



DUKE *of* KENT
SCHOOL

Parent Handbook
2026-2027



A Welcome from the Head








Duke of Kent School offers excellent educational opportunities in an inspiring setting. Our goal is to provide pupils with an environment where they can be stretched, challenged and nurtured and find their individual spark. We also want them to be happy, safe and encouraged to have the platform to grow into a healthy, confident and compassionate young adult. Central to this is our partnership with parents.

The aim of this Parent Handbook is to provide you with details of all the important information, routines and procedures we have in place for the benefit and wellbeing of your child and to help you navigate the School.

We have fantastic teaching staff who recognise the individuality and strengths of each of our pupils and challenge them to be the best they can be, whilst allowing them the freedom to be exactly who they want to be. Your support and encouragement will help us to help your child to progress and develop as exceptional citizens.

Our Aims

-  To equip pupils to be independent thinkers and learners throughout their lives
-  To build a community in which kindness and respect are central to all we do
-  To provide our pupils with exceptional pastoral care and to provide opportunities for personal, physical, social, cultural and moral development
-  To maintain and develop our links, both with our own parent community and with the wider local and international world
-  To steward our resources responsibly; maintain and develop business stability

Our Values

- | | | |
|--|--|---|
|  Kindness |  Respect |  Honesty |
|  Effort |  Responsibility | |

If there is something you would like to know which is not in this Handbook, please do contact the School Office as we would be very happy to help.

A handwritten signature in black ink that reads "S. Knox".

Mrs Sue Knox
Head

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General Information

Contact Information



School address:
Duke of Kent School,
Peaslake Road,
Ewhurst,
Surrey,
GU6 7NS



Facebook: Duke of Kent School



Instagram: @dukeofkentschool

Head: Mrs Sue Knox

Deputy Head: Mr Tom Southee

Chair of Governors: Mr Richard Brocksom



Telephone: 01483 277313



Website: www.dukeofkentschool.org



Email: office@dokschool.org

Senior Leadership Team

Mrs Sue Knox:

Head

office@dokschool.org

Mr Tom Southee:

Deputy Head of Safeguarding

(DSL) tsouthee@dokschool.org

Mr Adam Wyllie:

Head of Senior School

awyllie@dokschool.org

Mr Chris Wright:

Head of Prep and Pre-Prep

cwright@dokschool.org

Mr Alex Seeley:

Director of Teaching and Learning

aseeley@dokschool.org

Mrs Caroline Instone:

Head of Learning Development

cinstone@dokschool.org

School Communication

We believe that positive and friendly communication with parents is an essential part of a happy School and home relationship. We achieve this via:

Correspondence

Please send general letters and emails to office@dokschool.org. These will be attended to by the Head's PA who will then send them onto the relevant member of staff.

Telephone Contact

Telephone calls are always welcome between 8:00am and 6:00pm on weekdays for routine matters. You can call on 01483 277313. An answer phone machine will take messages during out of School hours. These will be attended to as soon as the School Office opens each morning. During the School holidays, please leave a message and they will be attended to within 24 hours.

Email

Emails will be used to communicate important information. Please do check your emails regularly and keep us informed of any changes to email addresses.

Absence

If pupils are absent from School for any reason, please contact the School Office on 01483 277313 or by email absences@dokschool.org before 8:45am (on each day of absence). The School Office is open from 8:00am until 6:00pm during term time.

If your son or daughter is late for morning registration they must report to the School Office before joining their year group for lessons.

Only in exceptional circumstances will a request for absence from School be granted but it is always the School's intention to regard individual instances sympathetically when appropriate.

All requests for absence must be made in writing to the Head. Parents are reminded that no holidays are to be taken during term time.

Parent Teacher Meetings

These are held for each pupil at different points throughout the year to share important information and discuss a pupil's progress and learning. The dates will be communicated to you at the beginning of the academic year. If you need to contact a particular teacher during the year, please contact the School Office. Prep and Pre-prep Parent meetings are for parents only to attend; Senior School pupils are expected to attend with their parents.

Social Media Platforms

At Duke of Kent School we use Facebook, Instagram & Tik Tok as our social media platforms. We encourage you to follow our social media platforms to receive push notifications with news, updates, educational articles, interactions with other Schools, communities and public figures.

The Facebook handle is *Duke of Kent School*, our Instagram handle is *dukeofkentschool* and Tik Tok is *DoKSchool*. These platforms are used for posting informal pictures, videos/IGTV, live streaming and stories. The content shown is educationally based but has a relaxed feel. This is a great way to keep up to date on a daily basis with what is going on in School.

For information on how we use photography for our social media accounts, please see our Photography Policy on the School website.

Weekly Bulletin







Every Friday afternoon, the Weekly Bulletin is sent out via email. This shares highlights and achievements from the week and reminders for upcoming events.

Website

Our School website is updated on a regular basis and is available at www.dukeofkentschool.org.uk. The website is for current pupils, parents, staff, prospective families and any visitors to the School. The site contains a great deal of information including a 'Parents' section for current parents located at the top right of the website. You can also see information such as daily menus, uniform lists, term dates, activities and our Alumni Association.

Parent Cloud Portal

All parents have password protected access to the School Parent Portal and Web Portal App. This is a secure site used by the School for parents and carers to access useful and important documents relating to their child:

-  Assessment information
-  Examination results
-  School reports
-  Timetable information
-  The School calendar
-  Electronic forms

This is a valuable resource and we encourage all parents to use it regularly. To access, simply click on the 'Parents' link from the School website and select the Parent Portal option and enter your email as the username. If you have problems with the password access, click 'forgotten password' and you will be sent a new one. Any further problems, please contact our IT Manager, Mr Andrew Charlton on acharlton@dokschoool.org.

School Information and Policies

On our School website, a number of policies and key information about the School can be found.

Concerns and Complaints

We highly value our partnership with parents and seek to resolve any concerns or complaints thoroughly and effectively when they arise. If you have any concerns or complaints, we are always here to help resolve these issues and encourage an open forum for discussion. In most cases, these concerns can be resolved with Form Teachers and this would be your first point of contact or via the School Office on office@dokschoool.org. However, if this does not resolve

the matter, please see our complaints procedure on our School website which gives you full details of the process to follow.

The Alumni Association

The Duke of Kent School Alumni Association was set up in recognition of the growing community of pupils wanting to stay connected with each other and our wonderful School.

This Alumni Association now provides a permanent gateway for Alumni to get in touch, get involved, and become aware of the various events that will be held in the future.

We welcome any Alumni to return and inspire the next generation of pupils through careers advice, work experience, opportunities within their field of expertise and give valuable advice for the next stages of education after Duke of Kent School.

Please visit the Alumni page on the School website to join the Alumni Association.

The Medical Room and Health

If children are feeling unwell at School, they are attended to by one of our School Nurses, or a first aid trained member of staff. Parents are informed when a child needs to be collected. All parents are asked to complete relevant medical forms, found in their joining documents, prior to admission to the School including signed consent for emergency treatment to take place by the lead Nurse, Mrs Chloe Sarjant.

Long-term medical conditions and allergies are communicated to staff as per the School's First Aid Policy and a separate asthma register is in place. Pupils with specific medical conditions will have an Individual Health Care Plan drawn up. When a pupil is prescribed medication such as an antibiotic, and it is deemed appropriate for the child to attend School, the medication is administered by the Medical Room team at the

required time. These medicines must be in the original packaging as dispensed by the pharmacy with the child's name, dosage and frequency on the label. A 'medical administration/parental consent' form must be completed in order for the medication to be administered. These can be obtained from the Front Office.

If necessary and where possible, pupils are expected to carry lifesaving medication on their person at all times (no other medications are permitted to be carried by pupils at School unless under prior arrangement with the School Nurse). Parents are encouraged to provide the School with spare medication in case of an emergency. The School Nurses monitor expiry dates of medication and send reminders home. However, it is the overall responsibility of parents to provide and ensure that all medication is in date.

