



Welcome to Katherine Warrington School



New

YEAR 7 TRANSITION PACK

Welcome to our Katherine Warrington Family

We are so excited to welcome you and your child to the KWS community. We know that moving to a new school is a big milestone, and we are here to make the journey as smooth and enjoyable as possible.

This booklet is designed to help you prepare for the big move in September 2026. Inside, you'll find everything you need to get started, including how and where to purchase your new school uniform, a guide to our school start and end times and how to share important medical or dietary information with us.

We can't wait to see you soon.

Important dates

Page



Parent/carer of child with SEND diagnosis

Friday 1st May 2026

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Form to be submitted online



New student and parent Google forms

Wednesday 13th May 2026

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to be submitted online

New Year 7 **Single Joiners Day** at KWS
(invitations to be sent out shortly)

Thursday 18th June 2026
9am - 1pm

New Year 7 **Parents/Carers Information Evening at 6pm** Tuesday 7th July 2026

Year 7 **Transition Day**

Thursday 9th July 2026



Manor Adventure £62.50 deposit payment deadline

Friday 10th July 2026

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Chromebook - deadline for signing up to the
Parental Contribution Scheme

Friday 10th July 2026

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Summer School

Monday 17th - Wednesday 19th August 2026
(not compulsory)

(further details to follow)

Inset Days

Tuesday 1st & Wednesday 2nd September 2026

Year 7 students' **First Day**

Thursday 3rd September 2026

Early finish at 12.05pm

To prepare for Open Day on the 19th

Friday 18th September 2026

Inset Day

Monday 21st September 2026

Half term

Monday 26th October - Friday 30th October 2026

Year 7 **Manor Adventure
residential trip**

Wednesday 4th - Friday 6th November 2026

Term ends at 12.05pm

Friday 18th December 2026

Settling in



TRANSITION

We understand your child will be anxious to know who they are going to be placed with at secondary school.

Some students come to us with very close friends and others come alone as single joiners. Currently, an important process is taking place whereby the pastoral team at Katherine Warrington is gathering information from primary schools so that we can begin to get to know your child. Our discussions with teachers and the information provided by your child will help to inform form groups but will not dictate them.

Form groups at secondary school are a child's pastoral base; they stay in these groups throughout their school career and form strong bonds with their classmates. Teaching groups are different from form groups and are created for the purposes of learning.

When your child joins us in September they will spend an initial period of time with their form groups and form tutors so that they can develop closer relationships with both staff and students as they familiarise themselves with their new school.



ALL parents/carers: The following link will lead you to a Google form where you can provide us with information enabling us to know more about our new students. Please complete the following Google form by Wednesday 13th May 2026: [Click here](#)

Additional needs

If your child has any additional needs, or special educational needs or disabilities, the SENCO from your child's primary school and **Mrs Grainger** (our SENCO) will be in contact to exchange key information in order that we can continue to support these needs through transition and onwards into daily life at KWS.



ALL parents/carers: - Please complete this form by 1st May 2026 if your child has a SEND diagnosis, or you feel your child may need SEND support. [Click here](#)

SUMMER SCHOOL INFORMATION AND DATES

Every year we offer an opportunity for our new Year 7 students to attend our Summer School where they experience a few days of life at KWS.

The mornings are structured around academic studies before the students have lunch and then go on to enjoy various activities including orienteering, sports and team-building activities.

This year the dates for our **Summer School** will be **Monday 17th August - Wednesday 19th August 2026**. This is not compulsory; however, we highly recommend that our new students attend in order to gain familiarity with the school while being the only year group on site. This will help prepare them for the behaviour expectations and academic routine after a long summer break.

Summer School

Monday 17th August -
Wednesday 19th August

Further details will be
emailed in June to confirm
your child's attendance

MANOR ADVENTURE TRIP

Year 7 students will have the opportunity to visit Manor Adventure in Norfolk from **Wednesday 4th - Friday 6th November 2026**.

Please find the trip information letter containing more details about the trip on page 20. The Team from Manor Adventure will be presenting at the Year 7 Information evening to provide more information on the trip.



The **deposit payment of £62.50** to secure your place on the trip is **due by Friday 10th July 2026 via Evolve**.

Manor Adventure

Wednesday 4th November -
Friday 6th November

You will need to set up and activate your Arbor account (see page 8) in order to pay the deposit for Manor Adventure.

If you have issues with your account please email **finance@kwschool.co.uk** in the first instance.

If you have any concerns about payment, please don't hesitate to get in touch with us at **trips@kwschool.co.uk**.



SCHOOL DAY

The school day starts at 8.30am and students are required to be ready for registration in their form rooms by this time, so students are expected to be through our gates by 8.25am.

The school will be open for students arriving earlier with the canteen open for breakfast). The school day will finish at 3:30pm Monday - Thursday and 2:30pm on a Friday. We also offer a home learning club, Monday - Thursday from 3:30pm - 4:30pm in the school library.

One aspect of KWS that we are exceptionally proud of is our Period 7 options which offer a super-curriculum experience to every student, ranging from Warhammer and Model UN to CSI and yoga. This happens from Monday to Wednesday, whilst on Thursday, this time is used as an extra form to catch up on home learning or silent reading. On Friday afternoon we mark the end of the school week with a celebration assembly.

Our school day

Monday - Thursday
8.30am - 3.30pm

Friday
8.30am - 2.30pm

UNIFORM - FULL PRICE LIST CAN BE FOUND ON PAGE 12



**ACTION
REQUIRED**

Our school uniform supplier is **Beats School Uniform** (Harpenden).

