



# Kew College Parents' Handbook

2011 - 2012

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## STAFF

Headteacher Mrs Anne Dobell MA (Oxon) PGCE

### **TEACHING STAFF**

Year 6, Deputy Head Mrs Marianne Austin BSc (Hons) MA (Hons) ACA PGCE  
Form 5L, Head of  
Maths and Curriculum  
Co-ordinator Mrs Maria Lovell BEd Teaching Cert, New Zealand  
Form 5S, Head of  
English Miss Kate Storrar BA (Hons) PGCE  
Form 4K, Head of  
Middle School and  
Pastoral Care, Head  
of Sport and RE Mrs Kathy Frost BEd (Hons)  
Form 4L Mrs Harriet Links BA (Australia) Dip Ed  
Form 3B,  
Gifted  
and Talented  
Co-ordinator Miss Kimberley Bauman BA (Hons) Primary Education  
Form 3S, PSHE  
Coordinator Miss Emily Sidey BA Mus (Hons) PGCE  
Form 2B,  
Head of  
Infants Mrs Mary Bull BA (Hons) Cert Ed  
Form 2M Mr Matthew Barlow BEd (Hons) (Australia)  
Form 1B Miss Charlotte Barnard BA (Hons) PGCE Primary  
Form 1M, SENCO  
Nursery to Y1 Mrs Sally Ann Morris BEd (Hons)  
Kindergarten Blue,  
Head of Early Years  
Foundation Stage Mrs Fiona Rizzo BA (Hons) Education in Context  
Kindergarten Green Miss Hannah Rosenthal BA (Hons) PGCE Primary  
Nursery Red and  
Nursery Yellow Mrs Breda Jaffer NNEB Nursery Nursing  
Mrs Anna Gorniak BA PGCE (Poland)

Special Needs  
Co-ordinator Mrs Ritu Dua Hornsby Diploma (Specific Learning  
Difficulties/Dyslexia)

Music Mrs Gillian Thompson GRSM ARCM PGCE  
ICT manager  
and teacher Mr John Reid B Commerce SA, PGCE SA  
ICT teacher Miss Emma Smyth BA (Hons) Primary Education  
French Coordinator Miss Ludivine Lhermitte Master de français langue étrangère  
PGCE (French with Spanish)

Art and Science  
Coordinator Mr Jeff Schmidt BEd (Hons) B PE(Hons) (Canada)  
History and Latin  
Coordinator, PE  
teacher Mrs Alex Piskorz BA (Hons) PGCE  
P.E. Mrs Tiki Tabor BA (Hons)PE  
Dance Mrs Jessica Holley  
Librarian, Geography  
Coordinator Mrs Catrin Mogilner BA (Comb Hon Eng & Mus) ALCM

## TEACHING ASSISTANTS

Miss Sarah Rodda (Assistant and Housekeeper)  
Mr Dan Applewhaite Sports Coach FA (Coaching Football)  
Mr Nick Attenborough Sports Coach FA (Coaching Football) UKCC (Cricket Coaching)  
Miss Niamh Cunningham BA (Hons)  
Mrs Rachel Mayer Sports Coach BSc  
Mr Greg Garner Sports Teacher BA (Hons) PGCE Secondary  
Mr David Flood BA (Hons)  
Mrs Sara Folkes BSc (Hons)  
Mrs Andrea Healey HLTA Certificate  
Miss Esther Lawrence Foundation Diploma in Art and Design  
Mrs Hannah O'Shea BA (Hons) PGCE  
Miss Eve Perry BA (Hons)  
Mrs Linda Phillips NVQ3 Childrencare Learning and Development  
Mrs Amy Townsend

## SELF-EMPLOYED MUSIC TEACHERS

Woodwind	Ms Helen Brammer	MMus (Hons) LLCM ALCM
Piano and Oboe	Ms Susan Busby	LTCL Piano FTCL Oboe
Piano and Drums	Mr James Hayes	MA (France)
Trumpet	Miss Emma Pritchard	MMus BMus (Hons) LRAM
Violin	Mr Andrew Thorn	BA PGDip Violin
Guitar	Mr Neil Watson	LRWCMD

## ADMINISTRATIVE STAFF

Bursar	Mrs Joanna Brackenbury	bursar@kewcollege.com
Registrar		
and Head's PA	Mrs Michelle Warburton	registrar@kewcollege.com
School Secretary	Mrs Julia Burgess	enquiries@kewcollege.com
Bursar's Assistant	Mrs Alicia Fraser	
Bursar's Assistant		
HR	Mrs Margaret Panayi	
Administrator	Mrs Nicola Legat-Cayless	
IT Technician	Mr Luke Davies	

## School Governors

Mrs Karen Wyatt (Chair)  
Mr Jim Court  
Mr Mark Fenhalls  
Mr Barry Martin  
Mrs Pippa Message (from September 2011)  
Mrs Sue Ouseley  
Dr Ros Stewart  
Mr Terry Walker  
Mr Mark Whitehead

The Governors oversee the management of the school. Their remit is to ensure that the best interests of the children and parents of Kew College are served. The Governors meet once a term and oversee everything from the setting of fees to Health and Safety provision. The address of the Chairman is held in the School Office.