Parents are required to inform the School of any illnesses or change of medical history. Please contact our School Nurses for any day to day first aid/medical updates/requests on nurse@dokschoool.org. Please refer to relevant School policies for further information or contact the Medical Team.

Sickness at Home

If your child has an episode of vomiting and/or diarrhoea, they must remain at home for 48 hours after they have ceased vomiting (or last episode of diarrhoea). Please do not send your child to School with a high temperature (38 degrees+).








Finance

School Fees

We run an extended day from 7:30am with the option to stay until 7:30pm for Senior pupils. Termly fees are **all inclusive**. All food and refreshments including snacks, breakfast, lunch and tea are included within the fees. All curriculum-based school trips, textbooks and extra-curricular activities are also included. Pupils from Year 3 onwards are provided with a Chromebook. Residential trips are extra - however an alternative school-based option is always available. Fees are per term unless specified otherwise. Fees include VAT, except Nursery provision which is exempt from VAT.

Additions to Bills

Separate charges (extras) are generally made in arrears on each pupil's account. Extras include items such as the following:

-  GCSE examination fees
-  Learning Development lessons
-  Occupational Therapy lessons
-  Music lessons and instrument hire
-  Speech and Drama lessons
-  Optional non-curriculum trips such as the Ski Trip, Language Exchanges, Choir Trip, Sports Tour, Prep School residential trips etc
-  Use of School minibus service

Breakages

Charges for replacement or repair of School equipment may be made when damage has been caused by wilful or careless behaviour. Damage to School equipment, for example iPads/ Chromebooks, will be added to your end of term bill.

Insurance

The School carries no insurance to cover the loss or breakage of personal belongings such as pupils' musical instruments, mobile phones, iPads (or similar) or laptops brought to the School. The responsibility for this insurance rests entirely with the parents and can usually be arranged through standard 'home contents' insurance. Such home contents insurance will also be needed to cover the School property taken home.

Please do check your cover if you have any doubts.

Bursaries

The Board of Governors is committed to broadening access to the School by offering to eligible parents means-tested support for the payment of School fees.

A bursary is an amount by which School fees may be reduced. Bursaries exist to deal with financial hardship and are primarily to ensure continuity of education for a pupil currently attending the School. Such an award may be for as short a period as one term or it might extend for several years depending on proven need. Bursary awards can range from 10% upwards of the fees and are subject to an annual review.

Bursaries will require full financial disclosure and verification, for example, a P60, bank and/

or building society information and mortgage finance statements. All information is treated in strictest confidence and will be assessed by the School's Finance Committee. Careful judgement is exercised in each case and the Committee's decision is final.

Please contact the Finance Manager, Mr Nick Tearle, on ntearle@dokschool.org if you would like a copy of the School's Bursary Policy.

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Scholarships

Duke of Kent School nurtures and celebrates the talents and achievements of our pupils. Our School is a purposeful environment where pupils embrace all the opportunities before them and specialise in areas where they are particularly adept.

We have a small but broad Scholarship programme which supports this ethos through the recognition of exceptional ability in the fields of Academia, Computer Science, Music, Performing Arts, Art & Design and Sport as well as that of all-rounders who excel across a range of disciplines.

Scholarships are awarded to pupils who are entering Year 7 from the current Year 6 cohort and also to pupils applying externally. Current Year 6 pupils may apply by completing the relevant scholarship forms. By exception, Scholarships are also offered at different entry points to the School.

Scholarship holders are subject to a comprehensive annual review by the Head and the relevant Head of Department and, if the required standards are maintained, will last the duration of the pupil's enrolment at Duke of Kent School.

Further information on scholarships can be obtained from our Registrar, Mrs Jane Hopwood on registrar@dokschool.org.

Sibling Discounts

At Duke of Kent School, we offer sibling discounts to the third concurrent child and subsequent concurrent children whilst all children are attending Duke of Kent School.

Deposits

On acceptance of a place at Duke of Kent School, a deposit of £500 is required for a pupil joining Nursery through to Year 6. A Senior School deposit of £1,000 is required for pupils joining in Year 7 and above.

Duke of Kent School pupils moving from Prep School into the Senior School, top up their deposit to make a total of £1,000, which will be reflected in the relevant fee invoice.

School Matters

Behavioural Expectations

Duke of Kent School is a happy, welcoming and compassionate community where kindness and respect are central to all we do. We aim to know and care for our pupils as individuals, to promote their wellbeing and to respond to their needs and interests. Consideration, courtesy and care for their School must be the guiding principles of the behaviour of all members of our community.

Pupils are expected to sign and adhere to the pupil Code of Conduct each year and understand the consequences should the code be breached. The Code of Conduct applies at all times when pupils are engaged in School activities, in and out of School. In brief, pupils are expected to:



Respect others – acting kindly and helping to build a positive community



Respect themselves – presenting and organising themselves well



Respect property and the environment



Report concerns – reporting any unpleasant behaviour, bullying or worrying situations to a member of staff



Put their best effort into all that they do, in and beyond the classroom

We believe that encouragement far outweighs criticism. It is also important that pupils respect the School rules and understand that any sanction is part of the learning process, promoting their own personal and social development.

Pastoral and Pupil Wellbeing

Pastoral Care and Pupil Wellbeing has always been at the front and centre of everything that we do at Duke of Kent School. Pupil welfare underpins every aspect of School life. We believe that the pastoral, and academic, work hand-in-hand with each other. If a child is happy and confident they are much more likely to thrive in their learning. One of the advantages of being in a small school is that each pupil is known. By understanding individual pupil needs we can support their progress and sustain the broader health and harmony of the School.

Our pastoral system is layered to provide pupils with a robust network of support. Every member of staff in our School is involved in the welfare of our pupils. Form Teachers, Heads of Section, the Safeguarding Team and our Wellbeing Coordinator, are all in place to observe, manage and act upon pupil concerns. The Head and Deputy Head are kept abreast of all ongoing pastoral issues and we ensure that we work in partnership with parents at every stage. Our Wellbeing Coordinator, Mrs Mariette Douglas, can be contacted by email on mdouglas@dokschool.org.

Bullying

Duke of Kent School does not tolerate any form of bullying. We work actively to prevent bullying from happening and to stop it when it does occur. We seek to create an environment that significantly reduces the likelihood of bullying behaviour, as well as a culture of excellent pastoral care, open communication with our pupils, and partnership with parents in which incidents will be readily reported and will meet a constructive response. We take a holistic view of pupil welfare and aim to ensure that the impact

of bullying on individual children is addressed cohesively, considering areas such as academic, pastoral and medical welfare.

Safeguarding

We have a whole-School approach to the duty of care to all pupils. Should the School have any concerns regarding a pupil's welfare, health or wellbeing, the parents will be contacted in the first instance, where appropriate. If parents have any concerns regarding a pupil, we actively encourage an open forum for School matters discussion with the Designated Safeguarding Lead (DSL), Mr Tom Southee. For further information or if you wish to discuss any safeguarding issues with Mr Southee, please contact him by email on tsouthee@dokschoolorg.

All staff receive annual safeguarding training as well as termly updates and refreshers which are led by Mr Southee.

For further details of procedures, please see the School's Safeguarding Policy on the School website. This policy is updated annually or as and when regulations change.

Stretch and Challenge

We have consistently high expectations of all pupils all of the time. This means that all pupils are encouraged to engage with, and take responsibility for, their own learning by being active participants in lessons. Our growth mindset philosophy operates on the principle that all learners can, when properly challenged and supported, achieve extraordinary progress. We expect and celebrate effort and all learners are encouraged to challenge their own individual limits. This individualised approach enables pupils to experience stimulating teaching beyond the examination specifications and ensures that there are no ceilings to achievement.

