



WETHERBY  
KENSINGTON

PARENT HANDBOOK



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# SECTION 1

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INTRODUCTION TO  
WETHERBY SCHOOL  
KENSINGTON

## SECTION 1

### Introduction

This handbook has been written to help you understand the workings and activities of the school, our policies and procedures. We hope you will find it useful. Please do not hesitate to contact us if you are uncertain about anything. For further information about this school please visit our website or follow us on Instagram @wetherbykensington.

### History of the Wetherby Group

Wetherby School was founded by Mr and Mrs Gerald Russell in Wetherby Place, SW7 in 1951. It moved to Pembridge Square, W2 4ED in 1971 when it became part of Davies, Laing and Dick Educational Group with its own board of governors.

In 2002, Wetherby School became part of the Alpha Plus Educational Group.

In November 2016, Alpha Plus acquired a premises in Wetherby Gardens, SW5 and decided to open another Wetherby School called Wetherby Kensington. The school opened in September 2017 as a pre-preparatory school with two Reception and two Year 1 classes.

Wetherby Kensington joins Wetherby School, Wetherby Prep, Wetherby Senior and Wetherby-Pembridge New York as part of the Wetherby family.

### Alpha Plus

Wetherby Kensington belongs to the Alpha Plus Group, who own a number of schools and colleges, mostly located in London. The Alpha Plus Governors carry out the corporate governance responsibility for the school. The CEO, Mr Mark Hanley-Browne, and the directors of the company are based at Head Office, 50 Queen Anne Street, London, W1G 8HJ. Telephone: 020 7487 6000.

### Mission Statement

Wetherby Kensington provides an environment that promotes educational excellence and tradition through a forward-thinking, holistic curriculum within which the needs of individual pupils are fostered.

### Aims

- To provide a stimulating, supportive, happy and secure school that meets the individual needs of all boys
- To encourage a life-long approach to learning
- To provide a wide, varied and differentiated curriculum through the highest standards of planning, delivery and evaluation encouraging every child to develop their academic, social and personal potential
- To ensure that the qualities of integrity, kindness and good manners are at the heart of Wetherby Kensington
- To create happy, well-rounded and confident learners who are respectful, thoughtful, sociable and motivated Wetherby Ambassadors
- To create an environment where boys express their views openly and effectively in consideration of sound values, rights and responsibilities
- To develop knowledge and understanding of the local and wider communities whilst building ongoing, meaningful relationships
- To work in partnership with parents and carers and to maintain effective communication links between home and school

### Wetherby Ambassador

Being a Wetherby Ambassador is the boys' most important task; boys are proud to wear the Wetherby uniform and proud to be an Ambassador for their school. Trust, respect, honesty and a hardworking attitude are intrinsic in all that we teach. Being a Wetherby Ambassador is part of everyday school life at Wetherby Kensington.

To be a Wetherby Ambassador the boys:

- Remember their manners
- Speak correctly and at the right time
- Wear their uniform correctly
- Listen to their teachers and parents / carers
- Behave appropriately
- Respect people and property

Each week in assembly one boy from each year group is given an award for being a Wetherby Ambassador.

## **The School Structure**

Wetherby Kensington takes boys from Reception to Year 3. There are two classes in Reception, Year 1, Year 2 and Year 3. Each year group operates in a parallel fashion. At Wetherby Kensington, the school is divided into Lower School – Reception and Year 1 and Upper School – Year 2 and Year 3.

## **Houses**

Boys are allocated to a House when they join the school. Our Houses are named after famous parks in London and where the boys like to play. The names of the Houses are Regent's House (green), Hyde House (yellow), Richmond House (Blue) and Holland House (red). Houses compete against each other for the House Cup which is awarded each term. Brothers will always be in the same house.

## **School Council**

The school council provides an opportunity for the boys to feel part of the decision making process and be involved in improving school life for everyone. School council representatives are chosen each term from each class and meetings are held twice a term.

## **Headteacher's Awards**

Headteacher's awards are given out in assembly. Two boys from each class are nominated by their class teacher each week. The Headteacher's awards are given to a boy for anything that their teacher feels they have done well during the week. This could be for good work or progress in any subject area, following the Golden Rules or demonstrating the qualities of a Wetherby Ambassador.

## **Assembly**

At Wetherby Kensington assemblies are held each week in the school hall from 9.05am until 9.30am. In the assembly of the week Headteacher's Awards and Wetherby Ambassador Awards are given out and reports of school events are given. House points are announced and the winning house has their coloured scarf put on the Wetherby Bear. Boys' birthdays are also celebrated. There will also be a singing assembly, class assembly (each class will do a maximum of one assembly per academic year), performance assembly, charity assembly or a member of staff will lead the assembly. Parents are welcome to watch the class and performance assemblies. During some assemblies, there will be guest speakers who will come to speak to the boys.

## **Staff List**

Please refer to the school website.

# SECTION 2

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ACADEMIC MATTERS AT  
WETHERBY KENSINGTON



## Curriculum Information

The curriculum taught at Wetherby Kensington is broad and balanced so that boys are engaged and work hard, yet are still able to have fun. We regard the acquisition of the traditional skills of reading, writing and numeracy as vital to their future learning and plan the teaching programme carefully for continuity and progression.

The curriculum is laid out for each year group in short, medium and long term plans. Cohesion, continuity and progression over the four-year period is ensured. Particular emphasis is placed on the core academic subjects of maths and English. There are also weekly lessons in reasoning, science, history, geography, learning for life (PSHE), French, computing, music, drama, art / design and technology, swimming and sport.

At Wetherby Kensington, we are acutely aware of the fact that children learn in a variety of ways. With that in mind, we always seek to deliver our curriculum in as exciting and innovative ways as possible to cater for different styles of learners and to support children of all abilities.

### Reception

Wetherby Kensington is exempt from the learning and development requirements of the Early Years Foundation Stage (EYFS). This allows the school the freedom to exercise its professional judgement in implementing the curriculum with teaching and learning strategies that are best suited to the individual boys at Wetherby Kensington.

