King Edward's

WITLEY

Parents' Guide

September 2026 entry

UNITED BY DIVERSITY

SINCE 1553

A very warm welcome to the King Edward's community. This Parent Handbook is designed to help you and your child start your journey with us.

In this handbook, you will find an overview of life at King Edward's School Witley. It is designed to provide details of important and useful information and has been written to help you understand the workings and activities of the school, our policies and procedures.

We hope you find it useful. Please do not hesitate to contact us if you are uncertain about anything.

King Edward's
WITLEY

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1. Important telephone numbers

Office telephone numbers

Department	Contact	Telephone	Email
Main switchboard	Reception	01428 686700	reception@kesw.org
Head	**Mrs Joanna Wright**	**01428 686743**	head@kesw.org
Head's PA	Ms Fiona Sumner	01428 686743	sumnerf@kesw.org
Senior Deputy Head, Pastoral	Mr Sam Cooke	01428 686762	deputyhead@kesw.org
Deputy Head, Academic	Mr Anthony Kirk-Burgess	01428 686763	deputyhead@kesw.org
Senior Deputy Head's PA	Mrs Louise Thompson	01428 686762	thompsonl@kesw.org
Deputy Head (Co-curriculum)	Mr Mark Harrison	01428 686780	harrisonm@kesw.org
Director of Studies & Director of IT	Dr Tony Lennard	01428 686774	lennardt@kesw.org
Director of Finance and Operations	Mr Dan Rogers	01428 686798	rogersd@kesw.org
Fees Officer	Miss Lorraine McFadden	01428 686794	fees@kesw.org
Health Centre	Ms Sharon Mills	01428 686769 (before 20.00) 01428 686711 (after 20.00)	MedicalCentre@kesw.org
Pupil absence number	Mrs Louise Thompson	01428 686762	thompsonl@kesw.org or through https://portal.kesw.org

Current Heads of Year and Head of Junior Boarding House

Year	Telephone	Email
Mr Josh Andrade Head of QMH (Years 7-8)	01428 686371	andradej@kesw.org
Mr Tom Campbell Head of Middle School (Years 9-11)	01428 686712	campbellt@kesw.org
Mr Jack Downs Head of Sixth Form	01428 686763	downsj@kesw.org

2. Term dates

Autumn Term 2026	
Term begins (Staff INSET)	Tuesday 1st September, 09.00 – 17.00
New boarders and all 3rd Form boarders arrive Other L6th boarders return	Wednesday 2nd September, 15.00-17.00 Wednesday 2nd September, 17.30
L6th day pupils return All new day pupils arrive All other boarders return	Thursday 3rd September, 08.20 Thursday 3rd September, 08.20 Thursday 3rd September, 17.30
All other day pupils return	Friday 4th September, 08.20
First exeat	Friday 25th September, 16.00 until Sunday 27th September 20.30
Admissions ceremony	Friday 16th October, 11.15
Half term	Friday 16th October, 13.05 until Sunday 1st November 20.30
Second exeat	Thursday 19th November, 16.00 until Sunday 22nd November 20.30
Staff INSET	Friday 20th November, 09.00 – 17.00 Staff INSET
Term ends	Friday 11th December, after Carol Service

Spring Term 2027	
Staff INSET	Monday 4th & Tuesday 5th January, 09.00–17.00 – Staff INSET
Term begins	Tuesday 5th January, Boarders return 19.00
First exeat	Friday 22nd January, 16.00 until Sunday 24th January 20.30
Half term	Friday 12th February, 16.00 until Sunday 21st February 20.30
Bridewell Day	Tuesday 9th March
Second exeat (recommended)	Friday 12th March, 16.00 until Sunday 14th March 20.30
Term ends	Thursday 25th March

Summer Term 2027	
Term begins	Sunday 18th April, 19.00 Boarders return
First exeat	Friday 30th April, 16.00 until Monday 3rd May 20.30
Half term	Friday 28th May, 16.00 until Sunday 6th June 20.30
Awards ceremony and Term ends	Friday 2nd July, after Awards Ceremony



School events and functions

Admissions Day

Admissions Day is held in October each year, when all new pupils are formally admitted to the School and Foundation, making promises that they will uphold the values and traditions of the Foundation's long history. An afternoon ceremony is held in Chapel attended by the Vice-President and Treasurer, the Lord Mayor, Sheriffs and Corporation of the City of London as well as many other dignitaries, guests and families of those being admitted. It is a special event which lives long in the memory of all current and former pupils.

Carol services

Two carol services are held at the end of the Autumn Term, one on the last evening of term, the other in the early afternoon of the last day immediately before everyone goes home for Christmas.

Bridewell Day

Bridewell Day takes place in early March every year at St Bride's Church in Fleet Street. Select year groups and staff attend the service, followed by lunch at the Guildhall.

Sports Day

Sports Day takes place towards the end of the Summer Term.

Awards Day

A celebration of all the remarkable achievements for the academic year and a time for our community to come together.

3. General information

Arrival and registration

Morning registration is at 08.20 in the Houses. Day pupils are expected to arrive in good time for morning registration and assembly.

Pupils arriving late for School who miss roll call should sign in at Reception.

Departure – day pupils

- During the week, day pupils can be picked up at 17.15
- Pupils involved in school matches are free to leave either once the team coach agrees, or once the pupils have returned to School
- Parents may take their sons/daughters home from away fixtures provided that they have informed the team coach
- Day pupils may stay for tea and Prep but should inform House staff of their intended collection time

Weekly boarders – arrival and departure

Weekly boarders can arrive Sunday evening or Monday morning in time for registration and assembly, and they can leave after activities at 17.15 on Friday.

Signing out

Day pupils must sign out in their Houses before going home. Boarders must also sign out before leaving the school premises.

Communication with parents

Please make sure the Senior Deputy Head's PA has your up-to -date address, email and telephone number and is kept informed of any changes by emailing thompsonl@kesw.org.

This information can be updated on the Parent Portal.

Letters are sent to parents and guardians via School Post.