All pupils are taught to embrace mistakes and recognise that effort and resilience are

crucial qualities on the path of learning. These strategies all combine to assist in developing well rounded individuals for the future.

We also recognise that pupils with particular abilities and talents should be acknowledged and further stretched at their own point of challenge. The top 10% of pupils within each year group are identified by their subject teachers. These pupils' progress and provision is tracked to ensure their attainment is in line with their potential. Teachers provide a challenging and enriched curriculum as well as additional extra-curricular opportunities to develop these pupils' abilities even further.

Learning Development

The Learning Development Department warmly welcomes any pupil who needs support. We have a dynamic and proactive team of specialists who are always willing to help your child achieve their potential. Teaching aims to promote an enthusiastic, confidence building and active approach to learning. Early intervention is a priority and extensive monitoring and tracking measures are in place to try to ensure pupils who would benefit from additional support are identified early.

Support strategies can be put in place within classes or can take the form of up to two individual or small group lessons a week to help reinforce key areas of the curriculum. Individual or paired lessons are chargeable and added to the end of term bill. Lessons are timetabled to take place during the School day. While parents or teachers can refer pupils to the Learning Development Department, pupils in the Senior School often come along themselves to ask for support or advice.

In the Senior School, a non-chargeable daily lunchtime drop-in is available to all pupils. Pupils can drop in as a 'one off' to ask for help with a homework they have found difficult, or visit on a more regular basis to receive support with more general strategies.

The Department is also responsible for monitoring and administering any applicable Access Arrangements (e.g. Extra Time, Readers, Scribes) for pupils who qualify for these arrangements in exams.

If there is a need for more specialist support or guidance, the Department welcomes and oversees visiting professionals such as Speech and Language Therapists, Occupational Therapists or Educational Psychologists. From drop-ins to handwriting groups and spelling clubs, the Learning Development rooms are always buzzing with life.

Music and LAMDA Lessons

Our award-winning Performing Arts Department is at the very heart of School life. An exceptional range of opportunities, in and beyond the classroom, is open to all with Music, Drama and Dance taught in every section of the School.

Individual instrumental lessons are available throughout the School, taught by our excellent team of professional peripatetic teachers; these lessons work on a weekly carousel system and are billed for in arrears termly. Similarly, LAMDA lessons in Speech and Drama are available in the Senior School, while LAMDA groups are offered to Pre-prep and Prep pupils.

Extra-curricular Performing Arts opportunities are available to all three sections of the School. Currently the School boasts a Jazz Band, Concert Orchestra, five choirs (Senior, Middle, Junior, Chamber and Rock), Years 7, 8, 9 and 10 vocal groups, instrumental groups, pupil-led Rock Bands, Ballet and Lyrical Dance, Year 1 Cellos and Year 2 Strings. All these ensembles perform in our busy programme of concerts and productions, which are put on termly and feature events such as a Pre-prep Dance Show, a Prep Production, a combined Summer Concert, a full scale Senior Musical and more. To change, cancel or request new lessons: periteachers@dokschoo.org

School House System

We have a well-established House system comprising of four Houses: Buzzard, Hawk, Kestrel and Peregrine. These birds of prey were chosen by our School community in 2021 to reflect the reference of the natural beauty and biodiversity of the Surrey Hills as well as the School's close history with the RAF. Being part of a House gives pupils an alternative sense of belonging to the normal year groups, and encourages them to engage with pupils of all ages. Each House has a House Captain and a Sports Captain and members of staff to lead the way. The major whole-School competitions in Spring and Summer Term, House Music and Sports Day respectively, are supplemented by a myriad of other competitions including House Bake Off, Chess, Poetry, Quizzes and Sports competitions of all kinds. Pupils earn House points across academic and extra-curricular activities, culminating in the award of the coveted House trophy, awarded at Parents' Day each year.

Matches

All pupils in Years 3 to 11 have the opportunity to play in inter-school and House matches throughout the year. Matches for Years 3, 4 and 11 are on Thursday afternoons, Years 5 to 8 on Wednesday afternoons and Years 9 to 10 on Tuesday afternoons. On occasion, some events/tournaments take place on other days of the week. There are also some fixtures organised throughout the year for Year 2 pupils. Our SOCS Sports Website is the primary source for all sport-related information: sport.dukeofkentschool.org.uk

To conveniently access your child's schedule, we encourage you to log in to SOCS by using your parent portal username and password. You can sync to your child/children's name/s and see information on your mobile calendar when teams are published. The pupils can also see the information for each match on their sports TV screen outside of the dining room.

All team sheets are posted at least 48 hours before the match.

Parents are welcome to join us for match tea and cake following any home fixtures which are hosted in the Main School building. Pupils enjoy their own match tea in the Dining Room.

Off Games

If a pupil is injured or has been unwell and needs to be excused from Games, a note of explanation should be written or emailed to nurse@dokschoo.org who will then forward it to the PE Department. Please indicate when you would expect your child to return to Games. Pupils who are 'off Games' are expected to watch their peers' lesson or match and be collected at the end of the School day.

Parking on the School Site

Parents may park in the Lower Car Park during the School day, which is accessed by turning right just after the Lodge House on entering the drive and the gravel car park is on the right-hand side. Pre-prep parents are encouraged to park at the bottom of the School site and walk up the hill to drop their children off and pick them up. Those with children in Nursery and Reception may need to park in the Top Car Park. Reception to Year 6 can be dropped off using the one-way system in the Top Car Park in the morning and Seniors should be dropped by the changing rooms and walk up via the footpath. Pick-up for Pre-Prep is from outside the Pre-prep entrance and parents are asked to park at the Lower Car Park. Years 3-11 are picked up via the one-way system at their appropriate pick up times.

If you need to come into School or have a meeting with a member of staff, we ask that you park in the Lower Car Park and walk up to School. When the School holds special events such as Parents' Day, specific parking arrangements will be put in place with appropriate signage.

Personal Items

Games, toys and books (but no electrical devices) can be brought to School when appropriate and should be kept in trays or lockers. Please ensure that everything is named and please do not allow expensive items to be brought to School. The School accepts no responsibility for loss or damage to personal property.

Watches

Watches are permitted but no smart watches are permitted. Please ensure all watches are named.

Mobile Phones

Pupils are NOT allowed to have mobile phones in School. If they travel to School using the School minibus service, they are allowed to have phones for the journey but must hand their phone in to the School Office on arrival and collect from there on departure. We encourage the use of 'brick' phones for those on the bus. Any phones found in School will be confiscated and returned accordingly. Please see mobile phone policy on the School website.

Lost Property

Items lost in School are placed into the black box in the Main Office. If a child does not collect their lost items, a phone call to home will be made so families know there is an item(s) to be collected. The Pre-prep 'Lost Property' is brought to the Pre-prep entrance every Friday afternoon.

Uniform Shop

Duke of Kent School uniform is stocked at Stevensons School Uniform Outfitters located in Guildford, Surrey:

Stevensons School Uniform Outfitters,

210 London Rd,
Guildford,
Surrey, GU4 7JS

Telephone: 01483 577835

Website: www.stevensons.co.uk

Full uniform lists can be found on the School website.

Second Hand Uniform Shop

The shop, run by the Parents' Association (PADoK), is open on Wednesdays between 3:00pm to 4:00pm once a month and occasional Friday mornings from 8:00am-9:00am. Notification is via the Weekly Bulletin sent out every Friday and on social media platforms. When handing in items for sale, the following guidelines apply:



Items are on the School uniform list



Items are laundered and in good condition



Items are individually marked with your name

When your items are sold, a reimbursement is made as a credit on your school account, 50% of this is donated to charity. There is a donation box located outside the Second-Hand Uniform Shop for ease of donating uniform outside of opening hours. We only accept uniform from Stevensons (excluding cricket kit). We do accept good quality trainers, astroturf trainers and school shoes.

The shop is signposted at the bottom of the School site, next to the Sports Hall.