Uniforms are available to purchase online or from their shop. It is advisable to book an appointment for a school uniform fitting to ensure the size your child needs is ordered in time. We have house coloured ties so please do not purchase a school tie before you know what house your child has been allocated. You will be notified of your child's house - which will also be their form name - at the **Parent Information Evening** on **Tuesday 7th July**.

We will start in September in our **winter uniform**. As part of our uniform policy we do not allow trainers (unless PE kit is being worn) or boots. Hair should be kept to natural colours, and makeup, facial piercings, fake nails and smart watches are not allowed. A single pair of plain gold, silver, or gem, small stud earrings worn at the bottom of the ear lobes is acceptable as part of our uniform policy.

Students are allowed to wear PE Kit on the days they have PE, a sports club or a Period 7 that requires them to be in PE Kit. If you have a child who is likely to take up additional sports, please take this into consideration when purchasing their school uniform. Please **click here** for the uniform page on our website.

CHROMEBOOKS

All students at KWS are advised to have a Chromebook.

KWS has a Parental Contribution Scheme which is provided by FreedomTech. As well as the device, your purchase will contain the Google Licence required to connect to the school's system. It will also comprise a three year warranty package which includes cover for accidental damage and theft, with no excess to pay. There are options available to purchase outright or spread payments over 12, 24 or 36 months. Devices will be given out at Summer School (w/c 17th August) for those students attending, or early in September for those who are not attending the Summer School.

Parents don't have to purchase a device through the school scheme and can purchase their own device elsewhere. However, there will be a £30 charge for the device to be added to the school's system and parents will take responsibility for any damage/loss/theft so we strongly encourage parents to take advantage of the school's scheme. We will organise the £30 payment in September if your child has their own device.

Chromebook
product and
payment details
are on
pages 14 -19



The deadline for signing up to the **Parental Contribution Scheme** is **Friday 10th July 2026** and there will not be another opportunity to purchase through the school after this date.

LOCKERS

All students will have the opportunity to rent a locker. This will be payable via Arbor.

There is a £25 non-refundable charge for this and this will last them from Year 7 through to Year 11. They will also need to provide a padlock to keep their locker secure - please see the equipment list on our **website** for the type/size of padlock required.



Lockers will be allocated in due course after the start of term in September.

TRANSPORT

A key part of gaining planning permission for KWS was a commitment from the school that parents/carers of students attending would seek to promote sustainable methods of transport for students. The order of preference is walking, cycling, bus, train, car share.

The transport services available to the school community currently can be found on our website [here](#); we await further guidance from Hertfordshire County Council on any amendments to these routes once they have looked into this year's intake. A further communication will be issued in due course.

If your child is entitled to free Home to School transport you will be contacted separately by Herts County Council, who will allocate a place on one of the bus routes serving KWS. You can find more information on the [Herts County Council website here](#).

We appreciate that these bus options are not available for all students who live outside of walking/cycling distances and for those who are, the cost is significant. We encourage everyone who intends to use the bus frequently, as their transport choice, to access any early purchase discounts offered by providers. We will send out details of any Early Bird deals from operators when we have this information. For the public bus services, students are entitled to purchase the Hertfordshire Savercard which gives a 50% discount on all fares.

Students who have no other transport choice other than by car are encouraged to car share. Students being dropped off or picked up from school should walk the last 10 minutes of the journey. All drop offs/pickups should be away from the school and not in the roads surrounding the school.

A map detailing our pick up and drop off points is available on page 28. The School Car Park should not be used for pick up/drop off unless you have been issued with a KWS Parking Permit from the school due to an exceptional need such as a medical issue. These are renewed on a termly basis as we only have a limited amount of parking available on site.

Those who they require a permit, due to exceptional need such as a medical issue, should in the first instance email admin@kwschool.co.uk

MOBILE PHONES

At KWS, we believe that the best learning happens when students are fully present and engaged. For this reason, we have always maintained that mobile phones are not required in school.

While the decision to provide your child with a phone is entirely down to parents and carers, we are committed to creating a distraction-free space that supports student wellbeing and focus. In line with the latest Department for Education guidance, we are strengthening our stance in providing a mobile phone-free environment and are currently looking into introducing mobile phone pouches to ensure students stay focused on their learning and friendships.

We will be sharing more detailed information and next steps with you in due course.

Technology and Payment



ARBOR

Arbor is our Management Information System (MIS) and also offers the ability for parents/carers to have accounts and manage their data.

You will shortly receive an email to set up an Arbor account. Once you have received this email please follow the instructions to set up your account, at which point you will be able to fill in medical information regarding your child. If you already have a student at KWS you should be able to see your new Year 7 joiner under the same login.

You can also download the **Arbor Parent Portal app** on both Android and Apple devices. This allows us to send you notifications as a reminder regarding important upcoming events.

Classcharts

Once your child starts in September you will be issued a log in for Classcharts and will be able to see other information via your parent login, including Rewards and Consequences information.

Trips are paid for via Evolve see page 21



CONSENTS

We also **request consents** via Arbor.

There are **four** that require immediate attention:

- 1 **Charging for Materials**
 - 2 **Biometrics/Fingerprint Consent**
 - 3 **Technology User Agreement**
-
- 4 **Photograph Consent** - this is giving the school permission to take and use pictures of your child in publicity material for the school.

