

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 Chaplain 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 |

CONTENTS

Page

| | |
|--|----|
| FIRST DAY OF TERM | 3 |
| ACADEMIC MATTERS | 4 |
| LAPTOPS AND THE INTERNET | 6 |
| TELEPHONES | 6 |
| EXEATS | 7 |
| POCKET MONEY AND BANKING..... | 8 |
| SCHOOL SHOP | 9 |
| SECOND-HAND SHOP..... | 10 |
| CLOTHING | 11 |
| JUNIOR PUPILS' CLOTHING LIST..... | 12 |
| MILK | 16 |
| GAMES INFORMATION | 16 |
| SPECIAL INFORMATION FOR DAY PUPILS | 17 |
| MEDICAL NOTES..... | 18 |
| OLD ALUREDIAN CLUB | 21 |
| PARENTS' ASSOCIATION | 21 |
| FINANCE AND ADMINISTRATIVE NOTES..... | 23 |
| CONTACTING THE SCHOOL..... | 23 |

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 School uniform. They should also bring casual clothes to change into in the evening.

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

ACADEMIC MATTERS

Third Form Curriculum

In the first year at King's pupils study:

| | |
|--|--------------------|
| Mathematics | 5 periods per week |
| English | 4 periods per week |
| Biology | |
| Chemistry | |
| Physics | |
| French | |
| German or Spanish | |
| Geography | |
| History | 3 periods per week |
| Art | |
| Design Technology | 2 periods per week |
| Drama | |
| Music | |
| Physical Education | |
| ICT | |
| Philosophy | |
| PSHE | |
| Thinking, Research and Communication Skills | 1 period per week |

Setting

All pupils are allocated to one of four classes (3A, 3B, 3C, 3D), based on ability, using information from scholarship exams, Common Entrance, King's entrance assessments and school reports. Particular consideration is given to those with ability in Modern Languages.

Those pupils in sets 3A or 3B who wish to study Latin are able to do so instead of taking IT and TRC. A briefing lesson on ICT will be given and pupils will independently follow the individual learning course provided.

Mathematics is setted separately according to ability. Pupils will be taught in mixed ability mathematics groups for the first three weeks of term and then assessed to determine their setting. Each pupil should have an English dictionary, a geometry set and a Casio FX-85GT Plus Scientific calculator. The calculator can be provided by the Maths Department at the start of term and be charged to the School bill at cost price.

GCSE Curriculum

In the Fourth and Fifth Forms pupils follow two-year GCSE courses. In some subjects, some of the initial teaching for GCSE will occur in the Third Form.

All pupils will study English Language, English Literature and Mathematics.

In Science pupils will be guided towards taking either separate sciences, leading to three GCSEs in Biology, Chemistry and Physics, or following a Dual Award Science course, in which all three sciences are studied, on slightly reduced content, and which leads to two GCSEs.

Pupils will then study four additional subjects, bringing their total number of courses taken to nine or ten, depending on which science option they take.

These additional subjects will be selected from Art and Design, Design Technology, Drama, French, Geography, German, History, Latin, Music, PE, Religious Studies, Spanish and Textiles.

In making their choices, pupils should bear in mind that:

- 1 They are strongly recommended to study a modern foreign language
- 2 With the exception of Music and Art, they will not be able to take up a subject they have not studied in the Third Form.
- 3 Award holders in Design Technology, Art and Drama will be required to take these subjects at GCSE and there is an expectation that Music Award holders will do so as well.

In addition to their GCSE courses all pupils will continue to explore social, moral and spiritual issues through PSHE and Religious Studies lessons.

Reporting and Parents' Meetings

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 Third Form parents' meeting in the first half of the Michaelmas term. This will enable parents to meet teachers and to check on initial progress.

There will be another Third Form parents' meeting in April 2019 to discuss GCSE choices.

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

Tutors

Each pupil will be assigned a tutor from the House team. They will meet each week to discuss academic and other progress.

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 You Own Device policy including recommendations, are specified in the separate 'BYOD @King's brochure'. Pupils should also bring a memory stick. 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.

Our networks and services 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. In the Third and Fourth Forms, pupils must hand in their mobile phones at lights out. Pupils' mobile phone numbers must be given to House Parent. Breaking these rules may lead to the phones being confiscated.

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.

A programme of Sunday activities is run for Third Form boarders, details of which will be sent to parents in advance. Day pupils are welcome to take part, as, occasionally, are pupils from other year groups. Please contact our Third Form Activities Coordinator, Mr Pearson, if you have any questions.

If parents are away from home during term time, House Parents must 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:

Wednesday afternoons – when not committed to an activity. All pupils must return to school by 6.00pm

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

Pupils must go into town in groups of at least two and must sign out when they leave and sign in upon their return.

Pupils are expected to be in their own Houses by 10.00pm each evening.

ACCESS TO OTHER HOUSES

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

POCKET MONEY AND BANKING

House banks are operated for the safekeeping of pupils' cash. Pupils are able to withdraw cash before town time each week. Parents may leave a cheque for the term's cash with the House Parent (payable to King's College). 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.

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 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 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

For all pupils a clear distinction is drawn between the formal wear of the working day and more relaxed wear at other times. It is expected that pupils will look smart and business-like when wearing School uniform.

Girls

The School weekday uniform consists of:

- Grey herringbone jacket
- Grey skirt
- Black tights
- Black polished shoes
- Blue blouse
- Grey v-neck pullover with red trim (optional)

When in uniform girls should not wear make-up or jewellery (with the exception of one small stud per ear lobe and a discreet gold or silver chain). Nose, eyebrow or other facial piercings are not permitted. Hair must be neat and tidy, and should not be dyed. Whilst in uniform, girls in the Third, Fourth and Fifth Forms must have their hair tied back.