Food and Nutrition

Our aim is to ensure that all aspects of food and nutrition in School promote the health and wellbeing of pupils, staff and visitors. All of our food is prepared by our catering company, Holroyd Howe.

Each day, pupils are provided with an optional breakfast consisting of a selection of cereals, toast and fresh fruit juices from 7.30am. This is available to pupils in Year I to Year II. This is then followed by a healthy morning snack, lunch and an afternoon snack. Pupils can stay for tea after an activity or Study. Fresh fruit is also available throughout the day in the dining room.

Please let us know well in advance of **any particular dietary requirements in writing**. All dietary needs will be catered for where possible, but we try to maintain a sensible balanced diet for the wellbeing of all pupils. Pupils must bring a named water bottle to School with them each day.

Any issues relating to School food should be discussed with our Catering Manager, cateringmanager@dokschoool.org. The School has a **nut free** policy and no food or snacks should be brought into School from home. There are to be no cakes, biscuits and sweets brought in from home except for organised and supervised cake sales. This is due to allergies and complex dietary requirements and difficulty in supervising the distribution of the cakes, biscuits and sweets in a controlled way. Cake sales will still continue due to the controlled nature and supervision assigned to them. All cakes that are brought in for a cake sale should include a full list of ingredients (whether home baked or bought). These will be displayed next to the cake and a member of staff will be on hand with a list of those with allergies to assist in what they can and cannot have. Cakes must not contain nuts. Menus can be found on the School website in the Parents Section under Food and Nutrition.

School Transport

Duke of Kent School runs a transport service in the mornings and evenings. Buses are driven by our own minibus drivers who carry all the necessary qualifications. For prices, availability and terms and conditions regarding our

transport service, please contact Mrs Jacqui Browning.

Telephone: 01483 277313

Email: buses@dokschoo.org

The Parents Association – PAdoK

PAdoK is a voluntary group of parents who meet twice a term to organise social events throughout the School year for the whole School community to enjoy. PAdoK events range from hosting quiz nights to putting on a large themed party with catering, bar and live music. Funds raised at events are put towards additional projects at the School that benefit the pupils such as camping supplies for Duke of Edinburgh pupils, a 3D printer, a telescope for the Science Department, Tonka Toys for Pre-Prep, Pottery wheels for the Art Department and cameras and video cameras for the Performing Arts Department.

Charity: We hold an annual afternoon Tea to raise much needed funds for Macmillan and in previous years all funds raised from our annual Christmas Hamper Raffle are donated to local charities and infant Schools.

Each class has a PAdoK 'rep' who is a friendly point of contact for the parents and keeps them informed about upcoming events. Their role is also to organise social events that bring parents together, such as a coffee morning, a curry night or just a get-together at a local café. PAdoK runs a number of fun clubs for parents to attend including a netball team, a choir, a walking group and a book club. PAdoK is keen to welcome any parents that would like to be more involved, whether as a class rep or to help out at individual events. Everyone is welcome. PAdoK support the School by attending Open Mornings to talk to prospective parents and serve refreshments to the parents at the various School Productions.

If you would like to get in touch with the Head of PAdoK, please email padok@dokschoo.org. New parents will be given a list of each year groups' PAdoK representatives with their joining documents. This list is updated annually.



Pre-prep

The School Day

Nursery

Classroom opens at 8:00am

Ages 3 – 4	Pupils can join us from the term in which they turn 3 years old
Monday – Friday	5 half day sessions or 5 full day sessions available
Half Day	8:30am - 1:00pm (including lunch)
Full Day	8:30am - 3:30pm (including lunch)
Nursery Late Club	3:30pm - 4:30pm (including snack)
Little Dukes	4:45pm - 6:00pm

There is provision from 8:00am in Nursery for Early Birds if necessary.

NB children are expected to be potty trained by the time they start Nursery.

Reception, Year 1 and Year 2

Classrooms open at 8:00am

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	8:30	8:30	8:30	8:30	8:30
Home/Snack/Activity	3:30	3:30	3:30	3:30	3:30
Activity Ends	4:30	4:30	4:30	4:30	4:30
Little Dukes	4:45 - 6:00	4:45 - 6:00	4:45 - 6:00	4:45 - 6:00	4:45 - 6:00

Little Dukes Wrap-around Care

Little Dukes Wrap-around after School care for Nursery to Year 2 is designed to help those parents who finish work later, or who have older children staying for activities until 18:00 in the Prep or Senior School.

The sessions will run from 16:45-18:00 and cost £8.25 per session. This includes staff supervision

and a picnic tea in the Dining Room.

Sessions can be booked termly for some or all evenings on the activities sign up forms (for example if you needed every Monday and Tuesday for the whole term, you would indicate this here). The cost of these will be added to termly bills.

It is also possible to sign up on a one off occasion by contacting the Pre-prep Coordinator (preprepcordinator@dokschoo.org) by lunchtime Monday with any sessions you need to sign up for that week. Again, the cost of these will be added to termly bills.

Weekly after-school clubs finish at 4:30pm, with pick-up expected by 4:45pm. Any parents arriving after 4:55pm who are not signed up for Little Dukes will be charged a late collection fee equivalent to the session cost of £8.25.

Uniform

We expect all pupils to be dressed smartly and in full School uniform on all occasions. This includes shirts tucked in, skirt lengths to be down to the knee, clean School shoes and the School jumper to be worn to and from School. Please ensure that all School uniform (including shoes) are clearly named. In Nursery, pupils are to wear the Duke of Kent School sweatshirt.

For a full list of the School uniform, please head to the Parents' section on the School website.

We ask that pupils bring a named water bottle into School, which remains in their classroom throughout the day.

Activities

Each term a range of after-School activities are offered for Years 1 and 2 pupils to choose from. Examples of recent activities include: Sports, Cookery, Storytelling, Construction, Mountain Biking, Art, Yoga, Ballet, Camera Trapping, Mindfulness and Crafts. For pupils in Nursery and Reception, a late club is available from 3:30pm to 4:30pm in which they can enjoy quiet play at the end of the School day.

Rewards and Sanctions

Pre-prep uses a system of Stars and Diamonds as rewards.

Stars – These are awarded for hard work and effort.





Diamonds – These are awarded for helpfulness and kindness.

Each time a pupil fills a chart with 20 Stars and Diamonds, a certificate is awarded (Bronze, Silver, Gold or Platinum) at our Star Assembly.

Star Assembly is our weekly celebration when we share department news, and the wonderful range of activities in which the pupils have been participating and also celebrate individual achievements. Each class has a 'Star of the Week' who receives a certificate and badge, has their photo on display in the department for the week and appears in the Weekly Bulletin. You will be notified in advance by the class teacher if your child is due to be Star of the Week. Parents are warmly welcomed to join us for the assembly to see them collect their certificate and badge.

Staff use positive strategies for handling any negative behaviour. We help pupils to find solutions in ways that are appropriate for the pupil's age and stage of development. To remedy pupil-pupil disputes, we promote the skills of negotiation and compromise before intervening.

Should inconsiderate behaviour occur, the class teacher will speak to the child. If it is deemed appropriate, a pupil may receive one of the following sanctions:

-  Being moved within the classroom or asked to sit out of an activity
-  Five minutes off playtime
-  If repeated, the pupil will be sent to speak to the Head of Prep and Pre-prep
-  If repeated again, the pupil may be sent to speak to the Deputy Head

In the event of extreme or repeated bad behaviour, parents will be informed. Specific intervention designed to support and promote positive behaviour will be introduced as required on an individual basis; parents will be kept informed.

School Curriculum

The Pre-prep curriculum is designed to inspire, engage and promote a love of learning within our pupils. There is an emphasis on participation and effort, whereby we encourage each and every pupil to try their hardest across the breadth of our varied curriculum. We strive to provide opportunities that develop confidence and ignite imagination and creativity.