Our Houses and academic programmes

<table>
<tr><th>Year Groups</th><th colspan="2">Houses</th><th>Academic Programme</th></tr>
<tr><td></td><td>Girls</td><td>Boys</td><td></td></tr>
<tr><td>1st Form (Year 7)</td><td colspan="2" rowspan="2">Queen Mary House</td><td rowspan="2">National Curriculum (and beyond)</td></tr>
<tr><td>2nd Form (Year 8)</td></tr>
<tr><td>3rd Form (Year 9)</td><td rowspan="5">Elizabeth House
Tudor House</td><td rowspan="5">Edward House
Grafton House
Ridley House
Wakefield House</td><td rowspan="2">IGCSE (two year)
GCSEs (two years)</td></tr>
<tr><td>4th Form (Year 10)</td></tr>
<tr><td>5th Form (Year 11)</td><td rowspan="2">IGCSE (one year)</td></tr>
<tr><td>Pre-Sixth (Year 11)</td></tr>
<tr><td>Lower Sixth (Year 12)</td><td rowspan="2">A-levels (two years)</td></tr>
<tr><td>Upper Sixth (Year 13)</td><td colspan="2">Jubilee House</td></tr>
</table>

The House system is at the heart of our approach to pastoral care. Our eight Houses are the supportive bedrock for our culture of empathetic relationships. Under the guidance of our House Parents and their teams, we make sure that every child is noticed, not merely seen...is listened to, not just heard...is empowered, not simply enabled.

The Houses stand apart from the School's year groups and academic programmes. These close-knit groups draw full, weekly and flexi boarders and day pupils together for sports and other shared competitive endeavours. For boarders, our Houses really are their term-time homes; for day pupils, they are a welcoming source of support and team spirit.

There are currently eight Houses. Every girl and boy, aged 11, starting at King Edward's in the 1st and 2nd Forms will be in Queen Mary House, fondly known as QMH. From the 3rd Form onwards all QMH pupils, along with the new boarding and day pupils from ages 13 to 17, are assigned to one of the seven, single sex, senior Houses, and will proceed to the Upper Sixth Form House in their final year.

Virtual learning environment and website

Information about the School including details on news and events is available online at www.kesw.org.

Parents will be provided a username and password (via email) for the School's Virtual Learning Environment, which is currently based on Microsoft Teams, enabling them to receive information concerning their son/daughter, including:

- Progress reviews and reports
- Details of Preps
- Programmes of study
- Pupil's timetable
- School calendar
- Details of any commendations, distinctions, lunchtime detentions and repeats

The portal is available at home.kesw.org or via the link on the website homepage. For further help please contact the IT Helpdesk on 01428 686704 or ithelpdesk@kesw.org.

Guardians

All overseas pupils are required to appoint a guardian who lives in the UK and is over 25 years of age. This is the case even if the pupil is over the age of 18. A guardian can be a friend or relative living in the UK in reasonable proximity to the School, or an agency can be used that provides professional guardianship services for pupils.



It is the parents' responsibility to appoint an appropriate guardian. It would not be appropriate to appoint a university student living in student accommodation or a hall of residence.

Guardians are expected to:

- Represent the parents' interests
- Offer the pupil a home during times when the School is closed e.g. holidays and exeats
- Safeguard the pupil's rights and welfare
- Act in 'loco parentis' should the need arise
- Be prepared to accept responsibility for a pupil who may be suspended or who contracts a serious illness and cannot immediately travel home
- Be able to visit the School to attend any urgent meetings, as may be required

Parents must complete a Nomination of Guardians form and Guardians Agreement, prior to the pupil joining the School.

Pupil absence

Parents or guardians of day pupils are asked to telephone 01428 686762 between 08.15-08.30 to advise the School of absence caused by illness or another unpredictable cause. Absences can also be advised by logging onto https://portal.kesw.org/ and completing the absence form. The pupil's name can then be included on the absentees' list which is circulated around the School. If this time is missed for any reason, please call the above number as soon as possible. On arrival, any pupil returning to School during the course of the day should report to their Housemaster or Housemistress or the main Reception.

Requests for absence of less than one day for reasons other than sickness should be made to House staff. For proposed absences of more than one day, requests should be made to the Head with as much notice as conveniently possible.

Where a request for absence is granted or a school event clashes with normal routine, it is the pupil's responsibility to inform teachers in charge of lessons or activities as soon as possible, and to catch up on work missed.

Pupils who need to be excused from PE or games should obtain a note from parents (day pupils) or a member of staff in the Health Centre (boarders). Their name will be added to the off Games section of the school database.

Parent absence

If, for any reason, you must be away during the term (parents of both day and boarding children), we need to know what arrangements you have made for your child so that in an emergency, we know which adult to contact. Please email your child's Housemaster or Housemistress with relevant name, address and telephone number.

Exeats

"Exeats" are weekends when boarders may return home or go to their Educational Guardian in order to relax and have a break from the 24/7 high tempo of School life. For those international pupils unable to return home or preferring to stay at School, an Exeat programme is offered and there is a charge for this. Exeats run from Friday afternoon 4pm until 8.30pm Sunday evening.

Exeat forms will be issued by the School. These should be completed and sent to the email address indicated by the required deadline. Boarders are required to return by 20:30 after an exeat.

Holidays and half terms

- Parents or guardians are responsible for their children during school holidays and half terms, and no arrangements for keeping pupils at School can be undertaken
- A return railway ticket to the holiday address of each pupil travelling by train can be purchased by the School on request and the cost put on the school bill
- Parents living overseas who wish their children to join them for the school holidays are responsible for making all the necessary arrangements, obtaining passports, visas, tickets, escorts to the airport etc. It is strongly advised that the fullest possible details concerning dates, times, place etc. are communicated to both the pupil and the Housemaster or Housemistress well before the date of travel
- Whilst the School is always willing to consider exceptional cases of serious difficulty, pupils will normally not be permitted to leave early for their holidays or return late. All such requests should be made in writing, well in advance, to the Head
- Pupils should report back to School on the first day of term no later than 19.00 and, after half terms, between 19.00 and 20.30. Times are published in the calendar and it is an important point of safety that these times are adhered to.