ONLINE PAYMENTS

Online Payments for school meals and other items such as lockers, textbooks etc are now paid for through Arbor.

You will be able to make payments to the school immediately once you have activated your Arbor parent portal account.

FINANCIAL ASSISTANCE

If you require financial assistance with the cost of a Chromebook, uniform and/or the Manor Adventure trip and you live in Harpenden, Wheathampstead, Redbourn, Markyate, Kimpton or Flamstead, please contact the **James Marshall Foundation** in the first instance.

Their easy-to-complete online application form is available **here**. If you live elsewhere and require financial assistance please contact us at **finance@kwschool.co.uk** to discuss your options.

If you think you may be eligible for free school meals please **click here** for more information.



Free school meals

You will need to reapply for free school meals when moving to secondary school.

Keeping your child safe at KWS



HEALTH

Keeping our students safe is of paramount importance and it is **essential** that you inform us of any health issues that your child has that could in any way impact their time at school or on day/residential trips **before they start**.

You will be sent detailed forms later in the Summer Term to confirm any medical/health issues.

Our policy as a school is that it is the responsibility of the student to carry their own medication at all times if they require inhalers and/or epipens. All of our staff will be trained to administer epipens in an emergency and we will hold spare inhalers/epipens at reception, but they are there for emergency use and must not be relied upon as a substitute for a child taking responsibility for their own medical needs.

A number of staff are first aid trained and we have a medical officer who is responsible for managing the medical room.

Having up-to-date medical details helps us keep your child safe and happy, not just in the classroom, but on all our future school trips and adventures.

KWS understands the importance of medication being taken as prescribed. In the vast majority of cases, students will be able to administer their own medication during the school day. Medicines will only be administered by the school when it is detrimental to the child's health or school attendance not to do so. It may be appropriate in some cases for students to be supervised when taking medication.

Staff will only administer medication to a student with parental consent. A 'Request for School to Administer Medication form' must be completed by parents/carers. Please contact the School Office if you require a copy of this form.

Further information is included in our **Supporting students with medical conditions policy (Incorporating First Aid)** on the school website.



Beat School Uniforms

In Partnership with Katherine Warrington School



A huge hello and welcome from your official Katherine Warrington School uniform supplier:

Beat School Uniforms

BSU is a family run business that has been providing uniform for schools and clubs for the past 19 years. Our mission, to make uniform buying easy, stress-free and enjoyable, is something we remain incredibly passionate about.

We want to make your start at KWS exciting and welcoming and will continue to provide excellent service throughout your time at the school.

Our friendly team can help efficiently guide you through your experience and advise you to make sure you only buy what you need, allowing you to top up later as and when you need.

Your local Harpenden shop is open 6 days a week all year-round Monday-Saturday 9am-5:30pm as well as opening on Sundays from 26th July, 10am-4pm, through the Summer!

Alternatively, you can order online or via phone for fast and free delivery:

**www.beatschooluniforms.co.uk
020 3362 2930**

Delivery

Free for all orders over £30 and delivered within 5 days, often within 48 hours, by our own local drivers

Easy ordering without long lead times!

One Stop Shop

One-stop shop with all branded and generic uniform, shoes, stationery and handy KWS extras including school bags

Everything you need with or without an appointment!

Personalisation

Have your sports kit and bags personalised with your initials using our fast and effective embroidery service

Perfect for avoiding the dreaded lost property!

Appointments

As well as accepting walk-ins in the Summer we run an appointment service to help you avoid long queues

Simply book online or call to book your appointment!

BSU | KWS

Book Your Summer Appointment!

Visit our friendly team at your local Harpenden shop who can guide you through the KWS uniform policy and advise on sizing to save you time, effort and expense!

Book today at www.beatschooluniforms.co.uk



Beat School Uniforms, 4 Station Road, Harpenden, AL5 4SE | 020 3362 2930

Katherine Warington 2026 Price List

Item	Description	Price
Schoolwear		
School Blazer*	Classic or fitted heavy-duty black blazer with purple lapel trim and embroidered logo	£35.00
House Tie*	School ties with house colour stripe and school logo	£6.99
V-Neck*	Soft knitted black v neck jumper with purple and white trim and embroidered logo	£26.99
School Shirts/Blouses	White long sleeve non-iron shirts/blouses sold in packs of 2	£17.99
School Kilt*	Warrior tartan skirt with internal waist adjusters	£32.00
Girls School Trousers*	Grey slim leg trousers with embroidered logo	£28.99
Boys School Trousers*	Grey slim leg or plus fit trousers with embroidered logo	£22.99
Summer Shorts*	Grey long-leg shorts with embroidered logo	£20.99
Tights	70 denier durable black opaque tights sold in packs of 2	£9.99
Ankle Socks	Black or grey ankle socks sold in packs of 5	£9.50
Ankle Socks	White turn-over-top ankle socks sold in packs of 2	£6.99