Despite this, at Wetherby Kensington, we regard the core EYFS principal of “learning through experience” as a true opportunity to promote individualised learning within a class context. This is achieved not only through our own close interaction with the children but also through a balance of well-planned child and adult-led activities which enable us to observe and respond to the needs, interests and achievements of our pupils. As such, the concept of a “unique child” is, at Wetherby Kensington, intrinsically linked with the positive and nurturing relationships that staff aim to develop with the children. In this regard, we aim to promote an open, informative and supportive relationship with parents, starting from a parent’s first contact with the school. Through both written contact, such as welcome questionnaires, practical information, reading records and formal reports and face-to-face contact on a daily basis as well as introductory, curriculum and parents’ evenings, we recognise and encourage parents’ roles as co-educators.

Reception boys spend most of their day with their class teachers and teaching assistants except for specialist lessons. During the first half of autumn term the boys are collected at lunch time on a Wednesday afternoon. From the start of the second half of Autumn Term, the boys will be at school full time.

### Year 1

At Wetherby Kensington, the initial focus in Year 1 is transition from Reception to a slightly more formal learning style. Year 1 teachers receive comprehensive information on attainment levels and PIPS results achieved by the boys prior to entry to Year 1.

The boys are taught core subjects of maths, English, science, geography and history. In Year 1, English is segmented into more specific learning areas than previously, being broken down into creative writing, comprehension, grammar, guided reading, spelling, phonics and handwriting. This continues from Year 1 to Year 3. They are also taught reasoning, learning for life (PSHEE), French, music, art, design and technology, computing, and physical education (gym, swimming, football, rugby and cricket) as part of the very broad curriculum.

The boys in Year 1 spend most of their day with their teachers and teaching assistants except for specialist lessons.

### Year 2

In Year 2, the curriculum follows on from Year 1 in a similar structure. Furthermore, boys are introduced to the learning techniques that will be required of them in preparation for the 7+ and 8+ exam process.

Boys who are partaking in the 7+ examination process will be extensively prepared for both formal examinations and interviews.

### Year 3

The Year 3 curriculum is the culmination of a boy’s first three years of learning at Wetherby Kensington. Here we focus on cementing and extending their key skills across all curricular areas but also to fully prepare them academically, socially and emotionally for the transition to their next schools.

## SECTION 2

Boys are comprehensively prepared for the 8+ examination and interview process. Parents are also given the option for their son to attend Monday and Wednesday clubs in the autumn term which focus on additional exam preparation in maths and English.

### Digital Literacy

At Wetherby Kensington we believe that digital literacy plays an important part in preparing boys for the constantly changing world they encounter. Digital literacy plays a major role in their lives, both while at school and more increasingly outside of a school or regulated environment. Computing skills are incorporated into lessons across the curriculum. We feel that it is not only important that pupils are taught computing skills but also how to make responsible and safe decisions while online.

Access to school computers and iPads is via personal login, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.

Internet security is provided by a filtering system which blocks out unsuitable websites. Lessons on internet safety are given and each boy is aware of what to do should there be a problem with the internet. Our guidance is that no boy should put anything onto the web that they would not say to their grandmother!

### Homework

Homework reinforces the work done in class and is an important part of the boys' learning. It is set appropriately for each year level.

#### Reception

The boys are expected to read every day for ten minutes with an adult. Both parents and teachers will communicate daily in the reading record. Reception boys will also be issued with weekly spellings, appropriate to their level, from the summer term.

#### Year 1

The boys are expected to read every day for fifteen minutes with an adult. Both parents and teachers will communicate daily in the reading record.

The boys are given spellings that need to be learnt over a week. This is a combination of irregular spellings and phonic based words. Spellings are set on a Monday and are tested the following Monday. Every week in the spring and summer terms there will be a times tables test. When times tables are not tested there will be an alternative maths test.

After half term in the autumn term one homework task is set each week on a Tuesday, this alternates weekly between maths and English. After the spring half term, the boys receive two sets of homework on a Tuesday and a Friday; one maths task and one English task.

#### Year 2

The boys are expected to read every day for twenty minutes with an adult. Both parents and teachers will communicate in the reading record.

In Year 2, the boys are expected to complete the following as homework tasks: spellings on a Monday, twenty minutes of maths on a Tuesday, twenty minutes of English on a Thursday and times tables on a Friday. When times tables are not given there will be an alternative maths homework task.

#### Year 3

The boys are expected to read every day for twenty minutes with an adult. Both parents and teachers will communicate in the reading record or in the homework diary.

In the autumn term spellings will be set on a Monday and on every week night, thirty minutes of maths, English or reasoning homework will be given. After examinations in the spring and summer terms, thirty minutes of homework will be given on a Monday, Wednesday and Friday. Additional homework may be given on an adhoc basis on other evenings where appropriate.

### **Holiday Homework**

From Reception, boys will be issued with holiday homework. This is tailored and differentiated in line with the year group levels. In order to ensure that every child is challenged and stimulated, we feel that holiday homework is an important part of supporting the children's learning. It also serves to consolidate skills and concepts taught throughout the term. Furthermore, we view it as a vital part of easing the children's readjustment to school life the following term.

### **Hours of School**

The school day begins at 9.00am, although boys are welcomed from 8.30am. On a Wednesday, parents are free to visit classrooms during this period. At Wetherby Kensington, lunch lasts for half an hour and lunch sittings are between 11.45am and 1.15pm. There are staggered pick up times for each year group. School clubs start at 3.45pm and finish at 4.45pm. Reception do not take part in any clubs.

### **Learning Support**

Wetherby Kensington operates a non-selective entry system; all classes are of mixed ability. Some boys may require additional support if they are identified as having learning difficulties or differing learning needs in some areas of the curriculum. Extra lessons can be provided across a variety of areas to facilitate differing needs.

All teachers are aware of various differences in learning styles and difficulties that might manifest and are rigorous in working with the Head of Learning Support to ensure that a boy is appropriately supported both in and outside of the classroom. This can also be through small group work and interventions.

Learning support needs are usually identified by the class teachers in conjunction with the Head of Learning Support and the Head. Parents are then informed and together they plan the best course of action for the individual.

We also recognise that differentiation in class is essential to meet the diverse range of abilities within any mainstream class. The class teachers plan lessons so that able pupils are stretched while less able pupils are supported and understand the concepts taught. Each year group writes a document that sets out which pupils in each class have differentiated worksheets for maths, comprehension, reasoning and grammar. In addition to this, class teachers adapt a variety of different strategies in class to ensure the needs of all pupils are met.

Please refer to the SEND Policy for further information.

### **Library**

Our library can be found on the second floor. In the library are fiction, non-fiction and a variety of topic based books. Any year group is welcome to use this at anytime.