### **History of the School**

Kew College was originally founded in 1927 by Mrs Ellen Upton in rooms over a shop in Kew. Mrs Upton's young daughter was one of the first pupils. The school later moved to 26 Cumberland Road and further expanded into 24 Cumberland Road. In 1953 Mrs Upton retired and sold the school to Mrs Elizabeth Hamilton-Spry who is still remembered with affection by former pupils and some of the current staff.

In 1985, Mrs Hamilton-Spry very generously handed over the buildings to the charitable trust "Kew College" to ensure the long-term continuity of the school. We owe a huge debt of gratitude to Mrs Hamilton-Spry and to remember her we have a Founder's Day each year in late February/early March, when the school celebrates with special activities for the children.

Mrs Diana Lyness became Headteacher in 1992, upon the retirement of Mrs Hamilton-Spry. Under the leadership of Mrs Lyness the school expanded considerably, enlarging the Victorian houses, and then with the construction of two new buildings to the rear, namely the Octagon and the Sedum, which house additional classrooms and specialist teaching space. Mrs Lyness retired at the end of the Summer 2009 term and Mrs Anne Dobell is delighted to be leading the school into the future.

### **Uniform**

#### **Winter Uniform Autumn Half Term to End of Spring Term**

	Girls	Boys
Nursery	Kew College sweatshirt Kew College polo shirt Own trousers, skirts etc.	Kew College sweatshirt Kew College polo shirt Own trousers etc.

Kindergarten to Form 5	Kew College blazer Kew College cardigan White shirt School tie Navy blue pinafore dress Navy blue tights/socks Navy blue or black shoes School Coat Woollen hat * School scarf * Hair ties to be navy	Kew College blazer Kew College sweater Blue long-sleeved shirt School tie Grey trousers (long) Grey socks Black shoes School Coat Woollen hat * School scarf *
Form 6 girls only	Navy blue skirt	

\*Not compulsory

**All uniform (except shoes) is available online from Perry Uniform [www.perryuniform.co.uk](http://www.perryuniform.co.uk) or by 'phone on 0113 2362095. There are also second-hand uniform sales each term.**

**Summer Uniform  
Summer Term to Autumn Half Term**

	Girls	Boys
Nursery	Kew College sweatshirt Kew College polo shirt Own trousers, skirts etc.	Kew College sweatshirt Kew College polo shirt Own trousers etc.
Kindergarten to Year 6	Kew College blazer Kew College cardigan School summer dress & belt White socks Navy Blue or black shoes Summer Cap Hair ties to be navy	Kew College blazer Kew College sweater Blue short-sleeved shirt School tie Grey shorts Grey socks Black shoes Summer Cap

Sports Uniform is listed later in this handbook.

Small bookbags are used from Nursery to Year 1 (inclusive).  
Document satchels are used from Year 2 upwards.

## **Fees and Registration**

Children are registered from birth for entry into Kew College. The registration fee is £50 per child (non-refundable). This fee represents a commitment, by parents, to securing a place at the school. There are two Nurseries, one in the morning and the other in the afternoon. They are known respectively as Nursery Red and Nursery Yellow.

Siblings are given priority. However, they must be registered as soon as possible with the Registrar. Non-registered siblings cannot be guaranteed a place in the school.

Priority for the Morning Nursery Red is given to siblings of children who are already in the school.

We generally hold Open Days in September, February, May and June and offer places in October for the following year's Nursery intake. If your child is offered a place we will ask for a non-refundable deposit (50% of a term of the Junior House fees) to secure this place immediately it is offered. This sum is reimbursed when the child leaves at the end of Year 6.

One full term's notice in writing to the Registrar is required for withdrawal of a pupil from the school. Failing this, one term's fees will be payable in lieu. We would be very grateful if you could notify the Registrar as early as possible, if you know you will be removing your child. If you are unsure about your circumstances then please do come in for an informal discussion with the Registrar.

