

## 2019/20

We are delighted that your child is joining King's College this year and we look forward to getting to know them well. Joining a new school can be a daunting experience, with new friends and teachers to meet and new routines to understand. We will do everything we can to help your child to fit in quickly and happily.

This booklet provides information about a number of important matters that you will need to know before your child joins us in September. It is also intended to be a reference which may be helpful to you later on.

If you need advice on any matter the House Parents are available to help you. Please do not hesitate to telephone or to pay a visit. House Matrons are also available in the mornings, Monday to Friday, during term time and the Deputy Head (Pastoral) and the Chaplin are available at any time.

### **TELEPHONE NUMBERS**

King Alfred	Sam Florey	07715 035967
Carpenter	Laura Jones	07703 739110
Bishop Fox	Tristan Stone	07703 740873
Meynell	Lisa Cashmore	07703 739369
Taylor	Emma Edwards	07703 740958
Tuckwell	Brendan Craggs	07715 035366
Woodard	David Snell	07703 741149
The Chaplain	Father Mark Smith	01823 328211
Deputy Head (Pastoral)	Karen McSwiggan	01823 328212

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## **FIRST DAY OF TERM**

**Term begins on:** Sunday 1 September 2019

The House Parents invite new pupils and their parents to tea with them on Sunday 1 September. Pupils should wear suits. They should also bring casual clothes to change into in the evening.

- 4.00 pm Unloading of trunks in Houses
- 4.20 pm Tea in Houses for parents and pupils
- 5.30 pm The Headmaster will talk to parents in the Theatre
- 6.00 pm Parents' Association welcome reception
- 7.00 pm Day pupils will be free to go home with parents

## **SIXTH FORM ACADEMIC MATTERS**

### **Courses**

Details of all A level courses are given in the Sixth Form Courses Booklet that can be accessed on the School website. Whilst choices will have already been made, there will be time on the first day of term when students can make changes to their subject choices if they wish. In addition to A levels, we also offer a BTEC in Sports Performance and Excellence (Level 3 Diploma).

### **Sixth Form Tutors**

Sixth Form pupils will select their tutors in the first two weeks of term. Until permanent tutors are assigned, pupils should see their House Parent or the Head of Sixth Form, Mr Oliver Ridley, if they have any questions or concerns.

### **Reporting**

Pupils are reported on every half term, either using an interim report or a more comprehensive full report. Reports are accessed via the parent portal area on the School's website; details on how to access this will be given in due course.

There will be a parents' meeting in March 2019. This will enable parents to meet teachers and to check on initial A level progress. There will be another parents' meeting in May 2019 to discuss the UCAS process.

Parents should, though, feel free to contact the House Parent or their child's tutor at any time if they have concerns regarding academic or other progress at the School.

### **Head of Sixth Form**

Our Head of Sixth Form, Oliver Ridley, is always available to guide and support Sixth Form pupils during their time at King's. Both pupils and parents should feel free to contact him at any time. His office is on the main school corridor.

## **COMPUTERS AND THE INTERNET**

All pupils have good access to School computers and the internet. Pupils are expected to bring a personal device (laptop, tablet, phablet) to School for use in lessons. Guidance on the Bring Your Own Device policy including recommendations, are specified in the separate 'BYOD @King's brochure'. Pupils' devices, like all other personal belongings, should be insured under parents' household contents policies, or separately (see Insurance section below). Inappropriate use of devices may lead to them being confiscated for a period of time.

The School networks and services including Wi-Fi, are run primarily for education purposes, therefore social media and other non-educational sites may have time or bandwidth restrictions applied.

## **TELEPHONES**

Mobile phones are permitted, but must not be used in communal areas of the school and should be used discreetly at appropriate times (for example not during lessons, prep or after lights out). A mobile phone is not recommended as a personal BYOD device. Pupils' mobile phone numbers must be given to House Parents. Breaking these rules will disciplinary action in line with school policies.

Please note that mobile telephones are brought to School at parents' own risk. The School will not be responsible for any financial loss incurred through theft, unauthorised use by other pupils, etc.

Pupils may use the House phone at any time, other than during lessons and prep. Parents may also contact pupils on this telephone. In an emergency please telephone the House Parent at any time.

## **EXEATS**

Each term contains a half term break during which all pupils are expected to be with their parents or guardians.

There is a clear expectation that boarders will be at School for most weekends, but a number of exeats will be allowed, subject to School commitments and the House Parents' permission. Parents are asked to contact the House Parent well in advance before arranging a weekend exeat. Where boarders are going home for a weekend, they may leave on Saturday after 1.00pm, School commitments permitting.

Please note that attendance at the Remembrance Service in November is compulsory for all boarders. Parents and day pupils are encouraged to attend this service.