- Pupils often invite friends to stay for half term and exeats. It is suggested that the adults concerned should make contact with each other beforehand
- If staying other than at home for an exeat weekend, confirmation of the arrangements must be received by the Head of House, from both families
- The precise dates and times of holidays and exeats are contained in the school calendar. Please make a note of them in your diary

Town leave

Town leave is available to members of the 3rd Form and above, on Saturday afternoon and Sunday, upon request to the Housemaster or Housemistress. This leave cannot replace formal school commitments, e.g., sport, music.

Travel documents and visas for international pupils

Parents are responsible for ensuring all travel documents are valid and up to date. Passports, travel tickets, visa information and foreign currency should be stored safely in the pupil's safe or given to the Housemaster or Housemistress for safekeeping. The School cannot accept any responsibility for any documents which are lost by a pupil. Copies of passports and visa documents must also be handed in to the Admissions department.

UK Visas and Immigration (UKVI) requires all international pupils wishing to come to the UK to study to apply for a Child Student Visa. King Edward's Witley is licensed to sponsor pupils for these visas.

In order for us to consider sponsoring a pupil and issuing a CAS (Certificate of Acceptance of Studies) for a visa we require the following:

- The pupil to have completed any entrance tests and received a formal offer letter
- A completed and signed acceptance form
- Payment of the required deposit
- A copy of the pupil's passport
- Name and address of the pupil's guardian in the UK and all Guardianship documentation as required by UKVI

Transport

The School is served by Witley station on the main London Waterloo to Portsmouth line (www.nationalrail.co.uk). The station is a 5-minute walk from the School.

School minibus routes

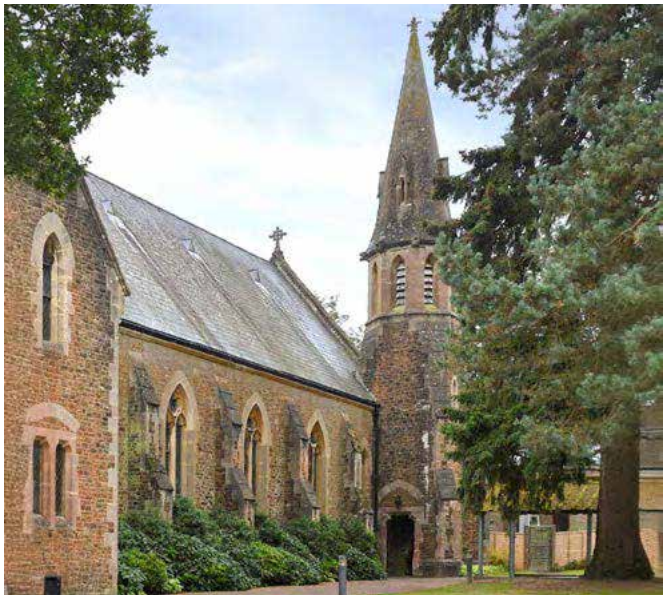
King Edward's operates 5 bus routes which are accessible to all King Edward's pupils.

- Minibus Route 1 - Cranleigh, Dunsfold, Chiddingfold
- Minibus Route 2 - Merrow Park And Ride Return Via Ripley
- Minibus Route 3 - Farnham Return Via Elstead
- Minibus Route 4 - Esher Return Via Cobham And Ripley
- Minibus Route 5 - Shamley Green, Bramley, Shalford, Puttenham

The Chapel and the Chaplaincy

The Chapel has been at the heart of King Edward's spiritual identity since the School was established in 1553. The founding of King Edward's School was inspired by a sermon preached by Nicholas Ridley, Bishop of London, in the presence of King Edward VI. In 21st century multi-cultural Britain, we seek to remain true to those Christian foundations, whilst welcoming those from a variety of faith backgrounds (or none). Pupils are encouraged to be open-minded and think for themselves as they encounter the Christian faith in chapel and on other informal occasions. The spiritual aim of the school is to nurture faith where it exists while igniting curiosity and enquiry in all pupils so that they feel able to pursue and develop an appreciation of their spiritual life.

The chaplaincy programme is set in the context of a broad education where pupils will engage with ideas and world views of all kinds, not least in the classroom and amongst their peers. Many religions and outlooks are represented within the body of the School, with pupils being given support in maintaining the requirements of their faith, as necessary. All are encouraged to explore religious and ethical issues, and the ordained chaplain is supported by a number of members of staff. The School also offers the opportunity for pupils, if they wish, to be Confirmed in the Church of England each year. In addition to both formal and informal chapel services, the work of the chaplaincy in our pastoral care is wide ranging and includes involvement in the wider life of the school. Supporting specific pastoral needs of our pupils, active co-curricular involvement and charity work within the wider community are just some of the areas in which the chaplaincy is involved.





Chapel is an opportunity for the School to gather as a community, to sing together, to think together about important issues and to enjoy a quiet space in the midst of a busy school life. All pupils attend chapel twice a week and boarders are expected at weekend Chapel when not on Exeat. At the weekend, our services are often accompanied by our excellent chapel choir directed by Mr Sliwka. The first Sunday service of each term is a formal occasion beginning at 10.30am and attended by the Treasurer. Day pupils and their families are encouraged to attend this service and are warmly invited to refreshments afterwards. Chapel is a place where all members of the community are welcomed and respected regardless of their personal beliefs.

The School Chaplain is Reverend James Radcliffe. He is married to Katie and has two children. Reverend Radcliffe combines the chaplaincy role with teaching Classics and Latin, as well as serving on the Charity Committee. He also coaches football, rugby and cricket. If you have any questions or would like to be in touch with the Chaplain, please email radcliffej@kesw.org.