Our Nursery and Reception curricula are based upon the Early Years Foundation Stage (EYFS). This stage of education is an integral milestone and an invaluable opportunity to establish solid foundations upon which all future learning will be built. For pupils in the EYFS, the day consists of opportunities for both adult-led and child-led learning, as well as play - not only the natural way in which young children learn but also vital for the enjoyment as well as social natural way in which children learn. It is vital for the enjoyment of childhood as well as social, emotional, intellectual and physical development. Adult-led activities promote experience with literacy and numeracy, as well as developing both fine and gross motor skills.

In addition to continuous provision, themes in Nursery and Reception are decided by teachers with the pupils' input. The teachers watch and listen carefully and will decide on topics to spark the children's interest and curiosity. These topics change from term to term and year to year, tailored to each particular group of pupils' interests.

In Reception, Year 1 and Year 2 there is a strong focus on English and Maths, taught daily. For Year 1 and Year 2 pupils, the timetable also includes Science, Topic (History and Geography), Art, ICT, PE, French, Religious Studies and Personal, Social and Health Education (PSHE).

Although Topic work is more structured in Years 1 and 2, pupils continue to have considerable choice in what and how they learn. They will decide, for example, which rainforest animal they want to focus on in Year 1 and which individual they want to study for the Famous People topic

in Year 2. They will be supported by their teacher in the research and presentation of their findings, as opposed to being told a list of facts to learn.

Beginning from Nursery, pupils see specialist staff for Music and Dance. In Reception this extends to include expert French and PE teachers. Pre-prep pupils benefit from the facilities of the wider School, making regular use of the all-weather pitch, Performing Arts Hall, Music Room and swimming pool for weekly swimming lessons (beginning in Reception). Pre-prep pupils enjoy our extensive and beautiful grounds during their weekly Forest School sessions (twice weekly for Nursery), which provide the perfect opportunity to harness the sense of wonder, excitement and curiosity that young children naturally possess.

Throughout the academic year, a number of educational trips, visiting speakers and themed days enrich the curriculum and extend learning. These opportunities provide context to the pupils' education, demonstrating how the content they have been exploring relates and fits into the wider world.

Assessments and Reporting

At the end of the first half of the Autumn Term, we provide a written overview of how each child has settled into their new class. To conclude the academic year, parents receive a full written report which provides a detailed appraisal of both academic and pastoral development across the course of the year.

We hold two parents' meetings per year; one in the Autumn Term and the other in the Spring Term where progress and targets are discussed.

In the Early Years Foundation Stage, assessment is carried out through observations and at the end of the Reception year, pupils are assessed to see if they have achieved an 'expected' level of development in the 17 Early Learning Goals. This information is shared with parents alongside the end of term report.

In Years 1 and 2, termly assessments are carried out for both English and Maths. These are

reviewed to monitor pupil progress and inform future planning and intervention. Both classes hold weekly spelling tests.

Forest School

Forest School is structured to support the development of the whole child and enhances the curriculum. It offers challenging activities and positive outdoor experiences. The sensory element of the forest, coupled with kinaesthetic learning, are very important; supporting emotional learning, embedding experience in memory and aiding the acquisition of language.

Pre-prep has two trained Forest School leaders within the department and pupils go out to the forest every week throughout the year. Each session involves a walk up to one of our fabulous Forest School sites, which builds up stamina and physical fitness over uneven terrain. Each session has rules and boundaries which the pupils must adhere to and appreciate to keep themselves safe. Once in the forest, pupils have the time and space needed to explore and play.

Physical Education

In Nursery, pupils are given daily opportunities to develop their balance, coordination and gross motor skills. The playground has bicycles for riding, climbing frames and planks for balancing. The Nursery pupils are often out in the grounds of the School, sliding down banks on homemade cardboard surfboards or building igloos in the snow. Forest School provides more opportunities for climbing, balancing, swinging and running.

PE lessons start in Reception and are taken by dedicated PE staff. Ball skills are taught and coordination and balance is improved. By Year 2 the pupils start football, tag rugby, cricket, netball and athletics.

Swimming is taught from Reception and takes place in the School pool weekly. Pre-prep open

swim classes are held termly to which parents are invited.

Drop Off and Pick Up

Drop off – 8.00am to 8.30am (or 7.30am for Breakfast Club, available to Pupils from Year 1)

Parents may either:



Drop off at Old Hall where pupils will be met by a member of staff who will accompany them to the Pre-prep Department or



Park at the Lower Car Park or in the Top Car Park and walk pupils to the Pre-prep entrance via the green path to the Pre-prep gates.

Nursery children must always be brought to the Pre-prep gate. All parents accompanying their child/ren up to the Pre-prep entrance should ring the doorbell. A member of staff will make themselves visible on the stairs; parents may then open the door, say goodbye to their child and send them to the member of staff present. Pupils in Reception, Year 1 and Year 2 should walk straight up the stairs into the department.

At pick-up parents wait outside the metal Pre-prep gate, along the green path. Pre-prep staff will dismiss the child to their respective adult, who can then walk them down the green path to either car park. If there is a change to the usual person collecting your child, please let the class teacher know that morning. We will not release a pupil to an adult unknown to the staff. On Wednesdays, in conjunction with the Prep School, Year 2 and any younger siblings will be accompanied to Old Hall to allow parents to take advantage of the drive-by system rather than needing to park and collect from the Pre-prep entrance.

When moving between the car park and the School building please ensure that your child is within touching distance and that they are walking. To ensure their safety and wellbeing it is vital that they approach either car park with caution and under direct supervision.

Prep School

The School Day

Years 3 – 6 (Ages 7 – 11)

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	8:20	8:20	8:20	8:20	8:20
Home or Activities	4:45	4:45	Matches or Home 3:30 Late Stayers 3:30-5:30 Tea 5:30	4:45	4:45
Home or Tea	6:00	6:00		6:00	6:00
Latest Home Time	6:30	6:30	6:30	6:30	6:30

Uniform

We expect all pupils to be dressed smartly and in full School uniform on all occasions. This includes shirts and polo shirts to be tucked in, skirt lengths to be down to the knee, clean School shoes and the School jumper to be worn to and from School. Please ensure that all School uniform items (including shoes) are clearly named.

For a full list of the School uniform please head to the About Us section on the School website.

We ask that pupils bring a named water bottle into School, which remains in their classroom throughout the day.

Hair

Please keep hair smart and at a sensible length. Hair that reaches their shoulders should be tied up neatly. Hair bands should be blue, yellow, black or brown in colour.

Jewellery and Make-Up

In Years 3 to 6 no jewellery, make up or nail polish is to be worn to School

Activities

The activity programme starts at 4:45pm on a Monday, Tuesday, Thursday and Friday lasting 1 hour 15 minutes. On Wednesdays there is a late stayers activity starting at 3:30pm and finishing at 5:30pm. Tea is available every evening at 6:00pm, with tea on a Wednesday at 5:30pm.

Throughout the week, Prep School pupils may go home at 4:45pm, 6:00pm or 6:30pm. On a Wednesday, Prep School pupils who are not in matches may go home anytime from 3:30pm to 6:30pm. To sign up for activities, parents will receive an email with the programme and a paper copy version will be available in the School Office.

The activity programme changes each term. We offer a wide variety of activities, with recent

examples including: Cricket, Hockey, Football, Camera Trap Club, esports, Mountain Biking, Star Gazing and Roller Disco amongst others. We also have an increasing number of lunchtime activities including Prep Chamber Choir, Art, German, Sign Language, Origami, Gardening and Ukulele club.

For any queries about activities, please email Mr Matt Green on mgreen@doks.school.org.

Rewards and Sanctions

Rewards

The Prep School uses a system of Stars and Diamonds as rewards. Stars are awarded for hard work and effort and Diamonds for kindness and helpfulness. Pupils can earn these rewards in three ways: a teacher can award them, pupils can award them to each other and pupils can award them to themselves. It is hoped that, by all these methods of acquisition, pupils feel their effort and kindness has been recognised and celebrated, building their confidence and self-assurance.