Sportswear

PE Polo Shirt*	Classic or fitted black and purple polo shirt with embroidered logo	£15.99
Sports Shorts	Black and purple shorts with elasticated waist, drawcords and embroidered logo	£12.50
Games Shirt	Black long sleeve rugby jersey with purple panels and embroidered logo	£32.99
Rugby Shorts	Black rugby shorts with rubberised internal waist grips and embroidered logo	£16.00
Games Socks	Purple sports socks with black and white stripes	£8.99
Sports Socks	White sports ankle socks sold in packs of 3	£8.99
Midlayer	Black fleece-lined and waterproof quarter zip with embroidered logo	£29.99
Waterproof Jacket	Black and purple showerproof jacket with embroidered logo	£29.99
Skinny Track Trousers	Black tapered performance trousers with ankle zips, pockets and embroidered logo	£24.50
Drawstring Bag	BSU exclusive large rucksack style drawstring bag with embroidered logo	£9.99
Boot Bag	BSU exclusive black boot bag with embroidered logo	£14.99
Sports Holdall	BSU exclusive sports holdall in school colours with embroidered logo	£36.99

Tesla

Armstrong

Nightingale

Ali

Keller

Franklin

*All prices are correct at the time of printing but may be subject to variation



School shoes, school coats, sports shoes, mouthguards, shinpads, stationery, name labels, bags and accessories available all year-round!



Beat School Uniforms , 4 Station Road, Harpenden, Herts, AL5 4SE



www.beatschooluniforms.co.uk | 020 3362 2930



Katherine Warrington School

STUDENT DEVICE PROGRAMME



KEY DATES

Order From: 13th April 2026
Order Deadline: 10th July 2026
1st Payment Date: 24th July 2026

PORTAL LOGIN DETAILS

For Your Portal Link - [Click Here](#)

Student Device Provision Programme

Katherine Warrington School are committed to providing the best learning experience for our students, and preparing them for the wider world outside of school. We strongly believe that this means providing students with access to technology. Using 1:1 devices allows us to deliver high quality learning for our students. We know that making an investment in technology isn't always possible, and when technology is available at home, it may not be suitable to bring into school, in case of issues with security and compatibility. In order to provide seamless access to technology, we have partnered with Freedom Tech to launch the student 1:1 device programme.

It is our vision and determination that every child will have access to affordable, high quality devices which they can use in lessons and at home. Using IT safely and effectively is an essential part of everyday life for our students and we are committed to equipping them with these skills for life.

We are passionate about ensuring that all our students can have full access to this provision and would strongly encourage you to consider joining the programme.

Student device programme is a 1:1 parental contribution programme for schools run by financial solutions provider and educational specialists Freedom Tech. Freedom Tech have over 10 years of experience running hundreds of successful programmes in schools and multi-academy trusts across the country. They have a strong background in education and partner with leading manufacturers and resellers in education technology. They are financially stable and wholly owned by CSI Leasing, one of the world's largest leasing companies with over \$1.6 billion in assets.

BENEFITS TO PUPILS AND PARENTS

- ✓ **Low monthly payments**
A sleek and modern learning device at an affordable price
- ✓ **Easy to use Repair Service**
Freedom Tech are partnered with a team of fully accredited experts in laptop and tablet repairs
- ✓ **Enhanced learning opportunity**
Enhanced classroom experiences in support of blended learning
- ✓ **Dedicated ordering portal**
Simple ordering, payment collections and repair service for parents
- ✓ **Payment terms chosen by the school**
Helping to increase digital access within all corners of the community

HOW THE PROGRAMME WORKS

HOW MUCH?



Prices start from
£16.41 per month over 36 months.

Other payment terms are available.
Please see device pages for specific pricing.

If your child is in Year 7, 8 or 9 you can choose to spread the payments over 1, 12, 24 or 36 months.
For Year groups 10 you can choose to spread the payments over 1, 12 or 24 months.
For Year groups 11 you can choose to spread the payments over 1 or 12 months.

HOW DO I PLACE MY ORDER?



To place your order via the portal please use the details below:

Please use your own email address when logging into the portal,
this is where your order confirmation will be sent.

For Your Portal Link - [Click Here](#)



THE PORTAL OPENS ON THE 13/04/2026

THE PORTAL CLOSES ON THE 10/07/2026

FIRST DIRECT DEBIT ON THE 24/07/2026

Please ensure you have sufficient funds in your account when the 1st payment is due to ensure there are no delays with your order

Devices will be delivered to the school for hand out to the students

THE EQUIPMENT ON OFFER



Lenovo 500e Chromebook 5th Generation Flip & Touchscreen with stylus.

This 11.6" Touchscreen Chromebook is; light, portable, rugged, and has a Flip design (turns into a tablet) – it is the ultimate everyday learning tool. It brings Google Classroom, G-Suite for Education, and today's most popular education apps to students and teachers, making digital education accessible, enjoyable, and manageable.



This Chromebook is best suited to students at our school. The Chromebook is specifically designed for students with an enhanced specification to ensure they can withstand all functional requirements.

PRODUCT DETAILS

THE BENEFITS OF CHROMEBOOKS

- ✓ Simple technology
- ✓ Long battery life
- ✓ Easy student-teacher workflow in a safe environment
- ✓ Excellent collaboration tools
- ✓ Works seamlessly with Google Suite
- ✓ Chrome Management Console for eSafety

Lenovo 500e Chromebook 5th Generation Flip & Touchscreen with stylus



Specification:

- MediaTek Kompanio 540 Processor
- 11.6" HD Touchscreen Display
- 8GB Memory
- 64GB eMMC
- Dual Band Wireless-AC & Bluetooth
- Rugged & Flip Design (Turns into a Tablet)

From £16.41 per month

Other payment terms are available.

Price Includes:

- 3 Year Extended Warranty
- 3 Year Advanced Repair Service
- Loan device to use whilst yours gets repaired
- Ownership at end – no additional payment
- School Software, Applications, Network Access
- Google Chrome Management License

Place your order now to secure your device!