If parents are away from home during term time, House Parents need to have *either* a contact number *or* the details of someone who is designated to act for them in an emergency.

## **LEAVE OF ABSENCE**

Permission for leave of absence, in exceptional circumstances, must be approved by the Headmaster. Parents must contact the Headmaster direct by letter or email, with a copy to their child's House Parent.

## **TOWN LEAVE**

Pupils may go into town as follows:

Weekdays – any afternoon after 2pm, provided the pupil does not have other school commitments. All pupils must be back by 6.30pm (4pm on Tuesdays and Thursdays on the winter timetable).

Saturdays – pupils may go into town after lesson 5, provided the pupil does not have a school commitment. All pupils must return for the 6.30pm house roll call.

Sundays – after all commitments have been honoured. Pupils must return by 5.00pm.

By arrangement with their House Parent and the Deputy Head (Pastoral), Sixth Form pupils may visit Taunton on some Saturday nights for a meal in an approved restaurant.

Pupils are expected to be in their own Houses by 10.00pm each evening (Saturdays: 10.15pm for Lower Sixth; 10.30pm for Upper Sixth).

## **ACCESS TO OTHER HOUSES**

Pupils are allowed in the Common Rooms, but not other areas, in Houses which are not their own.

## **MONEY**

Most pupils find it convenient to have a bank or post office account. We have a post office nearby and banks in town. In general pupils should only keep a maximum of £10 of cash in their possession to minimize the risk of loss and wherever possible ensure this is locked away for safe keeping.

## **SENIOR SOCIAL CLUB**

The Senior Social Club is open to all Sixth Form pupils over 16 years of age and operates on Saturday evenings. Opening times are published in the School diary. Membership of the club is by subscription.

## SCHOOL SHOP

The School Shop is situated near the Chapel and includes the second-hand clothing shop. The shop is the only outlet stocking certain items of School clothing.

### Opening Times

The shop will be open during term time every Monday 9.00am to 12.30pm and every Wednesday 10.00am to 1.30pm.

Outside of term time, the shop will be open on the following dates and times:

Monday 8 July – Friday 12 July 9.00am – 5.00pm daily  
Monday 15 July – Friday 19 July 9.00am – 5.00pm daily  
Monday 22 July – Friday 2 August – Closed

Monday 5 August – Friday 9 August 9.00am – 5.00pm daily  
Monday 12 August – Friday 16 August 9.00am – 5.00pm daily  
Monday 19 August – Friday 23 August 9.00am – 5.00pm daily  
Tuesday 27 August – Friday 30 August 9.00am – 5.00pm daily

Saturday 31 August 9.00am – 5.00pm  
Sunday 1 September 12.00pm – 6.00pm

At the beginning of Michaelmas term the shop will be open as follows:

Monday 2 September from 9.00am – 12.30pm  
Wednesday 4 September 10.00am – 1.30pm

**An appointment must be made during these times** by emailing [schoolshop@king-taunton.co.uk](mailto:schoolshop@king-taunton.co.uk) or by calling 01823 324961.

Items can be ordered through the School Shop page on the King's College website (School Life > School Shop). The direct link is <http://kct.directclothingcompanyonline.co.uk/>.



## **SECOND-HAND SHOP**

A limited stock of second-hand school uniform and sports kits is available for sale from the Second-Hand Shop which is run by the Parents' and Friends Committee. It is located next to the School Uniform Shop and opens by appointment. Please email Catherine Zeregbe: [dollyandgosh@gmail.com](mailto:dollyandgosh@gmail.com) or call reception: 01823 328200

The second hand shop will be open during the first two weeks of the summer holidays and the last two weeks of the summer holidays each year from 9.00am. The shop will be open between 2pm and 6pm on the day that boarders return at the beginning of each term. An appointment must be made before attending the shop during these periods.

Payments can be made by cash or cheque at time of purchase.

## CLOTHING

The Sixth Form do not have to wear a uniform, although there is a dress code. A clear distinction is drawn between leisure wear and the more formal wear required for lessons.

All clothes must be in good repair and clearly marked (surname, initials and House initial letter), with woven name tapes where possible. Unmarked items will not be accepted by the School laundry, although the laundry will arrange for name tags to be fixed to unmarked items at a cost of 50p each.

All clothing and linen including duvet covers must be guaranteed machine washable. The School cannot accept responsibility if damage occurs when non-machine washable items are handed into the laundry. Dry cleaning is available, for a charge, through the School laundry. Boarders may use the laundry facilities in their own houses, but these should only be used for small items.

Each pupil must supply the linen room with a good stock of name tapes (with House initial) for the marking of any additional items acquired at School.

The School cannot accept responsibility for the loss of clothes or personal property.

Items described as regulation are obtained only from the School Shop and no alternatives are allowed.