Within our weekly Prep School Assembly, pupils who have demonstrated an exceptional example of our School Values are recognised and celebrated with the awarding of a Values Certificate. Form groups from Years 3 to 6 take it in turns to host our weekly assembly twice during the School year. A schedule is sent out to parents at the beginning of the term to inform you of relevant dates for your child. Parents are warmly invited to join us and watch their child's class perform.

Sanctions

With regards to sanctions employed by the School, unsatisfactory work completed within class will result in the loss of a break time for the task to be re-completed. A level of effort that persistently falls below the level of expectation may result in the pupil being placed on a report card.

If a pupil's behaviour deteriorates to such an extent that the teacher feels it is necessary to have the pupil removed from the classroom, they will be sent to see the Head of Prep and Pre-prep, or the Deputy Head.

Debits – These are given for minor offences such as lateness, repeated forgetfulness and minor disobedience. Debits are usually issued after warnings have been ignored as opposed to a first offence.

Stripes – These are given for more serious breaches of discipline (e.g. fighting, rudeness, lying to staff, breaking of the School rules). Parents will be informed immediately if a Stripe has been issued.

For further details regarding sanctions, please see the School's Behaviour Policy on the School website.

Friendship issues and instances of unkindness are dealt with using a restorative approach. This is an ethos and philosophy for making, maintaining and repairing relationships and for fostering a sense of social responsibility and shared accountability. The pupils discuss the issue with a member of staff acting as a facilitator, finding ways to resolve the dispute by recognising, understanding and empathising with the other's viewpoint.

School Curriculum

A broad and varied curriculum stimulates and engages the pupils, with opportunities to develop their creative, artistic, musical and sporting talents. Whilst much of what our pupils learn is closely aligned to the National Curriculum, we enjoy and relish the freedom of being an independent School by developing, extending and tailoring our pupils' learning experience.

The classroom curriculum in Years 3 and 4 offers a smooth transition from Pre-prep. Many of the subjects continue to be delivered by the class teacher, however, the number of specialist subject









lessons increase. From Year 3, Prep School pupils benefit from the extensive knowledge and expertise of subject specialist teachers in Art, Drama, DT, French, PE and Music. This extends to include Computer Science, History and Geography by Year 6. Parents receive a termly 'Curriculum Overview' which outlines the broad topic areas that will be covered in each subject.

Pupils are encouraged to harness an awareness and appreciation for their beautiful surroundings as well as refining practical skills. For Year 3, this is targeted through weekly Forest School sessions. Pupils in Years 4, 5 and 6, participate in our Endeavour Award: a pupil-led subject which focuses on providing opportunities for pupils to broaden their understanding of the world around them and, importantly, themselves. Across the course of a three-year period, pupils attempt to be awarded nine badges: Community Service, Cultural Awareness, Enterprise, Enquiry, Heritage, Project Management, Public Speaking, Responsibility and Skill Development. Their efforts during these attempts culminate in a 'Prep School Badge' being awarded in Year 6.

Assessments and Reporting

At the end of the first half of the Autumn Term, we provide a written overview of how each child has settled into their new class. To conclude the academic year, parents receive a full written report which provides a detailed appraisal of both academic and pastoral development across the course of the year. Half-termly assessments of pupils' attitude to learning are also provided, which enable us to see how well the pupils are engaging in each subject.

Pupils are awarded a Grade 1-5 to reflect the consistency with which they show our key learning skills:

-  Focus
-  Motivation
-  Positive attitude
-  Challenge
-  Response to feedback
-  Resilience
-  Effort
-  Embracing mistakes

There is an annual assessment week in the Summer Term, in which pupils are tested on attainment across the academic year in each subject area.

In order to deliver all the information required in one place, the School reports and assessments can be reviewed using our Parent Portal. This system can be accessed via the School website.

Homework

Pupils in Years 3, 4 and 5 receive weekly spellings and times-tables to learn in preparation for an in-class test, and we encourage all pupils to read on a daily basis at home. Homework officially starts in Year 6. This is to prepare pupils for their transition to Senior School. Each piece of homework is 20 minutes in duration and, over the course of the academic year, pupils increase from two pieces of homework per week to six. Within the Autumn Term, pupils receive homework in English and Maths. In the Spring Term this increases to include Science and French and in the Summer Term History and Geography are added. Pupils have a week to complete each task.

Reading at Home

Regular reading sessions are scheduled into the pupils' timetable. During these slots they read independently, and to an adult whenever possible. We request that pupils also read at home on a daily basis, to an adult where possible. Relevant notes are recorded in the pupil's Reading Record, which provides a valuable line of communication between the pupil, parents and staff in relation to their reading.

For further information and support regarding reading at home, please see our 'Reading at Home: Information for Parents' leaflet. This is given out at the Curriculum Information Evening at the beginning of the year.

School Council

The Prep and Pre-prep School Council is run by the pupils and provides a valuable forum for representatives to share the collective 'voice' of the children. In the Autumn Term, all pupils in the Prep School are invited to take part in the election process. Any pupil who is interested can prepare a short speech about why they feel they should be elected to the School Council, what they would like to achieve in the year and how they will achieve their goals.

A boy and a girl are elected from every class. In Pre-prep, pupils are chosen by their Form Teacher. The School Council meets every two or three weeks and discusses any issues that have been raised within their forms. Over the last few years, the School Council has helped to organise an annual fundraising School disco, written a pupil-friendly Anti Bullying Policy, presented assemblies for Waste Week, raised issues about uniform changes and much more.

Physical Education

Pupils in Years 3 and 4 have PE lessons twice a week and those in Years 5 and 6 have PE lessons three times a week. Extra lessons or inter-school matches are also scheduled for Wednesday afternoons (Years 5 and 6) and Thursday afternoons (Years 3 and 4). These lessons are supported by a wide range of extra-curricular clubs which are run by experienced and passionate staff.

Within the Prep School, pupils have the opportunity to build the foundations of skills, techniques, sportsmanship and competitive spirit. They also make regular use of the wonderful sporting facilities including the all-weather pitch, indoor swimming pool and Sports Hall that allows all the boys and girls to develop their confidence and competence all year round.

Our 'sport for all' approach allows all pupils to participate in House and inter-school matches in a whole range of sports. Pupils are given the coaching and advice to help them succeed to very high standards, with some pupils and teams having local, county and even national success (most recently in athletics, cross country, football and swimming) at ISA National competitions.

Matches are always well attended by the families of the participants and support is always welcome on the touchline. Competitive games are followed by a 'match tea' with the opposition, helping pupils to build their understanding of the social benefits of sport.

A Sports Day is held in the Summer Term to which parents are invited to attend.

Termly Sports

	Girls	Boys
Autumn Term	Swimming, Cross Country/Fitness Training, Netball, Hockey, Football, Short Tennis (Years 3 and 4), Badminton and Table Tennis (Years 5 and 6)	Swimming, Cross Country/Fitness Training, Football, Tag Rugby/Rugby, Short Tennis (Years 3 and 4), Badminton and Table Tennis (Years 5 and 6)
Spring Term	Swimming, Fitness Training, Netball, Hockey, Football, Gymnastics and Dance	Swimming, Fitness Training, Hockey, Tag Rugby/Rugby, Gymnastics and Dance
Summer Term	Swimming, Rounders, Cricket, Athletics, Short Tennis/Tennis	Swimming, Rounders, Cricket, Athletics, Short Tennis/Tennis

Drop Off and Pick Up

Pupils enter the School building via the side door, situated next to the Design Technology classroom in the Top Car Park. Those coming from the School minibus will enter through the front door to drop off their mobile phones to the Front Office.