For Your Portal Link - Click Here

PAYMENT BREAKDOWN

Single payment	£535.81	(Single payments are taken on the day you place your order)
12 months	£46.07 / month	Total £552.87
24 months	£23.82 / month	Total £571.68
36 months	£16.41 / month	Total £590.66



The difference in totals is attributed to the ongoing collection and administration of the monthly payments



TREES PLANTED

For every device that's provided, Freedom Tech will plant 5 trees in partnership with Ecologi. <https://ecologi.com/freedomtech>

FREQUENTLY ASKED QUESTIONS

How long can I spread payments over?

The maximum payment option will depend on how long your child has left at the school. For example; if your child is going into Year 7, 8 or 9 you can choose to spread the payments over 12, 24 or 36 months. If your child is in year 10 your maximum term option will be 24 months. If your child is going into year 11 then you will have a maximum of 12 months.

Why are we using a 1:1 payment programme?

The benefits of using this programme are:

- Flexible payment options.
- Device cover, protecting the device against theft or accidental damage with no excess and with no set limit of claims.
- Easy to use, contact us ticket page to get in touch with our customer service team.
- Full ownership of the device once final payment is made.

How will I make payments?

Payments will be made via card or Direct Debit using an online portal provided and administered by Freedom Tech. Your Direct Debit payment reference will appear as **Valutech Services Limited** with the payment processor as **STRIPE**.

Is there any financial assistance available?

If you are interested in the programme but are experiencing financial hardship, or you are eligible to Free School Meals or Pupil Premium, please get in touch with the school for a conversation in confidence, and we will explore what support we can provide.

What happens if I miss a payment?

If you have missed a payment you will receive a notification through WhatsApp and e-mail with instructions of how to bring your payment up to date. Please contact Freedom Tech if you have further questions by using the ticket service help@devicesondemand.co.uk
Please note until your payment is made, your repair cover is not valid.

What happens if I can no longer afford the device?

If you can no longer afford the device, please let the school know in case of any eligibility for financial support. If this is not applicable you will need to return the device to the school and let Freedom Tech know via their ticket service help@devicesondemand.co.uk

What happens if my child leaves the school?

You can either pay off your outstanding balance to keep this device or you can return the device to the school and let Freedom Tech know via their ticket service www.freedomtech.co.uk/help/

Can they use the device at home?

Yes, the student can use the device to further enhance their learning and we recommend that you set your security settings on your Wi-Fi accordingly.

Where will the device be delivered?

Devices are due to be delivered to the school for distribution to parents/students. The school will be in touch when they are ready for hand-out.

Who owns the device?

The device belongs to Freedom Tech whilst the device is subject to a payment plan. The student will be able to use the device 24/7. The student will own the device once the final payment has been made.

How many devices can I order?

One device per student at the school.

Does this mean exercise books will be outdated?

Most definitely not! Traditional methods of learning and teaching still have an important place in education and will continue in our school. The device should be seen as an additional educational tool, a tool to enhance learning rather than replace these methods. This will ensure students' handwriting skills continue to be developed.

For any repair requests please visit the link below:

<https://my.devicerepair.co.uk/>

For instructions how to log a repair please click here:

"How to log a repair"

For any other device relating queries, please use contact us on below email:

help@devicesondemand.co.uk

Freedom Tech Repair Service

Protection for your peace of mind...

Freedom Tech Repair Service provides you with complete peace of mind, that your device will be supported against the daily rigour of school life.

What's included?

- An easy-to-use help page to raise your ticket supported by a team of fully accredited experts in laptop and tablet repairs
- Repairs for damages caused by accident. Please note the equipment must stay in the possession of the guardian or student
- Repairs for manufacturer warranty faults
- No devices delivered dead on arrival
- No charge for collection, repair, or return
- All parts and labour included
- We won't charge if no fault is found
- A temporary device to use whilst yours is being repaired

What's not included?

- Repair service if damage to your product is through misuse, deliberate damage, neglect or frustration
- Loss of equipment. Please note the equipment must stay in the possession of the guardian or student
- Repair service for cosmetic damage through normal wear and tear
- Repair service where the manufacturer's guidelines on product care have not been followed
- Collection of devices from location other than the school or student home address
- Return of repaired device if parent payments are not up to date
- Data loss or repair costs caused by external factors such as computer viruses
- Damage repairs on consumables such as accessories, chargers, storage media, etc.
- Repair service if your device was not in it's protective case (if provided as part of the programme)

How do I log a repair service ticket?

- School/Parent/Guardian logs the repair claim following the below instruction at <https://my.devicerepair.co.uk/> (refer to the school for their preferred process).
- Complete the requested webform in full to submit a ticket to our repair centre.
- Once the ticket has been submitted an automated email response containing a unique Repair Job Number will be sent to the given email address.
- The repair centre will organise the collection of the device.
- Contact made within estimated 4 working hours (Monday to Friday).
- The student device will be collected by a courier in a secure box on the arranged date.
- Once repaired, the device will be delivered back to the collection address, unless otherwise specified.
- Please speak with the school IT department about a temporary loan device.
- Please note, you must return the loan device to the school when your repaired device is returned.