Payment of each term's fees is due by the first day of term. Invoices are sent out soon after the end of the previous term. Fees may be paid by cheque or by a payment direct to the school's bank account, details of which are provided on the remittance slip at the bottom of invoices.

## **Early Years (3 & 4 Year Olds) Funding**

Kew College is currently a provider in the London Borough of Richmond Upon Thames (LBRUT) Early Years Development Plan. This allows parents of specified children under the age of 5 to apply for a grant each term. In the Autumn 2010 term, the grant is expected to be £568 per eligible 3 - 4 year old per term.

Each term the school is invited by LBRUT to send lists of eligible pupils, together with their parents' application forms. Later in the term, the school receives a payment from LBRUT for grants covering successful applications. The amount of grant payable and the exact eligibility criteria are not advised by LBRUT until each term has started.

All parents of children who are likely to be eligible are invited to complete an application form, and the amount of the likely grant will be deducted from the fees invoice. Any discrepancy between the amount of grant received and the amount estimated by Kew College will be taken into account by an adjustment in the following term's fees. If any application is rejected by LBRUT, then the amount deducted from fees at the beginning of term will become immediately payable. **Grants must be repaid in respect of any child withdrawn from school before the end of term.**

**PLEASE NOTE** that due to possible changes at short notice in the criteria for eligible providers, Kew College cannot guarantee its continuing status as a provider. The payment of the grant is re-assessed every term on receipt of LBRUT's criteria for providers; thus the receipt of an application form by parents should **NOT** be taken as evidence that a grant will be able to be claimed.

### **Childcare Vouchers**

Kew College is considered by the Department for Education (DfE) to provide Daycare for children who have not reached compulsory school age. Our DfE number is 3186056.

Kew College is able to accept Childcare Vouchers issued by some employers in part payment of school fees. We are currently registered to accept vouchers from Accor Services (P20130433), Busy Bees (00022503), Care4 (52533943), Faircare (52533943), Imagine Co-operative Childcare (85010578), PES (KC2211) and Sodexo Pass (163791). If your employer uses any of these issuers, give your employer the relevant reference, and they will be sent to Kew College. Please contact the Bursar ([bursar@kewcollege.com](mailto:bursar@kewcollege.com)) if your employer offers you vouchers from another issuer.

Please note that we cannot accept childcare vouchers for children over the age of five so be careful not to buy too many vouchers from your employer.

## LIFE IN SCHOOL

The School is divided into the following departments:

- EYFS (Early Years Foundation Stage): Nursery & Kindergarten
- Infant House – Year 1 and Year 2 (often referred to as Key Stage One)
- Junior House – Year 3 to Year 6 (including Middle School: Years 3 and 4) - often referred to as Key Stage Two.

### The School Day

- **Coming to school**

If you can walk to school, please do so. If you have to bring the car, please try to share lifts and be considerate when parking. Parents must not park across driveways or in private parking areas.

Children in Year 6 may walk to and from school unaccompanied only with prior written permission from parents/guardians, and only in daylight hours.

- **The First Bell**

The school opens at 8.20am and children are expected to be settled in their classrooms by 8.35am. There is no supervision before 8.20am so **children must not be left outside the school doors unattended.**

- **Assemblies**

Infant assemblies are held on Tuesday at 8.40am and on Thursday at 1.10pm. Junior assemblies are held on Mondays, Wednesdays and Fridays at 8.35 am. Pupils' achievements, both in and out of school, are announced in assemblies.

- **Latecomers**

The front door is closed at 8.40am and anyone arriving after this time must sign the late book.

- **Lunch and Break**

Children should bring a biscuit or fruit to eat at break time. Water is provided by the school.

Lunch is eaten in the classroom, supervised by a member of staff. Children should have something like a sandwich, some fruit or yoghurt and a drink. Please ensure that they have something nutritious and enjoyable to eat. Sweets and food containing nuts are **forbidden** in school.

There is a supervised outdoor break for all children mid-morning and at lunch time each day.

- **Games afternoons**

On Tuesday and Thursday children from Year 3 upwards may come to school in their PE kit ready for games in the afternoon. Year 2 may come to school in PE kit on Tuesdays only. Blazers should be worn over their kit to come to school.

- **Swimming**

For those classes which swim on Thursday mornings, children should be delivered to Pools on the Park in Richmond at the appointed time (except Year 3 who are dropped at school at the usual time and taken to Pools on the Park by coach).