### **Timetables**

A copy of your son's timetable will be given to you at the start of the academic year and is displayed outside his classroom.

### **Moving On – Preparatory Schools**

Boys at Wetherby can sit 7+ (Year 2) and / or 8+ (Year 3) examinations for entrance to their next schools. These examinations usually take place in January. It is the responsibility of the boys' parents to register their son for any school.

There will be a Prep schools' information evening in the spring term for all the Year 2 parents. At this evening, information about all the schools the boys may wish to go to will be discussed. T

At both 7+ and 8+ we prepare boys for a variety of schools such as Caldicott, Kings (Wimbledon), Harrodian, Ludgrove, St Paul's Junior, St Philip's, Summer Fields, Sussex House, Westminster Cathedral Choir School, Westminster Under and Wetherby Prep.

# SECTION 3

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ASSESSMENT, EXAMINATIONS  
AND REPORTING AT  
WETHERBY KENSINGTON

## Assessment

Wetherby Kensington uses a range of monitoring and assessment techniques to track and record progress of individual boys as they move through the school. Due to the nature of the school, high emphasis is placed on the ability to successfully negotiate examinations in preparation for entrance testing at preparatory schools, particularly in Years 2 and 3.

The monitoring and assessing of children's work forms an important part of the planning for each child's individual development and that of the class as a whole.

Assessment is conducted in different ways according to the year group the child is in. All assessment procedures are made clear to parents and information is shared regularly.

## Examinations

These are carried out at the end of Year 1, the end of each term in Year 2 and at the end of the autumn and summer terms in Year 3. Most external exams at 7+ and 8+ take place in January for Years 2 and 3, however some schools' exams will take place in the autumn term.

## Standardised Tests

Over the academic year boys will take a number of standardised tests. These assess pupils skills in literacy, numeracy and reasoning.

## Pupil progress and well-being meetings

These meetings take place before each half term. In these meetings the class teacher will discuss each boy in their class with the Head, the Head of Learning Support and the Deputy Head Pastoral. The boys' academic progress and general well-being will be discussed along with any pastoral and academic concerns.

## Assessment Folders

All staff monitor pupil progress online. This online assessment programme enables staff to assess the progression of each boy across all curricular areas. Teachers will use marking, Wetherby Kensington assessment rubrics and templates as well as boys' self-assessment to record the boys' progress. Any areas of concern or strength are noted as well as any intervention strategies that might relate to these assessments.

## Parents' Evenings

Parents' evenings are held every term. In all terms each meeting lasts for fifteen minutes.

All year groups will run their parents' evening in their classrooms. Boys' work books are organised outside the classroom for parents to see. Parents will be informed when parents' evenings are via the school calendar. Parent appointment timetables will be displayed about two weeks before parents' evenings. Parents will be required to sign up for a time in Reception, Year 1 and Year 2.

Learning support parent / teacher meetings will take place on the same evenings or ahead of these evenings.

## Pupil Reports

Parents will receive a written report twice a year. This will be at the end of the autumn term and the end of the summer term. The report is presented in a Wetherby Kensington report folder. If your son has instrumental lessons or any other extra lessons within the school, a report for these lessons will also be written.

## SECTION 3

### School Examinations

#### Reception

In Reception there are no exams. Pupils will undertake PIPS testing in the first half of the autumn term. They will take these again, after half term, in the summer term.

#### Year 1

Year 1 will undertake INCAS testing in the summer term as well as Wetherby Kensington exams in the summer term.

#### Year 2

Year 2 will take Wetherby Kensington exams after half term in each term. Some pupils may sit the 7+ exams. Year 2 boys undertake INCAS testing in the summer term.

#### Year 3

Year 3 will take Wetherby Kensington exams after half term in the autumn and summer terms. They will all take the 8+ exams. Year 3 boys undertake INCAS testing in the summer term.

### 7+ and 8+ Entrance Examinations

Boys sit entry for the Prep schools of their choice at 7+ and / or 8+. Each school will set their own exam and it is the responsibility of parents to register their sons for each school and examination. Wetherby Kensington's curriculum is designed with these exams in mind. Boys usually sit the exams in January.

### Informal Meetings

If you would like to arrange a meeting with your son's class teacher please arrange this directly with them. If you would like to arrange a meeting with the Head, this can be done by contacting the Head's PA.

### End of Term Prizes / Prize Giving

At the end of each term there is a prize giving assembly where there are three prizes awarded for each class. They are the effort prize, the achievement prize and the star prize. At the end of the academic year there will be an award for overall excellence as well.

### Reading Policy

The boys at Wetherby Kensington are expected to read every day at home. Reading is very much built into the school day at Wetherby Kensington and the boys are heard on a regular basis. In Reception the boys are heard to read four times each week. In Years 1 to 3 the boys are heard reading at least three times a week.

Please refer to the Reading Policy for more information.

### Rewards for Academic Effort, Progress and Conduct

At Wetherby Kensington we believe in rewarding the boys. There are many opportunities for the boys to be recognised including:

#### Achievement Board

In the entrance hall, a piece of work from a boy in each class will be displayed.

#### Headteacher's Awards

These certificates are awarded for recognition, in any form, of achievement or effort made by the individual pupil. Certificates are given out by the Head in Monday's assembly.

### **Headteacher's Stickers**

Boys can be sent to the Head if they have done something particularly noteworthy. The Head will give out a special Headteacher's sticker.

### **House Stars**

Each pupil will be allocated to a house during their time at Wetherby Kensington. Each form operates a star chart system in which each boy has a chart for the duration of the term. Stars are allocated for a variety of reasons such as special effort, good manners, thoughtfulness or good work. The charts are not meant to be solely a record of academic achievement and should give all children an equal chance of acknowledgement and reward. Stars may not be taken away. These will also contribute to house totals.

### **Wetherby Ambassador Certificates**

These certificates are awarded for recognition, in any form, of being a Wetherby Ambassador made by the individual pupil. Certificates are given out by the Head in assembly.

### **Wetherby Special Mentions**

If an individual has done something special in class, around the school or outside of school he could receive a special mention sticker in assembly for his actions.

### **Artist, Musician and Sportsman of the Month**

Each month, boys from each year group will be awarded one of these certificates. Certificates are given out by the Head in assembly.