TRIP OPPORTUNITY



Year 7 Manor Adventure Residential - 04/11/2026 to 06/11/2026

Dear Parents and Carers,

At KWS, we love kicking off the journey for our Year 7 cohort with our traditional three day residential trip to Manor Adventure's Norfolk Lakes. This three day, two night getaway is the perfect opportunity for students to bond with their peers, connect with staff in a relaxed setting, and, most importantly, have fun!

The trip is managed by the expert Manor Adventure team, who lead students through a thrilling itinerary of outdoor challenges. While on site, students stay in purpose built apartments with school staff nearby at all times to ensure a safe and supportive environment.

Students will push their boundaries and build teamwork through a variety of activities, including:

- **Water Sports:** Kayaking and Raft Building
- **High Energy:** Abseiling, Climbing, and Zip Wire
- **Skill & Strategy:** Archery, High Ropes, and Obstacle Courses

Ready to dive in? You can find more details and explore the site by clicking [HERE!](#)

Accommodation and Travel:

We will depart from KWS on Wednesday November 4th 2026

The group is expected to return to KWS at 16:00 on Friday November 6th,

Cost and Payment Schedule

The total cost of the trip is £250. This includes travel, accommodation, activities and all meals.

A place on the trip can be secured with a non-refundable deposit of £62.50 by 10th July 2026. The remaining balance will be paid in 3 installments. It is crucial that payments are made on time to secure your child's place.

Payment 1	£62.50	due by 10th August
Payment 2	£62.50	due by 10th September
Payment 3	£62.50	due by 10th October

TRIP OPPORTUNITY



Withdrawal Policy:

If you choose to withdraw your child after paying the deposit, please notify me by email at trips@kwschool.co.uk. In this instance, you would be liable for any costs the school has incurred, including all payments due by the date you withdraw, plus any additional cancellation charges. We may be able to offer a refund, less any unrecoverable costs, if we can find a replacement from the waiting list.

Financial Assistance:

We believe that financial constraints should not prevent any student from participating. If the cost of this trip is a concern, please contact me directly and in confidence at trips@kwschool.co.uk. I can discuss options for assistance and help you find support.

I would also like to bring your attention to the **The James Marshall Foundation (JMF)**, a local charity that provides grants toward the cost of educational opportunities for young people. JMF can assist those living in Harpenden, Wheathampstead, Redbourn, Kimpton, Markyate, and Flamstead. You can find more information and apply directly on their website.

Next Steps:

To provide consent and make your payment, please use Evolve.

We believe this will be a valuable and enriching experience for all students. If you have any questions, please do not hesitate to contact me.

Best regards,

Jack Frost

Trips Coordinator

This guide is designed to help our new Year 7 parents navigate the Evolve system at KWS. Since we use Evolve for all our educational visits and trips, getting comfortable with it now will ensure your child doesn't miss out on any off-site adventures!

'What is Evolve?

Evolve is our secure online portal used to manage school trips. It replaces paper permission slips and manual data entry, ensuring that our staff have the most up-to-date medical and contact information for your child at their fingertips – even when they are miles away from the school site.

Step 1: Setting Up Your Account

When your child's first trip is announced, you will receive an activation email from Evolve:

1. Follow the steps in the 'Activation Guide'
2. We highly recommend downloading the ****myEVOLVE app**** (available on iOS and Android). It allows you to give consent in seconds using your phone's biometrics (FaceID/Fingerprint).
3. If you have older children already at KWS, their profiles will automatically link to your account as long as your email address matches our school records.

Step 2: The Consent Process

Before any student leaves the school grounds, we require digital consent.

- You'll receive an email for every trip. Follow the link to the trip portal.
- Evolve pulls medical/dietary data from our main school system, but for each trip, you must confirm it is still accurate.
- Read the trip details, check the boxes for any specific codes of conduct, and click Submit.
- TIP - > Evolve trips have a 'Closing Date.' Once this date passes, the system automatically locks. Please ensure you provide consent early to avoid disappointment.

Step 3: Payments

For any trip with a cost, Evolve will handle the transaction.

- You can pay securely via credit/debit card
- For larger residential trips later in the year, Evolve will show you a payment schedule. You can log in at any time to see your remaining balance.
- If a trip is cancelled, any refunds are usually credited directly to your original payment method.

Step 4: Staying in the Loop

Evolve isn't just for booking; it's our primary way of talking to you while your child is away.

- If a coach is delayed by traffic on the way back to KWS, we will send an SMS or email via Evolve to keep you updated.
- This is where we post packing lists, 'What to Wear' guides, and formal itineraries. It's always worth checking the 'Resources' tab a week before a trip departs.

Troubleshooting for Year 7 Parents

- ***I'm not getting emails.***
Check your junk/spam folder for any mail from **evolve.notifications@edufocus.co.uk** and mark it as a 'Safe Sender.'
- ***The Submit button isn't working.***
This usually means a mandatory field (like a tick-box for a code of conduct) has been missed. Scroll up and look for any sections highlighted in red.
- ***My child's medical info is wrong.***
While you can update info for a specific trip in Evolve, please also email the school office **admin@kwschool.co.uk** to ensure our permanent records are updated.

Welcome to the KWS community! We look forward to seeing your child explore the world beyond the classroom.



Biometrics FAQ's



Sales: 0333 014 3065 | Support: 0333 014 3064
www.crbcunninghams.co.uk

Frequently Asked Questions

What is iDStore?

iDStore is a central database located within a school, which stores the information that identifies pupils uniquely to each of the applications used at the school.

iDStore requires each pupil to register only once, usually by placing a finger on a fingerprint scanner, although other identification methods are available.