### End of the Day

<u>Monday to Thursday</u>	
	<u>Time</u>
Nursery Red:	11.30
Nursery Yellow:	15.30
Kindergarten:	15.10
Year 1:	15.15
Years 2 & 3:	15.20
Year 4	15.25
Years 5 and 6	15.40

<u>Friday</u>	
	<u>Time</u>
Nursery Red:	11.15
Nursery Yellow:	15.15
Kindergarten:	14.40
Year 1:	14.45
Years 2 & 3:	14.50
Year 4	14.55
Years 5 and 6	15.00

**Nursery Red children** are delivered to the Leyborne Park entrance at the rear of the school in the morning and are collected from the Main Door of the school.

**Nursery Yellow, Kindergarten Blue, 1M, 2B, 2M and Year 6** – Children to be collected from the **Main Entrance** of the school.

**Kindergarten Green, 1B, 3B, 3S, 4F, 4L, 5L and 5S** - Children to be collected from the **Side Entrance (26 Cumberland Road)**

The school requires prior written confirmation if your child is to be collected by someone other than yourself.

**Please keep your children with you once you have collected them as the school cannot accept any responsibility for them once the teacher has said goodbye.**

### Outings and Visits

All classes from Year 2 up undertake educational visits each term. Nursery, Kindergarten and Year 1 undertake at least two visits each year, to support learning in curriculum areas such as Science, History, and Geography. These visits enrich the learning experience of pupils and are an invaluable support to

the classroom teaching. Visits to Kew College by outside facilitators and visitors also occur during the year.

The cost of these outings and visits is included in the school fees, unless otherwise notified.

#### Residential Visits for Years 5 and 6

Year 6 spend a weekend at an education centre in Dorset during the Autumn term.

During the Summer term, after exams have been completed, Year 6 go on a week-long trip to the Château de la Baudonnière, where they are immersed in French language, cuisine and culture in the beautiful Normandy countryside. Both these trips incur an additional cost to parents.

Year 5 spend two nights at a PGL centre in Liddington, Wiltshire.

#### Consent

Before any outing or visit away from Kew College, a consent form will be sent home from school. If the form is not returned on time the teacher in charge may not take the child on that outing. A parent or guardian must complete this. Every child must wear the school blazer and uniform on outings, unless advised otherwise by the teacher in charge. Nursery children must wear the school sweatshirt.

A **general** consent form for local visits on foot around Kew is requested when a child joins the school.

#### School Photographs

A number of photographs are taken of the children throughout the school year by a professional company:

- Individual (every year)
- Class and sports teams (every year)
- Whole school (every two or three years)

We remind parents that it is not compulsory to purchase these photographs when they are taken, but it is important to follow the instructions that are distributed concerning the return of unwanted photographs. Most photographs may now be ordered directly from the photography company's website.

At other times photographs may be taken in school of school events, outings etc. and these may be used on the website, in press releases or advertising (**not using the child's name**) unless parents/guardians write to Mrs Dobell stating that photos of their child are not to be used.

## **Kew College Curriculum**

Kew College prides itself on a high level of academic achievement from its children. Year 6 children take entrance exams to their secondary schools in January and February. We follow the National Curriculum in most subjects.

### **EARLY YEARS FOUNDATION STAGE (EYFS)**

The EYFS (Nursery & Kindergarten) department utilises the DfE (Department for Education)) curriculum guidance, covering:

Personal, Social and Emotional Development  
Communication, Language and Literacy  
Problem Solving, Reasoning and Numeracy  
Knowledge and Understanding of the World  
Physical Development  
Creative Development

In the Early Years department, each child has a nominated Key Worker. For each child, the Key Worker is the Class Teacher and the Deputy Key Worker is the Teaching Assistant for that class.

### **KEY STAGE ONE**

The Infant Department (Years 1 and 2) places a strong emphasis on the basic skills of reading, writing and numeracy. We use a phonics-based approach to teaching reading. In addition, the children learn Science, History, Geography, French, ICT, Religious Education, Art, Music and Personal, Social and Health Education (PSHE). The National Literacy and Numeracy Strategies form the foundation of our Maths and English curriculum. These are then followed through in Key Stage Two.

### **KEY STAGE TWO**

The Junior Department (Years 3 - 6) gives prominence to the core subjects of English, Maths, ICT and Science. Other subjects included in the Kew College Curriculum are Drama, Art, Geography, History, Music, Religious Education, Physical Education, French, Latin, Reasoning (from Year 4) and Personal, Social and Health Education.

## **Special Educational Needs (SEN)**

At Kew College we consider SEN to cover children with specific learning needs at one end of the spectrum through to scholarship candidates at the other. Our SENCO (Special Educational Needs Co-ordinator) administers a framework and a set of procedures that ensures that parents, teachers and other professionals work in partnership to give all pupils the very best learning opportunities.