Boys

The School weekday uniform consists of:

- Grey herringbone jacket
- Grey trousers
- Plain blue shirt
- Grey v-neck pullover with red trim (optional)
- Grey socks
- Black polished shoes
- The School tie

Boys' hair must be neat and tidy and may not be dyed. Boys may not wear jewellery. Facial piercings (including earrings) are not permitted.

General

In the Summer Term, after Summer weather has been declared by the Headmaster, boys and girls may remove jackets and ties. If a pupil chooses to wear summer dress he/she should not wear a jumper.

Pupils may wear leisure clothes after lessons on weekdays. On weekends they may wear leisure clothes from the end of lessons on Saturday until Monday morning.

House Parents have the right to veto any unsuitable clothing.

JUNIOR PUPILS' CLOTHING LIST

All boys and girls must conform to the regulations for clothing set out below. For day pupils the number of items is only a guide.

All articles 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. A convenient place to mark shoes is the underside of the tongue.

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 in to the laundry. Dry cleaning is available for a charge through the School laundry. Boarders only have access to laundry facilities in their Houses if preferred, but these should only be used for small items

Towels and all sports clothing must have tapes for hanging. Day pupils are advised to keep sportswear at School.

Each pupil must supply the linen room with extra name tapes for the marking of any additional clothes acquired at School.

The School cannot accept responsibility for the loss of clothes or personal property in a pupil's possession.

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

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.

GIRLS

UNIFORM

- 2 grey School skirts (regulation)
- 1 grey herringbone School jacket (regulation) – a second is optional
- 1 grey v-neck School pullover with red trim (regulation) – 2 preferred
- 3-4 blue blouses (regulation)
- 1 or 2 pairs black polished shoes
- 6/8 pairs of 40 or 70 denier black tights

SPORTSWEAR

Compulsory - All year round

- 2 black polo shirts for hockey and netball (regulation)
- 2 black PE skorts for PE, netball, hockey and tennis (regulation)
- 1 black swimming costume
- 1 pair outdoor trainers
- 1 pair indoor trainers - non marking soles
- 1 tracksuit top and tracksuit black bottoms (regulation)
- 1 black base layer (regulation)
- King's College red/black large sports bag with embroidered logo

Additional items Michaelmas and Lent Terms

- 2 pairs games socks (regulation)
- 1 pair of astro trainers
- 2 pairs white socks (for athletics and racket sports)
- 1 athletics vest (if selected for athletics or cross country – regulation)

BOYS

UNIFORM

- 1 grey herringbone jacket (regulation) – a second is optional
- 2 pairs charcoal grey worsted trousers (regulation)
- 1 grey v-neck School pullover with red trim (regulation) – 2 preferred
- 4 blue polyester cotton shirts (regulation)
- 1 School tie (regulation)
- 1 or 2 pairs black polished shoes

SPORTSWEAR

Compulsory - All year round

- 2 red t-shirts (regulation)
- 1 pair of black gym/PE shorts (regulation)
- 1 pair of swimming Jammers (regulation)
- 1 pair outdoor trainers
- 1 pair indoor trainers - non marking soles
- 1 tracksuit top and black tracksuit bottoms (regulation)
- 1 black base layer (regulation)
- King's College red/black large sports bag with embroidered logo

Additional Items; depending on sports selected for

- 2 red playing shirts for rugby, hockey and football (regulation)
- 2 pairs games socks (regulation)
- 2 pairs black performance shorts - rugby, hockey and football (regulation)

Depending on sport

- 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 cricket slipover (regulation)
- 1 white base layer (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)

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

Mouth Guards

There is an opportunity for a fitting in September; information to follow.

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

Students will require smart casual dress for events throughout the term, such as the Headmaster's Supper. For boys it is suggested smart trousers/chinos and a long sleeve shirt and girls a formal skirt or trousers and a blouse.

BOARDERS

Boarders will be expected to have the following:

- Handkerchiefs or supply of tissues
- Nightwear
- Dressing gown (optional)
- 1 pair 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 uniform items, towels, sheets and duvet covers are sent to the School laundry. Each House has washing machines and tumble-driers for personal laundry, using automatically dispensed, allergy-free washing liquid and softener. 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 like to bring a bedside lamp and a music system/ipod/mp3 player along with 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

All 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 pupils are expected to participate in physical recreation during the week and sports fixtures where appropriate. All fixtures are published on the School's 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 1 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 2 September, and on all subsequent days, they will need to arrive at School by 8.15am.

Daily Routine

All pupils will have registration at 8.20am in Houses and day pupils 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 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 6.00pm.

Day pupils may, on the other hand, stay for supper and then for supervised prep (from 7.00pm 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, free of charge.

Facilities in Houses

All day pupils have their own study facilities in their Houses. These include desk, 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 afternoons and evenings.

Injury/Off Games

If a pupil has been selected for a School team and wishes to withdraw on medical grounds, as much notice as possible must be given to the Director of Sport. Permission for boarders must be obtained from the Medical Centre. Even if permission is obtained, the pupil will be expected to attend the fixture in a supporting role for both home and away matches if physically able to do so.

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 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

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.

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).

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 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; 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.

| MAIN SCHOOL | | 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 Cashmore | 328225 | 328224 | 07703 739369 |
| | Deputy | K Rogers | 328180 | | |
| | Matron | M Hancock | | | 07808 773406 |
| | Duty phone | | | | 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 | | |