# SECTION 4

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SPORT AT  
WETHERBY KENSINGTON



## Code of Conduct

### Code of Conduct For Parents, Carers and Spectators

In a spirit of competition and fair play for all:

#### Please:

- Encourage your child to learn
- Respect the opinions and decisions of officials, coaches and managers
- Encourage children to play, do not force them
- Encourage your child always to play by the rules
- Discourage unfair play and arguing with officials and players
- Praise your child's efforts, whether they win or lose
- Get to know your child's coach / manager
- Set a good example by recognising and applauding all good play
- Use proper language at all times
- Set an example by being friendly to the parents of the opposition

#### Please don't:

- Coach from the side-lines
- Punish, ridicule or belittle a child for losing or making mistakes

### Code of Conduct for Players

- Learn and play by the rules
- Play for fun and enjoyment – not just to please your parents and / or teacher
- Be a good sport – win with modesty and lose with dignity
- Recognise and applaud all good play
- Respect teachers, team mates, opponents, officials and their decisions – treat them as you would like to be treated
- Control your temper - no shouting, breaking rackets, throwing bats or other equipment
- Work equally hard for yourself and your team – your team's performance will benefit and so will your own
- Arrive for training and matches in good time to prepare thoroughly and with the correct kit
- Inform the teacher of any injury as soon as possible
- Inform the teacher if you will be late or need to leave early
- Inform the teacher in good time if you are unavailable for any match

## SECTION 4

### School Sports

#### Kit and Equipment Lists

School sports equipment must be purchased from Perry Uniform. Any queries about kit should be addressed to the school office. The full school uniform list is given to parents when they arrive at Wetherby Kensington; the sportswear requirements are listed below.

#### Sports Kit for Reception and Year 1

- School tracksuit
- Waterproof fleece tracksuit top
- White polo shirt with house coloured trim
- White shorts
- Short white or red socks
- Trainers
- Red swimming trunks (Year 1 only)

#### Sports Kit for Year 2 and Year 3

##### Autumn and spring terms

- School tracksuit
- Waterproof fleece tracksuit top
- Wetherby Kensington football kit
- Shin pads
- Football boots
- Trainers
- White polo shirt with house coloured trim
- White shorts
- Short white or red socks
- Red swimming trunks

##### Summer term

- White polo shirt with house coloured trim
- Cricket shirt (optional)
- Cricket trousers (optional)
- Sleeveless or long sleeved cricket jumper (optional)
- White trainers
- Cricket shoes / boots (optional)
- Red swimming trunks

### Lower School Games (Reception and Year 1)

Reception have one gym lesson each week in the school hall and games on a Thursday afternoon at Eel Brook Common. In Year 1 games also takes place on a Thursday afternoon, swimming on a Wednesday afternoon and gym on a Tuesday morning. Games lessons are held at Eel Brook Common, swimming at Kensington Leisure Centre and gym lessons are held in the school hall.

### Upper School Games (Year 2 and Year 3)

The boys in Upper School go to Eel Brook Common for their gym lessons. The boys have one games afternoon at Hyde Park on a Tuesday afternoon in Year 2 and on a Friday afternoon for Year 3. The boys swim at Chelsea Pools on a Thursday morning. On a Tuesday (Year 2 only) and Friday (Year 3 only) boys should wear their games kit to school.

### Matches

Matches are held between Wetherby Kensington and other schools in and outside of London. Directions to most of these schools will be included from the Head of Sport.

Matches involving boys in Years 2 and 3 are usually held on a Tuesday or a Friday afternoon. If it is a home match, then the matches will take place in Hyde Park.

It is an honour to be selected for a school team. All boys are expected to make themselves available to represent their school for all team fixtures detailed on the school calendar. If there are any circumstances or events that prevent your child from representing the school in a match, then please let the Head of Sport know in advance of the match.

All boys are given the opportunity to represent their school in Years 2 and 3. Wetherby Kensington tries to give as many boys as possible a chance to play in matches.

Timings and other necessary information are given on the team sheet which is sent to out to parents via their child's book bags in advance of each match. If arrangements for a match change, or the match is cancelled due to poor weather conditions, then the school office will notify parents as early and as quickly as possible.

### Sports Day

This is held annually in the summer term. Parents will be allowed to watch from the designated areas.

Stickers are awarded to boys during and after each event and medals are awarded to boys who come in the first three places in the running race for their class. All boys will receive a participation award.

# SECTION 5

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THE ARTS AT  
WETHERBY KENSINGTON

### Art at Wetherby Kensington

Art is taught from Reception. It gives the boys the opportunity to develop their imaginative and creative skills and learn various artistic techniques in a stimulating environment. Many interesting topics on art movements, artists and general themes are covered and the boys enjoy producing dynamic art work in two and three dimensions. Pieces of work are displayed throughout the school. In addition to this, boys' work is selected for Picture of the Month.

The boys also enter national competitions, where possible, and design their own Christmas cards. These are professionally produced and are available to order in the autumn term.

### Class Assemblies

The school organises class assemblies to which parents are invited. Class assemblies are held in the hall. Parents are notified of the date by their son's teacher. Parents are invited to watch their son's assembly. Each class does one assembly per year.

### Drama at Wetherby Kensington

In Reception drama is taught as a part of the school curriculum. In Years 1, 2 and 3 drama is incorporated into the English curriculum. However, there are many cross curricular links with drama being incorporated in various forms across a range of subjects as part of good teaching practice.

Each year, every boy in Reception takes part in the Christmas production which is organised by the Reception and Year 1 team in conjunction with the Head of Music.

### Music at Wetherby Kensington

Music starts from Reception. All year groups have two music lessons per week with the Head of Music. Lessons are based on the National Curriculum and include listening, composing and performing. The Head of Music is responsible for the delivery of the music curriculum with peripatetic staff providing individual instrumental tuition.

### Choir

The choirs are led by the Head of Music. Any boy can join subject to a successful audition. Rehearsals are held on a weekly basis for each year group in the hall.

The choir represent the school at major functions, the carol concert, the choir concert and the end of year service. The choir also sings at charity events and for the local community.

### Performance Assemblies

The school organises performance assemblies to which parents are invited. Performance assemblies are held during an assembly and the Head of Music will notify the parents if their son is performing. Parents are invited to watch.

### Instrumental Lessons

Individual instrumental lessons are available from Year 1 and are subject to availability.

Lessons are held in specialist teaching rooms during the school day on a rotation system throughout the week. A term's notice is required when parents wish lessons to stop. Parents should contact the Head of Music should their son wish to have instrumental lessons. A trial lesson can be arranged, if necessary.