Our policies for SEN and EAL (English as an Additional Language) are available from the School Office.

### **Assessment**

Effective assessment is important if teachers are to structure each pupil's learning effectively. Assessment at Kew College allows benchmarking against both national targets and targets more specific to the school's own curriculum. Results of assessments are discussed with parents at Parents' Evenings.

All children are assessed regularly throughout the school year.

All new entrants to the school are assessed to ascertain their level of academic ability. Entrants to Nursery are assessed during their first Autumn term.

### **Homework**

Appropriate homework is issued from Kindergarten through to Year 6. It often reinforces work in class and is carefully planned.

**Kindergarten** children undertake daily reading and spelling activities and occasional mathematical tasks.

**Year 1:** reading daily plus 10 minutes written or other work on 3 days a week

**Year 2:** reading plus 20 minutes written or other work

**Year 3:** reading plus 35-40 minutes written or other work

**Year 4:** reading plus 45-50 minutes written or other work

**Year 5:** reading plus 55-60 minutes written or other work

**Year 6:** reading plus 60-75 minutes written or other work

### **School Book Bags**

Small bookbags are used from Nursery to Year 1 (inclusive)

Document satchels are used from Year 2 – Year 6

The book bags are used by all children to carry a variety of things back and forth to school:

Homework Diaries

Reading books and reading records

Notices and consent forms for outings

Exercise and text books for homework

The weekly 'Kew News' newsletter

The Homework Diaries are an important means of communication between school and parents (see 'Communication with Parents' p16 &17).

### **Sports at Kew College**

Sports and Physical Education are crucial to a child's development. At Kew College the aims are:

- To encourage teamwork and co-operation.
- To develop fitness and co-ordination skills and engender confidence.
- To raise awareness of fitness and the benefits of physical fitness.

Lessons contain a wide range of activity including aerobic work and exercises to develop flexibility, strength and balance. Children are also taught good practice in warming up and gain knowledge of how the human body works.

P.E. lessons start in the Nursery. The Nursery, Kindergarten and Form 1 are taught by a specialist P.E. teacher in the School Hall or playground. From Year 2 upwards, children participate in both games and gym. (Year 6 do not do gym.) The focus is on organised team sports and fair play. Also, there is an opportunity to take part in dance activities in the form of after school clubs and drama.

In the Autumn Term the focus is on Netball and Football.  
In the Spring Term Rugby, Netball and Hockey are taught.  
In the Summer Term Cricket, Rounders and Athletics are taught.

On Tuesday afternoons Years 3 to 6 are taken by coach to the University of Westminster sports ground in Chiswick. They are then brought back to school by coach and collected from school at the usual time. Year 2 go to the University of Westminster sports ground for games on Tuesdays only. If your child is unable to take part in sports, for medical reasons, please ensure that a note is written to the Form Teacher. The child should be collected from school at 12.30pm.

### **SWIMMING**

Years 3 – 6 swim at Pools on the Park in Richmond on Thursday mornings throughout the Year. Year 2 begin their swimming lessons in the Summer Term. The timetable for swimming will be advised in September in each year.

If your child is not fit for swimming, the school should be informed and they should come to school in time for the first academic lesson with a note for the Form Teacher.

### **Competitive Matches**

Kew College takes part in competitive sports fixtures against similar West London Independent Schools. We value parental support at matches and galas and the presence of parents is a boost to the players. Information on fixtures can be found in the calendar issued each term, in the weekly 'Kew News' bulletin and also on the school website [www.kewcollege.com](http://www.kewcollege.com). Please note

fixtures may be subject to change; please check the weekly 'Kew News' bulletin for any changes.

### Sports Kit

The tracksuit is part of the Games Uniform from Kindergarten to Year 6. **All uniform must be clearly labelled.**

	Girls	Boys
<b>Nursery</b>	Black plimsolls in regulation shoe bag available from Perry Uniform	
<b>Kindergarten &amp; Year 1</b>	Kew College tracksuit Navy blue polo shirt Navy blue shorts Black plimsolls Navy shoe bag (All items are kept at school in the shoe bag)	
<b>Years 2 to 6</b> <b>Autumn</b> Astroturf trainers for all  <b>Spring</b> Astroturf trainers – girls Moulded boots (suitable for rugby and football) – boys Boot bag	Cagoule with logo Kew College tracksuit Navy blue polo shirt Navy blue shorts White socks Protective equipment for Spring term: Gum shield and shin pads (years 5 & 6 only)	Cagoule with logo Kew College tracksuit Reversible sky blue/navy blue rugby shirt Navy shorts Navy blue socks Protective equipment for Autumn term: Shin pads Spring term: Gum shield
<b>Years 2 to 6</b> <b>Summer term</b> White trainers girls & boys	As above Except: <b>White</b> polo shirt	Cagoule with logo Kew College tracksuit White polo shirt White shorts or cricket trousers White socks V-neck sleeveless cricket jumper (optional)
<b>Years 2 to 6 Swimming</b>	Navy Blue swimming costume Kew College swimming hat Towel – Kew College (optional) Goggles Kew College swimming bag Hairbrush Spare underwear Plastic bag for wet costume	
<b>Years 2 to 5 Gym Kit (Provided by school for 2011-2)</b>  <b>Year 5 only – trainers or plimsolls</b>	Navy blue T-shirt Navy blue shorts  NB Gym kit is to be kept in school, separately from sports kit, in a navy blue drawstring bag.	