House Parents have the right to veto any unsuitable item of clothing.

### House Initials

House initials are as follows:

King Alfred	A
Carpenter	C
Bishop Fox	F
Meynell	M
Taylor	TA
Tuckwell	T
Woodard	W

The appropriate letter must be included at the end of the name tape and on any suitcases or trunks.

## **SIXTH FORM CLOTHING LIST**

### **Dress Code for Sixth Formers**

The dress code for pupils in the Sixth Form is suits for both boys and girls. The emphasis is on business-like smartness, while allowing for a degree of individual expression. All clothes must be pressed, clean and in good repair. Clothes should not be overly tight or revealing.

In matters of interpretation the School's judgment is final.

### **Girls**

- Suits (jacket with matching skirt, trousers or dress) of a dark grey, black, dark brown or dark blue suiting material should be worn, either plain or with a discreet pinstripe.
- Suit skirts or dresses must be from just above the knee to mid-calf length. Suit trousers should be to the ankle and not cropped.
- Blouses or shirts must be worn with skirts or trousers. These must be opaque, with or without a collar and must not be low cut at the front. They must have sleeves and should be worn tucked in. If a dress is worn shoulders must be covered.
- Tights, if worn, must be a plain natural or dark colour and should not be laddered.
- Shoes should be formal and of black, brown, grey or blue polished leather or suede. The heel should be no more than 2 inches high. No stilettos or boots should be worn.
- In cold weather a plain knitted V-neck jumper may be worn under the jacket.
- Girls may wear a modest amount of make-up and a few items of discreet jewellery. One earring is to be worn in each earlobe only and other facial piercings (including nose studs or nose rings) are not permitted at any time. Tattoos are not permitted. Hair must not be dyed and should be neatly groomed. Excesses of style are not permitted.

### **Boys**

- Suits of a dark grey, black, dark blue or dark brown suiting material, plain or with a discreet pinstripe (including waistcoats if preferred) should be worn.
- Formal, light coloured plain or discreetly striped or checked shirts should be worn. These must be ironed and worn tucked in, with top buttons fastened.
- Ties must be worn.
- Shoes must be formal, of dark brown or black leather and polished. Socks must be dark.
- In cold weather a plain knitted V-neck jumper may be worn in addition to the jacket.

- Boys must be clean-shaven and may not wear jewellery. Tattoos are not permitted. Hair must not be dyed and should be neatly groomed. Excesses of style are not permitted.

### **Summer Dress**

In the Summer Term, in those periods when the Headmaster has declared Summer Weather, pupils will be allowed to remove jackets and ties.

If a pupil chooses to wear summer dress he/she should not wear a jumper.

## **SPORTSWEAR**

### **Boys**

#### ***Compulsory***

- 1 red polo t-shirt (regulation)
- 1 pair black swimming jammers (regulation)
- 1 pair outdoor trainers
- 1 pair indoor trainers - non marking soles
- 1 tracksuit top and black tracksuit bottoms (School regulation)

#### ***Additional Items; depending on sports selected for***

- 2 pairs games socks (regulation)
- 2 pairs black performance shorts - rugby, hockey and football (regulation)
- 2 red and black playing shirt for hockey and rugby (regulation)
- 1 pair of boots with legal studs for rugby
- 1 pair of astro trainers
- 1 pair of football boots
- 1 pair of suitable cricket shoes
- 1 pair white cricket trousers (members of School teams will require 2 pairs)
- 1 white cricket shirt (regulation)
- 1 white base layer (regulation)
- 1 cricket slipover – choice of two styles (regulation)
- 1 red cricket cap (regulation)
- 1 pair cricket boots
- 2 pairs white socks (for cricket and racket sports)
- 1 pair white tennis shorts with pockets
- 1 athletics vest (if selected for athletics or cross country – regulation)
- Mouthguard (there is an opportunity for a fitting in September, information to follow)

#### ***1<sup>st</sup> / Senior Team Items***

If a pupil is selected for a 1<sup>st</sup> or Senior team they will be asked to purchase the following core sports items supplied by Kukri;

- 1 Red Fleece (Boys)
- 1 Red T-Shirt
- 1 Pair of Socks
- 1 Pair of Shorts suitable for the sport

### **Girls**

#### ***Compulsory***

- 1 red/black playing shirt for games and racket sports (regulation)
- 1 black swimming costume (regulation)
- 1 pair outdoor trainers
- 1 pair indoor trainers - non marking soles
- 1 tracksuit top and black tracksuit bottoms (School regulation)