Laptops and computer network

All pupils are required to have a laptop connected to the School's network to support their studies: As a Microsoft based School, We highly recommend a Windows laptop running Windows 11, where a touchscreen and stylus will also be beneficial. Alternatively an Apple Mac running MacOS 15 (Sequoia) or later is also suitable. However please note that our DT software is not available on MacOS (spare DT laptops are available in lesson). Chromebooks, iPads/Tablets, or Linux devices are not suitable. For hardware specifications we recommend, at minimum, an Intel Core i5 or AMD Ryzen 5 processor, 8GB RAM, and 256GB SSD storage. The School is happy to advise on the suitability of a particular computer. If unsure, please contact the IT Helpdesk (kes-it@bridewell.org.uk).

For Windows, a current and up-to-date antivirus is required. Windows Defender is recommended and comes free with Windows.
McAfee and Bullguard antivirus have been known to cause issues on the school network, and may come preinstalled on some laptops. The School will provide a license for Microsoft Office, as part of the King Edwards School learning experience, which can be used while the pupil is enrolled at the School. This is linked to their school account, which will only be accessible once they have set themselves up at school.
Insurance of computers remains the responsibility of the pupil/parent. Lockable spaces are provided in all Houses for laptops.

4. Uniform & PE Kit

In order to ensure consistency of colour and quality, all uniform and PE kit must be bought online at **www.perryuniform.co.uk** . Please read the Uniform Policy (later in this document) carefully, in conjunction with the Uniform List (below)

School uniform, PE kit and personal clothing must be labelled with:

- Full name
- House initial
- House number (will be shared with you in June by email)
- E.g. John Doe ED32



Boys' Uniform	
1st Form to 5th Form	• 1 blazer, 2 pairs of trousers, 3 shirts, 1 V-necked jumper (woollen or similar) and 1 tie (Please note, if pupils choose to wear trousers, ties must be worn. However, ties are optional if wearing a skirt)
Sixth Form	• A smart, dark coloured, tailored suit with a shirt and tie • Clothing made from denim or corduroy material is not acceptable • Shoes must be black leather or synthetic leather, polishable only and not patent, fabric, suede or trainers • If belts are worn with trousers, they should be discreet and on the waist • For formal occasions, a white collared shirt will be required
All Years	• 6 pairs of plain grey socks • 1 belt – black (1" or 2.5 cm) (optional) • 1 pair of shoes, these must be black leather or synthetic leather only and not patent, fabric, suede or trainers



Boys' PE kit	
All Years	The following items are compulsory kit items available from **www.perryuniform.co.uk**: • 1 regulation school track suit (Midlayer and tracksuit bottoms) • 1 pair of regulation games shorts • 2 regulation navy/sky polo shirts • 2 pairs of navy blue football/hockey socks • 1 pair of Football boots • 1 pair of Trainers/Astros • 1 pair of Shin pads • 1 Gumshield • 1 pair of plain navy or dark swimming shorts • 1 Cricket Box
Optional	• 1 pair of Swimming goggles • Large KESW branded Coat (Via Perry's) • KESW Beanie (Via Perry's) • KESW Cap (Via Perry's) • King Edward's training Baselayers (Via Perrys)

Pupils not wearing the correct protective equipment for activities do so at their parent/guardian's risk.

General	
Boarders	• Shoe cleaning kit • Toiletries and personal requirements • 1 dressing gown • 1 pair of slippers • 3 pairs of pyjamas or other nightwear • Underwear (6 items minimum) • A selection of casual clothes for wearing outside the working day. This must include a more formal outfit for school functions when school uniform is not worn. Storage space in the Houses is limited and it would be appreciated if this could be considered when packing. • An overnight bag is useful for exeats • 2 towels • All bedding is provided but, to personalise their rooms, pupils are encouraged to bring their own duvet cover
All Pupils	• 1 bag or briefcase for carrying school books • Fountain pen or roller ball pen • Pencils, rulers, coloured pencils, etc • Small dictionary (pocket or mini) • Calculators are not required until 3rd Form and it is possible to purchase these through the Mathematics Department at a reasonable cost **Please note that stationery for school work in class is provided*

Girls' Uniform	
1st Form to 5th Form	• 1 blazer, 2 pairs of trousers/skirts, 3 shirts, 1 V-necked jumper (woollen or similar) and 1 tie (Please note, if pupils choose to wear trousers, ties must be worn. However, ties are optional if wearing a skirt)
Sixth Form	• A smart, dark coloured suit or skirt of their own to be worn with a collared blouse • Skirts must touch the knee and trousers must not cling • Clothing made from denim or corduroy material is not acceptable • Shoes must be black leather or synthetic leather, polishable only and not patent, fabric, suede or trainers (no high heels) • Tights must be plain • For formal occasions, a white collared blouse will be required
All Years	• 3 pairs of black tights • Shoes must be black leather or synthetic leather only and not patent, fabric, suede or trainers

Girls' PE kit	
All Years	The following items are compulsory kit items available from **www.perryuniform.co.uk**: • 1 regulation school track suit (Midlayer and tracksuit bottoms) • 1 pair of regulation games shorts • 2 regulation navy/sky polo shirts • 2 pairs of navy blue football/hockey socks • 1 pair of football boots • 1 pair of shin pads • 1 pair of trainers/astros • 1 gumshield • 1 plain navy or dark swimming costume
Optional	• 1 pair of swimming goggles • Large KESW branded Coat (Via Perry's) • KESW beanie (Via Perry's) • KESW cap (Via Perry's) • King Edward's training Baselayers (Via Perrys)

Pupils not wearing the correct protective equipment for activities do so at their parent/guardian's risk.