**All uniform (except shoes) is available online from Perry Uniform [www.perryuniform.co.uk](http://www.perryuniform.co.uk) or by 'phone on 0113 2362095. There is a link to Perry Uniform website via the School's website.**  
**There is also an optional 'base layer' for warmth that parents can purchase from [www.playerlayer.com](http://www.playerlayer.com).**

If you have any questions regarding sports kit please email the Head of Sport via the school office on [enquiries@kewcollege.com](mailto:enquiries@kewcollege.com).

### **Sports Day**

Sports day is usually held at the University of Westminster Sports Ground in Chiswick. Children attend school in the morning and are collected by their parents before lunch time. Parents are invited to have a picnic lunch at the sports ground prior to commencement of Sports Day at 1pm. A schedule will be posted well in advance of the day.

### **House System**

From Years 3 - 6 there is a house system, which encourages co-operation and competition. The house names are Mars, Mercury and Neptune. Points are awarded for such things as:-

- Good work or effort in class
- Good behaviour and helpfulness
- Effort in a sports activity

### **Music Lessons**

Individual instrumental tuition is available during the school day for children in **Year 1** upwards. Lessons are timetabled in rotation so that the same classes are not missed each week. Children who are preparing for school entrance exams will not miss core subjects. Parent/teacher communication is handled through the child's own music practice book. PLEASE NOTE that regular daily practice is required when learning a musical instrument.

Fees are charged by the teachers, who are self-employed, by the term in advance on the basis of the number of weeks in that term. Notice in writing of at least half a term is required prior to the cancellation of lessons, addressed to the music teacher. In the event of a lesson being cancelled by the teacher, a pro-rata reduction will be made to the charge the following term.

Lessons are available in:

**Piano**  
**Clarinet**  
**Flute**  
**Oboe**  
**Saxophone**  
**Recorder**

**Violin**  
**Viola**  
**Trumpet/other brass instruments**  
**Guitar**  
**Drums**

A Music Lesson Request Form can be supplied by the School Office or downloaded from the school website – see 'Private Music Tuition' under the 'Our Curriculum' tab.

### **Clubs and Activities**

Kew College runs a wide range of After-School and Lunch-Time Clubs. These vary from term to term and are advised by a note in the book bag a couple of weeks before the end of the previous term. They are also posted on the school website.

After-School Clubs for the Autumn Term 2011 include: Games, Computers, Arts and Crafts, Jazz Dance, Fencing, Table Tennis and Multi-Fit.

After-School Clubs run from 3.30 p.m. – 4.30 p.m. from Monday to Thursday with the exception of Fencing for Year 6 (4.40 - 5.40 p.m. on Thursday).

Clubs must be booked for the term and paid for in advance. We regret that we are unable to take ad hoc bookings for clubs.

Places in Clubs will be allocated the term before the club is due to take place. If your application has been successful it will appear on your invoice.

On Friday afternoon's children in Years 3 to 6 take part in organised Activities, on a rota basis. These might include, for example, Sudoku, Table Tennis, Origami or Photography (there is no additional fee for these Friday afternoon activities).

In addition, Junior Choral Club and Orchestra practice take place on Monday and Wednesday after school; the Training Orchestra practice on Monday lunch-times and the Wind Group on Friday lunch-times. The School Library is also open for the children at lunch break on Monday and Friday.

### **SCHOOL RULES**

At Kew College we believe in keeping rules to a minimum but ensuring that the few that we have are kept to.

Children are not permitted to leave the school premises, including the Sedum, at any time without the knowledge and permission of a Teacher.

They must not leave the classroom, or enter the building from the playground at break time, without asking for permission first.

The school expects behaviour demonstrating courtesy, integrity, good manners, the observance of discipline and respect for the needs of others.