***Additional items, depending on sports selected for***

- 1 black PE skort for netball, hockey and tennis (regulation)
- 2 pairs games socks (regulation)
- 1 pair of astro trainers (hockey only).
- 1 pair of rugby or football boots.
- 1 athletics vest (if selected for athletics or cross country – regulation)
- 2 pairs white socks (for racket sports and athletics)
- 1 black base layer (regulation)
- Mouthguard (there is an opportunity for a fitting in September, information to follow)
- King's College red/black large sports bag with embroidered logo

***1<sup>st</sup> / Senior Team Items***

If a pupil is selected for a 1<sup>st</sup> or Senior team they will be asked to purchase the following core sports items supplied by Kukri;

- 1 Red Half Zip Sweat Top (Girls)
- 1 Red T-Shirt
- 1 Pair of Socks
- 1 Skort / Shorts suitable for the sport

**Boys and Girls**

***Optional Items***

- King's College red hoodie with embroidered logo
- Girls black shorts or black leggings (regulation)
- Trunk / Tuckbox
- School umbrella
- 1 navy linen bag or white linen bag

As pupils become involved in School teams additional sports clothes and a games bag may become necessary. Day pupils are advised to keep sportswear at School.

**LEISURE WEAR**

Leisure wear can be interpreted fairly freely but must remain modest and in good taste. It should be tidy, clean, in a good state of repair (no torn jeans). Excesses of fashion should be avoided. Any slogans printed on clothing should be inoffensive. Any footwear, within reason, is allowed. For reasons of health and safety, pupils may not go barefoot. In the case of casual wear, House Parents have the right to veto any unsuitable clothing.

## **BOARDERS**

Boarders will be expected to have:

- Handkerchiefs or supply of tissues
- Nightwear
- Dressing gown and bedroom slippers (optional)
- Shoe cleaning kit
- Coat hangers
- Hair brush, comb, hairclips/bands
- Washing kit (flannel, soap, shampoo, toothbrush, toothpaste, nail scissors and nailbrush)
- Large suitcase (or trunk) (marked with the name and House initial on outside)
- Duvet and 2 covers
- 3 towels
- Linen bag
- A padlock to secure their locker

Sheets, pillows and pillowcases, but not duvets or duvet covers, are provided by the School.

All School regulation dress items, towels, sheets and duvet covers are sent to the School laundry. Each House has washing machines and tumble-driers for personal laundry. In order to avoid loss of small items pupils may bring a named net bag for use in washing machines.

### **SUGGESTED ITEMS WHICH MAY BE BROUGHT TO SCHOOL**

Although pupils are expected to attend all meals, facilities are provided in the Houses for making toast and drinks. Pupils should bring their own tea, coffee, dried milk and sugar as required. They may like to have a tuck box for this purpose, which should be lockable.

Pupils may also bring a bedside lamp, a music system/ipod/mp3 player and appropriate posters for their pinboards.

### **ITEMS WHICH MAY NOT BE BROUGHT TO SCHOOL**

The School does not allow pupils to have personal televisions, fridges, toasters, sandwich makers, kettles or any other appliance deemed unsuitable by the School.

All electrical equipment must be safe and it is the responsibility of parents/guardians to ensure that this is the case. House staff will inspect equipment on a regular basis and will remove for safekeeping any that are thought to be unsafe or unsuitable. If the equipment does not have a standard moulded plug fitted, then it must be certified as safe before being brought into school.

Aerosol deodorants/body sprays are not permitted due to fire risk and risk of activating fire alarms.

## **MILK**

Pupils may order fresh milk, the cost of which will be added to the bill. This should be arranged through the House Matron.

## **GAMES INFORMATION**

All Sixth form pupils will join in School activities and are expected to take part in some form of physical recreation or sport three times a week as part of a healthy, active lifestyle. All fixtures are published on the School sports website and team lists will be posted on there in good time before they take place. When selected for a School team it is expected that pupils honour that commitment. If a pupil is not able to participate in a match because of a prior engagement they should write / email their coach and House Parent at least two weeks in advance. The Director of Sport will then email the appropriate House Parent to let them know if they are happy for the pupil to miss the School commitment. This absence should then be agreed by House Parent and a member of the School's Senior Management Team.

If a pupil withdraws from a fixture once a team list has been published due to illness or injury they are still expected to travel to away fixtures or attend home fixtures in a supporting role for the team and the coach. Fitness to attend will be determined by the School's medical centre staff.

If a pupil fails to attend a sporting commitment a School sanction will be applied; detention or House gating. Each individual case will be taken on its merits and referred to the Director of Sport and a member of the senior management team

Parents are asked to support the School in ensuring that all sports commitments are honoured.

All pupils are expected to attend post-match teas and host visiting teams. Parent teas are provided at home fixtures. The School also asks that parents do not remove pupils from School until post-match hospitality has finished.

All pupils are required to travel in either School uniform or the School tracksuit to and from fixtures. Other makes of clothing are not acceptable.