### Music Examinations

Boys are entered for music exams on recommendation from the peripatetic staff. External exams are taken with The Associated Board of the Royal Schools of Music (ABRSM).

# SECTION 6

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PUPIL WELFARE AT  
WETHERBY KENSINGTON

## Absence from School

No boy should be absent from school without prior permission of the Head, except through illness. All appointments to see the doctor, dentist, optician etc. should be arranged for outside school hours, wherever possible.

## Illness

### At Home

If your son shows any signs of illness prior to the school day, please keep him at home. Parents are required to ring or email the school office before 9am (preferably earlier than this) on every day that their son is ill and will not be attending school. If you have to leave a message please state your son's class name at the same time (there is a 24 hour answering machine). If the parents do not inform school of a boy's absence then the office staff will call the parents to establish a reason for absence and amend the register as necessary.

If a child has been diagnosed with an infectious disease, please follow your doctor's instructions with regard to his return to school. Please also inform the school immediately in order that other children can be monitored for similar symptoms.

### In School

If your child becomes ill during the school day, the parent(s) will be telephoned if this is deemed necessary. If your child has had medication in the morning before coming to school, it would be helpful if you could please inform the school office and your son's form teacher so that he can be monitored throughout the day.

## Accidents

If your son has an accident at school, this will be recorded in the accident book. Once completed these reports are signed by the Head or a member of the Senior Leadership Team (SLT). Two copies of the accident form will be made. One is filed in the accident folder in the school office, two are given to the class teacher. Both of these are signed by the parent / carer picking up the boy who has had the accident. One copy is then placed in the boy's file and the other copy is taken home. Once first aid has been administered the boy will be monitored by his form teacher or whoever is looking after him at this time. Should we feel that your son is not himself then we may call you to ask you to come and collect him.

Please refer to the First Aid Policy for more information.

## Arrival

### Late Arrival

Arrival at school in the morning is between 8.30 am and 9.00am. Registration is at 9:00am. If you arrive after this time it is imperative that you go to the school office to sign the late book. The school office can then amend the register accordingly.

Please refer to the Digital Attendance Register Policy for more information.

## Behaviour Management

### Rewards and Punishments

Academic rewards have been covered earlier in this handbook under Academic Matters. However, Wetherby Kensington has established a healthy balance between rewards and punishments. All pupils are expected to behave in a positive and responsible way at all times.

The Golden Rules provide the basis of the Wetherby Kensington Behaviour Management Policy. These will be consistently referred to across all year levels and receive particular attention at the beginning of each school year and during learning for life discussions. When a rule has been broken, these will provide the discussion points. These are on display in all classrooms.

## SECTION 6

### The Golden Rules:

1. We are gentle
2. We are kind and helpful
3. We work hard
4. We look after property
5. We listen to people
6. We are honest

### Classroom Expectations

At the beginning of every academic year, each class will formulate a set of classroom expectations. All pupils will be involved in the formulation of these and sign a copy to be displayed within the classroom.

Generally these rules apply, though individual classes may have variations:

1. Follow directions
2. Respect others
3. Walk around the classroom without disturbing others
4. Raise your hand before speaking
5. Keep your voice down
6. Keep your hands, feet and other objects to yourself
7. No teasing or swearing
8. Use appropriate language
9. Use equipment sensibly

### Four 'Ws'

The 'Four Ws' form an integral part of the behaviour management process at Wetherby Kensington.

In order for the pupils to take responsibility and think about their actions they must have the opportunity to consider their circumstances. Rather than staff explaining what has occurred, it is important that the onus is placed on the pupils to form an understanding of their actions and help determine possible steps forward.

- What did I do?
- What Golden Rule did I break?
- Why did I do it?
- What I think I should do to make amends?

Please refer to the Behaviour and Discipline Policy for further information.

### Catering, Menus and Meal Times

Wetherby Kensington promotes healthy eating, however, as the school only provides one meal we offer three of the '5-a-day' programme – two vegetables and a piece of fruit. Meat and vegetables used by the catering staff in food preparation are sourced from local suppliers wherever possible. The catering department issues a menu at the start of each term and a weekly menu is displayed outside the dining room. Themed lunches are often introduced such as food from around the world.



### **Lunchtimes**

Lunchtimes are on a rolling lunch basis with the younger boys eating first.

### **Snack**

A snack of fresh fruit is provided for all boys every morning. Boys in Lower School (Reception and Year 1) will also have a snack in the afternoon. No snacks will need to be provided by parents unless your son is attending an after school club.

Drinking plenty of water enhances learning. Boys may bring in water bottles to keep on their desks so they can drink water whenever they wish. Water bottles can be purchased online. We also have water fountains on each floor level for the boys to drink from and fill their water bottles.

### **Charities**

At Wetherby Kensington we support a number of different charities and hold charity events over the academic year. Information about the charities and the day will be given prior to the event. Guest speakers from the charity will, when possible, come and speak to the boys to give them a better understanding of the work the charity does.

### **Collection**

All boys should be collected by their parents / carers at the end of the school day or after their club has finished. If your son is going home with anyone other than yourselves or a regular nanny who is known by us, then please make sure you have let your son's class teacher know. Alternatively you can write your son's name, along with the person he is going home with, on the going home sheet which can be found inside the classroom. Please make sure that you initial this instruction so we know who has written on the sheet. If, at short notice, your son is going to be picked up by someone else then please contact the school office and they will pass a message onto your son's form teacher.

Should a parent have not informed the class teacher, or the school office, who their son will be going home with or collected by then the form teacher, or the school administrator, will need to call the boy's parent for confirmation of this.

Please do not worry if you are unavoidably late. Please inform the school at the earliest opportunity if you are going to be delayed in collecting your child or have made alternative arrangements for pick-up. Should children not be collected by 3.45pm, the school office will attempt to contact you.

### **Confidentiality and Data Protection**

At Wetherby Kensington we protect the rights and privacy of individuals and ensure that data about them is not processed without their knowledge and is processed with their consent wherever possible. We are committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data. At Wetherby Kensington we regard the lawful and correct treatment of personal information as very important and therefore ensure that personal information is treated lawfully and correctly. We fully endorse and adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Wetherby Kensington does not share any contact details without prior permission being sought.

### **Day Book**

If you wish to take your son out of school during the school day for an appointment you must sign him out in the day book. This can be found in the school office. If you return your son to school you must also remember to sign him back in. This is for health and safety reasons.