Children are expected to take full part in the activities of the school, to attend each day, to be punctual, to work hard, to be well behaved, and to comply with rules about uniform and general appearance.

Children are not allowed mobile phones in school except in Year 6, if they are walking to and from school unaccompanied. In this case they must leave the

phone for safe-keeping in the School Office on arrival and collect it at the end of the day.

Sweets and food containing nuts are forbidden in school.

Children should walk at all times when moving around the school.

Children with long hair must have it tied back.

Noise should be kept to a minimum when moving around the school.

## **CHARITIES**

Each year the school holds a School Charity Election, organised by the Pupil Council, at which presentations are given by each House on their own elected charity. The School Charity is voted on by all pupils, staff and other members of the school community. Charitable donations for the year go to that charity and also, on special occasions, to other charities.

Each Friday home-baked cake sales are held, in class rotation. The cakes are sold at break-time for 20p and a list of dates is displayed on the notice-board and on the website.

The last day before each half term is usually a mufti day. For a donation of £1 children can wear their own clothes for the day. The proceeds go to charity.

## **HOME/SCHOOL COMMUNICATIONS**

### **COMMUNICATION WITH PARENTS**

Mrs Dobell is at the school door every morning and is also happy to see parents at other times by appointment, through the School Office. Emails for the Headteacher or other members of staff may be sent to [enquiries@kewcollege.com](mailto:enquiries@kewcollege.com).

### **Curriculum Meetings**

At the beginning of the Autumn term each year group has a Curriculum Meeting with the class teacher at which information is given about what is to be taught and how parents can best support their children. The Nursery classes have a party in the evening.

Further curriculum information is also given out at the start of the Spring and Summer terms.

### **School Reports**

Formal reports are sent out twice a year. In the Spring term you will receive a grade sheet with comments and at the end of the Summer term a more detailed report. In the Early Years Department and Form 1, reports take the form of a profile. Reports are intended to provide parents with a picture of

their child's progress. Year 6 receive a report at the end of the Autumn term in lieu of the Spring term grade sheet.

Foundation Stage staff reorganise the classes at the transition between Nursery and Kindergarten in order to create two classes balanced in terms of age, sex and ability. Nursery Parents are informed soon after the end of the Summer term what their child's new Kindergarten class will be.

All classes are mixed every year to maintain a good balance. Parents from Year 1 upwards are informed of their child's new class shortly before the start of the Autumn term.

### **Parents' Evenings**

There are two Parents' Evenings during the year, in the Autumn and Summer terms. The Autumn meeting covers the way your child is settling into the class, current indications of progress and the targets that are set for the year. The Year 6 Autumn meeting involves the Headteacher, Form Teacher and English, Maths and Reasoning teachers and allows for a detailed discussion of choices for senior schools.

The Summer meeting sums up the year and suggests ways forward for the next academic year.

The Headteacher is available for consultation on these evenings.

In the Spring term there is an additional Parent Evening for Year 5 to discuss purely English and Maths. The Headteacher gives a talk to Year 5 parents in the Summer term to cover preparation for Senior School entrance.

**Children should not be brought to Parents' Evenings, as staff are not available to supervise them. This is an important safety issue.**

### **Open Mornings**

Classes from Year 1 to Year 4 have twice-termly Open Mornings, from 8.20 - 8.35 a.m., when parents are welcome to visit their classrooms and look at recent work. Nursery parents can come to see their child's work on Friday mornings at the start of the day.

### **Regular communication of general information to parents**

#### **School website**

In addition to containing the Prospectus and a wide range of other information about Kew College, including key policies, our school website, at [www.kewcollege.com](http://www.kewcollege.com), is kept updated with the school calendar, notices and general information for quick access to all parents of current pupils who have received a log-in code. Please ask at the School Office about this.

It is our policy not to name individual children on our website but from time to time their photographs and work may be used. If you have concerns about your child's photo being used, please complete the relevant section of the Acceptance Form.

Information is also communicated in the following ways:

### **Children's Homework Diaries**

The Homework Diary is an important means of communication between you and your child's Class Teacher. Please check it regularly for notes and reminders from the teacher, and also use it to send messages.

### **Urgent messages**

These may be communicated to parents by text message, by email or on the front page of the school website.

### **'Kew News'**

Notices and information about forthcoming events are given out every Friday with 'Kew News', a newsletter which is given to the children to take home in their bags and also posted on the website. Every effort is made to confine letters and forms about specific events to 'Kew News' on Fridays, but occasionally urgent letters may be put in the bags on other days of the week.

### **Notice boards**

There is a notice-board for parents at the front of the school, to the left of the front door, and another outside the Nursery entrance. If you have something you wish to post on one of these relating to the children, please hand it in to the School Office.