## **SPECIAL INFORMATION FOR DAY PUPILS**

Day pupils are invited to attend the tea on Sunday 2 September with their parents. There are several meetings arranged for new pupils, and day pupils will be free to leave at 7.30pm on this first Sunday. On Monday 3 September, and on all subsequent days, they will need to arrive at School by 8.15 am.

### *Daily Routine*

All pupils will have registration at 8.20am in Houses and day pupils must sign out when they leave in the evenings. Where pupils are absent for any reason, parents are asked to email [registration@kings-taunton.co.uk](mailto:registration@kings-taunton.co.uk) or telephone Administration on 01823 328217 as soon as possible.

If a pupil arrives after registration in Houses has closed, he or she must first report to the Exams and Administration office.

On any day of the week day pupils may leave when they have fulfilled their commitments, which would normally be at 6.00 pm.

Day pupils may, on the other hand, stay for supper and then for supervised prep (from 7.00 to 8.30pm) and/or activities in the evening.

Day pupils may, by prior negotiation with the House Parent and only if space is available, be able to stay overnight. One free overnight stay per week is allowed (weekdays only); additional nights (maximum two per week) are charged at a fixed rate. Please see the School's website for the full details of our Occasional Boarding policy (Practical Information > Policies).

Day pupils are expected to attend lunch, but are also welcome to attend breakfast and supper during the week, at no extra charge.

### *Facilities in Houses*

All day pupils have their own study facilities in their Houses. These include desks, bookshelves and lockers. Pupils should bring their own padlock to secure these. As with the boarders, they are able to make toast and drinks in the Houses, but should not bring toasters, kettles etc. Music systems and computers are acceptable.

### *Clothing*

Day pupils will need School dress and sportswear, but quantities will depend on their parents' ability to keep up with the washing. They may also bring leisure wear to School to use in the evenings.

### *Injury/Off Games*

Parents of day pupils must inform the Medical Centre before 8.30am if they wish their child to be off games.

If a pupil has been selected for a School team and wishes to withdraw on medical grounds, permission to do this must be obtained from the Medical Centre or the pupil's GP. If a pupil withdraws from a fixture once a team list has been published due to illness or injury they are still expected to travel to away fixtures or attend home fixtures in a supporting role for the team and the coach. Fitness to attend will be determined by the School's medical centre staff.

### **MEDICAL NOTES**

The School Doctor and Nurses are committed to maintaining the highest standards of medical and pastoral care for pupils while they are at King's. We have an outstanding Medical Centre which is staffed with qualified nurses around the clock and provides all-hours care for the School community.

### *National Health Service*

All boarders are cared for by the School Doctor under the National Health Service and it is essential that all boarders are registered as one of their patients. If a boarder is already registered with an NHS doctor please send the medical card to the Medical Centre so that details may be changed. For those not previously registered the necessary form will be completed by the Medical Centre staff. Medical treatment during School holidays can then be obtained free as a 'Temporary Resident' from any other doctor within the NHS.

The School Doctor will always see a day pupil in an emergency, but for routine and long term concerns they should see their own doctor.

### *Overseas Pupils*

Pupils from the European Economic Area (EEA) must ensure they have a valid European Health Insurance Card (EHIC) from their home country. Pupils from a non-EEA country should ensure they have paid the "Health Surcharge" as part of their visa application. If a pupil attends hospital for a routine outpatient appointment or is admitted as an emergency inpatient but their procedure is not classed as "urgent" or "life-threatening", and they do not have the requisite cover as above, then they may be requested to pay for treatment in advance. If the pupil cannot pay, the school will do so and the charge will be added to the pupil's next bill, plus a £25 administration charge.

### *Medical Questionnaire and Consent to Treatment*

It is important that this is completed for all pupils and returned before the start of your child's first term at King's. A detailed history of any past illnesses, operations and allergies is essential, as is a full record of childhood immunisations and any travel vaccinations already received.

### *Medical Care*

All boarders are examined by the School Doctor during their first term. This ensures that any medical problems can be identified and treated accordingly. If you have any particular concerns about your child's health or well-being, please let the Medical Centre staff know at the beginning of term.

Pupils may see either a female or a male doctor if they prefer.

### *Pastoral Care*

It is important that all pupils feel able to go to the School Doctor or nursing staff if they have any personal concerns. Any problems will be treated with the same confidentiality normally accorded to patients by their own doctors.

### *Long-Term Problems*

Ongoing problems, such as asthma, diabetes or acne will be monitored throughout a pupil's time at King's at regular intervals to ensure that the condition is well-controlled and that the effect on work and other School activities is minimised.

### *School Counsellor*

A School counsellor is available, free of charge, two afternoons per week. This is a confidential service.