## SECTION 6

### Dietary Requirements

At Wetherby Kensington we are mindful of the special dietary requirements of pupils from varying religious groups, cultures, vegetarians and vegans. We ensure that medical and dietary requirements are satisfied. Should your son have a dietary need / requirement it is important that the following steps are taken:

1. Parents of new and / or current pupils are to notify the school secretary in writing of their child's dietary needs and allergies via the Wetherby Kensington Health Form or by letter.
2. The school office will send out a questionnaire which will need to be returned. A report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers. If necessary, the parent will supply, 'What to do if...' information from their child's doctor / consultant. Copies of this report will be placed in the school office and given to the catering manager, school cook and the pupil's form teacher.
3. The Head, Deputy Head Pastoral and the school office will ensure that all catering and academic staff are made aware of the identities of all pupils with special dietary needs and allergies and what to do in the event of an emergency. All boys with allergies will wear a lanyard at lunchtime stating their name, year group and allergy.
4. If necessary the catering manager will contact the parent by telephone and discuss the pupil's requirements.
5. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.
6. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

### Email

It is possible to communicate with your son's teacher and other teachers in school via email. This can be an effective way of communicating with your son's teacher. Please do not use this as a replacement for talking to your son's teacher directly, but do use it as an additional form of communication in relation to general activities.

Please remember that staff are not able to be at their desks awaiting emails from you. The majority of their working day is spent teaching and engaging with the pupils and sometimes this is not in their own classroom where they access their emails. Their non-contact time is spent in a variety of ways, marking, meetings with other staff, meetings with parents, preparation and planning for lessons and emailing. Therefore, please do not be disappointed if you do not receive an immediate response to your email. The member of staff concerned will decide which is the best form of response to your email, it may be a straight email reply and they may wish to speak with you on the phone or may wish to arrange a meeting. You can however, expect at the very least a 'holding' response to your email within twenty-four hours.

### Health and Safety

At Wetherby Kensington, all members of staff take the responsibility of the health, safety and welfare of each child as paramount. Each member of staff is vigilant over any issue perceived not to be in accordance with our Health and Safety Policy and Plan. The staff are given health and safety training which covers all areas of health and safety in the school.

Please refer to the Health and Safety Policy for further information.

### Risk Assessment and Management

#### Risk Management

Risk Management is the ultimate responsibility of Alpha Plus. This responsibility has been delegated to the Health and Safety committee, membership comprising of the Head, the Deputy Head Pastoral, the school secretary and the school premises manager.

The committee has sought to identify those significant risks that potentially could cause significant impairment in the achievement of Wetherby Kensington's objectives and aims. A register of these risks is maintained and reviewed annually; Alpha Plus has introduced procedures as far as is practical and possible to manage them to an acceptable level.

### **Risk Assessments (Health and Safety related)**

The school adopts a policy which includes all members of staff having responsibilities for risk assessments.

Annual risk assessments are carried out in all areas, buildings and grounds. If urgent risks are identified these will be actioned immediately, other less urgent risks are noted and dealt with accordingly.

Please refer to the Risk Assessment Policy for further information.

### **Fire Risk Assessments**

Fire risk assessments are a legal requirement and are carried out annually. The completed forms are reviewed by the fire inspector as are all fire procedures.

At least once a term the boys will participate in a fire drill to ensure that everyone is aware of safe procedures to exit the school at all times of the day.

Please refer to the Fire Safety Policy for further information

### **Educational Visits and Journeys**

Risk Assessments are produced for every educational visit. These are completed and given to the Educational Visits Co-ordinator (EVC) and the Head for checking before the visit can go ahead.

Please refer to the Educational Visits and Journeys Policy for Reception and the Educational Visits and Journeys Policy for further information.

### **Holidays during Term Time**

Boys should not be taken out of school to go on holiday as this will clearly affect the academic progress of the pupil, leaving gaps in his knowledge and work for him to catch up on. If you do need to take your son out of school, a written request should be made to the Head via the Head's PA.

### **Insurance**

All insurance documents are held by the school office and can be discussed with parents on request. Whilst the boys are in school or out on an educational visit or journey they are covered under the school's insurance policy.

Boys should not bring valuable or expensive items to school. Pupils' own possessions and uniform are not covered by the school and parents should ensure cover under their own insurance policy.

### **Late Collection**

Boys who are not collected at the end of the school day will be taken down to the school office where they will be looked after by a member of teaching staff or office staff.

The school office will then contact the parents and find out what time they, or the person collecting their son, will be at school. If the school office is unable to contact the parents, then a message will be left on the parents' phone. Then all adults who are authorised by the parents to collect their child from school are contacted. All reasonable attempts are made to contact the parents or nominated carers. The child will be cared for in the school office. The Head will be informed of the situation at this time. The child's form teacher will also be informed. The child will not leave the school premises with anyone other than those authorised to collect him.

If you know you are going to be late in collecting your son, please contact the school office as soon as possible.

Please refer to the Left at School Policy for further information.

## SECTION 6

### Learning for Life (PSHEE)

Learning for Life is an area of the curriculum that is hugely important to the development of the whole child. It covers personal, social, emotional health and citizenship aspects of education. We believe that by having an effective learning for life curriculum we are giving the boys the opportunity to discuss and reflect upon different aspects of life. The importance of the social and emotional aspects of learning (SEAL) are fundamental to the development of each individual. Therefore an effective learning for life curriculum that encompasses all aspects of SEAL is essential.

All boys at Wetherby Kensington will have a weekly learning for life lesson.

Please refer to the Learning for Life (PSHEE) Policy for more information.

### Lost Property

ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED.

The school cannot be solely responsible for the return of lost property; the boys, with the assistance of the form teacher and / or assistant will search for any lost items.

Named items will be returned to their owner and items that are not named / claimed will be taken to the school office.

### Media Permissions

Parents who accept a place for their child at Wetherby Kensington are invited to agree to the school using anonymous photographs of their child and information relating to his achievements for promotional purposes, which may be published in the prospectus or on the website, as well as displayed within the premises and in bulletins sent to the school community. A consent form that we use for this purpose will need to be completed. This is part of the joining pack that you will have completed prior to your son starting at Wetherby Kensington.

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises
- Communications with the school community (parents, pupils, staff, Governors) on the school's website and through the school magazine
- Marketing the school both digitally by website, social media (Instagram), by prospectus, by displays at educational fairs and other marketing functions

The images we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, "Choir 2019"). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school.