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5. Shape of the fortnight

	Monday	Tuesday	Wednesday	Thursday	Friday
8:35	Head's Assembly	Tutor Groups	Whole School Chapel		
9:00	Lesson 1 Starts	Lesson 1 Starts	Lesson 1 Starts	Lesson 1 Starts	Lesson 1 Starts
10:00	Lesson 2 Starts	Lesson 2 Starts	Lesson 2 Starts	Lesson 2 Starts	Lesson 2 Starts
10:55	**BREAK TIME**				
11:20	Lesson 3 Starts	Lesson 3 Starts	Lesson 3 Starts	Lesson 3 Starts	Lesson 3 Starts
12:20	Lesson 4 Starts	Lesson 4 Starts	Lesson 4 Starts	Lesson 4 Starts	Lesson 4 Starts
13:10	**LUNCH TIME**				
14:05	Lesson 5 Starts	Lesson 5 Starts	Lesson 5 Starts	Lesson 5 Starts	Lesson 5 Starts
15:05	Lesson 6 Starts	Lesson 6 Starts	Lesson 6 Starts	Lesson 6 Starts	Lesson 6 Starts
16:00	**END OF LESSONS**				
16:15-17:15	**ACTIVITIES**				





6. Academic information

Tutorial system

Every pupil is part of a tutor group, led by a member of academic staff, and attached to one of the boarding houses. The tutor is the first point of contact for any academic matters as they have a key role in monitoring and tracking pupils academic, as well as personal development. At the start of the academic year, the tutor writes to parents to introduce themselves and to provide contact details. We encourage regular communications between tutors and families, so please do not hesitate to contact the tutor if you have any academic concerns about your son/ daughter. Additionally, in order to alert you to any academic matters, parents receive regular notifications of both academic rewards and sanctions through our iSAMS database so that you are kept informed both when pupils achieve distinctions and when they are put into detention.

The groups meet from 08.40-09.05am twice a week to discuss a variety of issues including current affairs, school routines, charity events, cultural interchange, general knowledge, reading, house issues, moral issues, and values.

Occasionally, in addition to the weekly Chapel services and Head's assembly, pupils will also be asked to attend presentations, during tutor time, that pertain only to their curriculum, e.g., 3rd Form options, GCSE examination routines, study skills etc. Tutors will also meet regularly with their tutees on a one-to-one basis to discuss academic progress and discuss targets for improvement.

Reporting and Parents' Conferences

Pupils at King Edward's are continually monitored for both their achievement and approaches to learning. All pupils will have baseline targets, set by their teachers, that are broadly aligned with the results of YELLIS, MiDYIS and ALIS assessments that pupils complete at the beginning of their Lower School, Middle School, and Sixth Form programmes of study. At the first half-termly reporting point, new pupils will only receive an effort grade that represents their approach to learning. Thereafter, all pupils will receive both an attainment and effort grade. In 1st to 3rd Form, the attainment grade represents the extent to which pupils are exceeding, on, or below the track to achieve their target grade at GCSE. For pupils in the 4th Form and above, the attainment grade will represent the level the pupils are performing at using either GCSE, A-level or IB grade descriptors. In addition to the grade sheets, pupils receive regular written reports comprising a short report at some point in the Autumn term with a longer, more formal report, that is shared at the end of the Spring term (for pupils in the 5th and Upper Sixth Form) or end of the Summer Term (for all other pupils).

In addition to the formal reports, parents and guardians are invited to Parents' Conferences in order to discuss academic progress with teachers. For parents and guardians with pupils in 1st to 3rd Form, these take place face-to-face, with the remaining year groups having Parent's conferences conducted remotely through the School Cloud platform. There are also a number of in-person events throughout the year (including welcome events, the GCSE and Sixth Form options process, University Admissions etc.) co-ordinated by Heads of Year. These events often culminate with drinks and nibbles that enable you to get to know other parents as well as members of the School's Senior Management Team.

Bridewell Scholarship Programme

All pupils who have received an Academic Scholarship will be expected to complete a series of workshops, seminars and lessons where they will be challenged to develop their understanding across each of the academic faculties within the school. A number of these sessions will also be open for additional pupils to sign up to, in addition to the rich mix of after-school clubs and activities already on offer to pupils.

Learning Support

All incoming pupils will automatically complete tests as part of the induction process that may identify or confirm a need for learning support. Our Head of Learning Support is able to put together a tailored programme of support that may involve sharing effective strategies with teachers or arranging additional support in Maths and English through either small groups or one-to-one sessions.

More generally, the Head of Learning Support works with Heads of Year to deliver study skills guidance and training that may include how to:

- plan a piece of work
- plan an essay
- write in an appropriate tone
- revise effectively
- organise workload and manage deadlines effectively

Rewards

Distinctions

- Pupils may be awarded a distinction in a particular subject for work that fulfils the following criteria:
  1. A single substantial piece of outstanding work, which exceeds expectations and incorporates sound presentational skills
  2. Consistently good work, which shows regular learning at a very high standard and sustained consistency
  3. A significant improvement in standard of work maintained for a number of weeks
- Distinctions are noted on the pupil's record and can be seen by parents through the Parents' Portal. They also contribute to the overall point tally in the inter-house 'Cock House' Cup. As distinctions for a pupil increase, they reach different commendation milestones. Recipients will be presented with their commendations by the Housemaster or Housemistress and will also receive a school voucher for the Piccadilly Café.

Library

Our new library offers an attractive and welcoming environment for study and quiet relaxation.

Stocked with over 9000 books plus some visual material, all catalogued on an easily searchable and retrieval computerised library management system.

The library has a subscription to online resources accessed through the school intranet and holds a school associate membership to the Surrey University Library and the British Library.

The E-Resources include the following:

- JSTOR is a digital library which provides access to over 12 million academic journal articles, books, and primary sources in 75 disciplines
- Subscription to online and printed Times newspaper
- Subscriptions to various academic printed journals and magazines
- The VLE platform houses academic E-Textbooks and various fiction genres
- Subject-related reading material can be obtained on the home.kesw.org library page

Library Staff

The librarian and a team of Library Prefects are always on hand and most happy to assist with any library-related enquiries. The library opening hours are as follows:

- 08:30 - 17:30, Monday to Friday
- 09:30 - 12:30, Saturday
- 14:00 - 16:00, Sunday and during the exam period

Bookshop

If pupils wish to purchase books, they should speak to the Librarian. The book cost can either go to the end-of-term bill, or parents can set up a book account whereby their child can purchase books up to a set cost per term, with this cost being put on your termly bill; the amount is entirely at your discretion.