### *Private Treatment*

The School will arrange for a pupil to have private medical care at parents' expense if they so request. If your child is covered by a private health scheme such as BUPA or PPP please let the Medical Centre staff know. The School Doctor will not arrange private care at parents' expense without their prior consent. See the Insurance section below for details of the optional School's AXA policy.

### *Dental and Ophthalmic Treatment*

Routine checks and treatment should be carried out during School holidays.

### *Out-Patient Appointments*

Any pupil being taken to out-patients' appointments of a non-emergency nature will be charged £15 for transportation and escort.

### *Physiotherapy*

Physiotherapy is available and is provided by a staff member from Exeter sports, spinal and rehab clinic. It is strongly recommended that parents of pupils who anticipate playing sport at a high

level (e.g. First Team) take out the School's AXA medical insurance (see below), to ensure their child's rapid access to the School's specialist sports physiotherapists. Other pupils may also be referred to a physiotherapist at the cost of £34 per session. Please note that not all medical insurance policies are valid for the School's physiotherapy service.

### *Medicines*

Pupils must not bring to School any non-prescription medicines such as cold remedies, paracetamol and ibuprofen. Pupils should go to the Medical Centre for any necessary medication. If your child takes any regular medication you must notify the Medical Centre staff. Self-medication is only allowed after discussion with and monitoring by the Medical Centre staff.

### *The Medical Centre*

A qualified nurse is always on duty and there are regular nurse surgeries between 7.45am and 8.15am, 1.30pm and 2.00pm, and 6.00pm and 6.30pm. The School Doctors visit daily on Monday to Friday mornings and/or lunchtimes. Emergencies will of course be seen at any time.

If your child is admitted to the Medical Centre the staff will inform you as soon as possible.

**Medical Centre telephone number: 01823 328130**

## **OLD ALUREDIAN CLUB**

The Association of former pupils of King's College is known as the Old Aluredian (OA) Club, (Alured being an ancient form of Alfred, the king after whom the School was named when the Revd Nathaniel Woodard re-founded the College as King Alfred's School in 1880). Membership of the Club includes access to the benefit fund which can extend help to Club members in emergencies, and grants bursaries from time to time to sons or daughters of members. Full details of the Club and its activities can be obtained from the Development Office, c/o King's College.

The Club arranges regular dinners, receptions, and sports events and sends regular newsletters to members. It is an excellent way of remaining a part of the King's community once a pupil has left and is a useful network for future professional contacts and business. The OA Club office organises over 20 events a year, ranging from black tie dinners to football matches, in the UK and abroad. The Club also has a website <http://www.aluredian.co.uk> and younger OAs can stay in touch via King's Facebook –(King's College Taunton – OAs and Friends), by Twitter (KCTOldAluredian) and by Instagram (kct\_oasandfriends). The OA Club Office is located behind the Sixth Form Social Room and Club administration is managed by the Development Office [oa@kings-taunton.co.uk](mailto:oa@kings-taunton.co.uk) or 01823 328184.

Membership subscriptions are payable by means of termly instalments throughout a pupil's time at the School, so that Life Membership is provided for when a pupil leaves the School, unless parents indicate in writing to the Finance Office that they do not wish the subscription to be paid.

## **PARENTS' AND FRIENDS ASSOCIATION**

The Parents' Association was formed in 2008 to provide opportunities for parents to meet each other socially and to support the work of the School. It has amalgamated with the Friends of King's College in 2017 to create a new organisation called the Parents' and Friends (PFA) Association with the same aim and range of social events.

The PFA is very active throughout the year, starting with an informal supper at the start of the Academic year, normally on a Sunday evening when boarding pupils start the Michaelmas term.

Parents and Friends are invited to pre-match lunches on Saturdays, suppers, quiz nights, school concerts and theatre evenings. The annual festive tea before the Public Christmas Carol Service and is always a popular event with all ages welcome to join us in the Woodard Room. The KCT PFA annual subscription is £7.50 per family, which allows the PFA to subsidise events and run the School Second-Hand Shop.

Parents are welcome to join the Parents' and Friends Committee to assist in organising events and help at Open Days in meeting potential new parents. For further information please contact the Development Office, telephone: 01823 328238 or email [development@kings-taunton.co.uk](mailto:development@kings-taunton.co.uk)

Parents whose children have left King's will remain members of the Parents and Friends Association. This is a good way for parents to keep in touch with the School and other families, and they will receive information about the School and invitations to concerts, plays and other events. There is no annual subscription once your child has left school.

## **FINANCE AND ADMINISTRATIVE NOTES**

### **Chargeable Disbursements**

The cost of sports equipment, clothing and School outings may be charged to your School account. The School will endeavour to ensure that no individual charge of more than £30 will be made without prior parental consent.