Why use iDStore instead of other existing identification methods?

The centralised system of iDStore speeds up the registration process – each student need only register once, no matter how many applications requiring identification are in place at the school.

With a biometric system, students cannot borrow or steal credentials from each other, reducing the opportunities for bullying. Queues are reduced because the rate of identification of students is quickened. Students no longer need to carry cards, remember PIN numbers, or use cash to purchase a meal.

Biometric systems save time and money for both schools and pupils because the need to replace lost cards and forgotten passwords is eliminated.

Does iDStore record images of individual fingerprints?

iDStore does not store images of fingerprints on its system, and never will. Only mathematical representations of certain points of a finger image are recorded, typically between ten and sixty depending on the characteristics of the finger. This mathematical data is encrypted and is called a template. The data is extremely secure in its encrypted form, and even if it were not encrypted, it would be impossible to recreate the original fingerprint image from the stored data.

Is it possible to recreate a fingerprint from the data stored by iDStore?

No, the iDStore system only stores a short string of encrypted numbers, too little data for the original print to be reconstructed.

How secure is the stored data? What would happen if somebody stole it?

The iDStore database is protected by a licence key. This means that the database and any backup of its contents can only be accessed on licenced hardware. The hardware is stored in the schools own secure facility, so that the encrypted data is only available to the registered licensee. Even if a school's security were to be compromised and a backup of the database stolen, the encrypted data would still be unreadable, even by another school.

If I lose my bankcard, then it can be replaced. But I can't replace my finger. If a template is stolen, have I lost my identity forever?

The simple answer is no. The fingerprint template stored in the database is merely a string of encrypted numbers. If this string of numbers were to be removed from the database, it would be useless because it cannot be recognised as a fingerprint. A fingerprint scanner checks for a real finger – it does not recognise a string of numbers.

Could the police or a court of law use the fingerprints stored in an iDStore database?

iDStore does not store fingerprint images. The recorded templates are comprised of a set of numbers, which represent each person. This set of numbers will be unique within populations of hundreds, or a few thousands, of people. However, in a wider population, the system is not accurate enough for the templates to be usable for forensic matching with any degree of certainty. A court of law would not be able to use this information as evidence.

What happens about twins, or someone who has hurt their finger?

Even identical twins have different fingerprints and will not be mistaken for each other by iDStore. In very rare cases there are people who are born without fingerprints. Occasionally someone's fingerprints may deteriorate because of exposure to some chemical products, and sometimes temperature change can cause reduction in fingerprint quality. However, a cut finger would not cause any problems for iDStore, unless it resulted in a major disfigurement.

Is there an alternative for pupils who are unable to provide biometric data for some reason, such as a disability?

Alternative identification methods, such as smart cards and name and photo identification, are always available in iDStore systems. Pupils unable to provide biometric data can opt to use one of these methods, as can any pupil who prefers not to use biometrics.

If I object to my child being fingerprinted, what will happen?

The school will issue any pupil who wishes to opt out of the biometric system with an alternative method of identification. iDStore recognises a number of identification methods, including smartcards, PIN numbers, passwords and name and photo lookup.

JMF

JAMES MARSHALL
FOUNDATION

EST. 1722

SUPPORTING YOUNG PEOPLE FOR EDUCATION AND CAREER DEVELOPMENT OPPORTUNITIES

JMF provides grants to financially disadvantaged young people aged 4 - 24 years living in Harpenden, Wheathampstead, Kimpton, Redbourn, Flamstead and Markyate.



T : 01582 760735

E : communications@jamesmarshallfoundation.co.uk

www.jamesmarshallfoundation.co.uk

Charity No: 1181004

DO YOU NEED FINANCIAL HELP FOR EDUCATION OR CAREER DEVELOPMENT OPPORTUNITIES?

If you are aged 4 - 24 years, live in our catchment area and are of limited financial means we could provide a significant contribution towards costs for eligible items/activities such as:



Items related to work/ apprenticeships



Careers advice/ further education courses



College/University costs



Extra-curricular activities: sport, music, creative arts



Scout/Guide camps and DofE expeditions



Laptops



Curriculum-related residential school trips



School uniform

Grants are only awarded towards future costs, we do not reimburse payments already made.

Applying for a grant is quick and easy using the online application form available on our website.

T : 01582 760735

E : communications@jamesmarshallfoundation.co.uk

www.jamesmarshallfoundation.co.uk

Charity No: 1181004



April 2026

Dear Parents/Carers

CHARGING FOR MATERIALS, INGREDIENTS AND CONSUMABLE EQUIPMENT

Many of you will know that the school is required by the Education Act 2011 to have a written policy under which the costs of certain of the school activities can be charged to parents. The Trustees have drawn up a Charging Policy, **a copy is on the school website for your information.**

I am writing this letter regarding one particular area of that policy, namely paragraph 15 dealing with materials, ingredients, equipment and other items used in the course of practical work in Design & Technology. I am sure you understand that, without charging for materials, teaching in these subjects would be severely impoverished.

For most of these subjects the costs will be relatively modest; for example year 7 Design and Technology projects would add up to £2 or £3 a year. On the other hand, D&T subjects for GCSE in years 10 and 11 can involve projects costing up to £30 a year. To address this problem you will see that the Trustees have arranged for parents to be notified right at the start of the course of the likely costs, where these may exceed £50 a year for any course.