7. Pastoral care

Health and welfare

King Edward's was originally founded with the welfare and advancement of needy children in mind and the School retains a deeply caring philosophy to this day. We pay great regard to pastoral care, which permeates the School at every level, to ensure the overall wellbeing of our pupils. On occasions, illness will strike every child and King Edward's is well equipped to deal with all routine illness and first aid matters.

The School Doctor (who is a local GP) holds regular surgeries and is supported by our own experienced medical staff and comprehensively equipped Health Centre. All boarders are registered with the school (NHS) doctor but can still be seen by their own family doctor during the holidays as "temporary residents". (They should not be re-registered with their doctor at home). National Health cards are held by the School, but a note should be kept of the child's dentist or optician. All pupils have the choice to see a male or female doctor.

The School Medical Officer carries out routine medical checks on admission, if required, and your child will be included unless we hear from you to the contrary.

A completed school medical form including vaccinations and immunisations which the child has been given must be completed and returned on or before admission.

All pupils coming to School who may need medication should present it to the Health Centre immediately upon arrival. They should bring with them the medication in the original packaging (packaging/ instructions should be in English) and a letter from their parent/guardian, stating the name of the medication, medical condition or illness, the dose of medication and the times when it is to be given. This information will be logged in the Health Centre. Pupils with asthma or at risk of severe allergies are encouraged to take responsibility for their medication and carry it at all times.

All boarders are offered the annual flu vaccination and booster for routine immunisations. Arrangements can be made for the inoculation of pupils travelling abroad for holidays. Parents of day pupils registered with the Witley/ Milford practice who would like their child to receive flu vaccinations at School should contact the Health Centre Manager, Ms Sharon Mills, to make the necessary arrangements. We cannot easily offer this facility to day pupils who are not registered with the Witley/Milford surgeries and must therefore ask that you make arrangements with your own GP.

Our school has a 'no nut policy' meaning that no nuts are used in meals or preparation. We would also remind parents/guardians, staff and pupils not to bring nuts or products containing nuts into School. This includes sweets, chocolates, biscuits, cereal bars, packets of nuts, cakes, cereals and Nutella.

Please arrange for pupils' teeth to be checked regularly by their own dentist early in the holidays so that any treatment can be arranged before the return to School. Dental and optical appointments can be made through the Health Centre and guardians are required to take them but they may incur some costs.

Defective eyesight or hearing can sometimes remain undetected for a surprisingly long time. The School keeps a lookout for such cases, but we suggest that if you are in doubt, you should seek any necessary advice before your child enters the School. Pupils who wear glasses or other aids, including contact lenses, should have a reserve, which will be kept by the Housemaster or Housemistress.

Parents/Guardians may be required to accompany their son or daughter to appointments outside of school.

If you have any worries or concerns and need to make contact with Ms Sharon Mills, the Health Centre Manager or the School Doctor, you can do so at:

The Health Centre, King Edward's Witley, Godalming, Surrey GU8 5SG

Tel: 01428 686711

Email: MedicalCentre@kesw.org and millss@kesw.org

Witley Surgery School Doctor
Tel: 01428 682218

All pupils over 16 years are entitled to complete medical confidentiality. Pupils under 16 years are also entitled to medical confidentiality if they request it and are considered mature enough to understand the implications. All parents and guardians are asked to respect pupils' requests for confidentiality.



Health Centre

Pupils attending are seen individually, assessed, and treated accordingly.

If they are sent off to continue their normal day, no further action is usually taken unless a parent or Housemaster/ Housemistress has requested further information.

Any pupil requesting or needing rest or "time out" should come to the Health Centre after breakfast. If this is deemed appropriate, they should stay in the Health Centre. There is no resting in the Houses.

If a pupil has an injury and needs to go to hospital, House staff will be informed at the earliest opportunity and the necessary arrangements made.

Day pupils will be cared for in largely the same way as boarders for illness or injury occurring during the day; for routine ailments they may be referred to their own GP. However, if it is felt that they will not be able to continue in school that day, parents will be informed that they are in the Health Centre and can be collected at the normal time, or before. Parents will not be under any pressure to take them home immediately.

If it is decided that a day pupil needs to go to hospital, the matter will be discussed with the parents who may be requested to take them or in case of an emergency, one of the House Matrons will accompany them.

If any pupil is sent to the Health Centre during lessons, they should come with a request note from teachers stating the time when they left the lesson. We will then note the time of arrival and the time of departure to lessons, if appropriate.

If a pupil is unable to do sport due to injury or illness, the Health Centre staff will enter them onto the computerised "off games list". They will be instructed to get into kit as normal and to report to the teacher responsible for the particular activity. For day pupils this note may come from parents.

Counselling

Counselling sessions are available to all pupils, who can email counselling@kesw.org to request a session. Parents are also welcome to contact the counsellor via this email. Often, a one-off or 'drop-in' session will be sufficient for a pupil to work through an issue. However, there may be occasions when the counsellor recommends a block of weekly sessions (6). In these cases, the school may need to re-charge the cost of some of these sessions. The Counsellor will involve the pupil's Housemaster/Housemistress in the scheduling of these sessions.

It is important to note that counselling is a confidential relationship and content of sessions will only be shared, without the pupil's consent, if the Counsellor believes the pupil to be ***'at risk of significant harm, to self or other.'*** This is a professional requirement for all Counsellors and Psychotherapists.

8. School rules and policies

Detailed policy statements on each of these subjects can be obtained on the School website www.kesw.org/about-our-school/inspections-policies.

Child protection

King Edward's is committed to safeguarding and promoting the welfare of children. All adults employed here have undergone child protection screening that is appropriate to the post they occupy, including checks with past employers and the vetting and barring procedures.

All members of staff receive child protection training from the Designated Safeguarding Lead (DSL).

Matters of a child protection or safeguarding nature can be raised with the DSL by emailing **safeguarding@kesw.org** .

The full policy on child protection can be obtained on the school website.

School rules

The main aims of these rules are to ensure that the School is a safe place in which all its members can thrive fully, and to provide clear direction to pupils about matters of principle, routine and general behaviour.