At pick up, parents can either park at the bottom of the School site and walk up to collect their children or arrive at the specified collection time and drive up to the Top Car Park. A member of staff will greet you and ask for the name of the child you are collecting and they will then be waiting by the front door to go home. We ask that you do not park at the top of the School site when collecting and avoid arriving early so we can minimise traffic up the School drive.

Senior School

The School Day

Years 7-11 (Ages 11-16)

	Monday	Tuesday	Wednesday	Thursday	Friday
Start of Day	8:20	8:20	8:20	8:20	8:20
Home, Prep or Activities	4:45	4:45	4:00	4:45	4:45
Home or Tea	6:00	6:00	5:30	6:00	6:00
Home or 2nd Prep	6:30	6:30	6:30	6:30	6:30
Latest Home Time	7:30	7:30	7:30	7:30	7:30

Uniform

We expect all pupils to be dressed smartly and in full School uniform on all occasions. This includes wearing School ties, shirts tucked in, skirt lengths to be down to the knee, clean School shoes and the School blazer to be worn to and from School. Please ensure that all School uniform (including shoes) are clearly named.

In Year 11, pupils move to wearing a suit in black, navy blue or dark grey for their School uniform. Boys should keep to a sensible cut and their suits should be worn with a white shirt, an optional jumper in black, navy blue or dark grey and a School tie or Prefect tie. Girls should wear a skirt or trouser suit and be a sensible tailored cut. Please ensure skirts are knee length. Girls should also wear a white shirt and an optional jumper in black, navy blue or dark grey. Pupils should wear black sensible School shoes and for girls, a heel no higher than 5cm.

For a full list of the School uniform please refer to the Parents section on the School website.

We ask that pupils bring a named water bottle into School, which remains in their classroom throughout the day.

Hair

Please keep hair smart and at a sensible length. For those in Years 7 and 8, hair below collar length should be tied back.

Jewellery and Make-Up

From Year 7, a single gold or silver stud earring can be worn in each ear along with a simple plain chain which must be worn inside their School shirt. Pupils may wear subtle make-up from Year 9. No pupil is permitted to wear nail polish to School.

Activities

The activity programme starts at 4:45pm on a Monday, Tuesday, Thursday and Friday lasting 1 hour and 15 minutes. On Wednesdays there is Prep starting at 4:00pm and finishing at 5:30pm. Tea is available every evening at 6:00pm, with tea on a Wednesday at 5:30pm. After tea, Senior pupils can attend late prep until 7:30pm. Throughout the week, Senior School pupils may go home at 4:45pm, 6:00pm, 6:30pm or 7:30pm. To sign up for activities, parents will receive an email with the programme and pupils can access and sign up to your chosen activities via Google forms. A paper copy version is also available in the School Office. The activity programme changes every School term and there is a new list every Autumn, Spring and Summer Term.

As a result of a diverse staffroom, we offer a wide variety of activities at School ranging from a STEM Explosive Science Club to Senior Chamber Choir, mountain biking to trail running. We are able to provide opportunities for pupils to enhance their academic subjects in clubs such as FSMQ Maths, as well as introducing them to new potential hobbies such as sewing, Dungeons and Dragons and ballet. Our activities consider our pupils and current interests as well as exploring opportunities that may support them in their future.

For any queries about activities please email Mr Matt Green on mgreen@doks.school.org.

Rewards and Sanctions

Rewards

Merits – Awarded for effort, behaviour and manners, both in the classroom and around the school. Pupil receives an email to inform.

Value Commendations – Awarded when a pupil goes above and beyond to display one of the School's five values; Honesty, Kindness, Effort,

Respect and Responsibility. Pupil receives an email to inform and five merit points towards totals.

Celebration Snack Break – Those accruing 25 merit points are invited to Celebration Snack Break with the Head of Senior School where they receive a lunch fast pass and a prize.

Merit Badges – Awarded in assemblies as pupils accrue 100, 200, 300 and 500 merits throughout their Senior School journey. Parents informed by email.

Attitude to Learning – Prizes are awarded in all year groups on a termly basis, and subject prizes are awarded to Year 11 at the end of the year. Commendations and merits also count towards the House Cup.

Sanctions

Debits – Given for minor offences such as lateness, forgetfulness and minor disobedience. Two debits in a week incurs a Friday Lunchtime Detention, 4 debits in a week result in an after School detention; parents are informed when this occurs. Three detentions in a single term, result in an after School detention which takes place after School on a Tuesday from 4:45 - 6:45pm.

Confiscation – Items that should not be brought to School or that are misused in some way may be confiscated by a teacher and given to the Form Teacher. Pupils will be told when the item will be returned to them or to their parents.

Stripes – These are given for more serious breaches of discipline (e.g. fighting, rudeness or lying to staff, breaking of the School rules. Parents are informed and a detention (Deputy Head's) will also be given.

Suspension – This is a temporary exclusion from School. The most serious breaches of the Code of Conduct will be met with suspension. Suspension may be 'external', in which a pupil is temporarily excluded from School premises, or 'internal', in which a pupil attends School but will be provided with an individual work and break schedule.

In addition to the rewards and sanctions, pupils may get a 'Report Card' to carry with them, at the discretion of the Head of Senior School/Form Tutor. This is not considered a reward or sanction but rather a way to further monitor an aspect of a pupil's learning (e.g. focus, homework, organisation, etc.) to allow for praise or supporting interventions to be administered where appropriate.

School Curriculum

Our progressive approach to the curriculum develops not only a firm grounding in the core subjects but is also expansive and flexible enough to adapt to the rapidly-changing demands of the 21st century. We are as dedicated to emerging, innovative and creative subjects as we are to classic academic disciplines. Our pupils are able to discover success and fulfilment in a learning journey that is unique to them. We give pupils the tools to flourish and thrive in their academic and social life, helping them to expand their abilities and exceed their own expectations.

Pupils joining the Senior School in Year 7 are taught a broad curriculum by subject specialists. All pupils study English, Mathematics, Science, French, Spanish, Geography, History, RS, Art, DT, Computer Science, Music and Drama.

In Years 7 to 9 parents receive a termly 'Curriculum Overview' which outlines the broad topic areas that will be covered in each subject.

Homework

Homework is used to support learning in the classroom. Homework expectations are as follows:

Years 7 and 8 = 1 x 25 minutes of homework in English, Maths, French, Spanish, Geography and History and Science.

Year 9 = 1 x 25 minutes of homework in English, Maths, French, Spanish, Geography and History, Biology, Chemistry, Physics.

Year 10 = 30 minutes of homework for every subject per week.

Year 11 = 30 minutes for all subjects apart from Maths which is 2 x 30 minutes per week.

Assessments and Reporting

In Years 7 to 11 we provide yearly full written academic reports to parents which provide a detailed appraisal of both academic and pastoral development. Regular assessments of pupils' attitude to learning and academic performance are also provided, which enable effective tracking of progress and attainment. All the information is accessible via the Parent Cloud Portal and the Web Portal App. School reports and assessments can be reviewed there. This system can be accessed via the School website.





Parent meetings take place once a year to report on progress. Pupils are invited to attend these meetings with their parents. If parents have a concern at any point during the year, they are welcome to contact their child's Form Teacher who will organise a meeting to discuss this with you.

GCSE Options

In Year 9, pupils select the GCSE Option subjects that they will study in Years 10 and 11. The curriculum in Years 10 and 11 consists of two elements, the Core subjects and the Option subjects. Parents and pupils will attend a meeting in the Autumn Term in Year 9 where they will receive comprehensive information about the GCSE subjects and option process.

Element 1: Core Subjects

This is the core curriculum, compulsory for all pupils. It comprises the following subjects:

-  English Language
-  English Literature
-  Mathematics
-  Combined Science (Dual Award) or Triple Science

Element 2: Option Subjects

This is where there are choices for the pupils from a range of subjects. These are all examination subjects leading to a GCSE qualification (with the exception of the Study option).