The general position is however that parents are asked to agree in advance to own the finished items and thus be charged with the cost of producing them. I therefore hope you will agree that a blanket agreement covering the whole of your child's years at KWS and all the practical courses, is preferable to receiving several individual letters each year from each separate department - from the school's point of view it will clearly free a great deal of teacher time by doing it this way.

Please therefore log onto Arbor at your earliest convenience and click on the 'consent' or 'decline' button, as appropriate.

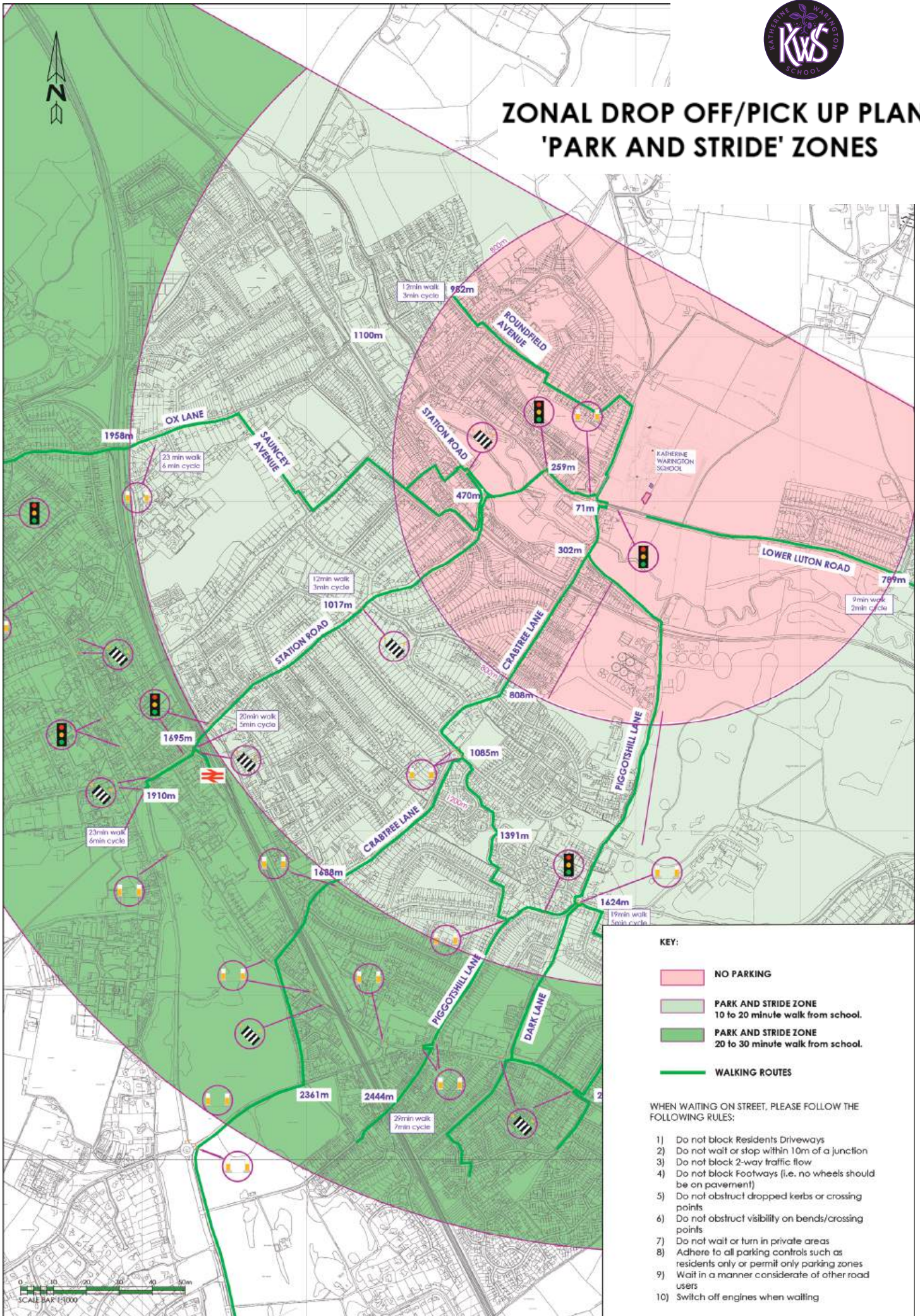
Yours sincerely

A handwritten signature in black ink, appearing to read 'David Martin', written over a horizontal line.

David Martin
Headteacher



ZONAL DROP OFF/PICK UP PLAN 'PARK AND STRIDE' ZONES



KEY:

- NO PARKING**
- PARK AND STRIDE ZONE**
10 to 20 minute walk from school.
- PARK AND STRIDE ZONE**
20 to 30 minute walk from school.
- WALKING ROUTES**

WHEN WAITING ON STREET, PLEASE FOLLOW THE FOLLOWING RULES:

- 1) Do not block Residents Driveways
- 2) Do not wait or stop within 10m of a junction
- 3) Do not block 2-way traffic flow
- 4) Do not block Footways (i.e. no wheels should be on pavement)
- 5) Do not obstruct dropped kerbs or crossing points
- 6) Do not obstruct visibility on bends/crossing points
- 7) Do not wait or turn in private areas
- 8) Adhere to all parking controls such as residents only or permit only parking zones
- 9) Wait in a manner considerate of other road users
- 10) Switch off engines when waiting