The fundamental principles underlying these rules are mutual consideration, respect and courtesy between all members of the community; a sense of responsibility in all pupils for their own conduct and learning; respect by pupils for the instructions that they are given by members of staff and prefects; respect for the property of individuals and the School; and support for the safe and effective running of the School.



School rules apply directly to all pupils when they are under the responsibility of the School, but the School will continue to have regard to pupils' behaviour at other times, if it is deemed to have an impact on school life in any way. In particular, the rules will apply equally to day pupils when they are in the company of boarders who are under School responsibility. A consistent approach will be followed by teachers, House staff, Matrons and prefects in the application of the rules.

Supplementary rules exist in specific areas, and additional rules may be published from time to time to parents or within the School.

In accordance with recent government guidance, we have taken steps to ensure that the School is a mobile phone-free environment by default. From September 2026, all pupils in the 3rd, 4th, 5th and pre-6th Forms will be expected to place and keep their phone in a pouch provided by the School for the duration of the School day. Sixth Form pupils may use phones discreetly in Jubilee House and the Sixth Form Centre. They may also use phones to pay for purchases in the café, but not to use them otherwise in the café.

Daily routine

These rules aim to provide an appropriate framework for the effective operation of the School.

- Pupils are responsible for taking all reasonable steps to make themselves aware of their school commitments
- Pupils must attend all registration sessions, assemblies, lessons, tutor group meetings and activities unless absent for an authorised reason. Pupils who are part of teams, ensembles or other groupings for school activities must attend such practices, matches or other activities as determined by staff in charge

  Good attendance at School is the bedrock of education. We aim to work collaboratively with parents to enable all pupils to achieve full attendance, recognising that school attendance is a shared responsibility. It is essential that all pupils arrive at their House before 8.25am each morning.

- Pupils should be punctual and fully prepared for learning in each lesson, should compete in the spirit of the School's Sport Code of Conduct, and should respond to instructions given by members of staff, prefects and other officials in the course of their duties with cheerful obedience
- All boarders are required to attend the Dining Hall for all meals at the published times
- Day pupils are required to attend lunch and other meals when they stay in School
- Exceptions to this rule are only acceptable if they have been approved by Housemaster or Housemistresses in advance

Bounds and environment

These rules aim to ensure that the community is a safe place so that the School is able to exercise its responsibility for the supervision of pupils.

- Classrooms are out of bounds after lessons without permission from a member of staff
- Pupils may visit the recognised common areas of other Houses at the agreed times with permission of Housemasters and Housemistresses. They must not enter the room or dormitory of other pupils without their permission or the room or dormitory of a pupil of the opposite sex at any time
- Pupils are allowed to leave the campus only with the knowledge and permission of their Housemaster or Housemistress
- Pupils must move around the campus using the footpaths and designated walking areas and with care, consideration and due regard to safety
  path or Brook Road only:
  - for collection by parent
  - for organised activities
  - for access to Witley Station
- The private homes of other pupils or recent former pupils may only be visited with specific permission of Housemasters and Housemistresses
- Eating and drinking are permitted only in the Dining Hall, Piccadilly Café, the Sixth Form Centre and Houses



- Cars and motorbikes can only be brought onto the campus with the consent of the Deputy Head. They must be parked in the designated area. Pupils may travel in a vehicle that is being driven by a pupil or a recent former pupil only if their parents have given the Deputy Head written notice that they may do so

Uniform Policy

School uniform is provided exclusively by Perry's. There are approved uniform and sportswear lists for pupils in all years from 1st Form to pre-Sixth. Clothes from other sources are not acceptable.

Pupils must ensure that their personal appearance reflects credit on the school. Uniform and Bridewell Dress must be worn smartly and appropriately at all times, on and off the School grounds:

- shirts buttoned up and tucked in
- ties knotted at the collar button
- skirts worn so that they touch the knee
- shoes must be polished and polishable, made of leather or faux-leather, black colour and suitable for a formal environment. Trainers (even black trainers) are not permitted
- School blazer to be worn at all times (except under shirt-sleeve order)
- School uniform, standard issue jumpers only
- socks must be navy blue or black and either knee or ankle length. White socks are not appropriate as part of School uniform or Bridewell dress

- caps or hats should not be worn, and hoods should not be "up", indoors

- black tights must be worn with skirts;

- laddered tights should be replaced at the earliest opportunity

- the requirement to wear tights is waived under "shirt sleeve order" (see below) and may be waived at the Senior Senior Deputy Head's discretion in hot weather
  at no time should sports shorts or cut-off jeans be worn in the Dining Hall. The arbiters of suitability will be the prefects and staff on duty.

- at no time should sports shorts or cut-off jeans be worn in the Dining Hall. The arbiters of suitability will be the prefects and staff on duty.

Coats

Any outerwear should be navy, charcoal or black, plain-coloured and formal in style: overcoat, raincoat or similar. Short coats (padded jacket, bomber jacket, parka etc.) are not appropriate, nor are prominent logos, fur-trimmed hoods. The garment should be mid-thigh or longer.

Jewellery and other adornment

No jewellery may be worn with uniform except for:

- a watch

- a simple gold or silver necklace worn under blouses or shirts

- a single unobtrusive gold or silver stud, no more than one per ear, may be worn, but no other piercings should be visible

Tattoos are inappropriate in a School context and must not be visible at any time. Make-up and nail varnish should be discreet so that it is not obviously visible. False nails and lashes are not appropriate.

Hair

Hair should be of a natural colour, smart, tidy, and appropriate to a school setting. Hair style must not prevent participation in, or be inappropriate for, normal school activities. Pastoral staff and, ultimately, the Senior Deputy Head will be the arbiters of appropriateness.

All pupils must be clean-shaven.

Bridewell Dress

Clothing made from denim or corduroy is not acceptable.

Any jumper worn should be v-neck, plain-coloured.

Pupils in the Sixth Form should wear a smart, dark coloured business-style suit with a collared shirt or blouse. Tailored skirt or trouser suits are the expectation. Skirts must touch the knee and trousers must not be clingy (especially to the calf).

Tights must be plain black; ankle- or knee-length socks should be worn. If shirt sleeve order is declared, the requirement for tights is waived.