Our images are stored securely in a password protected section of the school's database. They are reviewed annually and are deleted when no longer required.

We will always notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from the event.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of our young people, including the children of celebrities.

It is essential that you complete and return the media consent form so that we are aware of where we can use images.

Please refer to the Images Policy for further information.

## Medical Matters

### Administration of medication

If a pupil needs a dose of medicine during the school day, the child must come to the school office to receive his medication. It is essential that parents complete and sign a medication form before any medication can be administered. Prescribed medication can only be administered by the school office. All medication must be clearly named and must state which class your son is in on the packaging. All medication is stored in locked cabinets in the school office. Please make sure that you inform your son's teacher of any medicine that he is taking so that they can ensure he receives it.

Non-prescribed medication should not be administered by staff. However, under certain circumstances, such as when pupils are away on residential trips, it may be appropriate for the party leader to seek written permission from the parents to administer medication.

All epipens / ventilators etc. will be kept in a safe place. If your son needs an epipen / ventilator please write a letter informing the school exactly when and how they are to be administered. It is necessary in certain circumstances for the school to have a duplicate epipen / ventilator.

### Allergies

Should your son have an allergy, it is essential that the school knows about this. This will then be recorded and all staff will be informed about this. The catering department will all display a picture in the kitchen of any child with an allergy. Underneath this picture will be the child's name, class and allergy. The boys will also wear a lanyard at lunchtime stating their name, year group, allergy and a photograph.

Anaphylaxis (nut allergy) is a condition, which appears to be on the increase. It is difficult to diagnose in advance and is often discovered only when a child eats a nut for the first time. For this reason, we ask all parents to observe strictly the following rule:-

**NO NUTS OR NUT PRODUCTS OF ANY SORT ARE TO BE BROUGHT INTO THE SCHOOL.**

Peanut butter is particularly hazardous, as even contact with a person who has eaten peanut butter can provoke a reaction. Please be vigilant about any food coming into school; snacks, lunch, birthday cake, cake sales etc.

Please refer to the Medication Policy for further information.

### First Aid

We have members of staff at Wetherby Kensington who are qualified to administer first aid. There are first aid bags and biohazard kits on each floor. First aid kits will also be taken on all off site visits. Once first aid has been administered then the boy will be monitored. Should we feel that your son is not himself then we may call you to ask you to come and collect him.

Parents will always be informed by phone of any injury their son receives to his head. The school office will contact the parent or carer concerned. If the head injury is severe parents will be asked to collect their son in order to seek medical advice.

At Wetherby Kensington we make sure that all accidents are recorded on the correct form and reported to the parents / carers.

Please refer to the First Aid Policy for further information.

## Pastoral Care and Welfare

Pastoral care is paramount at Wetherby Kensington and links closely with our Learning Support Department. We believe that pastoral care is a holistic approach by which the school attempts to meet the personal, social, emotional and intellectual needs of every pupil, in order that each pupil might participate fully and gain maximum benefit from everything the school has to offer. Pastoral care covers five key areas: personal guidance, curricular guidance, vocational guidance, a programme of personal and social education and development of a positive school ethos.

The first point of contact if a parent has concerns over the welfare of their child should be their son's form teacher.

## SECTION 6

Parents may also speak to the Head or the Deputy Head Pastoral about any pastoral concerns they have. Please refer to the Safeguarding Policy and Procedure and Pastoral Care Policy for further information.

### Personal Items

Items of value should not be brought to school. Mobile phones are not permitted. No boy may wear / bring to school items of jewellery such as rings or necklaces. Pupils' own possessions and uniform are not insured by the school and parents should ensure cover under their own insurance policies.

Furthermore no toys, satchels, or overnight bags are to be brought to school. Space, unfortunately, does not permit.

### Policies

There are a number of policies at Wetherby Kensington. Please refer to the school website for copies of these policies, alternatively please ask the school office for copies.

### Pupil Records

Parents have free access to the development records about their son. Parents who wish to see any personal records or files on their son must make a written request to the Head.

### Security

All visitors report to the school office and sign in. When they have signed in they will be issued with a visitor's sticker. If a member of staff sees anyone without a sticker, they will be challenged and if necessary, reported to the school office.

The school has numerous CCTV cameras. All entry doors to the school will be locked throughout the day. Visitors can gain entry through the front door by pressing the door buzzer and waiting for the school office to allow them into the building.

When the boys are coming into school in the morning the Head will greet them. At home time the Head or member of the Senior Leadership Team will stand on the doors and wish the boys a good afternoon.

### Term Dates

A copy of the school term dates can be found on the school website.

### Uniform and Appearance

The boys are expected to adhere to the following expectations in their appearance:

- School uniform should be clean and in a good state of repair. It should also be worn correctly; shirts tucked in, ties done up, socks pulled up and shoes clean. On hot days the Head will decide if the boys may remove their tie and undo their top button.
- When it is necessary to wear games clothes in class, a full, clean school track suit should be worn

### Uniform Labelling

All items of clothing and equipment must be clearly and permanently named. The school strongly recommends the use of sewn-on labels. Please do not use iron-on labels as they come off very quickly. Labels should be placed in a prominent position inside the item of clothing. It is particularly important that shoes and boots are named properly. Appropriate labels are readily available from most uniform suppliers. Alternatively, Perry Uniform offer a uniform labelling service.

## Uniform Lists

The Wetherby Kensington uniform must be purchased from Perry Uniform. ([www.perryuniform.co.uk](http://www.perryuniform.co.uk))

The winter uniform is worn in the second half of the autumn term and for the whole of the spring term. The summer uniform is worn for the first half of the autumn term and the whole of the summer term.

A list of your son's current uniform requirements can be obtained via the school office upon request.

### Winter

Wetherby overcoat  
 Long Sleeved Grey V-neck jumper with red trim  
 White long sleeved shirt  
 School tie  
 Grey shorts  
 Long grey socks with red stripes  
 Black shoes  
 Wetherby cap  
 Red art overall

### Optional:

Grey Wetherby winter hat  
 Red fleece scarf  
 Red fleece gloves  
 Red belt  
 Red cagoule

Please see Section 4 for our sports uniform.

