Albans High School for Girls	1
Webber School Milton Keynes	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
School bag – burgundy
Socks – grey with burgundy turnover
Scarf – burgundy, gold & black
Gloves – grey
Winter Woollen hat – grey

Winter Uniform – Girls’

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

Summer Uniform – Boys’

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

Summer Uniform – Girls’

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

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 sports shoes

Gym bag – burgundy with the School crest

Swimming bag – burgundy with school crest

Swimming costume – burgundy*

Swimming trunk - burgundy*

Swimming cap - burgundy with School crest

* available to purchase from school or purchase plain black items externally.

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 or 07715 335662

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 shop). 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 Executive Head).

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

M I C H A E L M A S T E R M

Tuesday 5th September to Friday 8th December 2023

Half Term - 2 weeks commencing Monday 23rd October 2023

L E N T T E R M

Wednesday 3rd January to Thursday 28th March 2024 (finish at 12.00)

Half Term - 1 week commencing Monday 19th February 2024

S U M M E R T E R M

Tuesday 23rd April to Tuesday 9th July 2024 (finish at 12.00)

Half Term - 1 week commencing Monday 27th May 2024

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, letters and newsletters are sent out regularly. A range of publications are issued to provide a round-up of information including 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 Executive 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 emailing one2one@kingshouseschool.co.uk

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 8.45 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 at 8.45am before assembly.

ARRIVAL LOCATIONS

Reception – School Hall door (this will change to bottom playground when children have settled in – teaching staff will advise)

Lower Second – Top playground standalone building (access via bottom playground then use pathway at side of Upper Fourth Classroom)

Upper Second, Lower & Upper Third, Lower & Upper Fourth – Bottom playground door

COLLECTION ARRANGEMENTS

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

3.30 Reception – Bottom Playground

3.40 Lower Second – Top playground standalone building (access via bottom playground then use pathway at side of Upper Fourth Classroom)

3.40 Upper Second and Lower Third – Bottom Playground

3.50 Upper Third, Lower & Upper Fourth – Bottom Playground

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 Executive Head 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 Executive Head.

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 and every consecutive day of absence by emailing absence@kingshouseschool.co.uk or by phoning 01582 491430 and selecting the absence option to leave a message. Where a call or email is not received, we will contact you on each day of the child's absence. 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 Executive Head by completing a Request for Absence Form available from the school office. Requests for absence during term time are not likely to be approved as they are disruptive to both your child and the activities within school. Legally, a maximum of ten days absence can be granted within any one school year. Wherever possible, requests for absence should be made at least 10 working days prior to the first day of absence.

Requests for absence due to a medical, dental or other appointment during the school day must be supported by evidence of the appointment (eg, appointment card, email, screenshot from booking app)

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 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.

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. 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 biscuit

Afternoon break (Reception only) – 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. Examples of extra-curricular activities may include Football, Debating, Keep Fit, Python Coding, Art.

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 was 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.

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 organisation 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

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 teaching 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

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. More recently Speech Day has been held at the Grove Theatre, Dunstable and the Union Theatre, Dunstable Conference Centre.

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 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
- 2020 Lisa Shah (KHS Alumni)
- 2021 The Mayor of Luton, Councillor Mahmood Hussain
- 2022 The Mayor of Dunstable, Councillor Liz Jones
- 2023 The Mayor of Dunstable, Councillor Liz Jones

The 2023 prize winners were:

Reception

Form Prize	Zayaan Hussain
Progress Prize	Sara Ayub
Most Housepoints	Zoya Azam

Lower Second Form

Form Prize	Salahuddin Shaffi
Progress Cup	Danyal Kayani
Most Housepoints	Ayan Imran

Upper Second Form

Form Prize	Hannah Mutopo
Burgin Cup for Progress	Sarina Ahmed
Most Housepoints	Idrees Mohib

Lower Third Form

Form Prize	Ishaana Cuchhadia
Progress Prize	Aisha Hanif
Most Housepoints	Liyana Rahman

Upper Third Form

Form Prize
Henchy Shield for Progress
Most Housepoints

Maya Leslie
Ogechi Nwolu
Arya Azam

Lower Fourth Form

Form Prize
Progress Prize
Most Housepoints

Malaika Hoque
Ama Boffah
Zayn Bhatti

Upper Fourth Form

Form Prize
Progress Prize
Most Housepoints

Nyiah-Mai Peters
Lamees Ali
Mikhail Khan

General Prizes

Reception

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

Zeedan Akbar
Jonah Acquah
Rania Jafri
Raushan Nijjar
Daphne Ntim
Yusuf Haydar

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

Janvvi Moodalkatte
Noah Dilshan
Zahra Hussain
Anna Di-Wojtasiuk
Harper-Rayne Tomlin
Ebrahim Akbar
Zidan Nazir
Varsha Jeyapragash
Luca Bennie
Ayeza Sakib
Mohammed Abubakar
Hadi-Ali Iqbal
Rayan Paveh
Eshaal Askar
Inayah Bates-Busette
Diyannah Choudhury
Hannah Mutopo

ICT Prize	Liyana Rahman
Physical Education Prize	Maliha Kazmi
Latin Prize	Eliyah Uddin
Horwood Cup for French	Ayan Imran
The Downshire Cup for General Helpfulness	Emaani Sayeed

Upper School

Ashton Cup for English	Arya Azam
Essay Prize	Eleeza Ahmed
Spoken English Prize	Maryam Khan
Spelling Prize	Ayaan Bilgrami
Neatness Prize	Aaminah Hussain
Harmsworth Cup for Mathematics	Zayn Bhatti
Arithmetic Prize	Mika Khanzada
Mental Arithmetic	Eesa Khan
Algebra Prize	Mikhail Khan
Keens Cup for Science	Da'ud Gillani
Biology Prize	Malaika Hoque
Chemistry Prize	Naail Zaki
Physics Prize	Ahmad-Raza Hussain
Southam Cup for History	Zahra Ali
Geography Prize	Mikaeel Uddin
Costin Cup for General Knowledge	Maiya Bridgeman
Art Prize	Max Goodenough
Music Prize	Amber Hanif
Design Technology Prize	Joeliyn Addai
Spencer Cup for ICT	Aaron Roopra
Courtesy Prize	Nyiah-Mai Peters
Expressive Arts Prize	Ifeoma Nnamani
Physical Education Prize	Muhammed Ali
Worthington Cup for Latin	Anaya Sakib
Spanish Prize	Zayn-Abbas Iqbal

Whole School Awards

The House Sports Shield	Windsor
The Governors' Award for Endeavour	Amina Hanif
The Challenge Cup	Arya Azam
The House Cup (most House Points)	Churchill
Sports Person of the Year Trophy	Maryam Khan

SPORTS DAY

An important annual event in the King's House School calendar is Sports Day, which is usually held at the Stockwood Park Athletic Centre.

Pupils are generally awarded points for first, second and third place, which contribute towards to 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
2020	Not Contested
2021	Windsor House
2022	Windsor House
2023	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 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

Privacy Policy

Relationships and Health Education Policy