Any item of clothing worn under a shirt or blouse should be white and without a motif.

Bridewell Dress or normal school uniform with jackets should be worn to formal Sunday Chapel services when indicated in the calendar.

Summer Uniform ("shirt sleeve order")

Summer uniform may be worn when the Senior Deputy Head announces shirt sleeve order, normally in the Summer Term.

Jackets need not be worn but, if a pupil chooses not to wear one, a pullover must not be worn instead. Jackets and pullovers should be left in Houses and may not be carried or tied around the waist.

School shirt sleeves may be either neatly rolled up above the elbow or buttoned down at the cuff.

Ankle- or knee-length socks should be worn. (Pupils may choose, but are not obliged, to wear tights).

Sanctions and remedies

Pupils who repeatedly fail to conform to these standards or to reasonable expectations of a smart appearance should expect a formal sanction. This will begin with a "Uniform Parade, arranged by the Senior Deputy Head. Persistent infringements may be dealt with as "refusal to obey reasonable instructions" and therefore remedied through a more severe sanction. Inappropriate clothing may be confiscated, or pupils told to remove the offending article and replace it with one that is suitable.

Personal property and relations between pupils

These rules aim to promote considerate behaviour and respect for self and other members of the community and the School as a whole.

- Mobile phones, digital cameras and other electronic devices may be used in accordance with the terms of the code of conduct for such items *
- All electrical equipment must meet with the approval of Housemasters and Housemistresses and satisfy current safety standards
- The property of others and the School should be respected as such at all times
- Personal property should be marked permanently, insured, and looked after with care. This applies particularly to laptops *
- Pupils should report the loss of any item to their Tutor, Housemaster or Housemistress immediately*
- Pupils should only have in their possession the amount of cash that is reasonable for their immediate needs. Larger sums must be handed to Housemasters and Housemistresses
- Proper ty must not be bought or sold; money must not be lent or borrowed
- The School forbids bullying and any form of abusive or coercive behaviour
- Pupils sh ould refrain from excessive displays of affection toward one another
- Sexual intercourse involving pupils under school responsibility is strictly forbidden

The following are forbidden:

- Use, possession or supply of any illegal substances, and CBD-infused items or dangerous implements*
- Abuse of legal substances
- Unauthorised use of or tampering with fire appliances or safety devices
- Smoking, vaping or possession of smoking materials, this includes snus*
- Purchase, possession or consumption of alcohol*
- Betting or gambling
- The chewing of gum
- Pupils should only take drugs or medicines with the knowledge of Health Centre staff or their Housemaster or Housemistress or, in the case of day pupils, their parents. Parents should inform House Staff or the Health Centre if a day pupil is taking prescribed medication in School



**Further details can be found in other publications and policies.*



9. Additional charges

For all details on school fees, please visit www.kesw.org/admissions/fees-scholarships-bursaries/. Please find below further details of additional charges (inclusive of VAT).

House funds (Inclusive of VAT)	£26.40 per term
Sixth Form Society Personal Accident (Inclusive of VAT)	£39.60 per term
Accident Insurance*	£9.00 per term

Educational Visits

Educational visits which do not directly form part of the curriculum and any other trips (e.g. theatre / music) costing up to £25 each will be added to school bills. For individual trips exceeding these costs, permission will first be sought from parents/guardians.

Lost items

Charges are made in respect of lost/unreturned/damaged textbooks, library books, uniform and other school property.

Medical treatment

Bills for private medical treatment will not be settled by the School and should be addressed directly to parents or guardians.

When it is possible for Health Centre staff to transport pupils to medical appointments, parents will be recharged based on costs incurred. Usually, private taxis will be used and parents will be recharged accordingly.



Public examinations

The examination authorities' charges, university admissions system costs, together with the School's associated costs, will be recharged to parents/guardians.

Travel expenses (including airport and interview journeys)

Parents are asked to ensure that their children have sufficient cash to meet their personal needs, and for Sixth Form pupils in particular to pay for their taxi fares or the cost of travel to attend external university or other interviews.

Activity fees

Please note that activity fees are inclusive of VAT.

Drama

Lessons are provided by Creative Connection, an external company, with Lessons, Examination fees and Examination entrance fees paid directly to the company. LAMDA classes are 30 minutes in duration and take place on a weekly basis.

Examination fees are set independently by LAMDA, typically ranging from £36 to £97 per exam depending on the level studied. The mos t up-to-date list of exam prices can be found on the LAMDA website. Examination entrance fees, set by Creative Connection (which cover all exam entrance admin undertaken and a lesson on the day), are £35 each.

Golf

Runs termly, parents would be advised of cost at the time of booking.

Music

The Music Department aims to offer thirty lessons in each study over each academic year. The charges for individual music tuition will be £44.95 per 35-minute lesson.

Music instrument hire will be £48.40 per term inclusive of VAT.

Other current charges (subject to annual increase advised by providers are):

Cookery Classes

£25 per term (assuming only 1 session per week.)

Padel

Approximately £10.00 per session (depending on numbers of pupils participating and venue).

Costs for other activities as advised to parents when completing consent forms.

** prices are correct at time of print*

King Edward's
WITLEY

1 Dining Hall
2 Countess of Munster Music School
3 North side classrooms
4 Selborne Room
5 North side IT
6 Quad
7 Art Department - South side
8 Gerald Coke Pentagon
9 Chapel
10 Medical Centre
11 Queen Mary House
12 Charter Hall
13 Design Technology
14 Business and Finance Centre/Maths
15 Reception, Café, Library and Learning Resource Centre
16 Warburg Science School
17 Health and Lifestyle Centre
18 Netball and tennis courts
19 Sports complex and swimming pool
20 Cricket Pavilion
21 Cricket nets
22 Astro
23 Jubilee House
24 Elizabeth House
25 Wakefield House
26 Edward House
27 Tudor House
28 Ridley House
29 Grafton House
30 The Heart
31 Estates Office
32 Laundry
33 Coronation Wellbeing Garden





King Edward's

WITLEY

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