### Summer

Wetherby blazer  
 Sleeveless grey V-neck jumper with red trim  
 White short sleeved shirt  
 School tie  
 Grey shorts  
 Short grey socks with red stripes  
 Black shoes

## Uniform Suppliers

The uniform is kept as simple as possible and most items are readily available in the school outfitters. Items specific to Wetherby Kensington can only be purchased from Perry Uniform. Perry Uniform have an on-line ordering system [www.perryuniform.co.uk](http://www.perryuniform.co.uk)

## Uniform (Second Hand)

A second hand uniform sale is run by volunteer parents and aims to offer parents the chance to buy and sell good quality second hand Wetherby uniform. Sales take place at the end of every term.

Any donations of uniform are always gratefully received. Should you wish to sell any items in the second hand uniform sale please bring them into school near to the date of the sale.

Please remember to rename any items you buy to ensure that any lost clothing is returned to you.

Should you need any more information or advice about buying or selling uniform please contact the school office.

## Valuables and Money

Boys should only bring money into school if there is a charity day. This should be brought in an envelope and given to their class teacher.

# SECTION 7

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COMMUNICATION AT  
WETHERBY KENSINGTON



Communication between school and parents is something that Wetherby Kensington feels is very important. Communication should flow in both directions and the school is always happy to discuss a boy's needs with his parents. It would be helpful if parents could look out for information from school sent home in school bags with the boys, through the post, or via email.

### **Calendar**

A calendar of school and sporting events for the forthcoming term is available on the school website and reminders are sent out in the Wetherby Forecast newsletters. It would be extremely helpful if parents highlighted events on the calendar which specifically relate to your son. Changes to the calendar will, where possible, be announced in advance via email or by a letter from the staff or by SIMS InTouch. The calendar dates can also be found on the school website and the weekly Wetherby Forecast.

### **Email**

All parents will be given their son's form teacher's email address at the beginning of the year. This is so that teachers and parents can communicate effectively during the school day. Other important notices from staff can also be communicated in this way. If your email address changes please do let the school office know immediately.

Please refer to the Email Guidelines Policy for Parents for further details.

### **Head's Letters**

Any information from the Head is sent home in book bags or will be sent via email. There may also be notices from the Head on the school's website.

### **Letters**

Should there be information about upcoming events, a letter and / or email will be sent. Letters may be sent home in the boys' book bags and therefore it is essential that you check your son's book bag daily.

### **Meetings**

Should you wish to discuss an aspect of your son's schooling, you may email your son's teacher or the appropriate staff member to arrange a time. All meetings with the Head should be made via the Head's PA.

### **Parent Information Evening**

Parent information evenings take place at the start of the autumn term for Reception parents. During this evening the parents get the opportunity to meet their son's class teacher and assistant and the other parents in the class. A presentation is also given regarding the Reception year ahead and the curriculum.

In the summer term the Reception, Year 1 and Year 2 parents also attend an information evening where they have the opportunity to meet their son's next class teacher and assistant.

### **School Magazine**

The school magazine is produced annually and is a reflection of the life of the school during the course of the school year. There will be contributions from staff and pupils. There is a competition to design the front cover.

### **Website**

The school's website provides plenty of information about life at Wetherby Kensington including the term dates, events calendar, lunch menus, school policies, inspection report, teaching team, trips, and so on.

The address is: [www.wetherby-kensington.co.uk](http://www.wetherby-kensington.co.uk)

# SECTION 8

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ADMINISTRATION AT  
WETHERBY KENSINGTON

## **Fees**

Credit Control is run by the finance officer at Wetherby Kensington.

At Wetherby Kensington we encourage parents to pay their school fees by direct debit, however, upon arrangement, parents may pay by cheque, cash or BACS. The fees are reviewed during the spring term and notification of any changes given to parents in March of each year. The fees increase applies from the beginning of the autumn term.

Current information about fees is available from the school office. If you have any query with regards to your end of term account, it should be directed to the bursar.

## **General Enquiries**

General enquiries should be directed to the school office in the first instance. The office is open between 8.00am and 5.00pm during term time.

## **Parking**

Parking is a problem that has been recognised by the school. Parents are asked to park sensibly in the designated parking areas. Congestion occurs at peak times, namely drop-off and pick-up.

## **Photographs**

A whole school photograph is taken every year in the summer term and includes every pupil and member of staff in the school community. Class and choir photographs are also taken in the summer term. Individual photographs are taken every year and brothers also have their photograph taken together.

## **Other Photographs**

From time to time photographs are taken of the boys to be used in promotional material such as the prospectus, website, social media (Instagram), advertising and also the school magazine. The media parental permission form, which all parents complete prior to their son entering the school, allows parents to give permission for the school to photos of their son internally within the school, in promotional literature (prospectus, newsletters, posters) and on the school website.

Please refer to the Photos and Images Policy for further information.

## **Stationery and Equipment**

All stationery equipment is provided by the school and each classroom has all essential stationery. At the start of the year boys in Year 1 are provided with a pencil, a ruler, a rubber and a pencil sharpener. Should these break or run out a new one will be provided.

Where necessary, maths equipment will also be provided. Exercise books are provided for each subject.

At Wetherby Kensington we encourage the boys to be responsible for their own things and to look after school property.

## **Transport**

During the school week the boys will need to be taken to a variety of locations for games, PE, swimming lessons and school fixtures. Wetherby Kensington uses the same coach company and all coaches are fitted with suitable seatbelts for children. The coaches are only driven by qualified drivers, and the travel is covered under the school's insurance.

# SECTION 9

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EXTRA CURRICULAR PROVISION AT  
WETHERBY KENSINGTON

At Wetherby Kensington there is a wide variety of extra-curricular provision.

### **After School Clubs**

During term time staff will run clubs. Chess, science and martial arts are just a few of the clubs which we run. Most clubs will start at 3.45pm and finish at 4.45pm unless you have been notified otherwise.

All clubs are for boys in Years 1, 2 and 3. The boys are required to bring a snack to eat before the club starts. This snack should be healthy and completely nut free.

### **Insurance**

All pupils are covered by the school's travel insurance (details of which are available from the school office or on the website) but parents may take additional cover if required.

### **Trips**

Trips are a vital part of a child's education. Each year there are many outings and trips. All of the trips are of an educational nature. It is not possible to list all the trips in this handbook, but parents will receive details of trips at the appropriate time.

At the beginning of every year, parents are required to complete an educational visits and journeys consent form. Parents should know that all risk assessments are undertaken before a trip goes ahead. All trips are covered under the school's insurance policy.





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