External examination fees will be added to School accounts at cost. No charge is made for invigilation or administration.

### **Pupils Going Abroad**

Pupils going abroad on School trips and requiring travel vaccinations from the School Medical Centre should give eight weeks' notice before the certificates are needed. Serum is sometimes not immediately available and time is needed for the effects of a vaccination to be noted and certified.

Pupils going abroad on family holidays are asked to arrange vaccinations during holiday time.

### **Change of Address**

Parents must inform the School of any change of address or contact details *immediately*. Wherever possible, this should be done through the parents' portal on the School website. Alternatively please contact Katie Baines on 01823 328175 or at [addresschange@kings-taunton.co.uk](mailto:addresschange@kings-taunton.co.uk).

### **Guardians**

Where both parents of a pupil live outside the EU or will be outside the EU for extended periods, they must appoint a responsible person, over 25 years of age, who will act for them as a guardian. The name and address of the guardian should be sent to the House Parent. The guardian is also expected to be responsible for the pupil's travel arrangements and for the half-term and weekend exeat breaks. *Guardians must be available to accommodate the pupil at short notice at any time during the term.*

### **Travel and Holiday Expenses**

Parents should provide pupils in advance with sufficient funds for all their travel needs. The School cannot finance holiday travel or expenses.

## Insurance

Details of the benefits offered can be found on our website in the School Life section, Insurance Documents for Pupils. Please tick the relevant boxes on the Administrative Arrangements Form and return this to Admissions. Membership will be effective from the date on which the form is received.

### *Third Party Risk*

Parents are advised to insure their child against Third Party Risk (particularly those who have bicycles). This can be done through many insurance companies for a moderate annual fee. It is also important, of course, for parents to arrange insurance for clothing and personal possessions, especially high value items such as MP3 players, laptops and tablet devices. Damage and occasional losses can occur. The School insurance policy does not provide cover for pupils' personal effects and the School cannot be held responsible for items which go missing.

### *Personal Effects*

The School provides, through Marsh Insurance, a Personal Effects Insurance Scheme, which is offered to parents, provides cover for items up to a maximum value of £5,000 within any one year, with a single item limit of £2,000 and a limit for bicycles of £350. There is a £25 excess on all claims (£100 for laptops/tablet computers). The current premium is £8.57 per term. Please note that mobile and smart phones and their accessories are excluded from this policy.

### *Personal Accident Insurance*

King's College, through Marsh, provide a Personal Accident Insurance Scheme (including a dental extension). This provides cover to all pupils all year round, whether the accident happens during term or away from School. The premium is included in the fees.

### *Fees Refund*

The School also offer, again through Marsh, a Fees Refund Scheme which means that should your child be absent from lessons for any continuous period of more than eight days you can reclaim the fees for that period. The annual premium for this policy is calculated at 1.05% of the boarding fee and 1.37% of the day fee and is payable in advance.

### *AXA healthcare insurance*

King's College can offer membership of the above in conjunction with Marsh Insurance – Education Practice. The premium (currently £82.00 per term) is payable in arrears and chargeable on your School bill. If you wish to join this scheme, please complete and return the enclosed form.

Should you wish to take out this insurance, please tick the relevant box on the Administrative Arrangements Form or contact the Finance Office directly ([finance@kings-taunton.co.uk](mailto:finance@kings-taunton.co.uk)).



## **Property**

Parents are reminded that the School cannot be held responsible for loss of personal property unless it is entrusted to a member of staff. Private electronic or electrical items must either be new with a sealed plug or be supported by an up to date Portable Appliance Test (PAT) certificate.

## **General Security**

CCTV cameras are installed in the School grounds and within some areas of School buildings to help in the detection, deterrence and prevention of crime.

## **Leaving**

In the event that parents decide that a pupil should leave the School before the completion of Year 13 (Upper Sixth), a full term's notice in writing must be given to the Headmaster. One term's fees will be charged if due notice of withdrawal is not given.

Where notice is given in Year 11 (Fifth Form), such notice must be received by 31 January. Please see the School's Terms and Conditions for further information.

## **Payment of fees**

Parents should note that School fees must be paid in advance *on or before the first day of the term*. Overdue accounts are subject to a surcharge which is currently 1.5% per month. Please see the School's Terms and Conditions for further information. Credit card payments are subject to a small surcharge – contact the Finance Office for more details.

## **Monthly payment schemes**

Please see the School's website for further details. <http://www.kings-taunton.co.uk/fees/>

## **Fees in Advance**

King's College does not offer a Fees in Advance scheme itself. Instead, it recommends the Woodard Corporation's central scheme which is available for payments of two or more years' fees. Further details are available from the Finance Office.

## **Fees for music lessons**

Music lessons may be requested by completing the Administrative Arrangements Form.