Pupils choose four Options from the following list:



Art



Computer Science



Drama



Design Technology



French



Geography



History



Music



Physical Education



Spanish

Physical Education

Our Sports programme is designed to enable pupils to lead a healthy, active lifestyle and to understand why this matters. The benefits are physical, social and emotional: we see this aspect of our programme as central to our pupils' wellbeing.

Duke of Kent School offers wonderful sporting facilities. These include a floodlit all-weather pitch, fantastic sports hall, an indoor swimming pool, netball courts, personal fitness suite, tennis courts, wonderfully kept grounds and pitches. Sport is available at all levels and the focus is on improving on personal best. Whether a pupil is an elite player or experiencing a sport for the first time, PE staff and coaches encourage and support all pupils.

All pupils have the opportunity throughout the year to represent School teams and all have the chance to represent their House in inter-house matches. We take great pride in our pupils being good sportsmen and women: fair play is expected and actively taught.

The principal sports for boys are football, rugby, hockey and cricket. The girls compete in netball, hockey, football and cricket. Alongside these main sports, pupils are given the opportunity to develop and compete in a wide range of other activities including swimming, basketball, cross country, tennis, athletics, dance, gymnastics, pickleball, badminton and orienteering (Years 9-11).

Years 7 and 8 have three PE lessons per week and also have a match afternoon on a Wednesday. Years 9 and 10 have a PE lesson on Tuesdays and Fridays; Year 11 Thursday and Fridays. Tuesday afternoon is also used for inter-school and inter-house matches. In Years 9 to 11 boys have the opportunity to choose between team sports and another option in the Autumn/Spring terms.

Duke of Kent School gives pupils the chance to succeed in many areas and this has helped pupils to progress to county and national levels in a whole range of activities. Pupils regularly take part in ISA Regional and National events and talented athletes are also given the opportunity to compete in district competitions.

Matches are always well attended by families of the participants and support is always welcome. Competitive games are followed by a 'match tea' with the opposition, helping pupils to build their understanding of the social benefits of sport.

Drop Off and Pick Up

Senior School pupils are dropped at the bottom of the site and walk up so as to be in their Form Room at 8.20am each morning.

At pick up, parents can either park at the bottom of the School site and walk up to collect their

children or arrive at the specified collection time and drive up to the Top Car Park. A member of staff will greet you and ask for the name of the child you are collecting and they will then be waiting by the front door to go home. We ask that you do not park at the top of the School site when collecting and avoid arriving early so we can minimise traffic up the School drive.

Senior Assemblies

Senior assemblies take place regularly throughout the term in the Performing Arts Hall and cover a myriad of important topics as well as allowing notices to be given to the entire Senior School and any whole-School issues to be addressed. These assemblies celebrate events such as the European Day of Languages, Anti-Bullying Week, Safer Internet Day, Careers Week and Science Week. Most Senior teachers will lead an assembly at some point throughout the year with the support of form groups, Prefects, guest speakers and the Senior School Council as we look to ensure assemblies are relevant and inspiring whilst also encouraging as many pupils as possible to take the initiative and experience presenting to a large audience.

The Duke of Edinburgh Award

All Senior School pupils are encouraged to participate in the Duke of Edinburgh's Award Scheme (DofE), which is run by Mr Dale Lodge and Mr Adam Wyllie. In Year 9 they start the Bronze Award which requires them to partake in Volunteering, Physical and Skills as well as walking expeditions. Any one of those three activities must take place for a combined total of six months and the other two for three months each. Many of the School's extra-curricular activities described in this handbook can count for these DofE sections, including a bespoke DofE Conservation Club that counts for the Volunteering section. Many pupils also utilise their out-of-School clubs and interests such as representing sports teams,

martial arts, horse riding, cooking, gardening for elderly neighbours, music/performing arts and many more. In Year 10 participants have the option to take part in the Silver DofE Award scheme in which two of those activities (including Volunteering) must take place for a combined total of six months each and the other one for three months.

Senior Pupil Council

Duke of Kent School recognises the importance of the pupil voice in maintaining a vital and involved whole-School community. The Senior Pupil Council is a fabulous forum for the articulation of that voice. It is an opportunity for pupils to be represented in the School's decision-making process, express the views of the pupil body, and act as a forum for teachers and pupils to meet outside the classroom. Council representatives are drawn, democratically, from each form as well as from the Year 11 Prefect group. During regular meetings the Council discusses issues, debates ideas and puts forward observations, pertinent to the School's running and development. Its members also conduct staff and pupil research through polling and interviews, taking the legitimate concerns of their peers and feeding back to the School's Leadership Team.

School Charity

Duke of Kent School recognises important contributions that charities make to the local, national and international communities. Every two years, the School votes on a charity to support for the duration of the following two academic years. This support is organised and driven by the passion and dedication of the volunteers who form our Charity Committee. The role of the Committee is to raise awareness within the school community of our chosen charity and the issues it is tackling, while curating the School's programme of charitable events and initiatives.

The Committee meets every three weeks to co-ordinate their work and dedicate some of their extra-curricular time to hosting visitors, researching charitable causes, raising awareness and organising events. Often the charities the Committee works with have personally impacted them or a member of our community. As a result, their work becomes an act of solidarity that helps strengthen the bonds that hold our community together. The Committee is also an excellent opportunity for pupils to promote interpersonal skills including empathy, understanding, co-operation and active listening. In addition, members gain valuable experience in event organisation, advertising, communication and public presentation.

Sustainability Committee

The Sustainability Committee is an active organisation consisting of pupils across the Prep and Senior School age range. They meet regularly to look at sustainability issues, particularly relating to the School site and biodiversity, with their efforts rewarded with an Eco Schools Green Flag with Distinction. So far this year they have helped monitor paper and electricity usage, encouraged an increase in recycling and promoted civic responsibilities leading to a litter free School site.

Future Schools

When pupils are in Year 10, they start to think about where they would like to take their A-levels. The School holds an annual Future Schools evening in order to kick-start the application process and to help with any difficult decisions that have to be made. The range of Sixth Form options is impressive and by the time the pupils are 15 or 16, they have a fair idea of their own strengths and weaknesses and are able to get involved with the selection process in a meaningful way. Many choose Sixth Form Colleges such as Godalming College and Collyer's in Horsham. Others remain in the independent sector, and we have sent pupils to Winchester College, Gordonstoun, Charterhouse, Hurst and St. John's on Scholarships, and also to Cranleigh,

Reeds, CLFS, St Georges and Lancing amongst others. More recently, we have established an excellent relationship with Hurtwood House on our neighbouring hill and now a steady flow of our pupils go there. If you have any questions about future schools for your child, please contact the Head of Senior School, Mr Adam Wyllie on awyllie@dokschool.org.

Careers

At Duke of Kent School a programme of careers education, activities and guidance is embedded into our School year, in line with the recently updated government approved Gatsby Benchmarks. Pupils in Years 7 to 11 will have access to:

- ✓ A comprehensive career development journey using UNIFROG (a popular careers and education platform) during both PSHE sessions and designated form time.
- ✓ Careers and further education information via noticeboards, School website, careers library, Weekly Bulletin and careers advisor.
- ✓ Detailed insights into careers from a wide range of individuals, businesses and industries via regular career assemblies, careers week and our school careers fair.
- ✓ Interview practice, CV writing and team task practice sessions.
- ✓ Insight into alternative and supplementary routes into careers via university/college visits, our Future Schools Evening and GCSE Options Evening.

Parents can find relevant information about careers events, activities and news via the School calendar, Weekly Bulletin and year-group letters to parents as appropriate.

Teaching Block

Pre-prep

The Performing Arts Hall

Top Pitch



Senior Decking Area

Main School Building

Netball Courts



Forest School

The Burrow

The Forum

Ness Hall

MacRobert

Front Pitch

Swimming Pool

The Trail Academy
Pump Track

The Wilsons
All Weather Pitch

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