The Kew College Friends (parents' committee) also have a notice board outside the main entrance.

### **'Kew Review'**

At the end of each school year, the magazine 'Kew Review' is produced by the children and staff together, recording the whole year in school.

### **Kew College Friends**

Kew College Friends (KCF) is run by a group of parents at the school. Their aims are to organise social activities for the parents and staff and to raise funds for specific projects. The group, supported by the class reps, organises a School Fair each summer and a disco for the children every Autumn. Other fund-raising activities include social evenings for parents and staff, an annual Christmas event and the sale of various items such as cakes, wrapping paper

and Christmas cards. The group also arranges termly sales of second-hand uniform.

The termly Coffee Morning is an opportunity for the KCF class representatives also to put forward suggestions of a practical nature to the Headteacher.

The 'reps' are a useful channel of communication between parents and school staff, highlighting particular issues.

There is a KCF notice-board outside the main entrance to the school.

If you wish to be involved, please contact the KCF via the School Office or by email at [kcf@kewcollege.com](mailto:kcf@kewcollege.com).

The KCF publish a regular bulletin called 'Snippets', which is available on the school website.

### **Suggestions box**

There is a Suggestions Box outside the main entrance into which parents may, if they wish, post any suggestions about the day-to-day running of the school.

### **Distribution of Home Details**

Form lists, addresses, telephone numbers and email addresses will be given out with your child's new class list at the beginning of the year together with the school calendar. If parents do not wish to have their details circulated to their child's class, please let the school office know. Also, please inform the office if your details change. It is essential that we have the correct phone numbers for parents and child minders, including mobiles. It will also be useful to provide the school with an email address for each parent/guardian if these are available. If you are away and your children are staying with friends or a guardian, then you must advise the office of relevant names and contact numbers. If your child is going home with someone other than yourself or regular carer, please advise the class teacher of this in the daily homework diary, or in the case of late arrangements, contact the office by telephone.

### **Kew College Pupil Council**

The Kew College Pupil Council comprises representatives from each class in the Junior House, elected by their peers. This council meets regularly and represents the voice of the children in their year groups. Pupils from each year group attend meetings about school issues twice a term. The pupil representatives are changed each term so that as many as possible of those who wish to be involved have an opportunity to do so.

## **BEYOND KEW COLLEGE**

We aim to ensure that all pupils leaving Kew College have the confidence to face the challenges of life after primary school. It is hoped that they will have fond memories of their time at Kew College and a sound platform for a successful Secondary School career.

After Year 6, children will usually progress into West London's independent day schools, and sometimes to public boarding schools. Below is a list of Schools at which our children have taken places in the past five years.

### **Girls' Schools**

Godolphin and Latymer, Lady Eleanor Holles, Latymer Upper, Notting Hill and Ealing, St. Paul's Girls' School, Putney High School, Surbiton High School, St Catherine's, Tiffin Girls', Francis Holland, Kingston Grammar School, The Harrodian, Ibstock Place, Wimbledon High School, Wycombe Abbey, Downe House.

### **Boys' Schools**

Colet Court, Hampton, St Benedict's, Emmanuel, Halliford, The Harrodian, St James, King's College Wimbledon, Latymer Upper, Kingston Grammar School, Tiffin School, Westminster Under School, Reed's, Cardinal Vaughan.

## **School Policies**

Our Child Protection Policy is available for viewing on the school website [www.kewcollege.com](http://www.kewcollege.com)

In addition, you will find on the website an account of the school's academic performance during the past year. This will give you a good indication of the schools most of our children move on to from Kew College. A list of our staff and their qualifications is also on the website.

The following policies are available for viewing on request from the School Office:

- Admissions, discipline and exclusions
- Pupils with Special Educational Needs
- Pupils with English as an Additional Language
- Inclusion (equal opportunities)
- Curriculum
- Anti-bullying
- Health and safety on school visits
- Good behaviour and sanctions
- Complaints procedure and the number of formal complaints received during the preceding year.
- Procedure in the event of a parent failing to collect a child at the appointed time

- Procedure in the event of a child going missing.

Parents of children in the Early Years Foundation Stage (Nursery and Kindergarten) may have access to their child's developmental records. However, a written request must be made for personal files to take into account data protection rules. Parents of children in EYFS wishing to make a complaint may if they wish contact OFSTED on 0300 123 4666.

The Chair of Governors, Mrs Karen Wyatt, can be contacted via the school:  
24 - 26 Cumberland Road, Kew TW9 3HQ  
Tel 020 8940 2039.