A record is kept by music teachers of all lessons timetabled for pupils, and parents will be charged accordingly at the end of each term.

Half a term's written notice must be received by the Head of Music if lessons are to be discontinued. Half a term's music lesson fees will be payable if due notice is not received.

It is the pupil's responsibility to check times of lessons; all lessons will be charged to parents, whether a pupil attends or not.

Please contact Karen Paul, Head of Music, for further information. She can be contacted by email at [kjpaul@kings-taunton.co.uk](mailto:kjpaul@kings-taunton.co.uk) or by telephone on 01823 328164.

### **Fees for Learning Support/EAL lessons**

Learning Support/EAL lessons must be arranged with the Head of Learning Support, Mrs Victoria Kukor-Morgan ([VAKukorMorgan@kings-taunton.co.uk](mailto:VAKukorMorgan@kings-taunton.co.uk); 01823 328162). Lessons are charged per term, in arrears. A term's written notice must be received by the Head of Learning Support if lessons are to be discontinued and a term's lesson fees will be payable if due notice is not received.

## CONTACTING THE SCHOOL

### Email

We welcome contact from parents by email. A list of staff can be found here (<http://www.kings-taunton.co.uk/staff-list-full/>). If you then hover over the member of staff's name, you will see their email in the bottom left hand corner of the screen.

Members of staff will make every effort to reply to emails fully and in good time, but parents should keep in mind that they are extremely busy people. Time spent answering emails is time that teachers and other staff are not able to get on with their teaching and pastoral care of pupils. Courteous, measured communication is expected at all times.

### Telephone

Some key telephone numbers are set out below. A more comprehensive list of telephone numbers can be found in the School Diary, which will be sent to you shortly. All numbers use code 01823 unless shown otherwise.

<b>MAIN SCHOOL</b>		Study	Home	Mobile
Reception	SA Lowe	328200		
Fax		328202		
Sports Information		328205		
Headmaster's PA	F Byrne	328210		
Director, Admissions & Marketing	KJ Rippin	328204		
Duty Master / Mistress - Mobile				07808 773416
Chaplain	MA Smith	328211	328137	07976 943788
Deputy Head, Academic	JJB Lawford	328219		07989 397426
Deputy Head, Pastoral	KL McSwiggan	328212	328220	07989 397436
Deputy Head, Co-Curricular	CJ Albery	328165		07974 564580
Head of Sixth Form	OR Ridley	328218		07715 035367
Head of Boarding	JH Griffiths	328215		07809 735613
Director, Finance & Operations	SC Worthy	328100		
Finance Office		328100		
Exams Officer/Administration				
Manager	K Baines	328175		
Director of Development		328238		
Careers	CH Lewis	328239		
CCF	SJ King	284772		
	R Mason	284772		07584 102098
	SJ Shaw	328188		
IT Network Support	MS Hall	328176		07876 780378
Medical Centre		328130		07966 926118
School Shop	P Houlgate	324961		
Security	Central number	328141		

HOUSES:		Study	Home	Mobile	
(Please note Matron numbers are Mon-Fri mornings only)					
King Alfred	House Parent	SMT Florey	328221	328190	07715 035967
	Deputy	SJ Shaw	328176	328188	07715 046413
	Matron	R Derrick			07808 773402
	Duty phone				07715 035335
Carpenter	House Parent	LJ Jones	328222	328222	07703 739110
	Deputy	FE Parker	328178	328178	
	Matron	D Slade	328161		07808 773410
	Duty phone				07715 035341
Bishop Fox	House Parent	TA Stone	328223	328223	07703 740873
	Deputy	CG Pearson		328182	
	Matron	H Perry	328159		07808 773412
	Duty phone				07715 035332
Meynell	House Parent	LS	328225	328224	07703 739369
	Deputy	Cashmore K	328180		
	Matron	Rogers			07808 773406
	Duty phone	M Hancock			07715 035333
Taylor	House Parent	EM Edwards	328226	328227	07703 740958
	Deputy	LMHollands	328174	328174	
	Matron	J Gillingham			07808 773404
	Duty phone				07715 035338
Tuckwell	House Parent	BD Craggs	328228	328228	07715 035366
	Deputy	BC Thomas	328183	328183	
	Matron	S Morgan	328246		07808 773407
	Duty phone				07715 035354
Woodard	House Parent	DJ Snell	328229	328229	07703 741149
	Deputy	SJ King	328189	328189	
	Matron	JA Berry	328247		07808 773409
	Duty phone				07715 035342
HOUSE PAYPHONES:		King Alfred	328191		
		Carpenter	328192		
		Bishop Fox	328193		
		Meynell	328194		
		Taylor	328195		
		Tuckwell	328196		
		Woodard	328198		